



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, NOVEMBER 8, 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 AGENDA (Motion)

3.1 BOARD MINUTES

3.1.1 Regular Board Meeting on September 27, 2023

3.1.2 Regular Board Meeting on October 25, 2023

3.2 COMMUNICATIONS

3.2.1 General Manager’s Monthly Update to the Board on Issues and Projects –
November 2023

4. CONSENT AGENDA RESOLUTIONS

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

4.2 Resolution No. _____, approving a District Values Statement.

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 **BOARD MEETING SCHEDULE**

The Board will review and discuss any changes it wishes to make to the time and place of Board meetings, and give direction to staff for the preparation of the Meeting Schedule for 2024 to be adopted during the Annual Organizational Meeting in December. (Motion)

5.2 **CHANGE TO AGENDA ITEM TOPIC**

The Board will discuss a potential change on the agenda item currently listed as “Matters Initiated” and consider replacing the section with a newly titled segment for future agendas. (Motion)

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
Recreation and Park District
An independent special district

REGULAR MEETING of the BOARD OF DIRECTORS

DRAFT MINUTES

WEDNESDAY, SEPTEMBER 27, 2023

5:00 P.M.

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

DIRECTORS ABSENT: Vice Chair David Furst

STAFF MEMBERS PRESENT: Mathew Fuzie, Jeffrey Schneider, Jill Kirk,
David Weisgerber, Linda VanBuskirk

DISTRICT COUNSEL: Gary Bell, Esq. with Colantuono, Highsmith & Whatley, PC

OTHERS PRESENT: None

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

Chair Boswell called the meeting to order at 5:03 p.m. All Directors were present, except Director Furst, who was on vacation. Chair Boswell led the Pledge of Allegiance.

2. PUBLIC COMMENT: None.

3. CONSENT ITEMS

3.1 Approval of the Minutes of the Regular Board Meeting on September 13, 2023.

MOTION:

Moved by Director Palajac, seconded by Director Pierpont, approved the Consent Items, by the following roll call vote:

AYES: *Directors Pierpont, Faltings, Palajac, and Chair Boswell (4)*
NOES: *None (0)*
ABSTENTIONS: *None (0)*
ABSENT: *Director Furst (1)*

4. PRESENTATION

4.1 The Board received a presentation on Placer.ai from Community Outreach Supervisor (COS) David Weisgerber.

As referenced in the staff report, this presentation had been delivered to the Facilities Committee at its meeting on August 3, 2023, and the Committee recommended it move forward to the full Board.

COS Weisgerber introduced Placer.ai, a tool that utilizes cell phone data to track park and facility visitors. This addresses the challenge of monitoring park usage, especially in areas lacking specific entrance points. COS Weisgerber clarified that Placer AI collects anonymous latitude and longitude data from devices through opt-in location services in various apps. He addressed privacy concerns and mentioned that only generic data linked to census blocks is obtained, devoid of personally identifiable information.

The Board thanked COS Weisgerber for the report. This presentation was information only, and no Board action was taken.

5. DISCUSSION AND ACTION ITEMS

None.

6. COMMITTEE REPORTS

- a) Director Pierpont reported on his attendance, along with Chair Boswel, at the September 18, 2023 Finance Committee meeting. The committee agenda was included in the Board agenda packet.
- b) Director Pierpont reported on his attendance at the September 19, 2023 Livermore Downtown, Inc. (LDI) meeting. He mentioned the LDI has been working hard to further its events for fall such as the Witches Night Out on October 4th, Kidz Town Halloween Hay Day on October 28th, and discussions about the upcoming holiday parade events. There was some group discussion regarding LDI's rental of the Carnegie Building, the initial vision for the Carnegie Building to become a welcome center for the state, and whether that vision is no longer being considered. The concern is the need for a place for LDI, which works closely with the City. The property is owned by the City, managed by LARPD, and while LDI is content with its current setup, it may not be fair to LARPD.
- c) Director Palajac reported her attendance at the September 18, 2023 Alameda County Agricultural Subcommittee for Trails meeting. The main topic discussed was that the Department of Water Resources is going to give a tour of the South Bay Aqueduct on October 6, 2023. Unfortunately, both Directors Palajac and Furst will be out of the country, so LARPD will not be represented during that tour. She will find out what the results of the tour were.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

- a) Director Palajac reported on a recent event where several board members, including Director Furst and Director Faltings, along with GM Fuzie and Parks and Facilities Manager Fred Haldeman, attended the grand opening of the new monkey bars at Robertson Park. During the event, they had the opportunity to meet Avery Kohn and her family, including her parents, grandparents, siblings, and friends. Avery Kohn impressed everyone with her eloquence, and she even expressed her aspiration to become the president one day.

As a follow-up to the event, a press release was provided to the Independent newspaper. Director Faltings expressed gratitude to the LARPD staff for their

contributions and noted that photos from the event were promptly shared on social media, contributing to LARPD's positive public image.

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

GM Fuzie made the following announcements:

- a) Next Monday LARPD will have its first discussion with the consultant who is performing the review of the MSR survey. Your General Counsel will be on that call as well. This will be a one-hour session to discuss the survey that we completed.
- b) Last Friday, GM Fuzie participated in a phone conversation with CAPRI and the attorney assigned to the aquatic incident on the 4th of July at May Nissen. LARPD has only received a letter stating that the family has retained an attorney to look into it. We are in the process of gathering pertinent information.

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

District Counsel Gary Bell announced that the LARPD Board of Directors would be convening into Closed Session to discuss the item listed at 10.1 on the agenda. Open Session was adjourned at 5:59 p.m.

