

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

MINUTES

Monday, June 24, 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 Boswell (Alternate for Palajac)

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

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

1. **Call to Order:** Chair Pierpont called the meeting to order at 2:00 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 May 13, 2024:**
The minutes of the Finance Committee meeting held on May 13, 2024, were approved unanimously as submitted.
4. **May 2024 Financials**
FO Dreher went over the May 2024 Financials with the Committee and provided a handout (Supplemental – Item 4). The following is a quick summary:
 - Summary View:
 - Actual Results Year-to-Date May, 2024
 - Actual Results for the Month of May, 2024
 - Expenses by Type View by Unit: Actual Results Year-to-Date May, 2024
 - May reflects a negative total revenue due to zero vehicle sales
 - Legal expense numbers are due to two months delay on invoice content

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

5. **Audit and Policy Related to Selection of Auditors**
Committee Chair Pierpoint introduced the item on audit and policy related to selection of auditors for discussion.

Committee Questions/Comments:

- a) GM Fuzie, along with the rest of the Committee Members, praised the current auditor's work.
- b) Director Pierpoint asked if the terms of the present contract are year-to-year. *[FO Dreher is requesting a 3-year extension].*
- c) GM Fuzie stated Legal Counsel should advise the Board if an audit policy related to selection of auditors is required.

Action:

- The Committee agreed to bring the matter at a future Board meeting to hear recommendations from Legal Counsel.

6. Financial Policies Update (Standing Item)

FO Dreher provided a brief update regarding the status of the financial policy templates from Legal Counsel.

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

7. Future Agenda Items / Matters Initiated / Announcements

- Director Boswell discussed the possibility of establishing a policy for asset acquisition.
- GM Fuzie reported that Ida Holm, Bill Clark, and Cayetano Parks playground replacements have been completed. Asked the Committee if a ribbon cutting ceremony was necessary.

8. Adjournment: The meeting was adjourned at 3:00 p.m.

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

	FY21-22	FY22-23	FY23-24		Variance:	
	Actual	Actual	Actual	Budget	\$	%
Revenue						
Taxes	\$309,505	\$352,817	\$348,251	\$290,000	\$58,251	20%
From Operations	440,496	501,770	599,223	739,601	(140,378)	(19%)
Total Revenue	\$750,001	\$854,587	\$947,474	\$1,029,601	(\$82,127)	(8%)
Salary and Benefits	902,048	1,016,486	1,091,698	1,096,883	5,185	0%
Services and Supplies	528,826	680,008	703,706	650,990	(52,716)	(8%)
Operating Capital	0	45,838	143,676	0	(143,676)	-
Sub-total, Expenses	\$1,430,875	\$1,742,332	\$1,939,080	\$1,747,873	(\$191,207)	(11%)
Net Operating Results	(\$680,873)	(\$887,745)	(\$991,605)	(\$718,272)	(\$273,333)	(38%)

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

	FY21-22	FY22-23	FY23-24		Variance:	
	Actual	Actual	Actual	Budget	\$	%
Revenue						
Taxes	\$14,354,602	\$14,286,308	\$14,850,001	\$14,703,616	\$146,385	1%
From Operations	5,765,367	6,916,441	7,411,366	7,421,831	(10,464)	(0%)
Total Revenue	\$20,119,968	\$21,202,748	\$22,261,368	\$22,125,447	\$135,921	1%
Salary and Benefits	\$10,689,080	\$11,416,899	\$12,476,942	\$12,555,477	78,535	1%
Services and Supplies	\$6,242,773	\$7,304,614	\$7,711,519	\$7,936,976	225,456	3%
Operating Capital	\$14,902	\$402,706	\$498,808	\$130,533	(368,275)	(282%)
Sub-total, Expenses	\$16,946,755	\$19,124,219	\$20,687,270	\$20,622,986	(\$64,284)	(0%)
Net Operating Results	\$3,173,213	\$2,078,529	\$1,574,097	\$1,502,461	\$71,637	5%

