

2025 FINANCE COMMITTEE RECAP

Committee Members: Chair Boswell / Vice Chair Pierpont Alt. Furst

J 2024 Finance Committee Recap

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

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A 2025 Finance Goals and Objectives

R FO Dreher outlined the Finance goals and objectives for 2025, provided an update on the Vena system, noting that training will be completed this
Y 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.
NO ACTION.

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. **ACTION:** Staff will check with Hayward Area Recreation and Park District regarding audit services they use.

December 2024 Financials

FO Dreher provided an update regarding the preliminary December 2024 Financials. 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 District's financial position through December 2024 is approximately \$10k better than budgeted. **NO ACTION.**

J FO Dreher noted that the next policy the Finance team will be working on is Procurement. The Unclaimed Property and Disposition of Surplus Assets
A policies were recently approved by the Board. **NO ACTION.**

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U **Future Agenda Items / Matters Initiated / Announcements**

A GM Fuzie made the following announcements:

- R** a) The Parks Master Plan Update project is paused until the Board establishes defined goals and objectives.
Y 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.

NO ACTION.

F **Audit Services RFP Review**

E The Finance Committee reviewed two proposals for audit services: one from longstanding firm James Marta & Company LLP and another from Nigro
B & Nigro PC. Despite Nigro & Nigro offering a lower initial cost, concerns were raised about potential additional costs to bring them up to speed. James
R Marta & Company was recommended due to their extensive experience with public agencies and thoroughness in audits. It was mentioned that
U Marta also serves as auditor for the Hayward Area Recreation and Park District and for the California Association of Recreation and Park Districts.
A James Marta will be the District's representative, fulfilling the requirement to rotate audit partners regularly. The Committee agreed that maintaining
R continuity with James Marta would ensure familiarity with District operations and compliance standards. **ACTION:** The recommendation to select
Y James Marta & Company LLP was unanimous, and staff were directed to present this decision to the full Board for approval on March 12, 2025.

F January 2025 Financials

E FO Dreher provided an update regarding the preliminary January 2025 Financials. January's financial performance exceeded budget expectations by
B \$185,619, driven by increased programming revenue, facility rentals, and cost savings in Salaries and Benefits, and Services and Supplies. Year-to-
R date, the District is now significantly ahead of budget projections. A recent \$59,000 supplemental tax payment will be reflected in February.
U Operations performed well, with ESS enrollment contributing to a 7% revenue increase. Maintenance expenses rose due to gym floor refinishing,
A bleacher repairs, and preemptive tree work. A discussion arose on budgeting for unexpected liabilities, emphasizing the need to flag variances while
R maintaining transparency in financial reporting. Vehicle lease costs exceed budget but will decline as the leased vehicles hit zero net book value, as
Y we will only have to pay the taxes for those vehicles at that point. Legal expenses have stabilized closer to budget, averaging \$12,000 per month.
Investments remain strong at 4.51%, and reserve accounts continue accruing interest. The committee suggested making reserve account updates a
standing agenda item. PFM (Public Financial Management), which manages District reserves, was recently acquired by U.S. Bank. **ACTION:** The
committee suggested making reserve account updates a standing agenda item.

Financial Policies Update (Standing Item)

FO Dreher reported that the financial policy updates remain on hold until the District transitions from Great Plains to Business Central, which will also introduce a new procurement module and updated procurement policies, including CalCard. Consultants are assessing whether a data migration tool can expedite the transition, with completion targeted for September, though an earlier timeline may be possible. The migration is funded through a cybersecurity grant. Business Central, a web-based system, will replace Great Plains, which is being phased out by Microsoft by 2028. The transition is expected to improve efficiency and reduce costs, as demonstrated by recent server changes that saved \$2,500 monthly. Consultants will remotely manage the migration. The committee discussed updating the organizational chart, noting that it is reaffirmed annually with the budget but could benefit from periodic printouts for visualization. **NO ACTION.**

