



**ALAMEDA RECREATION AND PARK COMMISSION
MINUTES FOR REGULAR MEETING**

DRAFT

DATE: Thursday, September 13, 2012
TIME: 7:00 p.m.
PLACE: City Hall Council Chambers

1. ROLL CALL

Present: Chair Joe Restagno, Vice Chair Lola Brown, Commissioners Ann Cooke, Bill Delaney, and Bill Sonneman

Staff: Amy Wooldridge, Recreation & Parks Director

2. APPROVAL OF MINUTES

Approve the Minutes of June 14, 2012 Recreation & Park Commission Regular Meeting

M/S/C Delaney, Cooke (unanimously approved)

“That the minutes of the June 14, 2012 Recreation & Park Commission Regular Meeting are approved.”

Approved (5): Restagno, Brown, Cooke, Delaney, Sonneman

3. ORAL COMMUNICATIONS, AGENDA

None

4. WRITTEN COMMUNICATIONS

None

5. NEW BUSINESS

A. Election of Officers

M/S Brown, Sonneman nominated Restagno as Chair, and unanimous.

M/S Brown, Sonneman nominated Delaney as Vice-Chair, and unanimous.

Vote for both was unanimous.

B. Leydecker Cell Tower Proposal

Wooldridge reported the proposal will be using/moving an existing field light pole near 3rd base. The “tower” is an addition to the top of the light pole. She further explained the diagram (Attachment A), adding this would provide additional storage space and more walking space. There is a potential benefit of revenue for this project.

Action to recommend the Leydecker Cell Tower proposal to City Council. M/S/C Sonneman, Brown and unanimous.

C. Rec and Park Commission Communications

i. How Info on Programs is Communicated – Staff requested feedback on best way to communicate with Commission. It was decided to highlight key points, concerns and to keep the report a single page, in the form of bullet points.

ii. How Info to Council is Communicated – Staff asked which is best for the Commission to report to Council, annual, bi-annual or a quarterly report? Bi-annually

was decided. The Commission would like a comprehensive ARPD annual report with an additional report from the Commission at the mid-year as needed.

6. UNFINISHED BUSINESS

A. Recreation & Park Commissioner Manual

Wooldridge stated the manual is based on a model of the CA Association of Park and Recreation Commissioners and Board Members Manual. Commission agreed this is a useful and needed item, and an approval to accept it as policy. Discussion to implement an attendance policy. Wooldridge will determine if there is already a city-wide policy for Commissions.

M/S/C Cooke, Brown and unanimous.

7. REPORTS FROM RECREATION COMMISSION AND RECREATION & PARK DIRECTOR

A. Recreation Commission Reports – Chair Restagno commended staff dealing with a couple of questions regarding softball umpire rules, and resulted in an umpire meeting. Vice-Chair Brown invited all to Mastick's Open House on Sunday. Sonneman mentioned Starlight Movie night Friday at Leydecker Park. Willie Stargell monument in Washington Park (a private project) will most likely be brought back to the Commission next spring. It was delayed due to funding. AEF did collaboration with community groups for Back-to-School Backpacks. Their goal was 800 and they received over 950 backpacks. Extra funding will buy graphing calculators and sports uniforms for high school students. They are also working on furthering the enrichment courses and are partnering with ARPD to provide transportation from AEF Classes to the RAP Afterschool Program. Friends of the Parks – Fitness equipment is ordered and hope to install by late October/November. The Friends hope to do a small event as a grand opening for the equipment. The Friends website is now set-up to handle donations with paypal. (www.alamedaparks.org).

Chair Restagno inquired about the naming policy for facilities due to the passing of Sandi Bertero. Wooldridge responded that the naming policy requires that a person be deceased for at least 3 years. The Commission would like to rename the day camp program to honor Sandi Bertero. There is already a scholarship program for day camp in Sandi's name, managed by the Friends of the Park. Sonneman will ask her family how they would like to proceed with a naming process. The Friends is exploring how to award the camp scholarships. One suggestion for scholarships is to ask kids to write a paragraph, "Why I want to go to camp".

