



**\*\*AMENDED\*\***  
**PARKS AND RECREATION COMMISSION MEETING**  
**Thursday, July 10, 2014, 7:00pm**  
**City Hall Council Chambers, 1000 San Pablo Avenue**

**1. CALL TO ORDER**

**2. APPROVAL OF ACTION MINUTES:** June 12, 2014

**3. PUBLIC COMMENT**

For persons desiring to address the Commission/Committee/Board on an item that is not on the agenda please note that each speaker is limited to three (3) minutes. The Brown Act limits the Committee's ability to take and/or discuss items that are not on the agenda; therefore, such items are normally referred to staff for comment or to a future agenda.

**4. ANNOUNCEMENTS**

**5. PRESENTATIONS**

**5-1: Junior Terrace Park Rangers:** Luca Menotti will give a presentation to the Commission about the projects the Junior Rangers have been working on in Terrace Park.

*Information only*

**5-2: Albany Little League Programs and Field Maintenance:** David Preuss from Albany Little League will review baseball programs in Albany and field maintenance contract for services with the City of Albany.

*Information only*

*Attachments:*

- *Staff Report*
- *Agreement for Services Contract*

**6. UNFINISHED BUSINESS**

**6-1: Ohlone Greenway Improvements:** Landscape Architects Mia Docto and Robin Kim will present a proposal plan for Dartmouth to Masonic.

*Staff Recommendation: Provide Mia and Robin with feedback and input on the proposed plans for the Dartmouth to Masonic Section of the Ohlone Greenway.*

*Attachments:*

- *Presentation*
- *Ohlone Greenway Timeline*

**6-2: Veteran's Memorial Building:** Discuss the possibility of submitting a work plan amendment request to the City Council to update the information previously gathered by the City relevant to the protection and potential rehabilitation of the Veterans Memorial Building.

*Staff Recommendation: That the Commission review and discuss the proposed work plan amendment and determine whether the Commission would like to submit a work plan amendment request to City Council for consideration.*

*Attachments:*

- *Commissioner Nason's Draft Request to Amend Advisory Body Work Plan Form and supporting information*
- *2014 PRC Work Plan (To Date/Upcoming)*

**6-3: Shrine of Freedom:** Discuss the possibility of submitting a work plan amendment request to the City Council regarding the improvements at the Solano and Key Route Median and Shrine of Freedom.

*Staff Recommendation: That the Commission review and discuss the proposed work plan amendment and determine whether the Commission would like to submit a work plan amendment request to City Council for consideration.*

*Attachments:*

- *Commissioner Nason's Draft Request to Amend Advisory Body Work Plan Form and supporting information*

**6-4: Friends of Albany Parks: Ocean View Park Clean Up Report:** Liam Kelly will report back to the Commission about the Ocean View Park Clean-Up event that took place on June 21, 2014.

*Discussion only*

**6-5: Friends of Albany Parks:** Select 2 Commissioners for September Gala and Clean-Up Day of Dartmouth Tot Lot

*Staff Recommendation: That the Commission select 2 Commissioners to attend the Friends of Albany Parks Dartmouth Tot Lot Gala (September 4) and Clean-Up Day (September 20).*

## **7. NEW BUSINESS**

**7-1: Re-naming Pierce Street Park in memory of Peggy Thomsen:** The Commission will discuss nominating Pierce Street Park to be renamed in memory of Peggy Thomsen.

*Staff Recommendation: That the Commission decide if they would like to submit a written nomination to the City Manager to rename Pierce Street Park in memory of Peggy Thomsen (per Resolution No. 2012-04 Resolution of the City of Albany City Council Establishing a Facility Naming Policy).*

*Attachment: Resolution No. 2012-04 Resolution of the City of Albany City Council Establishing a Facility Naming Policy*

**7-2: Tree Removal Application:** The Commission will consider the tree removal application at 936 Ramona Avenue.

*Staff Recommendation: That the tree removal application for 936 Ramona Avenue be approved.*

*Attachment: Staff Report*

## **8. FUTURE AGENDA ITEMS**

(Commissioners announce of requests for future agenda items. No public comment will be taken on announcement of future agenda items).

**Next Meeting:** Thursday, September 11, 2014, 7:00pm, City Hall Council Chambers, 1000 San Pablo Ave.  
Please note: There are no public meetings in August.

## **9. ADJOURNMENT**

**NOTE:** *The Commission/Committee/Board packet is available for public inspection at the Albany Community Center, Senior Center, and City Hall. The agenda and supporting staff reports, if available, can be found on our web page at [www.albanyca.org](http://www.albanyca.org).*

*Please note that if you provide your name and address when speaking before the Commission/Committee/Board it will become part of the official public record, which will be posted on the Internet.*



**PARKS AND RECREATION COMMISSION MEETING MINUTES**  
**Thursday, June 12, 2014, 7:00pm**  
**City Hall Council Chambers, 1000 San Pablo Avenue**

1. **CALL TO ORDER:** 7:00 pm Present: Chairwoman Pearson, Vice Chair Abbott, Commissioners So, Class, Nason and Urbas; Absent: Kindle
2. **APPROVAL OF ACTION MINUTES:** May 8, 2014 Minutes as amended: Motion made by Commissioner Class, Seconded by Commissioner So. In favor 6, Abstained 1; Motion carried.

