



**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE	March 18, 2025
TITLE	Authorization to Amend the 2024 Budget and Appropriate Funds for Costs Related to the November 5, 2024 General Election
DIVISION	Finance and Management Services
FROM	Deborah Spaulding, Assistant General Manager of Finance and Management Services
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

The General Manager recommends that the Board of Directors amend the 2024 Budget and authorize the appropriation and payment of up to \$2,200,000 for expenses incurred as a result of the November 5, 2024 General Elections.

BACKGROUND

Board member seats from Wards 1, 2 and 4 had terms that expired at the end of 2024. An election was required to determine who would represent the Park District from Wards 2 and 4, while the Ward 1 incumbent was unopposed and no election was required for this seat. Resolution 2024-06-113 was approved by the Board of Directors on June 4, 2024, ordering that the Park District Board election be consolidated with the Statewide General Election on November 5, 2024, with the election to be conducted on behalf of the Park District by the Alameda County Registrar of Voters for Wards 2 and 4 and the Contra Costa County Clerk for Ward 2.

The results of the election were announced in early November and the cost of the election of the three new Board members has now been determined.

The East Bay Regional Park District's (Park District) budgeting practice has been to set aside a reserve amount as "committed fund balance" to pay for election costs. Setting funds aside in a reserve allows the Park District to keep funds on hand to respond to this highly variable cost which is dependent on the number of Directors whose seats will need to be decided by election, the number of registered voters who participate in the election, and the fee charged by each county. After the election, invoices are typically not received from the counties for several months. The appropriation of the reserve funds must be approved by the Park District's Board of Directors. The reserve funds will be replenished through the fiscal year-end close-out process.

ANALYSIS

The Park District has received the elections-related invoices from the Contra Costa County Clerk totaling \$161,415 and for Alameda County totaling \$2,427,990 and voter guide printing costs of \$20,002. Staff is therefore seeking Board authorization to amend the 2024 budget by appropriating the necessary funds to pay for these costs.

FISCAL IMPACT

Staff seeks to amend the 2024 budget with funds that have been set aside in the General Fund, Committed Fund Balance, Elections Costs, Object Code 2861 and will be appropriated to the 2024 Board of Directors’ services budget 101-1110-000-6971-Election Costs.

SOURCE OF FUNDS	
Committed Fund Balance, Election Costs	\$2,200,000

USE OF FUNDS	
Alameda County election cost	\$ 2,427,990 (estimated, maximum)
Contra Costa County election cost	\$ 161,415
Consolidated Printers – Voter Guide A.C.	\$ 20,002
Total Cost	\$ 2,609,407 (est. maximum)

The Committed Fund Balance for Election costs is required to be replenished as part of the close-out of the fiscal year. If election costs exceed the amount available in the reserves, the remaining balance will be absorbed in the General Fund.

ATTACHMENTS

None.



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2025 – 03 -
MARCH 18, 2025**

**AUTHORIZATION TO AMEND THE 2024 BUDGET AND APPROPRIATE FUNDS
FOR COSTS RELATED TO THE NOVEMBER 5, 2024 GENERAL ELECTION**

WHEREAS, the terms of three Directors from Wards 1, 2 and 4 expired at the end of 2024 and an election was required for Wards 2 and 4; and

WHEREAS, funds have been set aside in the General Fund, Committed Fund Balance, Elections Costs, Account 2861 to pay for elections cost; and

WHEREAS, the Board of Directors of the East Bay Regional Park District (Park District) adopted Resolution 2024-06-113 ordering that a Park District election be consolidated with the Statewide General Election on November 5, 2024, with said election conducted on behalf of the Park District by the Alameda County Registrar of Voters (Wards 2,4) and the Contra Costa County Clerk (Ward 2); and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the East Bay Regional Park District hereby amends the 2024 Budget, appropriating funds up to the amount of \$2,200,000 to the General Fund Board of Directors Election Costs budget, 101-1110-000-6971, reducing the Committed Fund Balance, Elections Costs, Object Code 2861 for costs related to the November 5, 2024 General Elections as presented to the Board on March 18, 2025; and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, and seconded by Director _____, and adopted March 18, 2025, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: