



Livermore Area  
Recreation and Park District  
*An independent special district*

## Board of Directors

**Maryalice Faltings**  
Director

**David Furst**  
Director

**Jan Palajac**  
Chair

**Philip Pierpont**  
Vice Chair

**Beth Wilson**  
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 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 call (925) 373-5725 or e-mail [Lvanbuskirk@larpd.org](mailto:Lvanbuskirk@larpd.org) by noon on the day of the meeting.

### **AGENDA REGULAR MEETING**

**WEDNESDAY, JULY 8, 2020, 2:00 P.M.**

#### ***NOTICE: Coronavirus COVID-19***

***In accordance with Governor Newsom's Executive Orders, the Livermore Area Recreation and Park District Board of Directors and staff will be participating in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may participate in the meeting electronically, and shall have the right to observe and offer public comment at the appropriate time during this regular Board meeting.***

***We have also provided a call in number, as identified on this Agenda, and encourage you to attend by telephone.***

#### **PARTICIPATION:**

Zoom Webinar ID: 932 7629 9649

Please click the link below to join the webinar:

<https://zoom.us/j/93276299649?pwd=L1RnbzVqZ0l5ZXA3N1RCZzBFSGRudz09>

Password: Board

Or Telephone: Dial 1 669 900 9128

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

**2. PUBLIC COMMENT**

**3. CONSENT ITEMS (Motion)**

- 3.1 Approval of the Minutes of the Regular Board Meeting of June 24, 2020
- 3.2 General Manager’s Monthly Update to the Board – July 2020

**4. DISCUSSION AND ACTION ITEMS**

**4.1 CITY OF LIVERMORE PROJECT UPDATE ON ISABEL NEIGHBORHOOD SPECIFIC PLAN**

The Board will receive an update from the City of Livermore on the Isabel Neighborhood Specific Plan (INSP) and consider authorizing the General Manager to send a letter in support of the INSP. (Resolution)

Resolution No. \_\_\_\_\_, authorizing the General Manager to send a letter in support of the Isabel Neighborhood Specific Plan.

**4.2 CITY OF LIVERMORE UPDATE ON TRAIL 6**

The Board will receive an update from the City of Livermore on Trail 6 and consider authorizing the General Manager to send a letter in support of the development of the Lassen Road Townhome Project. (Resolution)

Resolution No. \_\_\_\_\_, authorizing the General Manager to send a letter in support of the development of the Lassen Road Townhome Project.

**4.3 AMENDMENT TO THE MEMORIAL AND COMMEMORATIVE POLICY**

The Board will review and consider approving revisions to the Memorial and Commemorative Policy, Policy No. FAC-86-1007. (Resolution)

Resolution No. \_\_\_\_\_, approving revisions to the Memorial and Commemorative Policy, Policy No. FAC-86-1007.

**4.4 MAY NISSEN POOL**

The Board will review and discuss the May Nissen Pool Facilities and provide staff direction. (Discussion and Direction)

**4.5 JOE MICHELL SCHOOL PROJECT**

The Board will discuss the Joe Michell School Project to replace portable buildings for the Extended Student Services (ESS) program and consider use of AB1600 funds to construct them.

**5. INFORMATIONAL ITEMS (No Action Required)**

- 5.1 2020 Update of “Parks and Facilities Guide”
- 5.2 Proposition 68 Allocations and Guidelines

6. **COMMITTEE REPORTS**
7. **MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**
8. **MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**
9. **ADJOURNMENT**



Livermore Area  
Recreation and Park District  
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**LIVERMORE AREA RECREATION AND PARK DISTRICT  
REGULAR MEETING of the BOARD OF DIRECTORS**

**DRAFT MINUTES**

**WEDNESDAY, JUNE 24, 2020**

2:00 P.M.

**ROBERT LIVERMORE COMMUNITY CENTER  
4444 EAST AVENUE, LIVERMORE, CALIFORNIA  
And via Zoom teleconference**

**DIRECTORS PRESENT:** Directors Faltings, Furst, Pierpont, Wilson and Chair Palajac

**DIRECTORS ABSENT:** None

**STAFF MEMBERS PRESENT:** Mat Fuzie, Patricia Lord, Jeffrey Schneider, Jill Kirk, Fred Haldeman, Allie Ikeda, David Weisgerber, Joseph Benjamin, Jessie Masingale, Julie Dreher, Linda VanBuskirk, Lynn Loucks, Megan O'Connor, Megan Shannon, Michelle Newbould, Nancy Blair, Natalie Kaaiawahia, Sandra Kaya, Stacey Kenison, Vicki Wiedenfeld, Rod Attebery

**MEMBERS OF THE PUBLIC:** None

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

Chair Palajac called the meeting to order at 2:01 p.m. All Directors were present. Chair Palajac led the Pledge of Allegiance

**2. PUBLIC COMMENT:** There were no public comments.

**3. CONSENT ITEMS (Motion)**

- 3.1 Approval of the Minutes of the Special Board Meeting:  
Budget Workshop of June 9, 2020
- 3.2 Approval of the Minutes of the Special Board Meeting of June 9, 2020

Moved by Director Faltings, seconded by Director Wilson, approved the Consent Agenda, by the following roll call vote:

AYES: Directors Pierpont, Wilson, Faltings, Furst, and Chair Palajac  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

**4. DISCUSSION AND ACTION ITEMS**

**4.1 PUBLIC HEARING: AMENDMENT TO ORDINANCE NO. 8 – DISTRICT RULES AND REGULATIONS**

The Board reviewed and considered an amendment to Ordinance No. 8 – District Rules and Regulations. Assistant General Manager Patricia Lord presented the staff report which highlighted the need to amend the District’s Ordinance No. 8 – Rules & Regulations governing conduct on use of parks and other district facilities at Chapter 300-Access: Section 301(a) Section 301-Hours of Operation. She explained that current hours of operation have raised concerns over safety, vandalism and unwanted activities with park use after dark and inconsistent practices within the park system. The proposed amendment states that **hours of operation shall be Sunrise to one half (1/2) hour after Sunset, except for lighted sports facilities that are permitted for use up until 10:30 PM.**

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Faltings, seconded by Director Pierpont, adopted Resolution No. 2691, approving amended Ordinance No. 8 – Rules and Regulations Governing Conduct on Use of Parks and Other District Facilities, by the following roll call vote:

AYES: Directors Wilson, Faltings, Furst, Pierpont, and Chair Palajac  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

**4.2 SALARY AND BENEFIT RESOLUTION FOR FISCAL YEAR 2020-21**

The Board reviewed and considered approving employee salary and benefit levels for the Fiscal Year 2020-21, effective July 1, 2020. Administrative Services Manager Jeffrey Schneider discussed the list of recommended salary and benefit proposals and reported that the Staff recommendations were reviewed with the Personnel Commission and during preliminary budget review with the full Board on June 9, 2020. The Personnel Committee further reviewed the information at its June 11, 2020 meeting, as well as the Finance Committee at its June 15, 2020 meeting.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Wilson, seconded by Director Furst, adopted Resolution No. 2692, approving employee salary and benefit levels for the Fiscal Year 2020-21, effective July 1, 2020, by the following roll call vote:

AYES: Directors Faltings, Pierpont, Wilson, Furst, and Chair Palajac  
NOES: None  
ABSTENTIONS: None

ABSENT: None

**4.3 RENEW SPECIAL TAX 97-1 AND SET THE NEW RATE FOR FISCAL YEAR 2020-21**

The Board reviewed and considered approving a resolution to renew Special Tax 9701 and set the Equivalent Dwelling Unit (EDU) rate at \$36.45 for FY 2020-21. ASM Schneider presented the staff report and requested that the Board recommend approval of a 2% increase, the maximum allowed by the related legislation, which amounts to approximately \$31,900 per year in revenue, and is meant to cover maintenance costs in support of park operations.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Furst, seconded by Director Faltings, adopted Resolution No. 2693, authorizing renewal of Special Tax 97-1 and setting the Equivalent Dwelling Unit (EDU) rate at \$36.45 for FY 2020-21, by the following roll call vote:

AYES: Directors Wilson, Pierpont, Furst, Faltings, and Chair Palajac  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

**4.4 PUBLIC HEARING: FISCAL YEAR 2020-21 FINAL OPERATING BUDGET**

The Board reviewed and considered approving the Final Operating Budget for Fiscal Year 2020-21. ASM Schneider present the staff report, stating that the Final Operating Budget is identical to what was presented to the Board during the Budget Workshop on June 9, 2020 and the Board Meeting on June 9, 2020. His presentation highlighted a conservative plan on the revenue line and on salary and benefits expense lines. Staff recommends approval of the Final Operating Budget, though it requires the use of \$353K of reserves to balance the budget. It is also recommended that an Ad Hoc Committee be established to research opportunities within the District to find ways to mitigate the need for use of reserves; and to establish a quarterly forecast process for financial projections due to all the uncertainty entering into this fiscal year.

Chair Palajac stated that Items 4.4 and 4.5 will be recommended together. She, along with other Board Members, commended all staff for their efforts in creating these fiscal year budgets.

Director questions/comments included: District-wide Key Assumptions on page 5 of the staff report at #8 in regards to continuing the District's 457 match (4% of employee salaries) amounts to approximately \$90,000 per year. Has there been discussion to eliminate this for a year? – *This is part of a larger discussion that will be deferred to the Ad Hoc Committee.* On page 6 of Key Assumptions, at #10c – where is the money for the Mitchell Buildings coming from? – *Cash flow schedules assume it is coming from the General Fund. Conversations with the City are taking place to consider use of AB1600 funds for the project.* On page 8 of Key Assumptions at #5 in regards to Continued Community Services, does the District make money or lose money on these senior trips? - *The District will at least break*

*even, not lose money on these trips.* A significant amount of work has been done in reviewing these budgets at Committee level and Budget Workshop level. Board members expressed appreciation for the level of thoroughness reflected in the financial schedules and the budgeting process.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Faltings, seconded by Director Pierpont, adopted Resolution No. 2694, adopting the Final Operating Budget for Fiscal Years 2020-21, by the following roll call vote:

AYES: Directors Wilson, Furst, Pierpont, Faltings, and Chair Palajac  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

#### **4.5 PUBLIC HEARING: FISCAL YEARS 2020-23 FINAL CAPITAL IMPROVEMENT PLAN BUDGET**

[As mentioned in Item 4.4 above, Chair Palajac stated that Items 4.4 and 4.5 should be taken together. The items were both discussed during the presentation this evening by ASM Schneider and at the previously held Special Meeting: Board Budget Workshop and Board Meeting on June 9, 2020.]

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Faltings, seconded by Director Pierpont, adopted Resolution No. 2695, adopting the Final Capital Improvement Plan Budget for Fiscal Years 2020-23, by the following roll call vote:

AYES: Directors Wilson, Furst, Pierpont, Faltings, and Chair Palajac  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

- Chair Palajac announced that she will create an Ad Hoc Committee made up of Committee member Jan Palajac and Philip Pierpont. The purpose of the Ad Hoc Committee will be to research opportunities within the District to find ways to mitigate the need for use of reserves; and to establish a quarterly forecast process for financial projections due to all the uncertainty entering into this fiscal year.

#### **4.6 LARPD CONTRIBUTION TO THE ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION 401(h) SUB-ACCOUNT FOR RETIREES' MEDICAL FOR THE 2020-21 FISCAL YEAR**

The Board reviewed and considered approving a resolution authorizing the funding of the 401(h) Sub-Account for Retirees' Medical with the Alameda County Employees' Retirement Association (ACERA) for Fiscal Year 2020-21. ASM Schneider presented the staff report which detailed funding of tax-free health

benefits for LARPD retirees who are enrolled in an ACERA-sponsored medical plan. Staff recommends the District continue to support this plan with the help of ACERA administration of it. He reported that this does not impact the District's retirement contribution rates and is not a net impact to the District, but it does provide benefits for LARPD's retirees.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Furst, seconded by Director Faltings, adopted Resolution No. 2696, authorizing the funding of the 401(h) Sub-Account for Retirees' Medical with the Alameda County Employees' Retirement Association (ACERA) in the amount of \$329,550.84 for the 2020-21 Fiscal Year, by the following roll call vote:

AYES: Directors Pierpont, Faltings, Furst, and Chair Palajac  
NOES: Director Wilson  
ABSTENTIONS: None  
ABSENT: None

#### **4.7 ESTABLISHING THE FISCAL YEAR 2020-21 ANNUAL APPROPRIATIONS LIMIT**

The Board reviewed and considered approving a resolution establishing the FY 2020-21 Annual Appropriations Limit. ASM Schneider presented the staff report and explained that the appropriations limit is mandated as a result of the 1979 Gann Spending Limitation Initiative. It is a calculation done each year that mandates an appropriation limit on the amount of tax proceeds that State and most local government jurisdictions may appropriate within a fiscal year. Staff recommends approval of the FY 20-21 Annual Appropriations Limit.

Chair Palajac opened public comment. No public comments were received. Public comment was closed.

Moved by Director Pierpont, seconded by Director Faltings, adopted Resolution No. 2697, establishing the Fiscal Year 2020-21 Annual Appropriations Limit at \$24,004,056, by the following roll call vote:

AYES: Directors Furst, Wilson, Pierpont, Faltings, and Chair Palajac  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

### **5. COMMITTEE REPORTS**

- a) Director Furst reported on the June 16 2020 LARPD Foundation meeting. He attended on behalf of Director Faltings.
- b) Director Furst reported on the June 18, 2020 Program Committee meeting which he attended with Director Wilson. He announced that a news story was published stating that the Segway PT will be retired in July due to safety concerns.
- c) Director Pierpont reported on the June 15, 2020 Finance Committee meeting.
- d) Director Wilson reported on the June 11, 2020 Personnel Committee meeting.
- e) Chair Palajac reported on the June 18, 2020 Intergovernmental Liaison Committee meeting which she attended with Director Pierpont.



f) Chair Palajac reported on the June 16, 2020 Livermore Downtown, Inc. meeting.

**6. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**

None.

**7. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**

GM Fuzie made the following announcements:

- a) A donation box has been placed at Sycamore Grove Park for the benefit of the LARPD Foundation. In its first two weeks, \$60 in donations was received.
- b) Recreation camps are either up and running or up and filling fast as well as outdoor exercise programs.
- c) Bill Clark Park may be recommended for one of the LARPD Public Meetings in the Park this summer to discuss our future there.
- d) GM Fuzie reported that he was asked to be a subject matter expert for the California State Parks. More details will follow.
- e) Today the Office of Grants and Local Services (OGALS) announced that the Prop. 68 Per Capita grants are being reduced. The current allocation for the District is now a minimum of \$177,952. This is a joint application with the city and requires a match. This will be discussed at an upcoming Finance Committee meeting.

**8. ADJOURNMENT:** The meeting was adjourned at 2:54 p.m.

APPROVED,

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Jan Palajac  
Chair, Board of Directors

ATTEST:

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



**GENERAL MANAGER'S MONTHLY UPDATE  
TO THE BOARD OF DIRECTORS ON ISSUES AND PROJECTS  
JULY 2020**

**TO: BOARD OF DIRECTORS**

**FROM: MATHEW FUZIE, GENERAL MANAGER**

*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. More information and updates on the projects are posted on the District's website at <https://www.larpd.org/departments/cip>*

**GENERAL SUMMATION:** June started out very optimistic with some camps and outdoor exercise classes for seniors as well as online virtual content. However it has ended on a low note with increases to the daily number of additional coronavirus cases. We are still subject to health officer's orders and our facilities remain closed to the public. We are operating essential services and those services allowed by the health officer. Our staff have created incredible lines of communication with the various health officers assigned to our questions and we are working very cooperatively. We are preparing for return to work with our policies and procedures and continue to encourage employees to shelter in place or work from home if there is work approved for them from their supervisors. If an employee becomes ill and has COVID-19 symptoms we have them stay home until they can get a negative test. Luckily we have had no reported positive employees. Outdoor nature camps should begin in July and our childcare program continues to serve children of essential workers. Class size has been increased to 12 students per. I have been going into the office when there are physical things I need to attend to but otherwise have been very busy while at home. We resumed our regular Board of Directors and Committee meetings and added an ad hoc committee to look at budget and organization structure for future decision making processes if this pandemic turns in either a positive or negative direction.

**BOARD OF DIRECTORS:**

**Matters Initiated:**

June 9, 2020 Board Meeting –

- Director Faltings suggested that when the Ravenswood historic program is brought before the Program Committee, that Staff reach out to Conni Naylor, current President of the Ravenswood Progress League, to invite her to join the conversation. – Ms. Naylor attended the June 18, 2020 Program Committee meeting.

June 24, 2020 Board Meeting – None.

Board Members attended two board meetings, one budget workshop, five committee meetings, one ad-hoc committee meeting, one LARPD Foundation meeting, and three community outreach/liaison meetings in June. The Board Chair attended twice weekly meetings with the GM and core staff on the District's response to COVID-19 matters.

Board actions for the month included:

- Resolution 2687 – called for the District's election on November 3, 2020 and requested that the Board of Supervisors of Alameda County permit consolidation with the statewide general election on November 3, 2020;
- Resolution 2688 – approved the District's Preliminary FY 2020-21 Operating Budget; Resolution 2689 – approved the District's Preliminary FY 2020-23 Capital Improvement Plan (CIP) Budget;
- Resolution 2690 – approved the submittal of a letter in support of H.R. 7073 (the Special Districts Provide Essential Services Act);
- Resolution 2691 – approved amended Ordinance No. 8 – Rules and Regulations Governing Conduct on Use of Parks and Other District Facilities;
- Resolution 2692 – approved employee salary and benefit levels for the Fiscal year 2020-21, effective July 1, 2020;
- Resolution 2693 – authorized renewal of Special Tax 97-1 and setting the EDU rate at \$36.45 for FY 20-21;
- Resolution 2694 – adopted the Final Operating Budget for Fiscal Year 2020-21;
- Resolution 2695 – adopted the Final CIP Budget for Fiscal Years 2020-23;
- Resolution 2696 – authorized the funding of the 401(h) sub-account for retirees' medical with the ACERA for Fiscal year 2020-21; and
- Resolution 2697 – established the FY 2020-21 Annual Appropriations Limit at \$24,004,056.

**ADMINISTRATIVE SERVICES - FINANCE/HUMAN RESOURCES/INFORMATION TECHNOLOGY:**

Finance:

1. The Finance team is focused on several deliverables:
  - a. Annual Budget: the preliminary FY20-21 operating and CIP budgets were approved by the Board on June 9, 2020, while the final budget was approved by the Board on June 24, 2020. At a spend level of \$19.5million, the operating budget requires the use of \$353k in reserves to balance, though staff intend to avoid the use of reserves by monitoring areas we believe are conservatively planned while also pursuing organizational efficiencies. The CIP budget is limited in response to the COVID-19 pandemic, with monies targeted for Mitchell School buildings and the Rodeo Stadium Infrastructure Improvements in the spring.
  - b. Annual Audit FY19-20: work has begun in earnest: data/document gathering and planning for the completion of the audit, which is expected to occur this fall.
  - c. FEMA/CARES: staff are pursuing reimbursement processes for COVID-19 related items that have financially impacted the District, a challenging endeavor, and are administering the process to gather and report on qualifying items with program staff.
  - d. Year-end Close: the team is preparing to manage accruals and revenue deferrals in conjunction with program management.
  - e. Otherwise, the team's focus has been on maintaining day-to-day accounting processes, cash management, and managing unemployment claims (126 claims received as of 6/23).

### Human Resources:

1. HR focused its efforts on COVID-19-related employee communications while addressing many questions from staff related to the furlough, in place through August 17, and the new challenges faced by staff in the COVID-19 dominated world.
2. Staff's day-to-day operations have been focused on employee performance management (employee discipline cases), several policy updates, and reporting on staffing trends since the onset of the COVID-19 driven hours reductions (use of leave credits and trends in hours reported and worked).

### Information Technology:

1. Staff have begun work to configure and roll-out laptops and desktops to approximately 40 employees, as we move to implement a supported release of Windows (WIN10) while replacing aging computers for heavy IT users. This effort will extend into July, 2020.
2. Wi-Fi enhancements are in progress. Six new points of presence have been deployed, while work continues on the infrastructure side to ensure effective support (adequate availability of IP addresses, etc....) of our Wi-Fi users.
3. Field testing of Mobile devices has been completed and in July approximately 40 users will move to AT&T's FirstNet network (used only by first responders and related service providers like LARPD), using new devices that will be obtained and supported by local-government discounted prices.
4. Lastly, the IT team is still struggling to work with AT&T to complete the deployment of AT&T circuits to the modular ranger office at Sycamore Grove; an expedited, less costly, and increased bandwidth solution has been established – now to get AT&T to effect its deployment.

## **COMMUNITY SERVICES:**

### Youth Services:

As a result of the dismissal of the schools and the shelter in place order, all youth services programs ended on March 13, 2020. Youth Services Admin staff has been busy preparing refunds for Preschool, ESS, and PAL programs, preparing for summer registration, and answering call from families regarding program information. The ESS program is in full swing with four Essential Care classrooms open for the Essential Working families that are currently enrolled in ESS programs. State subsidized families were the first priority and full cost; Essential Working families were contacted next. Staff is busy preparing for summer programming and staff is eager to get started. The programs will still be limited to 10 children per class room, mandated by Community Care Licensing. With that in mind, we are planning for a much smaller program this summer. PAL programs will not be open for summer. Outgoing 5th graders, planning on attending PAL, can attend ESS for the summer if they are interested and room available. Preschool camps have been cancelled however we will be offering a four week, three days per week, Pre - Kindergarten/ Preschool session for the month of July. This will assist this age group in getting back into the routine of going to school before starting TK or Kindergarten in the fall.

### Senior Services / Community Outreach:

Recreation Coordinator, Kathy Lake, starred in our third Shelter-In-Place Virtual Recreation video on the LARPD YouTube Channel where she demonstrated a step-by-step tutorial on how to make her signature dinner rolls. Staff also held our second Zoom "Happy Hour" with a group of our

regular seniors. June was also the debut of the first outdoor fitness classes where we held Zumba Gold on the Tide Pool Deck. We'll be expanding outdoor fitness offerings in July to include Line Dancing, Tai Chi, and Light & Easy Aerobics. These outdoor classes will complement our virtual offerings that include Memoir Writing, Estate Planning, and Zumba. Staff has continued working at both the RLCC meal service and in the Open Heart Kitchen main prep kitchen site along with Tri-Valley Haven Mobile Food Pantry packing and delivering of grocery bags to Livermore Senior Living Communities.

Staff coordinated with the City of Livermore and City Serve to activate the RLCC as a designated Cooling Center when the forecast calls for two or more days above 95 degrees. This debuted on Wednesday, June 3. Staff designed protocol that included a health screening upon entering the facility and thorough cleaning after the community members left. The Safe Parking program has seen a decline in usage during the shelter-in-place. City Serve and Block by Block are continuing to monitor usage as Alameda County begins to re-open.

#### Open Space:

We continue to see record numbers during the shelter in place, and the Rangers are spending a lot of time reminding people about social distancing, and mask wearing. We continue to monitor the park and overcrowding and fire danger. The staff have done a tremendous amount of mowing these last several months, along trails and cleared vegetation from the Cattail Pond and benches. We are slowly bringing back some of our volunteers with very strict guidelines on safety. We also started our weekend interpretative programs and hoot owl program with limited numbers and strict social distancing guidelines. Staff has been working hard to come up with safe and creative ways to run summer camp. We will have two sessions that will run for two weeks, with a week in between, and will follow all of the Alameda County Health Orders that apply to running camps.

#### **RECREATION:**

Our Recreation Supervisors are currently creating program videos through Zoom and YouTube. These videos are offered either through our District staff or our current Independent Contracted Instructors. Videos are uploaded to our District website under the *Stay and Play* Virtual Recreation page.

The Sports group has been busy planning the new *Stay and Play* Summer Camp. Camp will begin on July 6<sup>th</sup> offering participants a combination of enrichment activities (arts & crafts, STEM, reading and journaling) as well as sports and active games (individual drills, competitions, indoor/outdoor activities). All campers and staff will maintain proper social distancing in all activities. Camp will run from 9am-12pm Monday through Thursday. Camp this year will have a different look but we are excited to be able to provide a fun and safe environment for the kids to get out and play.

Facility Operations Coordinators and Supervisor have been trained on *Coronavirus 105: Cleaning and Disinfecting your Workplace*. (Offered by TargetSolutions on behalf of LARPD HR team) Facility Operations team has finalized all detailed cleanings and sanitizing of the Robert Livermore Community Center. On-going wipe down cleanings and sanitizing of all high touch points, counters, restrooms, all exterior garbage's and public benches around the RLCC. We are working on cleaning out and reorganizing all custodial closets and storage to maintain a more efficient process for when we reopen. In addition, the Facilities Operation team coordinated with Community Outreach staff on Cooling Center protocol and process.

Our team is busy supporting the District's essential services with set up curbside pickup for senior lunch program and for unsheltered/public every Monday through Friday. End of each day we clean and sanitize the catering kitchen. Outlying park restrooms are cleaned and restocked once every day in mornings, Sunday through Saturday.

Facility Rentals team reached out to our June renters ahead of time to give ample notice and tried to move their dates to 2021 but offered a refund if we could not accommodate the future date. We are also allowing for refunds if our renters do not want to move to a future date. The facility rental team is currently working on creating virtual facility tours of as we are receiving inquiries for the 2021 rental year.

Our Front Counter staff is busy serving our community Monday through Friday from 8:00am-2:00pm with over the phone inquiries, as well as processing any refunds and program changes. Staff is supporting Open Space, Parks, and the City of Livermore Police Department on the weekends by patrolling our parks to communicate park amenity closures due to the Health Officer's Executive Order.

Aquatics staff has been working closely with the Alameda County Public Health Department to determine how we may safely re-open our aquatic facility. While we are still not allowed to open to the public for recreation swim, swim lessons, toddler time or lap swimming, we have been given authorization to provide limited opportunities through youth camps for swim and water polo teams. We partnered with Livermore user groups to follow very specific health and safety guidelines required by the health department.

### **MARKETING AND PUBLIC INFORMATION:**

June was a very busy month for the Marketing and Public Information Division. The following highlights some of the key initiatives:

- Video production of Virtual Tour of Ravenswood Historic Site with Facility Rentals and Operations staff
- Summer Camp Central on LARPD website with updates to summer programs that have been adapted to current health order guidelines
- Continued work on "Pack It In, Pack It Out" trash management campaign
- Presented to Program Committee on proposed new community event, Sprinklers in the Parks, with survey results and pilot program held at Almond Park
- Creating special events on "Stay & Play" Virtual Recreation and Social Media, including fun run and scavenger hunt
- Worked on production of online Fall Activity Guide, including developing advertising opportunities
- Independent newspaper interview with Public Information Officer
- Designed signage, developed messaging and website updates related to COVID-19, including information on opening of dog parks
- Developed July Constant Contact Newsletter
- Promotion of Summer Photo Contest

- Published Notices of Public Hearing for amendments to Ordinance No. 8 for June 8 and June 24 Board of Director meetings
- Created ongoing social media communications – Facebook/Instagram
- Participated in Communications Strategies Committee meeting with local PIO's to share what agencies are doing, and assist with community messaging
- Worked with all divisions with flyers, signage, and unit specific messaging to promote programs and activities.
- Updated of the LARPD Parks and Facilities Guide presented at June 4 Facilities Committee
- Supported LARPD Foundation in their marketing efforts
- Worked inter-departmentally on marketing and promotion of new classes, including: *Zoomba* for seniors and tennis
- Updated signage for Sycamore Grove Park and messaging on park closures
- Tracked analytics to evaluate effectiveness of marketing platforms

**PARK MAINTENANCE and FACILITIES:**

Irrigation Repairs:

Main Lines	4
Valve Repairs	38
Sprinkler Heads	73
Controllers Repaired	3
Controllers Installed	2
Controller Cabinet Installed	1
Backflow Tested	11
Backflow Repaired	1

Pruning and tree maintenance at several parks.  
Continued maintenance at Rodeo Grounds  
ESS site irrigation repairs at Croce  
Trevano Garden prep completed  
Tot Lot and Quarterly Inspections completed  
Staff Training

Dog Parks reopened 6/19/2020

Mechanic's Report:

Vehicle Repairs	5
Mower and Tractor Repair	6
Small Equipment Repairs	5

Shop maintenance, Geo Tab Meetings, tires for scrap, Enterprise meeting, and repair flat on tractor



Living Arroyos:

Living Arroyos used 38,600 gallons of water to keep native riparian vegetation alive on twelve different mitigation sites for the City of Livermore and Zone 7. The program utilized 227 program hours to accomplish these tasks during the month of June 2020.

Facilities:

In the month of June, the Facilities Team remained busy performing routine maintenance as well as completing several smaller maintenance and construction projects including:

- Electrical repairs at Independence Park
- Rebuild two exterior stairways at Trevarno
- Exterior painting at Marilyn ESS
- New roof on the restroom building at Independence Park
- Window repairs at the veteran's building
- Rebuild a new score booth at Max Baer
- Repaired guard rails along the Arroyo Mocho trail
- Repaired asphalt trail crossing in Sycamore Grove Park
- Boiler (AHU) repairs at the RLCC
- Painting on the slide of the RLCC activity pool

The focus has been on completing projects that are low cost and otherwise difficult to do when the parks and facilities are occupied.

**AGREEMENTS AND SPECIAL PROJECTS:**

**CAPITAL PROJECTS:**

1. Construction on the Sunset Park Playground is expected to be completed by the first week of July, as final touches on sprinklers and sod, and related connections from PG&E, are left to be done. Project spend, while not yet final, is expected to fall roughly \$60k under the \$1.2million budget.
2. The Michell School project to replace portable buildings for the Extended Student Services program in conjunction with Livermore Valley Unified School District continues, with the current focus being on design work and obtaining Division of State Architect (DSA) review. Spending on the Michell project is currently projected to be \$1.375M, or \$125k below the \$1.5million project budget, which includes a contingency of 10% on all building-related costs (fabrication, foundation, and delivery/installation).
3. In response to the COVID-19 pandemic, the District has suspended other Capital Improvement Projects until further notice.

Respectfully submitted,

Mathew Fuzie  
General Manager

# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie General Manager

PREPARED BY: Patricia Lord, Assistant General Manager

DATE: July 8, 2020

SUBJECT: City of Livermore Project Update on Isabel Neighborhood Specific Plan

REVIEW: Facilities Committee on July 2, 2020

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**RECOMMENDATION:** That the Board of Directors receive an update from the City of Livermore on the Isabel Neighborhood Specific Plan and consider LARPD support for the Project.

**BACKGROUND:** The Planning Area for the Isabel Neighborhood Specific Plan (Specific Plan) covers approximately 1,138 acres in the northwest part of the City surrounding Isabel Avenue interchange. The Specific Plan proposes development of a complete transit-oriented neighborhood that includes 4,095 new multi-family housing units and 9,100 net new jobs. The Specific Plan includes approximately 2.1 million square feet of net new office, business park, and commercial development, three neighborhood parks, pedestrian and bicycle facilities, and infrastructure improvements. This development is centered on a future Valley Link station at Isabel Avenue in the 1-580 median.

The City Council of Livermore unanimously adopted the Specific Plan and certified the Specific Plan EIR on May 14, 2018. Specific Plan implementation was contingent on the extension of conventional, or full, BART service. In May 2018, the BART Board failed to approve a BART extension to Livermore. While the Specific Plan did not go into effect following the BART Board decision, the Specific Plan EIR remains certified. As a result, the San Joaquin Valley Regional Rail Authority has become the responsible party for extending rail service through the Valley Link project between the Tri-Valley and San Joaquin Valley. On April 8, 2019 the City Council directed staff to update the EIR and the Specific Plan to reflect change in transit from BART to Valley Link. (See Attachment A – City Council Staff Report April 8, 2019 Item 6.03).

As part of Specific Plan preparation, City staff have generated planning level construction and maintenance costs estimates for infrastructure needed to support the Specific Plan. As part of this process, City staff requested cost estimates for the neighborhood parks from the District. In December 2019, in coordination with City staff, District staff assisted by providing the preliminary conceptual design elements and cost estimates for the three proposed park sites within the Specific Plan. (See Attachment B - Isabel Neighborhood Plan Preliminary Conceptual Elements and Cost Estimates). City staff are using this information to identify and secure funding mechanisms.

On June 23, 2020, the City released the Specific Plan and EIR for public review and comment. City Staff anticipates presenting the Plan to Council for adoption this fall.

