



ALAMEDA RECREATION AND PARK COMMISSION MINUTES FOR REGULAR MEETING

DATE: Thursday, September 13, 2018
TIME: 7:00 p.m. Called to Order
PLACE: City Hall Council Chambers

A video recording of the meeting may be viewed at <https://alameda.legistar.com/Calendar.aspx>
The following are action minutes in keeping with the Sunshine Ordinance 2-91.17.

ROLL CALL

Present: Chair Limoges, Commissioners Pondok, Robbins and Alexander
Staff: Amy Wooldridge, Recreation and Park Director
Excused Absence: Commissioner Mindi Chen

APPROVAL OF MINUTES

Minutes of June 14, 2018 Regular Meeting were approved as presented with one correction.
M/S / Chair Limoges / Commissioner Pondok / all who attended meeting – 2 in favor.

WRITTEN AND ORAL COMMUNICATIONS

- Dorothy Freeman of the Jean Sweeney Open Space Park (JSOSP): Gave update on the progress of the park which included Boy Scout Troop 78 assisting in a successful trash clean-up day.
- Alameda Recreation and Park Department (ARPD) Director Amy Wooldridge oral communication: Public Works has convened a taskforce to help inform the direction and recommendations of the climate plan. City Council directed the climate plan to be completed and adopted by June 2019. The plan will focus on both greenhouse gas emission reductions and adapting to climate change impacts like sea level rise. The City's parks and recreation facilities may be impacted by greenhouse gas reduction efforts and/or climate change impacts, like sea level rise, so we want to make sure the plan's development gains the perspective of a Recreation and Park Commissioner. The commitment is two 90 minute task force meetings over the next 6 months, about 3 hours of reviewing other documents outside of those meetings plus optional attendance at three community meetings and two city council meetings.
- ARPD Director Amy Wooldridge written communication: Hard Copy Memo from the City Attorney to the Commissioners on Political Activity regarding the election. Exhibit 1

REPORTS FROM THE RECREATION AND PARK DIRECTOR

ARPD Director Amy Wooldridge gave report. See Exhibit 2.

REPORTS FROM COMMISSIONERS

- Chair Limoges: Met with all the new Commissioners individually. Alameda Backyard Growers, which he is a part of, had a fundraiser at the Harrison Center which he felt it was a great facility. However, he had some issues with a facility attendant staff which he reported to Dennis McDaniels, Recreation Supervisor I. Attended the joint AUSD School Board/City Council meeting on 9/6/18 which there were interesting conversations and topics that included a new

demographic study with 400 new High School students over the next 20 years and a consolidation discussion of AHS and EHS. Chair Limoges raised a question regarding public recreation because what is demographic changes at the schools also impacts the parks. We need to keep an eye on the outcome of the Lum School closure and the pool at EHS. He also attended the City View Skate Park Competition and fundraiser. This Saturday is the 82nd Anniversary of Bohol Circle and Mrs. Bonta invited all Commissioners to the Reception and Dinner.

- Commissioner Pondok: Visited the area at the future Shipways Park, attended Corica Park South Course walking tour and has played the course a few times, attended Sweeney Park walking tour and was impressed by the Pavilion. Reported the Littlejohn Park paths need work. Director Wooldridge responded that both the Littlejohn pathways and basketball court will be paved soon.
- Commissioner Alexander: Attended JSOSP walking tour, attended the Day Camp reunion of which she said the staff did a great job. She has some ideas about getting more alumni involved by email using a list of previous directors. Suggested to have a monthly/bi-monthly column in the Alameda Sun for more public outreach. Reported the Franklin bathrooms and drinking fountain have issues. Asked why are so many RAP sites are full? Director: It is due to the facility capacity not staffing. Commissioner: Are the school sites an option? Director: We can explore that idea but need to be aware of the Island City Kids – Girls Inc, which has after school programs at many of the school sites.