3. **PUBLIC COMMENT**

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4. **ANNOUNCEMENTS**

5. **PRESENTATIONS**

**5-1: Albany's General Plan Update:** Barry Miller gave a status update report on Albany's General Plan and the Commission gave input to Mr. Miller.

6. **UNFINISHED BUSINESS**

**6-1: Friends of Albany Parks: Jewel's Terrace Park Clean Up Report:** Chelle Putzer reported back to the Commission about the Jewel's Terrace Park Clean-Up event that took place on May 17, 2014.

**6-3: Friends of Albany Parks: Ocean View Park Gala Report:** Chairwoman Pearson and Vice Chair Abbott reported back to the Commission on the Ocean View Park Gala.

**6-4: Friends of Albany Parks Schedule:** Commission selected October and November parks for the Friends of Albany Parks Galas and Clean-Up Days.

Motion made by Chairwoman Pearson: That Creekside Park Gala and Clean up take place in October and Albany Bulb Gala and Clean up take place in November. Seconded by Vice Chair Abbott. 3 in favor, 4 opposed; Motion did not pass.

Motion made by Commissioner Nason: That the Gala and Clean-Up for Creekside Park take place in October and the Gala and Clean-Up for November take place on the crest of Albany Hill. Also in November, a status report from the City on the status of the Bulb and other waterfront properties. Seconded by Commissioner Kindle. 6 in favor, 1 opposed; Motion carried.

7. **NEW BUSINESS**

**7-1: Public Art Mural in Memorial Park:** The Arts Committee in collaboration with the Albany Community Foundation and artist Deb Danziger discussed the proposed mural on the Childcare Building at Memorial Park.

Motion made by Vice Chair Abbott: That the Parks and Recreation Commission endorse the location of the proposed mural on the East facing wall of the Childcare Building at Memorial Park. Seconded by Commissioner Kindle. 6 in favor, 1 opposed; Motion carried.

**7-2: Tree Removal Application:** The Commission considered the tree removal application at 703 Cornell.

Motion made by Commissioner Urbas: That the tree removal application for 703 Cornell be approved. Seconded by Commissioner Kindle. All in favor; Motion carried.

*Motion made by Commissioner Kindle to table items 7-3 and 7-4 until the July 10, 2014 meeting. Seconded by Commissioner So. All in favor; Motion carried.*

**7-3: Veteran's Memorial Building:** Discuss the possibility of submitting a work plan amendment request to the City Council to update the information previously gathered by the City relevant to the protection and potential rehabilitation of the Veterans Memorial Building.

Item tabled until July 10, 2014

**7-4: Shrine of Freedom:** Discuss the possibility of submitting a work plan amendment request to the City Council regarding the improvements at the Solano and Key Route Median and Shrine of Freedom.

*Item tabled until July 10, 2014*

**8. FUTURE AGENDA ITEMS**

(Commissioners announce of requests for future agenda items. No public comment will be taken on announcement of future agenda items).

**9. ADJOURNMENT: 9:35 pm**

**NOTE:** *The Commission/Committee/Board packet is available for public inspection at the Albany Community Center, Senior Center, and City Hall. The agenda and supporting staff reports, if available, can be found on our web page at [www.albanyca.org](http://www.albanyca.org).*

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**CITY OF ALBANY  
PARKS AND RECREATION COMMISSION  
STAFF REPORT**

Agenda Date: July 10, 2014

SUBJECT: Albany Little League Agreement for Contractor Services

REPORT BY: Chelle Putzer, Recreation & Community Services Director

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**BACKGROUND**

After the renovations of the City of Albany's ball fields at Ocean View and Memorial Parks in 2004, the City decided to contract with Albany Little League to provide field maintenance. Due to Albany Little League's experience in the area of care and maintenance of ball fields combined with limited City maintenance staff available to provide proper care and upkeep for the newly renovated fields entering into a contract for services was the best way to provide quality playing surfaces for all users groups.

Albany Little League focuses its efforts on the infield areas of both fields dragging, watering, prepping for games and off season repairs, etc. and subcontracts to Doug Fielding's team for the care and maintenance of the grass areas on both fields. Albany Little League and Doug Field's team have consistently done outstanding work for the City over the years.

The City of Albany and Albany Little League agree to a scope of work to be performed, payment and terms in the contract. The three year maintenance contract for services will go to City Council on July 21, 2014.

**DISCUSSION**

The City of Albany and Albany Little League are dedicated to making sure the ball fields are well maintained and are in proper playing condition for all field users. Memorial and Ocean View Fields are highly used throughout the year and require routine maintenance and off season repairs to keep them in good condition.

In an effort to assist the Albany Unified School District with ensuring that their men's and women's baseball and softball programs had equal field time in accordance with Title IX and AB2404, the City of Albany allowed Memorial and Ocean View fields to be modified to accommodate men's baseball teams. This involved moving bullpens, changing batting cages, , locations, installing mounds and wind screens. As a result, Albany Little League and AHS baseball program utilize Memorial Field nearly seven days per week from February through

November. Memorial Field is closed in December and January for renovation prior to baseball season. Albany Little League utilizes volunteer labor from the AHS baseball team to assist them in maintaining the field. The City pays Doug's Fielding's team separately for the winter shutdown repairs on Section B.