**ATTACHMENT:**

- A. City Council Staff Report April 8, 2019 Item 6.03
- B. Isabel Neighborhood Plan Preliminary Conceptual Elements and Cost Estimates



DATE: April 8, 2019  
TO: Honorable Mayor and City Council  
FROM: Paul Spence, Community Development Director  
SUBJECT: Valley Link Rail Transit Project Update and Isabel Neighborhood Specific Plan

RECOMMENDED ACTION

Staff recommends the City Council receive an update on the Valley Link Rail Transit project, authorize staff to update the environmental documentation for the Isabel Neighborhood Plan and direct staff to return to Council with documents necessary to readopt the Isabel Neighborhood Specific Plan.

SUMMARY

In May 2018, the BART Board failed to approve a BART extension to Livermore. As a result, the San Joaquin Valley Regional Rail Authority (Authority) has become the responsible party for extending rail service through the Valley Link project between the Tri-Valley and San Joaquin Valley. Valley Link would provide rail service from the existing Dublin/Pleasanton BART Station to the approved ACE North Lathrop Station, with a future extension to Stockton. Valley Link would match BART service within the Tri-Valley.

The Authority is required to present a project feasibility report detailing this transit connection project by July 1, 2019. Valley Link is proposed to start service between 2023 and 2026, assuming project funding is secured in a timely manner. The system design, technical, and environmental studies are currently underway.

The Planning Area for the Isabel Neighborhood Specific Plan (Specific Plan) covers approximately 1,138 acres in the northwest part of the City surrounding the Isabel Avenue interchange. The Specific Plan proposes development of a complete transit-oriented neighborhood that includes 4,095 new multi-family housing units and 9,100 net new jobs. The Specific Plan includes approximately 2.1 million square feet of net new office, business park, and commercial development (including a neighborhood commercial center), three new neighborhood parks, pedestrian and bicycle facilities, and infrastructure improvements. This development is centered on a future Valley Link station at Isabel Avenue in the I-580 median.

The City Council unanimously adopted the Specific Plan and certified the Specific Plan EIR on May 14, 2018. Specific Plan implementation was contingent on the extension of conventional, or full, BART service. While the Specific Plan did not go into effect following the BART Board decision, the Specific Plan EIR remains certified. City Council directed staff to return for direction on how to proceed with the Specific Plan should the BART Board select an alternative other than full BART service to Livermore.

Since Valley Link will provide rail service comparable to BART within the Tri-Valley, staff recommends readoption of the Specific Plan in its entirety. Keeping the Specific Plan intact is necessary to continue to provide the level of amenities (e.g., trails and parks) and affordable housing within the Planning Area. The existing financing strategy for the Specific Plan is feasible because the total infrastructure cost and affordable housing burden can be funded by the level of development that is proposed (i.e., new homes, office and retail). The level of development envisioned by the Specific Plan is also necessary as a minimum threshold as a customer base to support the development of a retail center for the neighborhood. The Specific Plan would not only supply additional housing needs, but could help the City in meeting its future Regional Housing Needs Allocations in a well-planned concentrated area rather than as a series of infill projects in existing neighborhoods. The Plan also includes an Innovation Hub, which would provide a range of flexible spaces to support innovative companies from startup to scale up. The Innovation Hub will act as an anchor and catalyst for a thriving innovation ecosystem.

If staff is directed to move forward with the Specific Plan, the next steps would include preparing a Supplemental EIR, Specific Plan Revisions, and targeted outreach meetings to update the community on the Valley Link project and the Specific Plan revitalization.

## DISCUSSION

### Valley Link Project

In October 2017, the Tri-Valley – San Joaquin Valley Regional Rail Authority was formed through California State Assembly Bill 758 (AB 758). The Authority consists of a governing board made up of representatives from fifteen cities (including Livermore), counties, and agencies in the Tri-Valley and San Joaquin Valley region. The Authority was empowered by the State Legislature to plan, design, procure, and construct facilities to achieve transit connectivity between the Tri-Valley and San Joaquin Valley, should the BART Board select a transit alternative other than a preferred alternative for service extension to Livermore. In May 2018, the BART Board failed to approve a BART extension to Livermore. As a result, the Authority has become the responsible party for extending rail service through the Valley Link project between the Tri-Valley and San Joaquin Valley.

Valley Link is proposed as a fixed-rail service from the existing Dublin/Pleasanton BART Station to the approved Altamont Corridor Express (ACE) North Lathrop Station. It would link to the ACE train at Greenville Road in Livermore. Valley Link would use a combination of Diesel Multiple Unit (DMU) and Electric Hybrid Multiple Unit (EMU) rail technology with the ability to convert to battery power in the future. The rail alignment would be located

within the I-580 freeway median through Dublin, Pleasanton, and Livermore; follow the Alameda County Transportation Corridor (formerly the Southern Pacific line) over the Altamont Hills; and then follow along existing rail lines through Tracy to Lathrop, with an ultimate phased extension to Stockton. Potential Livermore stations include Isabel Avenue, Greenville Road, and an infill station at Southfront Road.

Per AB 758, the Authority is required to present a project feasibility report detailing this transit connection project by July 1, 2019. Valley Link is proposed to start service between 2023 and 2026, assuming project funding is secured in a timely manner. The system design, technical, and environmental studies are currently underway. More detailed information can be found on the Valley Link website at [www.valleylinkrail.com](http://www.valleylinkrail.com).

Valley Link contains both Phase I and Phase II improvements. Phase I improvements include construction of a new connecting platform at the existing Dublin/Pleasanton BART Station and new stations at Isabel Avenue and Greenville Road in Livermore and new stations in Mountain House/West Tracy, Downtown Tracy, River Islands, and North Lathrop. Phase II improvements include potential infill stations at Southfront Road in Livermore, Grant Line Road in Alameda County, Ellis Historical in Tracy and a terminus Phase II station in Stockton.

A new tail track just east of Dublin/Pleasanton BART station would be constructed to accommodate one trainset of six cars. This tail track would be located within the I-580 median right-of-way and would allow trains to pass coming into and out of the single Valley Link track. Similarly, a tail track would be constructed at the Greenville station to accommodate one trainset of six cars. Based on the conceptual schedule and operating plan, the tail track at the Greenville station would not be in regular use. Rather, the trail track would offer storage for a disabled train, as well as allow some operational flexibility. All other overnight train car storage and train maintenance would be provided at an Operations and Maintenance Facility in Tracy.

Similar to the BART to Livermore Extension, Valley Link proposes a new station at Isabel Avenue. The amount of parking needed at the Isabel station is still being analyzed. However, parking would be connected to the station via pedestrian bridges crossing I-580 to the north and south. Surface parking is anticipated at the Greenville Station. Additional details for parking at the Greenville Station will be provided in the project feasibility report.

Initially, trains would operate seven days a week from 5:00 a.m. to 8:00 p.m. Initial service levels are shown in Table 1. To meet the 12 minute headways in the Tri-Valley, every other train would start from the Greenville Station as opposed to a train coming from Tracy. The long term operating plan is to match BART operating hours.

**Table 1. Initial Valley Link Service Levels**

<b>Location</b>	<b>Peak hours<sup>1</sup></b>	<b>Off peak hours</b>
Tri-Valley	Every 12 minutes	Every 30 minutes
San Joaquin Valley	Every 24 minutes	Every hour

Notes:

1. Peak hours will be from 5:00 a.m. to 8:00 a.m. and from 5:00 p.m. to 8:00 p.m. on weekdays.

An initial analysis completed by ACE found Valley Link to have competitive travel time (73 minutes from planned ACE North Lathrop Station to Dublin/Pleasanton BART), significant emissions reduction, and significant environmental benefits. Initial travel demand forecasting shows approximately 25,000 riders per day on Valley Link in 2040. Additional details will be provided in the Valley Link feasibility report that the Regional Rail Authority needs to submit by July 1, 2019.

The total cost of the Valley Link project is estimated to be \$1.8 billion. Existing funding includes the \$588 million that was initially going to be applied to the BART to Livermore Extension. Additional funding will be sought from within both San Joaquin and Alameda County as well as from regional, state, and federal sources. Valley Link would have to compete with other major transportation projects throughout the region in order to receive funding through *Plan Bay Area*, the region's long-range plan that integrates transportation, land use, and open space. The regional funding agencies, including the Metropolitan Transportation Commission, evaluate projects based largely on their costs relative to benefits and ability to meet other policy objectives. Benefits are strongly tied to the ability to generate transit ridership, reduce vehicle miles travelled, and support affordable housing development.

The next steps for the Valley Link project include finalizing the funding plan, continued outreach, Draft EIR circulation and ultimate certification, and final project design and construction. Authority-led outreach events including open houses and workshops have already occurred in San Joaquin Valley. Outreach in the Tri-Valley will occur throughout March and April and includes pop-up events at Livermore's farmer's market and Contreras Market. The EIR is anticipated to be completed and certified by summer 2019 followed by final project design, which is estimated to occur between 2019 and 2020.

### Isabel Neighborhood Specific Plan

The Planning Area covers approximately 1,138 acres in the northwest part of the City surrounding the Isabel Avenue interchange. The Specific Plan proposes development of a complete transit-oriented neighborhood that includes 4,095 new multi-family housing units with a 25 percent affordability goal for the overall Planning Area, approximately 2.1 million square feet of net new office, business park, and commercial development (including a neighborhood commercial center), three new neighborhood parks, pedestrian and bicycle facilities, and infrastructure improvements. The majority of changes are focused around a future Valley Link station in the I-580 median. The Specific Plan requires amendments to

the existing General Plan Scenic Corridor and Airport Protection Area policies among other required amendments.

### ***Planning Process***

The City began the planning process for the Isabel Neighborhood in 2015. The process included five phases: Visioning; Alternatives; Preferred Plan; Draft Specific Plan and Draft Environmental Impact Report (EIR); and Specific Plan adoption and EIR certification. The first planning phase involved analyzing existing conditions and meeting with residents, community members, and stakeholders to establish a "Vision" for the Isabel Neighborhood. The Vision includes six key themes, each with guiding principles that together describe how the neighborhood should look, feel, and function in the future. These themes include a complete neighborhood; access to open space, arroyos, and scenic views; a well-connected pedestrian and bicycle network; high quality urban design; community gathering spaces; and compatibility with existing uses.

The second planning phase involved creating three alternative land use and transportation scenarios and getting additional feedback from the community. The third planning phase involved preparing a single Preferred Plan, building upon the previous phases. The fourth planning phase involved preparing the details of the Specific Plan and analyzing its impacts in a program-level EIR. The fifth and final planning phase included Council action on the Specific Plan and EIR. Refer to Attachments 2 and 3 for the Specific Plan and Draft EIR.

### ***Outreach***

The City conducted public outreach during each planning phase. Staff estimates that the planning team talked to over 800 people at over 50 events, including focus groups, interviews, neighborhood meetings, tables at City events (e.g. farmers' market and wine festivals), presentations to community groups, open houses, a citywide workshop, and public hearings. In addition, the planning team met with stakeholders, including property owners and residents within the Planning Area, developers including affordable housing developers, Lawrence Livermore National laboratory, Sandia National Laboratories, Las Positas College, City advisory committees, housing and social services providers, environmental groups, and community groups.

