



Livermore Area
Recreation and Park District
An independent special district

Board of Directors

Jan Palajac
Director

David Furst
Vice Chair

James E. Boswell
Chair

Marylalice Faltings
Director

Philip Pierpont
Director

Welcome to the Board of Directors' Meeting

You are welcome to attend all Board of Directors' meetings. Your interest in the conduct of public business is appreciated. Any citizen desiring to speak on any item not on the agenda may do so under Item 2 "Public Comment" when the Chair requests comments from the audience.

If you wish to speak on an item listed on the agenda, please wait until the item is up for discussion, the opening staff or committee presentation has been made, and the Board has concluded its initial discussion. Then, upon receiving recognition from the Chair, please state your name, and tell whether you are speaking as an individual or for an organization. **Each speaker is limited to three minutes.**

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District office, 4444 East Avenue, Livermore, during normal business hours.

Pursuant to Title II of the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, LARPD does not discriminate based on race, color, religion, national origin, ancestry, sex, disability, age, or sexual orientation in the provision of any services, programs, or activities. To arrange accommodation to participate in this public meeting, please call (925) 373-5725 or e-mail Lvanbuskirk@larpd.org by noon on the day before the meeting.

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

**WEDNESDAY, OCTOBER 25, 2023
5:00 P.M.**

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA
SYCAMORE ROOM**

AGENDA

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT

During this comment period, any person is invited to speak on any topic that is not listed on this agenda. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on a future agenda. Those who wish to comment on an item that has been listed on this agenda may comment when that item has been opened up for consideration by the Board and before any action is taken.

3. CONSENT ITEMS (Motion)

- 3.1 Approval of the Minutes of the Special Board Meeting on September 20, 2023;
- 3.2 General Manager’s Monthly Update to the Board on Issues and Projects – October 2023

4. PRESENTATION

- 4.1 The Board will receive a presentation on the 2023 Summer Recap from Community Services Manager Jill Kirk.

5. DISCUSSION AND ACTION ITEMS

The LARPD Board of Directors will review and discuss taking appropriate action or inaction with respect to the following matters:

5.1 DISTRICT MISSION STATEMENT

The Board will consider approving a revised District Mission Statement. (Resolution)

Resolution No. ____, approving a revised District Mission Statement.

5.2 DISTRICT VISION STATEMENT

The Board will consider approving a revised District Vision Statement. (Resolution)

Resolution No. ____, approving a revised District Vision Statement.

5.3 DISTRICT VALUES STATEMENT

The Board will consider approving a District Values Statement. (Resolution)

Resolution No. ____, approving a revised District Values Statement.

**5.4 AMENDMENT TO BOARD POLICY NO 4025:
TERM OF OFFICE: MEMBER, BOARD OF DIRECTORS**

The Board will review and consider approving revisions to Board Policy 4025: Term of Office: Member, Board of Directors. (Resolution)

Resolution No. ____, approving revisions to Board Policy 4025: Term of Office: Member, Board of Directors.

5.5 AMENDMENT TO BOARD POLICY NO 5020: BOARD MEETING AGENDA

The Board will review and consider approving revisions to Board Policy 5020: Board Meeting Agenda. (Resolution)

Resolution No. ____, approving revisions to Board Policy 5020: Board Meeting Agenda.

5.6 AMENDMENT TO BOARD POLICY NO 5070: RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

The Board will review and consider approving revisions to Board Policy 5070: Rules of Order for Board and Committee Meetings. (Resolution)

Resolution No. ____, approving revisions to Board Policy 5070: Rules of Order for Board and Committee Meetings.

5.7 AMENDMENT TO BOARD POLICY NO 5030: BOARD MEETING PROCEDURE

The Board will review and consider approving revisions to Board Policy 5030: Board Meeting Procedure. (Resolution)

Resolution No. _____, approving revisions to Board Policy 5020: Board Meeting Agenda.

6. COMMITTEE REPORTS

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

9. OPEN SESSION DISCLOSURE REGARDING CLOSED SESSION ITEMS PURSUANT TO GOVERNMENT CODE SECTION 54957.7

10. CLOSED SESSION

10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: General Manager

11. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 54957.1

12. ADJOURNMENT



Livermore Area
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LIVERMORE AREA RECREATION AND PARK DISTRICT

SPECIAL MEETING of the BOARD OF DIRECTORS

DRAFT MINUTES

WEDNESDAY, SEPTEMBER 20, 2023

5:00 P.M.

**ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA
LARKSPUR ROOM**

DIRECTORS PRESENT: Directors Maryalice Faltings, Jan Palajac, Philip Pierpont
Vice Chair David Furst, Chair James Boswell

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mathew Fuzie, Michelle Kleman, Jill Kirk, Fred Haldeman, Jeff
Schneider, David Weisgerber, Pamela Healy

DISTRICT COUNSEL: None Present

OTHERS PRESENT: None

1. **CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:** Chair Boswell called the meeting to order at 5:05 p.m. All Directors were present. Chair Boswell led the Pledge of Allegiance.
2. **PUBLIC COMMENT:** None
3. **BOARD RETREAT: Workshop on Strategic Plan:**
The main objectives for the meeting were to determine the Strategic Plan format and contents, consolidate and modify current content as needed, and address any outstanding issues. During the discussion, members discussed the distinction between high-level and low-level objectives, combining the consultant's objectives with those shared in the meeting, and refining the mission statement. There was also a discussion about expanding or changing the District's sphere of influence.
Board members emphasized not second-guessing staff and GM-provided information. The GM suggested discussing foundational items, including
 - Deferred Maintenance
 - Sphere of Influence: What do we want this to be in the future.
 - Financing
 - Surplus Properties
 - Pricing Philosophy and

- Mission: Who are we and who do we serve?

There was a debate about starting with identifying the nature and final product of the Strategic Plan rather than delving into specific issues.

The discussion also covered the need for a vision statement alongside the mission statement. Members agreed on the Values in the consultant’s report and proposed a DRAFT vision statement.

The Board took a brief recess at 6:39 p.m. The Board reconvened at 6:48 p.m.

➤ **Actions:**

- 1) The Board concluded with agreements on key draft statements, including the mission, values, vision, and goals.
 - **Mission Statement:** “To provide the people of the Livermore Area Recreation and Park District’s service area with outstanding recreation programs and a system of parks, trails, and facilities that enhance the quality of life.”
 - **Values:** integrity, diversity, quality, adaptability and collaboration
 - **Vision:** “To be a fully funded, fully staffed and user-friendly recreation and park district known for high quality, innovative programs and excellent facilities.”
 - **Goals:** As proposed by consultant
- 2) High-quality, well-planned facilities meet community needs, 1) diverse programs meet customer needs, 2) A motivated, high-performing, well-supported staff, 3) Funding sources meet all identified long-term needs, 4) The public understands and supports LARPD as a special district, 5) A high-performing board working effectively with its manager.
- 3) The GM and staff were tasked with drafting these items for the Board’s review and discussion at a future regular Board meeting.

4. **ADJOURNMENT:** Chair Boswell adjourned the meeting at 7:12 p.m.

APPROVED,

James E. Boswell
Chair, Board of Directors

ATTEST:

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

MF/ph/lvb



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**DRAFT GENERAL MANAGER'S MONTHLY UPDATE
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS
OCTOBER 2023**

TO: BOARD OF DIRECTORS

FROM: MATHEW FUZIE, GENERAL MANAGER

The information contained in this report is intended to help keep the Board of Directors informed on current projects and study issues. Reported below is the most current and available information. Since work on these items is ongoing, the information is subject to rapid change. If a project or issue has not changed from the previous month's report, the information provided may be the same as was previously reported. Please note that some projects are not directed or managed by LARPD, but they are included below as informational only.