Ocean View is used primarily by Albany Little League February through June and September through November. Youth Soccer uses the field August through November. The City of Albany Adult Sports program uses the field six nights per week March through November. The City's Adult Sports program pays separately for field prep for their games. The field is closed for repairs from December through February.

The City purchased \$3500 of infield soil for the renovation of Memorial's infield in 2014 and has committed to purchasing infield soil for both fields up to \$3500 each year. In 2015, there will be an additional allotment of \$1500 for major infield renovation of Ocean View Field.

In 2015, the City will hire a contractor to install proper drainage system around the Ocean View infield. This will correct rain runoff across the infield of Ocean View that washes infield soil from the field and into storm drains. The City will also repair the batting cage at Ocean View, install permanent fencing between the batting cage and Section B and correct the irrigation between Section B and the ball field at Memorial.

### **FINANCIAL IMPACT**

The compensation for field maintenance of Ocean View and Memorial Fields is \$4,100 per month not to exceed \$49,200 per year.

#### Attachments

Agreement for Services Albany Little League Exhibit A & B

**EXHIBIT A**  
**SCOPE OF WORK**  
**FIELD MAINTENANCE FOR**  
**OCEAN VIEW AND MEMORIAL PARK FIELDS**  
**RESPONSIBILITIES OF THE PARTIES:**

Both the City of Albany (CITY) and the Albany Little League (CONTRACTOR) feel it is in their mutual interest to have the Albany Little League be responsible for maintaining Ocean View and Memorial Sports Fields.

**CONTRACTOR Responsibilities:**

- 1) CONTRACTOR shall assume the following maintenance responsibilities for Ocean View and Memorial Fields including Section B. However, the CONTRACTOR shall not be responsible for annual refurbishment of Section B.
  - (a) CONTRACTOR shall provide the CITY an annual itemized budget for services in December.
  - (b) Mowing the field on at least a once weekly basis (unless weather prevents).
  - (c) Trim grass/weeds along inside fence line every other mowing.
  - (d) Fertilizing the field, as needed.
  - (e) Aerating the field, as needed.
  - (f) Evaluate grass areas on fields and fill holes and depressions, as needed.
  - (g) Infield maintenance including adding infield soil (as required) and dragging the field at least once a week while baseball, softball and adult sports are in season.
  - (h) CONTRACTOR will meet with CITY staff annually on the first Friday in December to evaluate the condition of the infield soil and determine if additional infield soil is needed and how much. CITY shall order and purchase infield soil, the amount not to exceed \$3500 per calendar year for both fields combined. CITY and CONTRACTOR will evaluate Ocean View in 2014/2015 to determined amount of infield soil needed to restore infield amount not to exceed \$1500. All materials purchased shall meet the standards of the field users and the CITY.
  - (i) Over seed or slit seed, as needed.
  - (j) Repairing/replacing broken sprinkler heads and adjusting the sprinkler controller, repairs to distribution pipes, routine valve and wiring repairs beyond the valves on an as needed basis to maintain a field moisture level that is acceptable to all user groups.
  - (k) CONTRACTOR may **not** use herbicides and pesticides unless specific approval in writing has been given by the CITY, PER THE CITY'S Integrated Pest Management (IPM) Policy, AMC 17-4.
  - (l) CONTRACTOR shall maintain and, as necessary, repair the batting cage (first base side) and both bullpens at Memorial Field and the bullpen at Ocean View Field.

- (m) CONTRACTOR shall work with AHS Baseball program to ensure green screen on Memorial Park fences and are properly installed and free of graffiti, large holes and rips.
- 2) CONTRACTOR shall not construct any facilities, install any equipment, or make any alterations to the Property without the CITY'S prior written consent, which consent shall not unreasonably be withheld.
  - 3) CONTRACTOR shall make reports to the Park and Recreation Commission and to the City Council at the request of either party to update them on field maintenance activities or related field maintenance issues, and to provide information on the progress of the "Working Group" established by Council on November 15, 2004. The CONTRACTOR shall invoice the CITY on a monthly basis for services rendered pursuant to this Agreement.

### **CITY Responsibilities:**

CITY'S responsibilities include, but are not limited to:

- 1) CITY shall provide water, sewer, and electric services to the properties, and for any connection charges thereto. The CITY shall also pay for these services.
- 2) The CITY shall:
  - (b) Provide security when parks are closed as typical with all CITY facilities.
  - (c) Provide security fencing (minimum of 6 feet high) during winter months when the field is closed for restoration.
  - (d) Maintain all trees in and adjacent to the park.
  - (e) Sweep all adjacent streets on a regular basis as typical in the city.
  - (f) Provide signs, as needed.
  - (g) Provide trash receptacles and trash pickup, as needed.
  - (h) Repair fencing, pedestrian lights and signs; maintain drainage swales, drainage lines, and catch basins
  - (i) Repair valve kits, valve replacements, wiring from clock to valves, clock and electrical malfunctions, supply lines, backflows and major shut-offs
  - (j) Maintain and replace plants and trees as needed; remove weeds from tree wells and landscaped areas adjacent to the sidewalks; collecting & disposing of trash from sidewalk areas and tree wells; maintain drinking fountains; maintain and replace lamps on lighting fixtures; and remove graffiti.
  - (k) CITY will evaluate condition of infield soil annually on the first Friday of December with CONTRACTOR to determine if additional infield soil is needed and how much, if any. CITY shall order and purchase infield soil not to exceed the amount of \$3500 per calendar year for both fields combined. CITY and CONTRACTOR will evaluate Ocean View in 2014/2015 to determined amount of infield soil needed to restore infield amount not to exceed \$1500.