UNFINISHED BUSINESS

None

NEW BUSINESS

7-A Presentation on Child and Youth Programs from Christina Bailey, Recreation Supervisor I
Christina Bailey's presentation included information about the Woodstock Park Playground Renovation, 6 Month to Pre-K programs; Wee Play, preschool and summer camps, school year programs; RAP, Drop in Parks and Playgrounds, non-school day programs and vacation camps, summer programs for K to 5th Grade, special events; Dance Party, Splash into Spring Egg Scramble, Starlight Movies and Breakfast with Santa.

Discussion: Commissioners and Director Wooldridge applauded Christina's efforts, dedication and accomplishments with the programs.

7-B Discussion on Role of Commissioners and Outreach to the Community

Director Wooldridge gave guidelines and a list of how the Commissioners can be valuable advocates for ARPD parks and programs and how they can positively impact residents and businesses.

Commission Discussion:

- Chair Limoges encouraged the commissioners to have conversations with the public when out in the community for feedback to bring back to the meetings.
- Commissioner Robbins would be willing to connect with organizations to continue strong relationships between service clubs and ARPD. Director Wooldridge offered to collaborate with Commissioner Robbins.

- Commissioner Alexander asked what the outreach with the schools is. Director Wooldridge: Mostly emails to PTA groups, however, her goal with staff right now is to increase avenues of marketing.

7-C Discuss Ideas for Marketing Campaign of Potential Park Names

Director Wooldridge led the discussion and updated the new Commissioners on previous discussions on the process of naming parks.

Commissioners discussed ideas including a contest with the public to come up with a potential list of park names and clarified the naming parameters.

ITEMS FOR NEXT AGENDA: Annual User fee, design review of the Alameda Point Gym new restroom.

SET NEXT MEETING DATE: Special Meeting Thursday, October 25, 2018

ADJOURNMENT: Chair Limoges made a motion to adjourn the meeting.

M/S / Robbins / Pondok

All in favor with a 4 – 0 vote.

Chair Limoges adjourned the meeting at 9:07 PM

September 13, 2018

TO: ALL ELECTED OFFICIALS
ALL BOARD AND COMMISSION MEMBERS
ALL CITY EMPLOYEES

FROM: Janet Kern, City Attorney

SUBJECT: Memo on Political Activity by City Officers and Employees

In recognition of the upcoming General Municipal Election on November 6, 2018, which election involves two important City ballot measures, this is a reminder that State law restricts City officers and employees' use of City resources for political activities. As used in this memo "political activities" includes, but is not limited to, the support or opposition to the election or defeat of a candidate at the federal, state, or local level and/or the support or opposition to a ballot measure. This memo outlines the basic rules and principles governing the political activities of City officers and employees. Please contact the City Attorney's Office with any questions you may have on specific issues.

The most important rule to remember is that City officers and employees may not use public funds or resources, such as official City time, facilities, or other resources, for political activities. This rule, however, does not preclude the City's use of public resources for informational materials on City-sponsored ballot measures, including:

- Placing a measure on the ballot.
- Preparing and distributing an objective and fact-based analysis on the effect of a ballot measure may have on the city and those whom the city serves;
- Expressing the city's views about the effect of the measure on the city and its programs, provided that the city is careful not to advocate for or against the measure's passage.
- Adopting a position on the measure, as long as that position is taken in an open meeting where all voices have the opportunity to be heard.
- Responding to inquiries about the ballot measure in an objective, fact-based manner.

There are also some guidelines on what City officers and employees should be aware of what they can and cannot do individually concerning political activities.

Allowed. City officers and employees may, during their personal time:

- Work on a political campaign, attend a political fundraiser or participate in political activities at locations, such as parks or sidewalks that are open and available for expression of all political viewpoints.

- Use your personal funds (while observing campaign reporting rules) to make a campaign contribution to a candidate or committee supporting a ballot measure.
- With your personal (non-agency) computer or email address, engage in political activities.