GENERAL SUMMATION:

Work on trail repairs in Sycamore Grove commenced in September. We continue to see our summer staff dwindling as programs end and school begins. ESS has been successful in filling positions and leading to greater capacity. RLCC is back to opening at 8 a.m. daily. Thank you to the Front Desk staff for making this happen. Alameda County Local Agency Formation Commission has begun the Municipal Service Review for LARPD. We have filled out our survey and conducted the first staff interview with the consultants. Even as Covid-19 numbers are rising nationally it feels as much as possible that we are back to pre-covid normal.

BOARD OF DIRECTORS:

In September, Board members attended two regular board meetings, two special board meetings plus four standing committee meetings. Special events this month included the grand opening of the new modern monkey bars at Robertson Park, and the Livermore Valley Chamber of Commerce Wine Country Luncheon which included the Livermore Leadership Graduation Ceremony wherein five LARPD employees received their diplomas! Additionally, Directors participated in meetings at the following:

- LARPD Foundation
- Chamber of Commerce Business Alliance
- Alameda County Agricultural Subcommittee for Trails

Board actions for the month included:

- Resolution No. 2794 approving an interim agreement for legal services with Colantuono, Highsmith & Whatley, PC; and
- Resolution No. 2795 authorizing the Board Chair to sign a letter on behalf of the Board in support of Assembly Constitutional Amendment (ACA) 13.
- Further collaboration on the District's 2023 Strategic Plan including a revised Mission Statement, Vision Statement, and Values Statement.

HUMAN RESOURCES:

September - Human Resources by the Numbers:

The month of September was a busy one for the Human Resources Department. Youth Services hired six new employees, which is great news! Thanks to the team at Youth Services for continuing to spread the word of our openings. Current employees are one of the greatest assets in recruiting talent.

Recruitments Underway Include the Following:

Teacher-Youth Services, Teacher-ESS, Teacher-Preschool, Program leader, Park Ranger, Field Supervisor Parks, Park Maintenance Technician I/II, Senior Facility Attendant, Lifeguard I/II

September Numbers:

173 casual employees
107 continuing employees
4 resignations

September was Financial Awareness Month for the District:

A hot topic in the world of HR is the deficit of financial knowledge of employees. Financial skills including budgeting and planning are often not taught in schools. Many employees have benefits that they never even leverage. Therefore, it is important to provide opportunities for employees to hone or brush up on these skills.

Throughout the month our team organized a series of informative meetings aimed at enhancing our employees' financial knowledge. The Human Resources department hosted four sessions ranging from how to navigate changes to contributions, how to disaster proof your finances and how to maximize your take home pay. LARPD has also made some 457 plan enhancements and added new target funds to make investing easier for the everyday person. The 457 plan enhancements session was held on September 22nd at the Robert Livermore Community Center and a special session was held on September 27th for those based at the MSC. Thanks to all that attended and thanks to our partners in payroll, CONCERN, and Patelco for co-leading sessions.

Safety Preparation:

On September 25th, the RLCC hosted a fire drill to ensure that we are practiced in the event of an emergency. A debrief was held and will be helpful in making enhancements to our plans.

Ongoing Implementations and Projects:

- The total compensation survey is underway. Comparator agencies were selected and jobs for benchmark submitted.
- The CLEAR onboarding project is moving along. The build out is continuing for different workflows to streamline the hiring process and ensure ease of compliance.
- Our Cornerstone Learning Management implementation is making strides. One of the important features in the system is the create tool, which will allow LARPD to create our own training content and push it out to employees. We are getting closer to pilot on this project.

Fall Cleaning:

The HR team moved offices at the RLCC to the East Wing of the building. We took the opportunity to do fall cleaning with this move. Files were reviewed and dispositioned to offsite storage as needed. This was a large but important exercise and was in alignment with the focus on record retention strategies.

BUSINESS SERVICES - FINANCE/INFORMATION TECHNOLOGY/CUSTOMER SERVICE:

Finance:

1. The Finance Officer presented financial results through the month of August, 2023 (month 2 of the fiscal year) to the Finance Committee. A summary of that report follows:

August 2023 year-to-date (YTD) 2023 Results: Total Revenues: \$1.753 million (\$84k, or 5% better than budget); Tax Revenues are on budget at \$67k, while Revenue from Operations, at \$1.686 million, is \$84k, or 5% better than budget. Salary and Benefits expense: \$2.072 million is essentially on budget (\$6k, or 0%, above budget). Services and Supplies are essentially on budget: \$1.670 million (\$3k, or 0% below budget). The District's Net Operating Contribution of (\$1.989 million) is \$230k, or 10% better than budget for the two months ended August.

2. Staff work on enhanced internal financial reports continued in September, as staff produced a view for our management team that allows for a comparison of actual vs. budgeted personnel expense by pay period, which was not previously available.
3. Contract Administration:
 - a. Meetings continued with staff from LVJUSD on an effort that is envisioned to result in a Master Property Agreement (MPA) with the school district. A draft of LVJUSD properties that can be programmed and maintained by LARPD was reviewed in a meeting held on September 22nd, and the team is close to a final version. The plan is for the property matrix, a schedule of when the properties will be available for LARPD to program, to be reviewed periodically and available to staff from both entities. The related MPA will be written in a fashion similar to our MPA with the City of Livermore, and an initial meeting between the Business Services Manager and the school district's Bond Program Director to discuss the MPA form and content is slated for October 2nd. Also on our agenda is identifying opportunities for operational efficiencies within our respective maintenance functions.
 - b. Staff continues to work on two new cell tower agreements (one at Max Baer Park and the other at Robertson Park). We are in the final stages of the agreement with Cingular for Robertson Park, though the Max Baer Park effort has stalled with the potential vendor. We did execute an amendment, effective September 22nd, to the existing agreement with T-Mobile at Robertson Park for an initial term of 5 years, with the potential for four subsequent 5-year renewal terms.
 - c. Work on the Sunken Gardens property lease has resumed. Staff feel we are close to an executable agreement and are meeting with the City on September 28th toward that end. A report on the results of that meeting will be included in October's report.

Information Technology:

1. Key on-going projects include:

- a. Server Project: signed an agreement to replace and rearchitect the District’s physical and virtual servers which support infrastructure functions such as file management and IP address administration. A kick-off meeting is now planned for October 5th. One of the key elements of this project is that it will allow for the elimination of old servers running on 2012 operating systems that will no longer be supported by patches and updates as of October, 2023, a key security issue.
- b. A plan to remediate issues identified in the District’s July, 2023 internal and external network penetration testing (aka “Pen Testing”) is completed and All Covered management is confident in our ability to quickly address high priority items. Several of the Pen-Test driven remediation items will be addressed via the Server Project, and as such this project is awaiting the kick off of the Server effort.

COMMUNITY SERVICES:

Youth Services:

Extended Student Services – ESS: programs have returned to the school day schedule. We have been fortunate to have hired several program leaders and one additional teacher. With additional staff, we can begin to add children to our programs. The themes for this month cover a wide range of exciting subjects such as space, healthy cooking, discovering electricity, and donuts!!! We are approaching school conference weeks with all students dismissed at 1:30 p.m. for two weeks.

