

LIVERMORE AREA RECREATION AND PARK DISTRICT

MINUTES

BUDGET WORKSHOP AND REGULAR MEETING

WEDNESDAY, MAY 25, 2011

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA**

6:00 P.M.

LARKSPUR ROOM NORTH

7:00 P.M.

CRESTA BLANCA BALLROOM

DIRECTORS PRESENT: Director Faltings, Director Hutchinson, Director Turner, Director Wilson and President Goodman

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Tim Barry, Fred Haldeman, Don Humphrey, Michael Kyle, John Lawrence, Gretchen Sommers

- 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE**
President Goodman called the meeting to order at 6:02 p.m. All Directors were present.
- 2. ADJOURNMENT TO A WORK SESSION ON THE PRELIMINARY OPERATING AND CAPITAL IMPROVEMENTS BUDGET FOR FISCAL YEAR 2011/2012**

2.1 Recommendation for Amending Definitions of Designated Funds.

General Manager Barry thanked staff for their efforts in putting together the Preliminary Budget. He referred to the District's Policy No. FIN-07-2079 - "Policy Establishing Designations for the District Unreserved Fund Balance," and reviewed revisions that are being recommended for the following funds: Designated for Building Maintenance; Designated for Capital Projects; and Designated for Capital Equipment Purchase or Replacement. He said that at the next budget meeting he will recommend a fund Designated for Economic Uncertainty for the ESS Program due to the uncertainty about future state funding.

Directors asked for clarification on the revisions and on the specific function of the fund for Building Maintenance and the fund for Capital Equipment Purchase or Replacement, suggesting wording changes that might better describe them. Director Faltings said that she would like to see the fund, Designated for ESS Building Replacement, also serve as a fund to acquire more ESS buildings in the future, not just to repair them; she said that she would like to consider an analysis, as funding allows, in order to determine whether ESS can be expanded. The words "and Acquisition will be added to the title of that fund.

General Manager Barry said that the Board will be asked to approve these revisions when they are presented with the Preliminary Budget in June.

2.2 Recommendation for F/Y 2011/2012 Salary and Benefits.

Mr. Barry referred to the staff report which was presented to the Personnel Commission at its meeting last night. He said that it contains his recommendation for salary and benefit enhancements for next year. Mr. Barry reported that he had held meetings with full-time and part-time designated staff to invite their input on priorities for enhancements, and explained that staff made recommendations, and then voted on their top two priorities. Mr. Barry said that he had considered all of the staff input from these meetings, in conjunction with expected future revenue sources for the District, in formulating his recommendation. He said that he wished to look at something that would both be an improvement to the employee work condition and that would be even across the board, something that works for all benefitted employees.

Mr. Barry's recommendation is to add one regular holiday (New Year's Eve), increasing the number of regular holidays from 12 to 13 annually, and to add one floating holiday, increasing the number of floating holidays from 1 to 2 annually. He said that the cost to the District for these enhancements is lost productivity, as well as the possible cost to backfill staffing. He said that the District recently changed how the floating holiday would work, and staff anticipated some difficulties with implementing the change. Mr. Barry said that he would like to revise it further to improve it, and he explained the new changes. Mr. Barry said that he would like to reward staff for doing a great job, with the additional holidays, since the District cannot expend a lot of funds to significantly increase salaries or other benefits.

Directors made the following comments: in light of current media coverage against public employees, compliments to the General Manager and staff for coming to this recommendation, which is transparent and involved cooperation and discussion; it is good that the General Manager meets with employees each year; wonders if the employees feel frustrated that their hopes may not be fulfilled each year; the end result may not be to the employees' liking, but the process is inclusive and the General Manager listens; it is good that the General Manager explains the budget parameters during the employee meetings; suggestion that, perhaps the District can increase discounts on courses or fees for Camp Shelly, issue passes for friends for the pool; perhaps add a couple of more perks on things, something to acknowledge and show appreciation for the employees; approval of the concept of a set holiday, as well, since all utilities can be shut down in such a case.

