

2022 FINANCE COMMITTEE AGENDA ITEM RECAP

MONTH	TOPIC	ACTION
JANUARY	FY20-21 Audit Overview	Business Services Manager Jeffrey Schneider introduced and thanked Jesse Deol, partner with James Marta & Company LLP, District auditors. Action: The Committee thanked Mr. Deol and the auditing firm for an exceptional job, and recommended that the FY 2020-2021 District Audit be presented to the full Board for acceptance on February 9, 2022.
	Reserve Policy – Updated Staff Report and Policy Document	Action: The Committee recommended that updated Reserve Fund Policy be presented to the full Board for review in February.
	December Results Review	The Committee reviewed and discussed the December 2021 Financials Review.
	Budget Calendar	BSM Schneider shared his screen to view the “Financial Planning Calendar: 18-month Plan” and led a discussion on the timing and major dates involved for production of the Mid-Year Budget Update for FY21-22 and a Preliminary view of FY22-23, including the Operating Plan and Capital Improvement Plan (CIP) projects.
	Directors’ Reports and Announcements	BSM Schneider reported that the current agreement with James Marta and Company, LLP will expire in April/May. He recommends that the Committee consider a multi-year agreement and will come back to the Committee with a proposal. Staff has been pleased with their support and performance during the audit process.
FEBRUARY	Mid-Year Budget Review – 18-month Plan	Action: <ul style="list-style-type: none"> •The Finance Committee recommended approval of the Mid-Year update to the FY 21-22 Operating Budget and CIP Plan for FY 21-22 through FY 22-23, when this is brought to the BOD on March 9, 2022. •The FY 22-23 Preliminary Budget presentation was informational only and no Committee action was taken at this time.
	LARPD Revenue - Tax Base vs. Program Revenue (Discussion)	Director Boswell led the discussion, explaining that he felt the Board has the responsibility for strategic planning. Action: No Committee action was taken; however, this topic will be brought to the Board for further discussion.
	Board Recognition Event (Discussion)	Action: The committee recommended this discussion be brought to the Board, with a request for a further defined scope and type of event, for further consideration and approval.
	January Financial Results Review (Discussion)	Action: This was a discussion only and no Committee action was taken.
	Changes to LARPD’s Childcare Program Offerings (Discussion)	GM Fuzie reminded the Committee this is to be a pilot program, that he does not see anything that precludes us from having a solid partnership with school district. If this does not work out, we will go back and have further discussions to address any issues.
MARCH	NO MEETING	

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APRIL	Proposed Extension of Audit Agreement	The proposal as written is for a 3-year extension. The Committee consensus was to recommend a 2-year extension instead of 3 years. Action: The Committee recommends moving this item to the Board. The Committee also recommended an RFP in 1 year with further discussion on the length of the renewal term.
	Financials through March 2022	Revenue from Operations is \$239k favorable, primarily due to the timing of the annual \$200k grant from East Bay Regional Park District (EBRPD), which hit in March while the Budget assumed April. Overall, the District's Net Operating Contribution is \$289K favorable through March, again driven most significantly by the aforementioned timing of the EBRPD grant.
	Fixed Asset Review	Action: The Committee requested to table this item and to schedule a special meeting to discuss this topic prior to the next regular meeting.
MAY	Review Proposed FY 22/23 Operating and CIP Budgets	Action: The Committee expressed support of the attached Fiscal Year 2022-2023 Proposed Operating and CIP Budgets and recommended the presentation be given to the full Board at its upcoming Budget Workshop on May 25, 2022.
	Financials through April 2022	Committee questions/comments: The Committee had no questions but gave kudos to Staff for providing excellent financial details each month/quarter.
	Bothwell Building Discussion	Action: The committee supports moving forward with an assessment of the building to determine its value. Once that has been determined, this topic should be brought to the Board for review and discussion.
	Fixed Asset Review	Action: The Committee requested to table this item and bring it back to a future agenda at the appropriate time.
	Directors' / General Manager's Reports and Announcements	GM Fuzie announced that he will be out of the office the remainder of this week attending the CARPD Conference. LARPD will be receiving an award for the solar facility installed in conjunction with the overall energy efficiency measures effort that LARPD undertook. The category was Environmental Excellence. BSM Schneider reported that staff has had some fruitful conversations with people at US Bank and another person at PFM Advisors to talk about investment vehicles the District may be able to take advantage of.
JUNE	FY22-23 Appropriations Limit	Business Services Manager (BSM) Jeff Schneider explained that the appropriations limit is mandated by the 1979 Gann Spending Limitation Initiative. Action: The Committee recommended this item be moved forward to the full Board at the June 29, 2022 Board meeting for review and approval.
	FY22-23 401(h) Contribution Renewal	Action: The Committee expressed support for the staff recommendation to present this matter to the full Board at the June 29, 2022 Board Meeting. The item will be placed on the Consent Agenda for a resolution authorizing the funding of the 401(h) Sub-Account for Retirees' Medical with the Alameda County Employees' Retirement Association (ACERA) in the amount of \$338,262.20 for the 2022-2023 Fiscal Year.