Preschool: is in full swing, and kids are getting into their class routines. The three-year-old classes focus on routines, personal care, self-regulation, opening their snacks, sitting, and participating in circle time, and cleaning up after activities. This may sound basic, and it is; however, these are essential beginning tasks children need to master, which will enable them to participate successfully in class, socialize, and make friends.

The four-year-old classes are reviewing the alphabet, colors, and shapes and learning new classroom routines. They are practicing writing skills and cutting skills and participating in creative art projects.

Aquatics:

	Purchased		Usage
Lap Swim			
Lap Swim Light	32		175
Lap Swim Senior Light	25		168
Lap Swim Unlimited	5		66
Lap Swim Senior Unlimited	25		328
Adult Drop In	284		284
Senior Drop-in	405		405
Lap Swim Totals	776		1426

Water Exercise		
Water Ex Light	0	0
Water Ex Senior Light	17	120
Water Ex Unlimited	0	0
Water Ex Senior Unlimited	4	49
Water Ex Adult Drop-in	10	10
Water Ex Senior Drop-in	65	65
Water Exercise Total	96	244
Recreation Swim		
RLAC Rec Swim	43	
Recreation Swim Total	43	
Swim Team		
LAC	300	
Masters	50	
Swim Team Total	350	
Total Usage		2063

Community Outreach:

The Community Outreach team built awareness through two press releases this month highlighting the success of the aquatics program and sharing the collaboration with one of Livermore's youth to add monkey bars to Robertson Park. Additionally, email communication, social media, Peach Jar, and www.larpd.org continued to connect the community with our programs. Throughout the month, we sent 27,322 emails with a 64% open rate (37% industry average). Across our social media accounts, 96 posts were shared, generating 104K impressions highlighting all the programs and classes LARPD offers. On www.larpd.org, September page views were 91k, with the most visited pages being the District Programs and Events Calendar, Fall Activity Guide, Board Meeting Calendar, and Sycamore Grove Park.

Open Heart Kitchen Meal Program:

August Meals:

Senior Meal Program: 765 meals served to 77 seniors

Hot Meal Program: 4,706meals served

Upcoming Key Dates/Events:

Downtown Pleasanton Ghost Walk (50+): Thursday, October 5. Discover the mysterious and chilling side of Pleasanton as you visit the haunted places in town. A "GHOST HOST" will lead you along Main Street and tell you the spooky stories and histories of buildings like the Pleasanton Hotel, Gay 90's Pizza, and the old Mortuary. Witness the Ghost Host's tracking tools to check for spirit energy as you go along! **MORE INFO**

Fleet Week in SF on Hornblower Yacht (50+) Friday, October 6. Watch the Blue Angels as they prepare their expert maneuvers for the weekend shows. Enjoy this two-hour cruise on board the iconic San Francisco Belle with the best Fleet Week Air Show views and practice rounds.

[MORE INFO](#)

School's Out One-Day Camp: Friday, October 6. No School – No Worries! LARPD will be offering a one-day camp for ages 6-12. We'll be playing a variety of camp and sports games themed for Halloween. [MORE INFO](#)

Let's Talk Bats! Saturday, October 14, 5 p.m. It's Spooky season, so let's show the bats a little appreciation for all they do for our local ecosystems and their cousins worldwide. Join Ranger Lauren as we talk the basics of the world's only true flying mammal! [MORE INFO](#)

Ravenswood Docent Tours: 2nd and 4th Sunday of the Month. Ravenswood Historical House will be open to the public on the 2nd and 4th Sunday of each month from 12:00 p.m. to 4:00 p.m. for docent-led tours. [MORE INFO](#)

Kids Night Out: Game Night: Saturday, October 21. Hey, parents - are you looking for a night out to see a movie, catch up with friends, or have dinner out? Look no further; we will provide your child a fun night of activities, crafts, and silly games. Best of all – pizza dinner is included! [MORE INFO](#)

Pumpkin Patch and Splash: Saturday, October 21. Bring your family and friends to the Pool Pumpkin Patch and Splash event! This year's event will be held at the May Nissen Swim Center! Choose a pumpkin floating in our pool patch, then carve or paint it. [MORE INFO](#)

Pumpkin Carving Campfire at Sycamore Grove: Saturday, October 21. Join Ranger Seth for an evening filled with pumpkins, a Fall favorite! We'll spend the evening carving this squash into works of art or horror, depending on your point of view. [MORE INFO](#)

Medicare and the Annual Enrollment Changes: Thursday, October 26. LARPD Senior Services has partnered with Legal Assistance for Seniors and HICAP for a monthly series of workshops on various topics designed to educate seniors on issues that impact their lives. [MORE INFO](#)

Trevarno Road History Walk (50+): Friday, October 27. Take a nostalgic walk along this shady lane reminiscent of an earlier era, complete with old-fashioned streetlamps. Learn from Heritage Guild docent and resident Susan Canfield about the local history of the Craftsman-style bungalows nestled on generous, grassy lots. [MORE INFO](#)

Halloween Boo Bash: Saturday, October 28. Get ready for a spooktacular family-friendly event like no other- join us for the Halloween Boo Bash at LARPD! This hauntingly

delightful gathering is perfect for families looking to embrace the Halloween spirit in a safe and enjoyable environment. [MORE INFO](#)

Sycamore Scares at Ravenswood: Sunday, October 29. Join our Rangers (and fantastic volunteers) tonight to glimpse the spookier side of the Ravenswood Historical Site. Remember when you are signing up - the later it gets, the scarier the monsters. [MORE INFO](#)

Senior Services:

Classes:

September fitness programs and classes open the Fall season with a bang! Our line dancing classes averaged 12 students, while our Yoga for Self-Care class had 6 students, which is more than the month prior! Zumba continues to average good numbers with 11 students in each of our 6 classes. Gentle Strength, Balance, and Flexibility averages an amazing 23 students, and its counterpart, Chair Strength, Balance, and Flexibility, averages eight students. Tai Chi continues to average eight students between all three classes. The drop-in program Walking with Purpose on Thursdays averages between 4 to 6 people right now, and the rest of our drop-in programs, like Billiards, Bridge, Mah Jong, and Woodcarving, are doing well. Our free seminars, like Estate Planning and Create a Secure Future: Advance Health Care Directives, had ten students and 13 students, respectively, and our AARP Smart Driver Refresher Course saw seven students. September fitness programs and classes continue to see some growth!

Trips:

The San Francisco Giants treated 45 cheering LARPD fans to an exciting 10th-inning victory on September 13th at Oracle Park. The group enjoyed a perfect day with perfect weather, great seats, and mouth-watering ballpark food. This trip was highly requested for a repeat performance next season.

On Thursday, September 21st, a sold-out crowd of 54 Seniors took a trip to Apple Hill to enjoy "everything apple" and shop through the craft vendors. The bus was filled with pies, fritters, donuts, and early holiday gifts, and then on to Red Hawk Casino in Placerville for an all-you-can-eat, delectable buffet lunch.

Activities:

The Mystery Movie is going strong with 20 participants each month enjoying a surprise movie at the Vine Theater followed by hosted appetizers and lively conversations.

Movie Madness in our Vintage Lounge brought in a full capacity crowd on September 18th, featuring the vintage movie, "Out of Africa", requested by one of our Senior participants. The twice monthly movies have continued to be a hit, with friends telling friends to join them in the social experience.

A capacity enrollment of 24 Seniors was delighted to discover the secret to creating their "Mystery Craft" masterpiece with Kathy and Gayle at the helm. With step-by-step instructions, each guest designed a glimmering lantern centerpiece adorned with fall foliage to enjoy throughout the season.

