



Livermore Area
Recreation & Park District
An independent special district

Board of Directors

Philip Pierpont
Director

Marylalice Faltings
Vice Chair

Beth Wilson
Chair

Jan Palajac
Director

David Furst
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 3 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 gsommers@larpd.org at least 72 hours in advance of the meeting.

AGENDA REGULAR MEETING

**WEDNESDAY, DECEMBER 13, 2017
7:00 P.M.**

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

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE
2. PRESENTATION
 - 2.1 RESOLUTION COMMEMORATING THE DISTRICT'S 70TH ANNIVERSARY
California Assemblywoman Catharine B. Baker will present a resolution commemorating the District's 70th Anniversary.
3. PUBLIC COMMENT

4. CONSENT AGENDA (Motion)
 - 4.1 BOARD MINUTES
 - 4.1.1 Regular Meeting of November 8, 2017.
 - 4.2 COMMUNICATIONS
 - 4.2.1 General Manager's Monthly Report (71/5).
5. CONSENT AGENDA RESOLUTIONS

None.
6. BIDS AND PUBLIC HEARINGS

None.
7. OLD BUSINESS

None.
8. NEW BUSINESS
 - 8.1 SUNSET PARK PLAY TRAIL CONCEPTUAL PLAN

The Board will consider approving the conceptual plan for the grant-funded Sunset Park Play Trail. (Motion)
 - 8.2 DISCUSSION AND CONSIDERATION OF AMENDMENTS TO ORDINANCE NO. 8

The Board will consider the introduction of amended Ordinance No. 8 and consider waiving the first reading. (Motion)
 - 8.3 BOARD MEETING SCHEDULE FOR 2018

The Board will set the time and place for Board meetings and adopt a Meeting Schedule for 2018. (Motion)
 - 8.4 ANNUAL BOARD POLICY MANUAL REVIEW

The Board will discuss whether it wishes to make any revisions to the Board Policy Manual. (Discussion and Direction)
 - 8.5 ELECTION OF BOARD OFFICERS FOR 2018

The Board will elect a Chair and Vice Chair of the Board of Directors for calendar year 2018. (Motion)
9. COMMITTEE REPORTS
10. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS
11. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER
12. ADJOURNMENT



Livermore Area
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LIVERMORE AREA RECREATION AND PARK DISTRICT

DRAFT MINUTES

WEDNESDAY, NOVEMBER 8, 2017

ROBERT LIVERMORE COMMUNITY CENTER
4444 EAST AVENUE, LIVERMORE, CALIFORNIA

REGULAR MEETING
7:00 P.M.

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

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Tim Barry, Jill Kirk, Jeffrey Schneider, Gretchen Sommers, Monica Streeter

1. **CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE**
Chair Wilson called the meeting to order at 7:00 p.m. All Directors were present.
2. **PUBLIC COMMENT**
Chair Wilson opened public comment. No public comment. Closed public comment.
3. **CONSENT AGENDA**
 - 3.1 **BOARD MINUTES**
 - 3.1.1 Regular Meeting of October 25, 2017.
 - 3.2 **COMMUNICATIONS**
 - 3.2.1 General Manager's Monthly Report (71/4).

Moved by Director Faltings, seconded by Director Furst, approved the Consent Agenda by the following voice vote:

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

4. **CONSENT AGENDA RESOLUTIONS**
None.
5. **BIDS AND PUBLIC HEARINGS**
None.

6. OLD BUSINESS

None.

7. NEW BUSINESS

7.1 CONSULTANT AGREEMENT FOR WILLIAM J. PAYNE PARK MASTER PLAN

General Manager Tim Barry described the history of Bill Payne Park, noting that new housing developments in proximity to the park will provide AB1600 fees to help fund improvements. He reported on the Request for Proposal process and asked the Board to authorize him to enter into an agreement with RRM Design Group to prepare a Master Plan; the District was very pleased with RRM's work on the Springtown Open Space Concept Plan. The cost of the project is \$139,900; we have budgeted \$150,000; it is estimated that the project will be a six- month process. GM Barry reviewed the process that will occur to develop the master plan.

Director comments and questions included: discrepancy in park acreage figure on website and in staff report; proposal does not cover all of the costs of the plan—there will be a cost for citizens who provide input about the process on the project Facebook page; likes that RRM will refer to prior plans for the park in developing the MP; good feedback received on RRM's inclusion of the community in the Springtown Open Space Concept Plan process; clarification regarding whether specific features have already been delineated—noted that skate/bike park consultant is listed in project proposal; would like RRM to keep in mind that we (the Board) are also stakeholders; would like the Board to be given the opportunity to provide input early in the process, prior to it going to the Facilities Committee; confirmation that legal counsel has approved the agreement and approved it; clarification about necessity and cost of CEQA; and how ongoing maintenance will be funded.

Moved by Director Furst, seconded by Director Palajac, adopted Resolution No. 2599, approving an agreement with RRM Design Group for the William J. Payne Park Master Plan for \$139,900, by the following voice vote:

AYES:	<i>Pierpont, Faltings, Palajac, Furst and Chair Wilson</i>
NOES:	<i>None</i>
ABSTENTIONS:	<i>None</i>
ABSENT:	<i>None</i>

7.2 EXTENSION OF TEMPORARY ASSIGNMENT OF HIGHER DUTIES

GM Barry asked the Board to consider approving a 60-day extension of the Temporary Assignment of Higher Duties for Finance Manager Jeffrey Schneider, who is overseeing the Human Resources function during the vacancy of the Human Resources Manager position. The Board previously approved the temporary assignment, for the period June 15-Dec. 15, 2017. GM Barry said that the compensation study to be conducted for the HR Manager position will not be completed by Dec. 15, and he also would like additional time to consider the possibility of a different structure in the Human Resources function, which will meet the District's needs. The District Personnel Rules & Regulations require a 4/5 vote of the Board to approve the requested 60-day extension.

Directors inquired about the estimated timeline for hiring an HR Mgr.; clarification on the compensation study; whether it is more efficient to have an outside firm perform this work for us, or to have it in-house; clarification on what services RGS is performing; and who will do the analysis to determine what the best structure will be for us.

On motion of Director Faltings, seconded by Director Pierpont, unanimously approved a 60-day extension of the Temporary Assignment of Higher Duties for Finance Manager Jeffrey Schneider, who is overseeing the Human Resources function, by the following voice vote:

AYES:	<i>Pierpont, Faltings, Palajac, Furst and Chair Wilson</i>
NOES:	<i>None</i>
ABSTENTIONS:	<i>None</i>
ABSENT:	<i>None</i>

7.3 HOLDENER PARK TRAIL NAMES

Acting Assistant General Manager Jill Kirk reported that the trails in Holdener Park had been given unofficial names by District Open Space staff and, at the July 20, 2017 Facilities Committee meeting, Chief Ranger Pat Sotelo proposed making the names official, along with the recommendation for re-routing of one of the trails. The Committee asked staff to shorten the names and reduce the number of trails. Mr. Sotelo presented the following trail names to the Committee on Oct. 19, 2017: Blue Oak Trail; Blue Oak Overlook Trail; Buttercup Trail; and Wild Oat Trail. The Committee recommended Board approval of the names as well as relocation of the Wild Oat Trail.

Chair Wilson opened public comment. No public comment. Closed public comment.

Director comments and questions included: the goal of the Facilities Committee was to simplify trail names and also to combine two trails into one name, where possible, primarily in order to make it easy for first responders to locate trail users in emergency situations; whether trails are currently marked; whether trail names and map will be given to emergency dispatch; comment that the names “Wild Oat” and “Blue Oak” are very similar sounding—should there be any concern over this?; how do we keep people from going on the old trail once Wild Oat is redirected?; and how often are trail maps updated?

Moved by Director Palajac, seconded by Director Faltings, approved names for trails in Holdener Park, and approved the re-routing of one of the trails, by the following voice vote:

AYES:	<i>Pierpont, Faltings, Palajac, Furst and Chair Wilson</i>
NOES:	<i>None</i>
ABSTENTIONS:	<i>None</i>
ABSENT:	<i>None</i>

7.4 REAPPOINTMENT TO PERSONNEL COMMISSION

GM Barry reported that Jack Roach’s four-year term on the Personnel Commission is expiring in January. Mr. Roach would like to continue serving on the Commission. As required, the District invited applications for the position. No

applications were received. Mr. Roach has been doing a very fine job, and GM Barry said that he would like to recommend reappointment.

Directors had the following questions/comments: what the function of the Personnel Commission is, and how often they meet; would the Commission be involved in the decision regarding the possible restructuring of the HR function; excellent job that our Commission does reviewing and helping to write job descriptions and in ensuring that the District meets legal requirements; the Commissioners are HR professionals.

Chair Wilson opened public comment. No public comment. Closed public comment.

Moved by Director Faltings, seconded by Director Furst, adopted Resolution No. 2600, reappointing Jack Roach to the Personnel Commission for the January 2018-January 2022 term, by the following roll call vote:

AYES:	<i>Faltings, Palajac, Furst, Pierpont and Chair Wilson</i>
NOES:	<i>None</i>
ABSTENTIONS:	<i>None</i>
ABSENT:	<i>None</i>

8. COMMITTEE REPORTS

Director Furst reported on the Nov. 1 Chamber of Commerce Business Alliance meeting.

Director Faltings reported on the Nov. 6 Finance Committee meeting and this morning's Alameda County Special Districts Association chapter meeting.

Chair Wilson reported on the Nov. 1 Livermore Cultural Arts Council meeting.

9. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS

No matters initiated.

10. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER

GM Barry made the following announcements:

- 1) District Open Space staff are planning a Turkey Time hike and Thanksgiving Hills hike.
- 2) The Sycamore Grove Park calendar for 2018 has been published and is now available for sale at the RLCC. It is a beautiful calendar featuring photos taken by our Rangers.
- 3) The Arroyo Mocho Trail through Robertson Park and beyond has been repaired by the City of Livermore, with the cost being shared by the District and FEMA funds. We are very pleased with the City's efforts to get the storm damage repairs done quickly. The trail is open now. The Frisbee golf course will be open again next week.
- 4) The 50+ plus group just returned from a Danube/Czechoslovakia trip. Our 50+ staff is already planning a trip for next year.
- 5) We are in the recruitment process to fill the vacancy in the Assistant General Manager position. Final interviews will take place on Dec. 1.

Director Palajac asked for an update on Sunset Park. GM Barry replied that the District has a funded project to build a new playground next year. Our contracted staff is surveying right now. We applied for, and received, a grant for this project. It has a short

time frame for completion, so surveying being done to prepare the plans for what the grant is going to fund. Chair Wilson asked that the Facilities Committee receive an update on this. GM Barry noted that the Board will receive updates in the monthly project report, also.

11. ADJOURNMENT

Meeting adjourned at 7:55 p.m.

