

Livermore Area Recreation and Park District

Staff Report

TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: David Weisgerber, Community Outreach Supervisor

DATE: August 13, 2025

SUBJECT: **Parks, Recreation, and Trails Master Plan Update Timeline and Preliminary Budget**

RECOMMENDATION

Staff recommends that the Board of Directors approve the proposed approach and preliminary budget for the Parks, Recreation, and Trails Master Plan Update, including the District's roles and responsibilities, areas for consultant support, and the Board's policy-level involvement throughout the process.

BACKGROUND

LARPD is initiating a comprehensive, staff-led update to the 2016 Parks, Recreation, and Trails Master Plan. This update will guide the District's direction over the next 10 years, shaping investments in parks, facilities, programs, regional open space, and capital projects. The plan will also serve as the District's long-range guiding document for funding, partnerships, and planning efforts.

Master Plan Objectives:

- Reconfirming and refining park service level standards
- Prioritizing deferred maintenance and capital projects
- Defining future direction for core services, including Youth Services
- Aligning priorities with available resources and funding opportunities
- Supporting CEQA-compliant planning for facility and land development

The planning timeline has been structured to include full Board review of the draft plan by May 2026, with final adoption scheduled for September 2026.

At its July 9, 2025 meeting, the Board of Directors received an informational report outlining the proposed framework and timeline for the Parks, Recreation, and Trails Master Plan Update. This ten-year update to the 2016 Master Plan will guide future planning, service levels, capital priorities, and regional coordination.

This report presents the finalized process for Board approval, including a preliminary project budget and outline of the Board's expected role.

BOARD ROLE IN MASTER PLAN PROCESS

The Board of Directors will play a strategic, policy-level role throughout the Parks, Recreation, and Trails Master Plan Update. Staff are seeking the Board's guidance on priorities, equity, access, and community needs. The Board will be engaged at each key milestone as follows:

Phase 1: Kickoff and Groundwork (August–September 2025)

- **Board Role (August):** Approve plan framework, scope, and preliminary budget
 - Provide direction on service level standards and master plan approach
 - Begin quarterly Board updates

Phase 2: Baseline Assessment (Sept–Nov 2025)

- **Board Role (October):** Review updated inventory, service level analysis, and program recommendations.
 - Provide feedback on service gaps and emerging priorities
 - Review draft survey categories to ensure alignment with District priorities and strategic focus

Phase 3: Outreach & Engagement (Dec 2025–Feb 2026)

- **Board Role (January):** Joint discussion on community and stakeholder feedback
 - Review preliminary themes and tradeoffs; identify missing voices or ideas
 - Determine if additional input is needed

Phase 4: Draft the Plan (March–May 2026)

- **Board Role (May):** Presentation of full draft for feedback and final alignment
 - Confirm alignment with District goals and community needs

Phase 5: Finalization & Environmental Review (June–Aug 2026)

- **Board Role (June):** Adopt final plan and CEQA documentation
 - Approve final recommendations and environmental review outcomes

Phase 6: Final Review and Adoption (Sept 2026)

- **Board Role (September):** Launch and public presentation of adopted plan
 - Support communications rollout and implementation awareness

CONSULTANT TASKS

While many aspects of the plan will be developed in-house, the following key tasks will be supported by external consultants:

Community Survey: *Design and administration of a statistically valid community survey, along with a parallel online platform.*

Tasks include:

- Phone survey targeting a representative sample of Livermore residents
- Digital survey development and distribution

- Data analysis and reporting

Environmental Compliance (CEQA): *Evaluation of the Master Plan under the California Environmental Quality Act (CEQA).*

Tasks include:

- Determination of appropriate CEQA pathway (e.g., Categorical Exemption, Negative Declaration, or EIR)
- Preparation of all required environmental documents
- Public noticing and finalization

Graphic Design & Final Production: *Professional layout, formatting, and production of the final Master Plan document.*

Tasks include:

- Document layout and formatting for print and web
- Creation of maps, charts, and infographics

Cost Recovery and Funding Analysis: *Evaluation of the District's long-term financial strategies to support goals and priorities.*

Tasks include:

- Review of existing cost recovery framework and fee policies
- Comparison to regional and national benchmarks
- Recommendations for pricing strategies, cost recovery targets, and funding sources (e.g., AB1600 fees, grants, partnerships, LARPD Foundation support)

Approval of this preliminary budget authorizes the General Manager to enter into agreements with consultants to carry out the defined tasks consistent with the framework outlined in this report. Consultant agreements will be executed in alignment with the estimated costs and scope presented.

