

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

Monday, April 14 2025
2:00 p.m.

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

Committee Members Present: Chair David Furst, Director Jan Palajac

Staff Present: Mathew Fuzie, General Manager (GM)
Jill Kirk, Community Services Manager (CSM)
Michelle Kleman, Human Resources Manager (HRM)
Julie Dreher, Financial Officer (FO)
Kendahl Hettick, Financial Analyst (FA)
Brenda Rios, Child Development Supervisor
Rene Venus Dalusong, Executive Assistant

Members of the Public Present: None.

1. **Call to Order:** Committee Chair Furst called the meeting to order at 2:00 p.m.
2. **Public Comment:** Chair Furst opened the Public Comment period. There were no speakers, and the public comment period was closed.
3. **Approval of the Minutes of the Personnel Committee held on March 10, 2025:**
 - **Action:** The minutes of the Personnel Committee held on March 10, 2025, were approved as submitted.
4. **Cost-of-Living Adjustment (COLA)**

HR Manager Kleman, GM Fuzie, and FA Hettick reviewed three COLA options for 2025. They completed market research and considered employee living needs, current economic conditions, and market trends, while aiming to stay fiscally responsible. The three options presented were (Supplemental Item 4):

 1. No COLA with a one-time bonus
 2. A 3% COLA starting in July
 3. A 3% COLA starting in January

GM Fuzie introduced a fourth option: a 2% COLA beginning in January, applied annually for the next three years. He noted this approach is similar to what's used in bargaining units and that the percentages can be adjusted as needed.

Committee Questions/Comments:

- a) Director Furst requested that materials be provided in advance for adequate review, if possible.
- b) Director Palajac emphasized the importance of letting staff know that medical costs are being covered by LARPD while staying within budget.
- c) HRM Kleman asked FO Dreher for her preferred option. [*FO Dreher: Noted Option 3 for cash flow purposes.*]
- d) Director Furst asked how the Committee should proceed with the information provided. [*GM Fuzie: Advised Committee members to review the options and provide a recommendation before the budget is finalized. He supports the 2% over three years plan and also suggested exploring the idea of Youth Services becoming an enterprise unit.*]
- e) The Committee agreed to carry the discussion over to the Finance Committee for further review.
- f) Director Palajac asked if the District has historically applied a 3% COLA each year. [*GM Fuzie confirmed this has generally been the case, except during COVID.*]

- **Action:** This was a discussion only; no Committee action was taken. However, the item will be carried over to the Finance Committee for continued discussion.

5. Positions / Titles Hierarchy

HRM Kleman presented two organizational documents related to benefited employees to the Committee (Supplemental Item 5): an organizational chart and a list of job titles by department.

HRM Kleman and GM Fuzie shared their training goals for each job level. Their aim is to build a shared understanding of the organization, support succession planning, and help staff advance to the next level of responsibility. They plan to develop department-specific training that clearly defines position levels and expectations. GM Fuzie noted that hiring an outside consultant could help achieve this goal but would be costly. Developing the training in-house would be more affordable but time-consuming.

Committee Questions/Comments:

- a) Director Furst asked how many employees are benefited versus non-benefited. [*HRM Kleman: There are 110 benefited employees. The number of non-benefited employees fluctuates between 130-270 (total non and benefited employees); last year, it was 380.*]

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

6. Future Agenda Items / Matters Initiated / Announcements:

- a) HRM Kleman informed the committee that the LARPD Human Resources (HR) team will meet with the Hayward Area Recreation and Park District (HARD) HR team tomorrow to share strategies on recruitment, technology, and promotion.