APPROVED,

Beth Wilson
Chair, Board of Directors

ATTEST:

Timothy J. Barry
General Manager and
Ex-officio Clerk to the Board of Directors

LIVERMORE AREA RECREATION & PARK DISTRICT
4444 East Avenue, Livermore, CA 94550-5053
(925) 373-5700

MONTHLY REPORT FOR NOVEMBER 2017 (#71-5)

TO: BOARD OF DIRECTORS

FROM: TIMOTHY J. BARRY, GENERAL MANAGER

GENERAL SUMMATION: After recruitment and selection processes, we hired internal candidates to fill two full-time vacancies. First, part-time Facilities Maintenance Technician Ryan Voissem was hired as our new Sr. Facilities Maintenance Technician. And next, our Recreation Department Manager Patricia Lord was hired as our new Asst. General Manager. We are proud of “growing our own talent” and hiring these exceptional individuals who beat the competition to take on new higher duties. Progress on our capital project program continues, with the District going out to bid on the four playground projects at May Nissen, Big Trees, Pleasure Island, and Max Baer Parks (Jane Addams Preschool). A shade study is taking place for Bothwell Park as the site of the first shade project. The District has funded shade elements for seven park locations, and this will be the first one to cover the playground and Bocce Ball court areas. The City Council is set to review the District’s recommended Concept Plan for the Springtown Open Space at their Dec. 11th meeting. Staff has been working hard with consultant EvoGov for our website overhaul. We are scheduled to roll the website out in the Jan./Feb. timeframe.

Matters Initiated:

November 8, 2017 Board Meeting – None

BOARD OF DIRECTORS: Board Members attended one regular Board meetings, four committee meetings and three community outreach/liaison meetings in November. Directors also attended the Tri-Valley Conservancy Jeans & Jewels fundraiser and an elected women’s luncheon.

Board actions for the month included: approved an agreement with RRM design Group for the William J. Payne Park Master Plan; approved a 60-day extension of the Temporary Assignment of Higher Duties for Finance Manager Jeffrey Schneider, who is overseeing the Human Resources function; approved names for trails in Holdener Park; and reappointed Jack Roach to the Personnel Commission for the January 2018-January 2022 term.

FINANCE/INFORMATION TECHNOLOGY/HUMAN RESOURCES:

Finance: We executed an agreement with Great Plains technical support vendor Virtual Sails.

Payroll Deductions Change: For the past several years, payroll deductions for medical and dental coverage have been taken out one month in advance. We analyzed our requirements and determined that there is a real benefit from an accounting perspective, and no material issue to us from a cash flow perspective, to align the timing of our payday deductions with our coverage month (for example, the two paydays in February will be for February’s medical/dental coverage).

What this means for all full-time and part-time benefited employees:

1. Contrary to what some may be expecting, the third paycheck for November WILL have deductions taken out.
2. As we convert to our new schedule, there will be NO medical or dental deductions taken out of the paychecks for 12/13/17, 12/27/17, or 1/10/18.

3. If you have a Flexible Spending Account (FSA) or are contributing to a deferred compensation (457) plan, deductions for these WILL be taken out of the paychecks for 11/29, 12/13 and 12/27, but NOT 1/10/18.
4. The increased District contribution for the 2018 medical plan year will take effect on the 2/7/18 pay date, so keep in mind that you will see a difference in your deductions on this check.

Otherwise, it's the FY16-17 audit that is the focus for Lynn Loucks and J Schneider.

Human Resources:

Open Enrollment: Our benefits Open Enrollment process was a real success. Robert Sanchez worked with our benefits consultant ABD to provide on-site presentations to benefited staff, to outline our benefits plan details and to explain the process to staff. The Open Enrollment period ended November 22nd.

Comprehensive Compensation Study RFP: Proposals from five vendors for our compensation study are due on December 8th. In the meantime, our RGS consultant is assisting us with an assessment of specific compensation considerations for several levels of HR professional roles (Manager, Analyst, etc.) to provide data that we will assess in order to determine our hiring plans for the department.

Recruitment:

1. Panel interviews were completed on November 6th for our vacant Asst. GM position and three candidates were identified to move to the final interview process, slated for Friday, December 1st.
2. We filled a full- time Sr. Facilities Maintenance Technician role with an internal candidate.
3. We have been pursuing alternative recruiting strategies to help with more difficult to fill roles (advertising in Patch, and more news to come in December)

We finalized our agreement with an Ergonomic studies provider.

Information Technology: Jay Stevens has been actively engaged in the Website deployment initiative, as well as preparing us for our separate effort to create an Intranet (structure, processes, document management, etc.).

We have begun efforts to outline Desktop hardware and software standards for staff, which should be complete in December, and we'll begin a formal process to inventory our software licenses in December, as well.

YOUTH & SENIOR SERVICES/VOLUNTEERS:

Preschool: LARPD Preschool is excited to announce that we have entered into a partnership with *Help Me Grow Alameda County*. As part of this partnership, all families participating in LARPD's preschool programs have access to free online, confidential, developmental screening using the Ages and Stages Questionnaire. Notification was sent to all families. *Help Me Grow* reported a great response from LARPD families.

Preschool families generously donated items for the Northern CA Fire victims. One of our Preschool parents is a firefighter, and he personally delivered a truck full of items to a rural area that had not previously received donations.

Preschool classes focused on health and safety. We reminded parents to pack clothes appropriate for the weather. We go outside to get fresh air and exercise every day (except for heavy rain). We also reminded parents to pack healthy snacks and that all of our facilities are nut free. We focused on fall activities, thankfulness and family

ESS/PAL: PAL held their annual Pro Bowl flag football game on November 17, 2017. Students from all four sites participated in the game, which was spectacular and went into overtime. The stands were packed with parents and siblings cheering them on under the lights at Cayetano Park.

All programs were busy during November, collecting donations for the North Ridge fire victims. Youth Services contacted Salvation Army to determine the best items to collect. We were very successful and the donations are on their way. ,

All programs held safety drills and provided newsletters to parents.

Seniors – 50+: Golden Circle Annual Holiday Boutique was held 11/7-8 in the Arroyo Room, with a great turnout. Golden Circle will hold a mini-boutique on Dec. 5th, in the Vintage Lounge, the day of the senior holiday luncheon.

Our travel group went to see *Aladdin* in San Francisco, the Korean War Memorial in San Joaquin National Cemetery, and took a ferry to San Francisco. One of the all-time favorite trips is the *Olives, Chocolates and Almonds*, which was a huge success.

Our volunteer Gayle McCune and staff Kathy Lake led a great Flower Arranging Social. It was very successful, and many of those that attended are looking forward to doing it again. We also did another night at Pinot's Palette paint and sip, which has been a great addition to our program.

District Volunteer Program: Recruitment began for volunteers for Breakfast with Santa. All of the volunteer spots have been filled. The Senior Program volunteer Gayle McCune has provided many hours of assistance to Kathy Lake in the fall programs, with great ideas, organization and leading the Flower Arranging class.

RECREATION:

Youth Sports: After the devastation of the North Bay fires, a call for help went out from the Junior Giants, asking Commissioners if they had a surplus of program incentives left over from previous seasons: back packs, pencil pouches, folders, bookmarks, notebooks, etc. They asked for surplus items to be sent to the Commissioner in Santa Rosa, where they would be given to displaced families in need with elementary aged kids. We were able to send 2 boxes containing 75 backpacks and supplies! It is very satisfying to know that we were able to bring some sort of relief to the families affected.

Adult Sports: Pickleball continues to be a growing sport. We see a steady increase in drop-in participation; we are more often than not adding pickleball nets on the second court, due to the large turnout. We have asked for feedback from the pickleball players regarding tournaments, league play, etc. We have taken their input, made a few modifications to our program and are looking forward to hosting a successful tournament in February 2018.

Field/Gymnasium Rentals: Fusion's recreation soccer program concluded in November. Fusion held two tournaments for players in their recreation program. World Cup is the All-Star event where approximately 30 teams (300 kids) played at Robertson Park. Fusion Cup is a tournament specifically for boys/girls in the U10-U14 age groups; there were approximately 30 teams (370 layers). Livermore

Junior Football concluded their season with the Turkey bowl, with 12 teams playing across three age divisions. Cavaliers Rugby held a pre-season clinic for approximately 50 players over the Thanksgiving week. CYO basketball began their season with practice and games in the gymnasium 4-5 nights a week, in addition to other basketball team practices throughout the week. Adult softball tournament season concluded with 2 tournaments being held at Ernie Rodrigues. Mid-November, most grass fields were closed for the winter, allowing Park staff to perform maintenance to prepare fields for spring use.

Public Information - Marketing/Communications: Press releases went out on the Nov. 8 Board of Directors meeting, highlighting Holdener Park trail names and the Bill Payne Park Master Plan, as well as a release detailing December nature programs and 2018 Sycamore Grove Park calendars and parking passes. LARPD was in the news for a Dogtoberfest wrap-up in *The Independent* and the *East Bay Times*; recaps of the Oct. 25 and Nov. 8 Board meetings by *Livermore Patch*; a listing of Breakfast with Santa in *Livermore Patch*; a mention of LARPD's former rock gym in an article about Sunrise Mountain Sports in *The Independent*; and upcoming open space programs in *The Independent*. More than 30 updates were made to the current LARPD website, in addition to ongoing participation with content and editing for the new upcoming District website. There were 14 posts to the LARPD Facebook page, including photos taken during Senior Services volunteering to pack gift bags for charity. About 10 emails were received/responded to via the "info@larpd" account. Award nominations for Dogtoberfest and Sierra Rendezvous were submitted for CPRS Creating Community Awards. Support was provided for proofreading of the winter/spring Parks & Play activity guide.

Facilities Event Rentals: The Facilities Department navigated a busy November, with a number of rentals. All of LARPD sites were filled with birthday and anniversary parties, meetings and weddings. Ravenswood continued to be a popular location for fall photo sessions, taking advantage of the fall foliage. We welcomed our partners in hosting events at the Robert Livermore Community Center. The City of Livermore held an Appreciation Banquet, Livermore Valley Chamber of Commerce and Alameda County both held meetings.

Adult & Youth Special Interest Classes: Babysitting class took place during the Thanksgiving holiday break. All Horseback Riding Lessons at Creek Hill Farm in Livermore were filled up.

Special Events – Family Dance: It was a carnival themed dance on Fri. Nov. 3 from 7-9 pm in the RLCC Ballroom. Fifty people enjoyed the night with a DJ, chocolate fountain and photo booth. New spotlights and bar were used to make it extra festive.

Customer and Business Services: Staff has been busy renewing parking passes and selling 2018 Sycamore Grove calendars and parking passes. Calendars sell for \$10 or \$6 with a parking pass. Staff held staff meeting. Topics discussed were: Holiday hours/closures, checking voice mail, calls concerning flags, Winter/Spring 2018 brochure and registration, new website.

Youth Commission: Meeting was held Mon. Nov. 6 at 7 pm in the Elbow Room. Fifteen commissioners attended. Members discussed bill to lower voting age to 17 years, projects timeline-World Fair, Interfaith Backpack Project, Kids against Hunger, Kindness Rocks.

