

LIVERMORE AREA RECREATION AND PARK DISTRICT

DRAFT FINANCE COMMITTEE

MINUTES

**Monday, January 27, 2025
1:00 p.m.**

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

Committee Members Present: Chair James Boswell, Director Philip Pierpont

Committee Member Absent: None.

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

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

1. **Call to Order:** Chair Boswell called the meeting to order at 1:00 p.m.
2. **Public Comment:** Chair Boswell opened the Public Comment period. There were no speakers. Chair Boswell closed the Public Comment period.
3. **Approval of the Minutes of the Finance Committee Meeting held on December 16, 2024:**
 - **Action:** The minutes of the Finance Committee meeting held on December 16, 2024, were approved as submitted.
4. **2024 Finance Committee Recap**

Director Pierpont arrived at the meeting at 1:07 p.m.

Director Pierpont acknowledged and appreciated the committee recaps, noting their value for new committee members and a refresher for existing ones. There were no further questions or comments.

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

5. 2025 Financial Goals and Objectives

FO Dreher outlined the Finance goals and objectives for 2025, provided an update on the Vena system, noting that training will be completed this week, and briefly mentioned the Audit Services Request for Proposals (RFP), to be discussed later in the meeting. She then reviewed the FY24-25 mid-year budget process, which will include a first draft of the FY25-26 Operating and CIP budgets, set for presentation at the March Budget Workshop.

A brief overview of the remaining goals and objectives for 2025 is as follows:

- Automate Cal Card processes: Expected to be finished this year (also a goal from last year).
- Complete FY24-25 Interim Audit: Set for completion in June.
- Final FY25-26 Budget Process: Anticipated to be presented for Board approval in May.
- Publish FY25-26 Budget Books: Expected to be completed by June or July.
- Review Parcel Tax Data for Compliance with LARPD Guidance and resolve any issues with consultant: Ongoing, with efforts to resolve any issues in collaboration with the consultant.
- Migrate current accounting system to Microsoft Business Central: Had initial meeting with consultant to provide an estimate for the project. Tentatively planned to complete the migration in September.
- Establish connection between Microsoft Business Central and Vena: Will be completed upon the migration to Microsoft Business Central.
- Implement Fixed Assets module in Microsoft Business Central: Not yet started.
- Implement Purchasing module in Microsoft Business Central: Not yet started.
- FY24-25 Year-End Audit: To be presented to the Board in December 2025.
- Update Finance Policies (Procurement, etc.): Ongoing work.

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

6. Audit Services RFP Update

FO Dreher provided an update on the Audit Services RFP. The RFP opened on December 20, 2024, and closed on January 24, 2025, and was advertised on the CSDA Clearing House and the District website. Finance received two proposals: one from James Marta and Company LLP and another from Nigro & Nigro. Staff are reviewing the proposals and plan to present them to the Board at the March 12 Board meeting.

Committee Questions/Comments:

- a) What are the differences between the two proposals? *[The differences between the proposals are the breakdown of the hours and costs.]*
- b) Has LARPD contacted other districts to inquire about the vendors they use? *[Staff will check with Hayward Area Recreation and Park District (HARD).]*
- c) Will the Audit Services RFP be reviewed initially by the Committee or at the Board level? *[The proposals will be reviewed by the Committee.]*
- d) GM Fuzie asked if a change is necessary, highlighting that the current auditors have improved the services provided.
- e) How long was the RFP advertised? *[It was advertised for five weeks.]*

- f) Will staff be reviewing the proposals and conducting interviews? *[Staff will review the proposals and share the results with the Committee prior to presenting them to the Board.]*

➤ **Action:** This was a discussion only; no Committee action was taken. However, staff will check with HARD regarding audit services they use.

7. December 2024 Financials (Standing Item)

FO Dreher provided an update regarding the preliminary December 2024 Financials (Supplemental Item 7). She noted that the District received its first major property tax revenue inflow for the 2024-2025 fiscal year. While Redevelopment and Residual Property Taxes exceeded the budget by \$40,600, secured and supplemental property taxes fell short by \$104,500. The Finance team will continue to monitor any additional tax revenue received in December and will adjust the tax revenue projections for the remainder of the fiscal year as needed during the mid-year budget process.

