



**PARKS AND RECREATION COMMISSION MEETING AGENDA**  
**Thursday, APRIL 9, 2015, 7:00pm**  
**City Hall Council Chambers, 1000 San Pablo Avenue**

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**1. CALL TO ORDER**

**2. APPROVAL OF ACTION MINUTES:** March 12, 2015

**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/DIRECTOR'S REPORT**

**5. PUBLIC HEARING/PRESENTATIONS**

**6. UNFINISHED BUSINESS**

**6-1: Friends of Albany Parks:** The Commission will discuss the Terrace Park Gala and select Commissioners to participate in upcoming FOAP events.

**Memorial Park Clean-Up:** Recap from Gala on March 18

**Ocean View Park Gala:** Wednesday, April 15, 6:30 pm: Meet in Park

**Terrace Park Clean-Up Day:** Saturday, May 9, 9 am

**7. NEW BUSINESS**

**7-1: Ocean View Park Field Lights:** The Commission will discuss light usage at Ocean View Park.

*Recommendation:* That the Commission receive an informational report regarding light usage at Ocean View Park.

*Attachments:* Staff Report, Musco Light Report, Rec Master Fee Schedule

**7-2: Ocean View Community Garden:** The Commission will review and discuss proposed changes to the Ocean View Community Garden Guidelines.

*Recommendation:* That the Commission approve the proposed changes to the Ocean View Community Garden Guidelines.

*Attachments:* Staff Report, Community Garden Guidelines with Proposed Changes

**7-3: Measure WW Priority List:** The Commission will discuss of Measure WW, current status of funds and potential future projects.

*Recommendation:* That the Commission discuss possible uses for Measure WW funds and create a timeline for the process of accepting project ideas and prioritizing fund allocations.

*Attachments:* Staff Report, Measure WW Procedure Guide, Bond Measure Fact Sheet, 2014 Status 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, May 14, 2015, 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, March 12, 2015, 7:00pm**  
**City Hall Council Chambers, 1000 San Pablo Avenue**

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1. **CALL TO ORDER: 7:01 pm;** Present: Chair Abbott, Vice Chair Pearson, Commissioners Urbas and Yee

2. **APPROVAL OF ACTION MINUTES:** February 12, 2015  
*Motion made by Commissioner Urbas to approve the minutes with corrections, Seconded by Vice Chair Pearson; All in favor; Motion carried.*

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/DIRECTOR'S REPORT**

5. **PUBLIC HEARING/PRESENTATIONS**

**5-1: Tree Removal Application:** The Commission considered the tree removal application for 1024 Santa Fe Avenue.

*Motion made by Vice Chair Pearson to approve the tree removal application for 1024 Santa Fe Avenue; Seconded by Commissioner Urbas; All in favor; Motion carried.*

6. **UNFINISHED BUSINESS**

**6-1: Parks & Recreation Commission 2015 Work Plan:** The Commission discussed projects to be included on the 2015 Work Plan.

*Motion made by Commissioner Urbas to approve the 2015 Work Plan with edits; Seconded by Commissioner Yee; All in favor; Motion carried.*

7. **NEW BUSINESS**

**7-1: Pierce Street Park Memorial Bench Application:** The Commission reviewed the Memorial Bench and plaque application submitted by the Thomsen Family in honor of Dianna and Peggy Thomsen.

*Motion made by Vice Chair Pearson to recommend the Pierce Street Park Memorial Bench and plaque application ("Gift to the City") be approved by City Council; Seconded by Commissioner Yee; All in favor; Motion carried.*

**7-2: Edible Landscape Project Arbor:** The Commission reviewed the proposed installation of an arbor at the eastside garden area by the Edible Landscape Project volunteers.

*Motion to approve the installation of an arbor by ELP volunteers at the eastside garden (in coordination with City Staff) was made by Commissioner Urbas; Seconded by Vice Chair Pearson; All in favor; Motion carried.*

**7-3: Friends of Albany Parks:** The Commission discussed the Memorial Park Gala and selected Commissioners to participate in upcoming FOAP events.

**Memorial Park Gala:** Recap from Gala on February 18  
**Ohlone Greenway Clean-Up Day:** Saturday, March 14 (Commissioner Yee)  
**Terrace Park Gala:** Wednesday, March 18, 6:30 pm: Meet in Park (Commissioner Yee)

**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, April 9, 2015, 7:00pm, City Hall Council Chambers, 1000 San Pablo Ave.  
Please note: There are no public meetings in August.

**9. ADJOURNMENT: 8:28 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 & RECREATION COMMISSION  
STAFF REPORT**

Agenda Date: April 9, 2015

**SUBJECT:** Ocean View Light Use

**REPORT BY:** Chelle Putzer, Recreation & Community Services Director

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**STAFF RECOMMENDATION**

That the Commission receive an informational report outlining current lighting usage at Ocean View Park.

**BACKGROUND**

Ocean View Park sits on land originally occupied seasonally by hunter-gatherer Indian Tribes referred to generally as the Ohlone (the specific group in this area was probably the Huchiun). This property was subsequently owned by the Gill Family, which operated a rose nursery.

Ocean View is partly owned by the Albany School District and partly by the City of Albany and encompasses a sports field, two tennis courts, a redwood grove and picnic facilities, Community Garden, playground equipment, public art and the City's after-school program, the Friendship Club. The hours of operation for Ocean View Park are 5 am-11 pm, as set by the City Council per Resolution No. 2011-8.

**DISCUSSION**

Ocean View Field is used by youth leagues from February to the end of November (3–6:30 pm) and by the City's adult leagues from March to the end of November (6:30–11 pm). Lights are used primarily by the City's adult leagues between March and November and by youth leagues in February, October and November (when it is darker earlier in the day). Albany Little League has utilized the lights until 9:15 pm for their tryouts in January and February before the adult leagues play begins in March. Typically lights are not used on weekends unless rented.

The field is shut down for maintenance from the end of November until maintenance work is completed. The type of work that is performed on the field typically includes reseeding, dragging, leveling, sprinkler/drainage repairs, pitcher's mound repairs, etc. Fields are re-opened when work is completed and if the field is dry, typically February.

The Albany Adult Sports Leagues serves over 600 adults and runs Adult Softball leagues on Monday, Tuesday, Thursday and Friday and Co-ed 5-Aside Soccer on Wednesdays. Softball games start at 7:20 pm, 8:25 pm and 9:30 pm (three games per night) and games end by 10:45 pm. Adult Softball games last a maximum of 65 minutes; however no new inning will be started after 55 minutes. This rule is the norm for recreational adult softball leagues. On Wednesdays, Adult 5-Aside Soccer is scheduled at 7:30 pm and 8:35 pm (two fields, two games per night on each field) with play ending around 10 pm. Adult 5-Aside games are 2-30 minute halves.

All adult league schedules are posted on the City's website, as well as, on the Adult Sports Twitter and Facebook pages.

Field lights are set through Musco Lighting. They can be set and turned off via the Musco website or by calling the company directly and providing a password. Adult softball is scheduled to shut off automatically at 10:45 pm each night and the Adult Sports Coordinator, who is onsite, shuts them off earlier if the games are done before 10:45 pm (see Attached Musco report). Lights have not been on past 10:45 pm.

In the past, the Adult League Coordinator used the field lights for 10 minutes after games to clean up (but not past 10:45 pm) and allow for players to pack up belonging and get to their cars. The park is extremely dark without the lights and she felt it was safer to have the lights on during this time. Since August 2014, the City's Operations and Facilities Manager has made repairs to existing path lights which has helped reduce the amount of field lighting being used after games. The Coordinator has also been diligent about calling the company for early shut-offs, this has resulted in over 32 hrs of saved light time since August of 2014.

The Master Fee Schedule was revised in 2012 to include a new "Lights" Fee of \$10/per hour which is added to the hourly field rental rate.

**Attachments**

1. Musco Light Report
2. Master Fee Schedule

**Musco Control-Link Usage Report (Auto Only)**

By Facility, Field

Usage Type of Light Usage

Thu 08/14/2014 - Thu 04/02/2015

Owner: City of Albany Albany,CA

Export To File

| Summary by Facility |                 | Total Auto Hours Usage | Total Hours Saved from Early Offs |
|---------------------|-----------------|------------------------|-----------------------------------|
| Facility            | Ocean View Park | 485:04                 | 32:16                             |
| City of Albany      |                 | 485:04                 | 32:16                             |

| Summary by Facility, Field |                                | Total Auto Hours Usage | Total Hours Saved from Early Offs |
|----------------------------|--------------------------------|------------------------|-----------------------------------|
| Facility                   | Field                          | 485:04                 | 32:16                             |
| Ocean View Park            | Baseball Field under 14 Soccer | 485:04                 | 32:16                             |
| City of Albany             |                                | 485:04                 | 32:16                             |

| Detail For Facility: Ocean View Park     |                                   |                |                |
|--|-----------------------------------|----------------|----------------|
| Baseball Field under 14 Soccer under 8 S |                                   |                |                |
| Start                                    | End                               | Scheduler      | User Group     |
| Thu 08/14/2014 6:45p                     | Thu 08/14/2014 9:35p              | Penelope Leach | Penelope Leach |
| Fri 08/15/2014 6:45p                     | Fri 08/15/2014 10:00p             | Penelope Leach | Penelope Leach |
| Mon 08/18/2014 6:45p                     | Mon 08/18/2014 10:35p             | Penelope Leach | Penelope Leach |
| Tue 08/19/2014 6:45p                     | Tue 08/19/2014 10:30p             | Penelope Leach | Penelope Leach |
| Wed 08/20/2014 6:45p                     | Wed 08/20/2014 10:12p             | Penelope Leach | Penelope Leach |
|  | EarlyOff 10:12p Originally 10:45p |                |                |
| Thu 08/21/2014 6:45p                     | Thu 08/21/2014 9:40p              | Penelope Leach | Penelope Leach |
| Fri 08/22/2014 6:45p                     | Fri 08/22/2014 10:07p             | Penelope Leach | Penelope Leach |
| Mon 08/25/2014 6:45p                     | Mon 08/25/2014 10:45p             | Penelope Leach | Penelope Leach |
| Tue 08/26/2014 6:45p                     | Tue 08/26/2014 10:35p             | Penelope Leach | Penelope Leach |
| Wed 08/27/2014 6:45p                     | Wed 08/27/2014 9:58p              | Penelope Leach | Penelope Leach |
|  | EarlyOff 9:58p Originally 10:45p  |                |                |
| Thu 08/28/2014 6:45p                     | Thu 08/28/2014 9:30p              | Penelope Leach | Penelope Leach |
| Tue 09/02/2014 6:45p                     | Tue 09/02/2014 10:30p             | Penelope Leach | Penelope Leach |
| Wed 09/03/2014 6:45p                     | Wed 09/03/2014 10:02p             | Penelope Leach | Penelope Leach |
|  | EarlyOff 10:02p Originally 10:45p |                |                |
| Thu 09/04/2014 6:45p                     | Thu 09/04/2014 9:30p              | Penelope Leach | Penelope Leach |
| Fri 09/05/2014 6:45p                     | Fri 09/05/2014 10:02p             | Penelope Leach | Penelope Leach |
|  | EarlyOff 10:02p Originally 10:45p |                |                |

|                      |                                   |                |
|----------------------|-----------------------------------|----------------|
| Mon 09/08/2014 6:45p | Mon 09/08/2014 10:38p             | Penelope Leach |
| Tue 09/09/2014 6:45p | Tue 09/09/2014 10:35p             | Penelope Leach |
| Wed 09/10/2014 6:45p | Wed 09/10/2014 10:00p             | Penelope Leach |
| Thu 09/11/2014 6:45p | Thu 09/11/2014 9:30p              | Penelope Leach |
| Fri 09/12/2014 6:45p | Fri 09/12/2014 10:00p             | Penelope Leach |
| Mon 09/15/2014 6:45p | Mon 09/15/2014 10:45p             | Penelope Leach |
| Tue 09/16/2014 6:45p | Tue 09/16/2014 10:35p             | Penelope Leach |
| Wed 09/17/2014 6:45p | Wed 09/17/2014 10:00p             | Penelope Leach |
| Thu 09/18/2014 6:45p | Thu 09/18/2014 9:30p              | Penelope Leach |
| Fri 09/19/2014 6:45p | Fri 09/19/2014 10:00p             | Penelope Leach |
| Mon 09/22/2014 6:45p | Mon 09/22/2014 10:35p             | Penelope Leach |
| Tue 09/23/2014 6:45p | Tue 09/23/2014 10:30p             | Penelope Leach |
| Wed 09/24/2014 6:45p | Wed 09/24/2014 9:57p              | Penelope Leach |
|                      | EarlyOff 9:57p Originally 10:45p  |                |
| Thu 09/25/2014 6:45p | Thu 09/25/2014 9:30p              | Penelope Leach |
| Fri 09/26/2014 6:45p | Fri 09/26/2014 10:00p             | Penelope Leach |
| Mon 09/29/2014 6:00p | Mon 09/29/2014 10:39p             | Penelope Leach |
|                      | EarlyOff 10:39p Originally 10:45p |                |
| Tue 09/30/2014 6:00p | Tue 09/30/2014 10:30p             | Penelope Leach |
| Wed 10/01/2014 6:00p | Wed 10/01/2014 10:06p             | Penelope Leach |
|                      | EarlyOff 10:06p Originally 10:45p |                |
| Thu 10/02/2014 6:00p | Thu 10/02/2014 9:59p              | Penelope Leach |
|                      | EarlyOff 9:59p Originally 10:45p  |                |
| Fri 10/03/2014 6:00p | Fri 10/03/2014 10:00p             | Penelope Leach |
| Mon 10/06/2014 6:00p | Mon 10/06/2014 10:45p             | Penelope Leach |
| Tue 10/07/2014 6:00p | Tue 10/07/2014 10:45p             | Penelope Leach |
| Wed 10/08/2014 6:00p | Wed 10/08/2014 10:00p             | Penelope Leach |
| Thu 10/09/2014 6:00p | Thu 10/09/2014 9:34p              | Penelope Leach |
|                      | EarlyOff 9:34p Originally 10:45p  |                |
| Fri 10/10/2014 6:00p | Fri 10/10/2014 10:00p             | Penelope Leach |
| Mon 10/13/2014 6:00p | Mon 10/13/2014 10:30p             | Penelope Leach |
| Tue 10/14/2014 6:00p | Tue 10/14/2014 10:30p             | Penelope Leach |
| Wed 10/15/2014 6:00p | Wed 10/15/2014 10:10p             | Penelope Leach |
| Thu 10/16/2014 6:00p | Thu 10/16/2014 9:20p              | Penelope Leach |
| Fri 10/17/2014 6:00p | Fri 10/17/2014 10:00p             | Penelope Leach |
| Mon 10/20/2014 6:00p | Mon 10/20/2014 10:35p             | Penelope Leach |
| Tue 10/21/2014 6:00p | Tue 10/21/2014 10:30p             | Penelope Leach |
| Wed 10/22/2014 6:00p | Wed 10/22/2014 10:02p             | Penelope Leach |
|                      | EarlyOff 10:02p Originally 10:45p |                |
| Thu 10/23/2014 6:00p | Thu 10/23/2014 10:10p             | Penelope Leach |
| Fri 10/24/2014 6:00p | Fri 10/24/2014 7:26p              | Penelope Leach |
|                      | EarlyOff 7:26p Originally 10:45p  |                |
| Mon 10/27/2014 6:00p | Mon 10/27/2014 10:30p             | Penelope Leach |
| Tue 10/28/2014 6:00p | Tue 10/28/2014 10:30p             | Penelope Leach |
| Wed 10/29/2014 6:00p | Wed 10/29/2014 10:05p             | Penelope Leach |
|                      | EarlyOff 10:05p Originally 10:45p |                |
| Thu 10/30/2014 6:00p | Thu 10/30/2014 9:14p              | Penelope Leach |
|                      | EarlyOff 9:14p Originally 10:45p  |                |



