

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE DRAFT MINUTES

Monday, April 17, 2023
1:00 PM

Committee Members Present: Chair Pierpont, Director Boswell

LARPD Staff Present: Mat Fuzie, Jill Kirk, Julie Dreher, Fred Haldeman, Jeffrey Schneider, Pamela Healy

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

1. **Call to Order:** Chair Pierpont called the meeting to order at 1:02 p.m.
2. **Public Comment:** There were no members of the public present. There was no public comment. Chair Pierpont closed the public comment period.
3. **Approval of the Minutes of the Finance Committee Meeting held on February 13, 2023:** Committee members were provided with an updated draft version of the minutes from the February 13, 2023 Finance Committee meeting for review. The updated draft is attached to these minutes.

Action: The minutes were approved unanimously, with no further changes.

4. **Preliminary March Financials:** Finance Officer (FO) Julie Dreher provided and reviewed a handout that included a Summary View of Actual Results, as well as Year-to-Date Results for the Month of March 2023. A copy is attached to the Minutes.

Highlights discussed were as follows:

- Recreation and Ranger programs continue to meet/exceed budget - a great job.
- We continue to realize savings with our water costs due to the recent rains.
- We had an unplanned purchase of an additional large mower, as repair parts for the existing large mower have been very difficult to obtain.
- Parks and Facilities Manager (PFM) Haldeman we are near completion of work taken on at the behest of the Alameda County Office of Emergency Services (OES), who contacted us with an opportunity to enable the use of a portable generator that they would provide. OES reimbursed us for the cost of the connection that we've installed (\$61k).
 - We are currently waiting to do the final hookup – ETA early June.
 - These generators would only be used in an OES declared emergency.

Committee Questions/Comments:

- What is the forecast for the end of year? *We do not have a formal forecast yet, but we expect to continue to be better than Budget as our operating results, excluding unplanned but necessary capital spend, are consistently better than Budget and should continue as such. Next week we will receive our April property and parcel tax revenues which will better inform us and are obviously critically important to our annual results given their magnitude.*

- What is our breakdown for how much tree work we do? *We estimate between \$75-100k for contracted work. We try to do everything we can safely do ourselves on the ground before using contract services.*
- Who will remove the tree immediately adjacent to the Cal Water tank in Sunset Park? *Cal Water will try to do what they can to remove it. Once it is on the ground, they will contact us.*
- Trees, in particular eucalyptus, represent a real liability, and we have many large trees at our parks.
- Do we have a way to track, submit or gather internal ideas for generating potential revenue or cost savings ideas (such as photos at community-driven events like Muffins with Bunny)? *Staff contribute, discuss, and evaluate such ideas frequently and many are already in place for our programs. Social Media has also proven to be an effective means of collecting public feedback.*

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

- 5. CIP vs. Operating Capital vs. Deferred Maintenance (Definitions Established):** Business Services Manager (BSM) Jeff Schneider discussed differentiation between ongoing maintenance vs operating capital (equipment) and CIP. The District will now utilize specific criteria to differentiate between Operating Capital and CIP, which includes a dollar threshold that relies on the California Uniform Public Construction Cost Accounting (CUPCCA) act that prescribes when a project required a formal bid process (currently set at \$200k). CUPCCA is a voluntary program that the District agreed to comply with decades ago as it allows for less cumbersome bid practices for “smaller” projects.

Committee Questions/Comments:

- Will this information be incorporated into an operations (standard practices) manual? *We are currently updating various operations manuals and the CIP vs Operating Capital criteria will be added to the Finance operating guidelines. We also have an existing flowchart that outlines our project management processes, that begins with our Project Evaluation Forms (PEF).*
- BSM Schneider commented that an updated Investment policy will be provided to the Board as promised (we already have an operating policy that staff are following and which was previously vetted by the GM and Finance Committee).

Action: This was for information only; no Committee action was taken.

6. Directors’/General Manager’s Reports and Announcements:

- GM Fuzie shared; the new City of Livermore (COL) City Manager is not of the opinion that AB1600 funds belong to us. She believes they belong to the COL. He explained the history of our AB1600 fund management, including input from the prior City Manager, and indicated that we will provide the COL with historical information that reflects the correct process when we finish compiling it.
- Director Boswell requested to add the topic of sports fields to the next agenda. GM Fuzie noted, this item is already on the April 26th Board meeting agenda.
- BSM Schneider noted that the FY23-24 Budget will be discussed at the next Finance Committee meeting as a preview of what will be presented at the May 31, 2023 Board Budget Workshop.

- Action: The Committee members asked GM Fuzie to add the AB1600 funding process to the next Finance Committee agenda for further review and discussion.

7. **Adjournment:** The meeting was adjourned by Chair Pierpont at 1:58 p.m.

/ph