



**PARKS AND RECREATION COMMISSION MEETING**  
**Thursday, March 13, 2008, Albany Community Center**  
**Edith Stone Room, 1249 Marin Ave., 7:30pm**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES: February 14, 2008**

**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/COMMUNICATIONS**

**5. DIRECTOR'S REPORT:**

**6. DISCUSSIONS AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:**

- 6-1. Presentation by Jeremy Allen, Teen Services Supervisor** – Presentation on activities and programs hosted at the Teen Center as well as other teen activities the City oversees.
- 6-2. Event Cosponsor Program** – Consider recommending to Council the draft Event Co-sponsorship policy
- 6-3. Presentation by Tony Wolcott, Urban Tree Forrester** – A brief explanation of the block process of organizing tree planting and tree maintenance as well as tree basin and planting strip beautification.
- 6-4. Update from Tree Task Force** - The newly formed Tree Task Force will update the Commission on their recent meetings.
- 6-5. Update on Park Projects** – Updated information from the Public Works Manager re park projects.
- 6-6. Update on Community Garden** – Staff met with the interim Community Garden Steering Committee to begin organizing the opening of the Ocean View Community Garden

**7. FUTURE AGENDA ITEMS**

(Commission/Committee/Board Member announcement of requests for future agenda items. No public comment will be taken on announcement of future agenda items).

**8. ADJOURNMENT:**

*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.*



**A Regular Meeting of the Parks And Recreation Commission Minutes**  
**Thursday, February 14, 2008**  
**Albany Community Center**  
**Edith Stone Room, 1249 Marin Ave.**  
**7:30 p.m.**

1. **Call to Order:** 7:32p.m. Commissioners present: Chair Pilch, Como, Linden, Mullarkey, Piller, Trout and Wilmsen.

Staff present: Director Penelope Leach and Robin Mariona

2. **Approval of Minutes: December 13, 2007 and January 10, 2008:**

**Motion:**

Motion to approve minutes of December 13 as corrected made by Commissioner Trout and seconded by Commissioner Wilmsen. Motion carried all in favor.

**Motion:**

Motion to approve minutes of January 10 as corrected made by Commissioner Trout and seconded by Commissioner Wilmsen. Motion carried 6 in favor and 1 abstention.

3. **Public Comment:** None
4. **Announcements/Communications:** Commissioner Linden stated that the California Dept. of Food and Agriculture could begin aerial spraying for the apple moth as soon as June. She stated that stopthespray.org website posted regular updates to this serious matter and the Commission should be updated on a regular basis.
5. **Director's Report:** Director Leach announced that the Albany 100 Year Anniversary Kick-Off Event would be taking place on February 23<sup>rd</sup> from 1-5. The event would be mostly free and included music, dance lessons and dancing, games for adults and children, food and birthday cake. She encouraged all Commissioners and their families to attend.

Chair Pilch asked if there were any updates on the Ohlone Greenway and BART. Director Leach stated that the negotiations with BART and the consultants Gates and Associates had just begun. She stated that more information would be available after BART had the opportunity to review Albany's plans.

6. **Discussion and possible action on matters related to the following items, which could include reports and/or proposed resolutions if any:**

**6-1. Tree Removal Request:** Albany Arborist and Urban Forester Tony Wolcott stated that there were four Albany trees that needed to be considered for removal. The home or business owners affected by the trees, had brought them to Mr. Wolcott's attention and he agreed the trees should be removed. The first was an Australian Willow located at 1227 Portland that was leaning dramatically and would eventually fail. The next three were large street trees that were failing in health with allot of dieback and were in slow decline: a Camphor at 708 Pomona, and Eucalyptus Nickolais at 1487 Solano and 1037 Solano. Mr. Wolcott's intention was to introduce the removal of the trees for consideration by the Commission.

Director Leach questioned if the home and business owners understood that there was a documentation process that needed to take place before the trees were removed. Mr. Wolcott stated that

they did understand. The only exception was at Walker's Pie Shop on Solano where the owner wanted a different tree removed than the one Mr. Wolcott thought should be removed. Chair Pilch asked if tree replacement would take place and would the City be responsible for the cost. Mr. Wolcott stated that the trees would be replaced and the City would be responsible as all four were in public right of way areas.

