



SPECIAL MEETING

**LIVERMORE CITY COUNCIL
AND
LIVERMORE AREA RECREATION AND PARK DISTRICT**

**JOINT WORKSHOP
AGENDA**

MONDAY, APRIL 29, 2013

7:00 PM

ROBERT LIVERMORE COMMUNITY CENTER

**4444 EAST AVENUE
LIVERMORE, CA 94550**

WORKSHOP

1. CALL TO ORDER 7:00 PM

1.01 Roll Call

CITY COUNCIL

Councilmember Doug Horner
Councilmember Laureen Turner
Councilmember Bob Woerner
Vice Mayor Stewart Gary
Mayor John Marchand

BOARD OF DIRECTORS

Director Bob Coomber
Director Steve Goodman
Director Beth Wilson
Vice President David Hutchinson
President Maryalice Faltings

1.02 Pledge of Allegiance

2. CITIZENS FORUM

- *In conformance with the Brown Act, no City Council or Board action can occur on items presented during Citizens Forum.*

- *Please complete a speaker card. When the Mayor calls your name, walk to the lectern to address the City Council and Board of Directors.*
- *Speakers are limited to a maximum of three minutes per person. The Mayor may reduce the amount of time based on the number of persons wishing to speak.*

3. WORKSHOP ITEM

Joint Collaboration Opportunities

Recommendation: Staff recommends the Livermore City Council and Livermore Area Recreation and Park District Board of Directors receive the report of joint activities and provide input to their respective staffs to develop a list of potential activities that could be implemented which would further economize the use of public resources and enhance service levels to the public.

4. ADJOURNMENT

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**City of Livermore and
Livermore Area Recreation and Park District
Joint Agency Staff Report**

TO: Mayor John Marchand
Members of the City Council
Board President Maryalice Faltings
LARPD Board of Directors

FROM: Marc Roberts, City Manager
Tim Barry, General Manager

PREPARED BY: Troy Brown, Assistant City Manager
John Lawrence, Assistant General Manager

DATE: April 29, 2013

SUBJECT: Joint Collaboration Opportunities

RECOMMENDATION:

Staff recommends that the Livermore City Council and Livermore Area Recreation and Park District (LARPD) Board of Directors receive the report of joint activities and provide direction to their respective staffs to develop a list of potential activities to further enhance collaboration between the two agencies.

SUMMARY:

The City Council and LARPD Board of Directors have indicated an interest in holding a joint meeting to discuss ways that the two agencies can combine efforts to better utilize public resources and improve services to the community.

Staff from both agencies met to develop an agenda (Attachment 1) and meeting materials (Attachment 2) for the anticipated discussion.

DISCUSSION:

The City of Livermore City Council and the LARPD Board of Directors are locally elected government bodies that provide direct and important services to the residents of the City of Livermore. LARPD also provides services to nearby surrounding areas. Members of both elected bodies have expressed interest in exploring ways that the two agencies could cooperate to better utilize and conserve public resources and improve local services.

The two agencies have, for years, successfully planned, cooperated, collaborated and executed joint efforts to serve the local residents and the business community. The partnerships between the City and LARPD are codified on many levels, dependent on specific outcomes that are to be achieved, and, collectively, the agencies accomplish a number of activities that improve quality of life for Livermore residents. There are written agreements between the City and LARPD that outline explicit parameters for carrying out specific activities between the agencies. In addition, there are cooperative activities and meetings aimed at enhancing communication and facilitating the development of public policy. The cooperation between the agencies is expansive and, for the most part, working well. A summary of some of these efforts are outlined in Attachment 2.

Written Agreements

The Master Property Agreement is the leading document that consolidates a number of previous agreements between the two agencies, and was created over a long period of time, helping to establish a cooperative and supportive relationship between the two agencies.

Capital Acquisition and Operation

Past practice and written agreements provide for joint efforts in acquisition and operation of some capital assets. The Maintenance Service Center (MSC) is an excellent example of cooperative planning, funding and operational management by the City and District. The MSC is located on Robertson Park Road was jointly planned and funded by the City and LARPD. The MSC serves as the corporation yard for both the City and the District, which share the annual costs for maintenance, utilities and repairs through a predetermined percentage split.

Measure L's passage in 1999 is a shining example of interagency cooperation, resulting in voter-approved funding for the City's Civic Center Library, the Robert Livermore Community Center and numerous school facility improvements.