City Historian Richard Finn again enticed a full-capacity crowd of 24 Seniors for a presentation and slide show with the story of the Centennial Light Bulb that resides at Fire Station 6, concluded with a walk through the park to visit the continually burning bulb with a short tour of the fire station hosted by our city firefighters.

You can find pictures from our trips and activities on LARPD's social media outlets.

Open Space:

This month was busy out in Open Space.

This month, we started a new season of Sycamore Science Camp. The kids are elated as they learn about the natural world's mysteries with our amazing interpretive staff.

Rangers also visited after-school kids in the ELOP program. They brought some of the magic of nature into the classroom for groups of eager children wanting to learn.

Junior Rangers continued as kids adventured through the park, with our Rangers learning about all the flora and fauna Sycamore Grove has to offer.

The section of the paved path that was lost during the massive storms at the beginning of the year was rerouted and replaced this month. The paving company did an excellent job, and it is great to have the paved section back. Visitors are excited to be able to walk on it again.

Work began with the foundation and the water tank that will provide water to the new restrooms that will be going in on the reservable picnic area. These restrooms will provide the public with a convenient facility close to programs, summer camps, and any future upgrades made to that section of the park.

Staff went out and continued working on Camp Shelly to ensure that the campgrounds would be ready come summer next year.

We look forward to getting into all the classrooms this fall and getting the next generation as excited about nature as we are out here at Sycamore Grove.

Open Space School Programs	210
ELOP	150
Ranger Programs	100
Sycamore Science Camp (ages 4-9)	76
Jr. Rangers (ages 9-12)	41
Ranger Explorers	7
Volunteer Programs	50
	13

Sprouts	26
<i>September '23 TOTALS</i>	<i>681</i>

Facility Rentals:

Facility rentals are held at the Ravenswood Historic Site, the Robert Livermore Community Center, and the Veterans Memorial Building. Facility rental information is located on our website at larpd.org.

Facility	Type of Activity	Total Rentals for the Month	Total Monthly Hours
Ravenswood	Facility Rentals	5	50
Ravenswood	Wedding Rehearsals	1	1
Ravenswood/RLCC	Facility Rental Tours	21	21
Ravenswood	Photo Permits	4	8
RLCC	Facility Rentals	19	175
RLCC	On-going Rentals	1	14
Total Facility Rentals for the Month:		51	269

Facility Operations:

Facility operations staff are scheduled Monday through Friday from 7:30 am-10:00 pm to support District-wide facility operations, programming, and custodial. Weekend hours vary depending on programming and facility rentals.

- Day-to-Day Operations & District Support:

Operations	Staff	Days	Time	Total Hours Weekly	Total Hours Monthly
Outlying Facility Restroom Cleaning: Ravenswood, Carnegie, & Vets Hall	1	M/W/F	6:30 am-9:30 am	4-6	16-20
RLCC Operations & Custodial	3	M-F	7:30 am-10:00 pm	217.5	870
RLCC Operations & Custodial	2	Saturdays	8:00 am-8:00 pm	24	96
Park Restrooms: Field Rentals	2	Sat	8:00 am-8:00 pm	24	48

Park Restrooms: Field Rentals	2	Sun	7:00 am-3:00 pm	16	32
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- Community Services program and service support:

Program	Task	Staff	Days	Total Hours Weekly	Total Hours Monthly
Open Heart Kitchen	Setup & Takedown	2	M-F	10 hours	40 hours
Pet Food Distribution	Setup & Takedown	2	Wednesdays	30 minutes	2 hours
Occasional Events (Seniors; 1-2/mo.)	Setup & Takedown	2	Days vary	30 minutes	1 hour
Livermore Rotary Meetings	Setup & Takedown	2	Wednesdays	1 hour	4 hours
Line Dancing	Setup	1	Tuesdays, Thursdays	30 minutes	4 hours
Golden Circle	Setup & Takedown	2	Mondays	30 minutes	2 hours
Movie Madness	Setup & Takedown	1	Monday	1 hour	2 hours
Maj Jong	Setup & Takedown	1	Wednesday	30 minutes	2 hours
Bridge	Setup & Takedown	1	Tuesday, Friday	1 hour	4 hours
Tai Chi	Setup & Takedown	2	Monday, Thursdays, Friday	30 minutes	2 hours
3-D Greeting Cards	Setup & Takedown	1	Friday	30 minutes	1 hour
Estate Planning	Setup & Takedown	1	Thursday	30 minutes	1 hour
Gentle Strength, Balance, and Flexibility	Setup & Takedown	1	Tuesday, Thursday	30 minutes	2 hours
Chair Strength, Balance and Flexibility	Setup & Takedown	1	Tuesday, Thursday	30 minutes	2 hours
Create a Secure Future: Advance Health Care Directives	Setup & Takedown	1	Thursday	30 minutes	1 hour
AARP Smart Driver Course Refresher	Setup & Takedown	1	Thursday	30 minutes	30 minutes
LARPD Board Meetings	Setup & Takedown	2	Wednesday	15 minutes	1 hour

LARPD Special Board Meetings	Setup & Takedown	2	Monday/Wednesday	30 minutes	1 hour
HR Meetings for staff	Setup & Takedown	2	Tuesday/Friday	30 minutes	1.5 hours
LAYAC Monthly Meeting	Setup & Takedown	2	Monday	30 minutes	30 minutes
Alameda County Ag Trails Meeting	Setup & Takedown	1	Monday	30 minutes	30 minutes
LARPD Foundation	Setup & Takedown	1	Monday	30 minutes	30 minutes

- Recreation Classes and Programs (Setup and takedown average 30 minutes/week/program)

Program/Camp	Monthly Registration
Livermore Ballet School – 9 classes	99
Communication Academy-Academic Writing, Public Speaking, Combo (3 classes)	11
Cooking with Kids Foundation – We Teach Your kids to Cook	4
Total Registered:	114

Sports Facility Rentals:

Fall youth sports are in season: Fusion Soccer, West Coast Soccer, Livermore Junior Football League, and Livermore Little League Fall Ball. Winter sports are beginning warm-up clinics and scrimmages, Phantom Lacrosse, and Cavaliers Rugby.

Two girls' softball tournaments were held at Ernie Rodrigues.

The sports team partnered with the Rincon Library for Movie in the Park. The sports team led games and activities for the kids before the start of the movie Selena, selected by a poll held by the library.

Picnic reservations continue to come in strong. With fall sports beginning in September, Independence, Cayetano and Robert Livermore had to be removed from inventory, significantly reducing availability. Being creative, we added a small site at May Nissen near the library to catch the overflow of small gatherings. We will meet with the Facility Maintenance manager to identify additional group picnic sites for 2024.

Park Location	Total Rentals	Total Rental Hours
Robertson Park	82	375
Cayetano	36	95
Ernie Rodrigues	31	341
Robert Livermore	54	140
Christensen	11	25
Max Baer	15	32
Independence	17	89
Altamont Creek	3	17
Bill Payne	31	191
Hagemann	24	48

May Nissan Pickleball Courts	51	241
Gymnasium	103	287
Total:	458	1881

Picnic Rentals	Total Rentals	Number of Attendees
May Nissen (main site)	8	420
May Nissen (tennis court)	10	580
Big Trees	3	85
Hagemann	0	0
Independence	1	60
Robertson Park Pole Barn	0	0
Cayetano	0	0
Robert Livermore	0	0
Total:	30	1404

Sports & Fitness Programs and Classes:

Fall programming is off to a great start! We have increased our offerings in the Pee Wee category by adding classes in the evenings and on Saturday mornings and some Parent/Me classes. NEW offerings being led by LARPD sports staff are Soccer Tot Parent/Me, Pee Wee Arts & Crafts, Parent/Me Arts & Crafts, and Family Yoga (3-5 yrs.).

