

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PROGRAM COMMITTEE**

**DRAFT MINUTES**

**TUESDAY, MAY 9, 2023**

**10:00 A.M.**

**Committee Members Present:** Maryalice Faltings, David Furst

**Staff Present:** Mat Fuzie, Linda VanBuskirk, Jill Kirk, David Weisgerber, Pamela Healy, Fred Haldeman, Michelle Kleman, Jeff Schneider

**Members of the Public Present:** Melanie Sadek (Valley Humane Society)

1. **Call to Order:** Chair Faltings called the meeting to order at 10:00 a.m.
2. **Public Comment:** There was no public comment. Chair Faltings closed the public comment period.

**3. Approval of the Minutes of the Program Committee on February 14, 2023:**

**Action:** The Minutes from February 14, 2023 were approved unanimously.

4. **Advertising Policy:** GM Fuzie commented that our current policy no. FAC-17-2573 “Advertising on District Property” will need to be revised. Director Furst noted this was previously discussed in relation to the Little League World Series (LLWS) and use/prohibited use of banners and other advertising, but nothing came of those discussions. GM Fuzie will work with core staff to draft a more fitting policy.

**Action:** GM Fuzie will look into what other park and recreation districts are doing, then work with Core Staff to draft a revised policy and bring it back to the Committee for review as soon as possible.

**5. Ambassadors Program: (Note: This item was discussed after item 6)**

GM Fuzie introduced Melanie Sadek from the Valley Humane Society (VHS). VHS is located in Pleasanton, primarily serving the Tri-Valley area. Ms. Sadek explained that the Ambassadors program has been very successful in Pleasanton. This year, by popular demand, the program will also be in Livermore. At the annual Humane Society Gala, auction participants can bid to have their pet honored with the title “Ambassadors” for the following year. Funds raised at the auction benefit VHS programs and related community services. The LARPD Board of Directors’ participation in this program would involve a proclamation signed by the Board to designate the pet owned by the winning bidder as the LARPD’s “Ambassadors”.

Ms. Sadek also discussed various programs conducted by the VHS, including:

- “AniMeals”, a pet food distribution system that assists low-income pet owners. Over 170k pet meals were distributed last year in partnership with Tri Valley Haven and Open Heart Kitchen (OHK).

- The Canine Pet Therapy program, which includes Paws to Read and Paws to Heal, provides therapeutic pet visits and encourages a love of animals.
- Animal adoption program (includes dogs and cats)
- Spay/Neuter program: the VHS Surgery Center can perform over 140 surgeries a week.

**Committee Comments and Questions:**

- Where do VHS animals come from? *Most are from the public shelter (located in Dublin), with some private surrenders.*
- Committee members discussed various ways to highlight the Ambassador at LARPD events in the Livermore community.
- The Ambassador program in Pleasanton is sponsored by the City of Pleasanton. Isn't the City of Livermore doing the same here? Why ask the LARPD? *The COL has declined the opportunity. This is an appropriate program for the LARPD to participate in.*
- What is the budget for OHK and TriValley Haven for pet food distribution? *The program is run by VHS, and partner organizations assist with the distribution.*
- Would the Ambassador be wearing any LARPD logo attire during events, such as a parade? *Yes, the Ambassador can wear a leash/vest etc. with the LARPD logo.*
- Has staff considered doing Dogtoberfest again? *This program will be reconsidered at some future time.*
- Does the LARPD still offer dog obedience classes? *Not at this time.*

**Actions:**

- Committee members agreed to move this item forward for further consideration by the full Board.
- Staff will prepare a draft proclamation for review.

**6. LARPD Foundation MOU: (Note: This item was discussed prior to item 5)**

Community Outreach Supervisor (COS) David Weisgerber provided and reviewed a copy of the draft MOU. He noted that the draft was approved on 5/1/23 by the Foundation but they approved it with a revision which was made on 5/3/23. The revision was made to include a 2/3 super majority vote to terminate the agreement.

**Committee Comments and Questions:**

- The Committee requested a copy of the current LARPD Foundation Board membership.
- Can the Committee be afforded the opportunity to review the document further and have staff bring it back to this committee before it is brought before the full board? *Yes. This is the first review of the document. It will also be reviewed by the Finance Committee prior to being presented to the full Board.*

**Action:** Staff will provide a current roster of LARPD Foundation Board Members to Committee members.

**7. Master Fee Schedule:** Community Services Manager (CSM) Jill Kirk prepared a draft Master Fee Schedule that will be reviewed more extensively during the budget process. It is broken down by program area. The draft includes current fees proposed for the FY23/24 budget, as well as projected fees (with a 3%-10% increase) based on market rate and comparable agencies. Certain fees will not be raised if they pertain to a program that is being provided as a community service.

**Committee Comments and Questions:**

- On the last page, (LARPD Senior Classes) why is the projected fee range so high? *Costs vary, the projection as shown allows for inclusion of higher cost programs.*
- What is the rationale for resident vs non-resident fee? *Priority registration goes to residents. Many residents are fee exempt from LARPD fees as determined by the County Assessor. We want to provide services primarily within our community.*
- Projected fees allow us to go in the direction of the anticipated fee but are not set.

**Action:** This will be included in budget materials moving forward and will be brought to the full Board for further review.

**8. Directors' Reports and/or GM Reports and Announcements:**

- Director Furst commented that many times Directors ask to have an agenda item added to an agenda and it does not occur. He noted that at the February 14<sup>th</sup> meeting, a new agenda item he had requested was not included on today's agenda. Who is responsible for tracking this? *GM Fuzie commented that Legal Counsel Tom Terpstra is working on policy that came out of the Board Retreat discussion that would address the agenda item in question. He added, there is a whiteboard in the GM office to track items. If not ready, the item is listed as TBD. Items are reviewed through the GM.*
- Director Faltings commented that previously, a Director would contact the Board or Committee Chair to advise they wanted a specific item on the agenda.
- When is the next Board Retreat? *The next Board Retreat is expected to take place in mid-June.*
- Director Faltings shared that she was contacted by an individual who expressed that it was unfortunate that in a recent Independent newspaper article, the LVJUSD was criticized by the LARPD Board Chair.
- GM Fuzie shared the following:
  - Tomorrow is the bimonthly ACSDA meeting, which he will attend. Afterwards is the Local Agency Formation Commission (LAFCO) Independent Special District Selection Committee (ISDSC) meeting. He will stay to see what the outcome of the vote is. There are 4 candidates.
  - Last Saturday was Community Service Day. 369 total volunteers attended. There were 5 projects for our facilities.
- We will be doing controlled burns in Sycamore Grove Park this year. Our fire management plan is in full effect. Grants will cover most of it.

**Actions:**

- Staff were asked to please add a discussion of the role of the Program Committee and the larger Board in determining what programs are held during the year, to the next Program agenda.
- Executive Assistant Linda VanBuskirk was asked to send a copy of the ACSDA agenda to committee members.

**9. Adjournment:** The meeting was adjourned at 11:04 a.m.

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