Policy Engagement

The City and LARPD coordinate the administration of public policy and services successfully through an open and engaged dialogue that occurs on a regular basis between the agencies. This dialogue takes place in many forms, both informally, through day-to-day contacts via regular communication, and formally, through monthly meetings between elected officials and staff of both agencies and between staff members of each agency. The bi-monthly Intergovernmental meeting expands this dialogue and is attended by executives of LARPD, the City, LVUSD and two members of each agency's respective board. This meeting provides a forum for sharing information and ideas among the local government and educational agencies. This partnership between the City, LARPD and the School District serves as a model of cooperative relationship for local governments. In addition, the executive of all three agencies attend a monthly lunch meeting to continue sound communication and problem-solving at the executive level.

Also, the City and LARPD each appoint members to a joint Youth Commission, which serves in an advisory capacity to both agencies for the purpose of identifying needs of the youth in our community. A staff member from each agency shares the staff support for the Commission.

Attached is a list describing the current cooperative efforts that exist between LARPD and the City. The cooperation between the agencies provides several points of contact that are beneficial

in the development and application of public policy. Through these cooperative processes, residents and the business community are well served by the local agencies tasked with enhancing quality of life in Livermore.

Staff is recommending that current joint efforts between the City and the Livermore Area Recreation and Park District (LARPD) be acknowledged as models for future efforts and that Council and Board direct their respective staff to develop, within the guidelines provided, additional activities that could be implemented which would economize the use of public resources and enhance service levels to the public.

FISCAL AND ADMINISTRATIVE IMPACTS:

There is no impact proposed by this report; however, some fiscal or administrative impact could occur, depending on the actions of either or both agencies.

ATTACHMENTS:

1. Joint Meeting Agenda for April 29, 2013
2. Joint City/LARPD Efforts

**City of Livermore – Livermore Area Recreation and Park District
Joint Meeting Agenda
April 29, 2013**

- I. Introduction – purpose of meeting; affirmation of positive collaboration; and presentation of joint staff report**

- II. Outline the extent of efforts already underway (categorically) (Attachment 2 of staff report):**
 - a. Written Agreements
 - b. Co-op Activities
 - c. Meetings
 - i. Sharing & teambuilding
 - ii. With School District
 - iii. With other agencies

- III. Focus on two specific partnership agreements**
 - a. Maintenance Service Center
 - i. What it is
 - ii. What works well
 - iii. Sharing of resources etc.
 - b. Master Property Agreement
 - i. What it is
 - ii. What works well
 - iii. Interagency coordination

- IV. Discussion/Conclusion:**
 - a. Given the current level of interaction, cooperation and collaboration between the two agencies and the resources available to each, what changes would Council/Board like to see?

Partnerships Between LARPD and the City of Livermore

A. Written Agreements

There are numerous written agreements that codify specific administrative and regulatory activities between the agencies. Some of these more formal agreements have been in place for several years and provide a framework for each agency's responsibility as it may relate to sharing of services/facilities, regulatory administration and/or management. Some are newer agreements that consolidate prior year agreements, update outdated policies or address areas of mutual interest.

Master Property Agreement – The City and LARPD have cooperated in the acquisition, use and maintenance of properties in the City, including buildings, parks and trail properties. The acquisition of the park and trail properties has primarily been the responsibility of the City, which has generally given possession of these properties to LARPD for the purpose of development and maintenance.

In 1970, the City and LARPD entered into a Joint Acquisition and Development of Parks Agreement. That document had been amended at least four times, slightly changing the parties' duties each time. The Master Property Agreement, entered into in 2010, clarified and consolidated each party's understanding regarding respective duties relative to the acquisition, ownership, operation and maintenance of buildings, parks, and trail properties with the City and the maintenance of certain Landscape Maintenance Districts.

Maintenance Service Center – The City and LARPD share a Maintenance Service Center located at Robertson Park. This facility, jointly planned and funded by the City and LARPD, houses the corporation yard functions for both agencies. LARPD recently expired its portion of the debt service and made its final payment in 2012.

Planning and Engineering Agreement – Provides for the City planning and engineering services related to park development and recreation facilities.

Mitigation Agreements – There are a variety of mitigation agreements in place that require commercial and residential developers to set aside land or fees on local parks. Other agreements outline the terms and conditions for the preservation of open space and protection of sensitive wildlife and plant habitat.

Facility Use – This agreement provides for City use of meeting rooms at the Robert Livermore Community Center and outlines the terms and conditions of such use. Generally at no cost, the City has access to this facility during non-peak hours. The agreement also outlines a process and pricing scheme for non-official business during peak hours at the facility.