Director Furst asked if HARD and Pleasant Hill Recreation and Park have unions? [*HRM Kleman: Confirmed that HARD has a union, while Pleasant Hill Recreation and Park does not, as most of their services are contracted out.*]

- b) Director Palajac asked how to begin discussions about ESS as an enterprise operation. [*GM Fuzie: Gave a brief overview and suggested continuing the conversation within the Personnel Committee.*]
- c) Director Furst asked when the discussion about ESS could begin. [*CSM Kirk: Noted that the topic has come up before and will follow up with more information at the June meeting.*]

7. ADJOURNMENT: The meeting was adjourned at 2:42 p.m.

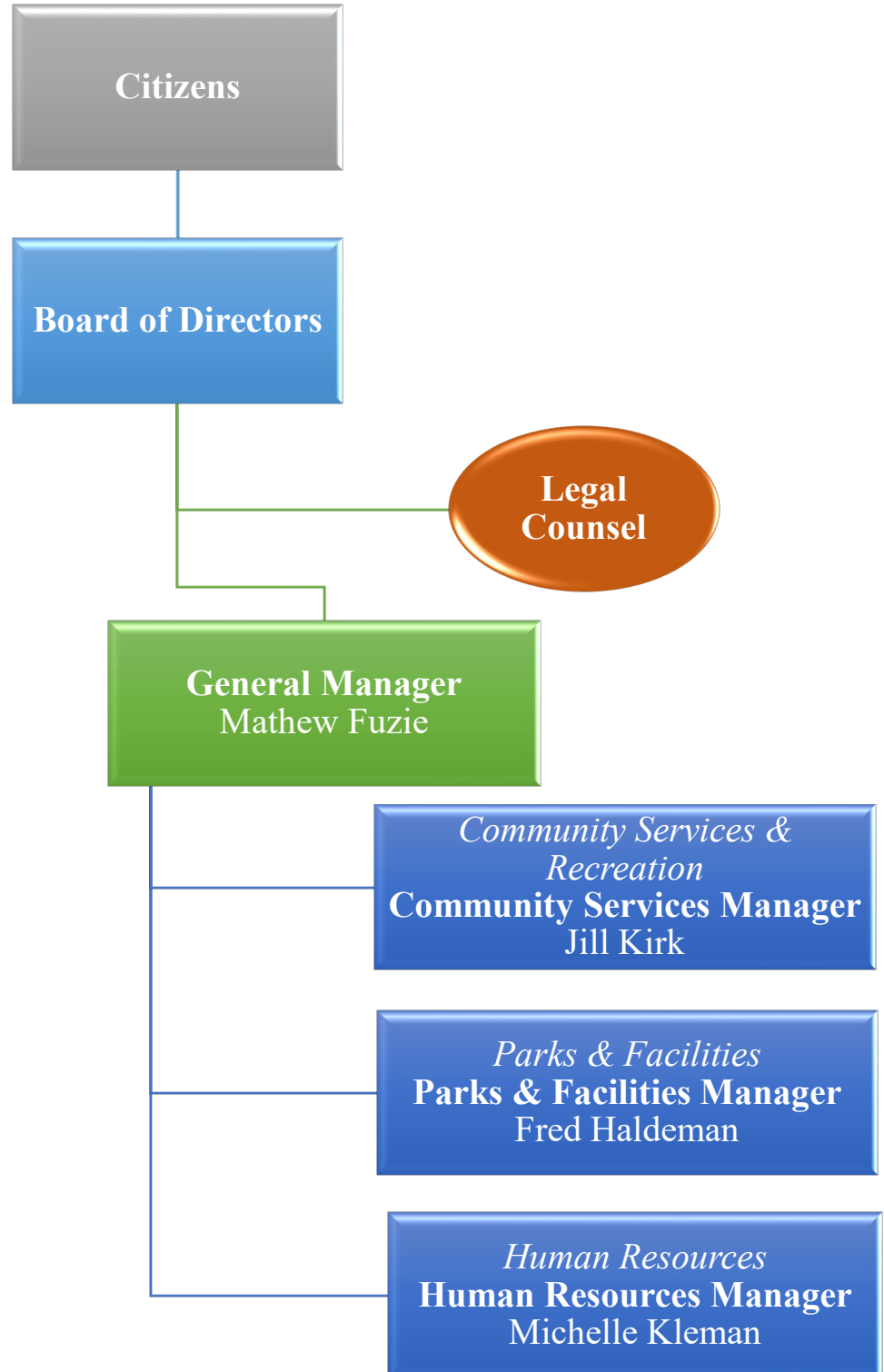
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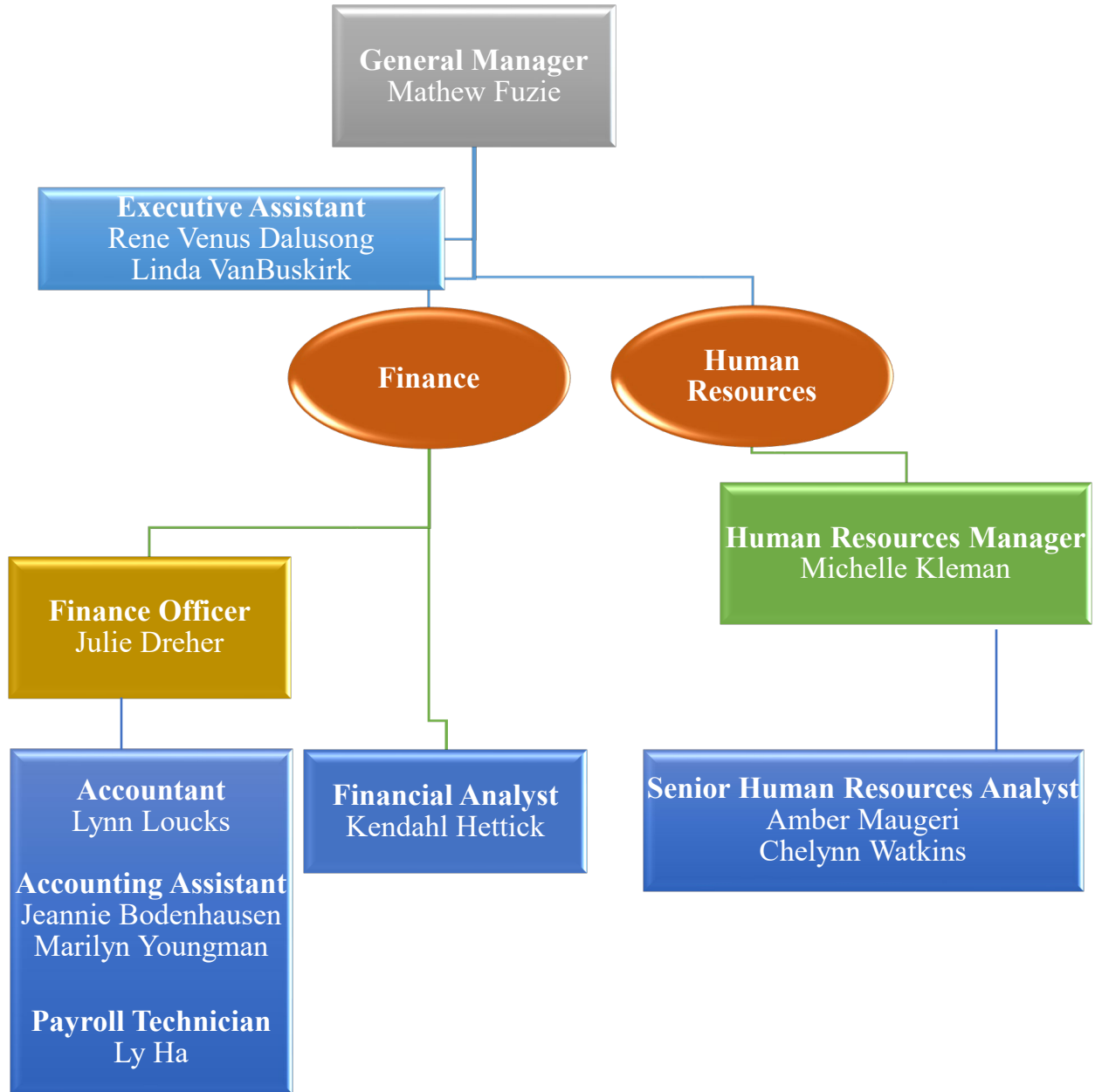