|  |  |                |                      |
|--|--|----------------|----------------------|
| Wed 02/25/2015 5:00p   | Wed 02/25/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Thu 02/26/2015 5:00p   | Thu 02/26/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Fri 02/27/2015 5:00p   | Fri 02/27/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Sat 02/28/2015 5:00p   | Sat 02/28/2015 7:15p                                       | Penelope Leach | Albany Little League |
| Sat 02/28/2015 7:21p   | Sat 02/28/2015 9:15p                                       | Penelope Leach | Albany Little League |
| EarlyOn 7:21p Schedule Added                                     |  |                |                      |
| Sun 03/01/2015 5:15p   | Sun 03/01/2015 7:15p                                       | Penelope Leach | Albany Little League |
| Mon 03/02/2015 5:00p   | Mon 03/02/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Tue 03/03/2015 5:00p   | Tue 03/03/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Wed 03/04/2015 5:00p   | Wed 03/04/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Thu 03/05/2015 5:00p   | Thu 03/05/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Fri 03/06/2015 5:00p   | Fri 03/06/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Sat 03/07/2015 6:00p   | Sat 03/07/2015 10:15p                                      | Penelope Leach | Albany Little League |
| Sun 03/08/2015 6:00p   | Sun 03/08/2015 10:15p                                      | Penelope Leach | Albany Little League |
| Mon 03/09/2015 5:00p   | Mon 03/09/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Tue 03/10/2015 5:00p   | Tue 03/10/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Wed 03/11/2015 5:00p   | Wed 03/11/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Thu 03/12/2015 5:00p   | Thu 03/12/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Fri 03/13/2015 5:00p   | Fri 03/13/2015 9:15p                                       | Penelope Leach | Albany Little League |
| Sat 03/14/2015 6:00p   | Sat 03/14/2015 10:15p                                      | Penelope Leach | Albany Little League |
| Sun 03/15/2015 6:00p   | Sun 03/15/2015 10:15p                                      | Penelope Leach | Albany Little League |
| Mon 03/16/2015 6:30p   | Mon 03/16/2015 10:35p                                      | Penelope Leach | Adult Softball       |
| Tue 03/17/2015 6:30p   | Tue 03/17/2015 10:30p                                      | Penelope Leach | Adult Softball       |
| Wed 03/18/2015 6:30p   | Wed 03/18/2015 7:15p                                       | Penelope Leach | Albany Little League |
| Sat 03/21/2015 6:00p   | Sat 03/21/2015 10:15p                                      | Penelope Leach | Albany Little League |
| Sun 03/22/2015 6:00p   | Sun 03/22/2015 10:15p                                      | Penelope Leach | Albany Little League |
| Mon 03/23/2015 6:30p   | Mon 03/23/2015 10:35p                                      | Penelope Leach | Adult Softball       |
| Tue 03/24/2015 6:30p   | Tue 03/24/2015 10:35p                                      | Penelope Leach | Adult Softball       |
| Wed 03/25/2015 6:30p   | Wed 03/25/2015 7:15p                                       | Penelope Leach | Albany Little League |
| Thu 03/26/2015 6:30p   | Thu 03/26/2015 10:45p                                      | Penelope Leach | Adult Softball       |
| Fri 03/27/2015 7:26p   | Fri 03/27/2015 10:00p                                      | Penelope Leach | Adult Softball       |
| EarlyOn 7:26p Schedule Added                                     |  |                |                      |
| Sat 03/28/2015 6:00p   | Sat 03/28/2015 10:15p                                      | Penelope Leach | Albany Little League |
| Sun 03/29/2015 6:00p   | Sun 03/29/2015 10:15p                                      | Penelope Leach | Albany Little League |
| Mon 03/30/2015 6:30p   | Mon 03/30/2015 10:34p                                      | Penelope Leach | Adult Softball       |
| Tue 03/31/2015 6:30p   | Tue 03/31/2015 10:32p                                      | Penelope Leach | Adult Softball       |
| Wed 04/01/2015 6:30p   | Wed 04/01/2015 10:07p                                      | Penelope Leach | Adult Softball       |
| Thu 04/02/2015 6:30p   | EarlyOff 10:07p Originally 10:45p<br>Thu 04/02/2015 10:45p | Penelope Leach | Adult Softball       |
| <b>Ocean View Park Total Auto Hours Usage = 485:04</b>           |  |                |                      |
| <b>Ocean View Park Total Hours Saved from Early Offs = 32:16</b> |  |                |                      |

City of Albany Total Auto Hours Usage = 485:04  
City of Albany Total Hours Saved from Early Offs = 32:16

| <b>RECREATION &amp; COMMUNITY SERVICES</b>   |   |  |
|--|---|--|
|  | <b>Fee</b>  |  |
| <b>ATHLETIC FIELDS:</b> Ocean View Park, Memorial Park   |   |  |
| *Hourly rate includes a \$2.00 CIP fee   | <b>Resident</b>                                   | <b>Non-resident</b>                                  |
| <ul style="list-style-type: none"> <li>Youth Teams, Leagues, Groups</li> <li>Adult Teams, Leagues, Groups</li> <li>Business Teams, Leagues, Groups</li> </ul>  | \$11.50/hr<br>\$17.00/hr<br>\$25.00/hr            | \$18.50/hr<br>\$24.00/hr<br>\$32.00/hr               |
| Albany Unified School District   | No Charge-See JUA                                 |  |
| Field Lights Fee (Added to hourly rental rate)   | \$10.00/hr  | \$10.00/hr   |
| <b>PICNIC/BBQ AREAS:</b>   |   |  |
| *Hourly rate includes a \$2.00 CIP fee   | <b>Resident</b>                                   | <b>Non-resident</b>                                  |
| Memorial Park: (3 hour Minimum)  |   |  |
| <ul style="list-style-type: none"> <li>East Side (4 Tables)</li> <li>West Side (5 Tables)</li> <li>Entire Picnic Area (9 Tables)</li> </ul>  | \$16.00/hr<br>\$20.00/hr<br>\$36.00/hr            | \$18.00/hr<br>\$22.00/hr<br>\$38.00/hr               |
| Jewel's Terrace Park: (3 hour minimum)   |   |  |
| <ul style="list-style-type: none"> <li>Entire Picnic Area (5 Tables)</li> </ul>  | \$20.00/hr  | \$22.00/hr   |
| Ocean View Park: (3 hour minimum)  |   |  |
| <ul style="list-style-type: none"> <li>Cedar Area (3 Tables)</li> <li>Maple, Pine, Oak &amp; Spruce Areas (2 Tables each)</li> <li>Ponderosa Area (1 Table)</li> <li>Entire Park (Picnic Area 12 Tables)</li> </ul>                        | \$12.00/hr<br>\$ 8.00/hr<br>\$ 5.00/hr<br>\$48.00 | \$14.00/hr<br>\$10.00/hr<br>\$ 7.00/hr<br>\$50.00/hr |
| <b>MEMORIAL PARK EVENT AREA:</b>   |   |  |
| <ul style="list-style-type: none"> <li>Grass Area West Side &amp; Stage: Albany Community Based Organizations Only (Permit Required)</li> <li>Grass Area East Side: Albany Community Based Organizations Only (permit required)</li> </ul> | \$31.00/hr<br>\$21.00/hr                          | NA<br>NA   |
| <b>MEMORIAL PARK BASKETBALL COURT</b>  |   |  |
| *Hourly rate includes a \$2.00 CIP fee   | <b>Resident</b>                                   | <b>Non-resident</b>                                  |
| Memorial Park Basketball Court   | \$ 8.00/hr  | \$10.00/hr   |
| <b>TENNIS COURTS:</b>  |   |  |
| *Hourly rate includes a \$2.00 CIP fee   | <b>Resident</b>                                   | <b>Non-resident</b>                                  |
| Ocean View Park, Memorial Park, Terrace Park   | \$ 8.00/hr  | \$10.00/hr   |
| Private Tennis Instructors (Ocean View Courts Only)  | \$14.00/hr (Day Rental Only)                      | \$16.00/hr (Day Rental Only)                         |
| Albany Unified School District   | No Charge-See JUA                                 |  |
| Single Use Light Access Code   | \$ 3.00/hr (Must reserve court for key code)      |  |

| <b>RECREATION &amp; COMMUNITY SERVICES</b>  |  |                     |
|---|--|---------------------|
|   | <b>Fee</b>                             |                     |
| Tennis Light Access Code:   |  |                     |
| <ul style="list-style-type: none"> <li>• Full-Year: (July 1– June 30)</li> <li>• Half-Year: (January 1–June 30)</li> </ul>                            | \$52.00/key                            | \$62.00/key         |
| <ul style="list-style-type: none"> <li>• *Must have light access code to reserve courts after 5:30 pm (Nov–Mar), after 7:00 pm (April–Oct)</li> </ul> | \$26.00/key                            | \$31.00/key         |
| <b>CITY HALL ROOM RENTALS:</b>  |  |                     |
|   | <b>Resident</b>                        | <b>Non-resident</b> |
| <ul style="list-style-type: none"> <li>• Albany youth, disabled, seniors, service clubs &amp; other community groups</li> </ul>                       | \$20.50/hr                             | NA                  |
| <ul style="list-style-type: none"> <li>• Commercial and Businesses</li> </ul>   | \$48.50/hr                             | \$62.00/hr          |
| Albany Unified School District  | No Charge-See JUA                      |                     |
| <b>COMMUNITY ROOM: Albany Community Center</b>  |  |                     |
| *Hourly rate includes a \$4.00 CIP fee  | <b>Resident</b>                        | <b>Non-resident</b> |
| <ul style="list-style-type: none"> <li>• Community Based Organization (Not for Profit)</li> </ul>   | \$54.00/hr                             | \$61.00/hr          |
| <ul style="list-style-type: none"> <li>• Private Rental for Social or Fundraising</li> </ul>  | \$82.00/hr                             | \$89.00/hr          |
| <ul style="list-style-type: none"> <li>• Commercial and Business</li> </ul>   | \$95.00/hr                             | \$102.00/hr         |
| Albany Unified School District  | No Charge-See JUA                      |                     |
| Weekend Reservations (Friday–Sunday)  | \$24.00/hr (Added to your hourly rate) |                     |
| Security/Cleaning Deposit (Refundable)  | \$500 Flat                             |                     |
| <b>MULTI-USE ROOM: Albany Senior Center</b>   |  |                     |
| *Hourly rate includes a \$4.00 CIP fee  | <b>Resident</b>                        | <b>Non-resident</b> |
| <ul style="list-style-type: none"> <li>• Community Based Organization (Not for Profit)</li> </ul>   | \$38.00/hr                             | \$45.00/hr          |
| <ul style="list-style-type: none"> <li>• Private Rental for Social or Fundraising</li> </ul>  | \$44.00/hr                             | \$51.00/hr          |
| <ul style="list-style-type: none"> <li>• Commercial and Business</li> </ul>   | \$63.00/hr                             | \$70.00/hr          |
| Albany Unified School District  | No Charge-See JUA                      |                     |
| Security/Cleaning Deposit (Refundable)  | \$350 Flat                             |                     |
| <b>MEETING ROOMS: Community Center (EOC, Room 1, Room 2, Craft, Edith Stone), Senior Center (South Room), The Annex</b>                               |  |                     |
| *Hourly rate includes a \$4.00 CIP fee  | <b>Resident</b>                        | <b>Non-resident</b> |
| <ul style="list-style-type: none"> <li>• Community Based Organization (Not for Profit)</li> </ul>   | \$28.00/hr                             | \$35.00/hr          |
| <ul style="list-style-type: none"> <li>• Private Rental for Social or Fundraising</li> </ul>  | \$34.00/hr                             | \$41.00/hr          |
| <ul style="list-style-type: none"> <li>• Commercial and Business</li> </ul>   | \$53.00/hr                             | \$60.00/hr          |
| Albany Unified School District  | No Charge-See JUA                      |                     |
| Security/Cleaning Deposit (Refundable)  | \$150 Flat                             |                     |
|   |  |                     |

