

**Livermore Area Recreation and Park District**

**FINANCE COMMITTEE**

**DRAFT Minutes**

**Tuesday, June 9, 2026  
2:00 p.m.**

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

Committee Members Present: Chair James Boswell, Director Jan Palajac

Committee Members Absent: None.

Staff Present: Julie Dreher, Finance Officer (FO)  
Kendahl Hettick, Financial Analyst (FA)  
Mathew Fuzie, General Manager (GM)  
Rene Venus Dalusong, Executive Assistant

Others Present: None.

1. **Call to Order:** Chair Boswell called the meeting to order at 2:41p.m. The meeting start time was adjusted from 2:00 p.m. to 2:40 p.m. at the request of Director Palajac.
2. **Public Comment:** Chair Boswell opened public comment. No public comments were received, and public comment period was closed.
3. **Approval of the Minutes:** Finance Committee Meeting held on May 4, 2026.
  - **Action:** The May 4, 2026 Finance Committee meeting minutes were approved as submitted.
4. **2026 Financial Goals & Objectives Status Update:** The Committee received a status update on the 2026 Financial Goals and Objectives from FO Dreher (Supplemental Item 4). Key updates:
  - a) Staff will provide the Board with an update on the sale of surplus assets.
  - b) The auditors will be on-site next Monday and Tuesday.
  - c) Printed copies of the budget books will continue to be provided to Board Members.
  - d) Cal Card automation process will have no impact on the Board.
  - e) The Fiscal Year 2025-2026 Year-End Audit is scheduled to be presented to the Board in November.

- **Action:** No Committee action was taken. This was an informational update and discussion only.

- 5. Review Reserve Account Balances:** The Committee received an update on the District's Reserve account balances from FO Dreher (Supplemental Item 5).

Chair Boswell inquired what GASB rules apply for trust donations. FO Dreher will check with the auditors next week.

- **Action:** No Committee action was taken. This was an informational update and discussion only.

- 6. Preliminary April 2026 Financials:** The District remains financially on track, ending April with a positive operating variance of \$852,328 (41% above budget). Revenues continue to exceed expectations, while expenditures are being carefully managed. A \$101,000 trust donation designated for Sycamore Grove Park has been placed in a reserve account for its intended use (Supplemental Item 6).

- **Action:** No Committee action was taken. This was an informational update and discussion only.

- 7. Financial Policies Update (Standing Item):** None.

- 8. Future Agenda Items / Matters Initiated / Announcements:** GM Fuzie noted that staff continue to update the Fee Schedule.

- 9. Adjournment:** The meeting adjourned at 3:27 p.m.

/Rvd

## LARPD Finance Objectives for 2026

updated as of 6/1/26

<b>Deliverable</b>	<b>Timing</b>	<b>Status</b>
1 FY25-26 Mid-Year Budget Process, including a first pass at the FY26-27 Operating and CIP Budgets	February 2026	Complete
2 Update report layouts in Business Central	March 2026	Ongoing
3 Perform an internal audit on the District's capital equipment	May 2026	In progress
4 Final FY26-27 Budget Process	May 2026	Complete
5 Set up employee reimbursements to be processed in UKG as direct deposits	June 2026	In progress
6 Complete FY25-26 Interim Audit	June 2026	In progress
7 Update financial reports in Vena to reflect organizational changes	June 2026	In progress
8 Perform financial analyses related to the pension obligation bond, medical opt-out savings, etc.	July 2026	Not yet started
9 Implement Fixed Assets module in Microsoft Business Central	July 2026	Not yet started
10 Publish FY26-27 Budget Books	July 2026	In progress
11 Review Parcel Tax Data for Compliance with LARPD Guidance and resolve any issues with consultant	August 2026	In progress
12 Automate Cal Card processes	August 2026	In progress
13 Implement Purchasing module in Microsoft Business Central	September 2026	Not yet started
14 Implement sales module in Microsoft Business Central for invoicing	October 2026	Not yet started
15 FY25-26 Year-End Audit	November 2026	Not yet started
16 Update Finance Policies (Procurement, Reserves, etc.)		Ongoing

### **Other initiatives on our radar**

Implement a long-range financial model to include operating and capital plans, CIP projects by funding source (AB1600, General Fund, Reserves), a cash flow projection, and reserve additions/usage

Establish a Popular Annual Financial Report (PAFR)