| | FY22-23 Actuals | FY23-24 Actuals | FY24-25 Actuals +Budget | FY25-26 no COLA w Bonus | FY25-26 with 3% COLA (July) | FY25-26 w 3% COLA (Jan) |
|-------------------------------------|-----------------|-----------------|----------------------------|----------------------------|--------------------------------|----------------------------|
| Full Time Salaries | \$ 6,731,971 | \$ 7,552,640 | \$ 8,391,149 | \$ 8,657,458 | \$ 8,917,182 | \$ 8,791,828 |
| Pensioned | | | \$ 3,630,994 | \$ 3,625,202 | \$ 3,733,959 | \$ 3,682,282 |
| Regular | | | \$ 4,760,155 | \$ 5,032,255 | \$ 5,183,223 | \$ 5,109,547 |
| Part Time Benefited Salaries | \$ 1,044,056 | \$ 938,840 | \$ 808,537 | \$ 916,766 | \$ 944,269 | \$ 929,863 |
| Casual Salaries | \$ 1,765,212 | \$ 1,923,709 | \$ 2,196,714 | \$ 2,291,177 | \$ 2,353,689 | \$ 2,313,413 |
| Board of Director Stipends | \$ 30,500 | \$ 28,100 | \$ 30,400 | \$ 30,400 | \$ 30,400 | \$ 30,400 |
| Payroll Taxes | \$ 494,356 | \$ 566,585 | \$ 646,275 | \$ 663,830 | \$ 683,003 | \$ 673,317 |
| Retirement | \$ 638,799 | \$ 597,931 | \$ 755,970 | \$ 771,887 | \$ 795,043 | \$ 783,869 |
| ACERA | | | \$ 438,019 | \$ 433,281 | \$ 446,279 | \$ 440,101 |
| 457 Regular | | | \$ 285,609 | \$ 301,935 | \$ 310,993 | \$ 306,573 |
| 457 Part Time Benefited | | | \$ 32,341 | \$ 36,671 | \$ 37,771 | \$ 37,195 |
| Employee Group Insurance | \$ 1,782,708 | \$ 1,955,434 | \$ 2,304,521 | \$ 2,482,265 | \$ 2,482,265 | \$ 2,482,265 |
| Workers Comp | \$ 323,010 | \$ 367,938 | \$ 430,280 | \$ 453,648 | \$ 466,922 | \$ 459,523 |
| Bonus for 166 emp | | | | \$ 332,000 | | |
| TOTAL | \$ 12,810,611 | \$ 13,931,176 | \$ 15,563,846 | \$ 16,599,431 | \$ 16,672,773 | \$ 16,464,478 |