- (l) Sweep interior pathways and sidewalks around the property and maintain unobstructed access to the fields and to all parking areas.
  - (m) Monitor use of the fields.
  - (n) Schedule use of fields and collect use fees.
  - (o) Provide CONTRACTOR with field use schedules on a weekly basis or more often, as necessary.
  - (p) Meet annually prior to the start of baseball/softball season with the CONTRACTOR to evaluate the condition of the Ocean View batting cage and Memorial Park third base batting cage and determine if repairs are needed. CITY may make necessary repairs or reimburse the CONTRACTOR for repairs that have been authorized by the CITY.
- 3) The CITY shall, in a timely manner, consider requests from the CONTRACTOR to make non-routine repairs to the playing fields that exceed \$1,000 in any calendar year.
  - 4) The CITY, its agents and employees, and members of the public have the right to enter the Property and use the facilities as long as such entry and use does not cause unreasonable interference with the implementation of CONTRACTOR'S responsibilities.
  - 5) The CITY shall maintain a field "rainout" telephone line, and shall provide CONTRACTOR with "Field Closed" signage and/or fencing as is appropriate.
  - 6) The CITY shall be responsible for scheduling activities on the field, except that the CONTRACTOR may, for botanical reasons, request that the CITY not schedule any field use or modify the type of use, provided that they have given the CITY a 60-day notice

**EXHIBIT B  
COMPENSATION  
FOR FIELD MAINTENANCE OF  
OCEAN VIEW AND MEMORIAL PARK FIELDS**

CITY shall pay CONTRACTOR \$4,100 per month, not to exceed \$49,200 per year for the for the three year period.



LEGEND

-  Community Art
-  Additional Seating
-  Wayfinding Signage
-  Bike Fix-It Station
-  Fruit & Nut Trees
-  Street Tree Demonstration Garden
-  Native Planting
-  Riparian Planting

PROGRAMMATIC DIAGRAM - SOUTHERN PORTION

Ohlone Greenway

Parks and Recreation Commission - City of Albany

July 7, 2014

## Ohlone Greenway Improvements Timeline

### 2014

#### February

- 2 Ohlone Greenway Walking Tours (PRC, Tony, Public)
- Robin/Mia met with Transition Albany

#### May

- Overview of site at May 8 PRC meeting with Robin/Mia (Putzer)
- Met with Historical Society: Historical elements and signage (Putzer, Peggy M, Kim Denton)
- Met with Transportation: Wayfinding, Complete Streets, Bike Fit It Stations (Putzer, Aleida)
- Email correspondence with Par Course representative (Putzer, Alison)
- FOAS input: Access from crosswalk, bocce area (Putzer, Isabelle Leduc)
- Discussed with Friends of Five Creeks: Creek maps and map marking (Putzer/Susan Schwartz)
- Walk through with Robin/Mia (Putzer)
- Arts Committee Meeting May 12: Locations for future public art installations (Putzer)

#### June

- Arts Committee Meeting June 9 (Putzer)
- Walk through with Robin/Mia (Putzer): Dartmouth to Masonic
- Site visit of El Cerrito Greenway (Putzer)

#### July

- Dartmouth to Masonic presentation at PRC meeting July 10 (Robin/Mia)
- Invite public comment on web and through outreach on Dartmouth to Masonic Section
- Clean up Day July 19: comments/input at Clean-Up Day
- Contact neighbors with fences close to proposed plantings & with structures

#### August

- CPRS: Site visit to Lake Chabot and Brentwood QR fitness trail August 28
- Meet with Strollers & Rollers

#### September

- Site visit with Mia/Robin: Masonic to Portland
- Open Input meeting: September 18

#### October

- Masonic to Portland section October 9 PRC Meeting

- Public comments on web and outreach
- Open Input Meeting: October 16
- Portland to Brighton/Bridge site visit

### **November**

- Portland to Brighton/Bridge section November 13 PRC meeting
- Public comments on web and outreach
- Open Input meeting: November 20

### **December**

- Overall site plan December/January PRC meeting
- Open Input Meeting December 18

## **2015**

### **January**

- Open Input Meeting: January 15

### **February**

- Site plan ready for possible project submission for Measure WW in February

# ALBANY CALIFORNIA



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[www.AlbanyCA.org](http://www.AlbanyCA.org)

## REQUEST TO AMEND ADVISORY BODY WORK PLAN FORM

INSTRUCTIONS: ADVISORY BODIES ARE REQUIRED TO COMPLETE FORM  
AND SUBMIT TO THE CITY COUNCIL VIA THE STAFF LIAISON

Attach additional pages as needed

DATE: \_\_\_\_\_

ADVISORY BODY: Parks and Rec Commission

STAFF LIAISON: Chelle Putzer

PROPOSED AMENDMENT TO WORK PLAN: Update the  
information previously gathered by the City  
relevant to the protection and potential rehabilitation  
of the Veterans Memorial Bldg., including existing  
uses and obligations and the costs and potential  
funding sources for improvements.

