



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

Budget and Finance Committee – Meeting Minutes Tuesday, July 16, 2024 1:00 p.m. Administrative Office – Board Room 401 Amador Street

In attendance: Director Starnes, Director Briseño
General Manager Lanusse, Finance Director Parkhurst

Meeting began: 1:00 P.M.

1. Public Comment.

There was no public attendance/ Comment at this meeting.

2. Review FY 24/25 Final Budget (No Changes from Preliminary Budget).

- Director Parkhurst submitted the Proposed Final FY 24-25 Budget for discussion with the committee. There were no changes made to the content of the Preliminary Budget that was previously approved by the Board of Directors.
- Director Starnes began a discussion regarding the budget process. He feels it is too truncated as it relates to the Board's interaction. He suggested that staff create a schedule for the budget process, so the tasks are spread out over time. Director Parkhurst explained that there is a budget calendar already in use and will evolve over time. The beginning of the process, which should have begun in January, was delayed. Director Briseño added that Director Parkhurst joined the District in October, which impacted the budget process as well. Director Parkhurst also added that he is working on developing several calendars for many of the Finance team's processes.
- Director Briseño echoed previous sentiments shared by Director Parkhurst that a Capital Budget needs to be developed in the future. He also noted that the District has a Capital Reserve Fund that currently isn't being used or managed. Director Starnes inquired about a project "portal" or list that drives the maintenance and capital expenditures that is available. General Manager Lanusse discussed that the District uses a Maintenance & Capital Improvement Projects Schedule that is based on a Parks and Facilities



Study that was completed by a third party in a previous year that he will forward to Director Starnes.

- Director Briseño inquired about the likely hood of receiving the full \$635K of Property Tax Revenue remaining in the budget. Director Parkhurst explained how the County is delayed in reporting as it is yearend close and the process to close takes longer. It is unknown where the revenue will end up. He has requested preliminary figures from the County for Cash Projection and budgeting purposes. Director Briseño suggested that Director Parkhurst establish a stronger rapport with county staff to get better communication and reporting results. General Manager Lanusse discussed that all part time salaries have been moved out of Measure K Fund spending and into the General Fund. The maintenance expenses have been moved into Measure K as these expenses directly support the facilities and parks.
 - Director Briseño questioned the formulas in the FY 23/24 Budget Variance column. He wondered if it was backwards as he thought there should be negative numbers where the actuals were less than the budgeted numbers. As this is a year-to-date report against budget, the formulas are indeed correct as they measure how much of the budget is left. The column header will be changed to reflect this type of comparison.
 - Director Parkhurst Discussed with the committee and General Manager that if no other changes are needed, the budget report reviewed in the meeting is what will be presented to the Board of Directors at the July 25th Board meeting for Approval of the Final FY 24/25 Budget. All agreed.
- 3. Discuss Reserve Fund Policy.**
- Director Parkhurst Discussed the current Reserve Policy with the committee and General Manager Lanusse. He explained there is room to improve the language in the policy to be less ambiguous and have clearer instructions on how to update the balance, the intent of the fund and the proper requirements/ procedures to access the funds.
 - Director Starnes requests that when updating the policy that staff make sure the proper process and path of review is followed for approval.



4. Discuss Changes in Finance Personnel.

- Director Parkhurst discussed that Accounting Clerk II, Betty Dal Porto has decided to retire, and her last day is Friday, July 19th. Staff have been reviewing the processes and preparing for her departure. Current staff will carry out payroll while working with a third-party consultant as staff focuses on cleaning up Payroll processes and procedures. An interim Payroll Specialist will be needed until a permanent staff member can fill the role. A new Job Title and Job Description is being created to post to hire to carry out the Payroll tasks.

5. Discuss staff focus moving forward.

- Director Parkhurst updated the committee on the completion of the Part Time CalPERS Audit, staff focus on GL reconciliation for year end close, Budget Book Development, and re-focusing on FY21-22 Financial Audit.

6. Meeting Adjourned: 2:05 P.M.