Aquatics: This November we hosted the last of our Fall Lazars USA Water Polo Tournaments for 12 & under and 14 & under players, with 13 teams competing from all over, including San Francisco and Manteca. On November 2, California Park and Recreation Society Region1 hosted a 1-day multiple session training in Woodland, CA. Patrick Lucky, Aquatics Coordinator, was selected to present on his concepts in training lifeguard staff. This was the first time he has presented at this type of training and he was well received and reviewed. Patrick will be submitting his session for the CPRS Aquatics Section Intensive being held in March in Long Beach and we wish him good luck!

At the end of this month, Thursday, November 30th, we had an emergency call at the pool. Joy Jessop, a staff member here for over 20 years, had her first rescue. One of our lap swimmers had seizure in the pool, Joy recognized it immediately, and jumped in to help her until the seizure was over. The lap swimmer has a history of epilepsy, but was able to recover and go home with her father with the help of the fire department. We are so very proud of Joy and are very lucky to have her continuing to work with us here at LARPD.

OPEN SPACE:

General: Open space staff patrolled open space facilities and regional trails, as well as other District facilities and parks. Two new parking fee machines were installed at the two park entrances and put into service. Rangers assisted with the Race to the Flagpole through Sycamore Grove Park.

Operations & Maintenance: Staff and volunteers removed cattails from the Cattail Pond, performed maintenance on trails and trimmed trees near trails and public areas.

Public Safety: Rangers responded to dog off leash complaints in various LARPD parks. Rangers responded to reports of a vehicle blocking the access road at Almond Park.

Resource Management: Staff and volunteers maintained native plantings and removed noxious non-native plant species from Sycamore Grove Park.

Volunteers: Open Space volunteers worked 71 hours performing maintenance on the native gardens, resource monitoring and documentation, performing visitor services, training, and trail surveys.

Environmental/Outdoor Recreation Programs: Jr. Rangers met twice. Staff conducted educational programs for twenty-three school classes. *Healthy Parks, Healthy People* programs are being held monthly.

Interpretive Programs: Staff conducted nine weekend nature and recreational programs for the general public.

Monthly Totals

Sycamore Grove	7,002
Daily Average Attendance	233
Horse Trailer Parking Use	69
Parking Fee Revenue	\$8,108
Nature Program Attendance	1,140

PARK MAINTENANCE:

Event preparations: No Picnics, 4 Park Intent uses (notification of intent to have more than 15 people) and 3 Special Events: Robertson parking lot Roanne's Race, Covered arena: Gymkhana and Dog Agility Trail lot (arena groomed for both events)

Graffiti/vandalism clean-up: Volunteers' Nov. hours unknown at time of report and Park staff 10.75 hours

Irrigation: Repairs: 1 backflow rebuild, 1 mainline breaks, 2 lateral line leaks/breaks, 1 broken valve box lids, 1 drinking fountain, 41 sprinklers repaired, 2 quick coupler repairs, installed 1 new pump, and string trimmed valve boxes in 13 parks

Mechanical work: Service and repairs to 11 vehicles, 7 large pieces of equipment (mowers, water wagon & tractors), two trailers, 4 pieces of small equipment. Weekly van checks, shop maintenance, meetings, and equipment training

Miscellaneous repairs and tasks

- Replaced park signs in Almond Park and plastic cover for May Nissen message board (Kiosk)
- Bothwell Park Bocce Ball Court repaired warped and loose board
- Tot lot repairs; Replaced 2 infant swing seats and 4 strap swing seats and sharp edge removed from play equipment at Jane Addams
- Aerated Parks: Almond, Big Trees, Bruno Canziani, Wattenburger,, Robertson field #3, Tex Spruiell and fertilized Bruno Canziani
- Fall leaf clean-up in several parks
- Robertson Park Field #3 rejuvenation project: verti-cut field and over-seeded applied Gypsum(soil amenities)
- Marlin Pound Park; planted 6 trees, top dressed and seeded dog park turf
- Repaired hole in asphalt on Del Valle Trail and repaired dog park gate at Cayetano Park
- 10 staff members attended Fork-Lift training

Tree work:

- Trimmed low tree branches in 2 parks
- Finished major trimming/pruning Bruno Canziani
- Roses trimmed along 1 trail and hand pulled weeds in 1 park
- Storm damage clean up: 7 downed branches in 4 parks
- Hedges/shrubs trimmed in 2 parks, shrubs removed in 2 parks and suckers removed in 1 park
- Contracted Tree Services: Robert Livermore

Weed control: Post-emergent spray – 7 parks and 4 trails, Pre-emergent spray – 11 parks and 4 trails, Weeding/suckering – 11 parks and 2 trails, Leaf removal – 14 parks and 1 trail, and Rodent control – 4 parks (11 applications)

Zone 7 Weed Spraying: November Zone 7, Post and Pre-emergent – 3925 gals. of mix sprayed

Living Arroyos Program: November 2017

Living Arroyo Crew:

- Removed 9,021 gallons of invasive weeds from project sites to promote the growth of native species
- Used 996 gallons of mulch on native trees to suppress weeds, retain soil moisture, and add nutrients to the soil. Including, sheet mulching ten valley oak trees at Robertson Park
- Assessed and photo-monitored 31 of Zone 7's soil bioengineering sites for future willow staking to improve bank stabilization
- Dumped 7,394 gallons of mulch at the Stanley Reach in preparation for November 18th volunteer event

- Hosted two volunteer events:
 - November 4th, where 40 volunteers helped remove 3,046 gallons of invasive weeds from the Stanley Reach
 - November 18th, where 32 volunteers helped spread mulch on the oak woodland zone at the Stanley Reach

For more information regarding the 2017-2018 Volunteer Season please visit:
livingarroyos.org/get-involved/


Respectfully submitted,

Timothy J. Barry
General Manager

Livermore Area Recreation and Park District

Staff Report

TO: Chair Wilson and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Patricia Lord, Assistant General Manager

DATE: December 13, 2017

SUBJECT: Sunset Park Play Trail Conceptual Plan Playground

COMMITTEE: Recommended by Facilities Committee on November 30, 2017

RECOMMENDATION: That the Board of Directors approve the conceptual plan for the grant-funded Sunset Park Play Trail.

BACKGROUND: LARPD participated in a Healthy Play Funding Initiative and Training program, in partnership with *PlayCore* and *GameTime*, through the California Park and Recreation Society. The District was selected to receive up to \$60,000 in matching funds to bring a pre-approved "Healthy Play Project" to the Livermore community. Livermore is one of 24 communities from around California to receive funding assistance; these 24 communities will also become part of an elite group of National Demonstration Sites, highlighting the best practices in design, installation and programming for their respective park amenities. The selected project site is Sunset Park, where a playground was removed to preserve a 200-year old Valley Oak Tree. The grant will be used to install Phase I, play equipment at Sunset Park. A short timeline is prescribed by the grant for program implementation as part of the "Healthy Play Project." A notification letter was sent to the Sunset Park neighborhood residents on November 22, which included information on public meetings scheduled for November 30 and December 13, 2017. Staff met with a Fusion Soccer Club representative on site, to ensure that the placement of improvements would not interfere with traditional soccer play at the park.

FISCAL IMPACT: The grant funding will be used to install the Phase I, play equipment at Sunset Park. The District established a budget of \$1.2 million for Sunset Park improvements. Design and start of construction are planned for the 2018-19 fiscal year for Phase II improvements.

ATTACHMENTS:
Sunset Park Play Trail

Sunset Park Play Trail

Patricia Lord, Assistant General Manager

Tonie Cox, Consulting Project Manager



Sunset Park





Sunset Park Play Trail

Arroyo Dwellers



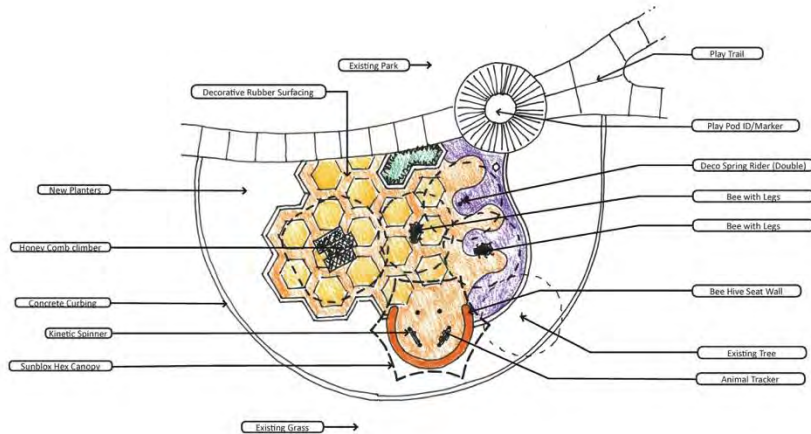
Mushrooms



Bees



SUNSET PLAY TRAIL



CUSTOM-BEE HIVE SHADE STRUCTURE

BEES PLAY POD CONCEPT (2-5 YR. OLD.)

11/17/2017



SUNBOX HEX CANOPY



HONEY COMB (6 CELLS)



BEES FUN FACTS



ANIMAL TRACKERS



KINETIC SPINNER



DECO SPRING RIDER



PLAY POD ID/MARKER



BEE WITH LEGS (INGROUND)



BEE HIVE SEAT WALL

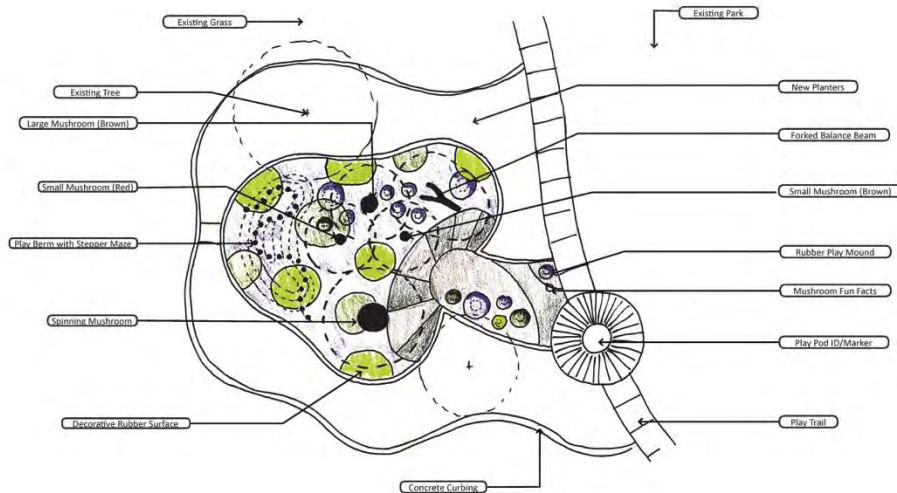


KEY MAP



NOTE: THIS DOCUMENT IS FOR CONCEPTUAL PLANNING PURPOSES ONLY. THIS DOCUMENT IS MARKED PRELIMINARY AND NOT TO BE USED FOR CONSTRUCTION PURPOSES. ANY IMAGES SHOWN ARE TO CONVEY CONCEPT ONLY. CONSTRUCTION PLANS WILL VARY DEPENDING ON BUDGET, CLIENT DIRECTION, COMMUNITY INPUT AND FINAL MATERIALS SELECTION.

SUNSET PLAY TRAIL



CUSTOM-PLAY BERM WITH STEPPER MAZE



LARGE MUSHROOM (BROWN)



SMALL MUSHROOM (RED)



SMALL MUSHROOM (BROWN)



FORKED BALANCE BEAM



SPINNING MUSHROOM



MUSHROOM FUN FACTS



PLAY POD ID/MARKER



MUSHROOM RUN PATH



RUBBER PLAY MOUND



KEY MAP

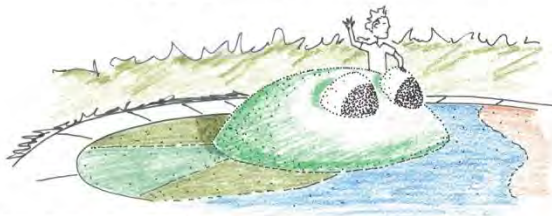
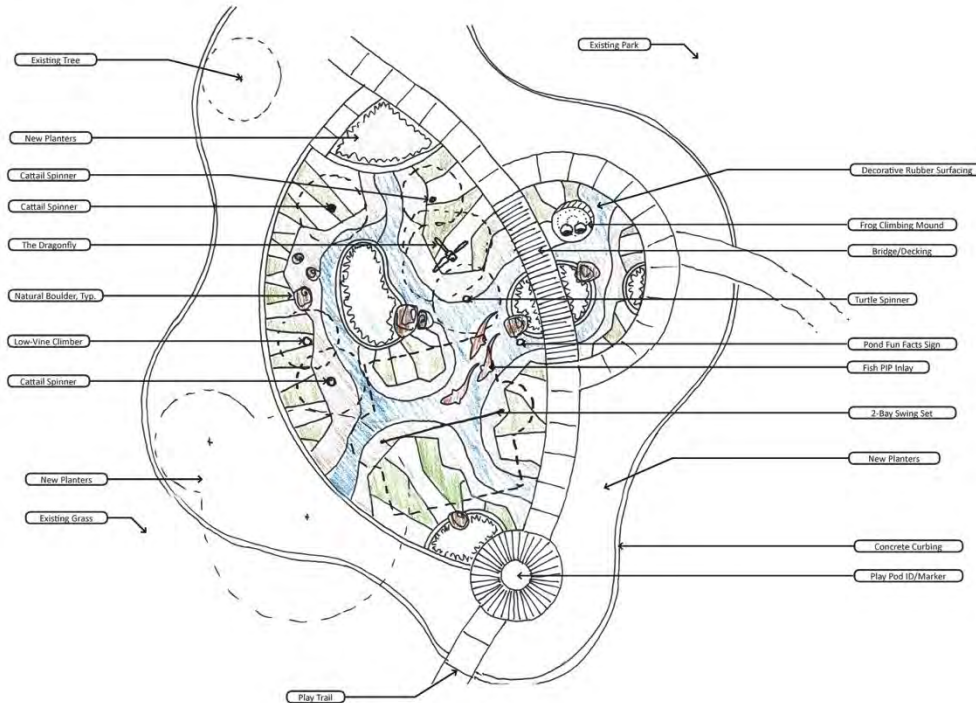
MUSHROOM PLAY POD CONCEPT (2-5 YR. OLD.)

11/17/2017



NOTE: THIS DOCUMENT IS FOR CONCEPTUAL PLANNING PURPOSES ONLY. THIS DOCUMENT IS MARKED PRELIMINARY AND NOT TO BE USED FOR CONSTRUCTION PURPOSES. ANY IMAGES SHOWN ARE TO CONVEY CONCEPT ONLY. CONSTRUCTION PLANS WILL VARY DEPENDING ON BUDGET, CLIENT DIRECTION, COMMUNITY INPUT AND FINAL MATERIALS SELECTION.

SUNSET PLAY TRAIL



CUSTOM-FROG HEAD CLIMBING MOUND



CATTAIL SPINNER



TURTLE SPINNER



2-BAY SWING SET



THE DRAGONFLY



LOW-VINE CLIMBER



POND FUN FACTS



PLAY POD ID/MARKER



FISH INLAY



BRIDGE/DECKING



KEY MAP

ARROYO PLAY POD CONCEPT (5-12 YR. OLD.)

11/17/2017



NOTE: THIS DOCUMENT IS FOR CONCEPTUAL PLANNING PURPOSES ONLY. THIS DOCUMENT IS MARKED PRELIMINARY AND NOT TO BE USED FOR CONSTRUCTION PURPOSES. ANY IMAGES SHOWN ARE TO CONVEY CONCEPT ONLY. CONSTRUCTION PLANS WILL VARY DEPENDING ON BUDGET, CLIENT DIRECTION, COMMUNITY INPUT AND FINAL MATERIALS SELECTION.

Sunset Park Play Trail/Sunset Park Renovation Phase 1

1

Milestone	Date
CPRS Meeting Sacramento	July 11, 2017
Grant Application Deadline	August 15, 2017
Grant Awarded	September 18, 2017
Site Survey Completed	November 3, 2017
30% Construction Drawings	November 22, 2017
Facilities Meeting	November 30, 2017
30% Drawing Review	December 13, 2017
Equipment List Complete	December 6, 2017
Equipment Purchase Order Due	December 13 th , 2017
LARPD Board Meeting	December 13 th , 2017
90% Construction Drawings & Specs Complete	December 27, 2017
Construction Drawing & Specs Review	December 27 to January 3, 2018
Final Submittal of Construction Drawings	January 3 to 8, 2018
RFP Solicitation	January 9 to 19, 2018
RFP Review & Award of Contract	January 22, 2018
Installation	Feb 1, 2018 to March 1, 2018
Deadline to Install Equipment	March 12, 2018
Deadline for Play Trail Completion	March 12, 2018
CPRS Conference and Expo	March 12-16, 2018
Statewide Data Collection Period	January 1, 2018 to July 31, 2018
White Paper Published	August 1, 2018

2

Any Questions?


Thank you!



Livermore Area Recreation and Park District

Staff Report

TO: Chair Wilson and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Patricia Lord, Assistant General Manager

DATE: December 13, 2017

SUBJECT: Amendments to Ordinance No. 8 District Rules and Regulations

COMMITTEE: Recommended by Facilities Committee on October 19, 2017

RECOMMENDATION: That the Board of Directors introduce amended Ordinance No. 8 – Rules & Regulations Governing Conduct and Use of Parks and Other District Facilities and waive the first reading.

BACKGROUND: The District's Rules and Regulations (Ordinance No. 8) were adopted in April of 2008 and previously amended in February 2009, January 2012 and September 2016. Periodic amendments are required to reflect the following:

1. Changes in Federal, State and County laws.
2. The need to clarify or correct existing rules and regulations.
3. Changes within the community, such as, technology, behaviors, interests, etc.
4. New District facilities, programs, technology or services that require new or changes to existing rules and regulations.

The approval process for amending Ordinance No. 8 is as follows:

- Ordinance No. 8 is introduced at the December 13, 2017 Board meeting.
- Staff to post a Notice of Hearing indicating that amendments to Ordinance No. 8 will be considered by the Board at its next meeting date on January 17, 2018.
 - Notice of Hearing to be published at least five days prior to the January 17, 2018 Board meeting and text of the proposed amendments is made available to the public.
- Public hearing conducted at the January 17, 2018 Board meeting, during which the Board will consider approving amendments to Ordinance No. 8.
- Assuming that the amendments are approved on January 17, 2018, staff to post a legal notice within 15 days, summarizing the amended Ordinance and indicating who voted for and against the amendments.
- The amended ordinance becomes effective 30 days from the date on which the amendments were approved.

Currently, LARPD requires “any dog or other animal at any District Facility or Parkland to be restrained by a substantial Leash not to exceed 6 (six) feet in length.” The City of Livermore allows a dog to be off leash “for obedience training or exercise, in or upon a public place so long as such dog is under the charge and control of a person competent to keep such dog under effective charge and control and so long as such dog does not wrongfully harm or damage or threaten to harm or damage any person in public or private property.” As a result of discussions at recent Intergovernmental Committee meetings, both LARPD and the City recommend revisions, in order for the language to be consistent with each other, and that all dogs need to be restrained by leash in any public area other than designated dog parks. Staff and the Facilities Committee recommend approval of the attached revision to Ordinance No. 8.

FISCAL IMPACT: The estimated cost for printing \$1,000.

ATTACHMENT:

Facilities Committee Staff Report, October 19, 2017 - Ordinance No. 8 §1003(d) Revision

Livermore Area Recreation and Park District

Staff Report

TO: Chair Furst and Facilities Committee

FROM: Timothy J. Barry, General Manager

PREPARED BY: Jill Kirk, Acting Assistant General Manager

DATE: October 19, 2017

SUBJECT: Ordinance 8 §1003(d) Revision

RECOMMENDATION: That the Facilities Committee recommend to the Board of Directors approval of the proposed revision to Ordinance No. 8 §1003(d).

BACKGROUND: A discussion took place at the Intergovernmental meeting on September 23, 2017, in regards to dogs on leashes relative to LARPD trails and City of Livermore trails. Currently, LARPD requires “any dog or other animal at any District Facility or Parkland to be restrained by a substantial Leash not to exceed 6 (six) feet in length.” The City of Livermore allows a dog to be off leash “for obedience training or exercise, in or upon a public place so long as such dog is under the charge and control of a person competent to keep such dog under effective charge and control and so long as such dog does not wrongfully harm or damage or threaten to harm or damage any person in public or private property.” It was recommended that both LARPD and the City recommend revisions, in order for the language to be consistent with each other, and that all dogs need to be restrained in any public area other than designated dog parks. There was also discussion on the use of retractable leashes, and that the language of Ordinance No.8 §1003(d) needs to reflect the accepted use of a retractable leash when people are present, and that the definition of a retractable leash should be included in the LARPD Rules & Regulations.

FISCAL IMPACT: None

ATTACHMENTS:

Ordinance No. 8 §1003(d) – Proposed Revision, including Definition of Retractable Leash

Revision:

Ordinance No. 8 §1003(d)

It shall be unlawful for any Person to cause or permit any dog or other animal to be in any District Facility or Parkland unless securely restrained by a substantial Leash not to exceed 6 (six) feet in length. A dog may be secured by a Retractable Leash: however, the leash may not exceed 6 (six) feet in length when in the presence of other people. Even if secured by a Leash or Retractable Leash, the animal must be under the charge and full control of a Person able to keep such animal under effective charge and control at all times.

Addition to Definition Section of Ordinance No. 8


Retractable Leash (Animal)


A device used to physically restrain, control or lead a dog or other animal that allows the animal to go as far as 30 feet from the handler. Lead line retracts into a housing generally made of plastic or another stronger composite. Generally equipped with a locking mechanism allowing the handler to determine length of lead allowed out of housing. Must be capable of restraining the animal without breaking when the animal is pulling with all its strength.