DOES THE PROPOSED AMENDMENT ADD TO THE ADVISORY BODY'S  
OVERALL WORK LOAD? \_\_\_\_\_

Yes

HOW WILL THE EXTRA WORK LOAD BE MANAGED?

Community volunteers interested in the park will  
be recruited to assist in the effort.

**WHAT IS THE ANTICIPATED TIMEFRAME FOR COMPLETION OF THE PROPOSED ITEM?** \_\_\_\_\_

Information update to be completed by 12/31/14

**EXPLAIN HOW THE AMENDMENT IS IN LINE WITH THE ADVISORY BODY'S ROLE AS DEFINED BY THE CITY COUNCIL:**

The Commission "Make[s] recommendations to the City Council regarding the acquisition and maintenance of parks, playgrounds and recreation centers" (City website)."

The VMB is a recreation center within the meaning of this provision per page 6 of the adopted Parks & Rec Master Plan (attached).

**PLEASE PROVIDE PRO/CON ANALYSIS REGARDING THE PROPOSED AMENDMENT:**

Pro: By keeping current the information needed to further plan for the future of the VMB, the City will save future expense of re-gathering such information, and will stay poised to take advantages of opportunities that may arise to advance its Parks & Rec Master Plan.

Con: Investment of time in this long term expensive project may divert energy from more immediate priorities.

**RECORD OF COUNCIL ACTION**

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY CLERK

**CITY OF ALBANY  
PARKS & RECREATION COMMISSION**

**2014 Work Plan (To Date/Upcoming)  
Parks & Recreation Commission**

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Initiatives and Accomplishments of 2013

- Provided input on Pierce Street Park planning
- Recommended Section B improvements and updates to use-ordinance
- Supported street tree planting events
- Sponsored Friends of Albany Parks effort to establish the Edible Landscape Project at Memorial Park

Projects/Events/Programs in Progress

**1. Continue to support City Council on the planning of Pierce Street Park**

To Date:

- March 13, 2014: Reviewed 65% Plans and made recommendations approved by Council, April 21, 2014

Upcoming:

- **95% Plans**

**2. Continue work with community groups, such as friends of Albany Parks, to expand Albany's community gardens and urban gardening**

To Date:

- Approved Eastern Expansion of ELP Feb 13, 2014 and approved by Council, March 17, 2014
- Discussed ELP presentation and discussion about design of the Easter section, May 8, 2014

Upcoming:

- **Final approval/review of Eastern Plan**

**3. Continued implementation of the Albany Hill Creekside Master Plan**

To Date:

- Fire Prevention Vegetation Management beginning: June 9, 2014
- Biologist marking natives with Friends of Five Creeks: June 4 & 6, 2014

Upcoming:

- **Major work from Master Plan in 2014-2015 fiscal year**
- **Approval of Albany Hill Signage**
- **Path improvements near Cerrito Creek**
- **Bench selection**



## Planning

### 4. Engage community in planning Ohlone Greenway amenities and develop plan

To Date:

- Ohlone Greenway walkthroughs: Feb 9 & 13, 2014
- Initial site presentation/public input: May 8, 2014

Upcoming:

- **Site presentation II/Public input: July 10, 2014**
- **Continued work on Ohlone Greenway Plan thru February**

## Polices

### 5. Annual review of Albany Tree Policy

Upcoming:

- **Review (July)**

## Topics to Continually Evaluate

### 6. Tree removal applications and tree planting opportunities

To Date:

- 1122 Curtis, 1205 Garfield (2), 703 Cornell
- Memorial Tree Planting (Feb 14, 2014/Approved by Council Mar 17, 2014)

### 7. Visit, summarize and evaluate condition of public open space, parks, ball fields & recreational facilities that fall within the city's jurisdiction

To Date:

- Tom Bates Field fees presentation Feb 14, 2014
- Friends of Albany Parks Program:
  - Memorial Park Gala: April 3, 2014; Clean Up Event: April 19, 2014 (Pearson, Kindle)
  - Jewel's Terrace Park Gala: May 1, 2014; Clean Up Event: May 17, 2014 (Nason, So)
  - Ocean View Park Gala: June 5, 2014; (Pearson, Abbott)

Upcoming:

- **OVP Clean-up Event June 21, 2014**
- **Dartmouth Tot Lot: September 2014**
- **(October-November): Albany Hill, Creekside Park, Albany Bulb, Ohlone Greenway**
- **Albany Little League Field Maintenance Presentation (July)**

### 8. Annual review of the city's recreational programming, as needed

To Date:

- Presentation from Albany Friendship Club, April 10, 2014

Upcoming:

- **Teen Center, July 10, 2014**

### **Relation to City Council Strategic Plan**

The Commission's 2014 priority projects will help implement City Council Strategic Plan Objective "Maximize Parks and Open Space" by improving the parks and space we have, to provide the community with attractive and inviting recreational and open spaces.

The Commission's 2014 priority projects will help implement City Council Strategic Plan Objective "Engage our Diverse Community" by engaging a broad range of community members to participate in the planning process for the Ohlone Greenway amenities.