We are excited to have a new hip hop instructor offering youth and adult classes this Fall: Breakdance/Tumbling, Kids Street Hip Hop, Adult Hip Hop Cardio.

Adult softball kicked off the Fall league in September with 29 teams registered.

Sports staff resumed the After-school PE program at Junction and Marilyn and have incorporated Jackson this fall as well.

Program	Total Registered Participants
LARPD Basketball League	131
LARPD Pee Wee Classes	62
LARPD Kids Night Out	19
Arora Tennis	101
Skyhawks Sports	0
Wee Hoops Basketball	13
Youth/Adult Karate	21
Youth Adult Hip Hop	20
Adult Yoga	33
LARPD Adult Softball	435
Pickleball Introduction (adult)	24
Pickleball Camp (youth)	4
Drop-In Pickleball	302

Total Participants Served:	1165
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FACILITIES AND PARK MAINTENANCE:

September marks the end of summer. Several more construction/maintenance projects are in the final phases or completed.

Asphalt debris removal from the trail within Sycamore Grove was completed last month. This Month, the 300-foot-long bypass trail was completed in 4 days with no impact to park users.



New Trail Bypass – Sycamore Grove

Trail repairs for the culvert crossing inside Sycamore Grove at the Wetmore entrance are scheduled to begin Friday, September 29th. The work is expected to take three weeks. Park pedestrians will use a short detour trail around the work zone. Equestrian trailers are restricted during this time.

A new piece of playground equipment was installed at Robertson Park at the request of a young Livermore citizen. LARPD's representative from Ross Recreation was able to accommodate the new design without compromising existing "fall zones". The new monkey bars ("Lolli Ladder") were installed by the Facilities Team in time for the ribbon cutting ceremony.



Lolli Ladder



Ribbon Cutting at Robertson Park

Local Livermore artists are proudly displaying their work at LARPD restroom facilities. Here we see examples at Christensen Park and May Nissen Park. Unfortunately, we had to remove the artwork due to its inappropriate nature.



Christensen Park Enclosure

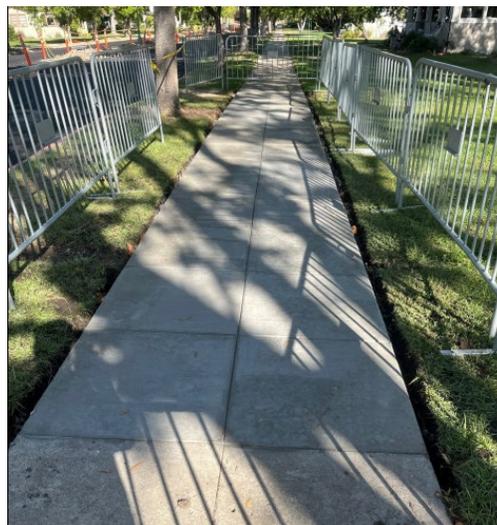


May Nissen Park Restroom

Now that the Trevarno sewer/water project is nearing completion, it is time for cleanup and improvement efforts to begin. There were several areas of lifting or damaged sidewalk in front on Little House and the Merritt building. Many of these areas came from rerouting water and sewer lines. The Facilities team demolished and replaced several sections of concrete sidewalk to alleviate trip hazards and improve the overall appearance of the site.



Trevarno Sidewalk-Before



Trevarno Sidewalk- After

Some other noteworthy projects completed by the Facilities team this month:

- In conjunction with the Ranger team, end of season maintenance was performed at Camp Shelly. Though the camp did not open this year, there remained several trees to remove as well as clean up and repairs to the camp sites. Staff spent 3 days on the effort.
- Maitland Henry and Ida Holm Park monument signs were repaired and reinstalled.
- Robertson and Cayetano Park synthetic fields were mechanically groomed as per the manufacturer's standards.

- The solar table inside Sycamore Grove received a new power inverter and is back in operation.
- The RLCC had a new tennis court light pole replaced due to the failure of the concrete footing.

Now that we are past the worst of the hot summer months, we will begin to see a reduction in utility and water expenses. From August 1st through August 31st the District spent \$262,676 for water. This amount is \$26,676 over the budgeted amount for the month. This is an 11% variance. For the same time period, the District spent \$50,452 on utilities (electricity and gas combined). This amount is \$3,485 over the budgeted amount. This is a 7% variance.

Parks Maintenance:

In the month of September, the Parks department had about 15.25 hours of vandalism cleanup (graffiti abatement). The weed abatement team sprayed 60 gallons of post-emergent weed control. 6 lbs. Diphacinone (gopher bait) has also been applied. The parks team is in the process of mechanical weed abatement (mowing) along rural trails, etc. Ongoing dead tree removal and safety pruning continue throughout the District's parks and trails.

September Irrigation Repairs:

Sprinkler repair/replacement - 150

Mainline repairs – 6

Irrigation Valve repairs – 11

Lateral line repairs - 1

Valve box repairs – 1

Mechanic's Shop:

Vehicle service and repairs:

- V47- Dead battery, changed battery, checked charging system
- V37- Flat repair
- 238CZG- Low tire light on, set tire pressure- reset tpms system
- V25- Replaced right rear door glass
- V45- Tire light on, installed new sensor
- V48- Service/ Inspections
- 238CZG- Tire light on set tire pressure reset tpms system

Mower and tractor services and repairs:

- Mow trailer- repaired flat, replaced (1) tire
- E066- No start, found a short in the wiring harness. Removed the harness from the mower and repaired short, reinstalled harness
- E016-Hydraulic leak replaced (2) steering hoses (1) Bypass hose and (2) cooler hoses
- E038- No start- found starter faulty, repaired starter and replaced exhaust

Additional tasks performed:

- Computer training
- Shop maintenance
- Parts ordering and pick up

- Parts Inventory
- Weekly and monthly reports
- Road Call – 238CZG

Trails Update: No new updates, aside from what has been included in this report.

Respectfully submitted,



Mathew Fuzie
General Manager

MF/lvb/ph

Livermore Area Recreation and Park District

Staff Report

TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Mathew Fuzie, General Manager
Linda Van Buskirk, Executive Assistant to the General Manager

DATE: October 25, 2023

SUBJECT: Revised District Mission Statement

RECOMMENDATION: That the Board of Directors adopt Resolution No. _____, approving revisions to the District's Mission Statement.

BACKGROUND: Over the course of this year, the Board has diligently engaged in five previous meetings, during which the members of the Board have reviewed and provided valuable feedback on the District's Mission Statement, Vision Statement, and Values Statements.

February 1, 2023	Special Meeting/Board Retreat: Workshop on District Planning for the Future
March 27, 2023	Special Meeting/Board Retreat: Workshop on Strategic Planning
June 14, 2023	Special Meeting/Board Retreat: Workshop on Board Best Practices, Roles and Responsibilities
September 13, 2023	Regular Board Meeting
September 20, 2023	Special Meeting/Board Retreat: Workshop on Strategic Plan

The culmination of this process underscores the significance of aligning LARPD's mission, vision, and values with our strategic goals and objectives. It is imperative to finalize and approve the District's Mission Statement (the Vision and Values Statements will be reviewed under a separate agenda item) as this statement plays a pivotal role in shaping the future of LARPD.

