

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## FINANCE COMMITTEE

### MINUTES

**Monday, September 23, 2024  
2:00 p.m.**

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

**Committee Members Present:** Chair Philip Pierpont, Director James Boswell (Alternate for Director Jan Palajac)

**Committee Member Absent:** Director Jan Palajac

**LARPD Staff Present:** Mat Fuzie, General Manager (GM)  
Jill Kirk, Community Services Manager (CSM)  
Julie Dreher, Finance Officer (FO)  
Kendahl Hettick, Financial Analyst (FA)  
Linda VanBuskirk, Executive Assistant  
Rene Venus Dalusong, Executive Assistant

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

1. **Call to Order:** Chair Pierpont called the meeting to order at 2:02 p.m.
2. **Public Comment:** Chair Pierpont opened the Public Comment period. There were no speakers. Chair Pierpont closed the Public Comment period.
3. **Approval of the Minutes of the Finance Committee Meeting held on August 23, 2024:**
  - **Action:** The minutes of the Finance Committee meeting held on August 23, 2024, were approved unanimously as submitted.
4. **Fiscal Year 2023-2024 Audit Status**

FO Dreher reported that the District's audit firm, James Marta & Company, completed the fiscal year 2023-2024 unaltered assessment of the preliminary audit report and was ready to present to the full Finance Committee and Board earlier than expected. The Finance Team worked diligently to provide the requested documents to the Auditors which resulted in the early completion of the report. FO Dreher noted that in the past, the preliminary report was reviewed by the Finance Committee then presented to the Board at a Board meeting in December. However, since the report was completed earlier than expected, she asked whether the Committee would like to present the report directly to the Board earlier or prefer to examine the report prior to the Board's review and approval. The Committee agreed to review the report in advance.

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

**5. Budget Tool Implementation Update (Informational Only)**

FA Hettick updated the Committee on the new budget tool, Vena. The Finance team is currently reviewing files and providing data to the Vena team for designing budget models for the District. Next, Finance will review and approve the designs so Vena can begin building the models and reports. Vena is expected to go live in early to mid-November. The Committee expressed enthusiasm for the potential benefits of the budget models and looks forward to the demonstration.

**Action:** This was informational only; no Committee action was taken.

**6. August 2024 Financials (Standing Item)**

FO Dreher provided an update regarding the preliminary August 2024 Financials (Supplemental Item 6). The preliminary financial results through the month of August 2024 are as follows:

- Total revenues: 6% better than budgeted at \$2.035 million
- Salary and benefits expenses: 1% better than budgeted at \$2.804 million
- Services and supplies expenses: \$327k over budgeted, which were the result of timing issues with when invoices and taxes were received versus when the related expenses were budgeted. However, this is expected to even out over the next few months.
- In addition, water and legal expenses have exceeded budgeted numbers in July and August but are expected to come back down to budgeted levels.
- The District has not yet had any operating capital spend this fiscal year, but due to the current overage on services and supplies expenses, the bottom line through August is \$124k over budget.

**7. Financial Policies Update (Standing Item)**

FO Dreher noted the Unclaimed Property Policy is pending review from Legal Counsel.

**Action:** This was informational only; no Committee action was taken.

**8. Future Agenda Items / Matters Initiated / Announcements**

- a) Director Boswell asked the Finance Committee to consider allocating funds for property investments.