The Commission's 2014 priority projects will help implement City Council Strategic Plan Objective "Foster Community Climate Action" by increasing community participation in community gardens, active transportation and tree planting events.

**2.2 Space for programs:** Take advantage of opportunities to enhance and expand indoor space, and associated outdoor areas, for a variety of recreational programs, including arts and cultural programs.

**Actions:**

1. **Albany Community Center (SU-18):**
  - Refurbish the wood floors.
  - Upgrade the perimeter landscaping.
  
2. **Veteran's Memorial Building (SU-8):**

Evaluate existing uses and obligations to current users (e.g., Veterans, Boy and Girl Scouts).

  - Review and develop funding sources for building maintenance and project revenues from existing and anticipated use fees.
  - Explore funding sources for necessary upgrades to augment Measure F monies.
  - Review structural improvements and additions (e.g., outdoor patio space).
  - Secure a transfer of ownership from the County to the City.
  - Undertake seismic, access and other necessary upgrades.
  - Evaluate options for programming and the anticipated revenue that could be generated from operations. Some possible uses include performing arts classes and presentations, general recreation and adult interest programming (such as computer classes, fitness training, a teen center and a local history center).
  - Plan adaptive upgrades to the building relative to programs to be housed there.

**2.3 Outdoor cultural space:** Provide flexible outdoor space that can be programmed for performances and other cultural activities. Utilize design review and permitting process to encourage creation of open spaces as part of private development projects.

**Actions:**

1. **Memorial Park (C-7):** In designing improvements to Memorial Park, consider how various spaces (such as the entry promenade) can be made useful for such events as art displays, concerts, theatrical performances and community celebrations.

**2.4 Beautification and amenities:** In planning public improvements, (such as street medians and islands, parking facilities, etc.) and in reviewing private development projects, (particularly along San Pablo and Solano Avenues and at the Golden Gate Fields site) be alert to opportunities to create new spaces for public activities, public art and for landscaping and other beautification efforts.

**Actions:**

1. **Key Route Median (L-5):** Redevelop the median into a linear park equipped with a trail, landscaping and site amenities.
  
2. **Street Tree Program:** Continue, expand and promote the City's program of planting and maintaining street trees throughout the community.
  
3. **Community Gardens:** Establish community gardens, where feasible, in all parks, with educational programming.

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## REQUEST TO AMEND ADVISORY BODY WORK PLAN FORM

INSTRUCTIONS: ADVISORY BODIES ARE REQUIRED TO COMPLETE FORM  
AND SUBMIT TO THE CITY COUNCIL VIA THE STAFF LIAISON

Attach additional pages as needed

DATE: \_\_\_\_\_

ADVISORY BODY: Parks and Rec Commission

STAFF LIAISON: Chelle Putzer

PROPOSED AMENDMENT TO WORK PLAN: Formulate  
a recommendation (w/alternatives) to the City Council to  
consider improving the median at Solano and Key Route  
Avenues by (1) relocating the Shrine of Freedom,  
(2) improving path to the World War II monument area  
to increase disabled access, and (3) installing one or  
more benches within the area vacated by the Shrine.

DOES THE PROPOSED AMENDMENT ADD TO THE ADVISORY BODY'S  
OVERALL WORK LOAD? \_\_\_\_\_

Yes.

HOW WILL THE EXTRA WORK LOAD BE MANAGED?

The Commission will direct staff to submit all presentations  
in writing in advance of its meetings.

**WHAT IS THE ANTICIPATED TIMEFRAME FOR COMPLETION OF THE PROPOSED ITEM?** \_\_\_\_\_

Implement by Veterans Day 2014 (or Memorial Day 2015).  
\_\_\_\_\_

**EXPLAIN HOW THE AMENDMENT IS IN LINE WITH THE ADVISORY BODY'S ROLE AS DEFINED BY THE CITY COUNCIL:**

The Park & Recreation Commission "advises the City Council  
\_\_\_\_\_ on all matters of public recreation, public park  
\_\_\_\_\_ facilities and public landscaping (including street trees and  
\_\_\_\_\_ parkways) in the City" (City website); thus the proposal  
\_\_\_\_\_ falls squarely within the commission's defined role.  
\_\_\_\_\_

See also Master Plan page 6 (attached).  
\_\_\_\_\_

**PLEASE PROVIDE PRO/CON ANALYSIS REGARDING THE PROPOSED AMENDMENT:**

1. Pro: the Solano/Key Route median improvement  
\_\_\_\_\_ offers an opportunity to upgrade the city's  
\_\_\_\_\_ most visible public space, both in terms of aesthetics and  
\_\_\_\_\_ accessibility, without incurring significant expense.  
\_\_\_\_\_

2. Con: consideration of the issue may divert some  
\_\_\_\_\_ commission time and energy from other priorities  
\_\_\_\_\_ (planning for and monitoring other public spaces).  
\_\_\_\_\_

**RECORD OF COUNCIL ACTION**

ACTION TAKEN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY CLERK

**2.2 Space for programs:** Take advantage of opportunities to enhance and expand indoor space, and associated outdoor areas, for a variety of recreational programs, including arts and cultural programs.

