

**CITY OF ALBANY
CITY COUNCIL
STAFF REPORT**

Agenda Date: April 4, 2022
Reviewed by: NA

SUBJECT: Amendment to 2021-2023 Parks, Recreation & Open Space Commission Work Plan

REPORT BY: Isabelle Leduc, Assistant City Manager/Recreation & Community Services Director

SUMMARY

The Parks, Recreation & Open Space Commission is requesting an amendment to their 2021-2023 work plan to include 2 items from the recently adopted Parks, Recreation & Open Space Master Plan.

**PARKS, RECREATION & OPEN SPACE COMMISSION RECOMMENDATION
& STAFF RECOMMENDATION**

That the Council review proposed amendments to the Parks, Recreation & Open Space Commission 2021-2023 work plan and provide direction to the Parks, Recreation & Open Space Commission.

BACKGROUND

On February 10, 2022, the Parks, Recreation & Open Space Commission (PROSC) conducted a mid-cycle review of the Commission's 2021-2023 work plan to identify accomplishments and ensure continued focus on completing tasks. The Commission is requesting that 2 items from the recently adopted [Parks, Recreation & Open Space Master Plan](#) be included in the work plan:

1. Research and develop standards and guidelines for flex court integration
2. Research and develop processes for the city and community to engage with and support the community expert groups involved with the care, programming and upkeep of Albany Parks and Open Spaces.

Per Council policy, a "Work Plan Amendment Request" (Attachment 1) has been submitted by the Advisory Body to the Council for review and approval for any changes to a Council approved work plan.

Please note that the PROSC 2021-2023 work plan items have been formatted into the new work plan template approved by Council in June 2021 (Attachment 2) as the PROSC Work Plan had been approved on May 3, 2021, before the adoption of the new work plan template by Council.

Attachments:

1. Work Plan Amendment Request form
2. 2021-2023 PROSC Work Plan using New Template

ALBANY CALIFORNIA



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REQUEST TO AMEND ADVISORY BODY WORK PLAN FORM

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

Attach additional pages as needed

DATE: _____

ADVISORY BODY: _____

STAFF LIAISON: _____

PROPOSED AMENDMENT TO WORK PLAN: _____

**DOES THE PROPOSED AMENDMENT ADD TO THE ADVISORY BODY'S
OVERALL WORK LOAD?** _____

HOW WILL THE EXTRA WORK LOAD BE MANAGED?

NOTE: Changes to a work plan may be requested at any time during the 2-year term by the affirmative vote of the majority of appointees. No changes can be made after November 1 in the second year of the work plan.

WHAT IS THE ANTICIPATED TIMEFRAME FOR COMPLETION OF THE PROPOSED ITEM? _____

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

PLEASE PROVIDE PRO/CON ANALYSIS REGARDING THE PROPOSED AMENDMENT:

RECORD OF COUNCIL ACTION

ACTION TAKEN: _____

ATTEST: _____ **DATE:** _____

CITY CLERK



**CITY OF ALBANY
PARKS, RECREATION & OPEN SPACE COMMISSION**

**July 1, 2021 – June 30, 2023 Work Plan
Recommended by the PROSC: April 8, 2021
Approved by the City Council: May 3, 2021**

Background

Each advisory body shall prepare a work plan to be approved by the City Council to ensure tasks being undertaken support the overarching goals of the Council and the City.

This work plan encompasses two fiscal years (July 1 – June 30), starting with the fiscal year following a regular City Council election. The work plan reviews progress on the prior work plan, and identifies items for the next work plan period. The work plan includes items identified as priority projects within the City Council’s Strategic Plan.

The newly appointed advisory body shall draft a work plan during the first half of their first year. This will be presented to the Council for approval and implementation will begin in July. Tasks remaining on the previous work plan will be worked on between January – June.

The Parks, Recreation & Open Space Commission shall review the work plan mid cycle to identify accomplishments and ensure continued focus on completing tasks.

If a change is needed to the work plan outside of that schedule, the Parks, Recreation & Open Space Commission shall submit a “Request for Amendment to Advisory Body Work Plan” Form for review by the City Council.

Advisory bodies shall review their work plans at the end of the two year term (November/December even calendar year) and create a status report of their work, including what was completed; what should continue; and what should be dropped. An optional narrative can explain decisions made regard individual items. This summary document will assist the bodies newly appointed at the beginning of the odd calendar year understand their role and enable them to develop their own plan going forward.