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

The Board of Directors returned from Closed Session at 6:22 p.m. and Chair Boswell announced that there was no reportable action. Chair Boswell then adjourned the meeting without vote and by unanimous consent at 6:22 p.m.

12. ADJOURNMENT: The meeting was adjourned at 6:22 p.m.

APPROVED,

James Boswell
Chair, Board of Directors

ATTEST:

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

/Lvb



Livermore Area
Recreation and Park District
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REGULAR MEETING of the BOARD OF DIRECTORS

DRAFT MINUTES

WEDNESDAY, OCTOBER 25, 2023

5:00 P.M.

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

DIRECTORS ABSENT: Director Maryalice Summers Faltings

STAFF MEMBERS PRESENT: Mathew Fuzie, Jill Kirk, Linda VanBuskirk, Pamela Healy

DISTRICT COUNSEL: Gary Bell, Esq., with Colantuono, Highsmith and Whatley, PC

OTHERS PRESENT: None

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

Chair Boswell called the meeting to order at 5:00 p.m. All Directors were present, except Director Maryalice Summers Faltings, who was absent. Chair Boswell led the Pledge of Allegiance.

2. **PUBLIC COMMENT:** None. [General Manager (GM) Fuzie noted, he has been informed that Members of the Arts community plan to attend a future meeting].

3. CONSENT ITEMS:

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 – October 2023

MOTION:

Moved by Director Furst, seconded by Director Palajac, approved the Consent Items, by the following roll call vote:

AYES: *Directors Pierpont, Palajac, Furst, Boswell (4)*

NOES: *None (0)*

ABSTENTIONS: *None (0)*

ABSENT: *Director Faltings (1)*

4. PRESENTATION:

In the interest of time, and the absence of Director Faltings, Chair Boswell pulled this item “2023 Summer Recap” from the agenda, to be continued to the next Board meeting.

5. DISCUSSION AND ACTION ITEMS:

It was noted at the outset that the Board “agreed in principle” to these items at a previous meeting (however, no vote was taken).

5.1 DISTRICT MISSION STATEMENT

The Board approved a revised District Mission Statement. Board members present had no comments on this item.

Moved by Director Palajac, seconded by Director Pierpont, approved, and adopted Resolution No. 2796, approving a revised District Mission Statement.

AYES: Directors Furst, Pierpont, Palajac, and Chair Boswell (4)
NOES: None (0)
ABSTENTIONS: None (0)
ABSENT: Director Faltings (1)

5.2 DISTRICT VISION STATEMENT

The Board discussed and approved a revised District Vision Statement. A revision was suggested on page 2, Attachment A, Proposed Vision Statement. Board members agreed with this suggestion and the following revision was made:

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

Moved by Director Pierpont, seconded by Director Furst, approved, and adopted Resolution No. 2797, approving a revised District Vision Statement as amended.

AYES: Directors Palajac, Furst, Pierpont and Chair Boswell (4)
NOES: None (0)
ABSTENTIONS: None (0)
ABSENT: Director Faltings (1)

5.3 DISTRICT VALUES STATEMENT

Board Members discussed the proposed District Values Statement at length and made several suggested edits. The District Values Statement was deferred to the next Regular Board Meeting on November 8th to review suggested amendments on the Consent Agenda.

Suggested amendments are as follows:

“In our actions and decisions, we prioritize:

Integrity: ~~Servicing the public is the reason we exist~~ The District exists to serve the public. ~~Therefore it is critical that we have~~ Integrity is critical in guiding our actions and decisions with unwavering honesty, transparency, and ethical behavior.

Diversity: ~~Diversity is a cherished value in the District~~ We value diversity. 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 Area Recreation and Park District's 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~~ We address challenges with a focus on continuous improvement. Flexibility is essential to address the evolving needs of our service area. ~~This includes~~ including 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 the Livermore Area Recreation and Park District's service area. 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.”

Action: This item will be brought back to the next Regular Board Meeting on November 8th to review suggested amendments on the Consent Agenda.

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

Board Member discussion ensued as to whether or not there should be some kind of term limit placed on the next election ballot, and if doing so would result in additional costs. GM Fuzie will confirm cost information.

Legal Counsel Gary Bell informed the Board that tonight, the policy, and what it will include, may be discussed and revised, but it will require further action at a later date to put this item on the ballot. He noted, term limits take at least two different forms: an overall cap on the total number of terms, or a cap on the number of successive terms. He added, 114 days prior to the election, the District needs to be ready if we want to add this to next year's ballot.

Board Members agreed on the need to gather more data as to what the public wants (including sharing this idea on social media to gather public feedback), to approve the revisions to the policy tonight and at a future meeting, determine any further action desired.

Moved by Director Palajac, seconded by Director Furst, approved, and adopted Resolution No. 2798, approving revisions to Board Policy 4025: Term of Office: Member, Board of Directors.

AYES: Directors Pierpont, Furst, Palajac and Chair Boswell (4)
NOES: None (0)
ABSTENTIONS: None (0)
ABSENT: Director Faltings (1)

5.5 AMENDMENT TO BOARD POLICY NO 5020: BOARD MEETING AGENDA

The Board reviewed and considered approving revisions to Board Policy 5020: Board Meeting Agenda.

Questions/Comments:

- Director Palajac asked legal counsel for clarification on his comments as shown on the revised policy.
- Director Boswell commented, the policy as written was already fine, except there is a need to allow Directors to add to the agenda in a timely fashion.
- Director Furst expressed that he strongly disagreed with the verbiage “if the General Manager approves” and would like to strike that language. He added, he would like the Chair to have final approval of the agenda and can discuss it with the GM.
- Director Pierpont indicated he appreciated the GM providing this to legal counsel without the background, for an unbiased analysis. The existing policy has functioned based on respect and deference towards others. He agreed, the Chair should be able to review and have final approval. He suggested it would be better to have a mechanism for Board Members to add an agenda item.
- Chair Boswell agreed with Director Furst and Director Pierpont.
- GM Fuzie commented that he agreed as well but needs direction from the Board in order to direct staff.