**Actions:**

1. **Albany Community Center (SU-18):**
  - Refurbish the wood floors.
  - Upgrade the perimeter landscaping.
2. **Veteran’s Memorial Building (SU-8):**

Evaluate existing uses and obligations to current users (e.g., Veterans, Boy and Girl Scouts).

  - Review and develop funding sources for building maintenance and project revenues from existing and anticipated use fees.
  - Explore funding sources for necessary upgrades to augment Measure F monies.
  - Review structural improvements and additions (e.g., outdoor patio space).
  - Secure a transfer of ownership from the County to the City.
  - Undertake seismic, access and other necessary upgrades.
  - Evaluate options for programming and the anticipated revenue that could be generated from operations. Some possible uses include performing arts classes and presentations, general recreation and adult interest programming (such as computer classes, fitness training, a teen center and a local history center).
  - Plan adaptive upgrades to the building relative to programs to be housed there.

**2.3 Outdoor cultural space:** Provide flexible outdoor space that can be programmed for performances and other cultural activities. Utilize design review and permitting process to encourage creation of open spaces as part of private development projects.

**Actions:**

1. **Memorial Park (C-7):** In designing improvements to Memorial Park, consider how various spaces (such as the entry promenade) can be made useful for such events as art displays, concerts, theatrical performances and community celebrations.

**2.4 Beautification and amenities:** In planning public improvements, (such as street medians and islands, parking facilities, etc.) and in reviewing private development projects, (particularly along San Pablo and Solano Avenues and at the Golden Gate Fields site) be alert to opportunities to create new spaces for public activities, public art and for landscaping and other beautification efforts.

**Actions:**

1. **Key Route Median (L-5):** Redevelop the median into a linear park equipped with a trail, landscaping and site amenities.
2. **Street Tree Program:** Continue, expand and promote the City’s program of planting and maintaining street trees throughout the community.
3. **Community Gardens:** Establish community gardens, where feasible, in all parks, with educational programming.



Ocean View Clean-Up Day  
June 19<sup>th</sup>, 2014  
9 am-12:30 pm

Participants: 10 (2 Kids)

**Accomplishments:**

Weeded 3 Planter Beds

Trimmed Trees on West Side of Child Care Building

Installed 3 "Tony Benches"

Spread Much Throughout Planter Beds

Trimmed low tree branches

Litter Patrol

Re-Configured Portion of Planter Beds



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**RESOLUTION NO. 2012-04**  
**RESOLUTION OF THE CITY OF ALBANY CITY COUNCIL**  
**ESTABLISHING A FACILITY NAMING POLICY**

**PURPOSE:**

To provide guidance and procedures for the naming of new or existing City parks, facilities, and facility components in recognition or memorial of individuals, families, or organizations. All naming in recognition of an honoree must be consistent with the City's role as a public trust.

**DEFINITIONS:**

1. **Parks**: are owned and managed by the City, used for public recreation purposes and include developed and undeveloped park areas and designated open space areas.
2. **Facilities**: are City owned facilities used to conduct City business. Buildings may include but are not limited to City Hall, Fire and Police Stations, Maintenance Center, Senior Center, Child Care and Teen Centers, Recreation Center, and Community Center.
3. **Components**: are specific parts of City facilities or parks, and include but are not limited to playgrounds, rooms within buildings, and ballfields.

**POLICY:**

- I. Criteria for naming a facility, park, or component after an individual, family, or charitable organization should include at least one of the following considerations:



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1. The person or persons being recognized or memorialized has made exceptional contributions and provided distinguished service to the Albany Community.
2. A person being recognized for their service as an elected official, appointed official, or City employee, shall be retired or otherwise separated from City office or employment for at least two years.
3. If deceased, the person or persons being memorialized has been deceased for at least one year.
4. The person or persons being memorialized died in the line of duty serving the City of Albany or the United States of America, or while committing a heroic act.
5. The person, persons, or charitable organization being recognized or memorialized has made a significant financial donation to the City, which enabled the acquisition or improvement of a City facility or program.

**II. Naming involving a gift:**

1. When the naming involves a financial contribution towards a specific project, the gift shall constitute a significant portion of the total cost of the project to be named.
2. The eminence, reputation, integrity, and affiliation of the individual or entity whose name is proposed should be considered.
3. Corporate names may be used to designate components of facilities, such as rooms or playgrounds, but not to designate entire facilities or parks. The use of a corporate name requires additional due diligence so as to avoid any appearance of commercial influence or conflict of interest.
4. A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition.

1 **III. Renaming:**

- 2
- 3 1. When a facility is named in recognition of an individual or entity, the
- 4 name will be effective for the useful life of that facility.
- 5 2. When a facility has reached the end of its useful life and will be replaced
- 6 or substantially renovated, the new facility may be renamed in recognition
- 7 of another donor.
- 8 3. When a corporate entity no longer exists as a result of merger, acquisition,
- 9 or bankruptcy, the name of the facility may be eliminated.
- 10 4. The city reserves the right to change the function of the named facility.
- 11 When the function of a facility substantially changes, the City shall make
- 12 a good faith effort to contact the family of the individual named or the
- 13 parent entity in advance of City Council action.
- 14