PRELIMINARY BUDGET:

The preliminary budget for the Parks, Recreation, and Trails Master Plan Update is estimated at \$145,000 and includes key consultant-supported tasks such as the community survey, CEQA compliance, GIS mapping, cost recovery and funding analysis, and graphic design. These estimates are based on recent comparable projects completed by neighboring agencies and reflect the anticipated scope of consultant support needed to complete the Master Plan.

A detailed breakdown of the proposed budget is included in Exhibit B. Staff will refine cost estimates and negotiate consultant contracts as the project advances.

FUNDING SOURCE

The Parks, Recreation, and Trails Master Plan Update will be funded through the District's General Fund. Given the comprehensive nature of the update and associated consultant support tasks, the project may require the use of reserve funds. Staff will monitor expenditures and provide updates to the Board regarding budget status and any adjustments needed to accommodate reserve fund usage.

NEXT STEPS:

1. Board Approval of the process, preliminary budget, and Board's policy-level role (this item).
2. Internal Kickoff: Continued staff engagement on scope, baseline assessment, and project priorities.

ATTACHMENTS:

- Exhibit A: LARPD Parks, Recreation, and Trails Master Plan Update Preliminary Budget
- Exhibit B: Project Timeline with Board Roles

Exhibit A: LARPD Parks, Recreation, and Trails Master Plan Update
Preliminary Budget

| Category | Estimated Cost | Comparable Example |
|-------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community Survey | \$30,000 | Dublin Parks Plan (2022) phone/online survey (\$23k) |
| CEQA Compliance | \$65,000 | Current Proposal (\$65k, LSA) |
| GIS Mapping / Service Area Analysis | \$15,000 | Hayward Parks Master Plan (\$12k) |
| | | San Carlos Parks Inventory Update (\$8,500) |
| Cost Recovery/Funding Analysis | \$25,000 | Pleasanton Parks and Rec Master Plan (2019) (\$20k) |
| | | City of Roseville Cost Recovery Study (\$22k) |
| Graphic Design | \$10,000 | Pinole Parks Master Plan (2024), County of Suisun Parks, Facilities & Recreation Master Plan (2023) Budgeted \$7k-\$15k of total consulting proposal for graphic design |
| Total | \$145,000 | |

Parks, Recreation, and Trails Master Plan Timeline

We are launching an internal update of the 2016 Parks, Recreation, and Trails Master Plan. This plan will guide LARPD’s work over the next decade — shaping priorities for parks, facilities, programs, regional open space, capital projects, and funding strategies.

Objectives of Master Plan Update

- **Service Level Standards:** Confirm and update for parks and open space
- **Regional expansion, trail connectivity, and open space protection:** Identify opportunities
- **Capital Projects:** Identify major capital projects like May Nissen Swim Center and Bothwell Recreation Center including potential timing and funding sources
- **Land Acquisition and Facility Development** – Identifying new parks/facilities as new developments with partners including City of Livermore, LVJUSD, and Tri Valley Conservancy.
- **Youth Services:** Define Youth Services structure in long-term plan.
- **Program Prioritization:** Evaluate programs to prioritize what we should continue, improve, expand, or sunset. Noting existing priorities and decision-making mechanism
- **Align priorities with available resources:** Develop policies to guide the strategic division of limited resources across core priorities — including:
 - deferred maintenance
 - capital improvements
 - existing and emerging programs
 - regional expansion.
 - This effort will help determine how investments should be allocated (e.g., X% for deferred maintenance, X% for capital projects, X% for programs), referencing a forthcoming financial policy that will support consistent decision-making.