Future Agenda Items / Matters Initiated / Announcements

GM Fuzie made the following announcement: LAFCO requested more data, basically a dispute sheet comparing the District's and East Bay's financial submissions, with a deadline of 5:00 p.m. today. The upcoming Thursday LAFCo meeting, now a brief Zoom call, will likely involve information exchange rather than negotiation. While GM Fuzie would prefer to negotiate a resolution, he awaits Board direction. **NO ACTION.**

M Mid-Year Budget Review

A FO Dreher provided a brief update on the mid-year budget, confirming the process will be completed in time for the March 26 budget workshop.
R Supervisors and managers used the District's new budgeting tool, Vena. Despite some initial challenges, the system proved effective and
C significantly streamlined the consolidation process. Minor adjustments were made across budget categories, resulting in a net difference of \$2,162
H below the original FY 2024-25 budget. **NO ACTION.**

February 2025 Financials

FO Dreher provided an update regarding the preliminary February 2025 Financials. An unexpected operating capital expense of \$9,494 was incurred for replacing an irreparable trailer; Bottom line: The District's financial position through February 2025 is \$103k ahead of budget expectations. **NO ACTION.**

Financial Policies Update (Standing Item)

FO Dreher reported that the financial policy update remains on hold until September, when the District transitions from Great Plains to Business Central. GM Fuzie discussed other policies, including the Vacation Cash Out Policy, noting that it is still in the early stages and not expected soon. **NO ACTION.**

Status of Investments/Reserve Accounts

FO Dreher provided an update on the District's investments and reserve accounts, noting the 7-day yield as of March 20, 2025, was 4.46% and expected to remain steady as long as there are no federal cuts. FO Dreher noted the negative variance in the Deferred Maintenance account was due to timing differences in invoice processing. The committee reviewed the reserve accounts and discussed how the available funds might be used. **ACTION:** GM Fuzie will review the reserve accounts in more detail and bring recommendations to the committee on the next steps.

Future Agenda Items / Matters Initiated / Announcements

GM Fuzie gave an update on the Educational Revenue Augmentation Fund (ERAF). **NO ACTION.**

A Cost-of-Living Adjustment (COLA)

P GM Fuzie and HRM Kleman shared their recommendation for the COLA plan of a 2% increase each year for the next three years, starting in January
R 2026. They also mentioned that the District plans to increase its contribution toward dental insurance. GM Fuzie acknowledged that the budget will
I be tight next year, but he's hopeful projections will improve. He also said that updates to the ESS buildings are still a top priority for the next fiscal
L year. He recommended that the committee move the COLA plan forward to the full Board for consideration. **ACTION:** The item will be added on the agenda for an upcoming Board meeting.

Update of Investments/Reserve Accounts

FO Dreher presented the current investment and reserve accounts and explained that the Buckley Trust allows funds to be used for 'the restoration, care, maintenance, and upkeep of Ravenswood Estate. **NO ACTION.**

March 2025 Financials

FO Dreher provided an update regarding the preliminary March 2025 Financials. Despite the timing variances and the unbudgeted capital expense, the District's bottom line is \$114,808 better than budget projected. **NO ACTION.**

Financial Policies Update (Standing Item)

GM Fuzie indicated that work on the CalCard Policy will commence in the next fiscal year. He also mentioned plans for an inventory policy to ensure proper accounting of District equipment and assets. **NO ACTION.**

Future Agenda Items / Matters Initiated / Announcements

- a) GM Fuzie informed the committee that FPMS Mason and Field Supervisor Scott Stramaglia are currently working to acquire new maintenance management software and will present it to the Board as an informational item at a future meeting.
- b) Chair Boswell asked about the possibility of using location data tracking software again and partnering with the City. [*FA Hettick: That idea was considered, but the software company would not allow for the sharing of a license between the two organizations.*]

NO ACTION.

M Fiscal Year 2025-2026 Budget Review

A GM Fuzie asked the committee to approve forwarding the Fiscal Year 2025–2026 Budget to the Board. He noted that staff developed the budget using
Y the new software, which has improved accuracy and tracking. FA Hettick then provided key highlights from the budget, as follows:

- Summer Program Revenue: Numbers are shifting this year due to schedule changes but are expected to even out next year.
- Tax Revenues: 3.65% increase for general property taxes, as well as a 2% increase to the 97-1 Special Tax.
- Cost-of-Living Adjustment (COLA): A 2% COLA is planned, effective January 2026.
- Medical Benefits: A 10% increase is anticipated.
- Insurance Premiums: Short- and long-term disability, AD&D, and life insurance rates will increase by 3%.
- Dental Plans: Full coverage, reflecting a 100% increase.