Purpose of the Parks, Recreation & Open Space Commission

It shall be the duty of the Parks, Recreation and Open Space Commission of the City to advise the City Council regarding all matters of public recreation and all matters pertaining to parks, open space including creeks, Albany Waterfront Park, and Albany Hill, street trees, parking strips, parkways, squares and similar area within the City. Such Commission shall endeavor to formulate a parks, recreation and open space master plan, select and propose to the Council sites for playgrounds, make recommendations for acquisition and maintenance of playgrounds for children and recreation centers for the public, and generally advise the City Council in matters connected with parks, recreation and

open space in general. It shall be a function of the Parks, Recreation and Open Space Commission of the City to promote and encourage among various public and private agencies and individuals the development of such recreational facilities and programs as shall benefit all citizens of the City.

2019-2021 Work Plan Outcomes

- Reviewed 19 Street Tree Removal Applications
- Reviewed proposed locations for additional benches and recommended additional seating in the dog park.
- Reviewed prioritized list of Albany Hill projects and provided input.
- Received annual update on maintenance activities and current City projects pertaining to parks, recreation, and open space.
- Reviewed Memorial Park improvement plans
- Formed Dog Park subcommittee and presented findings to Council in September 2019. Council approved recommendation to transition Section B in Memorial Park into a dog park.
- Recommended the inclusion of permanent pickleball courts at Ocean View Park
- Provided input on the development of a Monarch Habitat Assessment.
- Reviewed Street Tree Removal Policy
- Received update on vegetation management activities on Albany Hill, waterfront and creeks
- Received update on AB2404 status
- Provided input on the Parks, Recreation & Open Space Master Plan Request for Proposals draft

Fiscal Year 2021-2023 Work Plan Items

[Indicate whether each item is *required* or *desired*.]

1. Continue to support implementation of the Albany Hill Creekside Park Master Plan (*desired*)

Regular Reports (*desired*)

1. Maintenance activities, current City projects (biennially) and Measure M funding as it pertains to parks and open space (annually)
2. Vegetation management activities on Albany Hill, waterfront and creeks (annually)
3. AB2404 status (annually)
4. Receive presentation on Forest Management Plan for Albany Hill including fuel load analysis when completed.

Recurring Action Items (*required*)

1. Review Street Tree Removal applications (quarterly) and Street Tree Removal Policy (every two years).

One-time Action Items (*desired*)

1. Provide input on the update to the Parks, Recreation and Open Space Master Plan.
 - a. Provide input on the inventory and policies on the relocation and improvements of existing public and private memorials, honors, and other installations on public lands.
 - b. Provide input on recreational enhancements at Peggy Thomsen Pierce Street Park.
 - c. Provide input on recreational activities at all parks including pickleball, bocce, Terrace Park Playground, bike park, etc.
 - d. Investigate potential for open space use of Caltrans Right-of-Way and continue discussion opportunities for a bike park.
 - e. Investigate opportunities for improvements to the Key Route Blvd median beyond the Complete Streets Plan.
2. Provide input on priority project(s) for the use of Prop 68 funds.
3. Provide input on interpretive park signage for Albany parks when presented to Commission.
4. Provide input on a standardized signage program for Albany parks when presented to Commission.
5. Provide input on Tree Preservation Education Campaign for homeowners when presented to Commission.
6. Provide input on City Master Tree Plan when presented to Commission
7. Research the feasibility of a dog park for small dogs and/or other locations within the City.
8. Evaluate the need and feasibility for a public bathroom on the Ohlone Greenway.
9. Provide recommendations for enhancing parks and open space, including Albany Waterfront Park, creeks and Albany Hill, and creating cultural facilities and opportunities.
10. Support collaboration opportunities with non-profit organizations on park projects and programming.
11. Investigate relocation of the community garden.
12. Work with the Sogorea Te' Land Trust to identify opportunities for use of city parks and open space such as use/access agreements to City parks and public land to gather traditional foods and medicines, hold ceremonies, and other Tribal gatherings as well as the potential for development of interpretive signage or other installations to acknowledge history.

Potential Future Work Plan Items

Items of interest but not included for work due to potential lack of capacity or funding. If completion nears on the committed items above, the body can request approval to work on one or more items in this section.