Timeline (August 2025 – September 2026)

Phase 1: Kickoff + Groundwork (*August-September 2025*)

- Define scope and major outcomes
- Confirm updated service level standards
- Organize internal roles and project “buckets”:
 - **Facility needs & deferred maintenance**
 - Status of existing facilities (condition, usage)
 - Priority repair/replacement projects
 - Long-term sustainability concerns
 - ADA/accessibility improvements
 - Program needs/impact

- **Capital improvement priorities**
 - Major capital projects (e.g., May Nissen Swim Center, Bothwell Recreation Center)
 - Phasing strategy and funding considerations
 - New facility opportunities (e.g., multi-generational spaces, indoor gym)
- **Regional parkland & open space**
 - Opportunities for regional parkland acquisition/expansion
 - Protection of open space and natural resource areas
 - Trail connectivity and regional linkages
 - Collaboration with COL, TVC, EBRPD, and Zone 7
- **Program & service priorities (Youth, Aquatics, Recreation, Seniors, Open Space)**
 - **Youth Services** (ESS, Preschool)
 - **Aquatics** (lessons, lap swim, rentals, swim teams/water polo, rec swim)
 - **Recreation** (camps, sports groups, field rentals, classes, fitness, arts)
 - **Seniors & Active Adults** (social services, trips, classes/programs)
 - **Open Space & Environmental Education**
- **Equity & access**
 - Geographic access to parks (underserved areas)
 - Cultural inclusion in programming
 - Transportation and mobility barriers
 - Fee structure/scholarship program impact (LARPD Foundation)
- **Financial sustainability**
 - Long-term maintenance funding needs
 - Use of AB1600/in-lieu fees
 - Grant opportunities and fundraising priorities
 - Cost recovery and pricing policies
- **Partnerships**
 - Current partnerships (LVJUSD, City of Livermore, Rotary, LARPD Foundation, LVCC, Zone 7, EBRPD)
 - Gaps or duplication of services
 - Opportunities to formalize joint use or shared services
- **Community engagement**
 - Strengths/weaknesses in current outreach efforts
 - Volunteer and ambassador programs
 - Public involvement strategies for this planning effort
- **Begin updated park inventory (Update 2017 Asset Management Plan – Kayuga Study)**
- **Initiate CEQA compliance planning**
 - **Onboard consultant** to evaluate CEQA requirements for the Master Plan
 - **Begin early coordination** to determine appropriate environmental documentation (e.g., exemption, negative declaration, or EIR)
 - Include comment period as part of regular board meetings
 - Include “Such as” list of what is included in neighborhood, community, special use parks, and regional park concepts for future CEQA planning.

Phase 1 Board Involvement:

Review & Alignment (August): Board reviews and approves plan framework, preliminary budget, and scope

Standing Board updates (quarterly): Included as a regular agenda item throughout process

Phase 2: Baseline Assessment (September – November 2025)

- Finalize park and facility inventory
- Analyze current demographics and growth trends
- Draft internal summaries of current conditions and service levels

Phase 2 Board Involvement:

Feedback Opportunities (October):

- Review of service level findings and discussion of preliminary priorities
- Review draft survey questions to ensure alignment with District priorities and strategic focus

Timing Note: Phases 2 and 3 can happen concurrently, if needed.

Phase 3: Outreach & Engagement (December 2025 – February 2026)

- Develop public input plan
 - Pop-up events
 - Phone/online survey
 - Compare results to 2015 phone survey
 - Stakeholder group discussions (City of Livermore, LVJUSD, sports groups, seniors, community partners, LARPD Foundation, trails groups, etc.)
- Board of Directors workshop
- Summarize feedback

Phase 3 Board Involvement:

Board Workshop (January): Strategic discussion of baseline internal feedback and public input, early themes, and potential tradeoffs

Phase 4: Draft the Plan (March – May 2026)

- Use 2016 Plan as the structural base
- Update sections using new data and feedback
- Draft recommendations and 10-year action plan

Phase 4 Board Involvement:

Draft Review (May): Presentation of full draft for feedback and final alignment

Phase 5: Finalization and Environmental Review (June – August 2026)

- Refine draft plan based on Board input
- Finalize CEQA documentation (e.g., Categorical Exemption, ND, or EIR)
- Prepare materials for final public and Board review

Phase 6: Final Review & Adoption (*September 2026*)

- Final presentation to Board of Directors
- Public release of adopted Master Plan
- Launch communications/implementation rollout

Phase 6 Board Involvement

Adoption (Sept): Final Master Plan Approval