

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## FINANCE COMMITTEE

### MINUTES

**Monday, August 26, 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 Jan Palajac

**LARPD Staff Present:** Mat Fuzie, General Manager (GM)  
Fred Haldeman, Parks & Facilities Manager  
Julie Dreher, Finance Officer (FO)  
David Weisgerber, Community Outreach Supervisor (COS)  
Linda VanBuskirk, Executive Assistant  
Rene Venus Dalusong, Executive Assistant  
Brenda Rios, Child Development Supervisor  
Harmony Brockman, Child Development Supervisor

**Others Present:** Quinn Pierpont

1. **Call to Order:** Chair Pierpont called the meeting to order at 2:01 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 June 24, 2024:**
  - **Action:** The minutes of the Finance Committee meeting held on June 24, 2024, were approved unanimously as submitted.
4. **Fiscal Year 2023-2024 Preliminary Results**

FO Dreher reported the FY23-24 Preliminary Results which were included in the meeting packet, to the Committee. The Net Operating Results for FY23-24 is \$79,409 which is a favorable bottom line. One factor to note was the Cayetano Turf Replacement Project was completed a year early.

#### **Committee Comments/Questions:**

- a) Director Palajac inquired if the third playground was an addition due to extra money in the budget for renovations? *[Restricted funds were used to renovate Ida Holm and Bill Clark Parks, which allowed the District to allocate additional resources for the playground update at Jack Williams Park].*
- b) GM Fuzie noted that the District is growing strategically by expanding programming, upgrading facilities, and adding staff where needed.

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

**5. July Financials (Standing Item)**

FO Dreher gave an update on the July Financials which were included in the meeting packet, to the Committee. The preliminary financial results through the month of July 2024 are as follows:

- Total revenues: 4% better at \$1.107 million
- Salary and benefits expenses: 3% better than budget at \$990k
- Services and supplies expenses: \$107k over budget which were the result of timing issues with when invoices were received versus when the related expenses were budgeted.

**Committee Comments/Questions:**

- a) GM Fuzie noted that our success is reflected in the red numbers, which is the reason for adding more employees, participants, equipment replacements, etc.

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

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

FO Dreher provided an update regarding Financial Policies model templates. She noted Legal Counsel is continuing their research and review of policy templates.

**7. Potential Transition from Great Plains Accounting System (Information Only)**

FO Dreher gave a verbal update to the Committee regarding the transition from the Great Plains Accounting System. A brief synopsis is as follows:

- Signed agreement last week
- Current vendor not selling new licenses effective 2026
- Possibly move to Microsoft Business Central
- Migration to the new system would be in the new year
- New system has an affordable license fee
- More powerful and easy to use general ledger tools

**Committee Comments/Questions:**

- a) GM Fuzie asked if the IT Team looked into the new system. *[CSS Weisberger – No, not yet].*
- b) Director Pierpont asked the cost difference. *[FO Dreher – mentioned they removed a few licenses which brought the cost down from cost \$9,000 to \$6,000].*
- c) Director Pierpoint inquired how the District compares with our needs to other entities. *[GM Fuzie – We haven't compared the District with other districts. We will have IT look into comparisons/similarities].*

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

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

GM Fuzie announced the District signed an agreement for its new budgeting software, Vena. The new budget tool provides more efficient and robust tools to build future budgets. The Finance team will have their introduction meeting this Thursday and will be working on data review/transfer in the coming weeks. The implementation process will take about 12 weeks, and the team expects to go live with the software before the FY24-25 mid-year budget process.

**Committee Comments/Questions:**

- a) GM Fuzie noted there was a software demonstration for the core staff. The presentation provided powerful features to simplify and enhance tasks for core and Finance staff. He also noted the first year of the implementation would be to build the system.
- b) Director Palajac asked if the Board can attend a software demonstration to get a better understanding of the system. *[GM Fuzie – a demonstration to the Board will be presented along with goals and expectations].*
- c) Director Palajac questioned if Finance currently has a budget tool. *[FO Dreher – No, we are using Microsoft Excel].*

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

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

- a) GM Fuzie shared his meeting of the new school district Superintendent.

**10. Adjournment:** The meeting was adjourned at 2:43 p.m.

Lvb/rvd