| | Variance 22-23 to 23-24 | Variance 23-24 to 24-25 | Variance 24-25 NO COLA w Bonus | Variance 24-25 July COLA | Variance 24-25 January COLA |
|-------------------------------------|----------------------------|----------------------------|--------------------------------------|-----------------------------|--------------------------------|
| | \$ 820,670 | \$ 838,508 | \$ 266,309 | \$ 526,033 | \$ 400,679 |
| Full Time Salaries | | | \$ (5,792) | \$ 102,965 | \$ 51,288 |
| Pensioned | | | \$ 272,100 | \$ 423,068 | \$ 349,392 |
| Regular | \$ (105,216) | \$ (130,302) | \$ 108,229 | \$ 135,732 | \$ 121,326 |
| Part Time Benefited Salaries | \$ 158,497 | \$ 273,005 | \$ 94,463 | \$ 156,975 | \$ 116,699 |
| Casual Salaries | \$ (2,400) | \$ 2,300 | \$ - | \$ - | \$ - |
| Board of Director Stipends | \$ 72,229 | \$ 79,691 | \$ 17,555 | \$ 36,728 | \$ 27,042 |
| Payroll Taxes | \$ (40,868) | \$ 158,039 | \$ 15,917 | \$ 39,073 | \$ 27,899 |
| Retirement | | | \$ (4,738) | \$ 8,260 | \$ 2,082 |
| ACERA | | | \$ 16,326 | \$ 25,384 | \$ 20,964 |
| 457 Regular | | | \$ 4,330 | \$ 5,430 | \$ 4,854 |
| 457 Part Time Benefited | \$ 172,725 | \$ 349,088 | \$ 177,744 | \$ 177,744 | \$ 177,744 |
| Employee Group Insurance | \$ 44,927 | \$ 62,342 | \$ 23,368 | \$ 36,642 | \$ 29,243 |
| Workers Comp | | | \$ 332,000 | \$ - | \$ - |
| Bonus for 166 emp | \$ 1,120,564 | \$ 1,632,670 | \$ 1,035,585 | \$ 1,108,927 | \$ 900,632 |
| TOTAL | | | | | |



