



Staff Liaison
Christopher Jones | (510) 559-7005
cjones@ci.el-cerrito.ca.us

AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, November 29, 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 **October 25, 2023**.
- 6. PRESENTATION: CITY CO-SPONSORED ORGANIZATIONS**
Presentation and discussion of City Co-Sponsored Organizations.
- 7. PARK AND RECREATION COMMISSION WORK PLAN**
Discussion of Work Plan goals and priorities and possible action to appoint Work Plan Groups and Liaisons to various co-sponsored organizations.
- 8. 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.
- 9. 2024 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE**
Discussion and possible action to approve the Regular Meeting Schedule for the 2024 Calendar Year.
- 10. RECREATION DEPARTMENT UPDATE**
Update on items of interest in the Recreation Department.

11. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, January 24, 2024 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

12. 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

PARK & RECREATION COMMISSION MEETING NOVEMBER 29, 2023

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. Draft Meeting Minutes, October 25, 2023

AGENDA ITEM 6 - PRESENTATION: CITY CO-SPONSORED ORGANIZATIONS

1. Presentation

AGENDA ITEM 8 – REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS

1. Project Status Sheet

AGENDA ITEM 9 - 2024 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE

1. Draft Calendar



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DRAFT MINUTES

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

Chair Kaczor called the meeting to order at 7:00pm

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

None

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:

Brian Richmond of the El Cerrito Trail Trekkers commented on the delayed signage plan for the Hillside Natural Area; urges completion as soon as possible to meet funding deadline.

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.

Action: Item postponed to a future meeting.

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.

(HEARD OUT OF ORDER)

Presentation and Discussion: City staff discussed and responded to questions about the status of projects at Arlington Park, Facilities Seismic & Building Repairs, Hillside Natural Area Improvements, Parks and Recreation Facilities Master Plan Program, and Swim Center Capital Enhancements.

Action: Received and filed

8. PARK AND RECREATION COMMISSION WORK PLAN

Discussion and possible action to adopt the Park and Recreation Commission's 2023-24 Work Plan.

(HEARD OUT OF ORDER)

Presentation and Discussion: City staff and Commissioners discussed and responded to questions about refining details and finalizing the Park and Recreation Commission 2023-24 Work Plan.

Moved/Seconded: Vice Chair La Force/Member Brody

Action: Passed a motion to approve the Park and Recreation Commission 2023-24 Work Plan.

Ayes: Chair Kaczor; Vice Chair La Force; Member Brody

Noes: None

Abstain: None

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.

(HEARD OUT OF ORDER)

Presentation and Discussion: City staff discussed and responded to questions about upcoming Recreation Department special events, programs and classes for the 2024 Winter/Spring period (January through May).

Action: Received and filed

5. APPROVAL OF MINUTES

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **September 27, 2023.**

(HEARD OUT OF ORDER)

Moved/Seconded: Vice Chair La Force/Member Brody

Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on May 24, 2023.

Ayes: Chair Kaczor; Vice Chair La Force; Member Brody

Noes: None

Abstain: None

9. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Item skipped, already discussed during Item 6.

10. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, November 29, 2023 at 7 p.m. at City Hall
- 2024 Regular Meeting Calendar - November
- Work Plan Groups and Liaisons Assignments - November
- 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

Chair Kaczor adjourned the meeting at 7:42pm

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 October 25, 2023 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison



THE CITY OF
EL CERRITO
RECREATION

Community Partners

CO-SPONSORED GROUPS & OTHER
COMMUNITY ORGANIZATIONS



Co-Sponsored Groups

PROVIDE VALUABLE COMMUNITY SERVICE

Demonstrate through a range of programs or projects that their membership is providing an improvement to the community at large, and improve/support the community's quality of life

LOCAL

El Cerrito based organization as verified by their 501(c)(3) (non-profit number) or as determined by the El Cerrito City Council

APPROVED BY CITY COUNCIL

Must submit an application that is reviewed by the Recreation Director and ultimately approved at a City Council meeting





Recognizing Co-Sponsored Groups & Community Partners

- Co-Sponsored groups receive discounted or free rental fees for Community Center hall and rooms, clubhouses, fields, and tennis courts
- Priority facility scheduling
- Listed in seasonal rECguides and other forms of promotion (i.e. social media, rECnews)
- Input solicited for community programs, maintenance needs, and special projects