Committee Questions/Comments:

a) Although we are not as conservative as in the past, GM Fuzie assured the committee that the new budget software allows for real-time monitoring of financial data, which will help staff better manage and allocate funds.

b) Chair Boswell inquired about the baseline/accrual amount in the Deferred Reserve Account. *[FO Dreher explained that the \$642,000 in the Deferred Reserve Account is dedicated solely to the Playground Replacement Program. Mocho Park project will begin in June, followed by Tex Spruiell Park in July. The account does not accrue interest and will be fully spent by the next fiscal year.]*

c) Chair Boswell asked whether Livermore Valley Joint Unified School District (LVJUSD) will fund the ballfield maintenance. *[GM Fuzie replied that LVJUSD has asked if LARPD is interested in assuming rental and maintenance of their ballfields. Staff are awaiting a response from LVJUSD to begin contract discussions. He noted this could become a potential revenue source.]*

d) Chair Boswell approved advancing the Fiscal Year 2025–2026 Budget to the Board for approval.

ACTION: The committee agreed to move the Fiscal Year 2025–2026 Budget forward for Board consideration.

April 2025 Financials

FO Dreher provided an update regarding the preliminary April 2025 Financials. As of April, the District is \$241,783 ahead of the mid-year budget projection, despite timing-related revenue and expense variances. **NO ACTION.**

Financial Policies Update (Standing Item)

No updates to report.

M Future Agenda Items / Matters Initiated / Announcements

A GM Fuzie made the following comments / announcements:

- Y**
- a) Carson Fialho, Student Intern: GM Fuzie introduced student intern Carson Fialho, who will work with the General Manager's Office and Recreation Department.
 - b) Surplus Property List: The list is ready for auction and will be reviewed at the upcoming Finance Committee meeting before presenting to the Board for fund allocation approval.

NO ACTION.

J Extended Student Services (ESS)

U GM Fuzie began his report with a brief overview of ESS and its financial history. He emphasized the need to formalize ESS with a clearer structure, financial oversight, and defined policies and procedures. The committee discussed past grants that have supported ESS, as well as the leasing and shared use of ESS facilities. GM Fuzie recommended including ESS's policies and procedures in the Parks, Recreation, and Trails Master Plan update. He noted that the Program, Personnel, and Facilities Committees support this direction.

N Committee Questions/Comments:

- E**
- a) CSM Kirk noted that having clear policies and procedures in place could give staff more flexibility with time off, given ESS's unique schedule.
 - b) Chair Boswell asked if the Finance team is on board with the direction. [*FO Dreher said she supports the idea but is concerned about not having a separate audit for ESS.*]

ACTION: The committee supported moving forward with developing defined ESS policies and procedures as part of the Parks, Recreation, and Trails Master Plan update.

J Surplus Property List

U GM Fuzie and staff started the process in creating a surplus property list to auction off non-operational District assets. He plans to include additional
N items to the list and present them at a future Board meeting for approval and ask for direction on how to allocate the funds. He noted his goal is to
E make this a regular item at Board meetings as per Board policy.

Committee Questions/Comments:

- a) Director Pierpont asked if the assets are truly non-operational. [*FPMS Mason confirmed that the items are non-operational and its beyond its useful life, too costly to fix, and parts are no longer available.*]
- b) GM Fuzie noted that additional items will be added to the list such as exercise bikes and conference chairs.
- c) Director Pierpont inquired if the list will be added to the Board agenda as Consent Item. [*GM Fuzie confirmed this .*]

ACTION: The Committee recommended the list be added to a Board agenda as a Consent Item.

