



Staff Liaison

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AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, October 25, 2023 at 7:00 p.m.

Council Chambers
10890 San Pablo Ave, El Cerrito

This Meeting Place is Wheelchair Accessible

7:00 P.M. CONVENE REGULAR MEETING

- 1. ROLL CALL** – Chair Jennifer Kaczor; Vice Chair Norman La Force; Members Carinne Brody, Troy Tyler
- 2. COMMISSION/STAFF COMMUNICATIONS AND ANNOUNCEMENTS**
Informal reports on matters of general interest which are announced by the Park and Recreation Commissioners and City Staff.
- 3. ORAL COMMUNICATIONS FROM THE PUBLIC**
Remarks are typically limited to three minutes per person and are limited to items on the special meeting agenda only, and introduction by individuals interested in serving on the advisory body. Remarks on agenda items will be heard at the time the item is discussed.
- 4. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS**
Staff and/or Mayor Pro Tem Tessa Rudnick may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.
- 5. APPROVAL OF MINUTES**
Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **September 27, 2023**.
- 6. RECREATION DEPARTMENT 2024 WINTER/SPRING OVERVIEW AND UPDATE**
Presentation and discussion highlighting the El Cerrito Recreation Department's upcoming season's activities, programs and events.
- 7. REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS**
Review Parks Projects Status Sheet of funded and unfunded capital improvement program projects related to Parks and Recreation.
- 8. PARK AND RECREATION COMMISSION WORK PLAN**
Discussion and possible action to adopt the Park and Recreation Commission's 2023-24 Work Plan.
- 9. RECREATION DEPARTMENT UPDATE**
Update on items of interest in the Recreation Department.
- 10. ITEMS FOR FUTURE AGENDAS**
 - Next Regular Meeting: Wednesday, November 29, 2023 at 7 p.m. at City Hall

- 2023-24 Work Plan Topics, Group and Liaison Report Outs - Ongoing
- Parks and Recreation Facilities Projects Update – Ongoing

11. ADJOURN PARK AND RECREATION COMMISSION MEETING

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, (510) 559-7005. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).

Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at the El Cerrito Community Center, 7007 Moeser Lane, El Cerrito, CA 94530 during normal business hours.



AGENDA MATERIALS
SUPPLEMENTAL MATERIALS

PARK & RECREATION COMMISSION MEETING
OCTOBER 25, 2023

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. Draft Meeting Minutes, September 27, 2023

**AGENDA ITEM 6 - RECREATION DEPARTMENT 2024 WINTER/SPRING
OVERVIEW AND UPDATE**

1. Presentation – Update 10/25/23 by 4pm

**AGENDA ITEM 7 – REVIEW AND DISCUSSION OF PARKS AND
RECREATION RELATED PROJECTS**

1. Project Status Sheet – Update 10/25/23 by 4pm

AGENDA ITEM 8 - PARK AND RECREATION COMMISSION WORK PLAN

1. 2023-24 Work Plan DRAFT



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DRAFT MINUTES

**SPECIAL MEETING OF THE
PARK AND RECREATION COMMISSION**

Wednesday, September 27, 2023, at 7:00 p.m.

Hana Gardens Senior Center
10870 San Pablo Ave, El Cerrito

This Meeting Place is Wheelchair Accessible

7:03 P.M. CONVENE REGULAR MEETING

- 1. ROLL CALL – Present:** Chair Jennifer Kaczor; Members Carinne Brody, Troy Tyler;
Absent: Vice Chair Norman La Force

2. COMMISSION/STAFF COMMUNICATIONS AND ANNOUNCEMENTS

Informal reports on matters of general interest which are announced by the Park and Recreation Commissioners and City Staff.

No reports or announcements.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are typically limited to three minutes per person and are limited to items on the special meeting agenda only, and introduction by individuals interested in serving on the advisory body. Remarks on agenda items will be heard at the time the item is discussed.

Public Comment: No comments.

4. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS

Staff and/or Mayor Pro Tem Tessa Rudnick may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.