Livermore Area Recreation and Park District

Staff Report

TO: Chair Wilson and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Gretchen Sommers, Assistant to the General Manager 

DATE: December 13, 2017

SUBJECT: Day, Time and Place of Regular Board Meetings and 2018 Board Meeting Schedule

RECOMMENDATION: That the Board of Directors set the second and last Wednesdays of the month at 7:00 p.m. at the Robert Livermore Community Center, 4444 East Avenue, Livermore, CA as the day, time and place of regular Board meetings. Also that the Board adopt the proposed schedule for regular Board meetings for calendar year 2018, and that the Board select dates for meetings in parks during the summer.

BACKGROUND: LARPD Board Policy No. 5010-Board Meetings #4b states: "At this meeting (annual organizational meeting) the date, time and place of regular Board meetings shall be set by the Board." Policy No. 5010 #4c states: "The meeting calendar for the Board of Directors for the upcoming year shall be adopted at the annual December organizational meeting."

LARPD Board meetings are normally conducted on the second and last Wednesday of each month at 7:00 p.m. at the Robert Livermore Community Center. In recent years, there has been one Board meeting in the months of November and December.

Industry trainings, holidays and community events have been taken into consideration, so there are some exceptions to the regular schedule because of date conflicts.

In addition to dates for the regular Board meetings, the draft schedule includes dates for meetings in parks in July, August and September of 2018.

ATTACHMENTS:

Draft 2018 Board Meeting Schedule

Livermore Area Recreation & Park District

2018 Board Meeting Schedule

Meetings are held in the Cresta Blanca Room at the Robert Livermore Community Center, 4444 East Ave., Livermore (exceptions are noted).

Regular Board Meetings

Jan. 17
 Jan. 31
 Feb. 14
 Feb. 28
~~March 14~~ CPRS Conference is March 13-16
 March 28 CA Trails & Greenways Conference is March 28-29
 April 11
 April 25
 May 9
 May 23 CARPD Conference is May 30-June 1
 June 13
 June 27
 July 11
 July 25
 Aug. 8
 Aug. 29
 Sept. 12
 Sept. 26 CSDA Conference is Sept. 24-27; NRPA Conference is Sept. 25-26
 Oct. 10
 Oct. 24
 Oct. 31
 Nov. 14
 Dec. 12

Public Meetings in Parks – Location TBD

Wed., July 18 6:00 PM
 Wed., Aug. 22 6:00 PM
 Wed., Sept. 19 6:00 PM


2018 Trainings/Conferences


CPRS Annual Conference	March 13-16, 2018	Long Beach, CA
Trails & Greenways	March 28-29, 2018	Rohnert Park, CA
CSDA Legislative Days	May 22-23, 2018?	Sacramento, CA
CARPD Annual Conference	May 30-June 1, 2018	So. Lake Tahoe, CA
CSDA Annual Conference	Sept. 24-27, 2018	Indian Wells, CA
NRPA Annual Congress	Sept. 25-26, 2018	Indianapolis, IN

Livermore Area Recreation and Park District

Staff Report

TO: Chair Wilson and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Gretchen Sommers, Assistant to the General Manager 

DATE: December 13, 2017

SUBJECT: Annual Board Policy Manual Review

RECOMMENDATION: That the Board of Directors consider staff's proposed revisions to the "Policy Manual of the Board of Directors" and discuss any other revisions it may wish to implement. Staff will incorporate any revisions directed by the Board, to be formally adopted at a future meeting.

BACKGROUND: Board Policy No. 5010-Board Meetings #4d states: "At this meeting (annual organizational meeting) the Board shall conduct a review of the Board Policy Manual."

Staff recommends that the Board consider approving revisions to Appendix B, "Policy for Collection of Costs of Handling Candidates' Statements." The revisions reflect direction given by the Board at its August 9, 2017 meeting. The revised policy is attached in Track Changes format, as well as a clean version.

ATTACHMENTS:

- Policy Manual of the Board of Directors
- Proposed Revisions to Appendix B, "Policy for Collection of Costs of Handling Candidates' Statements"



LIVERMORE AREA RECREATION AND PARK DISTRICT

POLICY FOR COLLECTION OF COSTS OF HANDLING CANDIDATES' STATEMENTS PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 13307 AND 13309

1. As a condition of having their statements included in the voter's pamphlet, upon filing nomination papers, candidates shall pay to the District-Livermore Area Recreation and Park District (District) ~~their estimated pro-rata share of \$500, to help defray the costs of printing, handling, translating and mailing their statements as established administratively.~~

The maximum amount that a candidate shall be required to pay is \$500. Upon receipt of the final invoice from the Registrar of Voters, should the cost of handling candidate statements be more than \$500 per candidate statement, the District will pay the balance. Should the cost be less than \$500 per candidate statement, the District will refund any overpaid amount on a pro rata basis.

~~Also, at~~At the time candidates ~~file their~~pick up their candidacy forms~~nomination papers~~, the Registrar of Voters shall distribute a written notice copy of this policy to all candidates, ~~indicating the District's policy to collect in advance the estimated costs of handling their statements. A sample of said notice is attached hereto as "Exhibit A."~~

- ~~1. Immediately following the election and upon receipt of the final bill from the Registrar of Voters, the District shall mail a statement to the candidates showing that either a refund is due the candidates or that the candidates owe the District additional sums of money for the costs of handling the statements. Said statements shall either include a check representing the refund or a demand for payment of the additional costs forthwith.~~

If a candidate alleges to be indigent or unable to pay in advance the requisite fee for submitting a candidate statement, the District shall determine indigence according to the procedures outlined in California Elections Code Section -13309.

(Exhibit A)

SAMPLE NOTICE TO ALL CANDIDATES

LIVERMORE AREA RECREATION AND PARK DISTRICT

**POLICY FOR HANDLING CANDIDATES' STATEMENTS
PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 13307 AND 13309**

~~The Board of Directors of the Livermore Area Recreation and Park District has estimated that it costs * \$500 to handle, print, translate and mail a candidate's statement. Pursuant to California Elections Code Section 13307, candidates must pay said estimated costs at the time of filing nomination papers, unless the candidate has been determined by the District to be indigent (Section 13309). Said sum may be paid in cash or by check.~~

~~* NOTE:~~

~~The estimate of costs required for handling, printing, translating and mailing your statement is just an approximation of the actual cost that varies from one election to another and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. The Livermore Area Recreation and Park District is not bound by the estimate and will, on a pro rata basis, bill the candidate for additional expenses or refund any excess paid, depending on the final actual cost, upon receipt of a bill from the Office of the Registrar of Voters.~~

Election Date: November 8, 2016



Livermore Area
Recreation & Park District
An independent special district

LIVERMORE AREA RECREATION AND PARK DISTRICT

POLICY FOR COLLECTION OF COSTS OF HANDLING CANDIDATE STATEMENTS PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 13307 AND 13309

1. As a condition of having their statements included in the voter's pamphlet, upon filing nomination papers, candidates shall pay to the Livermore Area Recreation and Park District (District) \$500, to help defray the costs of printing, handling, translating and mailing their statements.

The maximum amount that a candidate shall be required to pay is \$500. Upon receipt of the final invoice from the Registrar of Voters, should the cost of handling candidate statements be more than \$500 per candidate statement, the District will pay the balance. Should the cost be less than \$500 per candidate statement, the District will refund any overpaid amount on a pro rata basis.

2. At the time candidates pick up their nomination papers, the Registrar of Voters shall distribute a copy of this policy to all candidates.
3. If a candidate alleges to be indigent or unable to pay in advance the requisite fee for submitting a candidate statement, the District shall determine indigence according to the procedures outlined in California Elections Code Section 13309.



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

POLICY MANUAL

OF THE

BOARD OF DIRECTORS

Adopted: Resolution No. 1773 April 24, 2002
Revised: Resolution No. 1805 January 29, 2003
Revised: Resolution No. 1948 February 9, 2005
Revised: Resolution No. 2015 June 14, 2006
Revised: Resolution No. 2057 June 13, 2007
Revised: Resolution No. 2068 July 11, 2007
Revised: Resolution No. 2156 January 14, 2009
Revised: Board Motion January 13, 2010
Revised: Resolution No. 2271 January 12, 2011
Revised: Resolution No. 2363 December 12, 2012
Revised: Resolution No. 2370 February 13, 2013
Revised: Board Motion January 14, 2015
Revised: Board Motion January 13, 2016
Revised: Resolution No. 2570 January 25, 2017

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Livermore Area Recreation and Park District Board Policy Manual

INTRODUCTION

PURPOSE

It is the intent of the Board of Directors of the Livermore Area Recreation and Park District to maintain a Board Policy Manual. The manual is comprised of the Board's current policies, being the rules and regulations enacted by the Board describing how the Board of Directors shall govern itself as a legislative body and conduct the business of the District.

The Board Policy Manual has been developed in order to provide information and guidance to Board members, employees, and members of the public on Board processes and procedures.

Establishment of these policies is intended to assist in the efficient and effective operation of the District. By following consistent Board operational policies, the Board is better able to focus on the business of the District.

If any policy or portion of a policy contained within the Board Policy Manual is in conflict with rules, regulations, State law or legislation having authority over the Livermore Area Recreation and Park District, said rules, regulations, State law or legislation shall prevail. This Policy incorporates by reference the State's Ralph M. Brown Act, Assembly Bill 1234, LARPD's Conflict of Interest Code (incorporating the California Political Reform Act, CA Government Code § 81000, et. seq.) and LARPD's Personnel Rules and Regulations.

LEGAL AUTHORITY, HISTORY AND ORGANIZATION OF THE DISTRICT

The Livermore Area Recreation and Park District is an independent special district organized under the provision of Chapter 4, Division 5, Public Resources Code, State of California (5700 series). As such, it is a political subdivision of the State of California – a completely independent governmental agency.

The District was originally organized as the Livermore Area Park, Recreation and Parkway District. In a special election on Tuesday, June 10, 1947, Livermore voters ratified a resolution of the Alameda County Board of Supervisors to form the Livermore Area Park, Recreation and Parkway District. This vote expressed a desire of the local citizens for an adequate park and recreation system within the District for the purposes of 1) organizing, promoting and conducting community recreation programs; 2) establishing an operational system of recreation and facilities; and 3) acquiring land and facilities for recreation usage.

By January 12, 1948, the District was authorized to levy and collect taxes based on assessed property values within the District. For nearly 10 years thereafter, the affairs of the District were administered by a nine-member recreation board acting in an advisory capacity to the governing body of the District – the Alameda County Board of Supervisors.

County resolution No. 85820 provided for a special election to be held in the Livermore Area Park, Recreation and Parkway District in Alameda County on Tuesday, January 21, 1958 for the purpose of submitting to the electorate of the District the question of whether or not the District should be governed by its own Board of Directors and providing for the first Board of Directors of the District. In this election, five Directors were elected: William A. Clark, John S. Foster, Jr., Lester J. Knott, Leonard G. Lind, and M.W. "Tex" Spruiell.

On December 8, 1959, by Resolution No. 41, the Board of Directors changed the name of the District to the Livermore Area Recreation and Park District.

