

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

DRAFT MINUTES

Monday, September 19, 2022

1:00 PM

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Orders, members of the Livermore Area Recreation and Park District Finance Committee and staff participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in this meeting electronically.

Committee Members Present: Chair Boswell, Director Pierpont

LARPD Staff Present: Fred Haldeman, Jeffrey Schneider, Jill Kirk, Julie Dreher, Linda VanBuskirk, Lynn Loucks, Pamela Healy

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

1. **Call to Order:**
The meeting was called to order at 1:01 p.m. by Chair Boswell. Director Pierpont joined the meeting at 1:02 p.m.
2. **Public Comment:**
There was no public comment. Chair Boswell closed the public comment period.
3. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2761-c):**
Resolution No. 2761-c was approved unanimously.
4. **Approval of the Minutes of the Finance Committee Meeting held on August 15, 2022:**
The minutes were approved unanimously, as written.
5. **Fixed Asset Audit (Update):**
Business Services Manager (BSM) Jeff Schneider shared that the Finance team has initially focused its attention on land assets, but the team will also review buildings and fixtures. Staff have done significant research to validate land ownership and fixed asset cost data, with much work still to be done. Some assets booked prior to 2016 as land should not have been booked as such, and preliminary work suggests a financial restatement of roughly \$20million will be required to reduce Land asset values. Finance Officer (FO) Julie Dreher shared her screen to review further detail on the process she has used to update information on LARPD and Non-LARPD owned properties. She has located agreements and related documentation and through publicly available information has confirmed and documented Assessor's Parcel Numbers (APN) as well as maps related to them. She shared her desktop to walk the Committee through an example of her work to date for Bothwell Park and Robertson Park.

Committee Questions and Comments:

- We knew some of these issues would come up when we began this audit. Staff have been doing an outstanding job attacking the problem.
- This will be scrutinized by our audit partner this year. They have a vested interest in this.
- We are on the right track.

Action: Staff will continue to update the Committee each month on this item.

6. Annual Audit (Update):

BSM Schneider reported we are on target with the time frame for the upcoming field visit by the auditors. We are prepared for it.

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

- 7. Cash Investments and Forecast (Update):** BSM Schneider thanked staff for being up to date on this information through weekly cash review sessions. We have a good partner at US Bank's money center; together we have reviewed ideas for investing in the near term. He has discussed ideas for investments for the District's reserves with GM Fuzie. The current plan is to invest \$3.5 million in short-term CD's (3 months) as longer terms are not attractive given the likelihood of further interest rate hikes from the Federal Reserve. An additional \$1 million will be invested with CAMP, a joint powers authority that will allow for same-day liquidity. The current trajectory of interest rates is upward, making this a good time to move forward. Also proposed is reinvestment in December when rates are expected to be higher still following anticipated actions by the Fed in November.

Committee Comments and Questions: Some of our liquid assets are currently in zero interest accounts at US Bank, so this is a good way to address this.

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

8. August 2022 Preliminary Financials:

BSM Schneider shared his screen and provided a summary review of YTD actual results through August 2022. The District's Net Operating Result through August is \$693k favorable versus Budget. We are \$334k favorable in total Revenue, \$189k favorable in salary and benefits, and (\$197k) favorable in Services, Supplies, and (\$27k) negative in Capital Equipment (included grooming machine spend).

He commented on the significant impact on the Net Operating Result driven by program revenue and expense control in the Community Services group. Community Services Manager (CSM) Jill Kirk noted that this was in part due to staff learning how to pivot: recreation camps enrolled early, so were better able to project staffing need.

Action: This was a discussion only, no committee action taken.

9. Directors' Reports and Announcements:

- Director Pierpont shared that earlier today he went to the LARPD website for a copy of the agenda for today's meeting and was unable to find it. The search bar on our website brought back an unsorted list that was difficult to navigate. He requested that staff review the LARPD website and make changes as necessary to make information for Committee meetings easier to get to.

➤ **Action:** Staff were asked to investigate this issue for resolution.

- BSM Schneider shared that the City of Livermore (COL) shared their feedback on the Master Property Agreement. Revised pricing for water was the only material item that was questioned by the City; what we hope to confirm is that we pay what the City pays for water that is used on their properties that we maintain and where water is provided by the City. We will meet with City staff on 9/29 to move to complete a draft that will be reviewed with GM Fuzie and then the City Manager. We continue to wait for the City's reply to our redlined Sunken Gardens lease. Re: the Pump Track project, the CEQA exemption has been submitted; next steps will be for the Board to approve the signing of the construction contract with Spohn Ranch and for O'Dell Engineering to complete construction design work.

