

LIVERMORE AREA RECREATION AND PARK DISTRICT

DRAFT FINANCE COMMITTEE

MINUTES

Monday, April 22, 2024

2:00 p.m.

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

Committee Members Present: Chair Pierpont, Director Palajac

LARPD Staff Present: Mat Fuzie, General Manager (GM)
Linda VanBuskirk, Executive Assistant
Rene Venus Dalusong, Executive Assistant
Julie Dreher, Finance Officer (FO)
Kendahl Hettick, Financial Analyst
David Weisgerber, Community Outreach Supervisor (COS)
Fred Haldeman, Parks & Facilities Manager (PFM)
Patrick Lucky, Aquatics Recreation Supervisor

Others Present: There were no members of the public present.

1. **Call to Order:** Chair Pierpont called the meeting to order at 2:12 p.m.
2. **Public Comment:** Chair Pierpont opened the public comment period. There were no speakers, and the public comment period was closed.
3. **Approval of the Minutes of the Finance Committee Meeting held on February 26, 2024:**

Action: The minutes of the Finance Committee meeting held on February 26, 2024 were approved unanimously as submitted.
4. **March 2024 Financials:**
FO Dreher provided a handout (Attachment 1) to the Committee and reviewed the March 2024 financials. A brief recap is as follows:
 - Operating Capital: purchased two mowers.
 - Services and Supplies: new legal services, purchase of sprayers, turbo vacuums and mowers.
Action: This was a discussion only; no Committee action was taken.
5. **Update on Finance Goals and Objectives:**
FO Dreher provided a handout (Attachment 2) to the Committee and reviewed the FY23-24 Finance objectives. A brief recap is as follows:

- #7 FY23-24 Mid-Year Budget Process, including a first pass at the FY24-25 Operating and CIP Budgets – Completed.
- #9 Implement ACH origination process with U.S. Bank – Live and completed. ACH payments were sent to ACERA.
- #12 Final FY24-25 Budget Process – Currently in progress. Core departments are adding their items.
- #13 Virtual Payment Campaign – currently searching vendors for virtual payments.

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

6. Budget Workshop Recap

GM Fuzie provided a brief recap of the budget workshop noting the main topics were philosophy and strategy.

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

7. Future Agenda Items / Matters Initiated / Announcements

- Chair Pierpont asked about the cost of the Cayetano Park turf replacement. *[FO Dreher explained how the Cayetano Park cost is being paid out of the General Fund without touching the reserves. PFM Haldeman noted that turf was initially built with low-cost products. The current price is around \$992k.]*
- Director Palajac questioned the auditor's contract and how far in advance we need to begin the Request for Proposals process. *[GM Fuzie – Discussions should begin once the budget is passed, perhaps in July, with RFPs to be reviewed in the summer.]*
- Chair Pierpont asked for an update on the status of Springtown discussions. *[GM Fuzie explained that there is one more staff-to-staff meeting planned. Subsequently, the city intends to present its plan to the Board around June. The plan entails the city constructing the facilities and then transferring their management to the park district (with Board approval). The city is considering a budget of \$7.5 million, which they currently lack, thus they are seeking alternative funding sources. They have assured that all our projects in the pipeline are still intact and will retain their funding].*

8. Adjournment: The meeting was adjourned at 2:49 p.m.

Lvb/rvd

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Summary View: ACTUAL Results For the Month of March, 2024

	FY21-22	FY22-23	FY23-24		Variance:	
	Actual	Actual	Actual	Budget	\$	%
Revenue						
Taxes	(\$368,537)	(\$419,522)	\$128,501	\$167,872	(\$39,371)	(23%)
From Operations	755,815	696,660	907,619	849,162	58,457	7%
Total Revenue	\$387,278	\$277,138	\$1,036,120	\$1,017,034	\$19,086	2%
Salary and Benefits	908,243	987,625	1,598,562	1,571,495	(27,067)	(2%)
Services and Supplies	520,654	503,144	593,030	556,518	(36,511)	(7%)
Operating Capital	0	85,668	96,842	0	(96,842)	-
Sub-total, Expenses	\$1,428,897	\$1,576,436	\$2,288,433	\$2,128,013	(\$160,420)	(8%)
Net Operating Results	(\$1,041,619)	(\$1,299,299)	(\$1,252,313)	(\$1,110,979)	(\$141,334)	(13%)

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Summary View: ACTUAL Results Year-to-Date March, 2024