Action: This draft will be further revised and reviewed with legal counsel and this item will be brought back to the next meeting as a consent item.

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

The Board reviewed and approved revisions to Board Policy 5070: Rules of Order for Board and Committee Meetings.

Questions/Comments:

- Will a change to Rosenberg’s Rules of Order affect any of our existing policies? Legal Counsel *Gary Bell commented, no, a change to Rosenberg’s Rules of Order should not affect other policies.*
- Director Furst commented, Board members need to follow the “Sequence When Considering an Agenda Item”, as outlined in #2 in this policy.

- Board Members requested to remove item 5 “Secondary Motions” (blue highlighted section in the draft) from the policy. The draft policy was approved with this change.

Moved by Director Palajac, seconded by Director Pierpont, approved, and adopted Resolution No. 2799, approving revisions as amended to Board Policy 5070: Rules of Order for Board and Committee Meetings.

AYES: Directors Furst, Pierpont, Palajac, and Chair Boswell (4)
NOES: None (0)
ABSTENTIONS: None (0)
ABSENT: Director Faltings (1)

5.7 AMENDMENT TO BOARD POLICY NO 5030: BOARD MEETING PROCEDURE

The Board reviewed and approved revisions to Board Policy 5030: Board Meeting Procedure.

Director Furst asked legal counsel for clarification of item 3b. Legal Counsel Gary Bell confirmed the item is okay as written, however, after further discussion, Board Member consensus was to change the word “boisterous” in item 3b to “disruptive” and the policy revision was approved with this change.

Moved by Director Furst, seconded by Director Pierpont, approved, and adopted Resolution No. 2800, approving revisions as amended to Board Policy 5030: Board Meeting Procedure.

AYES: Directors Palajac, Pierpont, Furst and Chair Boswell (4)
NOES: None (0)
ABSTENTIONS: None (0)
ABSENT: Director Faltings (1)

6. COMMITTEE REPORTS:

- a) Director Pierpont reported on his attendance at the October 10, 2023 Program Committee meeting. The Committee agenda was included in the Board agenda packet.
- b) Director Palajac requested and was provided with a brief update on the community gardens at the Arroyo Mocho, as she was not in attendance at the October 8th Program Committee meeting.
- c) Chair Boswell reported on his attendance at the October 12, 2023 Intergovernmental meeting. The Bond issue was discussed and is still being reviewed.
- d) Chair Boswell reported on his attendance at the October 10, 2023 Personnel Committee meeting. The Committee agenda was included in the Board agenda packet.
- e) Director Furst was not in attendance for the October 4, 2023 Livermore Cultural Arts Council (LCAC) meeting and Chamber of Commerce Business Alliance meeting as he was on vacation.
- f) Director Pierpont reported on his attendance at the at the October 2, 2023 LARPD Foundation meeting. The Foundation agenda was included in the Board agenda packet. The main discussion was focused on Wine Down in the Grove.

- g) Director Pierpont reported on his attendance at the October 17, 2023 Livermore Downtown, Inc. meeting. The meeting focused on the draft of the General Plan.
- h) Director Palajac did not attend the October 16, 2023 Alameda County Agricultural Subcommittee for Trails, as she was on vacation.
- i) Director Pierpont reported on his attendance at the October 25, 2023 Visit Tri-Valley Destination Strategic Planning Steering Committee meeting. The Steering Committee's draft plan is to be finalized; he will share a link to the final version when available.

7. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS:

None.

8. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER:

GM Fuzie made the following announcements:

- a) He attended the first CARPD in person meeting in Sacramento last week. He believes we will see more action from CARPD.
- b) With the impending departure of our Business Services Manager, we do not foresee any disruptions in our deliverables.
- c) We received all packets for our legal services RFP. Packets will be provided to our subcommittee tonight. The review process and timeline are included in the packet.

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

District Counsel Gary Bell announced that the LARPD Board of Directors would be convening into Closed Session to discuss the item listed at 10.1 on the agenda. Open Session was adjourned at 6:55 p.m.

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:

The Board returned from closed session at 7:46 p.m. and Chair Boswell announced that there was no reportable action. Chair Boswell then adjourned the meeting at 7:47 p.m. without vote and by unanimous consent.

12. ADJOURNMENT: The meeting was adjourned at 7:47 p.m.

APPROVED,

James Boswell
Chair, Board of Directors

ATTEST:

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

/lvb/ph



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

In the month of October, our staff members were highly engaged. The main theme for the month was Halloween, and many of our offices embraced the theme by decorating them accordingly. We organized a variety of activities, such as an All-Hands meeting, the Scary Sycamore event, and, of course, our preschool parade at RLCC on the 31st.

Additionally, we experienced a transition to much colder weather and shorter daylight hours which fundamentally changes our operations in many ways. In terms of audits, we successfully navigated this year's audit, which will be presented in January. Furthermore, we have completed an audit of the Covid Relief funds we received from the State of California in 2021.

Our General Manager and staff members have actively provided input to the City of Livermore for the General Plan update. Once the General Plan for the City of Livermore is finalized, we will move forward with the Parks Master Plan, which will complement the General Plan and the Nexus Study. This initiative aims to establish a long-term strategy for funding for park development.

The demolition of the Ledford House at Sycamore Grove is near completion, and the next phase involves conducting a comprehensive topographic mapping of the area. This mapping is critical for planning the construction of the amphitheater.