Recreation Supervisor, Beth Frazer reported that a public informational El Cerrito Library Forum meeting is scheduled for Wednesday, September 27, 2023, in the Council Chambers.

Staff reported that a Strategic Plan Council Workshop is scheduled in the Council Chambers on Saturday, October 28, 2023, from 9am-1pm.

Staff reported that Karen Pinkos, City Manager shared information in the City Managers Update published on September 22, 2023, about the City Council meeting on September 19, 2023, where members of the public called in to the zoom meeting and made antisemitic, racist, and vulgar comments.

5. APPROVAL OF MINUTES

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **July 26, 2023**.

Moved/Seconded: Members Tyler/Brody

Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on July 26, 2023.

Ayes: Chair Kaczor; Members Brody and Tyler

Noes: None

Abstain: None

6. ADULT PROGRAMS & SERVICES DIVISION OVERVIEW

Presentation and discussion about the El Cerrito Recreation Department's Adult Programs & Services programs including Senior Services.

Discussion and Presentation: Recreation Supervisor Bridget Cooney presented information on Adult and Senior programs and services in El Cerrito. Commissioners discussed information following the presentation.

7. PARK AND RECREATION COMMISSION WORK PLAN

Commission discussion on perspectives and takeaways from applicable planning documents as a means to start drafting work plan goals and groups for 2023-2024.

Discussion and Presentation: Commissioners discussed and responded to questions about potential Work Plan Goals for FY2023-24. Commissioners agreed to update proposed activities supporting goals to be more focused.

Public Comment: Brian Richmond identified himself as a member of Trail Trekkers concerned with the HNA Signage Project and urged project completion before the end of 2024.

Action: Received and filed

8. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Recreation Supervisor, Beth Frazer reported on the success of the Play Like a Girl+ event.

Staff reported upcoming events: Pumpkin Splash, Senior Resource Fair, and Unity Day.

9. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, October 25, 2023, at 7 p.m. in Council Chambers
- 2023-24 Work Plan Discussion & Formulation – October
- Parks and Recreation Facilities Projects Update – Ongoing
- HNA Signage Project Update – October
- Presentation & Update on WCCUSD MOU– TBD

10. ADJOURN PARK AND RECREATION COMMISSION MEETING

Chair Kaczor adjourned the meeting at 8:39 p.m.

Jennifer Kaczor, Chair

This is to certify that the foregoing is a true and correct copy of the minutes of the Regular Park and Recreation Commission meeting on September 27, 2023, as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison



EL CERRITO RECREATION EVENTS

OCTOBER 2023—JANUARY 2024

DEPARTMENT
QUARTERLY UPDATE



SPECIAL EVENTS



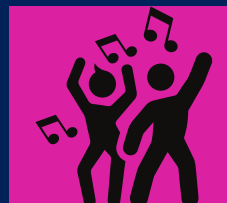
PUMPKIN SPLASH



SENIOR RESOURCE FAIR



PANCAKE BREAKFAST & TOY DRIVE



SENIOR DANCES & EVENTS

Pumpkin Splash

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The Pumpkin Splash is a floating pumpkin patch where families can swim in the pool with pumpkins, and then “pick” their pumpkin.

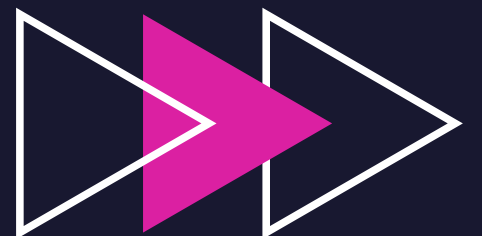
El Cerrito Swim Center held the annual Pumpkin Splash on Friday October 13, 2023.

Tickets were \$12 each and included a pumpkin. There were two time slots: 3:30pm-5pm and 5:30pm-7pm. Both time slots sold out with 150 participants each.

Police and Fire Departments were at the event handing out candy and coloring books, along with Community Development asking participants about the Strategic Plan.



Thank you to Speer Family Farms for their generous donation of pumpkins.