| <b>RECREATION &amp; COMMUNITY SERVICES</b>   |  |                     |
|--|--|---------------------|
|  | <b>Fee</b>   |                     |
| <b>MEMORIAL PARK FACILITY</b>  |  |                     |
| *Hourly rate includes a \$4.00 CIP fee   | <b>Resident</b>  | <b>Non-resident</b> |
| <ul style="list-style-type: none"> <li>• Community Based Organization (Not for Profit)</li> <li>• Private Rental for Social or Fundraising</li> <li>• Commercial and Business</li> </ul> | \$38.00/hr   | \$45.00/hr          |
|  | \$44.00/hr   | \$51.00/hr          |
|  | \$63.00/hr   | \$70.00/hr          |
| Albany Unified School District   | No Charge-See JUA  |                     |
| Security/Cleaning Deposit (Refundable)   | \$350 Flat   |                     |
| <b>STAFF LOUNGE: Community Center</b>  |  |                     |
| *Hourly rate includes a \$4.00 CIP fee   | <b>Resident</b>  | <b>Non-resident</b> |
| <ul style="list-style-type: none"> <li>• Community Based Organization (Not for Profit)</li> <li>• Private Rental for Social or Fundraising</li> <li>• Commercial and Business</li> </ul> | \$16.00/hr   | \$21.00/hr          |
|  | \$22.00/hr   | \$29.00/hr          |
|  | \$31.00/hr   | \$38.00/hr          |
| Albany Unified School District   | No Charge-See JUA  |                     |
| <b>MEDIA FEES:</b>   |  |                     |
| Basic Audio Package<br>(incl: 2 Speakers, 1 Mixer, 1 Microphone, cables)   | \$150 per event<br>(\$1,500.00 deposit. Must pick up equip.) |                     |
| Basic Lights Package<br>(incl: 2 Lighting Stands, up to 20 Lights, cables)   | \$100 per event<br>(\$1,500.00 deposit. Must pick up equip.) |                     |
| Advanced Audio Package<br>(incl: On-Site Staff)  | \$250 per event + \$25 per hour                              |                     |
| KALB 1 Camera Video Shoot (Up to 4 Hours)  | \$350.00/event   |                     |
| KALB 3 Camera Shoot  | \$350.00/event + \$150.00/hr                                 |                     |
| KALB Video Post Production   | \$75.00/hr   |                     |
| KALB Consulting Services   | \$100.00/hr  |                     |
| Audio Recording  | \$50.00 per session + \$25 per hour                          |                     |
| DVD Copying/Writing  | \$10.00 per copy   |                     |
| Thumb Drive Copying/Writing  | \$20.00 per copy   |                     |

**RECREATION & COMMUNITY SERVICES**

**Miscellaneous Facility Rental Fees:**

- 1. Application Fee (non-refundable) ..... \$35.00
- 2. Security Deposit for Kitchen (Refundable) ..... \$50.00/hr
- 3. City Alcohol Permit Fee (Exclusive of ABC Fee)..... \$32.00/application
- 4. Additional Security Required.....Cost of service
- 5. Late Payment Fee..... 20% of balance of fees due
- 6. Projector/Screen/PA System(Community Room)..... \$100.00/use
- 7. Projector/Screen only or PA System only (Community Room) ..... \$50.00/use
- 8. Projector/Screen/PA System (Senior Center) ..... \$50.00/use
- 9. Kitchen Only Use Fee (Minimum 2 Hours).....\$31.25/hr
- 10. Event Insurance (Includes Processing Fee).....Quote by Insurance Company
- 11. Transfer/Cancellation Fee for Field/Tennis Reservation Changes.....\$ 5.00 per change
- 12. Transfer fee for Room Reservation Changes.....\$25.00 per change
- 13. Table Cloth Rental Fee.....varies
- 14. Locker Rental (Community Center).....\$10.00/mo (Small), \$15.00/mo (Large)
- 15. Ongoing Rental Discount (6 Dates or More on Application).....10% off hourly base rate

**When the Recreation and Community Services Department must provide personnel, equipment services, or supplies that would not otherwise be provided, the user group or organization will be charged for these services. Personnel will be charged back on an hourly basis. This charge will include wage, benefits, employer expenses, and any other expense directly related to the employment of personnel. The amount of hours billed will include set-up, take down, and actual event time or scheduled rental time, whichever is greater. Equipment services and supply charges will be billed to the user group or organization at the City's direct cost of goods. User groups or organizations must provide their own event insurance or purchase event insurance from a qualified insurance company.**

Master Fee Schedule – Exhibit A

**CLASSIFICATION FOR USE OF CITY PARK & RECREATION FACILITIES**

1. Department Sponsored Activities  
Recreation and Community Service programs and activities directly sponsored by the Recreation & Community services Department; other City of Albany activities as approved by the Director of Recreation & Community Services.
2. School Sponsored Activities (At Senior Center for adult activities)
  - A. Adult or youth programs sponsored by the Albany Unified School District.
  - B. Adult or youth programs sponsored by Peralta Community College or by the University of California, Berkeley.
3. Community Youth Groups (At all facilities except Senior Center)  
Any organized youth group having the following qualifications:
  - A. Non profit.
  - B. A majority of the members are 17 years or younger and Albany residents.
  - C. Has voluntary adult leaders or chaperones.
  - D. Is recreational in nature.
  - E. Shall have no membership restrictions other than age and gender.
  - F. Has definite organizational structure.
  - G. Its primary interest is in community school age youth.
4. Community Disabled/Senior Citizens Groups  
An organized youth or adult group having the following qualifications:
  - A. Non profit.
  - B. Organized to serve a specific group of Albany residents who either suffer from a specific disability or are above the age of 55 years of age. Is primarily recreational in nature, but may also serve some social service need or educational needs for their group.
  - C. Has a specific organizational structure.
5. Community Service Clubs & Other Community Groups  
Any organized youth or adult service group having the following qualifications:
  - A. Non profit.
  - B. A majority of members live, work, or own businesses in Albany.
  - C. Has officers, a definite organizational structure, meets regularly.Senior Center Only: (School activities for young people and Community Youth Groups are next in priority order here)

6. Private Rental for Social Activities

- A. All groups in #2 - 6 above who wish to conduct a special activity not open to the general public.
- B. City of Albany business firms and associations conducting official company or group activities.
- C. City of Albany residents conducting private family or individual parties, receptions, picnics, etc.

7. Fund Raising Activities

All fund raising activities by groups in #2 - 7.

8. Commercial Use or Non Resident Recreational Use

- A. Commercial for-profit activities.
- B. Non-resident reservations for recreational activities.

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

Agenda Date: April 9, 2015

**SUBJECT:** Proposed Changes to the Ocean View Community Garden Guidelines

**REPORT BY:** Chelle Putzer, Recreation & Community Services Director

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**STAFF RECOMMENDATION**

That the Commission approve proposed changes to the Ocean View Community Garden Guidelines.

**BACKGROUND**

Renovations to Ocean View Park in 2007/08 included a small community garden now with 22 raised plots: 17 community, 1 herb, 2 ADA and 2 educational plots. The Community Garden is located behind the tennis courts.

In February 2008, the Parks and Recreation Commission approved the original guidelines for the Ocean View Community Garden and City Council approved Resolution No. 08-8 recognizing the existence of the Community Garden. Resolution No. 08-8 also stated that the guidelines for the Community Gardens may be revised by the Parks and Recreation Commission.

In May of 2010, the Parks and Recreation Commission approved changes to the Guidelines as recommended by the Community Garden Steering Committee.

**DISCUSSION**

Attached are proposed changes to the current Community Garden guidelines. The Steering Committee would like to make a number of small changes to the guidelines. One proposed change is to expand the criteria for assigning plots from Albany Residents who live in apartments and condos to all Albany Residents. Recently a number of plots have gone unfilled and the Committee feels opening up the criteria would help keep these plots filled.

**Attachments**

1. Community Garden Guidelines with proposed changes



## Ocean View Community Organic Garden of Albany, CA Guidelines

The City of Albany, CA's Ocean View Community Organic Garden is intended for the use and enjoyment of the Albany community to grow organic produce, herbs, flowers and fruit, and for fostering a sense of community. The following guidelines are established to ensure that all participants are treated fairly and equally in their use of the gardens on property that is owned by the City of Albany, CA.

### Criteria for assigning plots:

Priority for the assignment of garden plots will be given to Albany residents ~~who live in apartments or condos~~. A post office box will not be accepted as proof of Albany residency. As with all of the City's recreation activities, a driver's license or a PGE bill shall provide proof of residency. Plot assignments shall be for the duration of the Plot holder's residency in Albany and subject to the Plot holder's ongoing compliance with these Guidelines, including clearing and cleaning your plot when leaving the garden.

The Garden Coordinator (GC-see section C.6) is responsible for maintaining a waiting list for the garden. Persons interested in obtaining a plot should contact the Recreation and Community Services Department, 510-524-9283. One of the employees will then contact the Garden Coordinator by email and send the information of the interested person. The Garden Coordinator will contact the interested person and send a Garden application to them. When the application is approved by the Ocean View Community Organic Garden Steering Committee, someone from the committee will meet the person in the garden, have them sign the agreement and pay the \$60.00 which will then be taken to the Recreation and Community Services Department Desk. A receipt will be sent by the City of Albany via email to the the interested person (now community gardener).to fill out an application and pay a \$5.00 application fee that will go towards the \$60.00 per year non-refundable plot fee. Plots will be assigned according to present plot holder seniority interest first, then to waiting list date seniority (via a lottery process) to be administered by the Steering Committee. No person shall have more than one plot while a waiting list exists.

The City of Albany has the prerogative to assign a maximum of two plots (#5 and 6B) each year for educational purposes: one for the Recreation Department's use and one for the Albany School District's use. Both the City of Albany and the School District's plots shall be maintained according to these Guidelines. The Recreation and Community Services Director may assign unclaimed plots to one of the City's recreation programs and/or the Albany Unified School District.

### Gardening Practices:

Plots may be individualized only in keeping with these Guidelines. Proposed changes in the overall layout and construction of the garden are subject to review and approval by the Parks and Recreation Commission and cannot be approved without the sufficient funds in place to cover all costs. The City may order changes as necessary to comply with law. A new additional plot will be added this year (2010) to an empty space. It is a 10' long galvanized oval stock tank to be filled with dirt and gardened. This will bring the total plots to 21 with Plot # 4 being kept as a community herb garden space. ~~This will bring the total plots to 20. We are hoping to use one plot as a greenhouse.~~

Gardens shall be consistently weeded, planted for at least 2 seasons and well maintained throughout the year. Individual Plot holders are responsible for keeping their plots and pathways around their plots clear and free of obstruction including grass, weeds, overhanging vegetation and hazards. Plots must be kept free of debris, trash, personal belongings, and equipment that are not used for gardening. Plot holders may not grow large permanent plants, plants whose roots invade other plots, or plants that significantly block the sun to other plots.

Individual Plot holders are responsible for controlling and eliminating pests, weeds and diseased plants in their own plots using methods consistent with the City's Integrated Pest Management Program. Diseased plants and weeds need to be placed in the green bins. Plants with invasive seeds or growth habits are discouraged and shall be maintained at a higher standard of care to keep these plants from spreading to other parts of the garden. No illegal plants shall be grown. Seed saving of non-invasive plants is encouraged. A gardener practicing seed saving (allowing organic flowers or plants in their plot to fully develop seeds) may make the plot appear uncared for; therefore, the Plot holder shall post a written notice at his/her plot to alert other gardeners of their intentions. These plot holders will clear the plants after harvesting the seeds.

Gardens shall promote the practices of reduce, re-use, recycle and rot (the 4 R's), in order to minimize water use and the need for the off-haul of gardening waste. Plot holders shall strive to operate and maintain a system of composting yard waste onsite by cutting up the large roots and branches before adding to onsite compost, turning the compost and mulching their own plot soil. Watering underneath the plants (not over them) should be done in early morning or late afternoon hours to keep evaporation at a minimum. With our new drip system, watering now needs to be kept to a true minimum. Trust the drip system.

All Plot holders are expected to actively participate in garden matters and promote the aspects of "community" in and around the community garden commons. Plot holders shall attend ~~4/5~~ all the 5 garden meetings, which constitutes the necessary contribution of the ~~contribute a~~ minimum of eight (8) hours per year towards the maintenance of garden common areas. Snacks will be provided by all gardeners at each meeting. Also, gardeners will, ~~and~~ contribute no less than six (6) hours per (week) year during scheduled ~~(garden open hours)~~ "Open Garden" hours from March to October or plot will be forfeited. A Journal housed in the tool shed will be used by the GC/SC to track the gardener's hours as well as a potential online tracking system.-

All garden meetings are open to the public and shall be held in accessible locations. It is the responsibility of the Steering Committee (SC, see section C.2.) to provide for reasonable accommodations for all garden meetings, work parties and other events, if requested.

Produce must be harvested when it reaches maturity and plot holders will remove all plants when they have ceased to bear.

Plot holders will plant for at least 2 seasons. Cover crops may be used in winter. Please check with the Steering Committee about which ones can be planted here. When someone is called out of town or sick for longer than 2 weeks, they will be responsible to contact a waiting list member through the Garden Coordinator and assign them to care for their plot and sign the garden

agreement. If no waiting list member is willing to help, you will need to assign a family member or friend to care for your plot and they will sign the agreement. If a garden member agrees to care for your plot in your absence, please alert the Garden Coordinator. If you are gone for 2 weeks or less, feel free to ask a gardener to tend your plot.

Community gardens are encouraged to donate excess produce to soup kitchens or homeless shelters.

Plot members will carry out in a timely manner any garden job they have agreed to do.

Watering, weeding, planting, and harvesting on another person's plot is not allowed without the Plot holder's permission.

### **Administration**

(In an effort to get the Community Garden operating, the Recreation and Community Services Director will appoint a volunteer Garden Coordinator and a Secretary-Treasurer to make up the Steering Committee. After the first four months of operation, the Plot holders will elect Steering Committee members.)

1. Decision-making shall be democratic, based on a simple majority of the Garden's Plot holders all duly notified in advance, and those present at the meeting. If plot holders do not respond to advanced warnings of upcoming decisions and are absent from the garden meeting, they forfeit their vote.
2. On an annual basis Plot holders shall nominate and elect a (two,) three or four member Steering Committee (sq. The SC shall be comprised at a minimum of the following officers:

|                        |    |                    |
|------------------------|----|--------------------|
| Garden Coordinator     | OR | Garden Coordinator |
| Secretary-Treasurer    |    | Secretary          |
| Plot Upkeep Supervisor |    | Treasurer          |

3. The SC will schedule (and invite all Plot holders) and conduct five (5) meeting/work parties per year lasting 2 hours each with all plot holders receiving invitations. The SC will also promote garden community building events. The SC is responsible for naming the common area maintenance tasks to be the focus of work times. The Plot holders shall perform perimeter landscaping, litter pick up, and graffiti removal.

