

LIVERMORE ARE RECREATION AND PARK DISTRICT

DRAFT MINUTES

FINANCE COMMITTEE

Thursday, October 18, 2018  
10:30 AM

Robert Livermore Community Center  
4444 East Avenue, Livermore, CA 94550-5053  
West Wing Conference Room

Committee Members Present: Chair Palajac and Director Furst

Staff Present: Bruce Aizawa, Julie Dreher, Tom Doyle,  
Jill Kirk, Patricia Lord, Jeffrey Schneider,  
Linda VanBuskirk, Vicki Wiedenfeld

Members of the Public Present: None

Chair Palajac called the meeting to order at 2:02 p.m.

**1. Public Comment**

There was no public comment.

**2. Approval of the Minutes of the Finance Committee Meeting of September 12, 2018**

The minutes of September 12, 2018 were approved as submitted by unanimous vote.

**3. Robertson Park Synthetic Field**

AGM Lord provided a brief background on repeated requests received from the public and sports groups asking for this area be rejuvenated. Park Supervisor Tom Doyle presented the staff report outlining the need to increase the approved budget by \$74,440 for installation of synthetic turf materials in areas A, B, C and D at Robertson Park Fields. The Committee reviewed figures based on the lowest quote received from Bastion Construction Services and asked questions regarding the estimating process, warranty on the artificial turf, water savings, a potential increase in rental returns, and CEQA clearance. The Committee further discussed criteria for CIP approvals and whether or not an item below \$100,000 needs to go before the full board. The Committee expressed concern that when increasing CIP on a budget, the matter should be brought before the full board or as part of the

rebudgeting process. Staff was requested to develop a policy regarding CIP to include confirmation of delegation of authority amounts to be brought back to the Finance Committee for discussion. In the meantime, the Committee expressed support of approval as requested in the staff report, and further suggested it be reviewed by the full board for final approval.

#### **4. Review of Actual vs. Budget Results for Q1**

Financial Analyst Julie Dreher handed out “Q1 FY 18-19 Financial Review - Finance Committee” and gave a District summary of revenue through Q1, salary and benefits expenses, services and supplies expenses, and YTD capital. Revenues are \$164,000, 6% above last year, and the District’s services and supplies expenses are favorable at 21% under budget through Q1.

Youth and Senior Services Department Manager Jill Kirk responded to Committee questions about ESS and Kidango forecasts, and was praised for staying on top of her numbers. The Committee had further comments on page 4 of the handout to clarify figures shown for property taxes and open space. AGM Lord acknowledged Recreation Supervisor Vicki Wiedenfeld and her team. Youth Sports & Fitness revenue has increased by 18% over this time last year, and Field & Gym Rentals brought in \$20,000 more over the same period.

The Committee was pleased that there are currently no red flags, no adjustments necessary at this time, and all figures are as expected. ASM Schneider stated that the District is getting better reporting due to assistance from a consultant in preparing these unit reports.

#### **5. FT/PT Definitions and Financial Implications**

ASM Schneider distributed a handout entitled, “Full-Time and Part-Time Definitions” and led a discussion on the opportunity to designate specific classifications as full-time without requiring participation in the ACERA pension plan, while providing staff in these classifications with full-time health benefits and a deferred compensation contribution. This can be accomplished within the current budget.

The Committee considered the creation of a new “Regular Employee” designation for all non-exempt staff who work at least 36 hours/week; going forward, only exempt full-time classifications will be added to the District’s ACERA payroll --non-exempt will not participate in ACERA, but will receive deferred compensation benefits with an additional 2% employer contribution; the number of part-time benefited definitions will be reduced from two to one. Key data stemming from the

2018 Compensation Study, the Affordable Care Act, and conferences with ACERA counsel and the District's counsel were reviewed, as well as financial implications.

This item was reviewed by the Personnel Committee at its October 11, 2018 meeting, followed by the Personnel Commission at its October 16, 2018 meeting. The Personnel Commission commented that employees becoming full-time should be highly dependent upon performance. Reviews must be done by December this year. Both the Personnel Committee and Commission expressed support of the proposed changes. The Finance Committee commented on positive change this could create for morale, recruitment and retention. GM Fuzie suggested a retirement reserve account could be created to offset the District's unfunded liability. The Committee commented that Chair Faltings and Director Pierpont should be apprised on that subject. The Committee then expressed its support for finalizing the change efforts as presented.

## **6. Finance Deliverables Review – Audit and More**

ASM Schneider reported on numerous finance deliverables:

- The Strategic Plan continues to move along with a focus on financial projections and considerations needed. January is the target month for deliverables.
- Established better reporting out of Accounting with the help of a consultant.
- Working on a Purchasing Policy and Delegation of Authority.
- Implemented the 457 match.
- Audit is moving forward and is on time.
- Contracts with Syserco and PG&E are being reviewed by Neumiller & Beardslee.
- Working on an RFP for a new payroll system.

## **7. Matters Initiated**

- a) Director Furst asked if the District is considering hiring a Trails Coordinator. He expressed interest in seeing this go forward. ASM Schneider responded that GM Fuzie should speak to this.
- b) Director Furst asked to have a discussion in the Finance Committee about finances involved in having TV30 continue to televise board meetings. He expressed concern over the quality of production the District receives from them. He suggested Staff look into live streaming on the District website as the Livermore City Council does.
- c) Director Furst asked for a future discussion in the Finance Committee about a timeline for the decrease of AB1600 funds to include when the city expects to be

built out, and the resulting decrease in District funding. ASM Schneider suggested the addition of use of the funds.

The meeting adjourned at 11:59 a.m.