Brown asked if it was possible to add a Friends of the Parks donation envelope in the center of the activity guide, perhaps the Mastick volunteers could insert the envelopes into the guides. Wooldridge recommended that the Friends Board speak with Jackie Krause, Recreation Services Manager for the Mastick Senior Center, to learn about printing costs based on the envelope that Mastick recently distributed. Wooldridge will speak with Krause about whether it is realistic for Mastick volunteers to insert over 32,000 envelopes.

Sonneman asked if there could be a paragraph in the guide from the Friends of the Parks and staff said yes. Information to be included should be emailed to Wooldridge by November 1st.

A. Recreation and Parks Director Report – Wooldridge reported distributed flyers from the East Bay Regional Park District on their Master Plan public workshops and

encouraged Commissioners to attend.. ARPD is increasing its marketing including launching its Facebook page and we currently have over 400 “likes”. We are now doing weekly email blasts, based on registration contact information to inform the public of program information, and they will be provided the opt-out option.

- Krusi Park, a Measure WW project, is going before City Council on September 18th for approval of the plan and to open bids. With Council approval ARPD will move forward with the Call for Bids process. The entire construction process will take approximately one year.
- Beltline – The “Rail Banking Agreement” is now in place so the City can begin planning for use of the Beltline. The Agreement includes a contingency in that any development must include a 30-40 foot path lengthwise through the beltline property so that the option of a light rail line or other transportation line is available. There will be community meetings forthcoming for public input on what type of uses the community would like for this property. This is an unfunded project, but the Land and Water Conservation Fund could be a good potential funding source if the use entails open space.
- Encinal Boat Ramp Restrooms – ARPD is working with Public Works and will bring a design back to this Commission. There is over \$250,000 of Measure WW funds allocated, but a good design for a pre-fabricated facility is estimated at \$150,000. This would be much like the Bayport Park restroom facility.
- McKinley Park – The floors have been completed and next will be the windows and kitchen remodel. It is funded by a Community Development Block Grant.
- Information Technology Upgrades in Office – Things are moving forward with making the office more efficient. For instance, buying a central network copier that can accommodate everyone to print and scan. Staff efficiency has greatly improved.
- Field Reservation Policy – This is a project in transition, as there needs to be a better and more accountable way to know accurate field use. Wooldridge is proposing to change the field use fees to hourly in order to track the actual hourly usage. Currently fields are reserved in blocks. For example, a league would reserve a field from 3pm until dark. A new field use form is developed and requests will be due prior to the biannual league field scheduling meeting. Wooldridge has met with and provided information to all Alameda youth leagues and is soliciting feedback. There has not been negative feedback so far. The goal is not to increase fees, but rather is to better account for the actual field usage. The proposed fees will be part of the user fee schedule that is brought to the Commission in February.

B. Other Reports and Announcements – ARPD is collaborating with Junior Achievement who will train staff on JA curriculum that will be used in the after school program, i.e., financial training. Wooldridge reported a new Office Assistant, Susie Brown, who will be assisting the front office as staffing duties have been reorganized. She further reported the Civil Service Board’s decision put in motion the re-recruiting and hiring process for the Recreation Specialist positions.

The Park Plan has been approved and is named the “Park Improvement Assessment”.

- 8. STATUS REPORT ON ONGOING PROJECTS** – From the Mastick Bee, their Open House is Sunday and there is a Building Rehabilitation workshop on Sept. 18th, and a fall prevention

workshop Sept 27th. Starlight Movie is Friday night at Leydecker Park, showing *Kung Fu Panda 2*, and there is an upcoming non-student day on October 19th. Coastal clean-up is the coming weekend also (Sept 15th).

9. ORAL COMMUNICATIONS, GENERAL

Wooldridge reported signing up for California Parks & Recreation Society as an agency membership and one of the benefits is each member of the Commission will receive a copy of the quarterly publication.

10. ITEMS FOR NEXT AGENDA

None

11. SET NEXT MEETING DATE: Thursday, October 11, 2012 Member Delaney will be out.

12. ADJOURNMENT

M/S/C Sonneman, Brown and unanimous to adjourn the meeting at 8:40 p.m.

AW:sb