POWERS AND DUTIES

The District continues to be governed by an elected five-member Board of Directors directly responsible to the electorate. The Board of Directors is the legislative body of the District and establishes policy and provides broad guidance and general direction for District operation. The state statutes, California Public Resources Code, Division 5, Chapter 4, give the Board wide power and latitude in District operation.

Under the statutes (Article 7, Section 5786), the District is authorized to:

- (a) Organize, promote, conduct, and advertise programs of community recreation, including but not limited to parks and open space, parking, transportation, and other services that improve the community's quality of life.
- (b) Establish systems of recreation and recreation facilities, including but not limited to parks and open space.
- (c) Acquire, construct, improve, maintain, and operate recreation facilities, including but not limited to parks and open space, both inside and beyond the District's boundaries.

In order to carry out the functions of the District, the statutes (Article 7, Section 5786.1) give the District the following rights and powers:

- (a) To sue and be sued.

- (b) To acquire any real or personal property within or outside the District, to hold, manage, occupy, dispose of, convey and encumber the property, and to create a leasehold interest in the property for the benefit of the District.
- (c) To acquire any real or personal property by eminent domain within the boundaries of the District.
- (d) To hire necessary employees, to define their qualifications and duties, and to provide a schedule of compensation for performance of their duties.
- (e) To engage counsel and other professional services.
- (f) To enter into and perform all necessary contracts.
- (g) To borrow money, give security therefore, and purchase on contract.
- (h) To adopt a seal and alter it at pleasure.
- (i) To adopt ordinances.
- (j) To adopt and enforce rules and regulations for the administration, operation, use and maintenance of the recreation facilities, programs and services listed in Section 5786.
- (k) To enter into joint powers agreements.
- (l) To provide insurance.
- (m) To perform any acts necessary to carry out the provisions of this chapter.

Livermore Area Recreation and Park District Board Policy Manual

STATEMENT OF BOARD STANDARDS

It is recognized that:

1. The Board of Directors is the unit of authority within the District. Apart from their normal function as part of this entity, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
2. Each member of the Board of Directors is vested with an equal sharing of authority.
3. The responsibility of the Board of Directors is to govern the Livermore Area Recreation and Park District. In doing so, the Board of Directors formulates and evaluates policy for the District. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission. The Board commits itself and its members to ethical, businesslike and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board members.
4. Members of the Board of Directors come from diverse backgrounds and bring different experiences, perspectives and skill sets to the deliberations they undertake in exercising their responsibilities as Directors of the Livermore Area Recreation and Park District. It is expected that Board debate and decision making will be conducted with respect for differences of opinion and in a constructive fashion. Every Board member has a responsibility to voice his or her viewpoint and to contribute to the debate on issues that come before the Board. In any decision taken, a member of the Board has the responsibility to vote on the matter according to what he or she believes is in the best interests of the District as a whole. Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.
5. Once action is taken by the Board of Directors, that action becomes the position of the District.
6. Board members must avoid conflicts of interest and the appearance of conflicts of interest with respect to their responsibilities.
7. Board members will respect the confidentiality appropriate to issues of a sensitive nature, act honestly and openly at all times, and keep the confidentiality of privileged and closed session information.

8. The work of the Board is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1. Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate noticed meeting of the Board of Directors.
2. Adoption of a new policy or amendment of an existing policy shall be accomplished at a noticed meeting of the Board of Directors and shall require a majority affirmative vote of the entire Board of Directors.
3. Before considering whether to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Public Complaints
POLICY NUMBER: 1020

1. The Board of Directors desires that public complaints be resolved at the appropriate administrative level, and that the method for resolution of complaints be logical and systematic.
2. The method of resolving complaints shall be as follows:
 - a. The individual with a complaint shall first discuss the matter with the appropriate responsible employee with the objective of resolving the matter informally.
 - b. If the individual registering the complaint is not satisfied with the disposition of the complaint by the responsible employee, the complaint may be filed with the General Manager. Within a reasonable time, the General Manager shall contact the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager may be requested by the individual filing the complaint.
 - c. If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Chair of the Board of Directors within ten (10) days of receiving the General Manager's decision. The Chair may direct consideration of the matter at the next regular meeting, or call a special meeting, or refer the matter to a committee for review and recommendation. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. A written decision from the Chair may be requested by the individual filing the complaint.
3. This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs or services, or impending considerations of the Board.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Personnel
POLICY NUMBER: 2000

1. The Board of Directors shall establish a uniform policy for personnel matters through adoption of a Personnel Ordinance and Personnel Rules and Regulations.
2. The Board of Directors shall establish a Personnel Commission to advise the Board of Directors on the District's personnel system and policies.
 - a. The Board of Directors shall establish the procedure for determining candidates to serve on the Personnel Commission.
 - b. The Board's standing Personnel Committee shall develop a recommendation to the Board of Directors for appointment of candidates to the Personnel Commission.
 - c. Appointment to the Personnel Commission will be by a majority vote of the Board of Directors.
3. With the exception of the hiring of the General Manager and Legal Counsel, members of the Board of Directors shall not participate in the selection process for any District employee. However, a representative of the Board shall participate in the final interviews to fill the position of Assistant General Manager, which reports to the General Manager. The Board of Directors shall recognize that the General Manager is the ex-officio Personnel Officer and appointing authority for all positions in the competitive service, the Assistant General Manager position, persons employed under contract to supply expert professional or technical service, volunteers, and part time, temporary and seasonal positions.
4. The General Manager shall be the Executive Officer and ex-officio Clerk to the Board of Directors of the Livermore Area Recreation and Park District.
5. The terms and conditions of the employment of the General Manager and Legal Counsel may be specified in an Agreement of Employment established between them and the Board of Directors. The Agreement of Employment shall be for the period of time as specified therein.
 - a. Performance reviews for employees of the Board of Directors shall be conducted on an annual basis, as specified in an Agreement of Employment, or as needed for cause.

- b. Whenever the Agreement of Employment established between the General Manager or Legal Counsel and the Board of Directors is in conflict with any District policy, said Agreement of Employment shall prevail.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Ethics
POLICY NUMBER: 4010

1. The Board of Directors is committed to providing excellence in legislative leadership and the highest quality of services to its constituents. In addition to the State's Ralph M. Brown Act, Assembly Bill 1234 (Ethics Training), Assembly Bill 1661 (Sexual Harassment Prevention Training and Education), LARPD's Conflict of Interest Code (incorporating the California Political Reform Act, CA Government Code § 81000, et. seq.) and LARPD's Personnel Rules and Regulations, this policy is intended to provide guidance on ethical issues and questions. The core of this policy is to support the Board's commitment to create public trust, respect and accountability and to demonstrate transparency as a local government agency. To that end, Board members should endeavor at all times to:
 - a. Comply with both the letter and intent of the laws and policies affecting the operations of government;
 - b. Be independent, impartial and fair in their judgment and actions and avoid any actions that create undue influence on District staff;
 - c. Use the office of Director and resources of the District solely for the benefit of the District and not for personal gain;
 - d. Avoid conflicts of interest and abide by the District's Conflict of Interest Code;
 - e. Maintain the confidentiality of information by neither disclosing confidential information without proper legal authorization, nor disclosing the content of any Closed Session.
2. **PROCESS**

This policy is intended to be self-enforcing and, as such, Board members should point out to other Board members their infractions of the Ethics Policy. If the infractions continue, then the matter should be referred to the Chair in private. If the Chair is the individual whose actions are being challenged, then the matter should be referred to the Vice Chair. It is the responsibility of the Chair to initiate action if a Board member's behavior may warrant sanction. If no action is taken by the Chair or Vice Chair, the alleged violation(s) can be brought up with the full Board in a public meeting.

3. REMEDIES

Board members who repeatedly do not follow proper conduct may be reprimanded or formally censured by the Board, lose seniority or committee assignments or have official travel restricted. Serious infractions of the Ethics Policy could lead to other remedies as prescribed by law.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4020

1. Members of the Board of Directors are expected to attend all regular and special meetings of the Board.
 - a. Members of the Board of Directors are expected to notify the Chair of the Board and the General Manager in advance of any absences at meetings of the Board.
 - b. Following the absence of a Board member from three consecutive meetings of the Board of Directors, the Chair of the Board will contact the absent member requesting his or her attendance at the next meeting or notification of special circumstances which prevent the member from attending.
 - c. When a vacancy has occurred on the Board of Directors, such vacancy shall be filled only in accordance with the Public Resources Code Section 5784.3.
2. Members of the Board of Directors are expected to attend all meetings of committees to which they are appointed and any other meeting or event when appointed as representative of the Board or District.
 - a. When a committee member cannot attend a scheduled committee meeting, that member is expected to notify the General Manager in advance, in which case the appointed committee alternate shall attend.
 - b. If a committee member is absent from three consecutive meetings of any committee to which appointed, the Chair of the Board will contact that member requesting attendance at the next meeting or notification of special circumstances which prevent the member from attending. Once four consecutive meetings have been missed, the Chair of the Board may remove that committee member from the committee and appoint a new committee member and/or alternate member.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Remuneration and Reimbursement
POLICY NUMBER: 4030

1. Members of the Board of Directors may receive monthly compensation, the amount of which shall be established by the Board in the Annual Salary Resolution.
 - a. Any monthly compensation shall be established in accordance with the limits and conditions set forth in Section 5784.15 of the Public Resources Code.
 - b. Compensation guidelines for the members of the Board of Directors are set forth in Appendix A.
2. Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090.
 - a. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.
3. The Board of Directors may, at its discretion, establish health and welfare benefits for members of the Board.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Chair and Vice Chair
POLICY NUMBER: 4040

1. The officers of the Board of Directors shall be the Chair of the Board and the Vice Chair of the Board.
2. Officers of the Board of Directors shall be elected at the annual December organizational meeting (Policy 5010).
3. Terms of office for the Chair and Vice Chair shall be for one year and on a calendar year basis.
4. The Chair of the Board and Vice Chair of the Board shall each be elected to office upon majority vote of the Board of Directors.
5. The Board of Directors establishes nomination voting procedures, as follows:
 - a. The Chair of the Board will open the floor for nominations. Any member of the Board may nominate any other member, including him/herself for an office. Nominations do not require a second. When no further nominations are forthcoming, the Chair shall close nomination for the office under consideration. The Board Chair shall call for a voice vote for each nominated candidate in turn, until one candidate receives a majority vote.
6. The Chair of the Board shall have the duties and responsibilities, powers and authority as hereinafter outlined.
 - a. Presides and provides leadership at meetings of the Board in a way which: encourages openness, participation and motivation of members; maintains order and respects appropriate rules of procedures; ensures that Board activities/deliberations are effective and properly focused on policy, planning and accountability issues; advances the Board's annual and longer-term objectives.
 - b. Calls special meetings if necessary.
 - c. Determines committees outside of standing committees and appoints all committee chairs, members and alternates.