	FY21-22	FY22-23	FY23-24		Variance:	
	Actual	Actual	Actual	Budget	\$	%
Revenue						
Taxes	\$8,399,737	\$7,851,152	\$8,146,350	\$8,106,616	\$39,733	0%
From Operations	4,814,138	5,900,036	6,120,452	5,993,642	126,811	2%
Total Revenue	\$13,213,875	\$13,751,189	\$14,266,802	\$14,100,258	\$166,544	1%
Salary and Benefits	\$8,437,749	\$8,894,432	\$10,315,038	\$10,385,648	70,610	1%
Services and Supplies	\$5,208,074	\$6,036,234	\$6,403,681	\$6,527,055	123,374	2%
Operating Capital	\$14,902	\$312,149	\$290,256	\$130,533	(159,723)	(122%)
Sub-total, Expenses	\$13,660,726	\$15,242,815	\$17,008,974	\$17,043,237	\$34,262	0%
Net Operating Results	(\$446,851)	(\$1,491,626)	(\$2,742,172)	(\$2,942,978)	\$200,806	7%

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARP)
Expenses by Type View by Unit: ACTUAL Results Year-to-Date March, 2024

	FY21-22	FY22-23	FY23-24		Variance	
	Actual	Actual	Actual	Budget	\$	%
Salaries and Benefits						
Salaries - Full-time	\$4,586,969	\$4,671,761	\$5,624,499	\$5,559,105	(\$65,393)	(1%)
Salaries - Part-time Benefited	\$516,254	\$729,021	\$715,287	\$682,080	(\$33,206)	(5%)
Salaries - Part-time	\$1,015,922	\$1,200,660	\$1,318,724	\$1,419,727	\$101,004	7%
Stipends - Board	\$22,000	\$22,700	\$20,600	\$27,000	\$6,400	24%
Retirement	\$647,983	\$448,943	\$503,400	\$532,554	\$29,154	5%
Employee Group Insurance	\$1,122,001	\$1,229,827	\$1,416,266	\$1,438,949	\$22,683	2%
Workers' Compensation	\$225,021	\$248,343	\$304,508	\$310,952	\$6,444	2%
Medicare/FICA Payroll Tax	\$301,598	\$343,177	\$411,755	\$415,280	\$3,525	1%
Total Salaries and Benefits	\$8,437,749	\$8,894,432	\$10,315,038	\$10,385,648	\$70,610	1%
<i>% of total</i>	<i>62%</i>	<i>58%</i>	<i>61%</i>	<i>61%</i>		
Services and Supplies						
Maintenance-Structures&Grounds	\$536,381	\$656,260	\$750,772	\$736,523	(\$14,250)	(2%)
Maintenance - Equipment	\$131,642	\$166,945	\$179,531	\$211,616	\$32,085	15%
Utilities - Water/Sewer	\$1,153,340	\$1,043,468	\$1,171,124	\$1,257,431	\$86,307	7%
Utilities - Gas/Electric/Other	\$352,193	\$467,871	\$452,098	\$502,904	\$50,806	10%
Communications	\$117,052	\$114,773	\$120,558	\$125,656	\$5,097	4%
Memberships & Subscriptions	\$24,431	\$24,837	\$26,115	\$28,697	\$2,582	9%
Travel	\$74,864	\$90,228	\$99,290	\$102,187	\$2,897	3%
Training & Conferences	\$9,306	\$25,369	\$24,763	\$31,347	\$6,584	21%
Publications & Legal Notices	\$1,082	\$2,229	\$3,624	\$3,475	(\$149)	(4%)
Legal	\$40,000	\$72,000	\$95,913	\$96,000	\$87	0%
Program Services/Supplies	\$39,169	\$268,119	\$98,332	\$90,932	(\$7,401)	(8%)
Professional Services	\$456,576	\$700,858	\$766,047	\$796,729	\$30,682	4%
Licensing	\$15,758	\$16,238	\$15,077	\$13,819	(\$1,258)	(9%)
Field Trips/Events	\$11,153	\$47,987	\$56,653	\$51,401	(\$5,253)	(10%)
Instructors & Sports Officials	\$145,848	\$252,462	\$325,146	\$289,192	(\$35,955)	(12%)
Insurance	\$410,319	\$483,437	\$590,844	\$558,538	(\$32,306)	(6%)
Rents/Leases - Equipment	\$80,424	\$82,097	\$48,531	\$47,400	(\$1,131)	(2%)
Rents/Leases-Structure&Grounds	\$127,611	\$146,919	\$123,865	\$127,806	\$3,941	3%
Rent & Lease - Vehicle	\$113,523	\$113,536	\$215,041	\$212,902	(\$2,138)	(1%)
Agricultural Supplies	\$68,853	\$70,922	\$45,942	\$50,584	\$4,642	9%
Uniforms/Safety Products	\$21,838	\$24,615	\$26,470	\$27,840	\$1,370	5%
Household Supplies	\$48,645	\$51,284	\$46,656	\$54,281	\$7,625	14%
Food	\$28,844	\$47,284	\$62,364	\$58,032	(\$4,333)	(7%)
Office Supplies	\$18,271	\$26,217	\$21,320	\$23,517	\$2,197	9%
Medical	\$7,739	\$9,122	\$12,176	\$7,717	(\$4,458)	(58%)
Tools & Instruments	\$13,436	\$38,448	\$33,265	\$32,551	(\$714)	(2%)
Non Capital Equipment	\$118,083	\$65,883	\$43,803	\$53,333	\$9,530	18%
Miscellaneous-Refunds Expense	(\$148)	\$148	\$17	\$0	(\$17)	-
Finance Charges/Active CC Fees	\$47,853	\$56,414	\$65,383	\$56,953	(\$8,430)	(15%)
Recreation Software Transaction Fees	\$19,327	\$22,290	\$23,889	\$21,928	(\$1,960)	(9%)
Pension Debt Service Interest	\$196,438	\$193,319	\$190,849	\$187,544	(\$3,304)	(2%)
POB Debt Service Principal	\$660,000	\$536,429	\$550,000	\$550,000	\$0	0%
P G & E debt service	\$118,223	\$118,223	\$118,223	\$118,223	\$0	0%
Total Services and Supplies	\$5,208,074	\$6,036,234	\$6,403,681	\$6,527,055	\$123,374	2%
Operating Capital	14,902	312,149	290,256	130,533	(159,723)	(122%)
Total Operating Expenses	\$13,660,726	\$15,242,815	\$17,008,974	\$17,043,237	\$34,262	0%