10. Adjournment: The meeting was adjourned by Chair Boswell at 2:05 p.m.

/ph



Livermore Area Recreation and Park District

9/19/22 Finance Committee

Financials – August, 2022

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARP)
Summary View: ACTUAL Results Year-to-Date August 2022

	FY20-21		FY21-22		FY22-23		Variance:	
	Actual	Actual	Actual	Budget		\$	%	
Revenue								
Taxes	\$51,872	\$26,868	\$64,159	\$14,100	\$50,059	355%		
From Operations	536,719	1,138,258	1,545,958	1,262,141	283,817	22%		
Total Revenue	\$588,591	\$1,165,125	\$1,610,117	\$1,276,241	\$333,876	26%		
Salary and Benefits	\$1,876,043	\$1,852,781	\$1,871,696	\$2,061,202	189,506	9%		
Services and Supplies	\$836,020	\$1,249,547	\$1,371,813	\$1,568,613	196,800	13%		
Capital	\$8,795	\$0	\$26,870	\$0	(26,870)	-		
Sub-total, Expenses	\$2,720,858	\$3,102,329	\$3,270,379	\$3,629,815	\$359,436	10%		
Net Operating Results	(\$2,132,267)	(\$1,937,203)	(\$1,660,262)	(\$2,353,574)	\$693,312	29%		

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Summary View: ACTUAL Results For the Month of August 2022

	FY20-21		FY21-22		FY22-23		Variance:	
	Actual	Actual	Actual	Budget	\$	%		
Revenue								
Taxes	\$51,872	\$24,827	\$64,159	\$14,100	\$50,059	355%		
From Operations	257,762	528,845	765,224	614,347	150,877	25%		
Total Revenue	\$309,634	\$553,672	\$829,384	\$628,447	\$200,937	32%		
Salary and Benefits	990,935	1,007,627	1,028,550	1,118,441	89,891	8%		
Services and Supplies	368,779	658,427	647,501	714,092	66,591	9%		
Capital	0	0	16,311	0	(16,311)	-		
Sub-total, Expenses	\$1,359,713	\$1,666,054	\$1,692,362	\$1,832,533	\$140,171	8%		
Net Operating Results	(\$1,050,079)	(\$1,112,382)	(\$862,979)	(\$1,204,086)	\$341,107	28%		

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
 Revenue View: ACTUAL Results Year-to-Date August 2022

	FY20-21		FY21-22		FY22-23		Variance	
	Actual	Actual	Actual	Budget	\$	%	\$	%
Tax Revenue								
Property Taxes	\$49,147	\$31,264	\$63,303	\$14,100	\$49,203	349%		
Parcel Taxes	\$2,725	(\$4,396)	\$856	\$0	856	-		
Other Taxes	\$0	\$0	\$0	\$0	0	-		
Total Tax Revenues	\$51,872	\$26,868	\$64,159	\$14,100	\$50,059	355%		
<i>% of total</i>	9%	2%	4%	1%				
Earned Income								
Marketing and Public Info	\$810	\$0	\$0	\$0	0	-		
Business Services	\$660	\$1,976	\$3,756	\$1,600	2,156	135%		
Concessions	\$0	\$0	\$13,855	\$27,777	(13,922)	(50%)		
Business Services	\$1,470	\$1,976	\$17,611	\$29,377	(\$11,766)	(40%)		
<i>% of total</i>	0%	0%	1%	2%				
Camp Shelly	\$0	\$55,572	\$65,413	\$48,628	\$16,785	35%		
Extended Student Svcs (ESS)	\$320,514	\$367,682	\$451,044	\$414,660	36,384	9%		
Senior Svcs and Volunteers	\$11,352	\$15,963	\$29,790	\$18,760	11,030	59%		
Preschool	\$0	\$17,134	\$33,000	\$30,700	2,300	7%		
Open Space	\$60,128	\$120,518	\$150,953	\$109,300	41,653	38%		
Believes Program	\$0	\$0	\$0	\$0	0	-		
Middle School Program	\$0	\$0	\$0	\$0	0	-		
Community Services	\$391,994	\$576,869	\$730,201	\$622,048	\$108,153	17%		
<i>% of total</i>	67%	50%	45%	49%				
Recreation Classes	\$1,510	\$56,800	\$148,938	\$95,000	53,938	57%		
Adult Sports and Fitness	\$105	\$20,172	\$21,600	\$21,750	(150)	(1%)		
Facility Use & Rentals	\$2,971	\$63,451	\$67,500	\$62,892	4,608	7%		
Youth Sports and Fitness	\$21,914	\$150,090	\$267,184	\$154,900	112,284	72%		
Field and Gym Rentals	\$25,885	\$66,897	\$80,408	\$45,450	34,958	77%		
Aquatics	\$30,146	\$143,027	\$176,612	\$202,100	(25,489)	(13%)		
Recreation	\$82,530	\$500,437	\$762,241	\$582,092	\$180,149	31%		
<i>% of total</i>	14%	43%	47%	46%				
Park Operations	\$60,725	\$58,975	\$35,905	\$28,624	\$7,281	25%		
<i>% of total</i>	10%	5%	2%	2%				
Total Earned Income	\$536,719	\$1,138,258	\$1,545,958	\$1,262,141	\$283,817	22%		
<i>% of total</i>	91%	98%	96%	99%				
Total General Fund Revenue	\$588,591	\$1,165,125	\$1,610,117	\$1,276,241	\$333,876	26%		