Current Co-Sponsored Groups

Contra Costa Civic Theater

Eastshore Alliance FC

El Cerrito Art Association

El Cerrito Garden Club

El Cerrito HS Archiving Project

El Cerrito Historical Society

El Cerrito Library Foundation

El Cerrito Branch - NAACP

El Cerrito Tennis Club

El Cerrito Toastmaster

El Cerrito Trail Trekkers

El Cerrito Youth Baseball

Friends of the El Cerrito Library

Friends of Ravencliff

KARO-ECHO (Kensington/EC HAM Radios)

ccct.org

www.eastshorealliancefc.org

elcerritoart.org

www.elcerritogardenclub.org

www.wccusd.net/domain/2921

www.elcerritohistoricalsociety.org

eclibraryfoundation.org

PO Box 844 El Cerrito, CA

www.ectennis.org

elcerrito.toastmastersclubs.org

www.ectrailltrekkers.org

www.ecyb.org

friendselcerritolibrary.org

www.friendsofravencliff.com

www.karoecho.net



Co-Sponsored Group Highlights

Athletic Organizations



ECYB

El Cerrito Youth Baseball

- Non-profit, volunteer-run recreational baseball program is for youth
- Primary users of El Cerrito baseball fields (spring)
- Reservation fees help cover field maintenance costs
- Serve 325 local youth between the ages of 5 and 14 years old
- Participated in EC Rec's 1st Annual Play Like a Girl+ Event

EAFC

Eastshore Alliance Fútbol Club

- Non-profit top level competitive soccer club offering grassroots and pre-competitive programs as well
- Primary users of El Cerrito soccer fields (fall)
- Reservation fees help cover field maintenance costs
- Serve 1200+ local youth between the ages of 3 and 17 years old
- Participated in EC Rec's 1st Annual Play Like a Girl+ Event

ECTC

El Cerrito Tennis Club

- Independent tennis club offering leagues, drop-in play, and clinics utilizing El Cerrito courts
- Reservation fees help cover court maintenance costs
- Currently fundraising to make improvements to the park space surrounding Arlington Tennis Courts
- Recommend and refer potential instructors to lead programs in partnership with EC Rec



El Cerrito Garden Club

- Volunteer led group with mission to preserve and protect nature
- Hosts monthly meetings in addition to local garden tours and the Sundar Shadi Garden Award program
- Participated in the annual 4th of July Festival



El Cerrito Trail Trekkers

- Nonprofit group dedicated to preserving and improving EC trails and more, advocating for public open space, and sponsoring community activities
- Hosts monthly community hikes in EC & annual Hillside Festival
- Participated in the annual 4th of July Festival
- Volunteered as presenter for Community Center Senior Presentation program



Friends of Ravenscliff

- Volunteer-run organization supporting Camp Ravenscliff through fundraising for capital improvements/camper scholarships and assembling volunteers for work parties and events
- Promotes and provides scholarships for El Cerrito Camp Sessions



Co-Sponsored Group Highlights

Nature & the Outdoors

Co-Sponsored Group Highlights

Service & Leadership

**EC
NAACP**

National Association for the Advancement of Colored People

- Civil rights organization with mission to ensure political, educational, social, and economic equality of rights of all persons and to eliminate racial hatred and discrimination
- Provides scholarships to ECHS/WCCUSD students
- Participated in the annual 4th of July Festival and sponsor annual MLK Day Celebration

**EC
Toastmasters**

El Cerrito Toastmasters

- Nonprofit educational organization that teaches public speaking and leadership skills





El Cerrito Art Association

- Volunteer organization supporting local artists through programs like monthly demonstrations, lectures, and member exhibits at local venues
- Hosts annual three-day Art Show at the Community Center each October
- Participates in the annual 4th of July Festival



Contra Costa Civic Theater

- Nonprofit community theater with a mission is to provide affordable, entertainment and training in live performing arts
- Building owned by City
- Participated in the annual 4th of July Festival



Kensington Amateur Radio Operators and the El Cerrito Ham Operators

- Volunteer non-profit organization providing auxiliary communications and related training for disaster events
- Works closely with ECFD CERT Program