SENIOR RESOURCE FAIR



During the resource fair, various organizations and service providers will be at the Community Center between 10am-1pm to share information about their services benefitting seniors.

This will be the first Senior Resource Fair since 2019.

This event is FREE to the Community and we will offer free rides to and from the event to El Cerrito Residents ages 60+.

Light refreshments will be served.

PANCAKE BREAKFAST & TOY DRIVE



The pancake breakfast and toy drive will take place at the Community Center from 9:00am-11:00am. There will be arts, crafts, holiday entertainment, and a delicious pancake breakfast.

This event is in collaboration with the El Cerrito-Kensington Fire Department, El Cerrito Police Department, and Toys for Tots.

New and unwrapped toys will be available to be donated through December 16th.



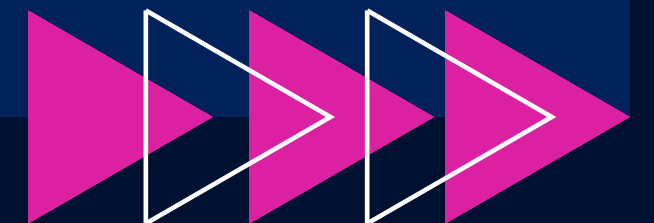
SENIOR DANCES & EVENTS

On Saturday, December 2nd there will be a Senior boomer dance from 4:00pm-6:00pm at the Community Center. Seniors will get to enjoy a blast from the past with music and trivia during the event and have refreshments provided.



On Tuesday, December 12th Adult Ballet class students will put on a Holiday Nutcracker performance at the Community Center from 1:00pm-2:00pm.

On Wednesday, December 13th we will offer a Holiday Senior Sing-Along held at the Community Center from 4:00pm-6:00pm.



Coming Soon

2024 WINTER SPRING

RECRUITED

REGISTRATION OPENS
ONLINE AT 9AM:
TUES 12/12 RESIDENTS &
WED 12/13 NON-RESIDENTS

Seniors

Age-Well Drive Smart Seminar (FREE!)
California Highway Patrol (CHP) presents Age-Well Drive Smart Seminars for older adults to help improve driver safety, maintain insurance rates, and share new laws that have gone into effect. Topics covered include safe driving tips, myths about older drivers, transportation alternatives, and more. Certificate of completion awarded at end of seminar.
Space is limited!

Adults

Open Ceramics Studio
Friday 7pm-10pm

Introduction to Hand Building
Monday or Wednesday 5pm-7pm

Introduction to Throwing on the Wheel & Beyond
Monday or Wednesday 5pm-7pm

Pottery Wheel for Beginners
Saturdays 1pm-4pm

Pottery Wheel for Advanced Beginners
Saturdays 1pm-4pm

Aquatics

7 & Under Swim - Begins Monday, 4/8
rECswim - Begins Saturday, 4/13
Splash Park - Begins Monday, 5/11

Junior Guard Training
Ages 11-14
This training prepares future lifeguards to meet the prerequisites of the American Red Cross Lifeguard Training Program. Learn all the basic skills of the Lifeguarding class in a fun environment.

Lap Swim & Master's Swim Pass
Update Annual Passes can be used on City Holidays

Youth

Tennis
Crouching Tiger Tennis arrives from Asia to El Cerrito! Crouching Tiger Tennis has a successful 20 year history of teaching and directing quality tennis programs at top private clubs and is excited to offer courses this winter and spring. Juniors will progress from fun coordination and ball and racquet skills, to basic classic technique, to more advanced skills, and fun competition games to proper games and competition. The goal of the program is to prepare juniors for high school and college tennis and enjoy the game for life!

We're Hiring!