May 2025 Financials

FO Dreher provided an update regarding the preliminary May Financials. Through May, the District performed close to budget expectations, with a minor negative variance of \$75,729 in net operating results (8% below target). Despite the overage in capital costs, operational revenues and expenditures remain fairly well-controlled. **NO ACTION.**

Financial Policies Update (Standing Item)

No updates to report.

J ACSDA Membership Dinner - Hosting Consideration (Requested by Director Furst at the May 14, 2025 Board Meeting)

U GM Fuzie noted that at the May 14 Alameda County Special District Association (ACSDA) meeting, President Roland Williams inquired with Director
N Furst and GM Fuzie if LARPD was open to hosting an ACSDA Membership meeting and dinner. The committee discussed the cost and benefits, and
E suggested ACSDA start a rotation with other agencies/special districts moving forward.

Committee Questions/Comments

- a) GM Fuzie noted that ACSDA would be billed for employee time and clean-up.
- b) Director Pierpont noted that this would be good visibility for LARPD.
- c) GM Fuzie reiterated that ACSDA should inquire with the rest of their members if they are interested to host and rotate membership dinner locations. [*Chair Boswell supports the rotation schedule.*]
- d) GM Fuzie suggested LARPD host the membership dinner and that LARPD members would be compensated for the dinner.
- e) Chair Boswell is interested in the district hosting an ACSDA membership meeting and dinner. [*Director Pierpont agreed and supports membership meeting location rotation.*]

ACTION: Staff will inform ACSDA that LARPD is interested in hosting, find out the next steps, and return to the Committee with an update at a future meeting.

Future Agenda Items / Matters Initiated / Announcements

GM Fuzie made the following announcements:

- a) Camp Shelly Water Tank: The tank will need to be replaced or shutdown due to positive reading for bacteria.
- b) Deferred Maintenance Fund: The next fiscal year, the funds will be depleted. The Board will need to find ways to finance this.
- c) Fiscal Year 2024-2025 Interim Audit: FO Dreher noted that the James Marta & Company LLP was on site last week to conduct interim audit fieldwork for the District. There were no findings or recommendations, and no pending items remain at this time.

NO ACTION.

JULY - CANCELLED

A Fiscal Year 2024-2025 Preliminary Financials

U FO Dreher gave an update on the preliminary financial results for Fiscal Year 2024-2025. The District closed Fiscal Year 2024-2025 with a preliminary surplus of \$70,836, which is \$9,344 below the mid-year budget projection.

- G**
- Revenues
 - o Total tax revenue reached \$16,117,314, exceeding budget by \$17,176.
 - o Revenue from operations totaled \$9,257,652, performing 2% above budget, even without the \$200,000 EBRPD grant that had been budgeted.
 - Expenses
 - o Salary and benefits were nearly on target, coming in \$13,517 under budget at \$15,360,319.
 - o Services and supplies exceeded budget by \$157,743, largely due to the election invoice (\$82k over budget), along with necessary maintenance projects such as mowing at Sycamore Grove (\$20k) and grazing at Robertson Park (\$30k).
 - o Operating capital was \$70,347 over budget, driven primarily by the installation of cattle-grazing fencing at Sycamore Grove (\$61k).

Despite these added costs, the District ended the year with a positive operating result of \$70,836.

NO ACTION.

Great Plains System Migration

FO Dreher shared an update with the Committee on the transition from the Great Plains system to Microsoft Business Central. The Finance team successfully moved up the rollout date from October 9, 2025, to Wednesday, August 20, 2025. Staff completed training and worked hard in preparation for the transition. The new system is now web-based, so logging into the District's main server is no longer required. Updates and approval workflows can be completed online or through the app. Staff are currently running tests, including ACH payments, to ensure everything is working smoothly. Business Central is also integrated with the District's budgeting tool, Vena, which will automate data uploads and streamline financial reporting. FO Dreher noted that payroll data from the old system will be retained and extracted later. The District will pay a small monthly fee to maintain access to this data even after the system is deactivated. Dreher also mentioned that the Great Plains consultants have been great to work with. Committee members said they're pleased with how well the process is going. **NO ACTION.**