The preliminary financial results through December 2024 are as follows:

- **Total revenues:** 2% better than budgeted, at \$12.758 million.
- **Salary and benefits expenses:** 1% under budget, at \$7.308 million.
- **Services and supplies expenses:** \$361k over budget, due to timing issues and the reclassification of the Robert Livermore Community Center Gym Floor Resurfacing project from operating capital to services and supplies, along with necessary but unbudgeted maintenance items.
- **Operating capital expense:** The District incurred its first operating capital expense of the year with the replacement of the chair lifts at the May Nissen Swim Center, costing \$16k.
- **Bottom line:** The District's financial position through December 2024 is approximately \$10k better than budgeted.

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

8. Financial Policies Update (Standing Item)

FO Dreher noted that the next policy the Finance team will be working on is Procurement. The Unclaimed Property and Disposition of Surplus Assets policies were recently approved by the Board.

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

9. Future Agenda Items / Matters Initiated / Announcements

GM Fuzie made the following announcements:

- a) The Parks Master Plan Update project is paused until the Board establishes defined goals and objectives.
- b) He will be out of the office for two weeks in February.
- c) FA Hettick will conduct the Vena demonstration for the Board on Wednesday.

10. Adjournment: The meeting was adjourned at 1:50 p.m.

Lvb/rvd

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

	FY22-23	FY23-24	FY24-25		Variance:	
	Actual	Actual	Actual	Budget	\$	%
Revenue						
Taxes	\$6,968,946	\$7,235,957	\$7,493,142	\$7,557,892	(\$64,750)	(1%)
From Operations	838,428	624,499	747,779	670,878	76,901	11%
Total Revenue	\$7,807,374	\$7,860,456	\$8,240,921	\$8,228,770	\$12,151	0%
Salary and Benefits	945,627	1,035,398	1,124,861	1,148,399	23,538	2%
Services and Supplies	551,509	625,070	674,634	644,339	(30,295)	(5%)
Operating Capital	0	41,548	15,853	0	(15,853)	-
Sub-total, Expenses	\$1,497,137	\$1,702,016	\$1,815,348	\$1,792,738	(\$22,610)	(1%)
Net Operating Results	\$6,310,237	\$6,158,440	\$6,425,573	\$6,436,032	(\$10,459)	(0%)

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

	FY22-23	FY23-24	FY24-25		Variance:	
	Actual	Actual	Actual	Budget	\$	%
Revenue						
Taxes	\$7,526,402	\$7,893,643	\$8,131,966	\$8,161,764	(\$29,798)	(0%)
From Operations	3,914,175	4,018,642	4,626,149	4,371,702	254,447	6%
Total Revenue	\$11,440,577	\$11,912,286	\$12,758,115	\$12,533,466	\$224,649	2%
Salary and Benefits	\$6,036,237	\$6,719,837	\$7,307,710	\$7,402,654	94,944	1%
Services and Supplies	\$3,796,277	\$4,256,445	\$4,751,406	\$4,390,080	(361,326)	(8%)
Operating Capital	\$101,256	\$154,545	\$15,853	\$68,000	52,147	77%
Sub-total, Expenses	\$9,933,770	\$11,130,828	\$12,074,969	\$11,860,734	(\$214,235)	(2%)
Net Operating Results	\$1,506,807	\$781,458	\$683,146	\$672,732	\$10,414	2%