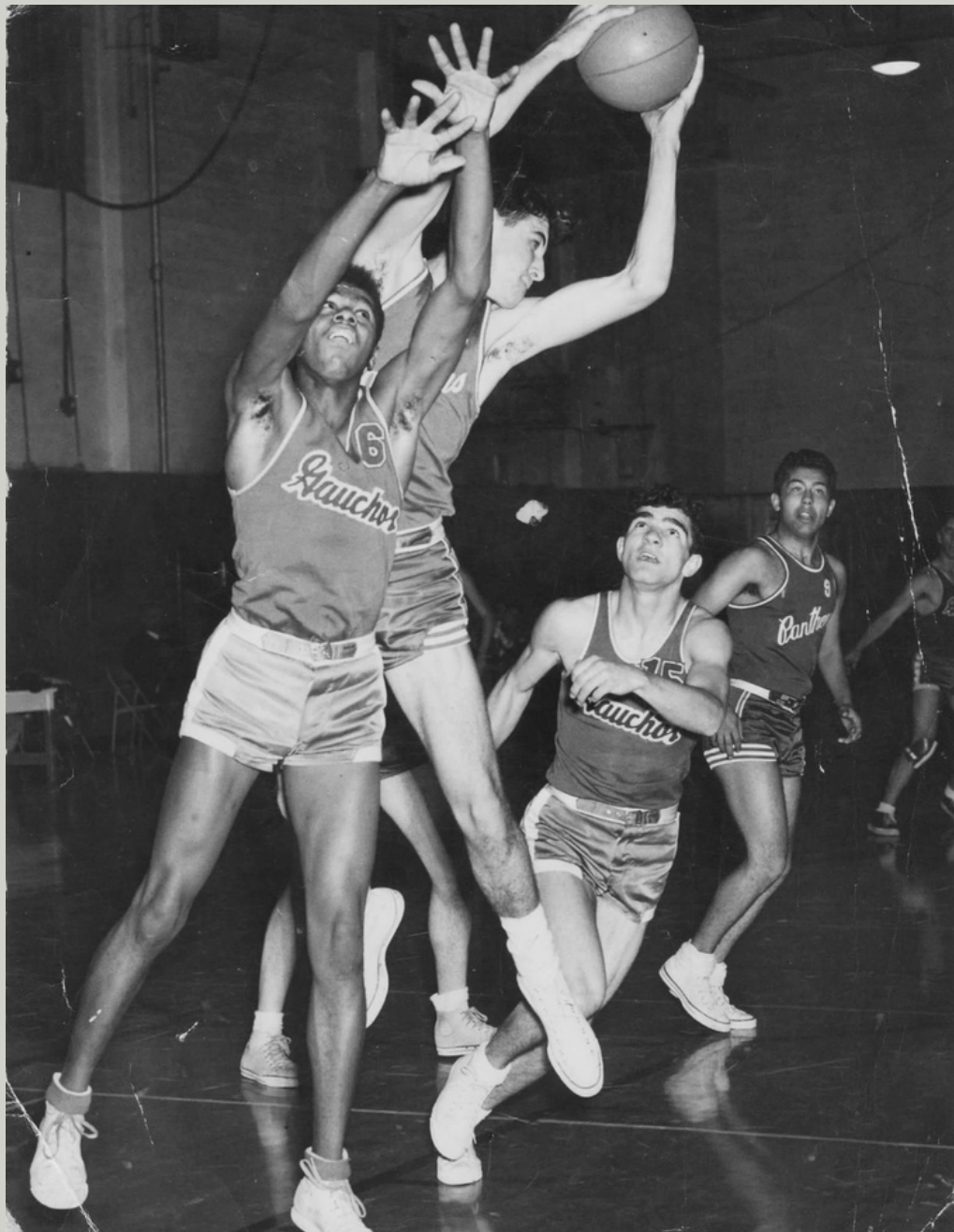


Co-Sponsored Group Highlights

Arts & Communication

Co-Sponsored Group Highlights

EC History



Historical Society

El Cerrito Historical Society

- Non-profit dedicated to locating and preserving local history focused on El Cerrito
- Hosts presentations, historic walks, and tours for the community
- Recently hosted Historic Photo Contest
- Participates and donates to 4th of July Festival
- Volunteered as presenter for Community Center Senior Presentation program

ECHS Archiving Project

El Cerrito High School Archiving Project

- Group of volunteer parents, alumni, community members, students and teachers dedicated to supporting a strong ECHS alumni body and preserving and celebrating ECHS history
- Participated in the annual 4th of July Festival