**6-2. Update from Tree Task Force:** Tree Task Force member Commissioner Trout stated that the first meetings of the Task Force focused on organization and brainstorming, and there was a lot of consensus amongst the group. The Task Force agreed that Albany could be efficiently organized on a block basis, with block captains and voting. They worked on a vision statement that included adding 1000 trees by 2010 to the City, a place to work on quality nursery stock, student projects, a booth at the Solano Stroll, revising the tree list, Albany webpage presence, and the possible use of the Ohlone Greenway for experimental street tree projects.

Tony Wolcott stated that the Task Force was a good qualified group and he had already received calls from residents who wanted to become block captains. He further stated that the Planning and Zoning Commission might also become involved.

Chair Pilch asked if there had been any discussion on the Gill Tract. Director Leach stated that the University had a master plan for the area, and was concerned about the City conflicting with that plan. She stated that she would provide the master plan to the Task Force.

**Public Comment:** Jackson St. resident Alan Riffer asked where the information for the upcoming meeting times and locations could be found. Director Leach stated that the meetings would be posted and listed on the website in accordance with the Brown Act.

Albany resident Signe Mattson stated that planting of taller trees might be a concern if too much shade interfered with gardens that were growing food. She asked if there was a possibility of fruit trees. Commissioner Trout stated that light exposure was a factor being considered in the choice of trees and fruit trees tended to be prone to vandals, but the Task Force had not had the opportunity to discuss all the possibilities yet. He stated that the more information that the Task Force could gather and provide to the blocks the better.

**6-3. Update on Parks Projects:** Director Leach stated that Memorial Park still had a short punch list to complete, but the fields were open and being used for high school softball and baseball, activities that were not too hard on the turf.

Director Leach stated that Ocean View Park was experiencing two problems. The fence surrounding the playground had been badly installed and would require going back to the contractors to fix. The other problem was with lettering on the Park sign that was not legible. She stated that Barry Whitaker and John Cahalan were attempting to come up with a solution.

Director Leach stated that Terrace Park still had fencing up to protect the turf, but the drainage appeared to be working.

Commissioner Piller asked what the schedule for use at Ocean View would be. Director Leach stated that after the soccer season was finished, Doug Fielding would reseed and baseball and softball only would be allowed. General use would most likely be available some time in May.

**6-4. Event Cosponsor Program:** Director Leach stated that Commissioner Piller had worked on the wording of the draft document and had edited but not changed the content.

**Public Comment:** Alan Riffer stated that he was not clear on what problem the document would be solving. He stated that he had been involved in Albany non-profit organizations for many years, and viewed their contributions as altruistic and an attempt to fill in gaps left in funding for public events. He further questioned the benefit of the proposed tier system in the document, stating that in some cases the examples used were inaccurate and inappropriate. Lastly, he stated that the document appeared to be written from a Park and Recreation perspective, and did not represent the City as a whole indicating that outreach to other City commissions and committees had not occurred.

Commissioner Piller stated that the driving force behind the creation of the document had been concerns raised after the Art and Music Festival the previous year, particularly by Peggy McQuaid. Director Leach stated that it had been written with Recreation special events in mind and was intended to be narrow in scope with the purpose of dividing tasks and resources in a fair and equitable manner.

Chair Pilch pointed out that the document did not specify Parks and Recreation. Commissioner Piller stated that it was intended to be a citywide policy, but Parks and Recreation did the majority of events. He further suggested rescheduling any further discussion of the document until Peggy McQuaid who had drafted the document with Director Leach could attend and address concerns.

Alan Riffer stated that that before approval, the document needed further study and could be improved with better examples and consultation with other City organizations and officials. Chair Pilch stated that all City stakeholders should be notified.

**Motion:**

Motion to table the Cosponsorship policy for further discussion made by Commissioner Piller and seconded by Commissioner Mullarkey. Motion carried all in favor.

