



**Finance Committee Meeting  
Minutes**

5 pm, Friday, July 29, 2022  
Via Zoom Meeting ID: 898 3209 8915

**Staff:** Daniel Barton, Debra Tierney, Darren Woodland, Rodney Dahlberg, and Shayne Hawthorne.

**Committee Members:** Pati Todd and Michael Alcalay.

**Call to order:** 5:01 pm

1. Review and approve Minutes from the February 17, 2022, Finance Committee meeting.  
*Approved.*
2. Review the Mission Oaks Recreation and Park District Budget (336A) for FY 2022-23.  
*Staff reviews budget 336A for Committee.*

*Staff notes that every 11 years there is an extra week in the year creating a 27-week pay year. Staff was not aware this year was one of those few times and didn't include the extra week in the budget, which will be an additional \$60,000.*

*Staff have included a COLA survey for the Committee to reflect the COLA percentages other Park Districts in the area are including in their budgets.*

*The Committee suggests staff make the following changes to these line items in the budget:*

- *Allowances: Can be moved under the District Administrator contract line, since they have now been combined.*
- *Terminal Pay: Change the name or highlight specifically in notes what it means.*
- *Building Maintenance Services: Change usefully to useful.*
- *Building Maintenance Supplies: Move items "new tables/chairs for community centers" from the details, into the inventoriable equipment category, so that it is in a more accurate account.*
- *Security Service: Include Tiger security to detail section.*
- *Other Professional Services: Remove SCI, Property Management, and Express Employment Professionals, since they are no longer needed.*
- *Software: Remove Epact and When I Work, since they are no longer used and add WorkBright.*
- *Contingency Fund: Change the name or highlight specifically in notes what it means.*

*The Committee requests staff research information on the following:*

- *Retirement: What is the County policy for vacation/sick leave pay out for retirement and quitting.*
- *Membership Dues: Research if the District still uses the memberships listed, and if not remove them.*

- *Other Professional Services: Find a cheaper option for Express Employment Professionals if this service is still needed.*

*The Committee approves budget 336A.*

3. Review the Mission Oaks Recreation and Park District Assessment Budget (336B) for FY 2022-23.

*Staff reviews budget 336B.*

*The Committee approves budget 336B.*

*Staff will make the recommended changes before bringing the budget to the Advisory Board.*

*The Committee applauds staff on hard work towards the budget.*

***Meeting adjourned at 6:07 pm.***