Co-Sponsored Group Highlights

EC Library



Friends of the EC Library

Friends of the El Cerrito Library

- Volunteer-run organization supporting the Library's programs and collection materials, fundraising, and participating in community events
- Participated in the annual 4th of July Festival and Senior Resource Fair

EC Library Foundation

El Cerrito Library Foundation

- Community-based non-profit developing support for modern public library in El Cerrito
- Ongoing fundraising and establishment of the Permanent Endowment Fund
- Participated in the annual 4th of July Festival

More Community Groups

Albany/El Cerrito Kiwanis Club
American Legion Veterans Hall
Bayview Aerie #2323 Frat. Order of Eagles
Community Emergency Response Team
El Cerrito Chamber of Commerce
Friends of the Cerrito Theater
Friends of Five Creeks
League of Women Voters
Rotary Club of El Cerrito
Shadi Holiday Display
Soroptimists International of El Cerrito
Wildcat 4-H Club
worldOne
EC School PTA/PTSA's
East Bay Pickleball Association

(510) 527-3249
(510) 528-4381
join2323@comcast.net
www.el-cerrito.org/897/Learn-More-About-CERT
www.elcerritochamber.org
www.cerritotheater.org
www.fivecreeks.org
my.lwv.org/california/west-contra-costa-county
(925) 283-6419
shadiholidaydisplay.com
sielcerrito.org
wildcat4h.org
www.worldoneradio.org



Community Group Highlights



PTA's

Parent Teacher Associations

- Fairmont, Harding, Madera, and Korematsu
- Help in the promotion of EC Rec programs including Aftercare, After-School Enrichment Programs, and Special Events
- Utilize facilities for school picnics, fundraisers, and events

EBPA

East Bay Pickleball Association

- Group of local players dedicated to growing the sport of Pickleball and advocating for more courts and opportunity to play
- Reservation fees help cover court maintenance costs
- Participated in EC Rec's 1st Annual Play Like a Girl+ Event
- Currently fundraising for dedicated courts in El Cerrito

ECCC

El Cerrito Chamber of Commerce

- Links El Cerrito businesses to the community through promotional materials, campaigns, and events
- Assist EC Rec in fundraising efforts, especially for the 4th of July
- 2nd Annual "Best of El Cerrito" awards recognized EC Rec

Side Note :)



Best Winter Camp: El Cerrito Recreation

Best EC City Park & Best Place to Have a Picnic
& Best Tennis Courts: Arlington Park

Best Educator (Enrichment/Camps):
Veronica Medina-Ross (Fun Environmental Science)

Best Summer Camp: Tracey Shababo (Machine Sewing)

Best Swimming Lessons : El Cerrito Recreation



Thank you! Questions?

TAYLOR MELTON, RECREATION SUPERVISOR
TMELTON@CI.EL-CERRITO.CA.US



Park Recreation Capital Improvement Program (CIP) Projects, FY 2023-24
City of El Cerrito Park and Recreation Commission - 11/29/23

Funded & Approved Projects	Project #	Budget FY 2023-24	Funding Source	Status
Arlington Park Improvements	TBD	\$385,000	Measure H, Prop. 68 Parks Funds, SB1	Pre-construction meeting held on 11/14, notice to proceed scheduled for 11/27/23. Timeframe is up to 70 working days subject to materials' lead times. Prop. 68 projects must be closed out by 6/30/24.
<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. Final preparations underway, planned construction for May 2024 for 2-3 months. 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 held on 11/15/23. Project website and survey : 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 - 11/29/23

Funded & Approved Projects	Project #	Budget FY 2023-24	Funding Source	Status
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 well. Timeline TBD.
<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)				



DRAFT 2024 Regular Meeting Schedule

City Holiday/Closed
Regular Meeting
Location: Council Chambers
10890 San Pablo Ave
Meeting Time: 7:00pm

PARK & RECREATION COMMISSION

JANUARY 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

FEBRUARY 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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MARCH 2024						
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31						

APRIL 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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MAY 2024						
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JUNE 2024						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	* often cancelled due to 7/4					

JULY 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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7	8	9	10	11	12	13
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AUGUST 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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SEPTEMBER 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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29	30					

OCTOBER 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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NOVEMBER 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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DECEMBER 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

* typically 1 meeting in Nov or Dec; alternate location needed Nov/Dec.