



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
Stacey Kennington
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

Budget and Finance Committee – Meeting Minutes Monday, February 12, 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. Assign Committee Chairperson

Director Starnes agreed to be chairperson and Director Briseño agreed.

3. FY 24/25 Budget Calendar

Finance Director Parkhurst presented the FY 24/25 Budget calendar in a preliminary status. Director Parkhurst presented one change to the calendar. These are the dates of which the FY 24/25 Fee Schedule review by Budget & Finance Committee and Review/ Approval by Board fall on. He further indicated the need to put out an RFP for a formal fee schedule review to make sure we are following the statutory guidelines that dictate the process of some fee increases. Specifically speaking to adhering to the proposition 26 guidelines. Dates are to be pushed later into the calendar and will be determined by the timeline of 3rd party to conduct review. Director Starnes supported the financial spending needed to obtain a formal review.

Director Starnes had concerns about not being enough time for staff to make any changes towards the end of the calendar. Director Parkhurst responded with the expectation that most of the budget roll up process will be completed before the May 9th Board Meeting (where most of the changes, if any, will be requested by the board during their study session).

Director Briseño provided a brief re-cap of direction provided by the board during past budget processes.



4. Finance & HRIS Software RFP Update

Director Parkhurst updated the committee on the progress of the RFP process. An internal all end users' meeting taking place this week to discuss 3 proposals.

Director Starnes recommended putting out a RFI (Request for Information) to other ERP vendors that did not submit a proposal. Dr. Parkhurst discussed upcoming ERP Implementation training (part I of II) that will support him leading the implementation while not having IT support & guidance.

5. Cash Flow Projection

Finance Director Parkhurst discussed plan to create cashflow statement. The district has not used a formal method of tracking/ projecting cash flow in the recent past. Director Starnes stated that its important that we have the account balance accurately reflected and a confident understanding of where the District's cash will be going into the new fiscal year until the next property tax apportionment is received. Starnes provided support in allocating resources to get the finance team to where it needs to be for full functionality.

Director Parkhurst also made a point to notify the committee that a significant portion of FY23/24's cash availability is from expected payment of impact fees (approx. \$1.8M) from the City of Vallejo and discussed the reluctance of the City to release these past due payments.

6. FY 24/25 Fee Schedule

Finance Director Parkhurst provided a preliminary version of the FY24/25 fee schedule with some increases already updated. Director Briseno pointed out some discrepancies in the fee structure, especially in the aquatic's programs. Chairperson Starnes stated that the District should adhere to the Cost Recovery Policy of the District. Finance Director agreed and asked that the Committee and Board review and update the Cost Recovery Policy. General Manager asked that the committee and board provide policy and direction on cost recovery versus subsidizing for higher community participation.

Finance Director Parkhurst introduced the need for a formal fee study to ensure the District is in compliance to Prop 26 and to make sure we have an accurate picture of cost recovery levels for all services provided. Finance Director Parkhurst discussed that the Board will need to decide how to proceed with FY24/25 Fee Schedule changes; with or without a formal study. Chairperson Starnes agreed.

Adjourned 2:13 p.m.