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)

Salaries and Benefits View by Unit: ACTUAL Results Year-to-Date August 2022

	FY20-21		FY21-22		FY22-23		Variance	
	Actual	Actual	Actual	Budget	\$	%	\$	%
Administration	\$377,017	\$253,435	\$235,732	\$263,744	\$28,012	11%		
Marketing and Public Info	\$35,023	\$0	\$0	\$0	0	-		
Technology and Communications	\$14,950	\$0	\$0	\$0	0	-		
Customer and Business Services	\$29,446	\$19,873	\$46,131	\$40,429	(5,702)	(14%)		
Concessions	\$0	\$0	\$8,062	\$10,061	1,999	20%		
Administration	\$456,437	\$273,308	\$289,925	\$314,234	\$24,309	8%		
<i>% of total</i>	<i>24%</i>	<i>15%</i>	<i>15%</i>	<i>15%</i>				
Camp Shelly	\$0	\$12,766	\$3,320	\$17,207	\$13,887	81%		
Extended Student Svcs (ESS)	\$433,728	\$495,707	\$459,527	\$494,332	34,805	7%		
Senior Svcs and Volunteers	\$18,414	\$18,485	\$18,268	\$23,385	5,117	22%		
Preschool	\$6,901	\$4,549	\$8,126	\$21,393	13,267	62%		
Open Space	\$151,302	\$166,396	\$193,523	\$185,757	(7,766)	(4%)		
Community Outreach	\$86,581	\$100,772	\$95,784	\$105,587	9,803	9%		
Believes Program	\$3,676	\$0	\$1,952	\$0	(1,952)	-		
Middle School Program	\$11,976	\$0	\$0	\$0	0	-		
Community Services	\$712,579	\$798,674	\$780,500	\$847,661	\$67,161	8%		
<i>% of total</i>	<i>38%</i>	<i>43%</i>	<i>42%</i>	<i>41%</i>				
Recreation Classes	\$0	\$0	\$0	\$0	0	-		
Adult Sports and Fitness	\$5,962	(\$948)	\$558	\$272	(286)	(105%)		
Facility Use & Rentals	\$22,314	\$0	\$26,929	\$37,430	10,501	28%		
Youth Sports and Fitness	\$14,114	\$39,563	\$52,057	\$46,468	(5,589)	(12%)		
Field and Gym Rentals	\$24,232	\$30,045	\$32,170	\$37,857	5,687	15%		
Recreation Administration	\$92,810	\$93,773	\$39,897	\$42,264	2,367	6%		
Building Operations	\$67,573	\$67,449	\$65,256	\$71,447	6,191	9%		
Aquatics	\$23,258	\$122,025	\$200,865	\$257,730	56,865	22%		
Recreation	\$250,261	\$351,908	\$417,733	\$493,468	\$75,735	15%		
<i>% of total</i>	<i>13%</i>	<i>19%</i>	<i>22%</i>	<i>24%</i>				
Building Maintenance	134,886	129,957	129,465	129,589	124	0%		
Park Operations	321,879	298,934	254,073	276,250	22,177	8%		
Parks and Facilities Maintenance	\$456,765	\$428,891	\$383,538	\$405,839	\$22,301	5%		
<i>% of total</i>	<i>24%</i>	<i>23%</i>	<i>20%</i>	<i>20%</i>				
TOTAL Salaries and Benefits Expense	\$1,876,043	\$1,852,781	\$1,871,696	\$2,061,202	\$189,506	9%		