The SC shall maintain accurate and current records of Plot holder Agreements, Plot holder participation, plot configurations, funds and may act in advisory capacity to the Garden Coordinator. The SC shall update accounting and membership records annually and, as changes occurs, and shall provide an annual written report to the Parks and Recreation Commission. The City of Albany may make inquiries, perform audits and may take any reasonable action it deems necessary concerning complaints, abuses, or the adequacy of how funds are managed.

The SC is encouraged to establish a fair mechanism for resolving disputes. If they fail, disputes should be taken to the Recreation and Community Services Director who will be responsible for making a final determination.

The Garden Coordinator (GC) shall have the lead responsibility to represent the interest of the Plot holder, enforce the provisions of the Community Garden Guidelines, act as liaison with the City of Albany Recreation and Community Services Department, and take action as he or she sees fit, but only in accordance with these Guidelines and other local codes and policies. Plot holders have 30 days from the date of written notice to correct or respond satisfactorily to any deficiencies brought to their attention by the GC, the SC,(or) and the City of Albany or his/her plot (may) will be forfeited.

An annual non-refundable fee of \$60.00 is payable to the City of Albany for each plot at the time the agreement is renewed ~~by June~~ by April 1 of each year. The City will retain 25% of all fees collected to cover administrative overhead costs and the cost of water and green waste disposal. The remaining 75% will be set aside to cover the costs for maintenance, improvements, and/or operational costs to be determined by the Plot holders. Requests for funds for maintenance, improvements, and/or operational costs must be made to the Recreation and Community Services Director at least two weeks in advance of needing the funds. After the first year of operation, the City has the right, and Plot holders may request to increase or decrease the annual fee depending on the actual costs of administration overhead, water, and green waste disposal.

(If a Plot holder must forfeit his/her plot for any reason, a prorated refund based on the number of months remaining in the year will be given to the Plot holder.) All fees are non-refundable except the \$5.00 application fee if one isn't able to use it toward a plot.

These Guidelines may be reviewed and updated whenever necessary, subject to approval by the Parks and Recreation Commission.

The attached Community Gardening Agreement is a part of the Guidelines, and shall be signed by all Plot holders, formalizing the relationship between the Plot holder, the Ocean View Community Organic Garden, and the City of Albany. The Plot holder will be given a copy of the Agreement and the Guidelines to which they agree to adhere. All original copies of the Agreement shall be on file with the Recreation and Community Services Department.

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

Agenda Date: April 9, 2015

**SUBJECT:** East Bay Regional Park District Measure WW

**REPORT BY:** Chelle Putzer, Recreation & Community Services Director

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**STAFF RECOMMENDATION**

That the Commission discuss possible uses for Measure WW funds and create a timeline for the process of accepting project ideas and prioritizing fund allocations.

**BACKGROUND**

Measure WW which passed in November 2008 is an extension of Proposition AA. Proposition AA was passed by East Bay voters 20 years ago and helped preserve 34,000 acres of open space, developed over 100 miles of new trails, and funded hundreds of local parks and recreation projects. While much has been accomplished, the growing East Bay population further increases the need for acquiring new parklands, protecting and restoring natural habitat, and helping communities with their local park and recreation facilities. Measure WW will be used to continue to restore urban creeks; protect wildlife; purchase and save open space, wetlands, and bay shoreline; and acquire, develop, and improve local and regional parks, trails, and recreational facilities close to home for East Bay residents.

The Measure allocates funds to cities based on population. The City of Albany was allocated \$771,363, and has until 2018 to use the funds. Cities are able to submit projects in February and March of each year. This allows East Bay Regional Park District the ability to sell enough bonds to pay for the submitted eligible projects.

At the February 2, 2009 Council meeting, the City Council voted to refer to the Parks and Recreation Commission for discussion, deliberation and recommendation regarding the use of the City of Albany's per capita portion of Measure WW funds, and to also refer to the Waterfront Committee for its recommendation. The Parks and Recreation Commission met jointly with the Waterfront Committee on April 27, 2009, to discuss projects and answer question regarding the eligibility of projects.

In addition to the projects submitted by the Waterfront Committee, Commissioners considered information brought forth by Albany residents as well as projects, which have not been fully developed, from the Parks, Recreation, and Open Space Master Plan

completed in 2004. At each of the Commission meetings beginning December 2008 through May 2009, Commissioners and residents submitted and discussed potential projects. At the May 2009 meeting, Commissioners voted on their top five choices allotting 5 votes for their top choice, 4 votes for their second choice, 3 votes for their third choice, 2 votes for their fourth choice, and 1 vote for their fifth choice. Those projects receiving the most votes were the ones recommended to Council.

On September 8, 2009, City Council reviewed the recommendations from the Staff and the Parks & Recreation Commission and decided to prioritize the following projects and funding amounts:

|    |   |           |
|----|---|-----------|
| a. | Albany Cove Improvements                            | \$50,000  |
| b. | Teen Center Expansion                               | \$120,000 |
| c. | Rubberized Surface at Ocean View<br>Park Playground | \$20,000  |
| d. | Unallocated   | \$581,000 |
|    | TOTAL   | \$771,000 |

On March 21, 2011 the City Council approved the recommendation from the Parks and Recreation Commission to use \$36,000 Measure WW of funds to install rubber surfacing at both Dartmouth Tot Lot and Jewel’s Terrace Park. All of the projects have been completed except for the Cove project. The unallocated funds that were set aside for Pierce Street Park were not used to fund the project. The current available balance of Measure WW funds is approximately \$549,127.

**DISCUSSION**

Measure WW funds need to be used by 2018 and the next project submission deadline is February 2016. In order for a project to be considered, staff must submit an application form, cost estimates, CEQA certification forms, evidence of ownership or lease and site control of the property, project location map, site plan, photographs, required permits, etc. Cities are required to pay for the project upfront. Cities may be reimbursed throughout the project with 20% of the total cost of the project being retained until the project is complete and signed off by EBRPD

The Parks, Recreation and Open Space Master Plan, as well as, Commission, Staff and Community input should be considered when developing a recommended project list for Measure WW funds. In setting priorities, the Commission should consider project readiness and feasibility, ownership or site control, extent of use, and both the indoor and outdoor recreation needs of the community

Recommendations will be submitted to the City Council for approval.

**Attachments**

1. Measure WW Procedure Guide
2. Bond Measure Fact Sheet
3. Project Status Report 12/14



East Bay   
Regional Park District

# MEASURE WW

## Fact Sheet

### BOARD OF DIRECTORS

Beverly Lane  
Ted Radke  
Carol Severin  
Doug Siden  
Nancy Skinner  
John Sutter  
Ayn Wieskamp,  
President

### GENERAL MANAGER

Pat O'Brien

### East Bay Regional Park District

2950 Peralta Oaks Ct.  
Oakland CA 94605  
1-888-EBPARKS  
www.ebparks.org

## MEASURE WW

### Extension of Regional Open Space, Wildlife, Shoreline and Parks Bond

The East Bay Regional Park District Board of Directors voted to place a \$500 million park bond extension measure on the November 4, 2008 ballot. This measure is an extension of Measure AA, passed by East Bay voters 20 years ago, that helped preserve 34,000 acres of open space, develop over 100 miles of new trails, and fund hundreds of local parks and recreation projects. While much has been accomplished, the growing East Bay population further increases the need for acquiring new parklands, protecting and restoring natural habitat, and helping communities with their local park and recreation facilities. If approved by the voters, Measure WW will be used to continue to restore urban creeks; protect wildlife; purchase and save open space, wetlands, and bay shoreline; and acquire, develop, and improve local and regional parks, trails, and recreational facilities close to home for East Bay residents.

#### Quick Facts:

- \$500 million bond extension must be approved by two-thirds of voters in Alameda and Contra Costa counties.
- **This extension will not increase the tax rate above the present maximum rate of \$10 per year per \$100,000 of assessed valuation** (i.e. a home assessed at \$400,000 will pay \$40 per year).
- \$375 million (75%) of revenue will fund Regional Park acquisitions and capital projects, with \$26.2 million (7%) of that amount held in reserve for unanticipated future needs and opportunities.
- \$125 million (25%) of proceeds will go to cities, special park and recreation districts, county service areas, and the Oakland Zoo for much-needed local park and recreation projects. Livermore area voters are not part of this extension tax as Murray Township was not within the East Bay Regional Park District's jurisdiction in 1988 when the initial bond measure was passed. EBRPD continues to serve this community through new acquisitions of parklands.
- The Park Advisory Committee will provide citizens' oversight to monitor all bond expenditures.

#### Regional Park Project Summary:

Over 67 current and future parks, open space, trails, and shoreline projects will benefit from this measure. Some of the high priority projects include:

- Acquiring and restoring urban creeks.
- Expanding and developing the Bay Trail, East Bay Greenway Trail, Delta Trail, and Ridge Trail.
- Developing the Oakland and North Richmond shorelines.
- Renovating Eastshore State Park.
- Developing a new Regional Park at the Concord Naval Weapons Station.
- Increasing access at Briones, Sunol, and Pleasanton Ridge.
- Acquiring sensitive property at Doolan Canyon.
- Completing the Tidewater Recreation Area at Martin Luther King Jr. Regional Shoreline.

The complete project list can be found on the District's Web site at [www.ebparks.org](http://www.ebparks.org), or can be sent electronically by emailing a request to [info@ebparks.org](mailto:info@ebparks.org).

#### About Us:

The East Bay Regional Park District operates 65 regional parks, on 98,000 acres, and 1,100 miles of trails serving the more than 2.4 million residents of Alameda and Contra Costa counties. Measure AA, a \$225 million bond approved by voters in 1988, helped the District preserve 34,000 acres of open space, create 17 new Regional Parks, add over 100 miles of trails, and fund 235 neighborhood recreation projects. The Park District nearly doubled the investment, leveraging money to secure "matching" funds at no cost to taxpayers. Most future local and Regional Park projects depend on funding from an extension of this bond.

# MEASURE WW

## REGIONAL OPEN SPACE, WILDLIFE, SHORELINE AND PARKS BOND EXTENSION LOCAL PARK AGENCY ALLOCATIONS

### ALAMEDA COUNTY

### CONTRA COSTA COUNTY

| 2008 WW Local Grant | 2008 Population | 2008 Allocation |
|---------------------|-----------------|-----------------|
|---------------------|-----------------|-----------------|

| 2008 WW Local Grant | 2008 Population | 2008 Allocation |
|---------------------|-----------------|-----------------|
|---------------------|-----------------|-----------------|

#### CITIES

#### CITIES

|                        |                  |                     |
|------------------------|------------------|---------------------|
| Alameda                | 75,823           | \$3,465,489         |
| Albany                 | 16,877           | \$771,363           |
| Berkeley               | 106,697          | \$4,876,584         |
| Dublin                 | 46,934           | \$2,145,118         |
| Emeryville             | 9,727            | \$444,572           |
| Fremont                | 213,512          | \$9,758,562         |
| Newark                 | 43,872           | \$2,005,169         |
| Oakland                | 420,183          | \$19,204,456        |
| Piedmont               | 11,100           | \$507,325           |
| Pleasanton             | 69,388           | \$3,171,377         |
| San Leandro            | 81,851           | \$3,740,998         |
| Union City             | 73,402           | \$3,354,837         |
| <b>Cities Subtotal</b> | <b>1,169,366</b> | <b>\$53,445,852</b> |

|                        |                |                     |
|------------------------|----------------|---------------------|
| Antioch                | 100,361        | \$4,586,998         |
| Brentwood              | 50,614         | \$2,313,312         |
| Clayton                | 10,784         | \$492,883           |
| Concord                | 123,776        | \$5,657,180         |
| Danville               | 42,629         | \$1,948,358         |
| El Cerrito             | 23,320         | \$1,065,840         |
| Hercules               | 24,324         | \$1,111,728         |
| Lafayette              | 23,962         | \$1,095,183         |
| Martinez               | 36,144         | \$1,651,961         |
| Moraga                 | 16,138         | \$737,587           |
| Oakley                 | 33,210         | \$1,517,862         |
| Orinda                 | 17,542         | \$801,757           |
| Pinole                 | 19,193         | \$877,216           |
| Pittsburg              | 63,652         | \$2,909,214         |
| Pleasant Hill RPD      | 33,377         | \$1,525,495         |
| Richmond               | 103,577        | \$4,733,985         |
| San Pablo              | 31,190         | \$1,425,538         |
| San Ramon              | 59,002         | \$2,696,685         |
| Walnut Creek           | 65,306         | \$2,984,810         |
| <b>Cities Subtotal</b> | <b>878,101</b> | <b>\$40,133,590</b> |

#### HAYWARD AREA RECREATION AND PARK DISTRICT

#### UNINCORPORATED, CSA's / CSD's / RPD's

|                      |                |                     |
|----------------------|----------------|---------------------|
| Hayward              | 149,205        | \$6,819,412         |
| Ashland              | 21,576         | \$986,120           |
| Castro Valley        | 59,448         | \$2,717,064         |
| Cherryland           | 14,357         | \$656,202           |
| Fairview             | 9,826          | \$449,094           |
| San Lorenzo          | 22,722         | \$1,038,530         |
| Mt. Eden             | 881            | \$40,262            |
| <b>HARD Subtotal</b> | <b>278,015</b> | <b>\$12,706,683</b> |

|                                |                |                    |
|--------------------------------|----------------|--------------------|
| Alamo                          | 17,896         | \$817,931          |
| Bay Point (Ambrose RPD)        | 24,662         | \$1,127,177        |
| Clyde                          | 795            | \$36,321           |
| Crockett                       | 4,532          | \$207,144          |
| Port Costa                     | 266            | \$12,138           |
| Discovery Bay                  | 10,286         | \$470,124          |
| El Sobrante                    | 14,041         | \$641,740          |
| Green Valley RPD               | 1,507          | \$68,873           |
| Kensington                     | 5,653          | \$258,358          |
| Bayview-Montalvin              | 5,731          | \$261,953          |
| Tara Hills                     | 6,106          | \$279,086          |
| Pleasant Hill Area RPD         | 4,555          | \$208,171          |
| Rodeo                          | 9,984          | \$456,305          |
| Unincorporated EBRPD           | 67,560         | \$3,087,831        |
| <b>Unincorporated Subtotal</b> | <b>173,573</b> | <b>\$7,933,153</b> |

|                      |        |           |
|----------------------|--------|-----------|
| Unincorporated EBRPD | 11,612 | \$530,722 |
|----------------------|--------|-----------|

|             |   |             |
|-------------|---|-------------|
| Oakland Zoo | - | \$4,000,000 |
|-------------|---|-------------|

#### Note:

- Allocations are per capita based on California Department of Finance 2008 Population Estimates.
- 5% local grant administration by EBRPD.
- Local agencies will set local priorities and select projects for funding.