BOARD OF DIRECTORS:

In October, Board members attended one regular board meeting, plus three standing committee meetings. Additionally, Directors participated in meetings at the following:

- LARPD Foundation
- Livermore Downtown, Inc.
- Visit Tri-Valley Destination Strategic Planning Steering Committee

Board actions for the month included:

- Resolution No. 2796 approving a revised District Mission Statement;
- Resolution No. 2797 approving a revised District Vision Statement;
- Resolution No. 2798 approving revisions to Board Policy 4025: Term of Office: Member, Board of Directors;
- Resolution No. 2799 approving revisions to Board Policy 5070: Rules of Order for Board and committee Meetings; and
- Resolution No. 2800 approving revisions, as amended, to Board Policy 5030: Board Meeting Agenda.
- A subcommittee of the Board will evaluate proposals received in response to its Request for Proposals for Professional Legal Services.

HUMAN RESOURCES:

Fall is in the air at LARPD.

On Friday October 27th the GM gave a state of the District update at the ALL-HANDS MEETING. Employees were encouraged to come in costume and participate in a costume contest and other Halloween inspired activities.

Human Resources by the Numbers

Total head count: 106 continuing employees, 217 casuals

- 2 new hires
- 3 terms

Recruitments:

- Park Ranger: 2 hires (one internal and one external) 31 Total Applicants
- Park Maintenance Tech I (one external hire) 73 Applicants
- Field Supervisor: 2 hires (both internal) 17 Total Applicants
- Two employees moved to part time benefited.

Open Enrollment Planning:

HR is gearing up for open enrollment which will be held the last week of November and the first week of December. We are testing Kronos and updating materials in preparation for open enrollment.

We had a positive response to opening up the 457 plan to all employees. HR is very happy to have more of our employees preparing for their futures.

Ongoing Implementations and Projects:

- Cornerstone (Learning Management System) – We have made good progress with the Create Tool, which is a SCORM based tool within Cornerstone that allows us to make/record our own training. We completed a 22-minute new hire orientation training

geared towards our casual employees and are in the process of testing auto-assignment of new hire training.

- Total Compensation Study – All benchmark positions and comparator agencies have been decided upon. Koff & Associates have started their research, and we should have basic salary comparisons by the end of November. Benefit comparisons will follow.
- UKG/Kronos (HR Information System) – Benefited new hires can now complete their initial benefits enrollment process online through UKG/Kronos, which means less paperwork for all parties and a faster input process for HR.

FINANCE:

1. Preliminary financial results through the month of September 2023 are as follows:

Total revenues through September are 6% better than budget at \$2.893 million. Salary and benefits expenses are 1% better than budget at \$3.63 million, and services and supplies expense are right on budget at \$2.4 million. Operating Capital currently appears very favorable, but this is due to timing on a few projects that were budgeted but have not yet commenced (Christensen roof, interior remodeling at two ESS sites). As a result, the bottom line for FY23-24 through September is \$537k better than budget.

2. The District's audit partner, James Marta & Company, were on site for their FY22-23 year-end audit fieldwork on October 9-10. Staff prepared the requested documentation ahead of time and the visit went smoothly. Due to the availability of our audit partner, we are unable to schedule the Board audit presentation prior to the end of the calendar year. Presentation to the Finance Committee is tentatively scheduled for January 22, 2024, with Board presentation and approval set for January 31, 2024.
3. Staff have begun work on budget models in preparation of the FY23-24 mid-year budget process, which is set to kick off in late January and conclude with a Board workshop in early March.
4. With the departure of the Business Services Manager to an outside opportunity, Finance Staff will be reporting directly to the General Manager.

COMMUNITY SERVICES:

Youth Services:

The Preschool children and families paid a visit to Joan's Pumpkin Patch this month. This is such a fun trip for the families and kids. They played on the mazes, bouncy houses, and huge slides. Parents got to know each other in a fun and friendly environment while they watched their little kids have a blast. They all went away with a small pumpkin at the end of the trip. All classes are deep into numbers, letters, colors, and, of course, the fall season. Overall, all classes are full, and the children are thriving.

Extended Student Services – ESS enrollment is growing and staffing has increased a little as well. All programs have planned fun Halloween events and parades, and we made it through two

weeks of early release days due to the school parent-teacher conferences. So happy they are over! Staff are planning for fall curriculum and Holiday events at their programs.

Aquatics:

	Purchased		Usage
Lap Swim			
Lap Swim Light	18		106
Lap Swim Senior Light	30		196
Lap Swim Unlimited	7		51
Lap Swim Senior Unlimited	18		223
Adult Drop In	268		268
Senior Drop-in	359		359
Lap Swim Totals	700		1203
Water Exercise			
Water Ex Light	1		5
Water Ex Senior Light	10		69
Water Ex Unlimited	0		0
Water Ex Senior Unlimited	12		151
Water Ex Adult Drop-in	15		15
Water Ex Senior Drop-in	50		50
Water Exercise Total	88		290
Swim Team			
LAC	300		
Masters	50		
Swim Team Total	350		

Community Outreach:

Our recent October press release promoted additional community support scholarship funds available for fall programs through the LARPD Foundation. The team also participated in two tabling events this month, including the Livermore High School job and volunteer fair on October 10 and the CAPE Head Start Community Resources fair at Almond Ave Elementary School on October 11. We shared current and upcoming volunteer opportunities and information about the Community Support Scholarship Program.