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

	FY22-23	FY23-24	FY24-25		Variance	
	Actual	Actual	Actual	Budget	\$	%
Salaries and Benefits						
Full Time Salaries	\$3,142,777	\$3,613,250	\$3,950,015	\$3,847,262	(\$102,753)	(3%)
Part Time Benefited	\$487,993	\$461,178	\$363,463	\$457,744	\$94,281	21%
Part Time Wages	\$873,610	\$930,366	\$1,102,653	\$1,108,709	\$6,056	1%
Board of Directors Stipends	\$15,000	\$14,800	\$13,600	\$18,000	\$4,400	24%
Retirement	\$303,992	\$323,927	\$312,335	\$346,447	\$34,113	10%
Employee Group Insurance	\$807,785	\$908,544	\$1,058,477	\$1,056,521	(\$1,956)	(0%)
Workers Compensation	\$168,705	\$198,816	\$200,687	\$255,139	\$54,453	21%
Medicare/FICA	\$236,374	\$268,957	\$306,481	\$312,832	\$6,351	2%
Total Salaries and Benefits	\$6,036,237	\$6,719,837	\$7,307,710	\$7,402,654	\$94,944	1%
<i>% of total</i>	<i>61%</i>	<i>60%</i>	<i>61%</i>	<i>62%</i>		
Services and Supplies						
Agricultural	\$54,046	\$24,934	\$52,781	\$54,500	\$1,719	3%
Uniforms	\$12,419	\$18,800	\$23,215	\$22,700	(\$515)	(2%)
Household Supplies	\$35,890	\$33,621	\$41,389	\$40,950	(\$439)	(1%)
Food	\$34,156	\$46,180	\$50,537	\$46,185	(\$4,352)	(9%)
Office Supplies	\$17,578	\$15,925	\$16,705	\$14,995	(\$1,710)	(11%)
Medical Expense	\$3,685	\$4,513	\$7,984	\$8,100	\$116	1%
Tools & Instruments	\$24,171	\$24,351	\$22,359	\$16,480	(\$5,879)	(36%)
Non-Capital Equipment	\$41,636	\$36,604	\$47,369	\$43,200	(\$4,169)	(10%)
Maint. - Structures/Grounds	\$452,189	\$529,501	\$601,133	\$414,720	(\$186,413)	(45%)
Maintenance of Equipment	\$102,818	\$132,359	\$216,715	\$157,644	(\$59,071)	(37%)
Utilities - Water/Sewer	\$949,618	\$1,074,042	\$1,164,643	\$1,128,700	(\$35,943)	(3%)
Utilities -Gas/Electric/Other	\$286,551	\$282,466	\$281,927	\$366,399	\$84,472	23%
Communications	\$76,159	\$77,036	\$96,876	\$82,356	(\$14,520)	(18%)
Memberships & Subscriptions	\$20,543	\$13,224	\$14,331	\$17,376	\$3,045	18%
Transportation & Travel	\$60,041	\$67,428	\$62,970	\$81,960	\$18,990	23%
Training & Conferences	\$17,645	\$17,006	\$27,262	\$21,260	(\$6,002)	(28%)
Publications & Legal Notices	\$1,493	\$1,795	\$766	\$0	(\$766)	-
Legal Services	\$48,000	\$39,410	\$107,396	\$72,000	(\$35,396)	(49%)
Program Services/Supplies	\$48,445	\$68,643	\$71,398	\$75,925	\$4,527	6%
Professional Services	\$454,180	\$538,840	\$432,056	\$448,218	\$16,161	4%
Licensing	\$13,572	\$11,035	\$22,506	\$14,200	(\$8,306)	(58%)
Field Trips & Events	\$37,714	\$42,951	\$30,788	\$42,500	\$11,712	28%
Instructors & Sports Officials	\$213,196	\$259,312	\$301,840	\$234,000	(\$67,840)	(29%)
Insurance	\$323,311	\$395,805	\$451,283	\$448,808	(\$2,475)	(1%)
Rent & Lease - Equipment	\$63,469	\$30,965	\$56,090	\$15,600	(\$40,490)	(260%)
Rent & Lease - Structures	\$73,651	\$81,144	\$89,324	\$87,024	(\$2,300)	(3%)
Rent & Lease - Vehicle	\$75,681	\$133,477	\$200,349	\$181,739	(\$18,610)	(10%)
Miscellaneous Expense	\$148	\$17	\$2	\$0	(\$2)	-
Recreation Software Credit Card Fees	\$30,279	\$32,498	\$37,950	\$31,865	(\$6,085)	(19%)
Recreation Software Transaction Fees	\$16,156	\$16,428	\$17,568	\$16,200	(\$1,368)	(8%)
Pension Debt Service Interest	\$129,021	\$127,322	\$125,079	\$125,660	\$581	0%
P G & E debt service	\$78,816	\$78,816	\$78,816	\$78,816	\$0	0%
Total Services and Supplies	\$3,796,277	\$4,256,445	\$4,751,406	\$4,390,080	(\$361,326)	(8%)
Operating Capital	101,256	154,545	15,853	68,000	52,147	77%
Total Operating Expenses	\$9,933,770	\$11,130,828	\$12,074,969	\$11,860,734	(\$214,235)	(2%)