A Preliminary July 2025 Financials

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FO Dreher provided an update regarding the preliminary July 2025 Financials. Preliminary financial results for July show the District performing close to budget expectations, with a minor negative variance of \$37,048 in net operating results (4% below target). Despite the tractor purchase creating a temporary variance, operational revenues and expenditures remain well-controlled, and the District’s overall financial performance is tracking close to budget. **NO ACTION.**

Financial Policies Update (Standing Item)

FO Dreher reported that the Procurement Policy update is still on hold until the District fully transitions from Great Plains to Business Central and evaluates additional purchasing options, such as an Amazon Business Prime membership through the California Special Districts Association (CSDA). She is currently working with Amazon representatives to set account threshold limits for staff purchases. Once all purchasing tools and procedures are finalized, staff will provide an update on the Procurement Policy. **NO ACTION.**

Future Agenda Items / Matters Initiated / Announcements

- a) Chair Boswell asked about the skating rink proposal at Robert Livermore Community Center that was discussed during the Program Committee meeting on August 5, 2024. *[CSM Kirk shared that the District has decided not to move forward with the idea, mainly due to high electricity costs and lack of a suitable location.]*
- b) Director Pierpont brought up a suggestion he made at the August 13, 2025 Board meeting about installing a digital sign at the Robert Livermore Community Center. He noted the benefits like saving money on vinyl signs, reducing staff time spent putting up signs, and supporting sustainability. *[GM Fuzie and Chair Boswell said the idea will be added to a future Board agenda. Staff will look into its feasibility, estimated costs, permitting needs, and any concerns from the City.]*
- c) GM Fuzie reminded the Committee that Board members should start thinking about potential funding sources for planned updates to Bothwell Recreation Center and May Nissen Swim Center facilities.
- d) GM Fuzie shared that there have been some complaints about the mulch around the edges of Tex Spruiell Park. Staff will explore other options to spruce up the area. He added that the playground itself is looking great.

NO ACTION.

S Update on Great Plains System Migration

E FO Dreher reported that Microsoft Business Central is now live and in use by staff. The team is customizing the system to better align with the
P District’s needs, including developing instructional guides for key processes. Initial challenges with connecting Business Central to the District’s
T budgeting tool, Vena, have been resolved, and the District now has a new Vena account manager. Overall, the rollout has gone smoothly, and
E progress remains strong. **NO ACTION.**

M Fiscal Year 2024-2025 Audit Status

B FO Dreher reported that the FY 2024–25 audit is on track. Auditors completed their work remotely during the week of September 8–12, supported by
E documentation provided in advance by the Finance Team. This eliminated the need for an onsite visit. The Finance team has fulfilled all audit
R requests and is now waiting for the draft report. Once received, staff will prepare the Management Discussion and Analysis (MD&A) and will
tentatively present to the Finance Committee in October, followed by Board review at a November Board of Directors meeting. **NO ACTION.**

Preliminary August 2024 Financials

FO Dreher provided the preliminary financial results for August show the District performing close to budget expectations, with a minor negative variance of \$150,444 in net operating results (6% below target). In August, the District replaced the roofs at Trevarno (\$85k) and Sunset ESS (\$39k), both of which were necessary capital projects. The District also made the second of three payments toward a new tractor, resulting in \$11k of additional spend. Despite this capital expenditure, operational revenues and expenses remain well controlled. The District will continue to adjust spending to accommodate these required investments. **NO ACTION.**

Status of Investments/Reserve Accounts

FO Dreher provided an update on the current status of Investments and Reserves Accounts as of September 18, 2025. The detailed list was included in the Finance Committee agenda packet. GM Fuzie noted that the Playground Replacement Program may need to tap into other funding resources, such as AB1600. **NO ACTION.**

S Financial Policies Update (Standing Item)

E FO Dreher reported that the Procurement Policy update remains on hold until the District is fully operational and comfortable with the new
P accounting system, Microsoft Business Central. The District has also established an Amazon Business Prime membership through its benefit with
T the California Special Districts Association (CSDA), which will be incorporated into the updated Procurement Policy as an approved purchasing
E option. One recently updated management policy was GASB 101, which is retroactive to July 1, 2024, and required for audit purposes. **NO ACTION.**