- d. Assists the General Manager in preparing agendas for Board meetings and has final approval of the agenda.
 - e. Works in partnership with the General Manager to make sure Board policy is carried out and that the organization's mission is achieved.
 - f. Represents and acts as a spokesperson for the Board; serves as advocate and ambassador for the District.
 - g. May assist the General Manager in conducting new Board member orientations.
 - h. Oversees searches for a new General Manager; coordinates the General Manager's and other Board employees' performance evaluations; coordinates periodic Board assessment with the General Manager.
7. The Chair shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
8. The Vice Chair of the Board shall have the duties and responsibilities, powers and authority as hereinafter outlined.
- a. In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as Chair over all meetings of the Board. If the Chair and Vice Chair of the Board are both absent, the remaining members present shall select one of themselves to act as Chair of the meeting.
 - b. Carry out special assignments as requested by the Board Chair.
 - c. Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.
 - d. Participate as a vital part of the Board leadership.
 - e. Participates with the Chair to develop and implement officer transition plans.
 - f. In the event of a vacancy in the office of Chair, the Vice Chair will automatically assume the office of Chair for the remainder of the term.
 - g. In the event of a vacancy in the office of Vice Chair, the Board will elect a new Vice Chair to serve for the remainder of the term, according to the procedures established by Policy No. 4040-5-a.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050

DUTY STATEMENT

BOARD OF DIRECTORS

The Board of Directors acts as the legislative body of the District and determines all questions of policy. The Board may organize, promote, conduct, and advertise programs of community recreation; establish systems of recreation and recreation centers, including parks and parkways; acquire, construct, improve, maintain and operate recreation centers within and without the territorial limits of the District. The Board may enter into joint agreements and take cooperative action with other governmental units. The Board exercises all rights and powers needed to carry out the purpose and intent of a recreation and park district to include the powers:

1. To sue and be sued;
2. To take or acquire real or personal property within and without the District, by grant, purchase, gift, device or lease, and to hold, manage, occupy, dispose of, convey and encumber and create leasehold interests for benefit of the District;
3. To exercise the right of eminent domain within District boundaries;
4. To appoint and employ persons necessary for operation of the District and to establish a merit system, retirement privileges and other employment practices;
5. To employ counsel;
6. To enter into and perform all necessary contracts;
7. To borrow money, purchase on contract and to perform all acts necessary to carry out the provisions of the statutes under which the District is organized;
8. To contract with any public entity or persons for the construction, financing, maintenance or operation of recreational facilities and activities within the District.

LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: MEMBER, BOARD OF DIRECTORS

CLASSIFICATION CODE: 0005

DESCRIPTION

Serves as a member on a five-person, non-partisan, legislative body known collectively as the LARPD Board of Directors. Works cooperatively with other Board Members in determining Board policy for the District and in implementing policy by insuring that appropriate Board direction and guidance is given to the General Manager. Attends and participates in public meetings of the Board. Studies issues outside of Board meetings so as to be able to address them in a knowledgeable manner during meetings. Works with staff and others in Committee to develop policy recommendations for consideration by the full Board (See also Policy 4060). Participates in Board action designed to ensure the smooth, efficient operation of the District within legal guidelines. Attends conferences, seminars, and other meetings away from the District, as a representative of the District. Keeps abreast of pending legislation that would affect District policies and operation. Makes verbal presentations to other legislative bodies and committees.

EXAMPLES OF DUTIES

1. Attends regular Board meetings, and special Board meetings when called, to conduct District business.
2. Assists in setting compensation for, and participates in hiring of the General Manager and District Legal Counsel.
3. Serves as a Committee member when so appointed by the Chair of the Board.
4. Attends Committee meetings as required.
5. Participates in Board activities and meetings, discusses the issues under consideration and assists in making Board decisions.
6. Prepares for Board meetings by studying informational material provided by staff prior to meeting.
7. Outside of meetings, receives calls from and listens to opinions voiced by District residents.
8. Renders verbal and written reports and recommendations to the Board.
9. Discusses issues in Committee and formulates recommendations for Board consideration.
10. Votes on issues during meetings.
11. May be required to address other legislative bodies such as City Council, School Board Trustees, County Board of Supervisors and State Legislative Committees while presenting the District's position and recommendation on issues.

12. Discusses and explains District policies with District residents, as required.
13. Attends the annual conferences conducted by State and National professional associations as a District representative.
14. Analyzes budget proposals, salary survey, rules and regulations, personnel policies, staff reports and other materials in preparation for discussion during Board meetings.
15. Other duties as required.

MANDATORY REQUIREMENTS

- Be a qualified voter of the District (registered to vote in the District election); and
- be elected by the voters of the District during a duly called District election to fill a vacancy on the Board created by the routine termination of a four year term; or
- under certain conditions as specified by State Statutes, be appointed or elected to fill a vacancy created by other than routine termination of a four year term.

DESIRABLE QUALIFICATIONS

- Possess an interest in, a desire, and time to serve on a park and recreation district board of directors.
- Prior involvement in community activities on a volunteer basis, preferably in the area of recreation.
- Ability to comprehend complex social, cultural and economic issues at the local community level.
- Ability to express ideas and concepts in a clear, concise manner, both orally and in writing during public meetings.
- Possess a sound understanding of the relationship between various governmental levels.
- Knowledge of the operation and function of a park and recreation district.
- Knowledge of critical issues at the local community level.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

1. The Board may establish committees to help carry out its responsibilities.
 - a. Committees will assist the Board chiefly by conducting a more intensive and thorough analysis of items, preparing policy alternatives and developing recommendations for Board deliberation.
 - b. All matters requiring further study will be assigned to the appropriate committee for review, report and recommendation to the Board as a whole. Any determination resulting from committee review should be submitted to the Board via oral or written report.
2. Board committees are not to be created by the Board to advise staff and cannot exercise authority over staff. Further, the Board will not impede its direct delegation to the General Manager by requiring the approval of a Board committee before an executive action. The General Manager works for the Board, never for a Board committee.
3. Board committees may not speak or act for the Board, except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated so as not to conflict with the authority delegated to the General Manager.
 - a. Upon approval from the Board of Directors, specific Board committees may be granted authority to authorize expenditures related to that committee's function.
4. Authority to create ad hoc committees shall rest with the Chair of the Board. The Board Chair shall appoint all members to ad hoc committees of the Board of Directors. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.
 - a. Any ad hoc committee of the Board of Directors shall contain at least one Board member.

- b. Authority for creation and appointment to advisory committees formed with the intention of providing scientific or technical knowledge and expertise to staff shall rest with the General Manager.
- 5. The following shall be standing committees of the Board:
 - a. Facilities
 - b. Finance
 - c. Intergovernmental
 - d. Personnel
 - e. Program
- 6. The Board Chair shall appoint and publicly announce the members of the standing committees and any ad hoc committees deemed necessary for the ensuing year at the January meeting.
- 7. The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignments may be made by the Board Chair, a majority vote of the Board, or General Manager.
 - a. All meetings of standing committees shall conform to all open meeting laws (e.g., Brown Act) that pertain to regular meetings of the Board of Directors.
 - b. The Board's standing Facilities Committee shall be concerned with the acquisition, development, maintenance, and operation of District facilities, including review and recommendation for fee schedules, policies and regulations governing District facility use, and naming of facilities.
 - c. The Board's standing Finance Committee shall be concerned with reviewing and recommending to the Board policy items relating to the following areas: budget process; review audit; fiscal policies; financial performance review/financial reporting; financial leadership; and fiscal goals and planning.
 - d. The primary function of the Board's standing Intergovernmental Committee shall be to provide a forum in which the leaders of the community's local government agencies can share information on various matters of common interest and concern.

- e. The Board's standing Personnel Committee shall be concerned with: hiring direct employees of the Board of Directors; recommendations for appointment of candidates to the Personnel Commission; recommendations by the Personnel Commission to the Board of Directors; personnel actions in the areas of employee programs, benefits, and wage/salary adjustments; rules, regulations and policies governing District personnel.
 - f. The functions of the Board's standing Program Committee shall be to review proposals for new programs, evaluate and monitor the status of existing programs, review fees and charges, and consider operational policies. Some of the areas of concern for the Program Committee shall be grants, volunteers, special events, public information, and recreation classes and activities.
8. In the event the District desires to hire a contracted consultant to work directly with the Board of Directors on development of a work product, facilitate meetings involving the Board of Directors, Board training, or project specifically involving Directors, the Board shall direct the Personnel Committee of the Board to join the General Manager in interviewing and selecting a consultant for consideration (as a recommendation) for the Board's approval. The process will be that the General Manager will meet with the Committee, determine desirable attributes and background of potential candidates, be responsible for soliciting potential consultants, and facilitate the selection process. By contrast, the General Manager is responsible to select consultants, without Board participation, to carry out the District's day to day business in executing the Board-authorized annual budget and projects.
9. Should the Board find it necessary to create an advisory committee to develop recommendations on issues affecting District policy, the Board of Directors shall determine the number of committee members, the qualifications of committee members, the method of candidate screening, and shall ratify, by majority vote, the individuals appointed to the advisory committee.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: **Communications To or From the Board**
POLICY NUMBER: **4065**

1. Written communications to the Board shall be routed through the General Manager, who will ensure dissemination of the information to all Board members.
2. Communications from the Board to the press and the public should, whenever possible, be transmitted by and through the Chair of the Board. Inquiries in regard to matters upon which the Board has taken, or probably will take a position, should be referred to the General Manager.
3. There will be cases when an individual member of the Board will feel obligated to answer inquiries. In the case where a Board member is expressing an opinion on a topic where there is no official position taken by the Board of Directors, or is contrary to the position taken by the Board, the Board member should make it clear that he or she is expressing an individual opinion which is not the position of the District.
4. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel
5. In handling complaints from residents and property owners of the District, said complaints should be referred to the General Manager. (see also Policy 1020)
6. In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
7. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
8. In seeking clarification for policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred to the General Manager.
9. In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision making.

LIVERMORE AREA RECREATION AND PARK DISTRICT

BOARD POLICY MANUAL

POLICY TITLE: Training, Education, Conferences, Association Memberships
POLICY NUMBER: 4090

1. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.
2. Members of the Board of Directors may hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training and as an opportunity to promote the goals and objectives of the District.
3. It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for registration, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. (Public Resources Code 5786.29)
 - a. An amount to cover Board training, education and conference expenses, shall be designated for the Board each Fiscal Year in the District's annual budget.
 - b. Members of the Board shall not make any expenditures for training, education and/or conference expenses in excess of the amount designated in the Fiscal Year Budget.
 - c. Expenditure for training, education and/or conference expenses in excess of the budgeted amount may occur only if approved by majority action of the Board of Directors.
 - d. When away from the District while attending conferences, conventions, and meetings on official business, members of the Board shall receive per diem or reimbursement for actual expenses, as established by the Board of Directors in the District's Personnel Rules and Regulations. When reimbursement for expenses is made to a Director by another organization because of the Director's participation with that organization, the District will compensate the Director at the same rate as for a special meeting, for each day spent at the meeting or

activity, provided that the organization/activity is associated with the interests of the District.