Staff also received public input on the Specific Plan from the Planning Commission, Historic Preservation Commission, Airport Commission, Livermore Area Youth Advisory Commission, Human Services Commission, Commission for the Arts, and Active Transportation Plan steering committee.

### ***Specific Plan Contents***

The Specific Plan establishes a new regulatory framework for guiding private and public development within the Isabel Neighborhood over the next 20 to 25 years. The Specific Plan is formatted in a similar manner as other Specific Plans adopted by the City (i.e., Downtown, South Livermore Valley, El Charro, etc.). The Specific Plan includes eight chapters: 1) Introduction; 2) Land Use; 3) Transportation; 4) Parks, Public Facilities, and Infrastructure;

5) Urban Design; 6) Environmental Resources; 7) Implementation and Financing Strategies; and 8) Policy Amendments. The following sections highlight the land use, phasing program, scenic views, affordable housing strategy, and economic development strategy sections of the Specific Plan.

### ***Land Use***

The land use diagram (refer to Attachment 4) includes four residential designations, eight non-residential land use designations, and three overlays. These land use designations are unique to the Isabel Neighborhood. If adopted, the land use regulations established in the Specific Plan will replace the existing General Plan land use designations and zoning in the Planning Area, which primarily allow for business park development. The majority of "Change Areas" are located within the half-mile radius, or walking distance, of the proposed Isabel Avenue Valley Link station (refer to Attachment 5).

Table 2 shows the estimated net new development at 2040, or build-out. Build-out refers to the future scenario in which development has occurred on all properties envisioned for development under the Specific Plan. The build-out scenario includes the estimated number of new households, residents, and jobs in the Neighborhood, and serves as the overall capacity for new development under the Specific Plan. The development values shown in Table 2 were derived from the potential development or redevelopment of the Change Areas in the Planning Area.

**Table 2. Estimated Net New Development in 2040**

<b>Land Use Type</b>	<b>Within the ½ mile radius of Isabel Avenue Station</b>	<b>Outside the ½ mile radius of Isabel Avenue Station</b>	<b>Planning Area Total</b>
<i>Residential (housing units)</i>	3,525	570	4,095
<i>Non-residential (square feet)</i>			
Office	1,503,400	152,500	1,655,900
Business Park	134,000	106,800	240,800
Neighborhood Commercial	324,300 <sup>1</sup>	0	324,300
General Commercial	107,200	189,100	296,300
General Industrial <sup>2</sup>	(413,100)	0	(413,100)
<i>Total Non-residential (square feet)</i>	<i>1,655,800</i>	<i>448,400</i>	<i>2,104,200</i>
<i>Jobs</i>	<i>7,900</i>	<i>1,200</i>	<i>9,100</i>

Notes:

1. Includes Ground Floor Retail/Flex Space
2. As build-out of the Planning Area occurs, General Industrial uses will be replaced with Office, Business Park, Neighborhood Commercial, and General Commercial uses.



### ***Phasing Program***

The Specific Plan proposes development to occur in three phases (refer to Attachment 6). The phasing program is currently linked to the BART to Livermore extension, but would be revised to replace the BART to Livermore extension with the Valley Link project. Specifically, Phase I would be linked to approval of the Valley Link project, Phase II would be linked to securing full project funding for the Valley Link project, and Phase III would be linked to the start of construction for the Valley Link project.

### ***Scenic Corridor Amendment***

In response to Planning Commission, City Council, and public feedback, staff conducted a detailed analysis of potential scenic corridor impacts following the Alternatives planning phase to identify the best views of hills and strategies for preserving the views. The analysis took into account existing infrastructure, which obscures scenic views when passing through the Planning Area on I-580.

The street grid established by the Specific Plan creates several view corridors when looking to the north at a 90 degree angle from the freeway. However, since the Neighborhood is also viewed from oblique (45 degree) angles by drivers and passengers viewing the area from I-580, various perspectives were considered when identifying the key views to protect.

The Specific Plan requires three Scenic Corridor Amendment Areas: the Core, East Airway, and Portola areas (refer to Attachment 7). Within the Amendment Areas, development is subject to absolute height limits, rather than view angles. The height limits in the Amendment Areas allow the tallest buildings closest to the Valley Link station where scenic views are currently impacted by infrastructure (e.g. Isabel Avenue/I-580 interchange), while locating shorter buildings around the edges to preserve views at oblique angles. Visual photo simulations and animations were shown to the City Council to more clearly illustrate the Scenic Corridor view impacts.

### ***Airport Protection Area Amendment***

The Livermore Municipal Airport is adjacent to the Planning Area to the southwest. In 1991, the City of Livermore established an Airport Protection Area (APA) to encourage noise-compatible land uses around the airport. The APA is a rectangular area that extends from the airport runway 5,000 feet to the north, south, and east towards Livermore and 7,100 feet to the west towards Pleasanton. The APA policy, which covers about 65 percent of the Planning Area, prohibits new residential uses within the APA boundary. Therefore, an amendment to the Land Use element of the General Plan is required to allow for build-out of the Specific Plan (refer to Attachment 8). As part of the Specific Plan planning process, staff conducted an assessment of the Specific Plan's land use diagram against the Airport Land Use Compatibility Plan (ALUCP) criteria for noise, safety, airspace protection, and overflight annoyance. The assessment found that the proposed land use plan is consistent with state compatibility criteria. The local APA policy would need to be amended.

### ***Affordable Housing Strategy***

The City's Inclusionary Housing Ordinance requires residential development to allocate 15 percent of the total units as affordable units at low- and moderate-income levels. The Specific Plan proposes to increase this requirement to 20 percent by including a mix of income level targets, which will meet the intent of the City's Inclusionary Housing Ordinance. In addition to this increase, a goal of 25 percent affordability is proposed for the overall Planning Area, which could be met in a variety of ways including construction of some 100 percent affordable project(s) in the Planning Area. The proposed inclusionary requirement would result in approximately 1,000 new affordable units built in the City upon Specific Plan buildout.

### ***Economic Development Strategy***

The Specific Plan establishes a new, modern regulatory framework that provides clarity and predictability to property owners, developers, and businesses looking to invest or reinvest in the Neighborhood. The Specific Plan increases the development intensity allowed on some of the lands already designated for commercial or business park development by rezoning to Office or Office-Core, resulting in approximately 1.6 million square feet of office, including Class A office space, which the City does not currently have, at build-out. The Specific Plan also retains and updates zoning for almost all of the existing Business Park and General Commercial lands, accommodating a wide range of business types throughout the Neighborhood.

Another key component of the economic development strategy is to promote the development of an Innovation Hub, which would provide a range of flexible spaces to support innovative companies from startup to scale up. The Innovation Hub will act as an anchor and catalyst for a thriving innovation ecosystem.

### ***Analysis***

If City Council directs staff to move forward with the Supplemental EIR for the Specific Plan and consideration of Specific Plan readoption in late 2019, staff recommends that the Specific Plan remain intact during this interim period. Staff does not support considering General Plan amendments on a project-by-project basis absent the adoption of the comprehensive Specific Plan. Staff recommends this approach to ensure a complete and vibrant neighborhood with a mix of housing, businesses, and community uses.

In addition, keeping the Specific Plan intact is beneficial for financial feasibility within the Planning Area. The existing financing strategy for the Specific Plan is feasible because the total infrastructure cost and affordable housing burden can be funded by the level of development that is proposed (i.e., new homes, office and retail). If the Planning Area were to be developed through a piecemeal approach, and not part of a comprehensive plan, then it is unlikely that some of the infrastructure amenities (e.g., trails and parks) or affordable housing could be built as envisioned in the Specific Plan. The level of the development envisioned by the Specific Plan is also necessary as a minimum threshold as a customer base to support the development of a retail center for the neighborhood.

Beyond building a complete neighborhood that would be served by transit, the Specific Plan would support the City's housing goals. The State passed extensive housing legislation in 2017 and 2018 due to concerns around lack of housing production and housing affordability. Based on this legislation and new pending bills, the region will be tasked with building additional housing to help address the regional housing shortage. The Specific Plan proposes 4,095 housing units, all of which are within the City's Urban Growth Boundary. In addition, approximately 1,000 housing units would be affordable. The Specific Plan would not only supply additional housing needs, but could help the City in meeting its future Regional Housing Needs Allocations in a well-planned concentrated area rather than as a series of infill projects in existing neighborhoods.

If staff is directed to move forward with the Specific Plan, the next steps would include preparing a Supplemental EIR, Specific Plan Revisions, and targeted outreach meetings to update the community on the Valley Link project and the Specific Plan revitalization.

#### FISCAL AND ADMINISTRATIVE IMPACTS

Updating the Specific Plan environmental documentation will require staff time and hiring a consultant to prepare a Supplemental EIR at the cost of approximately \$175,000. The Planning Division's proposed budget for Fiscal Year 2019-20 includes funds to cover the project. Staff anticipates City Council consideration of the budget this spring.

#### ATTACHMENTS

1. City Council Staff Report and Meeting Minutes, dated May 14, 2018
2. Draft Isabel Neighborhood Specific Plan, dated January 2018  
(<http://www.cityoflivermore.net/civicax/filebank/documents/17081/>)
3. Draft Isabel Neighborhood Specific Plan Environmental Impact Report, dated January 2018 ([http://www.cityoflivermore.net/citygov/cdd/bart/inp\\_deir.htm](http://www.cityoflivermore.net/citygov/cdd/bart/inp_deir.htm))
4. Isabel Neighborhood Specific Plan Land Use Diagram
5. Isabel Neighborhood Specific Plan Change Areas
6. Phasing Subareas (Figure 7-1 of the Draft Specific Plan)
7. Scenic Corridor Amendment (Figure 2-3 of the Draft Specific Plan)
8. Airport Protection Area Amendment (Figure 8-1 of the Draft Specific Plan)

Prepared by:

Ashley McBride  
Assistant Planner

Approved by:



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Marc Roberts  
City Manager

Fiscal Review by:



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Douglas Alessio  
Administrative Services Director



**ISABEL NEIGHBORHOOD PLAN  
PRELIMINARY CONCEPTUAL ELEMENTS AND COST ESTIMATES  
FOR PROPOSED PARKS  
PREPARED BY LARPD FOR CITY OF LIVERMORE**

**DECEMBER 2019**

The intent for the Isabel Neighborhood Specific Plan's new neighborhood parks would be designed as "Urban Parks," consistent with the Civic Space standards. Livermore Area Recreation and Park District supports the Isabel Neighborhood Plan proposed park sites with the following preliminary conceptual design elements:

- 1) The 2.4 acres along Collier Canyon Creek** LARPD recommends making this park site a focal point for natural turf and compatible uses, to include: turf field area to accommodate one full-size soccer field, two futsal courts (could be used for outdoor yoga or other activities), perimeter walking path, benches, shaded group picnic area, outdoor fitness equipment, tot lot, and on-street parking. A restroom or designated space for portable restrooms would be needed. Include an enclosed structure for storage of equipment and supplies, access to water. Adequate lighting for safety.
- 2) The three acres along the proposed Main Street** would be designed to accommodate community events and oriented in such a way that local residents can view the park. On-street parking is available, and adequate lighting is provided for safety. Amenities include: A passive open space lawn area, shaded pavilion with seating, tot lot, walking path, picnic area, outdoor fitness cluster, and water feature. A restroom or designated space for portable restrooms would be needed for community events.
- 3) The two acres south of the freeway that honors the history of the site and agricultural heritage of the Planning Area.** This site is recommended for passive use, including: a community garden shaded outdoor education gathering area with native plant garden, and public art/interpretive displays of the agricultural heritage. Off-street parking should be accommodated for possible school bus field trips. A restroom or designated space for portable restrooms would be included.