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

	FY21-22	FY22-23	FY23-24		Variance	
	Actual	Actual	Actual	Budget	\$	%
Salaries and Benefits						
Salaries - Full-time	\$5,808,127	\$6,026,216	\$6,785,486	\$6,690,267	(\$95,218)	(1%)
Salaries - Part-time Benefited	\$668,494	\$931,397	\$852,346	\$823,677	(\$28,670)	(3%)
Salaries - Part-time	\$1,299,112	\$1,501,954	\$1,596,298	\$1,721,766	\$125,468	7%
Stipends - Board	\$27,600	\$27,700	\$25,400	\$33,000	\$7,600	23%
Retirement	\$785,281	\$574,161	\$603,509	\$648,318	\$44,810	7%
Employee Group Insurance	\$1,430,820	\$1,599,694	\$1,749,519	\$1,757,895	\$8,376	0%
Workers' Compensation	\$284,787	\$321,732	\$365,377	\$377,698	\$12,321	3%
Medicare/FICA Payroll Tax	\$384,859	\$434,044	\$499,008	\$502,856	\$3,847	1%
Total Salaries and Benefits	\$10,689,080	\$11,416,899	\$12,476,942	\$12,555,477	\$78,535	1%
<i>% of total</i>	<i>63%</i>	<i>60%</i>	<i>60%</i>	<i>61%</i>		
Services and Supplies						
Maintenance-Structures&Grounds	\$654,289	\$862,052	\$896,009	\$940,871	\$44,862	5%
Maintenance - Equipment	\$167,186	\$218,189	\$253,669	\$256,699	\$3,031	1%
Utilities - Water/Sewer	\$1,423,165	\$1,281,989	\$1,423,285	\$1,561,357	\$138,072	9%
Utilities - Gas/Electric/Other	\$430,677	\$546,384	\$524,185	\$617,852	\$93,667	15%
Communications	\$142,295	\$148,837	\$150,246	\$153,859	\$3,613	2%
Memberships & Subscriptions	\$28,739	\$27,662	\$32,981	\$39,627	\$6,646	17%
Travel	\$77,231	\$102,212	\$103,119	\$145,027	\$41,908	29%
Training & Conferences	\$11,666	\$33,487	\$27,153	\$45,297	\$18,144	40%
Publications & Legal Notices	\$3,187	\$2,314	\$4,824	\$9,170	\$4,346	47%
Legal	\$54,000	\$99,893	\$154,010	\$112,000	(\$42,010)	(38%)
Program Services/Supplies	\$54,452	\$286,939	\$127,785	\$114,571	(\$13,214)	(12%)
Professional Services	\$575,909	\$866,040	\$882,256	\$944,021	\$61,765	7%
Licensing	\$18,281	\$19,885	\$19,702	\$19,819	\$117	1%
Field Trips/Events	\$19,348	\$61,601	\$66,699	\$56,301	(\$10,398)	(18%)
Instructors & Sports Officials	\$186,051	\$297,655	\$391,130	\$307,312	(\$83,818)	(27%)
Insurance	\$502,426	\$590,050	\$723,891	\$682,268	(\$41,623)	(6%)
Rents/Leases - Equipment	\$97,931	\$95,205	\$67,633	\$60,073	(\$7,559)	(13%)
Rents/Leases-Structure&Grounds	\$155,221	\$172,300	\$149,375	\$161,414	\$12,039	7%
Rent & Lease - Vehicle	\$138,750	\$138,763	\$277,918	\$267,813	(\$10,105)	(4%)
Agricultural Supplies	\$75,072	\$88,736	\$66,853	\$89,284	\$22,431	25%
Uniforms/Safety Products	\$23,590	\$31,508	\$33,855	\$40,700	\$6,845	17%
Household Supplies	\$63,447	\$70,289	\$62,800	\$68,521	\$5,721	8%
Food	\$38,438	\$60,762	\$77,609	\$69,631	(\$7,978)	(11%)
Office Supplies	\$21,572	\$31,256	\$26,022	\$29,907	\$3,885	13%
Medical	\$9,401	\$10,420	\$15,393	\$17,317	\$1,925	11%
Tools & Instruments	\$16,997	\$48,849	\$46,701	\$36,751	(\$9,950)	(27%)
Non Capital Equipment	\$119,167	\$93,132	\$60,755	\$62,233	\$1,478	2%
Miscellaneous-Refunds Expense	(\$148)	\$173	\$17	\$0	(\$17)	-
Finance Charges/Active CC Fees	\$64,136	\$72,056	\$85,749	\$74,625	(\$11,123)	(15%)
Recreation Software Transaction Fees	\$26,357	\$29,151	\$31,971	\$29,678	(\$2,293)	(8%)
Pension Debt Service Interest	\$239,445	\$235,903	\$233,432	\$228,485	(\$4,947)	(2%)
POB Debt Service Principal	\$660,000	\$536,429	\$550,000	\$550,000	\$0	0%
P G & E debt service	\$144,495	\$144,495	\$144,495	\$144,495	\$0	0%
Total Services and Supplies	\$6,242,773	\$7,304,614	\$7,711,519	\$7,936,976	\$225,456	3%
Operating Capital	14,902	402,706	498,808	130,533	(368,275)	(282%)
Total Operating Expenses	\$16,946,755	\$19,124,219	\$20,687,270	\$20,622,986	(\$64,284)	(0%)