YOUTH
Childcare Aide / Summer Camp Staff
Gymnastics coach
Summer Program Leader

ADULT
Van Drivers
Facility Attendants
Nutrition Program Staff

AQUATICS
Lifeguards

Adult
LINE DANCE
Save the Date
SAT 1/27/24
www.el-cerrito.org/adultlinedance

Save the Date
Summer 2024
Summer Camp
Discount Day
Tues 2/13/24
More information coming soon!
www.el-cerrito.org/discountday

Save the Date
CRAB FEED
SAT 3/9/24
More information coming soon!
www.el-cerrito.org/crabfeed
THE CITY OF EL CERRITO RECREATION

ANNUAL
Spring EGG SPLASH
SAT 3/30/24
www.el-cerrito.org/eggssplash

CHILDCARE REGISTRATION
Harding Madera Fairmont
Registration Opens:
Priority (Currently Enrolled in Aftercare) Tues, 4/16
General (Not Currently Enrolled in Aftercare) Wed, 4/17

SPRING Tea party
SAT. 5/11/24
1:30pm - 3:30pm
El Cerrito Community Center
All Ages
EL CERRITO RECREATION

Park Recreation Capital Improvement Program (CIP) Projects, FY 2023-24
City of El Cerrito Park and Recreation Commission - 10/25/23

Update 10-25-23

Funded & Approved Projects	Project #	Budget FY 2023-24	Funding Source	Status
Arlington Park Improvements	TBD	\$385,000	Measure H, Prop. 68 Parks Funds, SB1	City Council awarded construction contract on 10/3/23, construction timeline development in process. Construction must be completed around 12/2023.
<i>This project will implement recommendations in the Parks & Recreation Facilities Master Plan (2019). Work to be implemented this fiscal year includes renovations and ADA improvements to the Arlington Clubhouse and Picnic Sites 2, 4, 5 & 6. Additional work to be completed in future phases as funding becomes available.</i>				
Facilities Seismic & Building Repair - Community Center Roof Replacement	TBD	\$200,000	General Fund Reserves	Project manager engaged, scope and timeline under development with City on-call engineering firm.
<i>This project will implement seismic, structural and other equipment repairs based on the 2019 Parks and Recreation Facilities Master Plan and other identified needs since passage of the plan. Funding this year will address necessary roof replacement and leak repairs at the El Cerrito Community Center.</i>				
Hillside Natural Area Signage Improvements	C5038	\$60,058	Measure WW	Engaging property owner to allow depiction of trail on signage where it goes over their parcel, tentative agreement made allowing work to proceed. Consultant project manager engaged, final preparations underway. Must be completed by 12/31/24.
<i>Install gateway trailhead signs, trail entry signs, and trail directional markers within the Hillside Natural Area. The design and location of sign are guided by the El Cerrito Trails Signage Plan, a collaborative effort between the El Cerrito Trail Trekkers, the National Park Service, and the City of El Cerrito.</i>				
Hillside Natural Area (HNA) Improvements	C3075, C5046	\$145,000	Coastal Conservancy Grant	First Stakeholder Advisory Group (SAG) meeting held on 10/16/23. First Public Workshop scheduled for Wednesday, 11/8/23 from 6:30-8pm on Zoom. Project website: https://www.el-cerrito.org/1650/Hillside-Natural-Area-Plan
<i>This project will implement the Parks and Recreation Facilities Master Plan recommendation of creating a HNA Master Plan to identify and protect critical resource areas, guide the City's fire fuel reduction, native forest conservation, and maintenance activities as well as evaluate access improvements, connectivity and enhancements to the trail network that links natural features, schools and community assets. The Plan will include an Initial Study (IS) and a Mitigated Negative Declaration.</i>				

Park Recreation Capital Improvement Program (CIP) Projects, FY 2023-24
City of El Cerrito Park and Recreation Commission - 10/25/23