Prohibited. City officers and employees may not use “city resources”, including without limitation, equipment (e.g., copiers, telephones, computers, etc.), email accounts, supplies, vehicles (e.g., police cars, fire trucks, and utility trucks), facilities, staff time, or public money for the following:

- Distribute literature related to political activities through the City’s internal mail system.
- Place political activities related literature on employee bulletin boards, on official City’s web pages, including social media webpages (e.g., Facebook, Twitter, etc.), or on other City premises.
- During work hours or with city resources, make public appearances speaking in favor of or against a candidate or ballot measure.
- During work hours or with city resources, make telephone calls regarding a ballot measure or political candidate, or use City telephones or computers at any time to engage in such communications.
- During work hours or with city resources, walk precincts, draft campaign ads, or perform other political activities related tasks, or assign subordinates to do the same.
- Use City websites or City-sponsored social media accounts for political activities, including placing any links on City websites or City-sponsored social media accounts that direct people to campaign-related materials, communications, social media accounts, or websites.
- Send or receive political activities-related e-mails or other such communications using city resources.
- During work hours or with city resources, directly or indirectly urge other City employees to vote for or against a candidate or vote for or against a ballot measure, including distributing campaign literature, decorating your desk or office with campaign related materials, or wearing campaign buttons.
- Solicit political activities related contributions from City officers or employees. This prohibition does not preclude requesting such contributions from other City officers or employees if the request is part of a solicitation made to a significant segment of the public that may include officers or employees of the City and no City resources are used in making the solicitation.
- Use city resources, to elect or defeat a candidate or support or oppose a ballot measure.
- Participate in political activities of any kind while in uniform. For the purposes of this prohibition, a City officer or employee is in uniform any time he or she is wearing all or any part of a uniform that he or she is required or authorized to wear while engaged in official duties.

Campaign Contributions Solicited or Accepted by Appointed Officials:

There are certain special rules governing solicitation of political activities related contributions by appointed City officials, such as members of Boards and Commissions.

Section 84308 of the California Government Code prohibits appointed officials from soliciting contributions of more than \$250 from any party or participant in a proceeding pending before the appointed official or from anyone with a pending contract subject to the appointed official's approval. That section also disqualifies appointed officials from participating in decisions that involve persons who have contributed \$250 or more directly to them within the past 12 months.

Significantly, this prohibition does not apply to members of an elected body such as the City Council, unless the Council member were sitting as a member of an appointed body. For example, if a Council member were appointed as the Council's representative on a joint powers authority and a person appearing before the joint powers authority were seeking an "entitlement" from that authority and had made a \$250 campaign contribution to the Council member within the past 12 months; the Council member would be disqualified from participating in the decision before the authority.

Penalties

A violation of the laws related to improper political activities may result in a City official or employee facing criminal or civil sanctions. Misappropriation of City funds for political activities may also be considered official misconduct that justifies removal of a public official from his or her office and restrict the official from holding office in the future, and may be cause to discipline or discharge an employee. In addition, the conduct of City officers and employees could result in fines or liability for the City. For example, the California Fair Political Practices Commission has fined local government agencies for failing to report the use of public funds to prepare and distribute pamphlets on pending ballot measures.

Concluding reminder

This memo is intended as a general guide and is by no means exhaustive of what are allowed and prohibited political activities. This memo is not a substitute for legal advice. The City Attorney's Office should be consulted whenever a City official or employee has a question concerning his/her participation in political activities.

ARPD Director's Report
09/13/18

Mastick Senior Center

- Held a facilitated roundtable in partnership with Alameda Point Collaborative. Their staff shared tips and ideas on how to deal with difficult customers.
- Pickleball is booming with approximately 250 participants on the email list. Join us Saturdays at Lincoln Park.
- Annual Fashion Show & Luncheon is scheduled for Thursday, September 20.
- Welcome new part-time staff member Katherine Kaldis to Mastick staff.
- New Alameda Loop Shuttle signs with schedules are in the process of being installed at stops by Public Works
- And, simply, it is really busy at the senior center – a great thing!