**Order of Magnitude Cost Estimates**

The exact size, location and features of each park will be finalized at the time of development. The Order of Magnitude (OOM) Cost estimates consider hard costs, soft costs and contingency including: design, site analysis, topographic survey, plan check and review, permits, environmental review, project management, construction management, demolition, earthwork and site preparation, irrigation, and inspections. In addition, ongoing maintenance and replacement costs need to be considered. Cost estimates are preliminary and subject to change.

**Preliminary Order of Magnitude Cost Estimates  
For Proposed Parks  
Isabel Neighborhood Plan  
December 2019  
DRAFT**

<b>Proposed Parks</b>	<b>2.4 acres along Collier Canyon Creek</b>	<b>3 acres along the proposed Main Street</b>	<b>2 acres south of the freeway that honors the history and agricultural heritage of site</b>
<b>Conceptual Elements</b>	<ul style="list-style-type: none"> <li>• Turf field</li> <li>• Tot Lot</li> <li>• Futsal Courts</li> <li>• Walking Path</li> <li>• Benches</li> <li>• Shaded Group Picnic Area</li> <li>• Restrooms</li> <li>• On-street parking</li> <li>• Storage area</li> <li>• Fitness Cluster</li> <li>• Adequate lighting for safety</li> <li>• Drought resistant landscaping</li> </ul>	<ul style="list-style-type: none"> <li>• Passive lawn area</li> <li>• Adequate lighting for safety</li> <li>• Shaded pavilion with seating designed to accommodate events</li> <li>• Tot lot</li> <li>• Walking path</li> <li>• Picnic area</li> <li>• Outdoor fitness cluster</li> <li>• Restroom</li> <li>• Water feature/public art</li> <li>• Drought resistant landscaping</li> </ul>	<ul style="list-style-type: none"> <li>• Community garden</li> <li>• Shaded outdoor education gathering area</li> <li>• Native plant garden</li> <li>• Public art</li> <li>• Interpretive displays of agricultural</li> <li>• Restroom</li> <li>• Adequate lighting for safety</li> <li>• Limited off-street parking for school bus field trips</li> <li>• Drought-resistant landscaping</li> </ul>
<b>OOM Cost Estimates</b>	\$3.5M	\$4M	\$2.5M
<b>Annual Combined Maintenance Cost Estimates</b>	\$15K	\$18K	\$10K
<b>Replacement Costs for benches, picnic tables, tot lot resurfacing, etc.(10 years)</b>	\$130K	\$140K	\$100K

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE BOARD CHAIR TO SIGN A LETTER ON  
BEHALF OF THE BOARD TO THE CITY OF LIVERMORE IN SUPPORT OF THE  
ISABEL NEIGHBORHOOD SPECIFIC PLAN**

*BE IT RESOLVED*, that the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, hereby authorizes the Board Chair to sign a letter on behalf of the Board of Directors of the Livermore Area Recreation and Park District to the City of Livermore in support of the conceptual elements of the Isabel Neighborhood Specific Plan, with edits approved by the Chair.

*ON MOTION* of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted this 8<sup>th</sup> day of July, 2020, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

Approved this 8<sup>th</sup> day of July, 2020

\_\_\_\_\_  
Jan Palajac  
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*

4444 East Avenue, Livermore, CA 94550-5053  
(925) 373-5700 [www.larpd.org](http://www.larpd.org)

**General Manager**  
Mathew L. Fuzie

July 8, 2020

**DRAFT**

Mr. Marc Roberts, City Manager  
City of Livermore  
1053 South Livermore Avenue  
Livermore, CA 94550

Dear Mr. Roberts:

The Board of Directors for the Livermore Area Recreation and Park District (District) is writing this letter in support of the Isabel Neighborhood Specific Plan (INSP). The District supports the conceptual elements of the Plan including the proposed parks and trails. We will continue to work collaboratively with the City of Livermore on the design elements of the parks and trails, with the understanding that the District will assume responsibility for the ongoing maintenance of the parks and trails within the INSP. We are aware that the City of Livermore is the lead agency for discussions with the appropriate parties in the development of the Plan. We will continue to commit necessary staff time and resources to the City to assist with the continual development of the Plan.

We affirm this commitment this day, Wednesday, July 8, 2020 by vote of the Board of Directors of the Livermore Area Recreation and Park District.

Sincerely,

Jan Palajac,  
Chair, Board of Directors

ITEM NO. 4.1

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**Board of Directors**  
Maryalice Faltings

David Furst

Jan Palajac

Philip Pierpont

Beth Wilson



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

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION AUTHORIZING THE BOARD CHAIR TO SIGN A LETTER ON  
BEHALF OF THE BOARD TO THE CITY OF LIVERMORE IN SUPPORT OF THE  
“ARROYO LAS POSITAS” TRAIL T6 CONNECTION PROCESS**

*BE IT RESOLVED*, that the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, hereby authorizes the Board Chair to sign a letter on behalf of the Board of Directors of the Livermore Area Recreation and Park District to the City of Livermore in support of the “Arroyo Las Positas” Trail T6 connection process, with edits approved by the Chair.

*ON MOTION* of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted this 8th day of July, 2020, by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSTENTIONS:**  
**ABSENT:**

Approved this 8<sup>th</sup> day of July, 2020,

\_\_\_\_\_  
Jan Palajac  
Chair, Board of Directors

ATTEST:

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



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**General Manager**  
Mathew L. Fuzie

July 8, 2020

**DRAFT**

Mr. Marc Roberts, City Manager  
City of Livermore  
1053 South Livermore Avenue  
Livermore, CA 94550

Dear Mr. Roberts:

The Board of Directors for the Livermore Area Recreation and Park District has stated a strong desire for some time to see a trail connection for both pedestrian and non-motorized access from the Springtown Area to the rest of Livermore. In November, 2018, the Board emphasized by Resolution their strong support for this trail known in the Trails Master Plan as "Arroyo Las Positas" Trail T6. We understand that City staff is negotiating rights-of-way acquisition with private property owners and negotiating Development Agreement terms for trail construction as part of an adjacent Lassen Road Development application. We support and encourage approval of this project by the City Council. We have committed and will continue to commit to the ongoing maintenance of this new trail. The trail is a very important component of this project and safe non-vehicular access is an essential and urgent need. Thank you for your consideration of this project.

We affirm this commitment this day, July 8, 2020 by unanimous vote of the Board of Directors of the Livermore Area Recreation and Park District.

Sincerely,

Jan Palajac,  
Chair, Board of Directors

ITEM NO. 4.2

**Board of Directors**  
Maryalice Faltings

David Furst

Jan Palajac

Philip Pierpont

Beth Wilson

# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Patricia Lord, Assistant General Manager

DATE: July 8, 2020

SUBJECT: Amendments to the Memorial and Commemorative Policy

COMMITTEE: Ad Hoc Committee, January 21, 2020  
Ad Hoc Committee, May 5, 2020  
Ad Hoc Committee, June 29, 2020

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**RECOMMENDATION:** That the Board of Directors adopt Resolution No. \_\_\_\_ approving amendments to the Memorial and Commemorative Policy No. FAC-86-1007 with proposed pricing increases and duration limits.

**BACKGROUND:** Historically, LARPD has received requests from individuals, organizations, and other groups seeking permission for various types of commemorative or memorial gifts to be placed in or on District facilities or made available for program use. In response to these requests, the District has developed a Memorial and Commemorative Gift Program, with proceeds benefitting the LARPD Foundation (see Attachment A- Memorial and Commemorative Policy No. FAC-86-1007). The LARPD Foundation, in turn, strives to enhance the quality of life for residents of the Livermore Area Recreation and Park District.

Prospective donors contact the Memorials Coordinator, and staff works with donors to complete the donation form, submit payment, and find a suitable site for a bench or tree in coordination with Parks and/or Ranger staff, often meeting in person with the donor at the donation site. Proposed wording for engravings are submitted to the General Manager for approval, prior to installation. The tree planting or bench installation is then scheduled with the donor, who typically wants to be present at the planting or soon after the bench installation. Once the donated item has been planted or installed, staff orders a small engraved brass plate with the donation information, which is then placed with the other engravings on display at the Robert Livermore Community Center. The District currently has an inventory of 66 commemorative trees, and 49 benches (see Attachment B – Inventory of Donated Benches and Trees).

Ongoing maintenance for benches and trees is required with the Memorial and Commemorative Program. Once an Open Space bench is installed, Rangers check for graffiti, gum, etc. and sand/clean the benches as needed. Mowing is necessary multiple times per year, except for

benches placed in dirt/gravel areas or on concrete. Mowing is done by hand because the trailer mower cannot get close enough or under the benches. Similarly, Parks staff attends to ongoing maintenance of commemorative benches and trees in the parks system.

On August 22, 2019, the Memorial and Commemorative Program was reviewed by the Facilities Committee, and then by the Board on October 10, 2019. Discussions included the pricing and inventory of benches in Sycamore Grove Park and consideration for additional benches. Concerns have been raised that Sycamore Grove Park may be approaching capacity for commemorative benches (see Attachment C – Map of Benches in Sycamore Grove Park).

An Ad Hoc Committee was formed to provide direction to staff on pricing for benches and trees, duration for commemorative benches and picnic tables, and proposed amendments to the Memorial and Commemorative Policy and Gift Form (see Attachment D-Amendments to Policy No. FAC-86-1007, Memorial and Commemorative Policy and Gift Form).

Benchmark data of other public agencies commemorative bench pricing includes duration:

Agency	Donation Price for Bench	Duration/Years
Tri-Valley Conservancy	\$10,000	
East Bay Regional Park District	\$2,500 \$2,200	10 Additional 10
Hayward Area Recreation and Park District	\$2,100, but prices are changing; Moratorium on plaques at one site	
Pleasant Hill Recreation and Park District	\$1,500-\$2,000, but prices are changing	
San Mateo County	\$5,000 for 10 years; \$8,500 for 20 years	10 20
City of Palo Alto	\$2,500	10
Midpeninsula Regional Open Space	\$5,000	10
San Francisco	\$6,000-\$10,000 plaque only on existing bench	
Los Altos	\$3,500	10
Santa Cruz	\$2,500	10

The following outlines the current District pricing for commemorative trees and benches and proposed pricing with duration limits for benches and picnic tables.:

Commemorative Item	Current Price	Proposed Pricing	Duration
Tree – Neighborhood or Community Park	\$ 500 15 gallon	\$1,000	
Bench w/ plaque Neighborhood or Community Park	\$2,000 in perpetuity	\$2,500	Ten (10) Years*
Bench or Picnic Table – w/ plaque Open Space	\$2,000 in perpetuity	\$5,000	Ten (10) Years*
*At end of ten years, donor will have first right of refusal to renew; pricing subject to change			

FINANCIAL SUMMARY: A breakdown of the current pricing is outlined below.