**9. Adjournment:** The meeting was adjourned at 2:34 p.m.

Lvb/rvd

**Summary View: ACTUAL Results For the Month of August, 2024**

	FY22-23	FY23-24	FY24-25		Variance:	
	Actual	Actual	Actual	Budget	\$	%
<b>Revenue</b>						
Taxes	\$64,159	\$12,535	\$18,529	\$69,000	(\$50,471)	(73%)
From Operations	765,204	773,261	888,016	797,054	90,962	11%
<b>Total Revenue</b>	<b>\$829,364</b>	<b>\$785,796</b>	<b>\$906,545</b>	<b>\$866,054</b>	<b>\$40,491</b>	<b>5%</b>
<b>Salary and Benefits</b>	<b>1,029,304</b>	<b>1,164,084</b>	<b>1,814,124</b>	<b>1,813,649</b>	<b>(475)</b>	<b>(0%)</b>
<b>Services and Supplies</b>	<b>647,501</b>	<b>815,884</b>	<b>981,178</b>	<b>773,066</b>	<b>(208,112)</b>	<b>(27%)</b>
<b>Operating Capital</b>	<b>16,311</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Sub-total, Expenses</b>	<b>\$1,693,116</b>	<b>\$1,979,968</b>	<b>\$2,795,302</b>	<b>\$2,586,715</b>	<b>(\$208,587)</b>	<b>(8%)</b>
<b>Net Operating Results</b>	<b>(\$863,752)</b>	<b>(\$1,194,172)</b>	<b>(\$1,888,757)</b>	<b>(\$1,720,661)</b>	<b>(\$168,096)</b>	<b>(10%)</b>

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

	FY22-23	FY23-24	FY24-25		Variance:	
	Actual	Actual	Actual	Budget	\$	%
<b>Revenue</b>						
Taxes	\$64,159	\$68,153	\$18,529	\$69,000	(\$50,471)	(73%)
From Operations	1,540,724	1,680,671	2,016,670	1,858,925	157,745	8%
<b>Total Revenue</b>	<b>\$1,604,883</b>	<b>\$1,748,825</b>	<b>\$2,035,199</b>	<b>\$1,927,925</b>	<b>\$107,274</b>	<b>6%</b>
<b>Salary and Benefits</b>	\$1,873,822	\$2,072,420	\$2,803,973	\$2,832,347	<b>28,374</b>	1%
<b>Services and Supplies</b>	\$1,368,955	\$1,655,098	\$1,954,138	\$1,626,870	<b>(327,268)</b>	<b>(20%)</b>
<b>Operating Capital</b>	\$26,870	\$0	\$0	\$68,000	<b>68,000</b>	100%
<b>Sub-total, Expenses</b>	<b>\$3,269,647</b>	<b>\$3,727,518</b>	<b>\$4,758,111</b>	<b>\$4,527,217</b>	<b>(\$230,894)</b>	<b>(5%)</b>
<b>Net Operating Results</b>	<b>(\$1,664,764)</b>	<b>(\$1,978,693)</b>	<b>(\$2,722,912)</b>	<b>(\$2,599,292)</b>	<b>(\$123,620)</b>	<b>(5%)</b>