Update 10-25-23

Parks and Recreation Facilities Master Plan Program	various	\$270,000	Donations, General Fund Reserve	Pickleball Court conversion on hold pending WCCUSD/El Cerrito Castro Park Agreement. Tennis Plaza design and implementation plan being formulated to address ADA requirements. Playground resurfacing project manager engaged and sewer lateral repairs TBD.
<i>The Program will implement the recommendations in the 2019 Parks & Recreation Facilities Master Plan. The focus this year is the Tennis Center at Arlington Park (\$30,000), the conversion of the Tennis Courts to Pickleball Courts at Castro Park (\$50,000) pending receipt of donations being raised by the El Cerrito Tennis Association and the East Bay Pickleball Association. Also included are urgent repairs of the Arlington Park Playground Surfacing (\$150,000) and Castro Clubhouse sewer lateral repair (\$40,000).</i>				
Swim Center Capital Enhancements	C3050	\$250,000	General Fund Reserve	Existing design plans need to be updated to current ADA standards, EV charging stations need to be designed as
<i>The project includes various capital upgrades or enhancements to the original construction of the Swim Center. After completion of the Swim Center in 2004 and warranty work in 2005, there remained some modifications and enhancements needed to bring the Swim Center up to its highest effectiveness. After almost 20 years of operation, future capital needs are anticipated to include pool plaster replacement, deck replacement and new pool components such as filters, pool lights, pool covers, etc. Current Fiscal Year Project are ADA Improvements and Installing EV Charging Stations in the Swim & Community Center Parking Lots and design work for replastering of the Emery G. Weed, III Lap Pool.</i>				
SEE DESCRIPTIONS FOR FUTURE AND UNFUNDED CIP PROJECTS IN CITY BUDGET: CAPITAL IMPROVEMENTS (LINK)				



PARK AND RECREATION COMMISSION

FISCAL YEAR 2023-2024 WORK PLAN

AND

2022-2023 ACCOMPLISHMENTS

Members: Chair Jennifer Kaczor; Vice Chair Norman La Force; Members Carinne Brody, Troy Tyler

MISSION STATEMENT: *(State mission as identified in enabling legislation and include legislation citation)*

There shall be a park and recreation commission. It shall have the powers and duties stated below, and such others as the council may decide:

- A. To act in an advisory capacity to the council and the city manager on all matters pertaining to public recreation, including parks, playgrounds, landscaping within the boundaries of parks, playgrounds and recreational facilities, child care, educational courses, and entertainment;
- B. To make recommendations regarding the annual budget, within its scope of concern, to the city manager and the council;
- C. To make recommendations to the council, annually, concerning fees for city sponsored programs;
- D. To assist in planning recreation programs for the residents of the city, to promote public interest therein, and to solicit the cooperation of other public and private agencies;
- E. To make recommendations to the council regarding present and future needs for park and recreation facilities.

(Ord. 2007-12 § 1, 2007: Ord. 92-2 Div. 2 (part), 1992.)

HISTORICAL BACKGROUND: El Cerrito's Parks Commission was created in 1946 by the City Council. In 1949 a combined Park and Recreation Commission was created. The commission has been active ever since in all major park and recreation facility projects and plans. The Commission was instrumental in the public process that ultimately saw the approval of Measure A in 2000 for the reconstruction of the El Cerrito Swim Center. Several plans have been reviewed and recommended by the Commission including the Ohlone Greenway Master Plan, Urban Forest Plan, Urban Greening Plan, and others. They have reviewed and recommended all playground renovations over the past 20 years at nearly every City Park. The Commission annually reviews and recommends the Parks and Recreation Facilities CIP Projects in the City's budget as well as the Recreation Department's budget and fees. Most recently the Park and Recreation Commission helped oversee the development of the El Cerrito Parks and Recreation Facilities Master Plan which was adopted by the City Council on April 2, 2019. The Master Plan assess the needs of the Parks and Recreation system (parks, recreation facilities, open space and trails) in El Cerrito as well as plans for its future. After passage of the Master Plan, the Commission recommended the placement of Measure H on the November 2019 ballot which was ultimately approved by over 77% of El Cerrito voters. Since Measure H was passed, the Commission has carefully monitored the spending from this fund as well as the implementation of the Master Plan.