Additionally, email communication, social media, Peach Jar, and www.larpd.org continued to connect the community with our programs. Throughout the month, the team sent 23,390 emails with a 67% open rate (37% industry average). Across our social media accounts, 110 posts were shared, generating 102K impressions. Highlights included images from the controlled burn at Sycamore Grove, open space volunteer days, and a visit from the LPFD to Rancho ESS. On www.larpd.org, October page views were 101k, 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:

September Meals:

Senior Meal Program: 601 meals served to 73 seniors

Hot Meal Program: 4,007 meals served

Information Technology:

The Ranger Station network connectivity was upgraded this month through AT&T to help support the innovative programs and environmental education the Open Space team is working on throughout the District.

Volunteer Program:

LARPD volunteers were busy this month with a series of Halloween-related programs, including Sycamore Scares, Jr. Lifeguards at the Pumpkin Patch and Splash, and Boo Bash. Additionally, volunteers continued monthly workdays at Sycamore Grove, removing invasive plants and working in the Native Gardens.

Upcoming Key Dates/Events:

One-Day Halloween Camp: Wednesday, Nov 1. 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](#)

Controlled Burn at Sycamore Grove: Friday, November 3. The Livermore-Pleasanton Fire Department (LPFD) announced that live fire training will occur on November 3rd at Sycamore Grove Park in Livermore. Participants will include LPFD, CAL FIRE, and Alameda County personnel. Sycamore Grove Park will be closed during this exercise. [MORE INFO](#)

Brushy Peak Adventure: Saturday, November 4. Explore the magical parkland known as Brushy Peak Regional Preserve, including exploration of unique sandstone rock formations, an introduction to the Native Ohlone, Bay Miwok, and Delta Yokuts cultures associated with the site, and an opportunity to view the plants and animals that live or visit this area. [MORE INFO](#)

Riders in the Sky at the Bankhead (50+): Sunday, November 5. Grand Ole Opry's regular "Riders in the Sky" makes a memorable return to the Bankhead Theater! This legendary Western music & comedy quartet has entertained live audiences for over 40 years with its unique blend of cowboy songs, hilarious jokes, and impressive musicianship. [MORE INFO](#)

Golden Circle Craft Boutique: November 7 and 8, 9 am – 4 pm. The Golden Circle, a senior craft group, works year-round, creating hand-crafted items, including crochet and knit baby items, scarves, mittens, totes, hats, and more to raise funds for local charities. [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](#)

Olives and Poinsettias (50+ Pop-Up Trip): Friday, November 15. Get ready for the holidays by picking up great hostess gifts, stocking stuffers, and gifts on our traditional motorcoach tour to Modesto! [MORE INFO](#)

Kids Night Out: Visit from a Ranger: 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](#)

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](#)

Senior Services:

Classes:

October fitness programs and classes aren't slowing down, even with the spooky season upon us! Gentle Strength, Balance, and Flexibility grew again with 28 students, and its counterpart, Chair Strength, Balance, and Flexibility is averaging 8 students still. Our line dancing classes are averaging 12 students once again, while our Yoga for Self-Care class had 5 students! Offered twice a year, once in the Fall and once in the Spring, How to Write a Book in Six Weeks had 9 registered on Zoom. Finally, 3-D Greeting Cards had nine registered. Zumba and Tai Chi are in the middle of sessions and show good with extra drop-ins attending throughout! The drop-in programs of Walking with Purpose, Billiards, Bridge, and Mah Jong are doing well. Our free seminar Medicare and the Annual Enrollment for 2024 changes, had 15 registered, taking advantage of the resources that Legal Assistance for Seniors has to offer.

Trips:

On Friday, October 6th, 105 local Seniors embarked on the trip to San Francisco for the Hornblower Fleet Week Cruise and air show. Our guests were treated to an endless buffet lunch complete with DJ, dancing, and views of the Blue Angels as they performed intricate maneuvers over the Bay.

Activities:

October 5th was the day to walk with the ghosts of Pleasanton with our hosts from the Museum on Main. A group of 15 people were treated to a mysterious walk-in downtown Pleasanton, hoping to glimpse the unknown.

The Mystery Movie is going strong, with 20 participants each month. This month, movie-goers viewed "Golda," with lots of discussion to follow. Check out our social media pages to view the fun at LARPD.ORG.

Movie Madness in our Vintage Lounge brought in a full-capacity crowd on October 2nd with lots of laughter as they watched "A Fish Called Wanda". Our movie buffs continue to enjoy the time and encourage friends to join them in this friendly social experience.

24 Seniors were delighted to partake in the Fall Décor Craft making session on October 17th. The Fall-themed wall or door hanging craft had many facets of creativity using paint and glue guns. As usual, the dessert was a fabulous finish!

To finish the month, Heritage Guild member Susan Canfield guided a capacity group of history-thirsty Seniors to learn about the intriguing neighborhood known as Trevarno Road on October 27th.

Pictures from our trips and activities are on LARPD's social media outlets.

Open Space:

October is always a special time of year out in Open Space.

This October, we began doing our Ravenswood program to start off the school year.

Rangers joined with LPD and members of the community to celebrate Unity Day and walked about a mile together through the park. A great time was had by all participants.

This year we were able to put on our beloved Sycamore Scares at Ravenswood. Costumed Kiddos and their parents arrived at our three showings. We provided plenty of screams, scares and bags of candy for the children of Livermore.

The toddlers of Livermore continued learning about nature in Open Space's Sprouts program.

Open Space Rangers were invited to partake in Trunk or Treat at the Livermore Police Station this year. We decorated a vehicle, bought animal ambassadors, and handed out candy. Hundreds of children stopped by and visited our new animal ambassador, Linguini.

Sycamore Science Camp continued this month with kids going on hikes and being taught by our amazing interpreters about the ins and outs of our breathtaking park.

The Ledford house was destroyed this month. A beehive was found during the demolition and we had it removed from the rubble by a professional bee removal expert.