See Attachment A for the resulting Mission Statement for the Board's review.

ATTACHMENTS:

A = Draft Mission Statement
B = Draft Board Resolution

ATTACHMENT A
PROPOSED UPDATED MISSION STATEMENT

Prior Mission Statement:

“To provide the people of the Livermore area with outstanding recreation programs and a system of parks, trails, recreation areas and facilities that promote enjoyment, lifelong learning and healthy active lifestyles.”

Proposed Updated Mission Statement:

“To provide the people of the Livermore Area Recreation and Park District’s service area with outstanding recreation programs and a system of parks, trails, and facilities that enhance the quality of life.”

ATTACHMENT B
DRAFT BOARD RESOLUTION
APPROVING AN UPDATED MISSION STATEMENT

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

DRAFT RESOLUTION NO. 27XX

A RESOLUTION APPROVING AN UPDATED MISSION STATEMENT

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that an updated Mission Statement of the Livermore Area Recreation and Park District is hereby approved.

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 25th day of October, 2023 by the following roll call vote:

AYES: *Directors ()*

NOES:

ABSTENTIONS:

ABSENT:

Approved this 25th day of October, 2023,

James Boswell
Chair, Board of Directors

ATTEST:

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

Livermore Area Recreation and Park District

Staff Report

TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Mathew Fuzie, General Manager
Linda Van Buskirk, Executive Assistant to the General Manager

DATE: October 25, 2023

SUBJECT: District Vision Statement

RECOMMENDATION: That the Board of Directors adopt Resolution No. ____, approving the District's Vision Statement.

BACKGROUND: Over the course of this year, the Board has diligently engaged in five previous meetings, during which the members of the Board have reviewed and provided valuable feedback on the District's Mission Statement, Vision Statement, and Values Statements.

February 1, 2023	Special Meeting/Board Retreat: Workshop on District Planning for the Future
March 27, 2023	Special Meeting/Board Retreat: Workshop on Strategic Planning
June 14, 2023	Special Meeting/Board Retreat: Workshop on Board Best Practices, Roles and Responsibilities
September 13, 2023	Regular Board Meeting
September 20, 2023	Special Meeting/Board Retreat: Workshop on Strategic Plan

The culmination of this process underscores the significance of aligning LARPD's mission, vision, and values with our strategic goals and objectives. It is imperative to finalize and approve the District's Vision Statement (the Mission and Values Statements will be reviewed under a separate agenda item) as this statement plays a pivotal role in shaping the future of LARPD.

See Attachment A for the resulting Vision Statement for the Board's review.

ATTACHMENTS:

A = Draft Vision Statement

B = Draft Board Resolution

ATTACHMENT A
PROPOSED VISION STATEMENT

Proposed Vision Statement:

“To be a fully funded, fully staffed and user-friendly recreation and park district known for high quality, innovative programs and excellent facilities.”

ATTACHMENT B
DRAFT BOARD RESOLUTION
APPROVING A VISION STATEMENT

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

DRAFT RESOLUTION NO. 27XX

A RESOLUTION APPROVING A VISION STATEMENT

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that a Vision Statement of the Livermore Area Recreation and Park District is hereby approved (see attached).

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 25th day of October, 2023 by the following roll call vote:

AYES: *Directors ()*

NOES:

ABSTENTIONS:

ABSENT:

Approved this 25th day of October, 2023,

James Boswell
Chair, Board of Directors

ATTEST:

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

Livermore Area Recreation and Park District

Staff Report

TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Mathew Fuzie, General Manager
Linda Van Buskirk, Executive Assistant to the General Manager

DATE: October 25, 2023

SUBJECT: District Values Statement

RECOMMENDATION: That the Board of Directors adopt Resolution No. ____, approving the District's Values Statement.

BACKGROUND: Over the course of this year, the Board has diligently engaged in five previous meetings, during which the members of the Board have reviewed and provided valuable feedback on the District's Mission Statement, Vision Statement, and Values Statements.

February 1, 2023	Special Meeting/Board Retreat: Workshop on District Planning for the Future
March 27, 2023	Special Meeting/Board Retreat: Workshop on Strategic Planning
June 14, 2023	Special Meeting/Board Retreat: Workshop on Board Best Practices, Roles and Responsibilities
September 13, 2023	Regular Board Meeting
September 20, 2023	Special Meeting/Board Retreat: Workshop on Strategic Plan

The culmination of this process underscores the significance of aligning LARPD's mission, vision, and values with our strategic goals and objectives. It is imperative to finalize and approve the District's Values Statement (the Mission and Vision Statements will be reviewed under a separate agenda item) as this statement plays a pivotal role in shaping the future of LARPD.

See Attachment A for the resulting Values Statement for the Board's review.

ATTACHMENTS:

A = Draft Values

B = Draft Board Resolution

ATTACHMENT A
PROPOSED VALUES

Proposed District Values:

“In our actions and decisions, we prioritize:

Integrity: Servicing the public is the reason we exist. Therefore, it is critical that we have integrity guiding our actions and decisions with unwavering honesty, transparency, and ethical behavior.

Diversity: Diversity is a cherished value in the District. We celebrate and respect the unique perspectives, backgrounds, and abilities of our community members, fostering an inclusive environment that promotes collaboration, equity, and unity. The District will continue to consider programs and services that support all the citizens in the Livermore service area.

Quality: Our services exceed our constituents’ expectations. When people talk about the programs at LARPD, they are delighted. Our customer service is impeccable in every way, from the front desk to our open space.

Adaptability: We embrace change and respond to new needs and challenges with a focus on continuous improvement. Flexibility is essential to address the evolving needs of our service area. This includes being open to new ideas, approaches, and technologies to enhance the District’s reach and impact.

Collaboration: We work with our community partners to enrich the lives of the people of Livermore. We establish partnerships with various stakeholders, including community members, businesses, government agencies, and other relevant organizations. Working together, we provide vital services, expertise, and enrichment to the community.”

ATTACHMENT B
DRAFT BOARD RESOLUTION
APPROVING A VALUES STATEMENT

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

DRAFT RESOLUTION NO. 27XX

A RESOLUTION APPROVING A VALUES STATEMENT

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that a Values Statement of the Livermore Area Recreation and Park District is hereby approved (see attached).

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 25th day of October, 2023 by the following roll call vote:

AYES: *Directors ()*

NOES:

ABSTENTIONS:

ABSENT:

Approved this 25th day of October, 2023,

James Boswell
Chair, Board of Directors

ATTEST:

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

Livermore Area Recreation and Park District

Staff Report

TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Mathew Fuzie, General Manager
Linda Van Buskirk, Executive Assistant to the General Manager

DATE: October 25, 2023

SUBJECT: Amendment to Board Policy No 4025:
Term of Office: Member, Board of Directors

RECOMMENDATION: That the Board of Directors review and consider approving revisions to Board Policy 4025: Term of Office: Member, Board of Directors.

Resolution No. ____, approving revisions to the Board Policy No. 4025: Term of Office: Member, Board of Directors.

