

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

DRAFT MINUTES

Monday, May 13, 2024
3:00 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: David Weisgerber, Community Outreach Supervisor (COS)
Julie Dreher, Finance Officer (FO)
Kendahl Hettick, Financial Analyst (FA)
Mat Fuzie, General Manager (GM)
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 3:11 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 April 22, 2024:**
Action: The minutes of the Finance Committee meeting held on April 22, 2024, were approved unanimously as submitted.
4. **FY24-25 Operating & CIP Budgets:**
FO Dreher and FA Hettick presented the FY24-25 Operating & CIP Budget, which was included in the meeting packet, to the Committee. A brief highlight is as follows:
 - The Net Operating Budget for FY24-25 is \$136,893, or \$907,839 below the FY23-24 budget as updated at midyear. Factors contributing to the decrease net operating results were as follows:
 - An additional \$200,000 for election expenses.
 - An additional pay period in FY24-25 accounts for \$460,000 in salary expenses.
 - Increases in general liability insurance estimated at \$160,000.
 - CIP Budget Highlights
 - Bill Clark, Ida Holm, and Jack Williams Park Playground Equipment Replacement to be completed in FY23-24 using a combination of Restricted and Reserve Funds.
 - Cayetano Synthetic Turf Replacement to be completed in the FY23-24 year, funded by the General Fund.
 - In FY24-25, we will complete Tex Spruiell and Mocho Park Playground Equipment Replacement using Reserve Funds. Lastly, complete the

Sycamore Picnic Area Restrooms and, Amphitheater and the Sunken Gardens Bike Pump Track.

- Provided FY24-25 Salary and Benefit Assumptions
- Gave additional details and process on Reserves Trend through June 2025

Comments/Questions:

- a) GM Fuzie prefaced the Committee that in the past, former Business Services Manager, Jeffrey Schneider, provided the budget update. The General Manager's Finance team will now provide detailed financial and knowledge behind the budget process.
- b) Director Pierpont inquired where else we could save. *[GM Fuzie – we are making constant improvements which eventually equal revenues and cost savings].*
- c) Director Palajac asked about the outlook on the water cost. *[FA Hettick presented the water model spreadsheet showing historical usage, and cost, and explained how the information determines the water budget for FY24-25].*
- d) Director Palajac questioned if there's additional work on the Patterson Ranch Trial project; and if not, remove it from the Capital Improvement Projects Calendar. *[GM Fuzie – the Finance team will remove it].*
- e) GM Fuzie reminded the Committee the Reserves Trend will be included in the budget discussion at the May 29, 2024, Board Meeting.
- f) The Committee praised the Finance team for the detailed information and budget process.
- g) Director Palajac, along with Director Pierpont, agreed and suggested having the rest of the Board of Directors meet one-on-one with the General Manager and staff to review the FY24-25 budget and answer questions before the May 29, 2024 Board Meeting. *[GM Fuzie – agreed and will schedule time this week].*

Action:

- a) The Committee agreed to remove the Patterson Ranch Trail line item from the Capital Improvement Projects Calendar.
- b) If Board Members are interested, they can meet with GM Fuzie to review the budget.

5. Financial Policies Update (Standing Item):

FO Dreher had no update to report.

6. Future Agenda Items / Matters Initiated / Announcements

- Directors Pierpont and Palajac had no items to report.
- GM Fuzie announced the hiring of Marc Roberts as a Land Agent to assist the District with land matters and issues.

7. Adjournment: The meeting was adjourned at 4:08 p.m.

/rvd