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

	FY22-23	FY23-24	FY24-25		Variance	
	Actual	Actual	Actual	Budget	\$	%
<b>Salaries and Benefits</b>						
Salaries - Full-time	\$878,794	\$1,010,434	\$1,402,547	\$1,386,557	(\$15,990)	(1%)
Salaries - Part-time Benefited	\$134,475	\$138,092	\$127,432	\$165,083	\$37,651	23%
Salaries - Part-time	\$402,657	\$419,851	\$572,219	\$539,089	(\$33,130)	(6%)
Stipends - Board	\$4,800	\$4,900	\$4,900	\$6,000	\$1,100	18%
Retirement	\$96,168	\$92,979	\$116,149	\$126,235	\$10,086	8%
Employee Group Insurance	\$222,743	\$252,863	\$379,530	\$384,079	\$4,549	1%
Workers' Compensation	\$56,338	\$65,957	\$79,936	\$102,190	\$22,254	22%
Medicare/FICA Payroll Tax	\$77,847	\$87,344	\$121,259	\$123,114	\$1,855	2%
<b>Total Salaries and Benefits</b>	<b>\$1,873,822</b>	<b>\$2,072,420</b>	<b>\$2,803,973</b>	<b>\$2,832,347</b>	<b>\$28,374</b>	<b>1%</b>
<i>% of total</i>	<i>57%</i>	<i>56%</i>	<i>59%</i>	<i>63%</i>		
<b>Services and Supplies</b>						
Maintenance-Structures&Grounds	\$178,558	\$226,902	\$260,837	\$139,240	(\$121,597)	(87%)
Maintenance - Equipment	\$35,395	\$48,357	\$93,714	\$55,498	(\$38,216)	(69%)
Utilities - Water/Sewer	\$461,996	\$522,483	\$577,526	\$538,350	(\$39,176)	(7%)
Utilities - Gas/Electric/Other	\$78,432	\$95,197	\$90,816	\$109,757	\$18,941	17%
Communications	\$20,480	\$24,679	\$32,136	\$27,452	(\$4,684)	(17%)
Memberships & Subscriptions	\$4,824	\$7,434	\$9,216	\$7,398	(\$1,818)	(25%)
Travel	\$769	\$6,642	\$3,406	\$8,520	\$5,114	60%
Training & Conferences	\$4,940	\$7,644	\$12,464	\$8,710	(\$3,754)	(43%)
Publications & Legal Notices	\$943	\$0	\$337	\$0	(\$337)	-
Legal	\$16,000	\$18,643	\$48,443	\$24,000	(\$24,443)	(102%)
Program Services/Supplies	\$10,167	\$21,193	\$25,217	\$31,900	\$6,683	21%
Professional Services	\$81,425	\$162,095	\$125,423	\$117,441	(\$7,983)	(7%)
Licensing	\$2,297	\$538	\$2,430	\$1,000	(\$1,430)	(143%)
Field Trips/Events	\$11,111	\$12,605	\$19,382	\$13,000	(\$6,382)	(49%)
Instructors & Sports Officials	\$131,371	\$143,699	\$194,594	\$129,000	(\$65,594)	(51%)
Insurance	\$107,721	\$131,630	\$150,340	\$150,008	(\$332)	(0%)
Rents/Leases - Equipment	\$20,235	\$10,579	\$19,246	\$6,000	(\$13,246)	(221%)
Rents/Leases-Structure&Grounds	\$24,550	\$25,381	\$28,108	\$26,508	(\$1,600)	(6%)
Rent & Lease - Vehicle	\$25,227	\$25,227	\$67,219	\$60,580	(\$6,639)	(11%)
Agricultural Supplies	\$4,476	\$10,227	\$6,903	\$8,400	\$1,497	18%
Uniforms/Safety Products	\$3,738	\$7,446	\$7,581	\$8,800	\$1,219	14%
Household Supplies	\$15,623	\$11,263	\$19,637	\$13,750	(\$5,887)	(43%)
Food	\$16,432	\$16,356	\$18,712	\$20,985	\$2,273	11%
Office Supplies	\$7,364	\$6,844	\$5,005	\$5,290	\$285	5%
Medical	\$1,943	\$1,671	\$4,019	\$3,000	(\$1,019)	(34%)
Tools & Instruments	\$5,543	\$6,880	\$9,167	\$5,660	(\$3,507)	(62%)
Non Capital Equipment	\$7,334	\$14,118	\$29,547	\$17,900	(\$11,647)	(65%)
Miscellaneous-Refunds Expense	\$852	\$17	\$252	\$0	(\$252)	-
Finance Charges/Active CC Fees	\$13,229	\$14,554	\$17,751	\$14,365	(\$3,386)	(24%)
Recreation Software Transaction Fees	\$6,702	\$6,366	\$7,135	\$6,200	(\$935)	(15%)
Pension Debt Service Interest	\$43,007	\$42,155	\$41,306	\$41,887	\$581	1%
P G & E debt service	\$26,272	\$26,272	\$26,272	\$26,272	\$0	0%
<b>Total Services and Supplies</b>	<b>\$1,368,955</b>	<b>\$1,655,098</b>	<b>\$1,954,138</b>	<b>\$1,626,870</b>	<b>(\$327,268)</b>	<b>(20%)</b>
<b>Operating Capital</b>	<b>26,870</b>	<b>0</b>	<b>0</b>	<b>68,000</b>	<b>68,000</b>	<b>100%</b>
<b>Total Operating Expenses</b>	<b>\$3,269,647</b>	<b>\$3,727,518</b>	<b>\$4,758,111</b>	<b>\$4,527,217</b>	<b>(\$230,894)</b>	<b>(5%)</b>