Item	Direct cost	Donation Price
Open Space Bench	\$904.11	
Custom Bronze Plaque 2"x10"	\$226.19	
Engraved Brass Plate	\$21.50	
Sub Total	\$1,151.80	\$2,000

A detail of cost estimates for memorial gift items at the proposed pricing level is attached. After costs have been taken into account, proceeds benefit the LARPD Foundation. (See Attachment E – Detailed Direct Costs of Memorial Items).

For years, donors have paid \$2,000 to purchase a bench, including an engraved tablet on the bench, that remains at the site in perpetuity. Sycamore Grove Park is the most requested site for donations with 38 benches and one commemorative picnic table currently at the park. There was a waiting list that staff is in the process of completing, honoring the \$2,000 bench price that was originally quoted to them. Staff recommends the amendments to the Memorial and Commemorative Policy and Gift Form with proposed pricing and duration limits.

ATTACHMENTS:

- A. Memorial and Commemorative Policy No. FAC-86-1007
- B. Inventory of Donated Benches and Trees
- C. Map of Benches in Sycamore Grove Park
- D. Amendments to Policy No. FAC-86-1007, Memorial and Commemorative Policy and Gift Form
- E. Detailed Direct Costs of Memorial Items



**Livermore Area  
Recreation & Park District**  
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Policy No. FAC-86-1007

## MEMORIAL AND COMMEMORATIVE POLICY

PURPOSE OF POLICY	To provide guidelines for staff in addressing requests from the public to donate memorial or commemorative gifts
POLICY SUMMARY	This policy provides the parameters and procedures for processing memorial and commemorative donations.
APPROVAL	Adopted: Board Resolution No. 1007, March 12, 1986 Amended: Board Motion, June 12, 1996 Amended: Board Resolution No. 2210, Oct. 14, 2009

### Purpose

LARPD receives requests from individuals, organizations, and other groups seeking permission for various types of commemorative or memorial gifts to be placed in/on District facilities or made available for program use. These gifts can enhance a facility or program when they are properly planned, specified, and installed or implemented. Offering a policy and procedure to allow acceptance of these gifts provides a service to prospective donors who wish to give memorial or commemorative items that can be shared with the community. The LARPD Foundation may also be used to assist donors and the staff with the donation process.

The purpose of this policy is to provide guidelines for District staff in addressing requests from individuals, organizations, or other groups wishing to donate memorial or commemorative gifts.

### Policy

1. The District shall identify a Memorials Coordinator who will work with donors to select a memorial or commemorative item that will satisfy the wishes of the donor and provide a functional improvement to the District or to the District facility in which the memorial is to be located.

2. It is recognized that each facility or portion thereof has limitations as to the size and number of memorials that can reasonably be installed. The District will, at any time, place restrictions, limitations or disallow future memorial installations at any site.
3. The location of memorial or commemorative items must be compatible with the site chosen and any applicable master plans covering that site. Additionally, the memorial item must be compliant with the Standard Specifications and Standard Details adopted by the District.
4. Normally, all gift recognition plaques will be displayed in the Robert Livermore Community Center or other appropriate community facilities. These plaques are typically bronze, 3" by 1", engraved and mounted on wooden display boards. Engraved text shall follow a standard template including the name of the individual being memorialized, the location of the memorial item, the month and year of installation, and what the memorial item is. As determined by the General Manager, significant memorials or contributions may be given special consideration for plaques mounted on a donated item or at specific sites.
5. Unless otherwise arranged, maintenance of all memorial items shall be the responsibility of the District, and shall be consistent with standards established by the District. Voluntary supplemental maintenance by the donor shall be undertaken only with the prior approval of the District.
6. Donors participating in this program must agree that the memorial items installed or initiated under this policy do not have infinite longevity. The District retains the authority to relocate memorial items to accommodate future park/building development, changes in programs or changes in maintenance procedures. Should memorial items become unusable, unsafe, unsightly or cannot be relocated, the District retains the right to remove and not replace those items. Relocations and removals will be the responsibility of the District. Living memorials which fail to thrive may or may not be replaced at the District's discretion. The District will make reasonable efforts to notify donors of relocation or removal.


## **Procedures**

1. Upon first contact by an individual, organization, or other group proposing a memorial/commemorative gift, staff shall forward the proposal to the District's Memorials Coordinator.
2. The Memorials Coordinator shall provide the donor with an estimated cost for the gift, if possible. This cost will include materials, labor, equipment, designated maintenance, and other related expenses (engraving, shipping, taxes, etc).
3. Following the initial contact, the Memorials Coordinator will forward the memorial proposal information to the appropriate District Division. The respective Division shall assign an employee to assist the memorial donor in completing the project.
4. Individual Divisions are responsible for periodically updating lists of desired items for memorial consideration. These lists will include estimated costs for each item.

5. Once the details of a memorial gift have been mutually agreed upon by the donor and the Division representative, the Memorials Coordinator will complete a Memorial Gift Form. The completed form shall be sent to the donor for signature and pre-payment. The District shall not purchase materials nor initiate labor activity associated with a memorial until full payment has been received from the donor. Upon receipt of funds, the District shall be responsible for installation or initiation of the memorial item.
6. A Certificate of Acknowledgment shall be given to donors. This certificate will document the gift and may be sent to a third party if requested by the donor.

Adopted: Board Resolution No. 1007, March 12, 1986  
Amended: Board Motion, June 12, 1996  
Amended: Board Resolution No. 2210, October 14, 2009

APPROVAL

  
\_\_\_\_\_  
Timothy J. Barry  
General Manager

12-18-09  
\_\_\_\_\_  
Date





## M e m o r i a l   G i f t   F o r m

I give the below described item(s) to the Livermore Area Recreation and Park District (LARPD) as a memorial contribution. I understand that the type and placement of the item(s) is determined by LARPD and that installation will be performed by LARPD unless otherwise indicated on this form. I acknowledge and understand that LARPD does not guarantee maintenance and/or replacement of the item(s) in the future and, due to the number and variety of donated items and number of donors, LARPD cannot guarantee that I will be notified if my donation is, for any reason, relocated, damaged or destroyed.

**Description of Gift**

Tree (type) \_\_\_\_\_

Park Bench (type) \_\_\_\_\_

Other \_\_\_\_\_

**Installation Information**

Park Name: \_\_\_\_\_

Date of Installation: \_\_\_\_\_

**Memorial Information**

In Honor of: \_\_\_\_\_

Include engraved plaque to be displayed in an LARPD public building:

Yes    x                      No   

**Cost**

Total amount due and payable to LARPD prior to installation: \$ \_\_\_\_\_

**Your Information**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Acknowledgment Information**

Would you like an acknowledgment sent to another person?

Yes  No

Send acknowledgment to:

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_

\_\_\_\_\_  
*Contributor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*LARPD Representative*

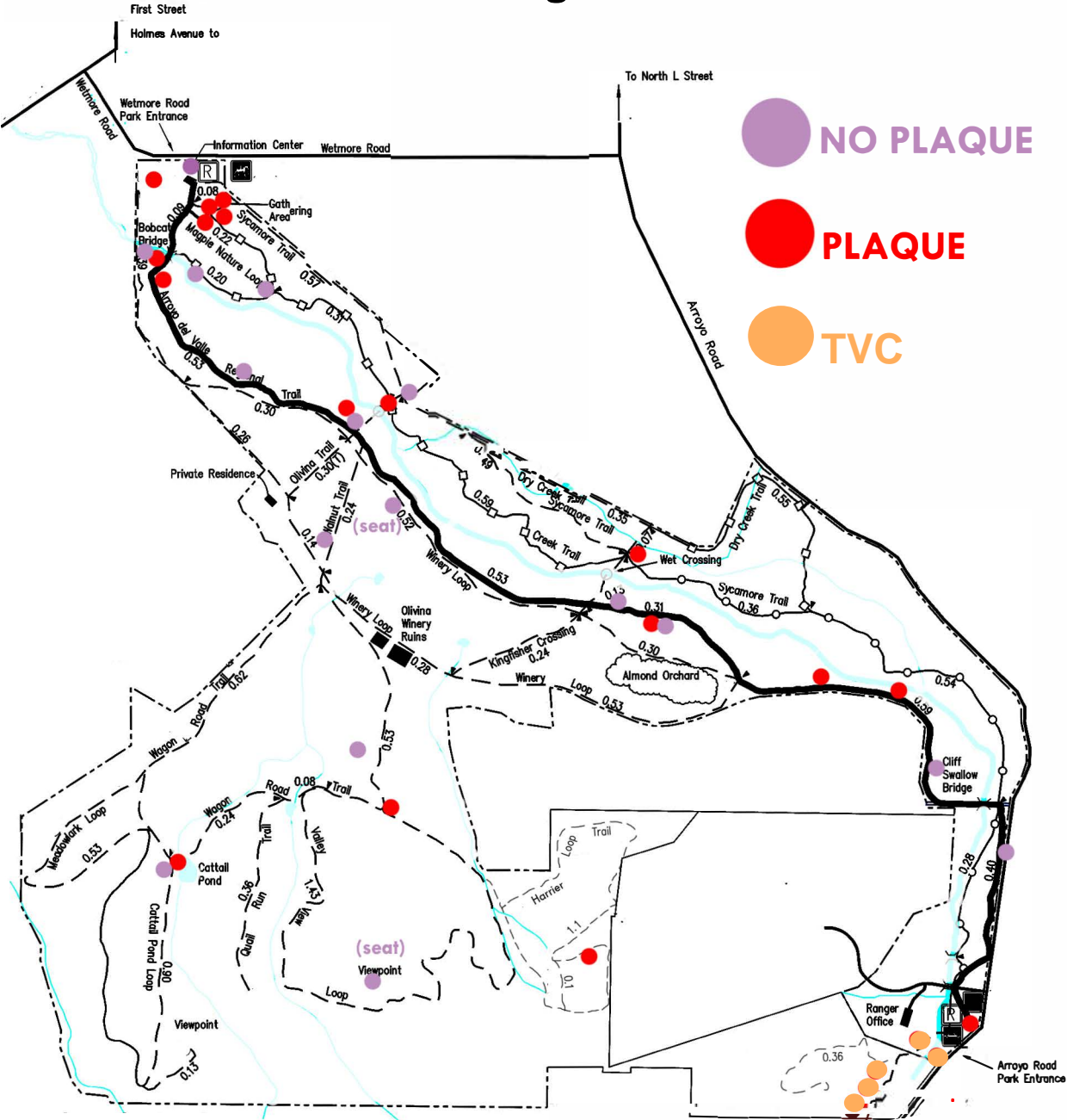
\_\_\_\_\_  
*Date*

## Inventory of Donated Benches and Trees

<b>Facility</b>	<b>Benches (since 1998)</b>	<b>Trees (since 1991)</b>
Almond Park	0	1
Altamont Park	0	1
Big Trees Park	0	1
Bothwell Park	1	0
Christensen Park	0	1
Hagemann Park	0	1
Holdener Park*	2	0
Ida Holm Park	0	3
Independence Park	1	2
Jack Williams Park	0	6
Lester Knott Park	0	1
Maitland Henry Park	1	0
Marlin Pound Park	0	2
Max Baer Park	0	1
May Nissen Park	0	1
Meadow Vista Park	0	2
Mocho Park	0	1
Pleasure Island Park	2	0
Ralph T. Wattenburger Park	0	3
Ravenswood Historic Site	1	6
Ravenswood Park	1	2
Robert Livermore Park	1	4
Robertson Park	0	7
Sunset Park	0	5
Sycamore Grove Park*	38	11
Tex Spruiell Park	0	2
Vista Meadows Park	0	2
Weinberger Trail	1	0
<b>TOTAL</b>	<b>49</b>	<b>66</b>