Mr. Barry reviewed a survey regarding the holidays provided by other local public agencies. He said that he feels it is typical in economic times such as these to increase this type of benefit.

2.3 Recommendation for F/Y 2011/2012 Operating Budget.

Finance Manager Don Humphrey thanked the General Manager and staff for their work to determine how the District can operate within the revenue constraints it has. He referred to pages of specific interest in the Budget, explaining the information provided in each. Mr. Humphrey pointed out the recaps of previous years, saying that they are good for making comparisons with how the District is doing now. He said that the different ways of presenting the information offer the Board different ways of looking at the budget.

Mr. Humphrey explained the budget development process, working with staff and the Budget Committee, which recommends this budget to the board. He talked about the major budget assumptions as related to property tax revenue projections; that this has been a good year for other income; no salary increases; assumes a reduction of two full time staff, which is already in place; state budget and its effect on funding to the ESS program; subsidy of rock gym increased; no contribution to the District fund balance reserves and no July 4 event. General Manager Barry talked about the reasoning for the increase in the projected rock gym subsidy, noting it is partly due to increasing staffing, partly due to unmet fundraising projections. He also clarified the consolidation of some of the budget units. Mr. Humphrey also talked about the unit consolidations, noting that it will be possible to extrapolate individual class revenues, but that expenses will not be as easy to separate.

Mr. Barry said that he was proud of the District's additional earned revenue, and listed the areas in which there were increases. He said that the District is using the fund balances as they were created to be used. Discussion ensued regarding funds for legal costs related to the City take-over effort.

Mr. Humphrey said that a balanced budget is being recommending and presented.

Directors inquired about the following: marketing efforts; legal expenses; teens and the Youth Commission and what staffing is provided by the City and by LARPD for the program; staffing for Believes program.

2.4 Recommendation for F/Y 2011/2012 Capital Improvement Budget.

General Manager Barry referred to the Capital Improvement Budget, saying that there are not a lot of new capital projects next year, though staff will be busy with the projects that we do have. He reviewed and explained each of the different capital projects, which are grouped by priority. He said that there are unfunded projects that the District would also like to undertake some day.

Director Turner requested, and received, confirmation that there are no staff cuts in this budget.

3. CONVENE TO REGULAR MEETING

Workshop convened to regular meeting at 7:00 p.m.

4. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

President Goodman called the meeting to order at 7:11 p.m. All Directors were present.

5. PRESENTATION

5.1 FACILITY MAINTENANCE OVERVIEW

President Goodman stated that the Board will receive a presentation on the maintenance of District facilities.

Facilities Maintenance Supervisor Fred Haldeman gave a presentation on the duties and responsibilities of the facilities maintenance division. He listed the various facilities which LARPD maintains and provided information on the duties and responsibilities involved; operational safety; preventive maintenance; repairs and replacements; custodial services; remodels and new construction; and special projects. Mr. Haldeman summarized, saying that

the Facilities Maintenance division works to keep parks and facilities safe for the community to use and enjoy, and does so as efficiently as possible.

Directors commented and inquired about the following: high compliments to the facilities maintenance staff and the excellent work that they do; graffiti and its costs; appreciation for Mr. Haldeman's approachability and pleasantness, as well as his follow-through and efficiency and the hands-on work that he has done for the District; appreciation for the smoking signs having been installed at Ravenswood Historic Site.

6. PUBLIC FORUM

President Goodman opened public comment.

1) Bob Sanchez, Livermore, representing the Valley Rock Gym support group, provided an update on the program. He said that the Run for the Parks event was a great success, with 500 participants, organized in 6 months, and \$15,000 in gross revenue, with the hope for a net of up to \$5,000. He reported that, as of end of April, the Rock Gym program was \$159 off the budget. He said that he expects the Gym to make the numbers and that he will be surprised if they don't meet budget projections. He said he feels that their efforts have been a huge success. Mr. Sanchez said that the group's efforts are bringing the subsidy amount down and that he feels that the success will be apparent in the next couple of months.

President Goodman closed public comment.

7. CONSENT AGENDA

7.1 BOARD MINUTES

7.1.1 Meeting of May 11, 2011.

7.2 COMMUNICATIONS

None.