The trail undermined by the storms early in the year was repaired. Now, the entire paved path is back to the way it was.

Rangers continued ESS and ELOP programs this month. Reaching many Livermore youth.

As 2023 winds down toward its end, Open Space staff look forward to ending the year with our best events and programs yet.

October 2023 Open Space Programs	# of programs	# Participants (TOTAL)
Open Space School Program	14	308
ELOP	4	120
Ranger Programs	8	133
Sycamore Science Camp (ages 4-9)	12	75
Jr. Rangers (ages 9-12)	7	41
Ranger Explorers	1	7
Volunteer Programs	1	25
Hoot Owl	4	80

Sprouts	2	26
Special Events	2	12
October Totals	62	2225

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	6	60
Ravenswood	Wedding Rehearsals	3	3
Ravenswood/RLCC	Facility Rental Tours	15	15
Ravenswood	Photo Permits	6	12
RLCC	Facility Rentals	11	100
RLCC	On-going Rentals	1	14
Total Facility Rentals for the Month:		51	204

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/Tu	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

- 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, Thursday, Friday	30 minutes	2 hours
CPR/First Aid Review	Setup & Takedown	1	Friday	30 minutes	1 hour
3-D Greeting Cards	Setup & Takedown	1	Friday	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
Medicare and annual enrollment changes	Setup & Takedown	1	Thursday	30 minutes	1 hour
Natural Resource online training	Setup & Takedown	1	Thursday	30 minutes	30 minutes

LARPD Board Meetings	Setup & Takedown	2	Wednesday	30 minutes	30 minutes
HR Meetings - All Hands	Setup & Takedown	2	Friday	1 hour	1 hour
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
Meet and Great the Artist	Setup & Takedown	1	Wednesday	30 minutes	30 minutes
Fall Décor Crafting	Setup & Takedown	1	Tuesday	30 minutes	1 hour

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

Program/Camp	Monthly Registration
Livermore Ballet School – 9 classes	88
Halloween Theater Workshop	10
Cooking with Kids Foundation – Halloween Spook-tacular	12
Total Registered:	110

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 continue with warm-up clinics and scrimmages, Phantom Lacrosse, and Cavaliers Rugby.

Windmill City FC Semi-Pro adult soccer league rents at Cayetano Park three days a week with an occasional game on Saturday evenings.

Fusion's Ghouls & Goals Tournament was held at Robertson and Cayetano Park October 28/29 with 52 teams, at an average of 13 kids per team + coaches and spectators. A girls' softball tournament was held at Ernie Rodrigues.

Tri-Valley Pickleball Club is renting all eight May Nissen courts for a two-day Club Championship tournament on October 28/29.

Additional potential picnic sites are being identified for 2024.

Park Location	Total Rentals	Total Rental Hours
Robertson Park	108	417
Cayetano	43	112
Ernie Rodrigues	32	349
Robert Livermore	94	240
Christensen	13	29

Max Baer	17	35
Independence	18	92
Altamont Creek	5	21
Bill Payne	28	180
Hagemann	16	32
May Nissen Pickleball Courts	36	172
Gymnasium	134	303
Total:	544	1982

Picnic Locations	Total Number of Rentals	Total Number of Attendees
May Nissen (main site)	9	450
May Nissen (tennis court)	9	315
May Nissen (library)	6	150
Big Trees	9	325
Hagemann	0	0
Independence	1	35
Robertson Park Pole Barn	0	0
Cayetano	1	55
Robert Livermore	1	50
Total:	36	1,380

Sports & Fitness Programs and Classes:

Programming continued to increase with LARPD led basketball league and the beginning of cheerleading. Staff offered a one-day no-school camp when LVJUSD was closed for a teacher workday on October 6th.

There are 100 families enrolled to attend our NEW! Boo Bash is a family-friendly Halloween event that will include a costume contest, Boo-it-yourself crafts, carnival games, and the not-so-haunted house for all ages. This event will be led by LARPD staff and held on 10/28.

This year is a holiday favorite, the Preschool trick-or-treat parade. Coordinated by the Sports team, both the community building, and recreation building have been decorated. They will dress up for Halloween and welcome preschoolers as they trick-or-treat through the offices.

We welcomed Club VIP volleyball back with classes at three levels offered two days a week.

Adult softball Fall league championships are this month; 27 teams have participated in the league.

Sports staff added cooking classes and cheer programming to 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	17
Arora Tennis	91
Skyhawks Sports	22

Wee Hoops Basketball	9
Youth/Adult Karate	26
Youth/Adult Hip Hop	16
Adult Yoga	44
LARPD Adult Softball	435
Pickleball Introduction (adult)	13
Drop In Pickleball	365
Club VIP Volleyball	37
Boo Bash	100
Cheerleading	22
Total Participants Served:	1390

FACILITIES AND PARK MAINTENANCE:

October was a busy month for Facilities. Multiple construction and maintenance projects were/are in progress throughout the District.

At Altamont Creek, the poured-in-place (PIP) surface of the playground was damaged from vandalism. Steve Sommers and Ken Moniz made repairs and re-sealed the entire playground.



Altamont Creek PIP Before Repair



Altamont Creek PIP After Repair

Whether from vandalism or simply age, playground equipment sometimes needs to be repaired or replaced. This month a portion of the playground slide at Marlin Pound Park was replaced, as well as the entire slide at Karl Wente Park.



Karl Wente Park Slide Replacement

Earlier in the year, staff ordered a replacement aquatics scoreboard for the RLCC. We received the new scoreboard this month and preparations are being made to complete the installation. The maintenance team is shown in this image removing the old scoreboard. This done, new steel crossmembers will be welding in place to support the new scoreboard. We will see the completed installation next month after added electrical circuits and supports are in place.