ATTACHMENT:
Draft Policy 4025
Draft Board Resolution

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Term of Office: Member, Board of Directors
POLICY NUMBER: 4025

1. The term of office for Board Members is determined by strict adherence to Public Resources Code Section 5784.3(a).

2. In accordance with Government Code Section 53077, the Board of Directors may adopt a proposal to limit or repeal a limit on the number of terms a Director may serve on the Board. Any proposal to limit the number of terms a Director may serve on the Board shall apply prospectively and shall not become operative unless it is submitted to the electors of the District at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

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Commented [GB1]: This is the process in state law for adopting term limits (i.e., no Boardmember may serve more than X number of terms consecutively or X number of terms total. If the Board is interested in doing so, it would adopt a proposal and place it on the next regular District Election. The proposal would only become effective if a majority of voters support it.

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

DRAFT RESOLUTION NO. 2xxx

**A RESOLUTION APPROVING REVISIONS TO
BOARD POLICY 4025: TERM OF OFFICE: MEMBER, BOARD OF
DIRECTORS**

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that revisions to Board Policy 4025: Term of Office: Member, Board of Directors are hereby approved (see attached).

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 25th day of October, 2023 by the following roll call vote:

AYES: *Directors ()*

NOES:

ABSTENTIONS:

ABSENT:

Approved this 25th day of October, 2023,

James Boswell
Chair, Board of Directors

ATTEST:

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

Livermore Area Recreation and Park District

Staff Report

TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Mathew Fuzie, General Manager
Linda Van Buskirk, Executive Assistant to the General Manager

DATE: October 25, 2023

SUBJECT: Amendment to Board Policy No 5020: Board Meeting Agenda

RECOMMENDATION: That the Board of Directors review and consider approving revisions to Board Policy 5020: Board Meeting Agenda.
Resolution No. ____, approving revisions to the Board Policy No. 5020: Board Meeting Agenda

ATTACHMENTS:
Draft Board Policy 5020
Draft Board Resolution

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

1. The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 P.M. one week prior to the meeting date. If the General Manager approves the item for a future agenda, the Director who made the request shall prepare a report and submit all relevant materials to staff at least one week prior to the meeting date. The report shall include any requested Board action, if applicable. The Chair reviews and has final review of the Agenda prior to circulation.
 - a. The agenda information packets shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.
2. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
 - a. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least one week prior to the date of the meeting.
 - b. The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
 - c. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
 - d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
3. This policy does not prevent the Board from taking testimony at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

Commented [GB2]: There are at least three ways to control what goes on an agenda:

1. Allow any single Boardmember to place an item on an agenda by coordinating with the General Manager;
2. Require that two Boardmembers request the General Manager place an item on the agenda, which is allowed under the Brown Act since two is less than a quorum.
3. Add a standing agenda item to the agenda for Boardmembers to request future agenda items and only those items receiving majority support (three or more Boardmember votes in support) are placed on a future agenda by the General Manager.

We may not have enough information to determine which process the Board prefers. We can have this as a discussion item at a future meeting, if you like.

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3.4. This policy does not prevent a Director from requesting at a regular meeting that an item within the District's jurisdiction be added to a future agenda. However, pursuant to Government Code section 54954.2, subdivision (a)(2), the substance of the matter cannot be discussed at the time it is first raised. Discussion is limited solely to whether to add the item to a future agenda. If the item is approved for a future agenda, the Director who made the request shall prepare a report and submit all relevant materials to staff at least one week prior to the meeting date. The report shall include any requested Board action, if applicable.

4.5. An agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office in accordance with the provisions of the Ralph M. Brown Act.

- a. The agenda for a special meeting shall be posted within the District Office in accordance with the provisions of the Ralph M. Brown Act.

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

DRAFT RESOLUTION NO. 2xxx

**A RESOLUTION APPROVING REVISIONS TO
BOARD POLICY 5020: BOARD MEETING AGENDA**

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that revisions to Board Policy 5020: Board Meeting Agenda are hereby approved (see attached).

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 25th day of October, 2023 by the following roll call vote:

AYES: *Directors* ()

NOES:

ABSTENTIONS:

ABSENT:

Approved this 25th day of October, 2023,

James Boswell
Chair, Board of Directors

ATTEST:

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

Livermore Area Recreation and Park District

Staff Report

TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Mathew Fuzie, General Manager
Linda Van Buskirk, Executive Assistant to the General Manager

DATE: October 25, 2023

SUBJECT: Amendment to Board Policy No 5070: Rules of Order for Board and Committee Meetings

RECOMMENDATION: That the Board of Directors review and consider approving revisions to Board Policy 5070: Rules of Order for Board and Committee Meetings.

Resolution No. _____, approving revisions to Board Policy 5070: Rules of Order for Board and Committee Meetings.

ATTACHMENT:
Draft Board Policy 5070
Draft Board Resolution

LIVERMORE AREA RECREATION AND PARK DISTRICT ASSOCIATION BOARD POLICY MANUAL

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

1. General.

- a. Action items shall be brought before and considered by the Board in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting; therefore, deviations from the formalized ~~Robert's-Rosenberg's~~ Rules of Order may occur.
- b. If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the Chair. If the ruling of the Chair is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

2. Sequence When Considering An Agenda Item. The following sequence will be observed when considering an agenda item during meetings of the Board of Directors:

Introduction of topic by Chair.
Staff and/or consultant presentation.
Directors question staff and/or consultant.
Public Comment taken on agenda item.
Chair calls for a motion.
Motion is made and seconded.
Chair clarifies motion if necessary.
Board discussion and debate.
Chair restates motion, calls for a vote, and announces outcome.

3. Obtaining the Floor.

- a. Any Director desiring to speak should first address the Chair and, upon recognition by the Chair, may address the subject under discussion.
- b. Once a Director has been recognized, he/she has been granted the floor and another Director may not interrupt him or her.

4. Motions.

- a. Any Director, including the Chair, may make or second a motion.
 - 1) A Director is required to obtain the floor before making motions.
 - 2) No motion is in order that does not directly relate to the question under consideration.
 - 3) The maker of a motion has the first right to speak to it, and may speak again only after other speakers are finished, unless called upon by the Chair.
 - 4) Debate must be directed to motions and not motives, principles or personalities. Personal remarks will be ruled out of order by the Chair of the Board.
5. Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.
 - a. Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
 - b. Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
 - c. Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
 - d. Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
 - e. Motion to Close Debate and Vote Immediately. Any Director may move to immediately bring the question being debated to a vote, suspending any further

debate. The motion must be made, seconded, and approved by a majority vote of the Board.

- f. Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Commented [GB3]: These motions conflict with the motions in Rosenberg's Rules. It's okay to modify the motions by policy, as this does, but the Board may wish to default to the motions in Rosenberg's Rules by deleting this Section 5. We can also discuss, if you like.

6. Decorum.

- a. The Chair shall maintain the orderly conduct of Board meetings, taking such action as allowed under the Brown Act.

7. Amendment of Rules of Order.

- a. By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

DRAFT RESOLUTION NO. 2xxx

**A RESOLUTION APPROVING REVISIONS TO
BOARD POLICY 5070: RULES OF ORDER
FOR BOARD AND COMMITTEE MEETINGS**

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that revisions to Board Policy 5070: Rules of Order for Board and Committee Meetings are hereby approved (see attached).

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 25th day of October, 2023 by the following roll call vote:

AYES: *Directors* ()

NOES:

ABSTENTIONS:

ABSENT:

Approved this 25th day of October, 2023,

James Boswell
Chair, Board of Directors

ATTEST:

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

Livermore Area Recreation and Park District

Staff Report

TO: Chair Boswell and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Mathew Fuzie, General Manager
Linda Van Buskirk, Executive Assistant to the General Manager

DATE: October 25, 2023

SUBJECT: Amendment to Board Policy No 5030: Board Meeting Procedure

RECOMMENDATION: That the Board of Directors review and consider approving revisions to Board Policy 5030: Board Meeting Procedure.

