



Livermore Area
Recreation and Park District
An independent special district

LIVERMORE AREA RECREATION AND PARK DISTRICT
SPECIAL MEETING of the BOARD OF DIRECTORS
BUDGET WORKSHOP

DRAFT MINUTES

WEDNESDAY, MARCH 10, 2021

1:00 P.M.

NOTICE: Coronavirus COVID-19

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

DIRECTORS PRESENT: Directors Boswell, Faltings, Furst, Palajac, and Chair Pierpont

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mathew Fuzie, Alexandra Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Jessie Masingale, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Megan Shannon, Michelle Newbould, Nancy Blair, Patrick Lucky, Robert Sanchez,

COUNSEL: Allison Felkins, Neumiller & Beardslee

OTHERS PRESENT: None

1. CALL TO ORDER – ROLL CALL:

Chair Pierpont called the meeting to order at 1:05 p.m. All Directors were present, via Zoom.

2. BUDGET WORKSHOP

2.1 FY 2020-2021 MID-YEAR OPERATING BUDGET UPDATE

Administrative Services Manager Jeffrey Schneider presented a detailed report on the District's FY20-21 Mid-Year Operating Budget Update, plus key assumptions for the current and upcoming fiscal years. The presentation was previewed by the Finance Committee at its March 1, 2021 meeting, and the committee supported staff's plan to utilize its presentation as a foundation for the March 10th Board Budget

Workshop. Schedules included a line item review of Year-to-Date actual results through December, 2020 and compared to forecasted results from January '21 through June '21.

ASM Schneider reported that the District projects a balanced budget which reflects Total Revenue of \$17.6 million, down \$2.6 million from last year and \$1.7 million below the Approved Budget, but \$197k above the September Forecast, our effective plan of record for FY20-21. The proposed Mid-Year Budget reflects a Net Operating Result (revenues less operating expenses) of **\$781k**, which will fund \$341k of CIP projects that will require General Fund monies, with the remainder of \$440k available to be added to reserves. Total Salary and Benefit expense is down 20% from last year at \$11.9 million.

2.2 **FY 2021-2022 PRELIMINARY OPERATING BUDGET**

The Board reviewed and discussed the FY21-22 Preliminary Operating Budget.

ASM Schneider presented a detailed view of next year's financial plan. He reported that the Preliminary Budget for FY 21-22 reflects a Net Operating Result of **\$1.3 million**, an increase of 69% over the FY20-21 Mid-Year Budget figure, on revenues of \$20.3 million. After accounting for \$368k of CIP projects that will require general fund monies, the total addition to the General Fund is projected to be **\$955k** for FY21-22.

The Preliminary Operating Budget was previewed by the Finance Committee at its March 1, 2021 meeting, and also with the Personnel Committee at its March 9, 2021 meeting.

ASM Schneider assured the Board that there will be additional opportunities to discuss this item further within the various committees as well as with the Board again in June before staff seeks final budget approval on June 30th.

[Chair Pierpont stated that since both items 2.2 and 2.3 also appear on the Regular Board Meeting Agenda, the group may transition these discussions from the Workshop over to the Board meeting at 2:00 p.m. GM Fuzie added that since priorities are naturally a part of any budget discussion, the group could discuss Budget Priorities during the Regular Board meeting. Chair Pierpont proposed a 5 minute break prior to the Regular Board Meeting to begin at 2:00 p.m.]

2.3 **FY 2020-2021 through FY 2022-2023 MID-YEAR CAPITAL IMPROVEMENT PLAN BUDGET UPDATE**

Due to time constraints, the Board will review and discuss the proposed Mid-Year Capital Improvement Plan Budget for fiscal years 2020-2021 through 2022-2023 during the Regular Board Meeting on March 10, 2021 beginning at 2:00 p.m.

2.4 2021-2022 CALENDAR AND BUDGET PROCESS

Due to time constraints, the FY21-22 Budget Planning Calendar was not discussed during the Budget Workshop, but the outline was provided in the agenda packet. The proposed budget process timeline is as follows:

March 10	Board Workshop Board Meeting	Review of Preliminary FY21-22 Operating Budget and CIP Plan for FY20-21 through FY22-23
March 31	Board Workshop	CIP Plan review
May 6	Facilities Committee	Preliminary CIP Budget Review
May 11	Personnel Committee	Review of Salary and Benefit plans for FY21-22
May 17	Finance Committee	Review of Proposed Operating and CIP Budgets for FY21-22
June 9	Board Workshop Board Meeting	Review of Proposed Operating and CIP Budgets for FY21-22 (BUDGET APPROVAL will be requested)
June 21	Finance Committee	Review of any adjustments to Budgets stemming from Board Workshop
June 30	Board Meeting	IF NECESSARY: Review of Proposed Operating and CIP Budgets for FY21-22 (FINAL BUDGET APPROVAL)

2.5 2021-2022 BUDGET PRIORITIES

Due to time constraints, the FY21-22 Budget Priorities were not discussed during the Budget Workshop. The Board will discuss budget priorities and provide direction to staff at the Regular Board Meeting on March 10, 2021.

3. ADJOURNMENT: The meeting was adjourned at 1:55 p.m.

APPROVED,

Philip Pierpont
Chair, Board of Directors

ATTEST:

Mathew L. Fuzie
General Manager and
Ex-officio Clerk to the Board of Directors