

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PROGRAM COMMITTEE**

**MINUTES**

**WEDNESDAY, October 19, 2022**

**2:30 PM**

*NOTICE: Coronavirus COVID-19*

*In accordance with the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), as amended by Assembly Bill 361 (2021), the Livermore Area Recreation and Park District Program Committee Members and staff participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated electronically.*

**Committee Members Present:** Jan Palajac, Maryalice Faltings

**Staff Present:** Jill Kirk, Fred Haldeman, Jeffrey Schneider, Pamela Healy, Julie Dreher

**Members of the Public Present:** There were no members of the public present.

1. **Call to Order:** Chair Palajac called the meeting to order at 2:30 p.m.
2. **Public Comment:** There was no public comment. Chair Palajac closed the public comment period.
3. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution No. 2764-b):** Resolution No. 2764-b was approved unanimously.
4. **Approval of the Minutes of the Program Committee on September 21, 2022:** The Minutes from September 21, 2022 were approved unanimously.
5. **Library/LARPD Programs:** Community Services Manager (CSM) Jill Kirk provided the following report:
  - Staff partnered with the Rincon Library to hold a Movie in the Park at May Nissen in September. The movie shown was “Encanto”, and there were 280 participants. The event was very successful.
  - Prior to Covid, ESS participated in the Summer Reading program and may possibly do so again. Additionally, Youth Services Administrator (YSA) Nancy Blair is working with the program director from the library to see if they would like to work with us and the ACES program.
  - Open Space has a big partnership underway with the library as well. Together, they held several events, including:
    - Nature Storytime: the theme was “read beyond the beaten path”. For this event, Open Space staff collaborated with library staff to install a story walk out at Sycamore Grove. They took pages from a storybook, printed them as posters and set them up along the trail throughout the park. Visitors read the story as they walked along Magpie Loop, ending in the Native Garden. We had a total of 210 participants on the walk, which was led by Rangers and Library staff.

- Field trips to Sycamore Grove: Library staff, volunteers and Open Space staff led programming for two weekends over the summer. Programming included: A nature hike with a Ranger, story time with the librarian, nature-themed crafts and “Cuddle with a Snake”. The library also provided snacks and transportation for families who could not otherwise get to Sycamore Grove. We had approximately 60 participants per weekend.
- Spooky Campfire: The program was offered for teens as part of summer reading program, combining storytelling with an outdoor adventure. 25 teens participated. This provided an opportunity for teens to spend time outdoors with their peers.
- Other programs coordinated with the library included: Springtown Nature Nearby at the Springtown Library, and Map and Compass 101 for adults.

**Committee Comments and Questions:**

- Director Faltings suggested that staff submit these programs for awards from State organizations.
- Is having a new library director making a big difference? *Open Space staff has always worked with the library on the Reading Ranger program; we have been reaching out a lot more on our end. Having two dedicated interpreters has really helped us to build on this relationship.*
- The Committee suggested the rest of the Board and the public would enjoy hearing about these things.

**Action:** This was a discussion only and no Committee action was taken.

**6. Facility Rentals Update:** *(Agenda items 6 and 7 are related and were combined for discussion purposes.)*

CSM Kirk shared that she is working with the Facilities staff to review facility rentals, to prepare a comprehensive report for the Board and Committees. She noted the following:

- The review process will begin with an analysis of direct costs vs revenue. For example, staff began to look at large events (i.e., weddings) in Cresta Blanca and basketball tournaments in the Recreation building.
- Examining other factors, such as wear and tear on the building, equipment replacement costs and the District’s “risk factors” (such as costs for damage to the facility): e.g., are current deposits sufficient to recover/address any damage?
- Staff are looking at how to prioritize rentals. This includes a review of who we are serving (Livermore residents/non-residents), whether the rental aligns with our Mission and how to coordinate multiple large event rentals on the same day.
- Review of which facility is best suited to each type of event, such as:
  - Crab Feeds
  - Weddings
  - Community Partnerships

**Committee Questions and Comments:**

- Are you going to talk to other park districts to see what they have done and what ideas they have? *Yes, we work closely with several other agencies and will get their feedback.*
- Is part of this going to look at an adjustment to our fee schedule? *Possibly, but this has not been conclusively decided yet.*

**Action:** For items 6 and 7: CSM Kirk was asked to bring a rough outline of her report to an upcoming Program Committee meeting.

7. **Best Use of RLCC Facilities:** *(See Above. Agenda items 6 and 7 are related and were combined for discussion purposes.)*

**8. Directors' Reports and Announcements:**

Director Palajac shared that she took the CSDA Harassment Training yesterday via Zoom. She noted that our Policy Manual section on this topic is outdated. Business Services Manager (BSM) Schneider commented that Human Resources Officer (HRO) Kleman is currently reviewing all our policies; he will let her know about this one.

9. **Adjournment:** The meeting was adjourned at 2:57 p.m.

/ph