

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## FINANCE COMMITTEE

### MINUTES

**Monday, October 28, 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

**Committee Member Absent:** None.

**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:** None.

1. **Call to Order:** Chair Pierpont called the meeting to order at 2:05 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 September 23, 2024:**
  - **Action:** The minutes of the Finance Committee meeting held on September 23, 2024, were approved unanimously as submitted.
4. **Fiscal Year 2023-2024 Audit Review**

FO Dreher reported that the District's audit firm, James Marta & Company, completed the fiscal year 2023-2024 audit and issued an unmodified opinion, which is the best an organization can get. The auditors and Finance Team were praised for their hard work and collaboration. The Committee approved the report to be presented to the Board of Directors. Below is a brief synopsis:

  - Net change in fund balance is negative but was very favorable in relation to the FY23-24 Final Budget. The Fund balance went down by \$454,821, which was \$135k better than anticipated based on the FY23-24 mid-year budget.
  - Bottom line for operating results (not including capital equipment or CIP) was \$1.8 million. This allowed the District to cover the \$985k Cayetano Turf Replacement out of the General Fund rather than using reserves.

- Revenue: 3.4% better than budgeted; Taxes were 1.2% above budget and Program revenue was 5.7% above budget. Operating Expenses: 2.7% better than budget.
- While our current assets (cash and accounts receivable) were up almost \$1.2 million over the prior year, the total assets decreased slightly, strictly as a result of depreciation (since the amount of depreciation outweighed additions this year).
- Additions included: Cayetano Turf Replacement, three playground replacements (Bill Clark, Ida Holm, and Jack Williams parks), Trevarno Sewer Project, Rodeo Stadium Infrastructure Improvements, Bill Payne Park Field Renovation, and Picnic Reservation Areas.
- Remaining in Construction in Progress are Sycamore Grove Park Restroom, Sycamore Grove Park Amphitheater, Sunken Gardens Pump Track, and Patterson Ranch Trail.

**Action:** The Finance Committee approved the unaltered Fiscal year 2023-2023 audit to be presented at the next Board meeting.

**5. September 2024 Financials (Standing Item)**

FO Dreher provided an update regarding the preliminary September 2024 Financials (Supplemental - Item 5). The preliminary financial results through the month of September 2024 are as follows:

- Total revenues: 5% better than budgeted at \$3.274 million
- Salary and benefits expenses: 1% better than budgeted at \$3.925 million
- Services and supplies expenses: \$254k over budgeted, which were the result of timing issues with when invoices were received versus when the related expenses were budgeted. However, the number is down from the \$327k overage from the prior month's report and is expected to continue to decline over the next few months.
- Operating Capital: no expenses yet for this fiscal year, which leaves the bottom line through September at \$30k better than budgeted.

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

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

FO Dreher noted the Unclaimed Property, Disposition of Surplus Assets, and Procurement policies are pending review from Legal Counsel.

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

- a) GM Fuzie noted the District submitted a grant for State and Local Cybersecurity Grant Program to assist in addressing risks and threats to information systems owned and or operated by, or on behalf of, state, local, or tribal governments. The grant awarding is scheduled for the first week of December.

**8. Adjournment:** The meeting was adjourned at 3:08 p.m.

Lvb/rvd

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

	FY22-23	FY23-24	FY24-25		Variance:	
	Actual	Actual	Actual	Budget	\$	%
<b>Revenue</b>						
Taxes	\$490,434	\$569,785	\$596,387	\$534,872	\$61,515	12%
From Operations	542,595	578,278	641,914	645,149	(3,235)	(1%)
<b>Total Revenue</b>	<b>\$1,033,030</b>	<b>\$1,148,063</b>	<b>\$1,238,302</b>	<b>\$1,180,021</b>	<b>\$58,281</b>	<b>5%</b>
<b>Salary and Benefits</b>	<b>924,101</b>	<b>1,558,010</b>	<b>1,121,098</b>	<b>1,143,353</b>	<b>22,255</b>	<b>2%</b>
<b>Services and Supplies</b>	<b>717,305</b>	<b>744,715</b>	<b>780,405</b>	<b>853,607</b>	<b>73,202</b>	<b>9%</b>
<b>Operating Capital</b>	<b>0</b>	<b>45,838</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Sub-total, Expenses</b>	<b>\$1,641,406</b>	<b>\$2,348,563</b>	<b>\$1,901,504</b>	<b>\$1,996,960</b>	<b>\$95,456</b>	<b>5%</b>
<b>Net Operating Results</b>	<b>(\$608,376)</b>	<b>(\$1,200,500)</b>	<b>(\$663,202)</b>	<b>(\$816,939)</b>	<b>\$153,737</b>	<b>19%</b>

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

	FY22-23	FY23-24	FY24-25		Variance:	
	Actual	Actual	Actual	Budget	\$	%
<b>Revenue</b>						
Taxes	\$554,594	\$637,938	\$614,916	\$603,872	\$11,044	2%
From Operations	2,083,319	2,258,949	2,658,584	2,504,074	154,510	6%
<b>Total Revenue</b>	<b>\$2,637,913</b>	<b>\$2,896,888</b>	<b>\$3,273,500</b>	<b>\$3,107,946</b>	<b>\$165,554</b>	<b>5%</b>
<b>Salary and Benefits</b>	\$2,797,923	\$3,630,430	\$3,925,071	\$3,975,700	<b>50,629</b>	1%
<b>Services and Supplies</b>	\$2,086,260	\$2,399,813	\$2,734,543	\$2,480,477	<b>(254,067)</b>	<b>(10%)</b>
<b>Operating Capital</b>	\$26,870	\$45,838	\$0	\$68,000	<b>68,000</b>	100%
<b>Sub-total, Expenses</b>	<b>\$4,911,053</b>	<b>\$6,076,081</b>	<b>\$6,659,615</b>	<b>\$6,524,177</b>	<b>(\$135,438)</b>	<b>(2%)</b>
<b>Net Operating Results</b>	<b>(\$2,273,140)</b>	<b>(\$3,179,193)</b>	<b>(\$3,386,114)</b>	<b>(\$3,416,231)</b>	<b>\$30,116</b>	<b>1%</b>

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

	FY22-23	FY23-24	FY24-25		Variance	
	Actual	Actual	Actual	Budget	\$	%
<b>Salaries and Benefits</b>						
Salaries - Full-time	\$1,380,852	\$1,887,421	\$2,033,977	\$2,000,859	(\$33,118)	(2%)
Salaries - Part-time Benefited	\$212,009	\$242,691	\$177,085	\$237,738	\$60,653	26%
Salaries - Part-time	\$509,598	\$594,167	\$715,561	\$683,632	(\$31,929)	(5%)
Stipends - Board	\$7,600	\$7,800	\$7,800	\$9,000	\$1,200	13%
Retirement	\$143,041	\$172,852	\$166,804	\$181,190	\$14,385	8%
Employee Group Insurance	\$350,444	\$468,015	\$546,649	\$552,189	\$5,540	1%
Workers' Compensation	\$81,125	\$110,042	\$109,991	\$140,478	\$30,487	22%
Medicare/FICA Payroll Tax	\$113,253	\$147,441	\$167,205	\$170,614	\$3,410	2%
<b>Total Salaries and Benefits</b>	<b>\$2,797,923</b>	<b>\$3,630,430</b>	<b>\$3,925,071</b>	<b>\$3,975,700</b>	<b>\$50,629</b>	<b>1%</b>
<i>% of total</i>	<i>57%</i>	<i>60%</i>	<i>59%</i>	<i>61%</i>		
<b>Services and Supplies</b>						
Maintenance-Structures&Grounds	\$255,132	\$345,577	\$333,920	\$207,360	(\$126,560)	(61%)
Maintenance - Equipment	\$56,583	\$67,388	\$116,632	\$104,572	(\$12,060)	(12%)
Utilities - Water/Sewer	\$691,143	\$775,472	\$822,513	\$798,350	(\$24,163)	(3%)
Utilities - Gas/Electric/Other	\$138,600	\$141,905	\$131,501	\$178,093	\$46,592	26%
Communications	\$33,417	\$38,019	\$46,532	\$41,178	(\$5,354)	(13%)
Memberships & Subscriptions	\$5,958	\$7,721	\$10,326	\$13,793	\$3,467	25%
Travel	\$1,471	\$9,481	\$32,514	\$41,880	\$9,366	22%
Training & Conferences	\$6,004	\$12,077	\$16,051	\$9,910	(\$6,141)	(62%)
Publications & Legal Notices	\$1,068	\$0	\$337	\$0	(\$337)	-
Legal	\$24,000	\$31,410	\$60,133	\$36,000	(\$24,133)	(67%)
Program Services/Supplies	\$17,831	\$29,919	\$34,176	\$38,425	\$4,249	11%
Professional Services	\$143,520	\$221,099	\$214,577	\$200,667	(\$13,910)	(7%)
Licensing	\$2,879	\$1,280	\$3,234	\$1,500	(\$1,734)	(116%)
Field Trips/Events	\$14,687	\$20,941	\$22,679	\$21,000	(\$1,679)	(8%)
Instructors & Sports Officials	\$152,144	\$161,593	\$220,379	\$154,500	(\$65,879)	(43%)
Insurance	\$161,277	\$198,124	\$226,220	\$225,304	(\$916)	(0%)
Rents/Leases - Equipment	\$49,368	\$18,537	\$28,378	\$8,100	(\$20,278)	(250%)
Rents/Leases-Structure&Grounds	\$36,826	\$38,072	\$42,162	\$39,762	(\$2,400)	(6%)
Rent & Lease - Vehicle	\$37,840	\$37,840	\$100,976	\$90,870	(\$10,106)	(11%)
Agricultural Supplies	\$33,237	\$14,531	\$13,528	\$39,900	\$26,372	66%
Uniforms/Safety Products	\$4,769	\$9,434	\$10,440	\$13,650	\$3,210	24%
Household Supplies	\$21,774	\$16,428	\$23,284	\$20,450	(\$2,834)	(14%)
Food	\$20,650	\$24,019	\$24,915	\$25,435	\$520	2%
Office Supplies	\$9,821	\$10,226	\$7,751	\$7,985	\$234	3%
Medical	\$2,306	\$3,768	\$4,905	\$4,150	(\$755)	(18%)
Tools & Instruments	\$8,645	\$8,734	\$14,345	\$8,240	(\$6,105)	(74%)
Non Capital Equipment	\$24,680	\$25,859	\$38,811	\$20,100	(\$18,711)	(93%)
Miscellaneous-Refunds Expense	\$148	\$17	\$70	\$0	(\$70)	-
Finance Charges/Active CC Fees	\$17,485	\$19,007	\$22,053	\$18,765	(\$3,288)	(18%)
Recreation Software Transaction Fees	\$9,080	\$8,480	\$9,545	\$8,300	(\$1,245)	(15%)
Pension Debt Service Interest	\$64,510	\$63,447	\$62,249	\$62,830	\$581	1%
P G & E debt service	\$39,408	\$39,408	\$39,408	\$39,408	\$0	0%
<b>Total Services and Supplies</b>	<b>\$2,086,260</b>	<b>\$2,399,813</b>	<b>\$2,734,543</b>	<b>\$2,480,477</b>	<b>(\$254,067)</b>	<b>(10%)</b>
<b>Operating Capital</b>	<b>26,870</b>	<b>45,838</b>	<b>0</b>	<b>68,000</b>	<b>68,000</b>	<b>100%</b>
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