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)
Services and Supplies View by Unit: ACTUAL Results Year-to-Date August 2022

	FY20-21		FY21-22		FY22-23		Variance	
	Actual	Actual	Actual	Budget	\$	%	\$	%
Administration	\$144,495	\$199,419	\$240,568	\$276,938	\$36,370	13%		
Marketing and Public Info	\$744	\$1,155	\$0	\$0	0	-		
Technology and Communications	\$44,707	\$85,932	\$82,854	\$86,404	3,550	4%		
Customer and Business Services	\$11,813	\$24,255	\$22,010	\$18,261	(3,749)	(21%)		
Capital Equipment (excl CIP)	\$8,795	\$0	\$10,559	\$0	(10,559)	-		
Concessions	\$0	\$9,825	\$5,346	\$13,972	8,626	62%		
Administration	\$210,554	\$320,586	\$361,336	\$395,575	\$34,239	9%		
<i>% of total</i>	<i>25%</i>	<i>26%</i>	<i>26%</i>	<i>25%</i>				
Camp Shelly	\$890	\$1,465	7,377	700	(6,677)	(954%)		
Extended Student Svcs (ESS)	\$28,068	\$33,944	21,348	44,750	23,402	52%		
Senior Svcs and Volunteers	\$5,439	\$6,997	12,732	9,872	(2,860)	(29%)		
Preschool	\$39	\$1,689	879	6,000	5,121	85%		
Open Space	\$7,766	\$24,982	12,511	21,150	8,639	41%		
Community Outreach	\$40	\$0	7,933	8,130	197	2%		
Believes Program	\$0	\$0	32	100	68	68%		
Middle School Program	\$255	\$245	44	0	(44)	-		
Community Services	\$42,497	\$69,322	\$62,857	\$90,702	\$27,845	31%		
<i>% of total</i>	<i>5%</i>	<i>6%</i>	<i>4%</i>	<i>6%</i>				
Recreation Classes	\$1,785	\$33,044	\$79,590	\$57,000	(22,590)	(40%)		
Adult Sports and Fitness	\$0	\$0	\$876	\$1,600	724	45%		
Facility Use & Rentals	\$0	\$1,444	\$4,732	\$3,370	(1,362)	(40%)		
Youth Sports and Fitness	\$3,213	\$23,324	\$45,826	\$37,940	(7,886)	(21%)		
Field and Gym Rentals	\$823	\$3,258	\$7,073	\$3,700	(3,373)	(91%)		
Recreation Administration	\$0	\$747	\$746	\$0	(746)	-		
Building Operations	\$4,028	\$15,746	\$16,482	\$14,200	(2,282)	(16%)		
Aquatics	\$6,774	\$12,739	\$36,265	\$12,000	(24,265)	(202%)		
Recreation	\$16,623	\$90,302	\$191,590	\$129,810	(\$61,780)	(48%)		
<i>% of total</i>	<i>2%</i>	<i>7%</i>	<i>14%</i>	<i>8%</i>				
Building Maintenance	\$74,943	\$95,384	147,424	157,520	10,096	6%		
Park Operations	\$500,197	\$673,953	635,477	795,006	159,529	20%		
Parks and Facilities Maintenance	\$575,140	\$769,337	\$782,901	\$952,526	\$169,625	18%		
<i>% of total</i>	<i>68%</i>	<i>62%</i>	<i>56%</i>	<i>61%</i>				
TOTAL Services & Supplies Expense	\$844,815	\$1,249,547	\$1,398,684	\$1,568,613	\$169,929	11%		

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARP)
 Services and Supplies View by Unit: ACTUAL Results Year-to-Date August 2022