# **Procedural Guide for the LOCAL GRANT PROGRAM**

Under the  
East Bay Regional Park District Park Bond Extension



**January 2009**



**Submit all grant applications, payment requests, back up documentation and project completion packages electronically by e-mail or on CD to:**

Jeff Rasmussen, Grants Manager  
East Bay Regional Park District  
P.O. Box 5381  
Oakland, CA 94605  
(510) 544-2204 Telephone  
(510) 569-1417 FAX  
[jrasmussen@ebparks.org](mailto:jrasmussen@ebparks.org)

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## I. DEFINITIONS

Capitalized words and terms, other than the first word of each sentence, appear in these guidelines. These are defined in the Definition Section below.

Unless otherwise stated, the terms used in this Procedural Guide shall have the following meanings:

**Acquisition:** to obtain a fee interest or lesser public access rights in real property.

**Applicant:** means an agency or organization requesting funding from the program.

**Application:** means the individual Project Application(s) and its required attachments for grants, pursuant to the enabling legislation and/or procedural guidelines.

**Authorized Representative** – the Applicant/Grantee’s designated position authorized in the Resolution to sign all required grant documents. The Authorized Representative may designate an alternate by informing the District in writing.

**Board:** means the East Bay Regional Park District Board of Directors

**Bond Measure:** means Measure WW, the Extension of the East Bay Regional Park District Park Bond.

**Capital Project:** means the acquisition of land or development activities that are fixed to the site and expected to be long lasting.

**CEQA:** means the California Environmental Quality Act, Public Resources Code Section 21000 et. seq.; Title 14, California Code of Regulations Section 15000 et. seq.

**Master Contract:** means an agreement between the District and Grantee specifying the payment of funds by the District for the performance of the Project Scope within the Project Performance Period by the Grantee.

**Contract Performance Period:** means date Master Contract is fully executed through December 31, 2018, the period of time that the grant funds are available, and the time in which the Project must be completed, billed and paid.

**District:** means the East Bay Regional Park District.

**Development:** means improvements to real property for parks and recreation purposes, including but not limited to construction of new facilities, renovation or additions to existing facilities or historic preservation and protection.

**General Manager:** means the General Manager of the East Bay Regional Park District.

**Force Account:** means Project work performed by a Grantee’s own work force.

**Grantee:** means an Applicant who has an approved Contract for grant funds.

**Project:** means the Acquisition, Development, enhancement, restoration or other activity to be accomplished with grant funds.

**Project Grant Amount:** means the amount of grant funds assigned to a specific Project.

**Grants Manager:** means an employee of the District, who acts as a liaison with Grantees and administers Bond Measure grants.

**Project Scope:** means the description of the work or activity to be accomplished listed in the Scope of Work section of the application form.

**Tenure:** means the Applicant owns the land or has another long-term agreement with the landowner.

## II. LOCAL GRANT PROGRAM DESCRIPTION

### **Amount of Funds Available**

\$125,000,000 has been allocated for the Local Grant program. There are no matching requirements for the Local Grant program.

### **Allocations**

See APPENDIX L - Program Allocation by Agency for allocations.

### **Eligible Applicants**

- Cities
- Special Park and Recreation Districts
- County Service Areas established to provide parks and recreation services
- EBRPD retains project selection authority for unincorporated areas in Alameda County and Contra Costa County. The counties will have the first opportunity to propose projects for the unincorporated areas of the county pending approval of project selection by the Board. The Board will select projects that best meets the needs of the unincorporated areas and insures equitable geographic distribution of funds. Neighboring agencies with projects that serve the unincorporated area are encouraged to work with the counties in proposing projects.
- Other government agencies with the approval of the Board

### **Eligible Projects**

Capital Projects that will provide lands and facilities for recreational activities and services and historic preservation are eligible. Projects must be consistent with the Grantee's park and recreation element of the general plan or appropriate parks and recreation planning document. Public art projects are eligible as long as they are in or adjacent to a parks and recreation facility. The following types of Capital Projects are eligible for grant funding:

- Acquisition (fee title or permanent easement for public access projects)
  - For land acquisition project applicants must submit a copy of the land agreement and appraisal if applicable for District approval prior to acquisition.
- Development (including renovation of recreational facilities)

The following types of projects are ineligible for grant funding:

- Libraries
- Street and highway beautification
- Master Plans
- Public art not associated with a parks & recreation facility
- Maintenance Equipment Purchase (trucks, mowers, tractors, etc.)
- Non-fixed equipment (removable soccer goals, portable air conditioners, etc.)
- Recreational programming and staffing
- Normal maintenance and repairs expected to last less than 25 years. (The District shall make the final determination regarding expected project life.)

### **District's Administrative Costs**

The District's costs of administering the Bond Act shall be paid out of the bond proceeds. These costs shall not exceed 5% of the bond proceeds.

### III. IMPORTANT POINTS

- Eligible Project costs may be incurred after **execution of a Master Contract**. Reimbursement Payments may not be made until there is a fully executed Master Contract and an approved Project Application between the District and the Grantee.
- Project applications are accepted **February 1<sup>st</sup> through March 31<sup>st</sup>** each year. Applications not received or post marked by March 31<sup>st</sup> shall be reviewed for approval the following year.
- The Grantee may spend up to 20% of the Project Grant amount for pre-construction costs, including grants administration, survey, plans, permits, specifications, CEQA compliance and/or Acquisition documents.
- Grantee should follow their accounting and procurement policies and procedures. However, all construction contracts must include prevailing wage provisions.

### IV. HOW TO APPLY FOR LOCAL GRANT FUNDS

#### **How to Get a Master Contract**

1. The Applicant submits a resolution authorized by their governing body. The Resolution authorizes the agency to enter into a contract with the District. It is not necessary to identify Projects in the resolution.
2. The District reviews the resolution and sends a Master Contract to the Applicant for signature.
3. The Applicant returns the signed Master Contract to the District.
4. The District returns a fully executed Master Contract to the Applicant (now Grantee).

#### **How to Apply for a Project(s)**

1. Project application will only be accepted **February 1<sup>st</sup> through March 31<sup>st</sup>** each year. Projects received or post marked after March 31<sup>st</sup> will be held for review in the following year.
2. As Projects are identified, the Grantee submits individual Project Application(s) to the District (see APPENDIX C – Project Application Form).
3. The District reviews the Application materials and sends a letter of approval to the Grantee or requests additional information.

#### **Progress Payments**

1. After the Application is approved, the Grantee may request reimbursement up to 80% of the Application amount for expenses incurred after **execution of a Master Contract**.

#### **Project Completion**

1. The Grantee completes the Project and submits the Project Completion Package to the Grants Manager (see APPENDIX J – Project Completion Package).

2. The Grantee installs **Measure WW sign** at the project site (see APPENDIX K – Program Sign Requirements) for sign requirements.
3. The District performs an audit of submitted documentation for the completed Project.
4. The District conducts the final on-site Project inspection.
5. The District processes the final payment.
6. The Project(s) must be fully completed (including processing final payment) by **December 31, 2018** or funds will revert to projects at the discretion of the Park District.

## V. ADMINISTRATIVE PROVISIONS

### **Land Tenure Requirements**

For Development Projects, Applicants must provide evidence to the District that they have adequate tenure and site control of properties to be improved.

Tenure includes, but is not limited to:

- Ownership
- Lease
- Easement
- Joint powers or similar agreement

Adequate site control is considered the power or authority to manage, direct, superintend, restrict, regulate, govern, administer, oversee a plot of ground suitable or set apart for some specific recreational use. Recreation projects on school property should be available for public during priority recreation hours starting at 3:30 p.m. weekdays and all day on Saturday.

The District requires that the Grantee have authority to use the property for public recreation for **at least 25 years** of land tenure from the date of Application.

### **Progress Status Reports**

The Grantee shall submit written Project Status Report Form to the District every six months (see APPENDIX I – Project Status Report Form). Project Status Reports are due within 30-days following June 30th and December 31st each year. The District shall withhold all payments and Application approvals until all Project Status Reports are properly submitted.

### **Changes to Project Scope**

A Grantee wishing to change the Project Scope of an approved Project shall submit any changes to the original Project Scope in writing to the District for prior approval. The Grantee must request a change in Project Scope if the actual work or activity to be accomplished is different than that listed in the Scope of Work section of the application form or the Grantee wishes to increase the Project Grant Amount. To request a change in Project Scope the Grantee shall provide the following:

- Cover Letter
- Revised Application Form
- Revised Budget
- Revised Site Plan

A change in Project Scope is not needed for line item budget changes or project completed below requested amount.

### **Project Withdrawals**

The Grantee may unilaterally rescind a Project at any time prior to any payment being made by the District for the Project. After Project commencement, the Project may be rescinded, modified or amended only by mutual agreement in writing between the Grantee and the District. The Grantee shall return all payments on the Project made by the District.

## VI. PAYMENT PROCESS

### **Grant Fund Availability**

Grant funds are available for eligible expenditures incurred after **execution of a Master Contract**. The Grantee must have a fully executed Master Contract and an approved Project Application prior to receiving reimbursement for eligible expenditures. The Grantee must complete all approved Projects and have final payment processed by **December 31, 2018**.

### **Progress Payments**

After the Application is approved, the Grantee may request reimbursement for eligible expenses incurred after **execution of a Master Contract**.

### **Payment Request Process**

| <b>Payment Type</b>                      | <b>Documentation</b>   |
|--|--|
| Progress Payment Reimbursement up to 80% | <ul style="list-style-type: none"><li>• Payment Request Form</li><li>• Project Cost Summary Forms</li><li>• <b><u>Backup documentation (including contract documentation if applicable), see page 8</u></b></li></ul>  |
| Final                                    | <ul style="list-style-type: none"><li>• Payment Request Form</li><li>• Project Cost Summary Forms</li><li>• Project Certification Form</li><li>• <b><u>Backup documentation (including final contract and acquisition documentation if applicable), see page 8</u></b></li></ul> |

### **Eligible Costs**

- Only costs incurred during the Contract Performance Period are eligible.
- The Grantee may claim only those costs directly related to the Project. **Indirect cost rates are not eligible.**
- Other ineligible costs include: interest, food and bonuses of any kind.

| <b>ELIGIBLE COSTS CHART</b>  |   |   |
|--|---|---|
| <b>COSTS</b>   | <b>EXPLANATION</b>  | <b>EXAMPLES</b>   |
| <b>Pre-Construction Costs</b><br>(cannot exceed 20% of the total requested Project Grant Amount) |   |   |
| Pre-Construction Costs   | <ul style="list-style-type: none"> <li>Project planning, appraisals, and negotiations</li> </ul>  | <ul style="list-style-type: none"> <li>CEQA</li> <li>Survey</li> <li>Plans and Specifications</li> <li>Legal Fees &amp; Permits</li> <li>Appraisal/Title/Escrow Fees</li> <li>Construction Insurance</li> </ul> |
| <b>Construction Costs</b>  |   |   |
| Personnel or Employee Services   | <ul style="list-style-type: none"> <li>Must be computed according to the Grantee's normal wage or salary scales, and on the actual time spent on Project. Indirect rates are not eligible.</li> <li>Must not exceed Grantee's established rates for similar positions</li> </ul>  | <ul style="list-style-type: none"> <li>Wages and benefits</li> <li>Front line supervision of employees</li> <li>Work performed by another agency</li> </ul>   |
| Construction and Construction Management   | <ul style="list-style-type: none"> <li>All necessary construction activities</li> <li>Construction support</li> </ul>   | <ul style="list-style-type: none"> <li>Construction contract</li> <li>Consultants</li> <li>Inspection &amp; construction management</li> <li>Submittal review and resident engineering</li> </ul>               |
| Construction Equipment   | <ul style="list-style-type: none"> <li>The Grantee may only charge the actual cost of the use of the equipment during the time it is being used for Project purposes.</li> <li>For force account equipment, the Grantee must list Caltrans equipment codes and use Caltrans' equipment rental rates. Rates in excess of these rates are not eligible.</li> <li>The purchase of equipment is <u>not</u> eligible.</li> </ul> | <ul style="list-style-type: none"> <li>Rental equipment</li> <li>Equipment leased for project</li> <li>In-house equipment</li> </ul>  |
| Fixed Equipment  | <ul style="list-style-type: none"> <li>Equipment permanently fixed to the Project facility</li> </ul>   | <ul style="list-style-type: none"> <li>Play equipment</li> <li>Fixed benches</li> <li>Signs/interpretive aids</li> </ul>  |
| Construction Supplies/Materials  | <ul style="list-style-type: none"> <li>May be purchased for specific Project, or may be drawn from stock if claimed costs are no higher than those the Grantee would pay.</li> </ul>  | Materials and Supplies: <ul style="list-style-type: none"> <li>Concrete</li> <li>Lumber</li> <li>Steel</li> </ul>   |
| Relocation Costs   | <ul style="list-style-type: none"> <li>Costs resulting in displacement of a person/business</li> <li>The Grantee shall comply with State Relocation Act</li> </ul>  | <ul style="list-style-type: none"> <li>Relocation Costs</li> </ul>  |
| Acquisition Costs  | <ul style="list-style-type: none"> <li>Costs of acquiring real property</li> </ul>  | <ul style="list-style-type: none"> <li>Purchase price</li> </ul>  |

## BACK UP DOCUMENTATION

The grantee must submit the following documents if applicable with payment requests. Items in **BOLD** maybe provided with Completion Package. In addition, an audit of the project may be performed. The grantee must retain and make available all project related records for a minimum of three years following project termination or final payment of grant funds. It is the responsibility of the grantee to have these records available in a central location ready for review once an audit date and time has been confirmed.