FISCAL YEAR 2023-24 WORK PLAN

GOAL/OBJECTIVE	PROPOSED ACTIVITIES	ENABLING LEGISLATION
1. School District Partnership	- Monitor park and facility agreements between City and District - Monitor City and School District Memorandum of Understanding (MOU) including regular reports	A, D
2. Community Outreach & Engagement	- Participate in City Events, keep track of what is coming up - Help recruit additional Park and Recreation Commissioners	D, E
3. Engaging Recreation/Community Partners	Engage Tennis Club, Strollers and Rollers, Trail Trekkers, East Bay Pickleball Association, El Cerrito Youth Baseball, Eastshore Alliance Futbol Club and other community/user groups involved with El Cerrito's parks and recreation facilities	D, E
4. Open Space & Urban Trails	- Support efforts to create a HNA Master Plan - Support urban trails and maintenance - Form recommendations to City Council - Support open space acquisition - Ensure completion of HNA signage plan by 2024 through Measure H	A, E
5. Parks and Recreation Projects	- Advocate for additional staffing and/or resources to manage parks projects - Advocate for additional staffing and/or resources to apply for and manage grants - Explore a structure to receive funds from 501(c)3's that must donate - Advocate for expansion of parks and recreation facilities - Explore interest in acquiring/developing property in a Public/Private partnership	A, B, E

PRIOR YEAR ACCOMPLISHMENTS

GOAL/OBJECTIVE	ACTIVITIES SUPPORTING GOAL	STATUS
1. School District Partnership	Created Work Plan Group to focus on this goal.	ECHS Tennis Courts have been reliably open to the public during non-school hours for several months.
2. Community Outreach & Engagement	- Conducted Park Survey - Received presentations on childcare and summer camp survey and discount day - Helped develop general survey for all City facilities and recreation programs	- Survey conducted at Arlington Park and 4th of July Festival - General survey posted on Recreation Department's website
3. Engaging Recreation & Community Partners	- See Trail Trekkers items under Goal 4 - Designated commissioners to serve as liaisons to and periodically report out about various El Cerrito community organizations.	Ongoing – some connections were made and reported on with Trail Trekkers and Swim Center Patrons
4. Open Space & Urban Trails	- Received presentations and made recommendations regarding the El Cerrito Trail Trekkers Urban Trails proposed program. - Received a presentation on the Hillside Natural Area vegetation management and the HNA Fire Resilience and Forest Conservation Management Plan development. - Created Work Plan Group to focus on this goal.	- Ongoing – work has resumed on HNA Wayfinding Project, timeline under development - Chair Kaczor serving on HNA Master Plan Task Force
5. Parks and Recreation Projects	Received regular presentations on the Parks and Recreation Facilities capital improvement program	Commission receives regular updates on status of CIP projects.

	(CIP) projects and made recommendations for increased resources in the 2023-24 City Budget. • Received a presentation and made a recommendation on the Arlington Park Improvements Project. • Received presentations and made recommendations regarding the Arlington Park Tennis Center design. • Received a presentation on Swim Center programs, projects and maintenance work.	
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ONGOING PROJECTS

	Project	Activities	Enabling Legislation
1.	Monitor Measure H & Other Parks and Recreation related funds	• Monitor spending and allocations of Measure H and other funds for Parks and Recreation Facilities maintenance and enhancements. • Make recommendations for future projects or other expenses funded by Measure H and related funds	A, B, E
2.	Monitor and document present and future needs of Park Facilities and Landscaping	• Monitor implementation of Parks & Recreation Facilities Master Plan • Commissioners visit priority parks together each year and split remaining parks to be visited individually; report back on conditions	E
3.	Gather information/communication/feedback from community	• Recommend resident surveys every 2-5 years • Publicize Park and Recreation Commission meeting dates and times in rECnews electronic newsletter. • Plan 4th of July booth and what the Commission would like to accomplish	A, D
4.	Receive regular updates on parks projects in the City's CIP	• Financial status; budget • Regularly review the status of Parks & Recreation Facilities CIP projects for the current fiscal year • Schedule/impactful changes • Design Review	A, B

5.	Programs & Services	• Receive periodic updates on Recreation Department programs and activities • Review general survey results periodically	A, D
6.	Monitor and make recommendations regarding the Recreation Department Budget	• Make recommendation on proposed fiscal year budgets • Make recommendation on proposed fiscal year Master Fee Schedule • Receive periodic budget reports throughout the year.	A, B, C, E