

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

Tuesday, February 7, 2023
3:00 PM

NOTICE: Coronavirus COVID-19

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

Committee Members Present: James Boswell, Maryalice Faltings (Alternate)

Committee Members Not Present: Jan Palajac (Vacation)

LARPD Staff Present: Mat Fuzie, Fred Haldeman, Jeffrey Schneider, Michelle Kleman, Julie Dreher, Linda Van Buskirk, David Weisgerber, Jill Kirk, Pamela Healy, Nancy Blair

Others Present: None

1. Call to Order: Committee Chair Boswell called the meeting to order at 3:04 p.m. Director Faltings was not present at the start of the meeting, so items 3 and 4 were approved solely by Director Boswell.

2. Public Comment: There were no comments from the public. Director Boswell closed the public comment period.

3. Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution No. 2773-b):

Action: Director Boswell approved Resolution No. 2773-b.

4. Approval of the Minutes of the Personnel Committee Meetings held on January 10, 2023:

Action: Director Boswell approved the Draft Minutes as written.

5. Preliminary Review Budget Assumptions – FY 23/24: Director Faltings (Alternate for Director Palajac) joined the meeting at 3:09 p.m. Business Services Manager (BSM) Jeff Schneider discussed the first preview of the Personnel-related budget assumptions. Our current personnel model is based on these assumptions. He shared his screen for a brief presentation on the following:

- COLA: There is a projected 3% COLA effective July 2023 due to California's projections for inflation.
- STEPS: Generally, there are 5 steps for almost every position, except certain entry level positions that only have 1 step. It takes one year to move through each step.
- Workers' Comp: 5% is a reasonable assumption, so we are assuming this for each entry in the chart.
- ACERA: Growth Rate is projected at 10%. Investment performance will drive this up for FY 23/24. We are benefitting greatly from the investment environment of 2022. We will continue to watch this closely.
- 457 Plan for Benefitted, Non-Pensioned Staff: Assumptions of PT: 4% (2% plus match), FT: 6% (4% plus match). No recommended changes.
- Health, Dental and Other Benefits: Assumptions of 3% across board, except Delta Dental – 5%.

Action: A copy of this presentation is attached to the minutes. This was for information only; no Committee action was taken.

- 6. Covid-19 Update (Standing Item):** Human Resources Officer (HRO) Kleman shared that we currently do not have any Covid cases.

Action: This was discussion only; no Committee action was taken.

7. Directors' and/or General Manager's Reports and Announcements:

- **Director Boswell:** Asked if we have numbers available for turnover, attrition rates and the cost of hire. He would like to be able to track the effectiveness of our recruitment, retention, and compensation from a Board perspective. HRO Kleman indicated that we currently do not have a mechanism to track these exact metrics; however, by using ancillary information, we are able to do some degree of analysis. GM Fuzie added, we may need to make minor adjustments to some extent at the lower end of the compensation picture due to competition with other industries but otherwise our compensation is effective. We set the assumptions at 3% but we have also prepared information on what 4% and 5% look like in the event we need to have those discussions in the future.

- 8. Adjournment:** The meeting was adjourned at 3:36 p.m.

/ph

Livermore Area Recreation and Park District Staff Report

TO: Chair Boswell and Personnel Committee

FROM: Mathew Fuzie, General Manager

PREPARED BY: Jeffrey Schneider, Business Services Manager
Michelle Kleman, Human Resources Officer

DATE: February 7, 2023

SUBJECT: Preliminary Review of Personnel-related Budget Assumptions – FY
23-24

This report is meant to apprise the Personnel Committee of staff's current view of personnel-related assumptions in support of its preliminary FY23-24 Budget. No action is required of the Board at this time.

BACKGROUND: On March 8, 2023, the Board will receive staff's proposed Mid-Year Operating and CIP Budgets for FY22-23 for its review and approval, and an informational presentation of staff's preliminary view of the District's Operating and CIP Budgets for FY23-24. This report outlines staff's assumptions for key personnel cost elements in support of the Preliminary FY23-24 Budget to inform this Committee prior to the March 8th Budget workshop.

Personnel-related cost assumptions for FY23-24

LARPD Finance/HR as of 01/25/23

Salaries

COLA	July, 2023	3%	< reflects 12/22 projections for California from the Federal Reserve (via PFM Financial Advisors)
STEPS	Varies		< we do this at the individual level - most will be in January following steps implemented in January 2022

Workers Compensation

Tier		FY21-22	FY22-23	FY23-24	growth rate
		% of Sal	% of Sal	% of Sal	
7720	Park Rangers	3.37%	3.61%	3.79%	5%
8810	Clerical	0.31%	0.29%	0.30%	5%
9410	Recreation	1.73%	1.39%	1.46%	5%
9420	Manual	10.21%	11.32%	11.89%	5%

ACERA

Tier	Thru Aug22	Thru Aug23	Sept23 +	growth rate
Tier 1	14.88%	10.97%	12.07%	10%
Tier 3	19.94%	16.41%	18.05%	10%
Tier 4	13.13%	9.23%	10.15%	10%

< investment perf. will drive this up for FY23-24

457 Plan for Benefited, non-Pensioned Staff

Planning Assumptions:	Part-Time Benefited Regular	FY22-23	FY23-24
		% of Sal	% of Sal
		4%	4%
		6%	6%

Health, Dental, and Other Benefits

3.0%	UHC increase estimate
3.0%	Kaiser increase estimate
5.0%	Delta Dental increase estimate
3.0%	Other Benefits increase estimate