District Organizational Chart





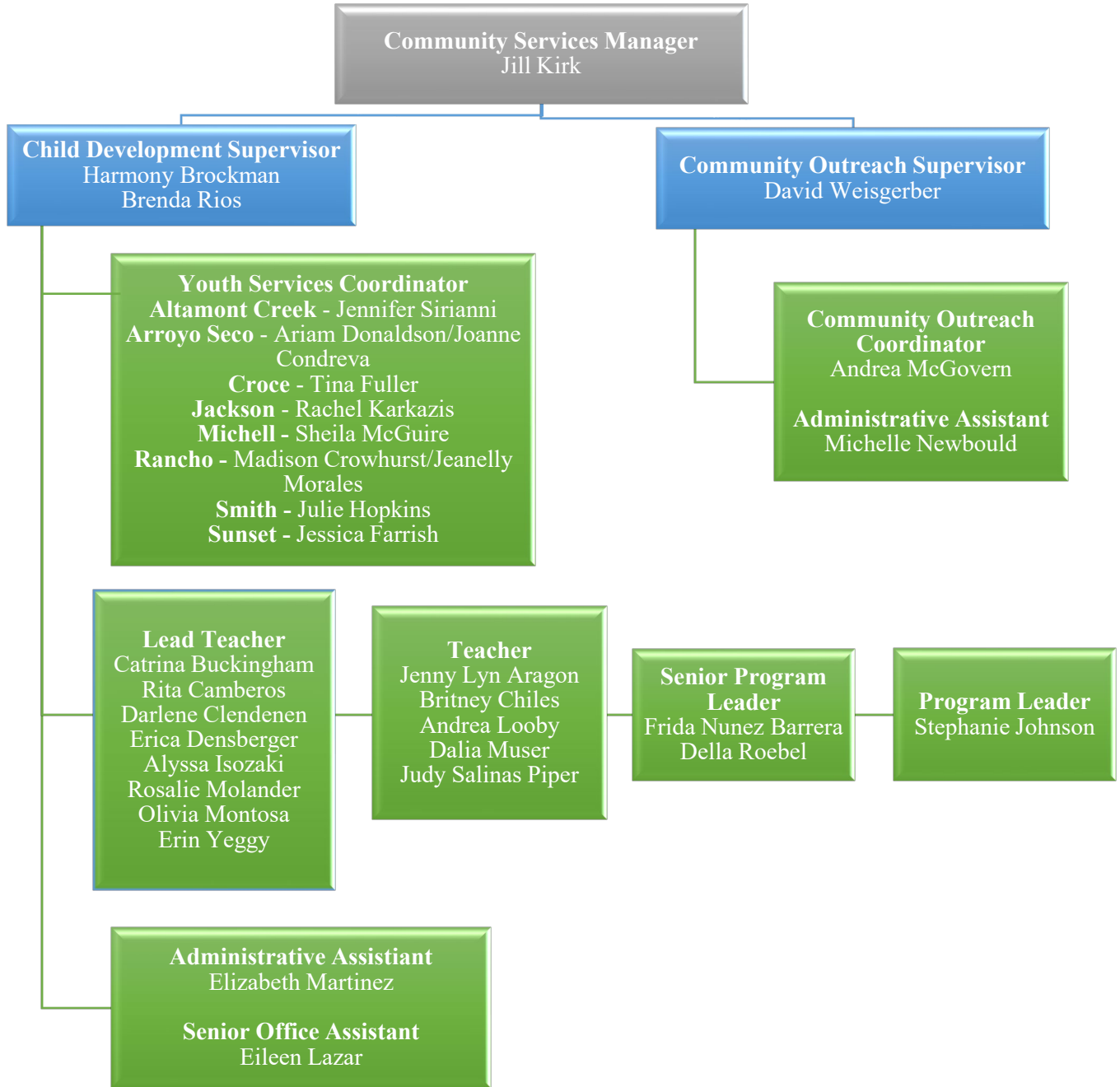
Board & Committees
Elections
Special Projects
Grants

