



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

**LIVERMORE AREA RECREATION AND PARK DISTRICT**  
**SPECIAL MEETING of the BOARD OF DIRECTORS: BUDGET WORKSHOP**  
**MINUTES**

**WEDNESDAY, MARCH 9, 2022**

5:30 P.M.

*NOTICE: Coronavirus COVID-19*

*In accordance with the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), as amended by Assembly Bill 361 (2021), members of the Livermore Area Recreation and Park District Board of Directors and staff participated in this meeting via teleconference (Zoom). In the interest of maintaining proper social distancing, members of the public also participated in this meeting electronically.*

**DIRECTORS PRESENT:** Directors David Furst, Jan Palajac, Philip Pierpont, Vice Chair James Boswell, and Chair Maryalice Faltings

**DIRECTORS ABSENT:** None

**STAFF MEMBERS PRESENT:** Mathew Fuzie, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Megan Shannon, Michelle Newbould, Pamela Healy, Patrick Lucky

**GENERAL COUNSEL:** None

**OTHERS PRESENT:** None  
**[PUBLIC MEMBERS]:**

**1. CALL TO ORDER – ROLL CALL:**

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

**2. BUDGET WORKSHOP**

**2.1 FY 2021-2022 MID-YEAR OPERATING BUDGET UPDATE**

The Board reviewed the Mid-Year FY21-22 Operating Budget.

Business Services Manager Jeffrey Schneider presented a detailed report on the District's FY21-22 Mid-Year Operating Budget Update, plus key assumptions for the current and upcoming fiscal year. The presentation was previewed by the Finance Committee at its February 22, 2022 meeting, and with the Personnel Committee at

its February 8, 2022 meeting. The committees supported staff's plan to utilize its presentation as a foundation for the March 9<sup>th</sup> Board Budget Workshop. Schedules included a line-item review of Year-to-Date actual results through December, 2021 and compared to forecasted results from January '22 through June '22.

The Board had no comments or questions on the staff report or presentation.

## 2.2 **FY 2022-2023 PRELIMINARY OPERATING BUDGET**

The Board reviewed and discussed the FY22-23 Preliminary Operating Budget.

BSM Schneider presented a detailed view of next year's financial plan. He highlighted Total Revenues of \$21,333,867, up 5% vs the FY 21-22 Mid-Year Budget excluding the impact of the receipt, in FY21-22, of the one-time COVID Relief Fund funds. Tax Revenues are up \$364,151, or 3%, while Program Revenue are growing by \$718,300, or 11%; Tax revenues will amount to 66% of total revenues, vs 68% in FY21-22. Salary and Benefits are growing by 9%; Services and Supplies are growing by 12%. The Preliminary Budget for FY22-23 shows Total Net Operating Results of \$489,275 favorable.

The Preliminary Operating Budget was previewed by the Finance Committee at its February 22, 2022 meeting, and with the Personnel Committee at its February 8, 2022 meeting. The committees recommended approval by the full Board.

Director questions/comments included: Utility expenses for water/sewer increasing, currently shown as a 5% growth rate; the impact on the remaining outstanding balance on ACERA; reserves reflected in the budget.

BSM Schneider assured the Board that there will be additional opportunities to discuss this item further within the various committees as well as with the Board again during the next Budget Workshop on May 25<sup>th</sup> before staff seeks final budget approval in June.

BSM Schneider shared information on staffing trends = Headcount Plans through June 2023, FTE (full time equivalents) Plans through June 2023, and Recruitment Plans through June 2023.

- Director Palajac asked if the Board could receive a summary/outline of headcount by employee type (meaning part-time benefited, regular full-time, pensioned exempt, etc.) BSM Schneider has the data and will send out a revised version of the Headcount.
- Chair Faltings asked about an organization chart listing the job titles and names of employees in that position.

## 2.3 **FY 2021-2022 through FY 2022-2023 MID-YEAR CAPITAL IMPROVEMENT PLAN BUDGET UPDATE**

The Board reviewed and discussed the proposed Mid-Year Capital Improvement Plan Budget for fiscal years 2021-2022 through 2022-2023.

BSM Schneider led the discussion on CIP Project Financials – Project Spending View: FY21-22 and FY22-23 [page 20 of the presentation].

The CIP Financial Plan for FY21-22 through FY22-23 was previewed by the Facilities Committee at its March 3, 2022 meeting, and by the Finance Committee at its February 22, 2022 meeting.