15 **IV. Changing of Street Names:**

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- 17 1. Names of streets with existing homes or businesses should not be renamed
- 18 if at all possible.
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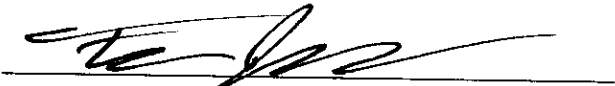
20 **V. Nomination and Naming Process:**

- 21
- 22 1. Nominations for facilities may be submitted to the City Manager at any
- 23 time. Submissions should be in written form, with an explanation for the
- 24 nomination.
- 25 2. City Council shall by resolution approve the naming of any city facility
- 26 3. Processing of the request, depending on the facility, may take up to 180
- 27 days.
- 28 4. If a facility is to be renamed, the City shall make a good faith effort to
- 29 contact the family of the individual named or the parent entity in advance
- 30 of City Council action.
- 31

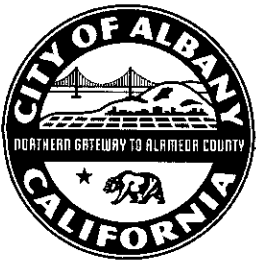
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**VI. Amendments and Exceptions:**

- 1. Guidelines may be amended by the City Council to accommodate changing circumstances or extraordinary events.



Farid Javandel, Mayor



# City of Albany

1000 San Pablo Avenue • Albany, California 94706  
(510) 528-5710 • www.albanyca.org

**RESOLUTION NO. 2012-4**

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

this 17th day of January, 2012, by the following votes:

AYES: Council Members Atkinson, Lieber, Thomsen, Wile and Mayor Javandel

NOES:

ABSENT:

ABSTAINED:

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 18th

Day of January, 2012.

*Eileen Harrington*

Eileen Harrington  
DEPUTY CITY CLERK

*The City of Albany is dedicated to maintaining its small town ambience, responding to the needs of a diverse community, and providing a safe, healthy and sustainable environment.*



PRINTED ON RECYCLED PAPER

CITY OF ALBANY  
PARKS AND RECREATION COMMISSION  
STAFF REPORT

Agenda date: July 10, 2014

**TO: Park and Recreation Commission**

**FROM: Tony Wolcott, Urban Forester**

**SUBJECT: 936 Ramona Avenue - Urban Forester report on one existing *Liquidambar styraciflua* (American sweet gum) tree located in front of the property in the public right-of-way**

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**STAFF RECOMMENDATION**

The application for removal of this tree should be approved. This tree has a very poor track record. It has very brittle branches. The planting space is only 27" wide and there are numerous wires above that prevent any top growth. There has been extensive pruning to limit the height and spread of this tree. There is also significant lift on the sidewalk and potential damage to the infrastructure. Future difficulties will only get worse. This is the wrong tree in the wrong place.

**BACKGROUND**

The home owner has requested removal due to the difficulties with maintaining this tree in this location. The city will remove this tree and re-plant a tree approved for this existing location. Liquidambar in general have a poor history in Albany, and should be viewed as trees with extensive surface rooting and poor branch attachments.

JUN 12 2014

COMMUNITY DEVELOPMENT DEPARTMENT

City of Albany  
Community Development & Environmental Resources  
Application to Remove a City Tree

Owners Name: Tree Gelb Stuber + John Stuber

Property Address: 936 Ramona Avenue

Phone Number: 510 528-7739 Email: tgelb1@aol.com

Number of City trees requested to be removed: 1

Reason for removal request:

- Tree is dead
- Tree is storm damaged, vandalized, diseased or infested beyond reclamation
- Tree is a potential safety hazard and liability
- Tree is causing substantial damage to adjacent subsurface gas and/or water service
- Tree has damaged the adjacent sidewalk to an extent that constitutes a tripping hazard, and the City tree has caused the property owner to have repaired the adjacent sidewalk on at least one (1) previously documented occasion
- Tree is detrimental to the public safety or materially injurious to the property owner or improvements in the vicinity
- Tree does not conform to the approved plan for the area in question

RECEIVED  
CITY OF ALBANY  
JUN 12 2014  
PUBLIC WORKS DIVISION

I understand that removal of a tree that does not constitute a hazard to public or private property requires review by the Parks & Recreation Commission at a public meeting. Enclosed is the \$200 fee to review the removal of City trees at my address.

Tree Gelb Stuber  
Signature

6/19/14  
Date

Return to: City of Albany Community Development & Environmental Resources Department,  
1000 San Pablo Avenue, Albany, CA 94706

City Action

Application #: \_\_\_\_\_ Fee Received (Receipt #): 84717

Approved:  Declined:  Date: \_\_\_\_\_

504

## **PUBLIC MEETING NOTICE**

Per the City of Albany Tree Removal Policy and Procedures, the City is hereby noticing the public that the Parks and Recreation Commission will be considering the Tree Removal Permit for:

936 Ramona Avenue – one –*Liquidambar styraciflua* – liquidambar on the public right-of-way adjacent to address.

**The public meeting will be held Thursday,  
July 10, 2014 at 7:00 PM  
at Council Chambers, City Hall, 1000 San Pablo  
Avenue, Albany, Ca.**

The applicable criteria for this non-emergency City tree removal:

1. The tree is a potential safety hazard and liability.
2. Tree is detrimental to public safety or injurious to the property owner.

**POSTED: June 19, 2014**

Tree Removal: 936 Ramona Ave