**6-5. Community Garden Guidelines:** Director Leach stated that the staff report, which included the Albany Community Garden Guidelines draft document, was intended as a starting point for discussion and revision. She stated that the gardens were located by the Teen Center and included 14 raised 6'X14' plots. There was a resolution on the upcoming Council agenda recognizing the Garden by name and placing the responsibility for the development of guidelines on the Park and Recreation Commission. The Guidelines had been developed using Berkeley garden rules and the input of Commissioner Linden. The Garden Guidelines would be overseen by staff and implemented by plot holders.

Commissioner Piller questioned the wisdom of including non-residents in the document and suggested language to offer any unused spaces to Albany schools rather than non-residents. He further suggested amending the signed agreement document to insert place of residence and address, exclusively offering spaces to Albany residents.

Commissioner Wilmsen questioned if the soil had been tested and if the City would be paying for water. Director Leach stated that she would look into having the soil tested and that the City would pay for the water that would be offset by the fee charged to the participants and had been tentatively set at \$50/year. She further stated that there could be flexibility in pricing as the Commission would be the decision making body for the gardens if the resolution making it so passed the Council.

Commissioner Mullarkey stated that she would be hesitant to raise the yearly price and residents that did not own homes might be interested in participating. Commissioner Piller stated that \$50 seemed a fair place to start.

**Public Comment:** An Albany resident stated that a lottery could be established for participating in the garden. Alan Riffer stated that he agreed that some plots should be open to those residents without property space for gardening and that the \$50 fee seemed fair. He questioned who would be responsible for enforcement of the rules stated in the draft. Director Leach stated that a steering committee composed of the participants would be responsible for regulating the garden and the plot holders would elect a coordinator.

Commissioner Piller stated that plot priority should be given to Albany citizens residing in apartments or flats and this should be written into paragraph 1. He further stated that paragraph 2 should state that a lottery would be the method by which participants would be chosen. Commissioner Como stated that he was concerned about excluding homeowners from participating. Commissioner Piller stated that homeowners would not be excluded, but apartment dwellers would be given priority. Commissioner Linden stated that the City had many evolving landscape projects with lots of opportunities, and giving priority to residents without property to garden in would be OK.

Chair Pilch stated that as there was some disagreement about the prioritization of apartment dwellers, the issue should be voted on in a separate motion.

**Motion:**

Motion to make the following changes and additions to the Community Garden Guideline draft: remove non-residents from participating in the garden, offer any plots not taken by residents to Albany schools or the City, establish a lottery for participating rather than first come first serve, clarify language with regard to receiving permission of plot holder to tamper with their plot in any way, change the application to include verification of Albany residence, and to clarify that ceasing to reside in Albany would mean relinquishing garden plots, made by Commissioner Wilmsen and seconded by Commissioner Trout. Motion carried all in favor.

**Motion:**

Motion to change the first paragraph of the draft to give priority for garden plots to Albany citizens residing in apartments made by Commissioner Piller and seconded by Commissioner Wilmsen. Motion carried 5 ayes and 2 no.

**7. Future Agenda Items**

**8. Adjournment: 9:32pm**

CITY OF ALBANY  
PARKS AND RECREATION COMMISSION  
STAFF REPORT

Agenda date: March 13, 2008

**TO:** Parks and Recreation Commission

**FROM:** Penelope Leach, Recreation and Community Services Director

**SUBJECT:** Policy regarding an Event Co-sponsorship Policy for those community organizations and local businesses wishing to participate in the City of Albany's special events and/or programs.

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**STAFF RECOMMENDATION**

Recommend the Event Co-sponsorship Policy to Council.

**BACKGROUND**

During the course of the year, the City of Albany hosts community-wide special events and programs in which Albany based community organizations and local businesses wish to participate as co-sponsors. In an effort to create clear communication and expectations between the City and those wanting to co-sponsor certain City of Albany events and programs, staff has drafted an Event Co-sponsor Policy.

The Commission reviewed the draft policy at its January and February 2008 meetings and chose to make revisions for further discussion this evening.

**DISCUSSION**

In an effort to provide consistent rules that apply fairly to those supporting a City sponsored event/program, staff is recommending a written policy. It should be noted that this policy applies to City sponsored events in which co-sponsors have been solicited. It is the intent of the City that the Co-Sponsorship Policy provides mutual benefits to both the City and the co-sponsor.