BSM Schneider shared additional data and graphs [pages 22-26] of the Overall View of Taxes which included ERAF Shift from LARPD to the State (35% of total), LARPD/EBRPD Murray Township Tax Sharing (21%), LARPD Property and Related Taxes (39%); and LARPD Parcel Taxes (5%). Of the tax monies that LARPD receives (\$13,724,449 for FY21-22) another graph showed the Use of LARPD Tax Funds – Outflows by Operating Unit. The next graph showed FY21-22 Mid-Year Budget – General Fund Outflows by Type. The final graph showed LARPD Revenues by Source.

The Board had no comments or questions on the staff report or presentation.

#### 2.4 **2022-2023 CALENDAR AND BUDGET PROCESS**

The Board reviewed and discussed the calendar and budget process for Fiscal Year 2022-2023. BSM Schneider shared his screen and led a discussion on the Financial Planning Calendar: 18-month Plan through FY22-23

The proposed budget process timeline is as follows:

##### **Deliverables:**

1. Formal Submission of FY21-22 Mid-Year Budget Update
2. Preliminary view of FY22-23 Operating Budget
  - a. Both 1 and 2 include Operating Plan and Capital Improvement Plan (CIP) projects
3. Formal Submission of FY22-23 Operating Budget

##### **FY21-22 Mid-Year Operating and CIP Budget Proposal and Preliminary FY22-23 Budget**

1. 3/4 Publish Board Packet for Workshop and Board meeting
2. 3/9 **Board Review** – Workshop and Board Meeting – Mid-Year Budget Conclusion

##### **FY22-23 Budget – Operating and CIP**

1. 5/13 Publish Finance Committee Packet
2. 5/16 **Finance Committee** - Review Proposed FY22-23 Operating and CIP Budgets
  - Target for Initial Review of 5 Year Financial Plan
3. 5/20 Publish Board Packet for FY22-23 Budget Workshop
4. 5/25 **Board Budget Workshop**
5. 6/3 Publish Board Meeting Packet for FY22-23 Budget
6. 6/8 **Board Review** - Board Meeting – Targeted Budget Conclusion
7. 6/29 **Board Review** – IF NEEDED – Budget Conclusion

## 2.5 **2022-2023 BUDGET PRIORITIES**

The Board discussed Fiscal Year 2022-2023 budget priorities and provided direction to staff.

GM Fuzie prefaced the discussion with the following items:

- a) Staff has been working with the LVJUSD on a funding source for enrichment programs.
- b) LARPD will need to address a commitment to deferred maintenance.

Board members suggested the following budget priorities:

- A strategic planning meeting.  
During the strategic planning session (face-to-face), the Board should discuss
  - a) Deferred maintenance;
  - b) The notion of making more out of what we already have, i.e., District facilities, repurpose assets.
  - c) Trail connectivity / trail growth, i.e., potential for trails at Sycamore Grove Park and connecting with the Wentle property, and working with the City on north Livermore connections.
  - d) GM's Goals & Objectives must fit within the context of the strategic plan (looking out 5-7 years).
  - e) Prioritize the current CIP, especially under emergency situations.
  - f) Review the Murray Township agreement.
  - g) City Stadium: Discussed using the golf course property to potentially put in a stadium complex which could house various sports and tournaments.
  - h) Prioritization of projects that are currently on the CIP plan over next 18 months – given environmental conditions.

GM Fuzie concluded that he hears from the Board that in the short term we must look for opportunities to increase our ability to generate revenue and limit our assets to those we need and try to utilize those assets as best we can. The vehicle for that will be our Master Property Agreement which we are working on with the city of Livermore. Regarding the EBRPD, GM Fuzie will bring some recommendations to the Board at a very near meeting.

## 3. **ADJOURNMENT:** The meeting was adjourned at 6:53 p.m.

Attachments:

- 1) Staff Report with presentation on financial summaries and graphs
- 2) Supplemental materials:
  - a) Revised Financial Planning Calendar: 18-month Plan through FY22-23
  - b) Revised Headcount Plans through June, 2023 – By Employee Type

APPROVED,

DocuSigned by:

MARYALICE SUMMERS FALTINGS

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Maryalice Summers Faltings  
Chair, Board of Directors

ATTEST:

DocuSigned by:

Mathew Fuzie

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

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