### CONSTRUCTION CONTRACTS

- \_\_\_\_\_ Summary list of bidders (including bid advertisement date and winning bid package)
- \_\_\_\_\_ Awarding by governing body (minutes of the meeting/resolution)
- \_\_\_\_\_ Contract agreement
- \_\_\_\_\_ Contract bonds (bid, performance, payment)
- \_\_\_\_\_ Contract change orders
- \_\_\_\_\_ Contractor's invoices
- \_\_\_\_\_ Payments to contractor (cancelled checks\*\*)
- \_\_\_\_\_ Proof of electronic funds transfer
- \_\_\_\_\_ **Final Payment to contractor** (even if paid using other funding sources)
- \_\_\_\_\_ **Stop Notices** (filed by sub-contractors and release if applicable)
- \_\_\_\_\_ **Liquidated damages** (claimed against the contractor)
- \_\_\_\_\_ **Notice of Completion or Final Acceptance**

### IN-HOUSE LABOR\*

- \_\_\_\_\_ Payroll records from finance system

### IN-HOUSE EQUIPMENT\*

- \_\_\_\_\_ Daily time records identifying the project site
- \_\_\_\_\_ Caltrans Equipment Code

### MINOR CONTRACTS / MATERIALS / SERVICES / EQUIPMENT RENTALS

- \_\_\_\_\_ Purchase orders/Contracts/Service Agreements
- \_\_\_\_\_ Invoices
- \_\_\_\_\_ Payments (cancelled checks\*\*)
- \_\_\_\_\_ The purchase of art may require an art appraisal

### ACQUISITION

- \_\_\_\_\_ Appraisal Report
- \_\_\_\_\_ **Final Escrow Closing Statement**
- \_\_\_\_\_ **Cancelled checks\*\* (payment(s) to seller(s))**
- \_\_\_\_\_ **Grant deed (vested to the participant) or final order of condemnation**
- \_\_\_\_\_ **Title insurance policy (issued to participant)**

\* Estimated time expended on the projects is not acceptable. Actual time records and all supporting documentation must be maintained as charges are incurred and made available for verification at the time of audit.

\*\* Front and back if copied.

**APPENDIX A – Sample Resolution**

The resolution may be modified but it must contain all of the District's language.

**EAST BAY REGIONAL PARK DISTRICT  
MEASURE WW LOCAL GRANT PROGRAM**

**Resolution No:** \_\_\_\_\_

**RESOLUTION OF THE** \_\_\_\_\_  
**(Title of Governing Body)**

**AUTHORIZATION TO APPLY FOR LOCAL GRANT FUNDS FROM THE EAST BAY REGIONAL PARK DISTRICT UNDER MEASURE WW PARK BOND EXTENSION**

WHEREAS, the people of the East Bay Regional Park District have enacted the Measure WW Park Bond Extension which provides funds for the acquisition and development of neighborhood, community, regional parks and recreation lands and facilities; and

WHEREAS, the East Bay Regional Park District Board of Directors has the responsibility for the administration of the grant program, setting up necessary procedures; and

WHEREAS, said procedures require the Applicant's Governing Body to certify by resolution the approval of the Applicant to apply for the Local Grant allocation of funds, and

WHEREAS, the Applicant will enter into a Contract with the East Bay Regional Park District;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ hereby:  
(Applicant's Governing Body)

1. Approves the execution of a grant contract in the amount of \$ \_\_\_\_\_ from the Local Grant Program under the East Bay Regional Park District Measure WW Park Bond Extension; and
2. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project(s); and
3. Certifies that the Applicant has reviewed, understands and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
4. Appoints the (designated position) \_\_\_\_\_ as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of Project(s).

Approved and Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by \_\_\_\_\_ following a roll call vote:

\_\_\_\_\_  
(Applicant's Governing Body)

For  
Against  
Abstain  
Absent

\_\_\_\_\_  
(Clerk)

**APPENDIX B – Sample Master Contract**

Please use most recent form by following the link below:

<http://www.ebparks.org/ww>

**EAST BAY REGIONAL PARK DISTRICT  
MEASURE WW PARK BOND EXTENSION  
MASTER CONTRACT - LOCAL GRANT PROGRAM**

**MASTER CONTRACT No.:** \_\_\_\_\_

GRANTEE \_\_\_\_\_

THE PROJECT PERFORMANCE PERIOD is from the date this agreement is signed below by the District through December 31, 2018

The Grantee agrees to the terms and conditions of this Contract, and the East Bay Regional Park District, acting through its Board of Directors pursuant to the Measure WW Park Bond Extension, agrees to fund the total Project Grant Amount indicated.

**THESE FUNDS ARE FOR THE ACQUISITION AND DEVELOPMENT OF  
NEIGHBORHOOD, COMMUNITY, AND REGIONAL PARKS AND RECREATION LANDS  
AND FACILITIES.**

***The General Provisions, Local Grant Procedural Guide, Forms and individual Project Applications are attached hereto and made a part of and incorporated into the Contract.***

The District anticipates that WW Parks Bonds in the amount of \$ \_\_\_\_\_ will be issued for project.

\_\_\_\_\_  
Grantee

EAST BAY REGIONAL PARK DISTRICT

By \_\_\_\_\_  
(Signature of Authorized Representative)

By \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Print Name of Authorized Representative)

\_\_\_\_\_  
(Print Name of Authorized Representative)

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**EAST BAY REGIONAL PARK DISTRICT**

**MEASURE WW PARK BOND EXTENSION  
MASTER CONTRACT - LOCAL GRANT PROGRAM**

**MASTER CONTRACT No.:** \_\_\_\_\_

GRANTEE \_\_\_\_\_

**Authorized Representative** – the Applicant/Grantee’s designated position authorized in the Resolution to sign all required grant documents. The Authorized Representative may designate an alternate by informing the District in writing.

The Authorized Representative (Print Name & Title) \_\_\_\_\_ hereby designates the following alternates:

|                       |                         |                |
|-----------------------|-------------------------|----------------|
| _____<br>Name / Title | _____<br>E-mail Address | _____<br>Phone |
| _____<br>Name / Title | _____<br>E-mail Address | _____<br>Phone |
| _____<br>Name / Title | _____<br>E-mail Address | _____<br>Phone |
| _____<br>Name / Title | _____<br>E-mail Address | _____<br>Phone |

## General Provisions

### A. Definitions

1. The term "Measure" as used herein refers to the revenue generated from the sale of bonds for the Program.
2. The term "Application" as used herein refers to the individual Project Application(s) and its required attachments for grants, pursuant to the enabling legislation and/or procedural guidelines.
3. Acquisition: means to obtain fee title or permanent easement for public access rights in real property.
4. The term "District" means the East Bay Regional Park District.
5. The term "Development" means improvements to real property for parks and recreation purposes, including but not limited to construction of new facilities, renovation or additions to existing facilities or historic preservation and protection. WW Local Grant Program funds may only be used for Capital Improvement.
6. The term "Grantee" as used herein means the party described as the Grantee on page I of this Contract. The term "Project" as used herein means the project described in the Brief Description of Project on the Project Application form.

### B. Project Execution

1. Subject to the availability of grant monies in the Measure, the District hereby grants to the Grantee a sum of money (grant monies) not to exceed the amount stated on page I, in consideration of, and on condition that, the sum be expended in carrying out the purposes as set forth in the Measure WW Park Bond Extension Local Grant Procedural Guide, and under the terms and conditions set forth in this Contract.

The Grantee shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the Application on file with the District must be submitted to the District for approval.

2. The Grantee shall complete the Project in accordance within the time of Project Performance set forth on page I, and under the terms and conditions of this Contract.
3. The Grantee shall certify its compliance as lead agency with the California Environmental Quality Act (Public Resources Code, Section 21000, et. seq., Title 14, California Code of Regulations, Section 15000 et. seq.).
4. The Grantee shall comply with all applicable current laws and regulations effecting Development Projects, including, but not limited to, legal requirements for construction Contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities.

5. The Grantee shall permit periodic site visits, including a final inspection upon Project completion by the District, to determine if Development work is in accordance with the approved Project Scope.
6. Prior to the commencement of any work, the Grantee agrees to submit any significant deviation from the original scope of work in writing to the District.
7. If the Project includes Acquisition of real property, the Grantee agrees to comply with all applicable state and local laws or ordinances effecting relocation and real property acquisition.
8. The Grantee shall provide public access to Project facilities commensurate with the intent of the Project.
9. Grantees shall have (1) fee title, (2) lease hold or (3) other interest to the Project lands and demonstrate to the satisfaction of the District that the proposed Project will provide public benefits that are commensurate with the type and duration of the interest in land that is held by the Grantee, as determined by the District.
10. The Grantee shall maintain and operate the property for a period that is commensurate with the type of Project and the proportion of District funds allocated to the capital costs of the Project. With the approval of the District, the Grantee, or the Grantee's successor in interest in the property, may transfer the responsibility to maintain and operate the property in accordance with this section. The Grantee shall use the property only for the purposes for which the grant was made and shall make no other use, sale or other disposition of the property, except as authorized by specific action of the District Board of Directors. The agreements specified in this section shall not prevent the transfer of the property from the Grantee to a public agency, if the successor public agency assumes the obligations imposed by those agreements. If the use of the property or portion of the property is changed to a use that is not for parks and recreation, or if the property is sold or otherwise disposed of, an amount equal to (1) the amount of the grant, (2) the fair market value of the real property, or (3) the proceeds from the sale or other disposition, whichever is greater, shall be used by the Grantee for a parks and recreation capital purpose, pursuant to agreement with the District as specified in this section, or shall be reimbursed to the District and be available for appropriation by the District Board of Directors only for an authorized purpose.
11. The Grantee shall post and maintain a funding acknowledgement sign at the Project site for three years following receipt of final payment for the project.

C. Project Costs

- I. The District may disburse to the Grantee the grant monies as follows, but not to exceed in any event, the total Grant Amount set forth of page I of this Contract:
  - a. The Grantee may request progress payments up to a total of up to 80% of the approved Project Application amount for eligible expenditures made on the project.

- b. The remaining grant funds shall be paid up to the amount of the Application or the actual Project cost, whichever is less, on completion of the Project and receipt of a Completion Package of Project costs from the Grantee.

D. Project Administration

1. The Grantee shall submit written Project Status Reports to the District every six months. The District shall withhold all payments until all Project Status Reports are properly submitted.
2. The Grantee shall make property and facilities developed pursuant to this Contract available for inspection upon request by the District.

E. Project Termination

1. Any Grant funds that have not been expended by the Grantee prior to the end of the performance period set forth of page I of this Contract shall revert to the District and be available for Appropriation by the District Board of Directors for one or more other projects for parks and recreation purposes.
2. The Grantee may unilaterally rescind this Contract at any time prior to the commencement of a Project. After Project commencement, this Contract may be rescinded, modified or amended only by mutual agreement in writing between the Grantee and the District.
3. Failure by the Grantee to comply with the terms of this Contract or any other Contract under the Measure may be cause for suspension of all obligations of the District hereunder. However, such failure shall not be cause for the suspension of all obligations of the District hereunder if in the judgment of the District such failure was due to no fault of the Grantee. In such case, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Contract.

F. Hold Harmless

1. The Grantee shall waive all claims and recourse against the District including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this Contract except claims arising from the concurrent or sole negligence of the District, its officers, agents, and employees.
2. The Grantee shall indemnify, hold harmless and defend the District, its officers, agents and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the Acquisition, Development, construction, operation or maintenance of the property described as the Project. This includes claims, demands or causes of action that arise under Government Code Section 895.2 or otherwise, except for liability arising out of the concurrent or sole negligence of the District, its officers, agents, or employees.
3. The Grantee agrees that in the event the District is named as codefendant under the provisions of Government Code Section 895 et. seq., the Grantee shall notify the District of such fact and shall represent the District in the legal action, unless the District undertakes to represent itself

as codefendant in such legal action, in which event the District shall bear its own litigation costs, expenses, and attorney's fees.

4. The Grantee and the District agree that in the event of judgment entered against the District and the Grantee because of the concurrent negligence of the District and the Grantee, their officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction. Neither party shall request a jury apportionment.
5. The Grantee shall indemnify, hold harmless and defend the District, its officers, agents and employees against any and all claims, demands, costs, expenses or liability costs arising out of legal actions pursuant to items to which the Grantee has certified. The Grantee acknowledges that it is solely responsible for compliance with items to which it has certified.

#### G. Financial Records

1. The Grantee shall maintain satisfactory financial accounts, documents and records for the Project and make them available to the District for auditing at reasonable times. The Grantee also agrees to retain such financial accounts, documents and records until December 31, 2021.

The Grantee and the District agree that during regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Contract or matters related thereto. The Grantee shall maintain and make available for inspection by the District accurate records of all of its costs, disbursements and receipts with respect to its activities under this Contract.

2. The Grantee shall use a generally accepted accounting system.

#### H. Use of Facilities

1. The Grantee agrees that the Grantee shall use the property developed with grant monies under this Contract only for the purposes for which the District grant monies were requested and no other use of the area shall be permitted except by specific written approval by the District.
2. The Grantee shall maintain and operate the property developed for 25-years after final payment of grant funds. The Grantee shall permit periodic inspection of the project by the District during this period and may be required to submit annual project status reports if requested by the District.

#### I. Nondiscrimination

1. The Grantee shall not discriminate against any person on the basis of sex, race, color, national origin, age, religion, ancestry, sexual orientation, or disability in the use of any property or facility developed pursuant to this Contract.

2. The Grantee shall not discriminate against any person on the basis of residence except to the extent those reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.

J. Procedural Guidelines and Application Incorporation

The Project Application, Procedural Guidelines and Forms and any subsequent change or addition approved by the District is hereby incorporated in this Contract as though set forth in full in this Contract.

K. Severability

If any provision of this Contract or the application thereof is held invalid, that invalidity shall not effect other provisions of the Contract, which can be given effect without the invalid provision or application, and to this end the provisions of this Contract are severable.