Currently, the City is not inundated with organizations and/or businesses wanting to co-sponsor events/programs, nor does the City often solicit co-sponsors; therefore, the policy is written with this in mind. However, realizing that the City will be able to provide the maximum services to its citizens through partnering with other community organizations and businesses, it is important to encourage sponsorship of events and programs where appropriate. This policy will also expand the City's concept of volunteers to include sponsorship of City events and programs. The intent of this policy is to be usable and applicable to the specific needs of Albany while allowing for flexibility in the implementation of the policy as the need for co-sponsors for each event may differ.

There are essentially three ways in which an organization or business may become a co-sponsor; (1) in-kind donations such as staff time, supplies, and/or other enhancements to

the event/program, (2) cash donations to be used specifically for the event/program, and (3) a combination of in-kind and cash donations. Where appropriate, a minimum may be set for accepting donations in exchange for co-sponsorship.

For the most part, the benefit to co-sponsor is the promotion of the co-sponsors' organization or business. For example, the co-sponsor's logo would appear on the event/program advertising materials. Given that each event or program requires a different amount of resources and given that advertising mechanisms may differ from one event/program to another, staff will work with co-sponsors to determine an advertising agreement. The advertising agreement would spell-out the size and location of the logo as well as slogans to be used for the event/program.

### **Attachments**

Attachment A

Draft Event Co-Sponsor Program

**City of Albany**  
**Event Co-sponsorship Policy**

*Purpose:* Each year, the City of Albany hosts community-wide special events and programs, some of which are supported by Albany-based community organizations and businesses through direct funding and/or volunteer service. The terms applicable to this support have been informally developed and applied. This Event Co-Sponsor Policy is intended to clearly establish the mutual obligations of the City and organizations supporting City's events through use of a new co-sponsorship agreement between the City and co-sponsors. "Event" represents any special event or program hosted by the City of Albany.

**Policies and Procedures**

**A. Co-Sponsorship Criteria**

1. There are two levels of co-sponsorship for City events:
  - a. **Level 1: Event Partner** – An Event Partner assists City staff in the planning and organization of the event which typically begins several months prior to the event. Event Partners are required to have representatives at planning meetings and assist with the organization and implementation of the event. For example, depending on the event, Event Partners may assist by booking bands or other musical entertainment, coordinating food and beverages, coordinating supplies for the event, communication, etc. Event Partners also contribute financially either by a cash donation or by directly paying for a portion of event such as entertainment, guest speakers, staff, food, and/or supplies, etc.
  - b. **Level 2: Event Sponsor** - An Event Sponsor supports the event through cash donations and/or a significant amount of in-kind support the day of the event. In-kind support includes, but is not limited to providing volunteers the day of the event, paying for entertainment, food, or any other supplies that may be needed for the event.
2. Other organizations may be a part of the event as **Event Participants**, but would not be considered a Co-sponsor. An Event Participant participates by hosting a booth, table, or other area for the purpose of enhancing the event, but primarily for promoting its own organization.
3. The City reserves the sole and exclusive authority to determine which events or programs are suitable for Event Partners, Sponsors, and/or Participants, and to accept or decline an application from an Event Partner, Sponsor, or Participant. Event Partners, Sponsors, and Participants must support the event in a manner that fits with the theme of the event. For instance, if a participant wanting to sell ice cream and hot dogs applies for a booth and the event's theme is health and wellness, the participant's application would most likely be declined.
4. Any group wishing to submit a proposal for a new community-wide event in which the City and Co-sponsors work together may do so by written proposal to the appropriate City department head. The proposal must include: (1) a description of the event; (2) the purpose for the event; and (3) a complete list of City resources that will be needed including costs, supplies, and staff time. The City department head will evaluate the proposal based on the availability of resources and staff time to determine if the City is able to offer the event.