	FY20-21		FY21-22		FY22-23		
	Actual	% of total	Actual	% of total	Actual	Budget	Variance
Salaries and Benefits							
Salaries - Full-time	\$925,593		\$884,053		\$878,794	\$940,925	\$62,131 7%
Salaries - Part-time Benefited	\$159,736		\$109,548		\$134,475	\$131,923	(\$2,552) (2%)
Salaries - Part-time	\$106,222		\$289,091		\$402,657	\$441,800	\$39,143 9%
Stipends - Board	\$5,400		\$4,600		\$4,800	\$6,000	\$1,200 20%
Retirement	\$227,434		\$227,258		\$96,168	\$112,392	\$16,224 14%
Employee Group Insurance	\$269,072		\$219,772		\$220,616	\$277,810	\$57,194 21%
Workers' Compensation	\$38,295		\$53,312		\$56,338	\$65,858	\$9,520 14%
Unemployment	\$91,200		\$0		\$0	\$0	\$0 -
Medicare/FICA Payroll Tax	\$53,092		\$65,146		\$77,847	\$84,494	\$6,647 8%
Total Salaries and Benefits	\$1,876,043	69%	\$1,852,781	60%	\$1,871,696	\$2,061,202	\$189,506 9%
Services and Supplies							
Maintenance-Structures&Grounds	\$60,053		\$118,477		\$179,660	\$156,000	(\$23,660) (15%)
Maintenance - Equipment	\$24,429		\$35,967		\$35,995	\$33,688	(\$1,707) (5%)
Utilities - Water/Sewer	\$393,809		\$522,620		\$461,996	\$520,700	\$58,704 11%
Utilities - Gas/Electric/Other	\$53,331		\$63,750		\$78,432	\$64,300	(\$14,132) (22%)
Communications	\$21,080		\$31,850		\$20,480	\$25,850	\$5,370 21%
Memberships & Subscriptions	\$6,880		\$6,814		\$4,824	\$6,100	\$1,276 21%
Travel	\$2,417		\$701		\$769	\$27,640	\$26,871 97%
Training & Conferences	\$240		\$1,819		\$4,940	\$3,230	(\$1,710) (53%)
Publications & Legal Notices	\$146		\$361		\$943	\$400	(\$543) (136%)
Legal	\$20,000		\$20,000		\$16,000	\$26,000	\$10,000 38%
Program Services/Supplies	\$2,535		\$12,279		\$10,167	\$14,426	\$4,259 30%
Professional Services	\$49,627		\$79,420		\$83,180	\$172,020	\$88,840 52%
Licensing	\$0		\$1,126		\$2,297	\$2,000	(\$297) (15%)
Field Trips/Events	(\$100)		\$2,540		\$11,111	\$10,720	(\$391) (4%)
Instructors & Sports Officials	\$10,165		\$59,427		\$131,371	\$102,592	(\$28,779) (28%)
Insurance	\$90,795		\$90,593		\$107,721	\$103,700	(\$4,021) (4%)
Rents/Leases - Equipment	\$20,966		\$20,077		\$20,235	\$21,034	\$799 4%
Rents/Leases - Structure&Grounds	\$27,593		\$27,610		\$24,550	\$42,458	\$17,908 42%
Rent & Lease - Vehicle	\$25,015		\$25,227		\$25,227	\$25,970	\$743 3%
Agricultural Supplies	\$4,025		\$3,030		\$4,476	\$19,000	\$14,524 76%
Uniforms/Safety Products	\$2,923		\$5,262		\$3,738	\$6,110	\$2,372 39%
Household Supplies	\$3,116		\$13,906		\$15,623	\$11,940	(\$3,683) (31%)
Food	\$3,653		\$4,127		\$16,432	\$22,527	\$6,095 27%
Office Supplies	\$2,552		\$4,054		\$7,364	\$5,190	(\$2,174) (42%)
Medical	\$2,234		\$1,070		\$1,943	\$2,900	\$957 33%
Tools & Instruments	\$2,969		\$2,974		\$5,543	\$4,800	(\$743) (15%)
Non Capital Equipment	\$1,760		\$33,691		\$7,334	\$52,500	\$45,166 86%
Miscellaneous-Refunds Expense	\$14		(\$148)		\$852	\$0	(\$852) -
Finance Charges/Active CC Fees	\$2,765		\$10,775		\$13,229	\$10,040	(\$3,189) (32%)
Recreation Software Transaction Fees	\$1,027		\$5,331		\$6,702	\$5,500	(\$1,202) (22%)
Pension Debt Service Interest	\$0		\$44,818		\$43,007	\$43,006	(\$1) (0%)
P G & E debt service	\$0		\$0		\$26,272	\$26,272	\$0 0%
Total Services and Supplies	\$836,020		\$1,249,547		\$1,371,813	\$1,568,613	\$196,800 13%
Capital Equipment	8,795		0		26,870	0	(26,870) -
Total Operating Expenses	\$2,720,858		\$3,102,329		\$3,270,379	\$3,629,815	\$359,436 10%



Thank You