Accounting
Payroll
Financial Planning
Treasury
Purchasing

Classification & Compensation
Benefits Administration
Talent Acquisition
Workers' Compensation

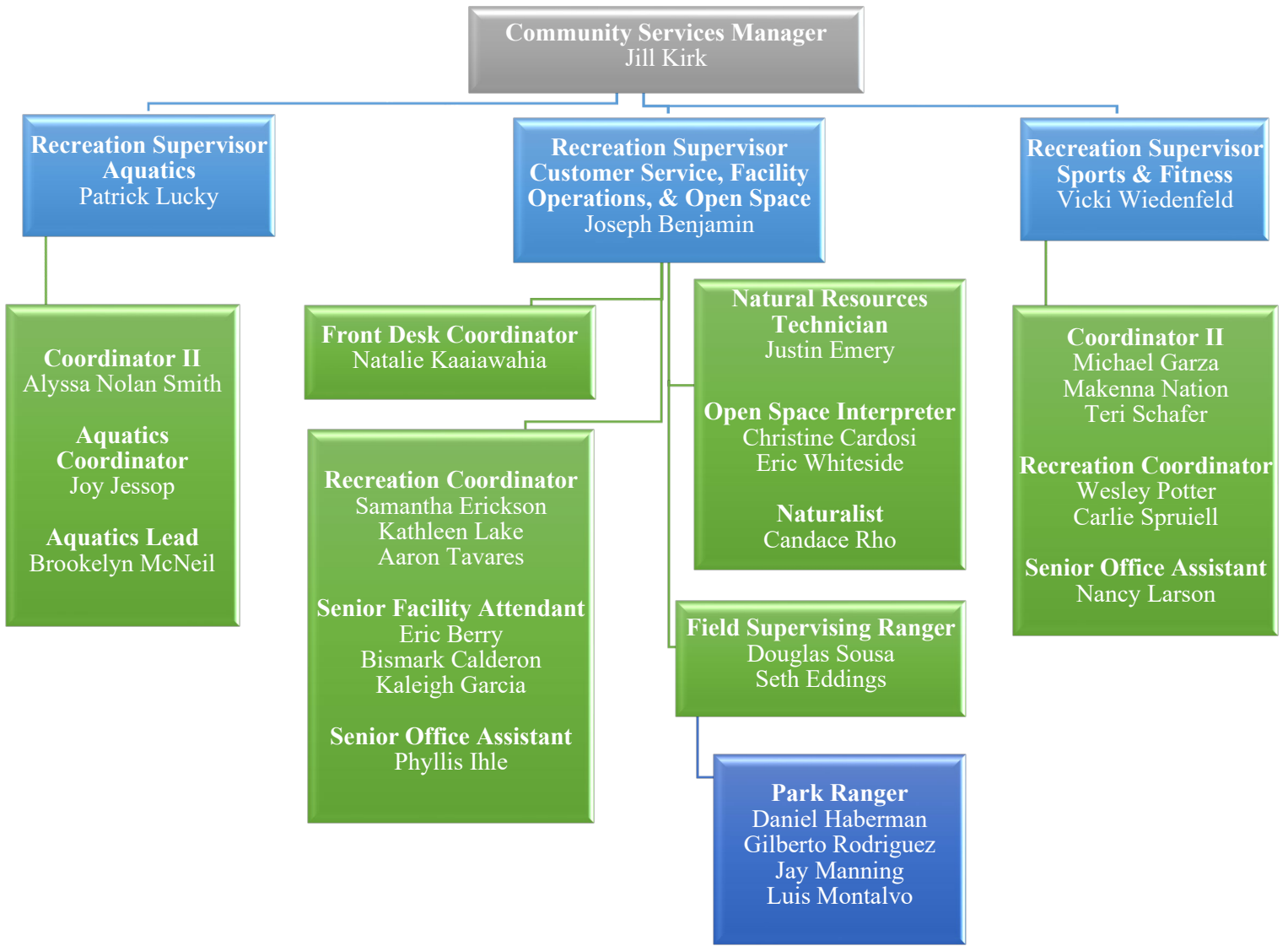


Community Services Department



Believes Program
Education & Childcare Grants
Extended School Services
Preschool

Community Outreach
Volunteer Program
Information Technology
CIP Administration



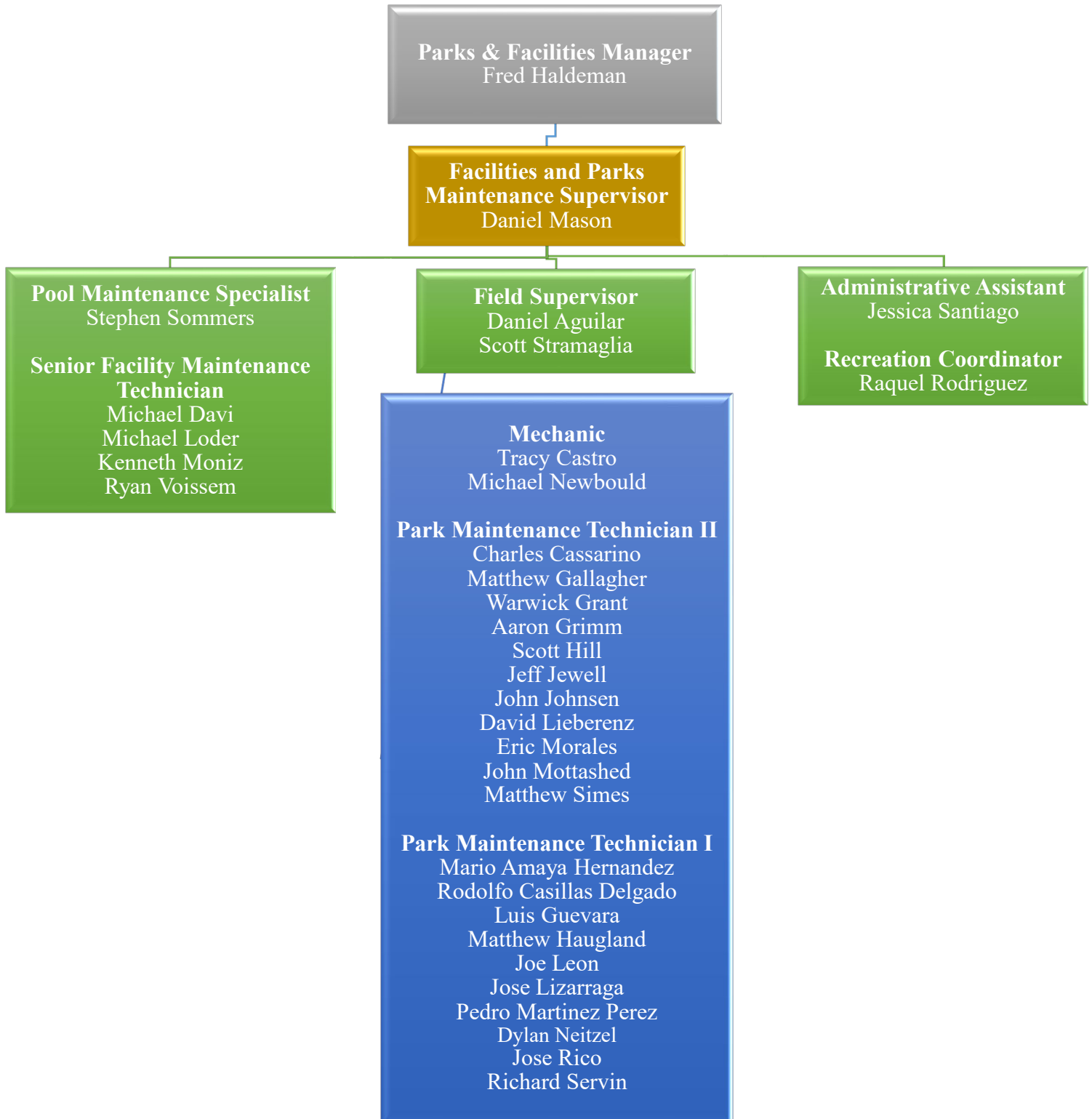
Aquatics
Certifications

Front Office Registration & Operations
Custodial
Facility Rentals & Operations
Independent Contractors
Recreation Classes
Senior Services
Open Space
Camp Shelly
Nature Programs & Camps

Equestrian Operations & Reservations
Field Maintenance & Operations
Field & Facility Schedules & Rentals
Group Picnic Reservations
Summer Camps
Youth & Adult Sports & Fitness
Permits



Parks & Facilities Department



Community Gardens
Fleet Maintenance
Park & Trail Maintenance

Environmental Restoration
Preservation & Protection

Capital Improvement Projects
Environmental Review
Design & Construction Oversight
Facility Maintenance

Job Families and Leveling

OPEN SPACE

Recreation Supervisor
 Field Supervising Ranger