## LARPD Reserve Account Detail as of 6/9/26

Reserve Account	Balance as of 7/1/25	Balance as of 6/9/26	Difference	Notes
Schurman Bequest	45,354.32	47,067.46	1,713.14	Donation for use at the Senior Center
Buckley Trust	334,696.27	339,282.58	4,586.31	Specific to Ravenswood
Sycamore Grove	-	101,467.43	101,467.43	Donation from a trust for use at Sycamore Grove
ESS Reserve	127,610.97	132,431.08	4,820.11	
Debt Service	1,101,073.19	1,142,662.92	41,589.73	
Budget Contingency	1,686,847.95	1,750,563.58	63,715.63	
Deferred Maintenance	621,150.34	216,418.69	(404,731.65)	Payments for Mocho and Tex Spruiell playground replacement projects
<b>Total</b>	<b>\$ 3,916,733.04</b>	<b>\$ 3,729,893.74</b>	<b>(186,839.30)</b>	

7-Day yield as of 6/4/26 was 3.77%

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
**Summary View: ACTUAL Results For the Month of Apr, 2026**

	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>		<b>Variance:</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>\$</b>	<b>%</b>
<b>Revenue</b>						
Taxes	\$6,327,965	\$6,568,665	\$6,801,709	\$6,777,299	\$24,410	0%
From Operations	645,747	611,591	767,420	617,984	149,436	24%
<b>Total Revenue</b>	<b>\$6,973,712</b>	<b>\$7,180,256</b>	<b>\$7,569,129</b>	<b>\$7,395,283</b>	<b>\$173,846</b>	<b>2%</b>
<b>Salary and Benefits</b>	<b>1,070,207</b>	<b>1,169,470</b>	<b>1,201,847</b>	<b>1,271,465</b>	<b>69,617</b>	<b>5%</b>
<b>Services and Supplies</b>	<b>604,133</b>	<b>662,216</b>	<b>675,871</b>	<b>751,042</b>	<b>75,171</b>	<b>10%</b>
<b>Operating Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Sub-total, Expenses</b>	<b>\$1,674,340</b>	<b>\$1,831,686</b>	<b>\$1,877,719</b>	<b>\$2,022,507</b>	<b>\$144,788</b>	<b>7%</b>
<b>Net Operating Results</b>	<b>\$5,299,372</b>	<b>\$5,348,571</b>	<b>\$5,691,410</b>	<b>\$5,372,776</b>	<b>\$318,634</b>	<b>6%</b>

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
**Summary View: ACTUAL Results Year-to-Date Apr, 2026**

	<b>FY23-24</b>	<b>FY24-25</b>	<b>FY25-26</b>		<b>Variance:</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>\$</b>	<b>%</b>
<b>Revenue</b>						
Taxes	\$14,501,750	\$14,961,909	\$15,432,187	\$15,424,675	\$7,512	0%
From Operations	6,897,657	7,367,811	8,147,796	7,815,269	332,527	4%
<b>Total Revenue</b>	<b>\$21,399,407</b>	<b>\$22,329,720</b>	<b>\$23,579,983</b>	<b>\$23,239,944</b>	<b>\$340,039</b>	<b>1%</b>
<b>Salary and Benefits</b>	\$11,385,245	\$12,496,378	\$12,983,079	\$13,238,578	<b>255,499</b>	2%
<b>Services and Supplies</b>	\$7,007,814	\$7,630,551	\$7,461,646	\$7,708,922	<b>247,276</b>	3%
<b>Operating Capital</b>	\$355,132	\$86,200	\$193,357	\$202,872	<b>9,515</b>	5%
<b>Sub-total, Expenses</b>	<b>\$18,748,191</b>	<b>\$20,213,128</b>	<b>\$20,638,083</b>	<b>\$21,150,373</b>	<b>\$512,290</b>	2%
<b>Net Operating Results</b>	<b>\$2,651,216</b>	<b>\$2,116,592</b>	<b>\$2,941,900</b>	<b>\$2,089,572</b>	<b>\$852,328</b>	41%

**LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)**  
**Expenses by Type View by Unit: ACTUAL Results Year-to-Date Apr, 2026**