- e. The General Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts.
 - f. Directors are encouraged and expected to practice economy for expenditures related to training, education and conferences.
- 4. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
 - 5. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors are required to provide a brief report to other Board members and/or staff at a Regular Meeting of the Board of Directors.
 - 6. All Directors and any Board-designated employees are required (AB1234) to take at least two hours of ethics training at least every two years and receive a certificate of completion. New Directors must complete the training within one year of taking office. The District must keep records for five years indicating when Directors completed the training and who provided the training. (Policy 4010)
 - 7. All Directors and any Board-designated employees are required (AB1661) to take at least two hours of sexual harassment prevention training and education at least every two years and receive a certificate of completion. New Directors must complete the training within six months of taking office. The District must keep records for five years indicating when Directors completed the training and who provided the training. (Policy 4010)

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

1. All meetings of the Board of Directors shall be held in compliance with the Ralph M. Brown Act, California Government Code §54950 through §54963. (Appendix C)
2. Regular meetings of the Board of Directors will be held twice monthly.
3. Special meetings of the Board of Directors will be held as necessary and may be called by the Board Chair, by a majority of the members of the Board of Directors, or by the General Manager.
4. Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at the first regular meeting in December.
 - a. At this meeting the Board will elect a Chair and Vice Chair from among its members to serve during the coming calendar year. (Policy 4040)
 - b. At this meeting the day, time and place of regular Board meetings shall be set by the Board.
 - c. The meeting calendar for the Board of Directors for the upcoming year shall be adopted at the annual December organizational meeting.
 - d. At this meeting the Board shall conduct a review of the Board Policy Manual.
5. The Chair of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.
6. The Chair and the General Manager shall ensure that adequate and appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.
 - a. Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity (based on normal audience attendance) of such documents shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting

copies of such documents prior to the Board meeting will be charged an administrative fee as determined by the General Manager.

7. Directors are expected to thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged among Directors before meetings, by routing such requests and information through the General Manager to ensure that all Directors receive the same information.
8. Directors shall defer to the Chair for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
9. During a meeting, Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting at which that item is discussed (including, if desired, a position on abstention or dissenting vote).
10. Unless a conflict of interest exists, Directors should not abstain from the Board's decision- making responsibilities.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

1. The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 P.M. one week prior to the meeting date. The agenda will be reviewed by the Board Chair prior to circulation.
 - a. The agenda information packets shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.
2. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
 - a. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least one week prior to the date of the meeting.
 - b. The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
 - c. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
 - d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
3. This policy does not prevent the Board from taking testimony at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.
4. At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.

- a. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting within the District Office.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Meeting Procedure
POLICY NUMBER: 5030

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

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

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

1. Actions by the Board of Directors include but are not limited to the following:
 - a. Adoption or rejection of regulations or policies
 - b. Adoption or rejection of a resolution
 - c. Adoption or rejection of an ordinance
 - d. Approval or rejection of any contract or expenditure
 - e. Approval or rejection of any proposal which commits District funds or facilities
 - f. Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.
2. Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).
 - a. A member abstaining in a vote is considered as absent for that vote.
 - 1) Example: If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, the action is not approved because a "majority of the Board" did not vote in favor of the action.
 - 2) Example: If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action is not approved because 4 of the 5 Directors need to vote in favor of the action.

3. The Board may give directions which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.
 - a. The Chair shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chair, a voice vote may be requested.
 - b. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 5050

1. The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.
2. This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.
3. The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

LIVERMORE AREA RECREATION AND PARK DISTRICT ASSOCIATION BOARD POLICY MANUAL

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

1. The Clerk of the Board of Directors shall keep summary minutes of all regular and special meetings of the Board.
 - a. Copies of said minutes shall be distributed to Directors with the agenda for the next regular Board meeting.
 - b. The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.
2. A video and/or audio tape recording of any meeting of the Board of Directors may be made at the request of the General Manager or any Director when such request is approved by a majority of the whole Board. Although recordings or videos of meetings may be made, the written, approved minutes of meetings of the Board of Directors are to be considered the official records of said meetings.
3. Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.
 - a. All resolutions and ordinances adopted by the Board shall be numbered consecutively.
4. The minutes of Board meetings shall be maintained as hereinafter outlined.
 - a. Procedure:
 - 1) Date, place and type of each meeting
 - 2) Directors present and absent by name
 - 3) Call to order
 - 4) Arrival of tardy Directors by name
 - 5) Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon

- 6) Adjournment of the meeting
- 7) Record of written notice of special meetings
- 8) Record of items to be considered at special meetings

b. Board Actions:

- 1) Approval or amended approval of the minutes of preceding meetings
- 2) Complete information as to each subject of the Board's deliberation
- 3) Complete information as to each subject including the roll call record of the vote on a motion if not unanimous
- 4) All Board resolutions and ordinances in complete context, numbered serially
- 5) A record of all contracts entered into
- 6) A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
- 7) A record by number of all warrants approved for payment
- 8) Adoption of the annual budget
- 9) Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month
- 10) A record of correspondence addressed to the Board of Directors
- 11) A record of the General Manager's report to the Board
- 12) Approval of all policies and Board-adopted regulations
- 13) A record of all visitors and delegations appearing before the Board

LIVERMORE AREA RECREATION AND PARK DISTRICT ASSOCIATION BOARD POLICY MANUAL

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

1. General.

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

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

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

3. Obtaining the Floor.

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

4. Motions.

a. Any Director, including the Chair, may make or second a motion.

1) A Director is required to obtain the floor before making motions.

2) No motion is in order that does not directly relate to the question under consideration.

3) The maker of a motion has the first right to speak to it, and may speak again only after other speakers are finished, unless called upon by the Chair.

4) Debate must be directed to motions and not motives, principles or personalities. Personal remarks will be ruled out of order by the Chair of the Board.

5. Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

a. Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

b. Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

c. Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

d. Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

e. Motion to Close Debate and Vote Immediately. Any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

- f. Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.
- 6. Decorum.
 - a. The Chair shall maintain the orderly conduct of Board meetings, taking such action as allowed under the Brown Act.
- 7. Amendment of Rules of Order.
 - a. By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

APPENDIX A

APPENDIX A
COMPENSATION GUIDELINES
FOR THE
BOARD OF DIRECTORS
OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT

QUALIFIES:

1. Board meetings.
2. Board committee meetings.
3. Attendance at meetings and events at which the Directors are officially representing LARPD.
4. Participation in meetings/activities associated with Directors representing the District and serving on the Board/Commission of other organizations associated with the interests of the District (e.g., CARPD, CAPRI, CSDA, etc.).

DOES NOT QUALIFY:

1. Attendance at conferences (when receiving District per diem).
2. Individual meetings with staff members.
3. Meetings with individuals or groups that want to talk over something with which they are concerned, prior to it being assigned to a Board committee.
4. Unofficial attendance at groundbreaking/dedications other than LARPD's.

APPENDIX B

APPENDIX B

LIVERMORE AREA RECREATION AND PARK DISTRICT

POLICY FOR COLLECTION OF COSTS OF HANDLING CANDIDATES' STATEMENTS PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 13307 AND 13309

1. As a condition of having their statements included in the voter's pamphlet, upon filing nomination papers, candidates shall pay to the District their estimated pro rata share of the costs of printing, handling, translating and mailing their statements as established administratively.
2. Also, at the time candidates file their candidacy forms, the Registrar of Voters shall distribute a written notice to all candidates indicating the District's policy to collect in advance the estimated costs of handling their statements. A sample of said notice is attached hereto as "Exhibit A."
3. Immediately following the election and upon receipt of the final bill from the Registrar of Voters, the District shall mail a statement to the candidates showing that either a refund is due the candidates or that the candidates owe the District additional sums of money for the costs of handling the statements. Said statements shall either include a check representing the refund or a demand for payment of the additional costs forthwith.
4. If a candidate alleges to be indigent or unable to pay in advance the requisite fee for submitting a candidate statement, the District shall determine indigence according to the procedures outlined in California Elections Code Section 13309.

(Exhibit A)

SAMPLE NOTICE TO ALL CANDIDATES

LIVERMORE AREA RECREATION AND PARK DISTRICT

POLICY FOR HANDLING CANDIDATES' STATEMENTS PURSUANT TO CALIFORNIA ELECTIONS CODE SECTIONS 13307 AND 13309

The Board of Directors of the Livermore Area Recreation and Park District has estimated that it costs * \$_____ to handle, print, translate and mail a candidate's statement. Pursuant to California Elections Code Section 13307, candidates must pay said estimated costs at the time of filing nomination papers, unless the candidate has been determined by the District to be indigent (Section 13309). Said sum may be paid in cash or by check.

*** NOTE:**


The estimate of costs required for handling, printing, translating and mailing your statement is just an approximation of the actual cost that varies from one election to another and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. The Livermore Area Recreation and Park District is not bound by the estimate and will, on a pro rata basis, bill the candidate for additional expenses or refund any excess paid, depending on the final actual cost, upon receipt of a bill from the Office of the Registrar of Voters.


Election Date: November 8, 2016

Livermore Area Recreation and Park District

Staff Report

TO: Chair Wilson and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Gretchen Sommers, Assistant to the General Manager 

DATE: December 13, 2017

SUBJECT: Election of Board Officers for 2018


RECOMMENDATION: That the Board of Directors elect a Chair and Vice Chair for 2018.

BACKGROUND: LARPD Board Policy No. 4040-Board Chair and Vice Chair #4 states: "The Chair of the Board and Vice Chair of the Board shall each be elected to office upon majority vote of the Board of Directors." Policy No. 5010 #4a states: "At this meeting (annual organizational meeting) the Board will elect a Chair and Vice Chair from among its members to serve during the coming calendar year."

Livermore Area Recreation and Park District

Staff Report

TO: Chair Wilson and Board of Directors

FROM: Timothy J. Barry, General Manager 

PREPARED BY: Timothy J. Barry, General Manager

DATE: December 13, 2017

SUBJECT: Election of Board Chair and Vice Chair

RECOMMENDATION: Discussion and Direction.

BACKGROUND: Members of the Personnel Committee this past year discussed the current condition in Board officer elections during election years. The chair and vice-chair of the Board are currently elected from within the Board on the first Board meeting in December, the District Board's annual organizational meeting. There is citizen election of open Board seats every two years. In election years (the next one is 2018), the successful candidate(s) takes office the first Friday in December, within two weeks of having to vote on who should be the chair and vice-chair of the District for the next year. Committee members felt that this was not enough time for a new Director to adequately get to know fellow Directors in order to feel comfortable judging who should be chair or vice-chair for the next calendar year.

One suggestion is to move the internal election of the chair and vice-chair to the first meeting in February each year. That way, candidates who have won a seat on the Board would begin their term the first Friday in December and attend three or more Board meetings prior to voting on who should be chair and vice-chair of the Board. The new chair of the Board then is tasked with appointing committees at the next Board meeting, so the appointment of committees would also be delayed and take place the second meeting in February. This is one scenario that may adequately address the stated concerns, but it is not the only one. Staff looks forward to Board discussion on the matter. Any changes in language to the current Board policy manual can be brought back to the Board for review and approval at a January Board meeting.

TB/s