 Open Space Interpreter
 Natural Resources Technician
 Park Ranger
 Naturalist
 Park Aid

AQUATICS

Recreation Supervisor
 Coordinator II
 Aquatics Coordinator
 Aquatics Lead
 Lifeguard II
 Lifeguard I
 Aquatics Office Assistant

RECREATION

Recreation Supervisor
 Coordinator II
 Recreation Coordinator
 Recreation Leader III
 Recreation Leader II
 Recreation Leader I

PARKS & FACILITIES

Facilities and Parks Maintenance Supervisor
 Field Supervisor
 Pool Maintenance Specialist
 Senior Facility Maintenance Technician
 Mechanic
 Park Maintenance Technician II
 Park Maintenance Technician I

ACCOUNTING & FINANCE

Finance Officer
 Financial Analyst
 Accountant
 Payroll Technician
 Accounting Assistant

YOUTH SERVICES

Child Development Supervisor
 Youth Services Coordinator
 Lead Teacher
 Teacher
 Senior Program Leader
 Program Leader

ADMINISTRATION

Executive Assistant
 Front Office Coordinator
 Administrative Assistant
 Senior Office Assistant
 Office Assistant

COMMUNITY SERVICES

Community Outreach Supervisor
 Community Outreach Coordinator

Key

Supervisor, Leader II and I
 Senior Individual Contributor,
 Individual Contributor, Entry Level