Resolution No. ____, approving revisions to the Board Policy No. 5030: Board Meeting Procedure.

ATTACHMENT:
Draft Board Policy 5030
Draft Board Resolution

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Meeting Procedure
POLICY NUMBER: 5030

1. Meetings of the Board of Directors shall be conducted by the Chair in a manner consistent with the policies of the District. ~~Robert's Rosenberg's~~ Rules of Order as contained in Policy 5070 shall be used as a general guideline for meeting protocol, in accordance with the Brown Act.
2. All Board meetings shall commence at the time stated on the agenda and shall be guided by same.
 - a. At the discretion of the Chair of the Board, the order in which agenda items are addressed by the Board of Directors during a meeting may be rearranged.
3. Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:
 - a. The Chair of the Board may set the amount of time to be allotted to each speaker and for any subject matter.
 - b. No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chair, of that person's privilege of address.
4. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chair finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.
 - a. In such an event, only matters appearing on the agenda may be considered in such a session.
 - b. After clearing the room, the Chair may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

- c. Duly accredited representatives of the news media, whom the Chair finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

**THE BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT**

DRAFT RESOLUTION NO. 2xxx

**A RESOLUTION APPROVING REVISIONS TO
BOARD POLICY 5030: BOARD MEETING PROCEDURE**

BE IT RESOLVED, by the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, that revisions to Board Policy 5030: Board Meeting Procedure are hereby approved (see attached).

ON MOTION of Director _____, seconded by Director _____, the foregoing resolution was passed and adopted this 25th day of October, 2023 by the following roll call vote:

AYES: *Directors* ()

NOES:

ABSTENTIONS:

ABSENT:

Approved this 25th day of October, 2023,

James Boswell
Chair, Board of Directors

ATTEST:

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

COMMITTEES SINCE BOARD MEETING OF SEPTEMBER 27, 2023		
STANDING COMMITTEES		
Date	Committee	Chair & Member
10/10	Program	Faltings/Furst
10/16 (canceled)	Finance	Pierpont/Boswell
	Facilities	Palajac/Furst
10/12	Intergovernmental-LARPD/City/LVJUSD	Boswell/Furst
10/10	Personnel	Boswell/Palajac
AD HOC COMMITTEES		
Date	Committee	Chair & Member
Date	COMMUNITY OUTREACH LIAISON Committee	Member
	Ala. Co. Special Districts Assn.	Boswell/Furst
10/4	Chamber of Commerce Business Alliance	Furst
	Community Gardens	Faltings
10/2	LARPD Foundation	Palajac
10/4	Livermore Cultural Arts Council	Furst
10/17	Livermore Downtown, Inc.	Pierpont
10/16	Ala. Co. Agricultural SubComm. for Trails	Palajac
10/25	Visit Tri-Valley Destination Strategic Planning Steering Committee	Pierpont
OTHER		
		AGENDA ITEM NO. 6

LARPD FOUNDATION Trustees Meeting
Monday, October 2, 2023 at 7:00 pm
Robert Livermore Community Center
4444 East Ave

AGENDA

1. CALL TO ORDER BY PRESIDENT ROBERTS
2. APPROVAL OF MINUTES – September 11, 2023
3. VOTE ON NEW BOARD OF TRUSTEE – Ruby Moppin
4. REPORTS / PRESENTATIONS
 - a. Treasurer’s Report and Foundation Accounts, Treasurer Stevulak (Informational)
 - b. LARPD Board Report, Board Liaison Pierpont (Informational)
5. DISCUSSION/ACTION ITEMS
 - a. 2024 Wine Down In The Grove
 - i. Formalize Committee Assignments
 - ii. Finalize Dates
 - iii. Determine Event Timeline
 - b. Discuss Moving Bank Accounts to Fremont Bank
 - c. LARPD Foundation Champion Program
 - d. Three Valleys Community Foundation (Update)
6. MATTERS INITIATED
7. FUTURE AGENDA ITEMS
8. ADJOURNMENT

Next Meeting: Monday, November 6, 2023

LIVERMORE AREA RECREATION AND PARK DISTRICT

PROGRAM COMMITTEE

AGENDA

TUESDAY, October 10, 2023

2:00 p.m.

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

COMMITTEE CHAIR: FALTINGS

COMMITTEE MEMBER: PIERPONT (Alternate) for FURST (Vacation)

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Program Committee on August 8, 2023 and September 12, 2023 (Action)
4. Review of Communications Strategy
5. Aquatics Programming
6. Update on Mocho Park Cell Tower
7. Directors' and/or General Manager's Reports and Announcements
8. Adjournment

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

AGENDA

**TUESDAY, October 10, 2023
3:00 P.M.**

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

COMMITTEE CHAIR: BOSWELL
COMMITTEE MEMBER: FALTINGS (Alternate, for PALAJAC, Vacation)

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Personnel Committee Meeting held on September 12, 2023
4. Total Compensation Survey – Process, Timing and Potential Outcomes
5. Directors' and/or General Manager's Reports or Announcements
6. Adjournment

INTERGOVERNMENTAL COMMITTEE MEETING

City of Livermore ▪ Livermore Area Recreation and Park District ▪ Livermore Valley Joint Unified School District

The purpose of this meeting is to provide information on topics of shared interests. The meeting is a work session between two city, board and district elected officials and staff. Action items may be identified to assist with further discussion. The meeting is not recorded nor are any minutes taken as this is a work session and the Committee has no decision-making authority.

**Thursday, October 12, 2023
3:30 PM**

**Livermore Valley Joint Unified School District
Board Room
685 E. Jack London Blvd.**

AGENDA

1. Public Comments
An opportunity for members of the audience to speak on an item not listed on the agenda. Matters raised under Public Comments need to be placed on the agenda by a committee member for discussion at a future meeting.
2. Potential Facility Bond (LVJUSD)
3. Parking Fees Update (City/LARPD)
4. Isabel Update (City)
5. Workforce / Student Housing (LVJUSD/LPC)
6. California Shakeout (All)
7. Springtown Open Space (City)
8. Reminders
 - Unity Day, October 18th
 - Halloween Festivities

The next Intergovernmental Committee Meeting is set for Tuesday, December 19, 2023.

Committee Members:

Ben Barrientos, Council Member
Evan Branning, Council Member

James E. Boswell, LARPD Board Chair
David Furst, LARPD Board Vice Chair

Craig Bueno, LVJUSD Board President
Kristie Wang, LVJUSD Board Trustee

Agency Staff Liaisons:

Marianna Marysheva, City Manager
Jason Alcalá, City Attorney

Mathew Fuzie, LARPD General Manager

Chris Van Schaack, LVJUSD Superintendent

Guests / Agenda Distribution:

Dr. Dyrrell Foster, President
Las Positas College

THE PUBLIC IS WELCOME TO ATTEND

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (CODIFIED AT 42 UNITED STATES CODE SECTION 12101 AND 28 CODE OF FEDERAL REGULATIONS PART 35), AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE CITY OF LIVERMORE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY, AGE OR SEXUAL ORIENTATION IN THE PROVISION OF ANY SERVICES, PROGRAMS, OR ACTIVITIES. TO ARRANGE AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CONTACT THE ADA COORDINATOR AT ADACOORDINATOR@LIVERMORECA.GOV OR CALL (925) 960-4170 (VOICE) OR (925) 960-4104 (TDD) AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING.