



Staff Liaisons

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AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, February 28, 2024 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, Hari Lamba, 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 Councilmember Lisa Motoyama 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 **November 29, 2023**.
- 6. HILLSIDE NATURAL AREA FIRE RESILIENCE AND FOREST CONSERVATION MANAGEMENT PLAN UPDATE**
Receive a presentation from City staff on the process and timeline of the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan and participate in discussion.
- 7. PARK AND RECREATION COMMISSION WORK PLAN**
Commission 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. RECREATION DEPARTMENT UPDATE**
Update on items of interest in the Recreation Department.

10. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, March 27, 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

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

PARK & RECREATION COMMISSION MEETING FEBRUARY 28, 2024

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. Draft Meeting Minutes, November 29, 2023

AGENDA ITEM 6 - HILLSIDE NATURAL AREA FIRE RESILIENCE AND FOREST CONSERVATION MANAGEMENT PLAN UPDATE

1. Presentation

AGENDA ITEM 7 - PARK AND RECREATION COMMISSION WORK PLAN

1. 2023-24 Park and Recreation Commission Work Plan

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

1. Project Status Sheet



Staff Liaison
Christopher Jones | (510) 559-7005
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DRAFT MINUTES

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

Chair Kaczor called the meeting to order at 7:02pm

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

- 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.

Chair Kaczor reported that a public meeting was held on 11/15/23 regarding the Hillside Natural Area Fire Resilience & Forest Conservation Plan where attendees had the opportunity to share their ideas in shaping the plan and provide input on the plan webpage. The Chair additionally reported that the Urban Forest Committee made a recommendation to City Council to establish an ongoing fundraising mechanism to supplement the City's urban forestry program.

Staff Liaison Jones reported that the City Council will continue their study session on City Advisory Bodies on 12/5/23 at 6pm. Commissioners are welcome to attend and provide feedback and can direct questions and comments to the City Clerk.

- 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.

None

- 5. APPROVAL OF MINUTES**

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **October 25, 2023.**

Moved/Seconded: Vice Chair La Force/Member Tyler

Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on October 25, 2023.

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

Noes: None

Abstain: None

6. PRESENTATION: CITY CO-SPONSORED ORGANIZATIONS

Presentation and discussion of City Co-Sponsored Organizations.

Presentation and Discussion: City staff discussed and responded to questions about community groups who have received Co-Sponsored approval, and in which ways those groups partner with the City and/or community. Other community groups who work in collaboration with the Recreation Department were also highlighted.

Action: Received and filed

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.

Discussion: Member Tyler suggested connecting with and attending the meetings of Co-Sponsored and community groups. Staff Liaison Jones suggested that Recreation staff could help facilitate introductions. Chair Kaczor offered to connect with Trail Trekkers and Strollers & Rollers. Member Tyler offered to connect with Eastshore Alliance EC, El Cerrito Youth Baseball, El Cerrito Tennis Club, and the local Pickleball group.

Action: Received and filed

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.

Presentation and Discussion: City staff discussed and responded to questions about the status of projects at Arlington Park and the Hillside Natural Area Signage and Master Plan.

Action: Received and filed

9. 2024 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE

Discussion and possible action to approve the Regular Meeting Schedule for the 2024 Calendar Year.

Moved/Seconded: Vice Chair La Force/ Member Tyler

Action: Passed a motion to approve the 2024 Regular Meeting Calendar of the Park and Recreation Commission as presented, with the December 2024 meeting location determined to be Hana Gardens.

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

Noes: None

Abstain: None

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Presentation and Discussion: Recreation Supervisor, Taylor Melton reported on recent and upcoming activities in the Recreation Department including introducing Gift Cards, the 2024 Winter/Spring rECguide and registration, the second session of After-School Enrichment Programs, and the Pancake Breakfast on Saturday, 12/2.

Action: Received and filed

11. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, January 24, 2024 at 7 p.m. at City Hall
- Work Plan Group and Liaison Assignments – January
- 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

Chair Kaczor adjourned the meeting at 8:02pm

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 November 29, 2023 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison

HNA Fire Resilience & Forest Conservation Management Plan Update

Karineh Samkian and Stephen Prée
January 2024



Outline



- Background
- Process to date
- Next steps

Background

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Project Area

- Hillside Natural Area (HNA) is ~106 acres
- Elevation: 150 to 650 feet
- Steep slopes with predominantly western and southern exposures
- Prevailing winds from the southwest, but occasional northeast (dry)



Existing Efforts

- City has implemented fire fuel reduction activities and protected oak woodlands based on past planning efforts and current best management practices.
- Volunteers have worked to remove invasive plants and to identify native plants.
- Need exists for more robust, comprehensive plan that balances fuel reduction with native forest conservation.



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Grant



- December 2021: UFC identified and helped with grant application.
- September 2022: City awarded \$145,000 State Coastal Conservancy grant



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Process to Date

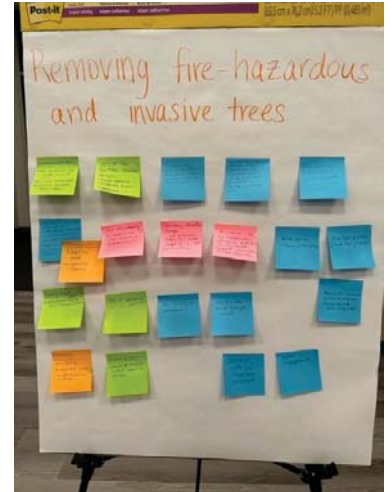
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Consultant

- March 2023: City staff released an RFP for a consultant to help develop the HNA Fire Resilience and Forest Conservation Management Plan.
- Staff reviewed proposals and interviewed the firms.
- June 2023: City Council authorized contract with LSA Associates, Inc.

Stakeholder Advisory Group (SAG)

- SAG includes representatives from:
 - EQC, UFC, Parks and Rec Commission, Make El Cerrito Fire Safe, Friends of 5 Creeks, Trail Trekkers, and Diablo Fire Safe Council.
- Role:
 - provide input,
 - represent the interests of stakeholders,
 - liaise between your committee and the SAG, and
 - encourage participation in community engagement for this Plan.
- October 16, 2023: 1st SAG meeting.



Outreach



- Public Workshop November 15, 2023
- Public survey open Nov 15, 2023-January 5, 2024
- Met with the Tribal Chair of the Confederated Villages of Lisjan Nation

Next Steps

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Planning Phases



Next Steps

- Next SAG meeting is tentatively planned for March where major recommendations will be presented.
- Draft plan will be released with 45-day public comment period starting this spring.
- Draft final will be presented to UFC, EQC, and Park and Rec Commission this summer.
- 30-day comment period for CEQA this summer before requesting City Council consideration/adoption.

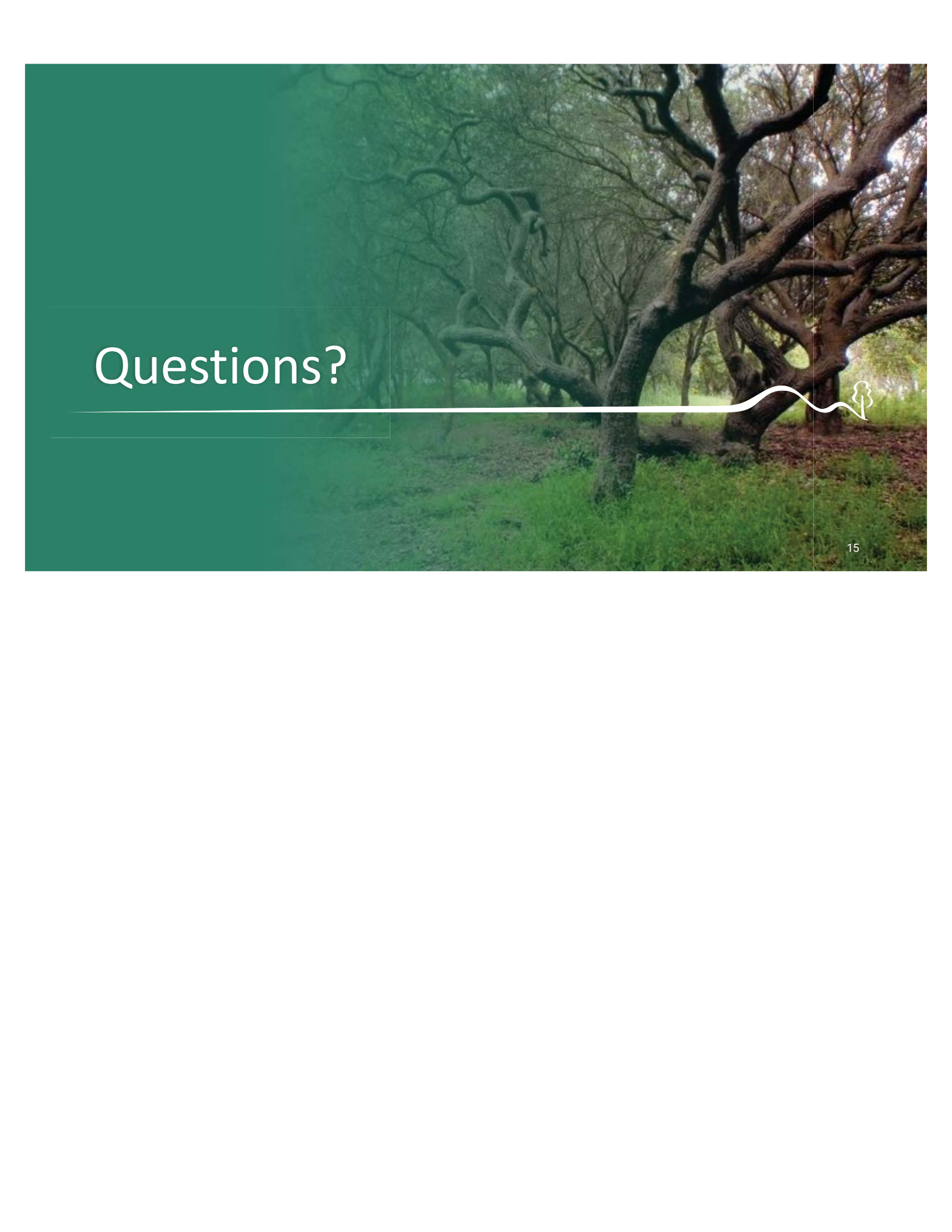


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Find out more!

Visit: El-cerrito.org/1650/Hillside-Natural-Area-Plan





Questions?



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 WW	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 through 501(c)3's or to a designated City fund for specific projects. • 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 (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.	• Commission receives regular updates on status of CIP projects.
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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

Park Recreation Capital Improvement Program (CIP) Projects, FY 2023-24
City of El Cerrito Park and Recreation Commission - 2/28/24

Funded & Approved Projects	Project #	Budget FY 2023-24	Funding Source	Status
Arlington Park Improvements	TBD	\$385,000	Measure H, Prop. 68 Parks Funds, SB1	Demolition in clubhouse and picnic sites began on 11/27/23 including bathroom, interior of clubhouse and removal of concrete from site #2. Clubhouse exterior painted. Project completion projected for this spring.
<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	Budget for design and construction approved by City Council in February. Timeline formulation in process.
<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	Final preparations underway; signs proofs received, mock-ups should be available in next couple of weeks. Plans and specifications for sign installation RFP near complete. Planned construction to start in 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	Commission to receive update as separate item at the 2/28/24 Commission Meeting. 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 - 2/28/24

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	Promising discussions held with WCCUSD, anticipate finalized Castro Park agreement soon so that Pickleball Court construction can move forward. Castro sewer lateral repair design and construction budget approved by City Council for this fiscal year. Tennis Plaza design and implementation plan being formulated to address ADA requirements. Playground resurfacing project manager engaged for Arlington Park.
<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. Design budget approved by City Council in February for this fiscal year. Construction planned for FY2025.
<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)				