**APPENDIX C – Sample Project Application Form**

Please use most recent form by following the link below:

<http://www.ebparks.org/ww>

**East Bay Regional Park District  
MEASURE WW LOCAL GRANT PROGRAM**

Applications Accepted February and March each year.

**PROJECT APPLICATION**

|   |   |
|---|---|
| PROJECT NAME                                | AMOUNT OF GRANT REQUESTED      \$                                 |
|   | Estimated TOTAL PROJECT COST<br><i>(Grant and other funds)</i> \$ |
| GRANT APPLICANT <i>(Agency and Address)</i> | PROJECT ADDRESS   |
|   | Expected Date of Completion:                                      |

Grant Applicant's Representative Authorized in Resolution

|              |                |       |
|--------------|----------------|-------|
| Name / Title | E-mail Address | Phone |
|--------------|----------------|-------|

Person with grant administration responsibility for Project *(if different from authorized representative)*

|              |                |       |
|--------------|----------------|-------|
| Name / Title | E-mail Address | Phone |
|--------------|----------------|-------|

Scope of Work:

|  |  |
|--|--|
| <p>For Dev. Projects Land Tenure – _____ Acres</p> <p>_____ Acres owned in fee simple by Grant Applicant</p> <p>_____ Acres available under an permanent easement.</p> <p>_____ Acres available under a lease</p> <p>Other (explain) _____</p> | <p>For Acquisition Projects:</p> <p>_____ Acres to be acquired in fee simple. (Provide purchase agreement and appraisal for approval prior to acquisition.)</p> <p>_____ Acres to be acquired under public access easement. (Provide copy of easement for approval prior to acquisition.)</p> <p>_____ Acres acquired under other public access agreement. (Provide copy of agreement for approval prior to acquisition.)</p> <p>Other (explain) _____</p> |
|--|--|

I certify that the information contained in this Project application is accurate and I further certify that this Project is consistent with the park and recreation element of the applicable city or county general plan, park district and recreation plan, or appropriate recreation planning document.

|                          |       |
|--------------------------|-------|
| Application Submitted by | Title |
| 1/1/2009                 |       |
| Date                     |       |

**APPENDIX D – Application Checklist**

Please use most recent form by following the link below:

<http://www.ebparks.org/ww>

**East Bay Regional Park District  
MEASURE WW LOCAL GRANT PROGRAM  
APPLICATION CHECKLIST**

**Project Name:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Project Amount:** \_\_\_\_\_

| # | ✓                        | <u>Item</u>                                      | <u>Description</u>   |
|---|--------------------------|--|--|
| 1 | <input type="checkbox"/> | Project Application Form.                        | The Project Application form must be completed and signed by the Grantee's authorized representative.  |
| 2 | <input type="checkbox"/> | Cost Estimate with Sources of Additional Funding | Prepare estimate that closely reflects the project documentation (i.e. bid items, staff time, purchase, materials, etc.)   |
| 3 | <input type="checkbox"/> | CEQA Certification Form                          | At the time of Application, the Applicant must provide a <b><u>CEQA Certification Form</u></b> along with either a Notice of Exemption or Notice of Determination stamped by the county clerk.   |
| 4 | <input type="checkbox"/> | Land Tenure                                      | Provide evidence of ownership or site control. For fee title submit an assessors map and records search listing. For less than fee title provide a property map and copy of the full agreement.  |
| 5 | <input type="checkbox"/> | List Leases or Agreements.                       | Provide a <u>list</u> of all <i>other</i> leases, agreements, etc., effecting Project lands or the operation and maintenance thereof, in addition to those relevant to land tenure (if applicable).  |
| 6 | <input type="checkbox"/> | Project Location Map                             | Provide a map (city or county) with enough detail to allow a person unfamiliar with the area to locate the Project. On-line mapping and directions from 2950 Peralta Oaks Court, Oakland, CA 94605 could fulfill this requirement.   |
| 7 | <input type="checkbox"/> | Site Plan  | For Projects involving Development, provide a drawing or depiction indicating what improvements the Applicant will make, and where the improvements will be located on the property. For Projects involving Acquisition, provide an Acquisition map outlining the acreage and parcel number(s) to be acquired. |
| 8 | <input type="checkbox"/> | Photograph                                       | Provide a photograph of the Project site.  |
| 9 | <input type="checkbox"/> | List Require Permits                             | Provide a <u>list</u> of all required permits, if applicable. Examples include: building permit, grading permit, water quality, BCDC, Dept. of Fish & Game, etc.)  |

### **APPENDIX E – Sample Cost Estimate**

Submit estimate electronically in Excel format

Please use most recent form by following the link below:

<http://www.ebparks.org/ww>

Your cost estimate should relate to bid documents and the financial accounting for your project. The sample cost estimate below is to assist you in developing a cost estimate for your Project. You may reformat and change the content as needed to accommodate each Project's scope. The items listed are illustrative only and are not intended to direct you in determining the scope of your Project, but merely to let you know the level of detail preferred.

**East Bay Regional Park District  
 MEASURE WW LOCAL GRANT PROGRAM  
 SAMPLE COST ESTIMATE**

(Line items listed are for sample purposes only. Applicant should use line items that most accurately reflect the back up documentation to be provided at close out.)

**Project Name:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

| <b>#</b> | <b><u>CONSTRUCTION COSTS</u></b>                      | <b><u>AMOUNT</u></b> |
|----------|---|----------------------|
| 1        | Land Acquisition                                      | \$                   |
| 2        | Bid Items (Provide separate lines for each bid item.) | \$                   |
| 3        | Materials   | \$                   |
| 4        | In-house Labor  | \$                   |
| 5        | In-house Equipment                                    | \$                   |
| 6        | Rental Equipment                                      | \$                   |
| 7        | Construction Support                                  | \$                   |
|          | <b>SUBTOTAL</b>                                       | \$                   |

|    | <b><u>PRE-CONSTRUCTION COSTS</u></b> | <b><u>AMOUNT</u></b> |
|----|--------------------------------------|----------------------|
| 8  | Consultants                          | \$                   |
| 9  | In-house Staff Time                  | \$                   |
| 10 | Title & Escrow Fees                  | \$                   |
| 11 | Permit Fees                          | \$                   |
|    | <b>SUBTOTAL</b>                      | \$                   |

**GRAND TOTAL \$**

|                        | <b><u>FUNDING SOURCES</u></b> | <b><u>AMOUNT</u></b> |
|------------------------|-------------------------------|----------------------|
| Measure WW Local Grant | \$                            | \$                   |
|                        | \$                            | \$                   |
|                        | \$                            | \$                   |

**GRAND TOTAL \$**

**APPENDIX F – CEQA Certification Form**

Please use most recent form by following the link below:

<http://www.ebparks.org/ww>

**East Bay Regional Park District**  
**MEASURE WW LOCAL GRANT PROGRAM**  
**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**  
**Compliance Certification Form**

Applicant:

Project Name:

Project Address: \_\_\_\_\_  
\_\_\_\_\_

When was CEQA analysis completed for this project? Date: \_\_\_\_\_

What document(s) was filed for this project's CEQA analysis: (check all that apply)

- Initial Study     Notice of Exemption     Negative Declaration     Mitigated Negative Declaration  
 Environmental Impact Report     Other \_\_\_\_\_

Please attach the Notice of Exemption or the Notice of Determination as appropriate stamped by the county clerk.

Lead Agency CEQA Contact Information:

\_\_\_\_\_  
Agency Name:

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Certification:

I hereby certify that the Lead Agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the project identified above and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

I certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with grant funds.

\_\_\_\_\_  
Certification Submitted by

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**APPENDIX G – Payment Request Form**

Submit form electronically in Excel format

Please use most recent form by following the link below:

<http://www.ebparks.org/ww>

**East Bay Regional Park District  
MEASURE WW LOCAL GRANT PROGRAM**

**PAYMENT REQUEST FORM**

|                           |                   |
|---------------------------|-------------------|
| 1. PROJECT TITLE          | 2. PROJECT NUMBER |
| 2. APPLICANT              |                   |
| 4. PAYMENT REQUEST NUMBER |                   |

|  |   |
|--|---|
| <b>5. PAYMENT INFORMATION</b>                                |   |
| <i>(Round all figures to the nearest dollar)</i>             |   |
| a. Grant Project Amount                                      | \$ _____  |
| b. Funds Received To Date                                    | \$ _____  |
| c. Available ( <i>a. minus b.</i> )                          | \$ <span style="float: right;">\$0</span>                   |
| d. Amount of This Request                                    | \$ <input style="width: 150px; height: 20px;" type="text"/> |
| e. Remaining Funds After This Payment ( <i>c. minus d.</i> ) | \$ <span style="float: right;">\$0</span>                   |

|                            |  |
|----------------------------|--|
| <b>6. SEND PAYMENT TO:</b> |  |
| AGENCY NAME                |  |
| STREET ADDRESS             |  |
| CITY/STATE/ZIP CODE        |  |
| ATTENTION                  |  |

7. I represent and warrant that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge.

|                            |       |      |
|----------------------------|-------|------|
| CERTIFIED AND SUBMITTED BY | TITLE | DATE |
| ▶                          |       |      |

|   |      |
|---|------|
| <b>FOR EAST BAY REGIONAL PARK DISTRICT USE ONLY</b> |      |
| PAYMENT APPROVAL                                    | DATE |
| ▶   |      |

**APPENDIX H – Project Cost Summary Forms**

Submit forms electronically in Excel format

Please use most recent forms by following the link below:

<http://www.ebparks.org/ww>

East Bay Regional Park District  
 MEASURE WW LOCAL GRANT PROGRAM  
**IN-HOUSE LABOR COSTS SUMMARY FORM**

Applicant: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

Project Amount: \_\_\_\_\_  
 Project Number: \_\_\_\_\_

Include copy of staff time cards or payroll printout from finance system.

| Name            | Unit Performing Work | Pay Date | Purpose | Amount<br>Construction | (20% Max.)<br>Amount Pre-<br>Construction |
|-----------------|----------------------|----------|---------|------------------------|---|
|                 |                      |          |         |                        |   |
| <b>Subtotal</b> |                      |          |         | \$0.00                 | \$0.00                                    |

East Bay Regional Park District  
MEASURE WW LOCAL GRANT PROGRAM

**IN-HOUSE EQUIPMENT COSTS SUMMARY FORM**

Project Amount: \_\_\_\_\_ Applicant: \_\_\_\_\_  
Project Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

Include copy of daily equipment time record with payment request.

(20% Max.)

| Type of Equipment | Caltrans Code | Dates Used | Hours Used | Rate | Amount Construction | Amount Pre-Construction |
|-------------------|---------------|------------|------------|------|---------------------|-------------------------|
|                   |               |            |            |      |                     |                         |

**Subtotal**

\$0.00

\$0.00

East Bay Regional Park District  
 MEASURE WW LOCAL GRANT PROGRAM  
**PROJECT COSTS SUMMARY FORM**

Applicant: \_\_\_\_\_  
 Project Number: \_\_\_\_\_

Project Amount: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

Include copy of all contract documentation, invoices and cancelled checks with payment request.

| Check Number  | Date | Recipient | Purpose | Amount<br>Construction | (Max. 20 %)<br>Amount Pre-<br>Construction |
|---|------|-----------|---------|------------------------|--|
|   |      |           |         |                        |  |
| <b>Subtotal</b>   |      |           |         | \$0.00                 | \$0.00                                     |
| <b>Subtotal from Labor Costs Summary Form</b> (if applicable)     |      |           |         | _____                  |  |
| <b>Subtotal from Equipment Costs Summary Form</b> (if applicable) |      |           |         | _____                  |  |
| <b>Total</b>  |      |           |         | \$0.00                 | \$0.00                                     |
| <b>Grand Total</b>  |      |           |         | <u><u>\$0.00</u></u>   |  |

**APPENDIX I – Project Status Report Form**

Submit form electronically in Excel format

Please use most recent form by following the link below:

<http://www.ebparks.org/ww>

**East Bay Regional Park District  
MEASURE WW LOCAL GRANT PROGRAM  
PROJECT STATUS REPORT**

Grantee: \_\_\_\_\_  
 Master Contract Number: \_\_\_\_\_  
 Date Report Submitted: \_\_\_\_\_

Master Contract Amount: \_\_\_\_\_  
 Ending Date:  
 June 30th, report due July 31st  
 December 31st, report due January 31st

| #  | Project Number | Project Name | Amount Construction | Amount Pre-Construction | Expected CompletionDate |
|----|----------------|--------------|---------------------|-------------------------|-------------------------|
| 1  |                |              |                     |                         |                         |
| 2  |                |              |                     |                         |                         |
| 3  |                |              |                     |                         |                         |
| 4  |                |              |                     |                         |                         |
| 5  |                |              |                     |                         |                         |
| 6  |                |              |                     |                         |                         |
| 7  |                |              |                     |                         |                         |
| 8  |                |              |                     |                         |                         |
| 9  |                |              |                     |                         |                         |
| 10 |                |              |                     |                         |                         |
| 11 |                |              |                     |                         |                         |
| 12 |                |              |                     |                         |                         |
| 13 |                |              |                     |                         |                         |
| 14 |                |              |                     |                         |                         |
| 15 |                |              |                     |                         |                         |

|  |        |        |
|--|--------|--------|
| <b>Subtotal</b>                                | \$0.00 | \$0.00 |
| <b>Total Grant Funded Expenditures to Date</b> |        | \$0.00 |
| <b>Unexpended Grant Amount</b>                 |        | \$0.00 |
| <b>Total Contract Amount</b>                   |        | \$0.00 |

**APPENDIX J – Project Completion Package**

Please use most recent form by following the link below:

<http://www.ebparks.org/ww>

**East Bay Regional Park District  
MEASURE WW LOCAL GRANT PROGRAM  
PROJECT CERTIFICATION FORM**

**Grantee:** \_\_\_\_\_  
**Project Number:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Project Amount:** \_\_\_\_\_

**Grantee Contact (for audit purposes):**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Required Documentation (unless previously provided)**

**FOR ALL CONTRACTS**

**LAND ACQUISITION**

- |   |   |
|---|---|
| <input type="checkbox"/> Summery List of Bidders                        | <input type="checkbox"/> Appraisal Report                               |
| <input type="checkbox"/> Notice of Award by Governing Body              | <input type="checkbox"/> Final Escrow Closing Statement                 |
| <input type="checkbox"/> Contract Agreement                             | <input type="checkbox"/> Grant deed or final agreement                  |
| <input type="checkbox"/> Final payment to contractor (cancelled checks) | <input type="checkbox"/> Title insurance policy (issued to participant) |
| <input type="checkbox"/> All Change Orders                              | <input type="checkbox"/> Cancelled checks                               |
| <input type="checkbox"/> Notice of Completion or Final Acceptance       |   |

- Submit Actual Final Budget for the Project, along with list of all additional sources of funding used on the project.**

**Certification:**

I hereby certify that all grant funds were expended on the above named Project, that the Project is complete, and final payment has been made for all work done. I certify that no other payment was received for work funded by this grant.