Scoreboard Removal

Big things are in the works at Sycamore Grove. In preparation for a proposed amphitheater at the reservation area, demolition and removal of old structures must first be completed. Contractors began the demolition of the dilapidated structure commonly known as the "Ledford House" on October 24th. The work is expected to be completed within the week.



Ledford House Demolition

October also saw the last of the storm damaged trails repaired. The culvert crossing inside Sycamore Grove, near the Wetmore entrance was severely damaged by last year's storms and the heavy release of water from Del Valle. Fondly named "waterfall trail", due to the water flowing over the trail during heavy rain, this trail is one primary arteries through the park. Repairs were completed mid-October, and the trail was re-opened.



Completed Trail Repairs

Many other projects are keeping the Facilities team busy along with these larger projects. These projects include:

- Installation of owl boxes at Marlin Pound Park.
- Fence and gate repairs.
- Concrete sidewalk repairs.
- Synthetic field grooming.
- Monument sign repair.
- New lighting at Ravenswood.
- Fire sprinkler testing and inspection.
- Security camera installation at the RLCC.
- HVAC maintenance and repairs.
- Plumbing repairs.
- Graffiti removal.
- And much, much more.

Parks Maintenance:

In October, the parks department focused on improving tree health by using mulch and soil enhancements. The Buena Vista Tree Company conducted safety inspections and pruning in various locations throughout the district.

To conserve resources, watering schedules were adjusted, reducing usage by 50%, and controllers in some neighborhood parks were temporarily paused.

The sports field maintenance program included activities like aeration, overseeding, and top dressing. Park Staff also did light pruning around tree wells, cleaned up fence lines, and applied controlled herbicides.

Detailed preparations were made at Robertson Park Sports for events, including parking lot stripping.

In the interest of public safety and compliance, 27 backflows were thoroughly tested and to increase safety and enjoyment in tot lots, engineered wood fiber has been introduced to seven parks so far this year.

Some setbacks were experienced with large area mowers, the chipper, and the V09 dump truck. Currently, the district's mechanic has temporarily addressed the hydraulic leak in the John Deere tractor.

*LIGHT FIELD MAINTENANCE

ENGINEERED WOOD FIBER	PRUNING	MULCH	AERATING/SEEDING	FIELD RENOVATION	HERBICIDE
Altamont Creek	RLCC	Cayetano	Robertson	El Padro	Maitland Henry
Christensen	Independence	Almond	Altamont Creek		Al Caffodio
Maitland Henry	Christensen	Vista Meadows	Christensen		Pleasure Island
Ralph Wattenburger		RLCC	Independence		Hagemann
Robertson			Sunset		Livermore Downs
Summit			Bill Payne		
Tex Spruiell					

HERBICIDE TOTALS: 79 GALLONS

GRAFFITI/VANDALISM HOURS: 12.75

IRRIGATION REPAIRS:

HEADS	VALVES	LATERALS	MAINLINE	SHUTOFF
74	5	6	8	2

Tree Health Improvement Plan: Mulching tree wells via soil amendments for all trees.



Mechanic's Shop:

Vehicle service and repairs:

- V50- 4 tire replacement
- V28- Service/ Inspection
- 238FGZ- 2 tires replacement
- V47- relocated GeoTab, replaced (3) clearance lights- replaced mud flaps
- 238FHC- TPMS lights on, replaced L/R tire sensor, mounters and balanced 4 tires
- V30- Service/ Inspection

Mower and tractor services and repairs:

- E080- Battery loose, repaired battery hold down
- E078- Tines will not move, replaced Hyd. Lift cylinder
- E056- light in-op, rewired trailer, replaced (2) trailer lights
- E066- L/R wheel bent, replaced wheel- installed a new tire
- E079- Bucket tilt in-op repaired tilt arm

- E016-replaced drive shaft cover
- E053-Service/ Inspection replaced all deck belt

Additional tasks performed:

- Shop maint.
- Parts ordering and pick up
- Parts Inventory
- Weekly and monthly reports
- Road Call –E080, E078

Trails Update:

All trail repairs in Sycamore Grove and Arroyo Mocho related to the 2023 Winter storms have been completed.

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: November 8, 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 redlined version with suggested revisions from 10/25/23

Draft Board Policy 5020 clean version

Draft Board Resolution

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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. The Chair reviews and has final approval 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.
- ~~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

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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~~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.

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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. The Chair reviews and has final approval 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.
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.

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. 28xx

**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 8th day of November, 2023 by the following roll call vote:

AYES: *Directors* ()

NOES:

ABSTENTIONS:

ABSENT:

Approved this 8th day of November, 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: November 8, 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 six 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
October 25, 2023	Regular Board Meeting

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 were approved during the Regular Board Meeting of October 25, 2023) 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

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ATTACHMENT A
PROPOSED VALUES

Proposed District Values:

“In our actions and decisions, we prioritize:

Integrity: ~~The District exists to serve the public. Servicing the public is the reason we exist. Therefore,~~ **Integrity** it is critical ~~that we have integrity to guide~~ ing our actions and decisions with unwavering honesty, transparency, and ethical behavior.

Diversity: ~~We value 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~~ **Area Recreation and Park District's** 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. ~~We address 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 including es~~ 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 ~~the~~ Livermore **Area Recreation and Park District's service area**. 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. 28XX

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 8th day of November, 2023 by the following roll call vote:

AYES: *Directors* ()

NOES:

ABSTENTIONS:

ABSENT:

Approved this 8th day of November, 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
An independent special district

Livermore Area Recreation and Park District

DRAFT 2024 Board Meeting Schedule (to be adopted December 13, 2023)

The Board meets the second and last **Wednesday** of each month, except in November and December. Meetings are held in the Sycamore Room at the Robert Livermore Community Center, 4444 East Ave., Livermore (*exceptions are noted).

