



Livermore Area  
Recreation and Park District  
*An independent special district*

## LIVERMORE AREA RECREATION AND PARK DISTRICT

### DRAFT MINUTES

**WEDNESDAY, MARCH 13, 2019**

ROBERT LIVERMORE COMMUNITY CENTER  
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

### **SPECIAL MEETING**

5:30 P.M.

DIRECTORS PRESENT: Directors Faltings, Palajac, Pierpont, Wilson and Chair Furst

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Bruce Aizawa, Mat Fuzie, Tom Doyle, Julie Dreher, Alexandra Ikeda, Jill Kirk, Patricia Lord, Jeffrey Schneider, Rebecca Sermeno, Patrick Sotelo, Linda VanBuskirk, David Weisgerber, Vicki Wiedenfeld

#### **1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE**

Chair Furst called the meeting to order at 5:30 p.m. All Directors were present.

#### **2. BUDGET WORKSHOP**

##### **2.1 2018-2019 MID-YEAR OPERATING BUDGET UPDATE**

Administrative Services Manager Jeffrey Schneider presented a detailed report on the District's Mid-Year Operating Budget. He reported that the District projected a \$1.057M surplus. Staff has developed a list of critical needs to be addressed, including Park Operations items, Building Maintenance, and Information Technology, as detailed in the staff report. He presented a line-item review of YTD actual results through December, 2018 and a Balance of Year projection through June, 2019 regarding all Revenue, Personnel Expense, Services and Supplies, and the Net Operating Results versus the Approved Budget. Board guidance will be requested regarding alternate uses of the projected surplus Net Operating result of \$560K.

Directors had comments and questions regarding the following: \$25K is money well spent for IT needs; pour-in-place at tot lots and the need for preventive maintenance; industry standards regarding significant spend items – numbers are arbitrary, the key is working together and communicating; how Kronos will enhance data available for reporting to manage day-to-day operations; appreciation for the level of detail in these reports.

## **2.2 FY 2018-2021 MID-YEAR CAPITAL IMPROVEMENT PLAN BUDGET UPDATE**

General Manager Fuzie stated that the District has been meeting collaboratively with the City on Capital Improvement Projects and discussing different approaches with the AB 1600 funds, which the city administers, and the real intent of AB 1600 funds. They are moving quickly on Stockmen's Park and Trail T6.

ASM Schneider discussed the details of the staff report which documented a series of adjustments versus the original budget. Attachments A and B to the report were reviewed in detail. Attachment A showed a view by project name for Priority A and Priority B projects, with a comparison of the approved CIP budget versus the proposed mid-year CIP budget, and also reflected a comparison of data by fiscal year versus the originally approved budget. Attachment B reflected a focus on AB 1600 funding inflows (from developer fees) and outflows (City's project priorities along with LARPD project priorities). ASM Schneider stated that the Board will be asked to consider approving the proposed Mid-Year Capital Improvement Plan Budget for fiscal years 2018-2019 through 2020-2021 at its regular board meeting. The Facilities and Finance committees have reviewed Staff's reports and both recommend approval.

Directors had various questions regarding different projects.

## **2.3 2019-2020 CALENDAR AND BUDGET PROCESS**

ASM Schneider presented a draft listing of the FY 19-20 Budget Development Timeline (Operating and CIP). Board consensus was that the timeline, as shown, is recommended.

## **2.4 2019-2020 BUDGET PRIORITIES**

GM Fuzie asked if the Board had any priorities that it would like to discuss as we begin the FY 2019-2020 budget process.

Board members suggested the following:

- Planning for an economic slowdown – property taxes will be impacted.
- What are we doing with reserves? What is the industry standard for other districts our size regarding reserves?
- Keep staff appropriately remunerated; maintain adequate salary surveying.
- Remain vigilant about what we charge for what we provide, and is it appropriate for what we're delivering and what we need to function?
- Bring the District's analyzing processes up to speed.
- CIP budget regarding the list of unfunded projects – Look at this at either Facilities or Finance Committee to decide whether to move up any of the unfunded projects to the A or B priority list.
- Directors would like to see an updated Org Chart.

## **3. ADJOURNMENT**

Meeting adjourned at 6:43 p.m.

APPROVED,

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David Furst  
Chair, Board of Directors

ATTEST:

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Mathew L. Fuzie  
General Manager and  
Ex-officio Clerk to the Board of Directors