Parks Maintenance

- Managing several water issues including at Atlantic & Main Soccer Field and the Alameda Point Multipurpose Field.
- Hired a full-time Park Maintenance Supervisor, Matt Nowlen, who comes from the City of San Luis Obispo, working at their golf course and other experience with parks.

Recreation Services

- 105th Tennis Tournament was a success with 143 entries this year and included an increase in youth participation
- National Coastal Clean-up event will take place on Saturday, September 15 at 8:30 am – 12:00pm. Registration will take place at the foot of Park Street and Shoreline Drive. Bring your gloves, buckets and cheery attitude.
- Bike for the Parks will again take place on Saturday, September 29. This Sunday is the last day to pre-register for the Race and receive a free dri-fit t-shirt. Help support your local parks by signing up for this great event.
- Looking for volunteers for the 15th Annual Teen Haunted House. Sign –Ups are under way now. First planning meeting to begin on Sept. 19!
- Teen volunteer program is growing. We now have teens volunteering at the RAP after school program in addition to summer programs.
 - 1) We are challenged with finding qualified employees to work with older teen youth and to work nights and weekends at facilities. Actively recruiting for both.
 - 2) Upcoming minimum wage increase to \$12 as of January 1, 2019. City Council is considering a city-wide minimum wage increase this Tuesday

Administrative

- Welcome our two new Commissioners, Adrienne Alexander and Eric Robbins. I'm excited with the expertise and enthusiasm that they are both bringing to this Commission. Commissioners introduced themselves.

Projects

Sweeney Park

- Construction is starting to wrap up. The play equipment is being installed right now plus asphalt, more landscape and lawn and final utility connections.
- The opening date will be announced soon and is anticipated in November to accommodate the landscape and lawn establishment period. ARPD will also host one more volunteer clean-up day.
- Held two well-attended walks through Sweeney Park.
- There are some remaining parcels along the entire southern border of Sweeney Park that are still owned by Union Pacific. On Sept. 4, City Council authorized moving forward with eminent domain to purchase from Union Pacific, the parcels needed to complete the park. City Council also asked staff to come back in October with a budget authorization for \$1.1 million to file for Immediate Possession.

Krusi Park Recreation Center

- Taking the contract with Romtec for a state pre-bid building to City Council on 10/16. The colors and materials palette will go before the Planning Board in October as well. The site work plan is being updated and will go out to bid at the same time.

Corica Park

- The South Course is open and is getting high marks from golfers.
- The front nine holes of the North Course is now under construction.
- The City is working on design for a major parking lot improvement.

Public Access Pathways Project – Fernside and Eastshore

- The Feasibility Study of Six Public Access Pathways on Fernside Blvd and Eastshore Dr. is now available online at www.alamedaca.gov/publicaccess. There is an online survey available here as well. The report identifies existing conditions of the six public access pathways along Fernside Boulevard and Eastshore Drive and assesses what recreational uses are possible at each of the six pathways to the water. The recommendation will come to the Commission after all public input is received.

- Two Community Input Sessions
 - Saturday, October 6 from 10am – noon
 - Thursday, October 11 from 6:30pm – 8:30pm
- Facilitated walk of the pathways
 - Saturday, September 29 from 2pm – 4pm with the meeting point at Lincoln Park on Fernside. *[no dogs please]*

Alameda Landing Waterfront Park

- Approved by Planning Board this past Monday. It is in the third phase of Alameda Landing development (west of Target) and will be built by the developer and maintained by ARPD. It is mostly built on a wharf and includes a small maritime themed playground, picnic areas, kayak launch and storage, outdoor shower, games area, seating, and a continuation of the Bay Trail. There will be a complete bicycle/pedestrian connection through to Estuary Park.