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	Renew Special Tax 97-1 and Set New Rate for FY 22-23	BSM Schneider reported on Special Tax 97-1 and the need for the Board to approve a 2% increase, the maximum allowed by the related legislation. Special Tax 97-1 is solely meant to cover maintenance and operational costs in support of park facilities. Action: The Committee recommended this item be moved forward to the full Board at its June 29, 2022 meeting for review and approval.
	Review of Draft Investment/Treasury Policy	The Committee agreed that as we move forward, staff will continue to refine processes with the Finance Committee and if needed, the Board can discuss a more concrete internal policy.
	Directors' Reports and Announcements	<ul style="list-style-type: none"> • Director Boswell shared that he is still pursuing the issue of tax revenue involving the LARPD and the East Bay Regional Park District (EBRPD), specific to initial roles and responsibilities when each entity was founded, adding that LAFCO needs to be involved. • M Fuzie reported that he received a letter from Cal Water. They would like to engage in discussion re: purchasing part of Robertson Park for purposes of their water delivery. When he has more information, he will bring this item to the Board. • BSM Schneider has identified a vendor (recommended by our auditor) who can work with us on our fixed asset data in the general ledger.
JULY	NO MEETING	
AUGUST	Financial Results	The District's Net Operating Results for the year-ended June 30th is \$2.8 million, which is \$300k favorable versus Budget. Funds will be put into our reserve and taken out to pay for the Synthetic Turf fields in September. Committee members and staff then briefly discussed the Synthetic Turf Fields project budget. \$1.6 million is the budgeted amount, scheduled completion of the project is August 31st.
	Fixed Asset Audit	The consultant we hired on 7/5/22 is CPRS Fixed Asset and Inventory Solutions. They were referred by our audit partner James Marta and interviewed by LARPD staff. Action: The Committee will be updated each month on this item.
	Status of Various Agreements	<ul style="list-style-type: none"> • Draft of Revenue Sharing Agreement: This pertains to instances of cell towers on City of Livermore (COL) owned properties maintained by LARPD. The original agreement was linked to the Master Property Agreement. His suggestion is to break this out separately, to which the City has agreed. • Master Property Agreement: COL staff have reviewed the draft and are focusing on data associated with the agreement. • Sunken Gardens Property Lease: This agreement is currently with the COL's legal team. • Ravenswood Operations: This agreement is for Coastal Viticultural Consultants (CVC) to manage the vineyard at Ravenswood. They assign it to Diamond West Farming (DWF). The underlying agreement with CVC is valid until 2030, however, their assignment to DWF needs to be updated and concurrent with the CVC agreement.

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	Directors' Reports and Announcements	<p>o The newly formed Three Valleys Community Foundation has named Dr. Kelly Bowers as their new CEO/President. This may be an avenue to consider for our non-profit partners for donations. It could also be a vehicle for bookkeeping services, tracking, investment portfolio and risk reduction for the LARPD Foundation. BSM Schneider commented that he wanted to discuss the status of LARPD's investments. He will share ideas for investments for the District's \$4 million in reserves with GM Fuzie before bringing this to the Committee.</p>
SEPTEMBER	Fixed Asset Audit (Update)	<p>Staff have done significant research to validate land ownership and fixed asset cost data, with much work still to be done. Action: Staff will continue to update the Committee each month on this item.</p>
	Annual Audit (Update)	<p>BSM Schneider reported we are on target with the time frame for the upcoming field visit by the auditors. We are prepared for it.</p>
	Cash Investments and Forecast (Update)	<p>The current plan is to invest \$3.5 million in short-term CD's (3 months) as longer terms are not attractive given the likelihood of further interest rate hikes from the Federal Reserve. An additional \$1 million will be invested with CAMP, a joint powers authority that will allow for same-day liquidity. Also proposed is reinvestment in December when rates are expected to be higher still following anticipated actions by the Fed in November.</p>
	August 2022 Preliminary Financials	<p>The District's Net Operating Result through August is \$693k favorable versus Budget. [BSM Schneider] commented on the significant impact on the Net Operating Result driven by program revenue and expense control in the Community Services group. Community Services Manager (CSM) Jill Kirk noted that this was in part due to staff learning how to pivot: recreation camps enrolled early, so were better able to project staffing need.</p>
	Directors' Reports and Announcements	<p>Director Pierpont requested that staff review the LARPD website and make changes as necessary to make information for Committee meetings easier to get to. Action: Staff were asked to investigate this issue for resolution. BSM Schneider shared that the City of Livermore (COL) shared their feedback on the Master Property Agreement. We continue to wait for the City's reply to our redlined Sunken Gardens lease. Re: the Pump Track project, the CEQA exemption has been submitted; next steps will be for the Board to approve the signing of the construction contract with Spohn Ranch and for O'Dell Engineering to complete construction design work.</p>
OCTOBER	Review Preliminary September Actuals	<p>Committee members discussed the costs for the Pump Track and the funding source for this project. The total cost for the project will be \$839k, of which \$22k had been spent prior to FY22-23, and it is funded by AB1600 developer fees.</p>
	Update on Treasury Activities	<p>Action: Staff will bring the Treasury Policy to the next Finance Committee meeting for review, so it can be brought forward to the full Board for approval.</p>

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	Update on Fixed Asset and Annual Audit (Update)	Fixed Asset Audit: FO Dreher has created a repository of documentation by property that will provide a foundation for overall file management improvement. Work has begun on capital equipment data validation as well. Annual Audit: FO Dreher shared that our audit partner was here on 9/29 doing field work. We are on track.
NOVEMBER	NO MEETING	
DECEMBER	Investment Policy Draft	Action: Committee members will review draft and will give feedback to BSM Schneider.
	Fixed Asset Audit Update and Overall FY 21-22 Audit Plan	BSM Schneider reported that the Fixed Asset Audit work has been completed. FO Dreher shared her screen to review the repository she created of documentation listed by property. The dataset shows validated property owned by the LARPD and associated valuations. Non-LARPD-owned property has been separated out.
	Preliminary Actuals for November	BSM Schneider provided a summary review of YTD actual results through November 2022. BSM Schneider indicated he would update the presentation to add cash flow information.
	Directors' /General Manager's Reports and Announcements	GM Fuzie shared that the Veterans Memorial Building Warming Center opened last Friday night. Word is out, people are starting to use it.