	FY23-24	FY24-25	FY25-26		Variance	
	Actual	Actual	Actual	Budget	\$	%
<b>Salaries and Benefits</b>						
Full Time Salaries	\$6,206,299	\$6,867,384	\$7,256,705	\$7,264,245	\$7,540	0%
Part Time Benefited Wages	\$784,410	\$644,590	\$585,962	\$608,331	\$22,368	4%
Casual Wages	\$1,445,806	\$1,679,924	\$1,783,843	\$1,911,946	\$128,103	7%
Board of Directors Stipends	\$22,900	\$23,500	\$20,300	\$24,800	\$4,500	18%
Retirement	\$553,553	\$542,577	\$582,255	\$604,687	\$22,432	4%
Employee Group Insurance	\$1,583,405	\$1,887,569	\$1,858,471	\$1,887,395	\$28,924	2%
Workers Compensation	\$334,254	\$334,609	\$345,516	\$372,839	\$27,323	7%
Medicare/FICA	\$454,619	\$516,225	\$550,027	\$564,335	\$14,309	3%
<b>Total Salaries and Benefits</b>	<b>\$11,385,245</b>	<b>\$12,496,378</b>	<b>\$12,983,079</b>	<b>\$13,238,578</b>	<b>\$255,499</b>	<b>2%</b>
<i>% of total</i>	<i>61%</i>	<i>62%</i>	<i>63%</i>	<i>63%</i>		
<b>Services and Supplies</b>						
Agricultural	\$55,791	\$80,781	\$90,530	\$112,223	\$21,693	19%
Uniforms	\$28,528	\$31,103	\$30,020	\$33,077	\$3,056	9%
Household Supplies	\$54,376	\$65,383	\$63,860	\$65,844	\$1,984	3%
Food	\$68,721	\$83,418	\$84,855	\$91,170	\$6,315	7%
Office Supplies	\$24,130	\$24,657	\$23,412	\$25,590	\$2,178	9%
Medical Expense	\$13,133	\$12,815	\$5,067	\$7,788	\$2,722	35%
Tools & Instruments	\$41,724	\$43,573	\$32,600	\$32,217	(\$383)	(1%)
Non-Capital Equipment	\$44,554	\$60,365	\$50,765	\$60,461	\$9,696	16%
Maint. - Structures/Grounds	\$814,116	\$928,937	\$746,372	\$733,659	(\$12,713)	(2%)
Maintenance of Equipment	\$202,920	\$311,422	\$242,642	\$278,978	\$36,335	13%
Utilities - Water/Sewer	\$1,254,183	\$1,396,771	\$1,371,521	\$1,472,719	\$101,198	7%
Utilities - Gas/Electric/Other	\$497,372	\$493,537	\$468,803	\$521,888	\$53,085	10%
Communications	\$140,138	\$156,769	\$159,320	\$155,610	(\$3,711)	(2%)
Memberships	\$30,119	\$30,613	\$36,595	\$52,687	\$16,092	31%
Transportation & Travel	\$99,902	\$96,670	\$100,859	\$113,294	\$12,436	11%
Training & Conferences	\$25,922	\$52,512	\$21,264	\$26,746	\$5,483	20%
Publications & Legal Notices	\$3,624	\$2,043	\$4,648	\$8,273	\$3,625	44%
Legal Services	\$107,170	\$169,925	\$124,137	\$120,507	(\$3,631)	(3%)
Program Services/Supplies	\$113,838	\$116,984	\$118,700	\$116,714	(\$1,985)	(2%)
Professional Services	\$855,223	\$674,249	\$769,738	\$778,945	\$9,207	1%
Licensing	\$16,743	\$27,225	\$24,343	\$36,828	\$12,485	34%
Field Trips & Events	\$62,392	\$52,088	\$64,207	\$57,530	(\$6,677)	(12%)
Instructors & Sports Officials	\$357,661	\$375,223	\$407,593	\$393,793	(\$13,799)	(4%)
Insurance	\$656,738	\$748,990	\$742,895	\$747,588	\$4,693	1%
Rent & Lease - Equipment	\$59,115	\$87,540	\$78,637	\$79,467	\$830	1%
Rent & Lease - Structures	\$136,620	\$152,906	\$156,158	\$163,654	\$7,496	5%
Rent & Lease - Vehicle	\$247,434	\$324,749	\$247,792	\$250,055	\$2,262	1%
Miscellaneous Expense	\$17	\$1,204	\$1,400	\$1,449	\$50	3%
Credit Card Fees and Finance Charges	\$74,426	\$90,460	\$99,677	\$82,639	(\$17,038)	(21%)
Recreation Software Transaction Fees	\$27,684	\$33,848	\$40,872	\$34,082	(\$6,790)	(20%)
Pension Debt Service Interest	\$212,140	\$207,433	\$201,006	\$202,088	\$1,082	1%
POB Debt Service Principal	\$550,000	\$565,000	\$720,000	\$720,000	\$0	0%
P G & E debt service	\$131,359	\$131,359	\$131,359	\$131,360	\$0	0%
<b>Total Services and Supplies</b>	<b>\$7,007,814</b>	<b>\$7,630,551</b>	<b>\$7,461,646</b>	<b>\$7,708,922</b>	<b>\$247,276</b>	<b>3%</b>
<b>Operating Capital</b>	<b>355,132</b>	<b>86,200</b>	<b>193,357</b>	<b>202,872</b>	<b>9,515</b>	<b>5%</b>
<b>Total Operating Expenses</b>	<b>\$18,748,191</b>	<b>\$20,213,128</b>	<b>\$20,638,083</b>	<b>\$21,150,373</b>	<b>\$512,290</b>	<b>2%</b>

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