Moved by Director Faltings, seconded by Director Turner, approved the Consent Agenda, passing 5-0.

8. CONSENT AGENDA RESOLUTIONS

8.1 Resolution No. 2289, a resolution approving the hiring of relatives of District employees.

Moved by Director Faltings, seconded by Director Wilson, to approve the Consent Agenda Resolution.

Director Faltings said that she approves of family members working for the District and that she likes the idea that young people want to work for LARPD and continue family traditions. Director Hutchinson asked how many applicants there were. Mr. Barry replied that he does not know that number, noting that the relatives being referenced here are applicants, and are not yet hired. Mr. Barry added that staff does its best to assure that there is no supervisory relationship between employees who are relatives. President Goodman clarified that the Board would be approving the hires *if* the applicants are selected.

Approved the Consent Agenda Resolution by the following roll call vote:

AYES: *Turner, Wilson, Faltings, Hutchinson and President Goodman*

NOES: *None*

ABSTENTIONS: *None*
ABSENT: *None*

9. BIDS AND PUBLIC HEARINGS

None.

10. OLD BUSINESS

None.

11. NEW BUSINESS

None.

12. COMMITTEE REPORTS

President Goodman reported on his attendance at the Intergovernmental Committee meeting this morning, with participation by LARPD, the City and LVJUSD. One topic was the May 18 Amgen bicycle tour, which was very successful. He said that the goal is to make Livermore a destination for the end of a stage in the race. The Committee also discussed the Governor's budget and the impact that it will have on schools;

13. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

1) Director Wilson announced that she and Director Turner attended the Leadership Summit of local government representatives. The topic was sustainable communities, with primary emphasis on the issues of transportation in the East Bay and long range planning.

Director Turner commented that the summit was fascinating, and that the blessing of difficult economic times is that different entities start to work together to organize jobs, recreation, transportation, etc. to support our communities and to keep jobs local. She added that the Summit was trying to get the local person's input and to communicate what could happen if no changes are made.

14. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

1) General Manager Barry reported that Trail Segments D & E have been completed. He described the connections from Vasco to Sycamore Grove Park, noting that this represents quite an accomplishment over a long period of time.

2) Mr. Barry announced that Division Manager Sheryl Hardin is retiring in mid-July, after 29 years with LARPD. He announced that Park Foreman Clay Adams is also retiring, after 34 years with LARPD. Mr. Barry said that both employees have done an excellent job for LARPD and will be greatly missed.

3) Mr. Barry talked about the upcoming Rodeo and said that the District has been working with the Livermore Stockmen's Rodeo Association to prepare the grounds. LARPD is also helping them to advertise more this year. The Rodeo Mixer is June 8, Family Night is June 9 and the Rodeo on the 11th and 12th at the Robertson Park Equestrian Arena. Mr. Barry said that there has been concern about equine viruses, but that no horses have been in the arena, so there is no virus there. The Rodeo will take place as planned.

Director Turner returned to the topic of trails and said that, when the Stanley trail is done, people will be able to go from Livermore to very close to BART.

15. ADJOURNMENT TO EXECUTIVE SESSION

Meeting adjourned to Executive Session at 7:40 p.m.

16. EXECUTIVE SESSION

16.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Section 54957 of the Government Code.

Title: District Counsel

17. RECONVENE TO OPEN SESSION

Meeting reconvened to Open Session at 8:25 p.m.

18. REPORT ON ACTION TAKEN IN EXECUTIVE SESSION

No action to report.

19. ADJOURNMENT

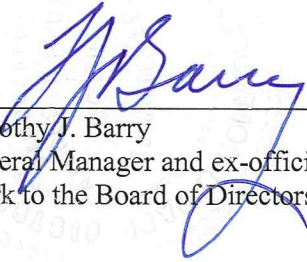
Meeting adjourned at 8:26 p.m.

APPROVED,



Steve Goodman
President, Board of Directors

ATTEST:



Timothy J. Barry
General Manager and ex-officio
Clerk to the Board of Directors