\_\_\_\_\_  
Certification Submitted by

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**APPENDIX K – Program Sign Requirements**



- Sign Dimensions: 24" x 16".
- The District will provide the sign to Grantees.
- All Grantees are required to post the sign at the Project site.
- The sign must be available for the final inspection of the Project.
- Sign must remain installed for three years following final grant payment of the project.
- The District may modify its sign requirements to meet certain project location needs.

**APPENDIX L – Program Allocation by Agency**

Please use most recent allocation by following the link below:

<http://www.ebparks.org/ww>

## 2008 PROPOSED MEASURE AA EXTENSION

### Alameda County

| 2008 AA Local Grant | 2008 Population | 2008 Allocation     | Participating Entity     | Data Source       |
|---------------------|-----------------|---------------------|--------------------------|-------------------|
| <b>CITIES</b>       |                 |                     |                          |                   |
| Alameda             | 75,823          | \$3,465,489         | Alameda                  | 2008 DOF Estimate |
| Albany              | 16,877          | \$771,363           | Albany                   | 2008 DOF Estimate |
| Berkeley            | 106,697         | \$4,876,584         | Berkeley                 | 2008 DOF Estimate |
| Dublin              | 46,934          | \$2,145,118         | Dublin                   | 2008 DOF Estimate |
| Emeryville          | 9,727           | \$444,572           | Emeryville               | 2008 DOF Estimate |
| Fremont             | 213,512         | \$9,758,562         | Fremont                  | 2008 DOF Estimate |
| Newark              | 43,872          | \$2,005,169         | Newark                   | 2008 DOF Estimate |
| Oakland             | 420,183         | \$19,204,456        | Oakland                  | 2008 DOF Estimate |
| Piedmont            | 11,100          | \$507,325           | Piedmont                 | 2008 DOF Estimate |
| Pleasanton          | 69,388          | \$3,171,377         | Pleasanton               | 2008 DOF Estimate |
| San Leandro         | 81,851          | \$3,740,998         | San Leandro              | 2008 DOF Estimate |
| Union City          | 73,402          | \$3,354,837         | Union City               | 2008 DOF Estimate |
| <b>1,169,366</b>    |                 | <b>\$53,445,852</b> | <b>2008 DOF Estimate</b> |                   |

| <b>UNINCORPORATED, HARD</b> |         |                |                     |                           |
|-----------------------------|---------|----------------|---------------------|---------------------------|
| Hayward                     | 149,205 | \$6,819,412    | HARD                | 2008 DOF Estimate         |
| Ashland*                    | 21,576  | \$986,120      | HARD                | 2000 CDP Updated to 2008  |
| Castro Valley*              | 59,448  | \$2,717,064    | HARD                | 2000 CDP Updated to 2008  |
| Cherryland*                 | 14,357  | \$656,202      | HARD                | 2000 CDP Updated to 2008  |
| Fairview*                   | 9,826   | \$449,094      | HARD                | 2000 CDP Updated to 2008  |
| San Lorenzo*                | 22,722  | \$1,038,530    | HARD                | 2000 CDP Updated to 2008  |
| Mt. Eden                    | 881     | \$40,262       | HARD                | HARD info updated to 2008 |
| <b>Subtotal</b>             |         | <b>278,015</b> | <b>\$12,706,683</b> |                           |

|                       |        |           |       |           |
|-----------------------|--------|-----------|-------|-----------|
| Balance of the County | 11,612 | \$530,722 | EBRPD | Remainder |
|-----------------------|--------|-----------|-------|-----------|

|                                |  |                |                     |                          |
|--------------------------------|--|----------------|---------------------|--------------------------|
| <b>Unincorporated Subtotal</b> |  | <b>289,627</b> | <b>\$13,237,405</b> | <b>2008 DOF Estimate</b> |
|--------------------------------|--|----------------|---------------------|--------------------------|

|                         |  |                  |                     |  |
|-------------------------|--|------------------|---------------------|--|
| <b>Alameda Subtotal</b> |  | <b>1,458,993</b> | <b>\$66,683,257</b> |  |
|-------------------------|--|------------------|---------------------|--|

| <b>NON-AA DISTRICT</b> |        |            |  |                      |
|------------------------|--------|------------|--|----------------------|
| Livermore              | 83,604 | \$0        |  | 2008 DOF Estimate    |
| Other                  | 403    | \$0        |  | Updated from 1998 AA |
| <b>84,007</b>          |        | <b>\$0</b> |  |                      |

### Contra Costa County

| 2008 AA Local Grant    | 2008<br>Population | 2008<br>Allocation  | Participating Entity  | Data Source  |
|------------------------|--------------------|---------------------|-----------------------|--|
| <b>CITIES</b>          |                    |                     |                       |  |
| Antioch                | 100,361            | \$4,586,998         | Antioch               | 2008 DOF Estimate                                    |
| Brentwood              | 50,614             | \$2,313,312         | Brentwood             | 2008 DOF Estimate                                    |
| Clayton                | 10,784             | \$492,883           | Clayton               | 2008 DOF Estimate                                    |
| Concord                | 123,776            | \$5,657,180         | Concord               | 2008 DOF Estimate                                    |
| Danville               | 41,516             | \$1,897,488         | Danville              | Overlapping Jurisdiction<br>Final Allocation On Hold |
| El Cerrito             | 23,320             | \$1,065,840         | El Cerrito            | 2008 DOF Estimate                                    |
| Hercules               | 24,324             | \$1,111,728         | Hercules              | 2008 DOF Estimate                                    |
| Lafayette              | 23,962             | \$1,095,183         | Lafayette             | 2008 DOF Estimate                                    |
| Martinez               | 36,144             | \$1,651,961         | Martinez              | 2008 DOF Estimate                                    |
| Moraga                 | 16,138             | \$737,587           | Moraga                | 2008 DOF Estimate                                    |
| Oakley                 | 33,210             | \$1,517,862         | Oakley                | 2008 DOF Estimate                                    |
| Orinda                 | 17,542             | \$801,757           | Orinda                | 2008 DOF Estimate                                    |
| Pinole                 | 19,193             | \$877,216           | Pinole                | 2008 DOF Estimate                                    |
| Pittsburg              | 63,652             | \$2,909,214         | Pittsburg             | 2008 DOF Estimate                                    |
| Pleasant Hill          | 33,377             | \$1,525,495         | Pleasant Hill R.P. D. | 2008 DOF Estimate                                    |
| Richmond               | 103,577            | \$4,733,985         | Richmond              | 2008 DOF Estimate                                    |
| San Pablo              | 31,190             | \$1,425,538         | San Pablo             | 2008 DOF Estimate                                    |
| San Ramon              | 59,002             | \$2,696,685         | San Ramon             | 2008 DOF Estimate                                    |
| Walnut Creek           | 65,306             | \$2,984,810         | Walnut Creek          | 2008 DOF Estimate                                    |
| Green Valley           | 1,113              | \$50,870            | Green Valley R.P.D.   | Overlapping Jurisdiction<br>Final Allocation On Hold |
| <b>Cities Subtotal</b> | <b>878,101</b>     | <b>\$40,133,590</b> |                       | <b>2008 DOF Estimate</b>                             |

| <b>UNINCORPORATED, CSA's / CSD's / RPD's</b> |        |             |  |  |
|--|--------|-------------|--|--|
| Alamo*                                       | 17,896 | \$817,931   | CC County CSA R-7A<br>Ambrose R. P. D. / | 2000 CDP Updated to 2008<br>Overlapping Jurisdiction |
| Bay Point*                                   | 24,662 | \$1,127,177 | CC County                                | Final Allocation On Hold                             |
| Clyde*                                       | 795    | \$36,321    | CC County CSA M-16                       | 2000 CDP Updated to 2008                             |
| Crockett*                                    | 4,532  | \$207,144   | Crockett CCSD                            | 2000 CDP Updated to 2008                             |
| Port Costa*                                  | 266    | \$12,138    | Crockett CCSD                            | 2000 CDP Updated to 2008                             |
| Discovery Bay*                               | 12,700 | \$580,453   | Discovery Bay CSA M-8                    | 2000 CDP Updated to 2008                             |
| El Sobrante*                                 | 14,041 | \$641,740   | CC County CSA R-9                        | 2000 CDP Updated to 2008                             |
| Kensington*                                  | 5,653  | \$258,358   | Kensington CSD                           | 2000 CDP Updated to 2008                             |
| Bayview-Montalvin*                           | 5,731  | \$261,953   | CC County CSA M-17                       | 2000 CDP Updated to 2008                             |
| Tara Hills*                                  | 6,106  | \$279,086   | CC County CSA M-17                       | 2000 CDP Updated to 2008                             |
| Pleasant Hill Area                           | 4,555  | \$208,171   | Pleasant Hill R.P.D.                     | Update from 1988 AA                                  |

|                 |                |                    |                    |                          |
|-----------------|----------------|--------------------|--------------------|--------------------------|
| Rodeo*          | 9,984          | \$456,305          | CC County CSA R-10 | 2000 CDP Updated to 2008 |
| <b>Subtotal</b> | <b>106,920</b> | <b>\$4,886,778</b> |                    |                          |

|                       |        |             |                 |           |
|-----------------------|--------|-------------|-----------------|-----------|
| Balance of the County | 66,653 | \$3,046,374 | EBRPD/CC County | Remainder |
|-----------------------|--------|-------------|-----------------|-----------|

|                                |                |                    |  |                          |
|--------------------------------|----------------|--------------------|--|--------------------------|
| <b>Unincorporated Subtotal</b> | <b>173,573</b> | <b>\$7,933,152</b> |  | <b>2008 DOF Estimate</b> |
|--------------------------------|----------------|--------------------|--|--------------------------|

|                       |                  |                      |  |                          |
|-----------------------|------------------|----------------------|--|--------------------------|
| <b>CONTRA COSTA</b>   | <b>1,051,674</b> | <b>\$48,066,743</b>  |  | <b>2008 DOF Estimate</b> |
| <b>ALAMEDA COUNTY</b> | <b>1,458,993</b> | <b>\$66,683,257</b>  |  | <b>2008 DOF Estimate</b> |
| <b>DISTRICT TOTAL</b> | <b>2,510,667</b> | <b>\$114,750,000</b> |  |                          |

|                                    |                        |                      |
|------------------------------------|------------------------|----------------------|
| <b>ESTIMATED REVENUE 2008 BOND</b> |                        | <b>\$125,000,000</b> |
| EBRPD Admn.                        |                        | <b>\$6,250,000</b>   |
| Oakland Zoo                        |                        | <b>\$4,000,000</b>   |
| Local Grant Subtotal               |                        | <b>\$114,750,000</b> |
|                                    | Per Capita Allocation: | <b>\$45.70</b>       |

\* Census Designated Place (CDP)

Total Local Grant appropriation is set by bond extension at \$125,000,000.

**East Bay Regional Park District  
MEASURE WW LOCAL GRANT PROGRAM  
PROJECT STATUS REPORT**

Agency: Albany

Master Contract Amount: \$771,363

Master Contract Number: 310100

Ending Date:  
June 30th, report due July 31st

Date Report Submitted: 1/13/2015

**X** December 31st, report due January 31st

| #  | Project Number | Project Amount | Project Name  | Approval Status | Expended to date Pre-Construction | Expended to date Construction | Expected Completion Date |
|----|----------------|----------------|---|-----------------|-----------------------------------|-------------------------------|--------------------------|
| 1  | 310101         | \$18,676       | Ocean View Park Rubber Surface                          | CLOSED          |                                   | \$18,676.00                   | 2/17/2011                |
| 2  | 310102         | \$117,982      | Albany After School Recreation Expansion and Renovation | CLOSED          |                                   | \$117,982.00                  | 1/3/2011                 |
| 3  | 310103         | \$16,400       | Albany After School Recreation Expansion and            | CANCELLED       |                                   |                               |                          |
| 4  | 310104         | \$50,000       | Albany Waterfront "cove" Enhancement Project            | APPROVED        |                                   | \$16,520.89                   |                          |
| 5  | 310105         | \$22,661       | Dartmouth Tot Lot Rubber Surface                        | CLOSED          |                                   | \$22,661.00                   | 6/22/2011                |
| 6  | 310106         | \$12,917       | Jewel's Terrace Park Rubber Surface                     | CLOSED          |                                   | \$12,917.00                   | 4/28/2011                |
| 7  |                |                |   |                 |                                   |                               |                          |
| 8  |                |                |   |                 |                                   |                               |                          |
| 9  |                |                |   |                 |                                   |                               |                          |
| 10 |                |                |   |                 |                                   |                               |                          |
| 11 |                |                |   |                 |                                   |                               |                          |
| 12 |                |                |   |                 |                                   |                               |                          |
| 13 |                |                |   |                 |                                   |                               |                          |
| 14 |                |                |   |                 |                                   |                               |                          |
| 15 |                |                |   |                 |                                   |                               |                          |
| 16 |                |                |   |                 |                                   |                               |                          |

|  |        |                     |
|--|--------|---------------------|
| <b>Subtotal</b>                                | \$0.00 | \$188,756.89        |
| <b>Total Grant Funded Expenditures to Date</b> |        | <u>\$188,756.89</u> |
| <b>Unexpended Grant Amount</b>                 |        | <u>\$582,606.11</u> |

**Total Contract Amount**

**\$771,363.00**