## **B. City Responsibilities**

1. Prior to any event for which the City is seeking co-sponsors, the City will solicit via its website, emails to potential donors, kiosks, and official posting areas an ad soliciting Event Partners, Sponsors, and/or Participants. The City will specify a timeline for submitting the Event Co-sponsor application and notify each organization interested in becoming a co-sponsor and/or participant after the deadline to confirm the organization's participation in the event.
2. The City shall determine what City equipment and materials will be made available for use at the event by co-sponsors.
3. The co-sponsor logo and/or name will appear on all advertising material pertaining to the event as determined by the City. Once donations have been pledged, the Recreation and Community Services Director will establish an advertising agreement with the co-sponsors.
4. Priority for City resources and advertising will be given to Level 1 and Level 2 as described in section A1, in that order

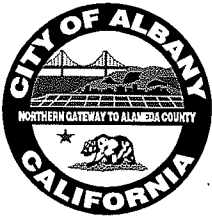
## **C. Group Responsibilities**

Co-sponsors shall,

1. Designate a contact person to be responsible to the City regarding all ongoing activities associated with the event.
2. Comply with all limitations, requirements, and regulations governing the use of City facilities.
3. Provide proof of insurance, as requested.

## **D. Cash Donations**

1. All cash donations shall be directed to the City.
2. Should a co-sponsor choose to support an event through a cash donation, the Recreation and Community Services Director must approve the donation. Once approved by the Recreation and Community Services Director, cash donation will be added to the upcoming Council agenda for final approval.
3. Funds approved by the City must be consistent with the conditions of this policy and will be used exclusively for the event in which the donor specifies.
4. An advertising agreement will be established between the Recreation and Community Services Director and the donor in return for the cash donation.



**CITY OF ALBANY  
RECREATION AND COMMUNITY SERVICES**

Application for Co-sponsorship

Name of Group/Organization \_\_\_\_\_

Contact Person: Name: \_\_\_\_\_

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

Phone \_\_\_\_\_

Number(s): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Event/Program \_\_\_\_\_

Date of Event/Program \_\_\_\_\_

Description of group's purpose and specific role/function at the event/program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cash Donation: \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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(For office use only)

## CITY OF ALBANY TREE INSPECTION

Tony Wolcott  
> Urban Forester  
> City of Albany  
> Board Certified Master Arborist  
> ISA#WE3284  
> (510) 559-4275  
> Fax - (510) 524-9722  
> Email twolcott@albanyca.org

Date: February 19, 2008

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To: Robin Mariona and Penelope Leach

Subject: Block Process

### Discussion

The thought here is to take individual blocks of Albany and improve them via tree planting, tree maintenance, tree removal, and basin or planting strip treatments. There are several advantages to this process. Albany has a manageable size of blocks. There are already existing block organizations - social, disaster preparations. There are individuals coming forward to spearhead these types of urban forest improvement.

### Process

Identify individuals on Albany blocks. Meet with these parties and discuss ways of improving the existing trees and planting new trees. Survey the entire block and provide to the block captain a list of existing trees, conditions and recommendations; also supply a list of available spaces for new trees. Set a neighborhood meeting date. Contact all residents and owners about meeting. Meet with the entire block group. Explain species choices and availability. Allow neighborhood to decide on species choice or choices for block; or allow each owner to choose their species within a limited range of allowable species. Set a date for group planting and maintenance of entire block. Set that week aside for large tree maintenance on that particular block. Improve Albany's Urban Forest one block at a time. Present awards for 'Best Block', 'Most Improved Block', etc.

### Comments

I see this as a workable strategy. Some effort will be needed to improve those blocks most in need of improvement. The City of Albany will run out of Urban Forest funds pretty quickly if Albany has to pay for all the work and materials involved. The Task Force has come up with some funding ideas including presenting options to the block neighborhood? "How much would you be willing to pay for a tree planted in front of your house?" "In front of a neighbor's house?" "Somewhere in the City of Albany?" It is possible to also ask for support for tree maintenance. This is disproportionate depending on the existing tree. A cleaning,

thinning and reducing of an existing camphor tree is much more expensive than a pruning of a cherry tree.

Attached is a summary of a survey done on the 700 block of Ramona. The actual survey is a design of the street with existing and possible tree sites. This survey is supplied to the block captain. The survey includes the wrap-around corner properties. All existing trees are noted with condition rating and size –caliper at 4.5 feet high.