Telecommunications Revenue Sharing – Outlines the cost sharing parameters for funds generated from telecommunication providers who site their infrastructure on City owned facilities that are maintained by LARPD.

B. Funding and Financial Agreements

There are a certain number of agreements and activities that exist to maximize the use of public and private funds. Funding agreements generally outline the procedures for

which funds are collected for a specific purpose, then disbursed in a manner consistent with the proposed purpose, primarily for the purpose of developing long-term capital needs.

Capital Improvement Projects (CIP) – Both the City and LARPD adopt Capital Improvement Plans for the development and maintenance of public facilities. Where feasible, the agencies work together on identifying funding opportunities for the construction of facilities outlined in the CIP's, either through the implementation of Development Agreements or other development related activities.

AB1600 Development Fees – State legislation sets certain legal and procedural parameters for the assessment of development impact fees. This legislation was passed as AB1600 and is codified as California Government Code 66000 through 66009. In many cases, the City collects this fee on behalf of LARPD and directs the funding to LARPD for the construction of public facilities. Annual reporting of revenues and expenditures AB1600 fees is required in December of each year and is completed by the City.

Provisions for Park Improvements Funding in Development Agreements – The City and LARPD cooperate on the siting and construction of parks as development projects are proposed to the City. The City, in its land use authority, partners with LARPD to establish park facilities within proposed new development areas and subsequently develops provisions for the construction and/or funding in development agreements with the proposed developer.

C. Joint Activities

Mutual Aid for Disasters/Emergences – The City and LARPD have developed and maintained capabilities for fulfilling their responsibilities for protecting workers, the general public, the environment and property. Work in this area provides a basic framework for mutual cooperation and assistance between the parties in the event of natural disaster or when resources to address an appropriate response to a large scale event have been exhausted.

Communications – The City and LARPD cooperate on radio communication across the East Bay Regional Communications System, which provides for radio interoperability between the agencies. The City coordinated with LARPD on replacing its radios to make them P25 compliant.

Wild Land Fire Training – As the owner of large amounts of open spaces, LARPD has a Land Management Program, which is used for conservation, safety and environmental management of open space. The City works with LARPD to do controlled burns at Sycamore Grove, which implements certain components of the Land Management Plan.

Disaster Council – The City established a Disaster Council in 2010 for the purpose of building a disaster resilient community, and a vision of developing emergency planning and preparedness partnerships with local agencies in order to enhance emergency response to disasters. LARPD is an active participant on the Disaster Council.

Youth Commission – In 1999, the City and LARPD established the Livermore Area Youth Advisory Commission to engage the youth of the community in public policy and

local government affairs. This group continues to meet regularly and provides advisory input to both the City Council and the LARPD Board of Directors.

D. Meetings

In addition to the aforementioned formal agreements, the City and LARPD also conduct a number of informal, regular and ad hoc meetings to discuss various issues pertinent to the community. Some of these meetings are held with subcommittees of the various elected bodies, and others are held at the staff level. These meetings enhance communication and sharing of information.

Intergovernmental Meetings – Occur bi-monthly with two members of the Livermore Valley Joint Unified School District Board, two Directors from LARPD and two members of the City Council. The Chief Administrative Officer of each agency is also present, and items of mutual interest are discussed.

Planning and Engineering Coordination Meetings – Meet twice monthly and provides a forum for reviewing and commenting on proposed development projects. Enhances coordination between City departments and LARPD on infrastructure improvements, construction projects and proposed development.

Joint City Council/LARPD Board Meetings – Occur on an as-needed bases for policy guidance and / or discussion and direction on joint activities such as surplus facility use and the Character Counts Partnership.

Joint Ad-Hoc Committee – Consists of two members from each elected body and is generally single issue focused, such as the development of the Master Property Agreement or other items on an as-needed basis.

Sharing and Teambuilding – There are numerous other opportunities that the City and LARPD partner together to support / enhance quality of life for residents, visitors and the business community.

E. Other Partnerships

The City and LARPD partner on a number of activities beyond the formalized processes outlined above. Many of these activities focus on showcasing Livermore as a desirable community by coordinating special events, excursions, tours, and recreational opportunities. A partial listing of some of these activities is provided below:

Energy Audits	Family Swim Nights
Children's Fair	Safety Fair
Leadership Livermore	Character Counts Program
Amgen Tour of California	Brushy Peak Hikes
Annual Livermore Stockmen's Rodeo	Graffiti Removal
Hook and Ladder Run	
Friendship Center Equipment Storage at Former Library	
Management of Land and Lease to Flying Electrons for Model Plane Facility	

ADJOURNMENT