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Future Agenda Items / Matters Initiated / Announcements

- a) Villalvazo v. Livermore Area Recreation and Park District: GM Fuzie announced that a mediation date has been confirmed for January 26, 2026.
 - b) Certificate of Insurance Management Services: GM Fuzie reported that the California Association for Park and Recreation Indemnity (CAPRI) discussed Evident’s services, which assist organizations in collecting and verifying insurance certificates from vendors to reduce risk and ensure vendor insurance remains current and compliant.
- NO ACTION.**

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Fiscal Year 2024-2025 Audit Report

FO Dreher reported that the District’s audit firm, James Marta & Company, completed the final draft fiscal year 2024-2025 audit and issued an unmodified opinion. Official audit reports will be provided to the Board in advance of the November 12, 2025 Board meeting, where the audit will be presented for approval. The report was included in the Finance Committee agenda packet. **NO ACTION.**

Preliminary September 2025 Financials

FO Dreher provided the preliminary financial results for September 2025. Preliminary financial results for September 2025 show the District performing close to budget expectations, with a minor negative variance of \$20,850 in net operating results (1% below target). Following the roof replacements in August at Trevarno (\$85k) and Sunset ESS (\$39k), the District made the final payment for the new tractor in September and purchased a new trailer necessary for towing it. Total operating capital expenditures to date are \$167,770. Bottom Line: Overall, the District remains on track financially, with revenues slightly above budget and most operating expenditures in line with expectations. The minor net operating shortfall of \$20,850 (1%) is minimal, and recent capital expenditures, though unbudgeted, were necessary and completed in a fiscally responsible manner. **NO ACTION.**

O Financial Policies Update (Standing Item)

C GM Fuzie noted that he would like to work toward automating Cal Cards to help track spending patterns and continue reducing the number of card users. The number of purchase card users has decreased from 107 to 80. **NO ACTION.**

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R **Future Agenda Items / Matters Initiated / Announcements**

a) Chair Boswell inquired about trails acquisition. [*GM Fuzie noted that a list will be presented to the Board at a future meeting.*]

b) FO Dreher announced that the District successfully implemented electronic transfer of funds from Alameda County directly to its U.S. Bank account. This new process eliminates the need to handle paper checks, arrange courier pick-ups and returns, and manually deposit funds at the bank, increasing efficiencies and reducing the risk of potential fraud.

c) GM Fuzie made the following announcements:

1. The City of Livermore supports the Livermore Heritage Guild’s request to relocate the Midway Schoolhouse Museum from Altamont Hills to Hagemann Park. He noted that the District has no authority over this matter and suggested the City reach out to the public to address any concerns.

2. LARPD/East Bay Regional Park District Liaison Committee Meeting: Members and staff from both districts attended the October 23, 2025, meeting.

NO ACTION.

NOVEMBER - CANCELLED

D **Review of 2025 Finance Goals and Objectives**

E FO Dreher and FA Hettick gave an update on the 2025 Finance Committee goals and objectives, highlighting the budget, financial planning, and process improvements. They discussed upcoming and pending items that still required additional work and research.

C Committee Member Pierpont excused himself from the meeting due to a family emergency.

• **NO ACTION.**

D Preliminary October and November 2025 Financials

E FO Dreher provided the preliminary financial results for October and November 2025. The District remains on track financially through October and
C November, ending the two-month period with positive operating variances. October closed with a modest positive variance of \$34,105 as
E expenditures largely aligned with expectations and operating capital remained unchanged, while November showed stronger performance with a
M \$165,889 positive variance driven by better-than-expected revenues and continued efforts to control costs and reduce expenditures where possible.
B **NO ACTION.**

E Financial Policies Update (Standing Item)

R Financial Policies updates were discussed under Item 5. **NO ACTION.**

Future Agenda Items / Matters Initiated / Announcements

Isabel Crossing Project: GM Fuzie shared that he received an email from Sblend Sblendorio regarding the project - Community Facilities District fund. He forwarded the email to the City of Livermore City Manager to follow up. **NO ACTION.**

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