<u>Regular Board Meetings</u>	<u>2024</u>
Jan. 10. 5:00 p.m.	July 10. 5:00 p.m. (go dark?)
Jan. 31. 5:00 p.m.	July 31 5:00 p.m. (go dark?)
Feb. 14. 5:00 p.m.	Aug 14. 5:00 p.m.
Feb. 28. 5:00 p.m.	Aug. 28. 5:00 p.m.
March 13. 5:00 p.m.	Sept. 11. 5:00 p.m.
March 27. 5:00 p.m.	Sept. 25. 5:00 p.m.
April 10 5:00 p.m.	Oct. 9. 5:00 p.m.
April 24. 5:00 p.m.	Oct. 30. 5:00 p.m.
May 8. 5:00 p.m.	Nov. 13. 5:00 p.m.
May 29. 5:00 p.m.	Dec. 11 5:00 p.m.
June 12. 5:00 p.m.	
June 26. 5:00 p.m.	

Special Board Meetings

February ?, 2024	Board Retreat (??)	9:00 a.m. or TBD	
March ?, 2024	Budget Workshop	3:00 p.m. or TBD	
May ?, 2024	Budget Workshop	3:00 p.m. or TBD	(any others?)

Public Meetings in Parks

Wed., June 19, 2024	6:00 p.m.	TBD	
Wed., July 17 OR 24, 2024	6:00 p.m.	TBD	(LARPD to go dark in JULY?)
Wed., August 21, 2024	6:00 p.m.	TBD	

COMMITTEES SINCE BOARD MEETING		
OF OCTOBER 25, 2023		
STANDING COMMITTEES		
Date	Committee	Chair & Member
	Program	Faltings/Furst
	Finance	Pierpont/Boswell
11/02	Facilities	Palajac/Furst
	Intergovernmental-LARPD/City/LVJUSD	Boswell/Furst
	Personnel	Boswell/Palajac
AD HOC COMMITTEES		
Date	Committee	Chair & Member
Date	COMMUNITY OUTREACH LIAISON	Member
	Committee	
11/08	Ala. Co. Special Districts Assn.	Boswell/Furst
11/01	Chamber of Commerce Business Alliance	Furst
	Community Gardens	Faltings
11/06	LARPD Foundation	Palajac
	Livermore Cultural Arts Council	Furst
	Livermore Downtown, Inc.	Pierpont
	Ala. Co. Agricultural SubComm. for Trails	Palajac
OTHER		
		AGENDA ITEM NO. 6

LIVERMORE AREA RECREATION AND PARK DISTRICT

FACILITIES COMMITTEE

AGENDA

**Thursday, November 2, 2023
2:30 P.M.**

MEETING LOCATION:

**Sycamore Grove Park Reservable Picnic Area
5035 Arroyo Road, Livermore, California 94550**

*NOTE: In the event of rain, this meeting will be held at:
Robert Livermore Community Center
4444 East Avenue, Livermore, California 94550
West Conference Room*

COMMITTEE CHAIR: PALAJAC
COMMITTEE MEMBER: FURST

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Facilities Committee Meeting held on September 7, 2023
4. Amphitheater Field Trip
5. Best Use of LARPD Facilities
6. May Nissen Swim Center/Feasibility Study (Discussion)
7. Planning for Future Trails and Trail Connectors (Standing Item)
8. CIP Update (Standing Item)
9. Directors' and/or General Manager's Reports or Announcements
10. Adjournment

LARPD FOUNDATION Trustees Meeting
Monday, November 6, 2023 at 7:00 pm
Robert Livermore Community Center
4444 East Ave

AGENDA

1. CALL TO ORDER BY PRESIDENT ROBERTS
2. APPROVAL OF MINUTES – October 2, 2023
3. VOTE ON NEW BOARD TRUSTEE – Ruby Moppin
4. RENEWAL OF BOARD MEMBER TERMS
5. REPORTS / PRESENTATIONS
 - a. Treasurer’s Report and Foundation Accounts, Treasurer Stevulak (Informational)
 - b. LARPD Board Report, Board Liaison Palajac (Informational)
6. DISCUSSION/ACTION ITEMS
 - a. Funding Request: Free Community Event Supporting Magic / Carnival
 - b. Funding Request: Senior Holiday Luncheon
 - c. Funding Match Discussion (Rotary, LARPD):
 - i. Park Communication Boards
 - d. 2024 Wine Down In The Grove – Friday, June 21, 5:30-8 pm
 - i. Committee Assignments
 1. Event Chair (Campbell)
 2. Silent / Live Auction Setup and Display: Dawn Whalen
 3. Food: (Roberts)
 4. Facilities: (Weisgerber)
 5. Event Layout: (Weisgerber)
 6. Volunteers: (Weisgerber)
 7. Sponsorship Recruitment: (Ralph, Campbell, Muela, and Stevulak)
 8. Auction Item procurement: (Ralph, Campbell, Muela, and Stevulak)
 9. Advertising and Social Media: (Kenison)
 10. Tickets/Eventbrite: (Kenison)
 11. Permitting/ABC: (Whalen and Roberts)
 12. Live Auction: (Roberts)
 - ii. Determine Event Timeline
 1. Prioritize sponsor recruitment before end of 2023.

- e. LARPD Foundation Champion Program
- f. Three Valleys Community Foundation (Action)
 - i. Subcommittee Meeting Update
 - ii. Authorization To Transfer Funds to Three Valleys Community Foundation For Deposit

7. MATTERS INITIATED

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Next Meeting: Monday, December 4, 2023