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LARPD Finance Objectives for FY23-24 and beyond

updated as of 4/22/24

	Deliverable	Timing	Status
1	Publish FY23-24 Budget Books	July 2023	Complete
2	Review Parcel Tax Data for Compliance with LARPD Guidance and resolve any issues with consultant	August 2023	Complete
3	Eliminate legacy "reserve" accounts in coordination with audit partner	August 2023	Complete
4	FY22-23 Audit	January 2024	Complete
5	Update the District's Chart of Accounts <ul style="list-style-type: none">a. Update structure - account, unit, location, project, fundb. Revisit account lists - operating, balance sheetc. Translate actuals to new structure	February 2024	Complete
6	Update Finance Policies (Unclaimed Property, Asset Disposal, Procurement, etc.)	February 2024 & ongoing	In progress
7	FY23-24 Mid-Year Budget Process, including a first pass at the FY24-25 Operating and CIP Budgets	March 2024	Complete
8	Enhance financial reporting enabled by Chart of Accounts update	April 2024	In Progress
9	Implement ACH origination process with U.S. Bank	April 2024	Complete
10	Implement Fixed Assets module in Microsoft Dynamics Great Plains accounting environment	May 2024	In Progress
11	Complete FY23-24 Interim Audit	June 2024	In Progress
12	Final FY24-25 Budget Process	June 2024	In Progress
13	Virtual Payment Campaign	June 2024	In Progress
14	Automate Cal Card processes	July 2024	Not yet started
15	Implement Purchasing module in Microsoft Dynamics Great Plains accounting environment	August 2024	Not yet started
16	Implement a new budget tool	September 2024	Not yet started
17	FY23-24 Year-End Audit <ul style="list-style-type: none">a. Audit field work scheduled for Sept 10-11b. Anticipated Board approval at Dec 11 meeting	December 2024	Not yet started

LARPD Finance Objectives for FY23-24 and beyond

updated as of 4/22/24

18 Meet deadlines related to ACERA's Pension Gold software upgrade December 2024 In Progress

Other initiatives on our radar

Implement a long-range financial model to include operating and capital plans, CIP projects by funding source (AB1600, General Fund, Reserves), a cash flow projection, and reserve additions/usage

LAFCO initiative (contribute finance-focused information in support of the MSR)

Contribute to the Nexus Study that is underway with the City of Livermore

Establish a Popular Annual Financial Report (PAFR)