\* total number of benches

# Sycamore Grove Park Current / Pending Benches





Policy No. FAC-86-1007

## MEMORIAL AND COMMEMORATIVE POLICY

<b>PURPOSE OF POLICY</b>	To provide guidelines for staff in addressing requests from the public to donate memorial or commemorative gifts
<b>POLICY SUMMARY</b>	This policy provides the parameters and procedures for processing memorial and commemorative donations.
<b>APPROVAL</b>	Adopted: Board Resolution No. 1007, March 12, 1986 Amended: Board Motion, June 12, 1996 Amended: Board Resolution No. 2210, Oct. 14, 2009 Amended: Board Resolution No. _____, July 8, 2020

### **Purpose**

LARPD receives requests from individuals, organizations, and other groups seeking permission for various types of commemorative or memorial gifts to be placed in/on District facilities or made available for program use. These gifts can enhance a facility or program when they are properly planned, specified, and installed or implemented. Offering a policy and procedure to allow acceptance of these gifts provides a service to prospective donors who wish to give memorial or commemorative items that can be shared with the community. The LARPD Foundation may also be used to assist donors and the staff with the donation process.

The purpose of this policy is to provide guidelines for District staff in addressing requests from individuals, organizations, or other groups wishing to donate memorial or commemorative gifts.

### **Policy**

1. The District shall identify a Memorials Coordinator who will work with donors to select a memorial or commemorative item that will satisfy the wishes of the donor and provide a functional improvement to the District or to the District facility in which the memorial is to be located.

2. It is recognized that each facility or portion thereof has limitations as to the size and number of memorials that can reasonably be installed. The District will, at any time, place restrictions, limitations or disallow future memorial installations at any site.
3. The location of memorial or commemorative items must be compatible with the site chosen and any applicable master plans covering that site. Additionally, the memorial item must be compliant with the Standard Specifications and Standard Details adopted by the District.
4. Normally, all gift recognition plaques will be displayed in the Robert Livermore Community Center or other appropriate community facilities. These plaques are typically bronze, 3" by 1", engraved and mounted on wooden display boards. Engraved text shall follow a standard template including the name of the individual being memorialized, the location of the memorial item, the month and year of installation, and what the memorial item is. As determined by the General Manager, significant memorials or contributions may be given special consideration for plaques mounted on a donated item or at specific sites.
5. Unless otherwise arranged, maintenance of all memorial items shall be the responsibility of the District, and shall be consistent with standards established by the District. Voluntary supplemental maintenance by the donor shall be undertaken only with the prior approval of the District.
6. Donors participating in this program must agree that the memorial items installed or initiated under this policy do not have infinite longevity. Memorial and Commemorative Gift Pricing is subject to change. The District retains the authority to relocate memorial items to accommodate future park/building development, changes in programs or changes in maintenance procedures. Should memorial items become unusable, unsafe, unsightly or cannot be relocated, the District retains the right to remove and not replace those items. Relocations and removals will be the responsibility of the District. Living memorials which fail to thrive may or may not be replaced at the District's discretion. The District will make reasonable efforts to notify donors of relocation or removal.

## **Procedures**

1. Upon first contact by an individual, organization, or other group proposing a memorial/commemorative gift, staff shall forward the proposal to the District's Memorials Coordinator.
2. Following the initial contact, the Memorials Coordinator will forward the memorial proposal information to the appropriate District Division. The respective Division shall assign an employee to assist the memorial donor in completing the project.
3. Individual Divisions are responsible for periodically updating lists of desired items for memorial consideration. These lists will include estimated costs for each item.
4. Once the details of a memorial gift have been mutually agreed upon by the donor and the Division representative, the Memorials Coordinator will complete a

Memorial Gift Form. The completed form shall be sent to the donor for signature and pre-payment. The District shall not purchase materials nor initiate labor activity associated with a memorial until full payment has been received from the donor. Upon receipt of funds, the District shall be responsible for installation or initiation of the memorial item.

5. Written Acknowledgment shall be given to donors. This certificate will document the gift and may be sent to a third party if requested by the donor.

Adopted: Board Resolution No. 1007, March 12, 1986  
Amended: Board Motion, June 12, 1996  
Amended: Board Resolution No. 2210, October 14, 2009  
Amended: Board Resolution No. \_\_\_\_\_, July 8, 2020

## APPROVAL

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Mathew Fuzie  
General Manager

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Date



# Memorial and Commemorative Gift Form

I give the below described item(s) to the Livermore Area Recreation and Park District (LARPD) as a memorial or commemorative contribution. I understand that the type and placement of the item(s) is determined by LARPD and that installation will be performed by LARPD unless otherwise indicated on this form. I acknowledge and understand that LARPD does not guarantee maintenance and/or replacement of the item(s) in the future and, due to the number and variety of donated items and number of donors, LARPD cannot guarantee that I will be notified if my donation is, for any reason, relocated, damaged or destroyed. **Benches and picnic tables are purchased for a period of 10 years. At the end of the 10 years, the donor will have first right of refusal; pricing is subject to change at any time.** Please complete this form, print and sign it. Submit the form to: Attention: Memorial and Commemorative Gift Coordinator, 4444 East Avenue, Livermore CA 94550.

## Description of Gift

- Park Bench \_\_\_\_\_
- Picnic Table \_\_\_\_\_
- Tree \_\_\_\_\_
- Other \_\_\_\_\_

For benches or picnic tables only, provide your proposed wording for an engraved plaque. Subject to approval or editing by LARPD. Limit of 120 characters, including spaces:

\_\_\_\_\_

Park Name: \_\_\_\_\_  
In Honor of: \_\_\_\_\_

## Cost

Total amount due and payable to **LARPD Foundation** prior to installation:  
\$ \_\_\_\_\_

## Your Information

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

\_\_\_\_\_  
*Contributor Signature*

\_\_\_\_\_  
*Date*



Proceeds from your contribution benefit the LARPD Foundation. The Foundation's mission is to improve the quality of life throughout the Livermore Area Recreation and Park District through advocacy, collaboration, and financial assistance, primarily focused on providing recreation opportunities for the underserved and enhancing parks and open space.

Office use only: written acknowledgement from Foundation date \_\_\_\_\_ by \_\_\_\_\_

### **Memorial and Commemorative Gift Pricing**

#### Open Space (Sycamore Grove Park or Holdener Park, for example)

Bench  
\$5,000 for 10 years

Picnic Table  
\$5,000 for 10 years

#### Non-Open Space (neighborhood or community parks, for example)

Bench  
\$2,500 for 10 years

Tree  
\$1,000

### **Memorial and Commemorative Gift Process**

Thank you for your interest in purchasing a memorial or commemorative gift for Livermore Area Recreation and Park District.

1. Complete the Memorial and Commemorative Gift Form.

Print it out, sign it and submit it:

Attention: Memorial and Commemorative Gift Coordinator  
4444 East Avenue  
Livermore CA 94550

2. LARPD staff will contact you regarding potential sites for your bench, picnic table, or tree. If the site is agreeable to you, please send a check (Attention: Memorial and Commemorative Gift Coordinator, 4444 East Avenue Livermore CA 94550) made **payable to the LARPD Foundation** for the full amount. Your item will then be ordered and LARPD staff will keep you apprised of the installation/planting. Once ordered, benches and picnic tables may take 2-3 months to receive.

3. Benches and picnic tables are purchased for a period of 10 years. At the end of the 10 years, the donor may have first right of refusal; pricing is subject to change at any time.



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**Detailed Direct Cost Estimates of Memorial Items**

<b>Memorial Item</b>	<b>Cost Estimates</b>	<b>Proposed Pricing</b>
Open Space Picnic Table Custom bronze plaque Engraved brass plate	\$ 860 \$ 230 \$ 10 TOTAL \$1,100	\$5,000 for 10 years
Open Space Bench Custom bronze plaque Engraved brass plate	\$ 920 \$ 230 \$ 10 TOTAL \$1,160	\$5,000 for 10 years
Non-open space bench (includes engraved plaque) Engraved brass plate	\$1,500 \$ 10 TOTAL \$1,510	\$2,500 for 10 years
15 gallon tree Engraved brass plate	\$ 200 \$ 10 TOTAL \$210	\$1,000

Prices are based on the most current information available, and are subject to change.



LIVERMORE AREA RECREATION AND PARK DISTRICT

**FACILITIES COMMITTEE**

**AGENDA**

**THURSDAY, JULY 2, 2020  
2:00 P.M.**

*NOTICE: Coronavirus COVID-19*

*In accordance with Governor Newsom's Executive Orders, the Livermore Area Recreation and Park District Committee Members and staff will be participating in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may participate in the meeting electronically and shall have the right to observe and offer public comment at the appropriate time during this committee meeting.*

*We have also provided a call-in number, as identified on this Agenda, and encourage you to attend by telephone.*

**PARTICIPATION:**

Please click the link below to join the webinar:

<https://zoom.us/j/97983491466?pwd=UmVLbm1FVU83TTJ1ZTg2d1VicU9sUT09>

Password: Facilities

Webinar ID: 979 8349 1466

Or Telephone: (669) 900 9128

COMMITTEE CHAIR: FURST

COMMITTEE MEMBER: PALAJAC

1. Call to Order
2. Public Comment
3. Approval of the Minutes of the Facilities Committee Meeting held on June 4, 2020
4. Presentation by Andy Ross, City of Livermore Associate Planner, on Isabel Neighborhood Specific Plan (Discussion & Direction)
5. Trail 6 Update (Discussion)
6. CIP Updates – Current and Future Projects (Discussion)
7. 2020 Parks and Facilities Guide, Revised (Information only)
8. Matters Initiated
9. Adjournment