



Staff Liaisons
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AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, July 24, 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; 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 **February 28, 2024**.
6. **PRESENTATION OF ON THE HILLSIDE NATURAL AREA FIRE RESILIENCE AND FOREST CONSERVATION MANAGEMENT PLAN**
Receive a presentation on the draft recommendations included in the Draft HNA Fire and Forest Conservation Management Plan.
7. **ADVISORY BODIES UPDATES**
Receive a presentation on recent changes to policies and procedures passed by the City Council for all City Advisory Bodies. Possible action to: a) change meeting frequency; b) request a youth member as a non-voting appointment to the Park and Recreation Commission.
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. REORGANIZATION OF THE PARK AND RECREATION COMMISSION

Per City ordinance, select Chair and Vice Chair of the Park and Recreation Commission for 2024-2025.

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

11. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, August 28, 2024 at 7 p.m. at City Hall
- Parks and Recreation Facilities Projects Update – Ongoing
- Fiscal Year 2024-25 Budget and Master Fee Schedule Updates
- 2024-2025 Work Plan

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
SUPPLEMENTAL AGENDA MATERIALS

PARK & RECREATION COMMISSION MEETING
July 24, 2024

PUBLIC COMMENT INDEX

1. **Public Comments** received by July 24, 2024 before 4pm

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. **Draft Meeting Minutes**, February 28, 2024 (July 24, 2024 before 4pm)

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

1. [Link to DRAFT Plan](#)
2. **Presentation** (July 24, 2024 before 4pm)

AGENDA ITEM 7 – ADVISORY BODIES UPDATES

1. Presentation

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

1. Project Status Sheet



SUPPLEMENTAL AGENDA MATERIALS

PUBLIC COMMENT INDEX

PARK AND RECREATION COMMISSION MEETING

July 24, 2024 at 7pm

The following Public Comments were **received prior to 4 p.m. on 7/24/2024**, were provided directly to Park and Recreation Commissioners in advance of the meeting, and were posted online as supplemental materials at:
<https://www.el-cerrito.org/ArchiveCenter/ViewFile/Item/7647>

PUBLIC COMMENTS – ITEMS NOT ON THE AGENDA

1. Ted Steen, Eastshore Alliance Fútbol Club

From: [Ted Steen](#)
To: [Chris Jones](#)
Subject: City of El Cerrito Parks and Rec Commission: Eastshore Alliance FC Collaboration
Date: Wednesday, July 24, 2024 11:36:42 AM

Caution! This message was sent from outside your organization.

Dear Parks and Rec Commission for the City of El Cerrito,

The Eastshore Alliance Fútbol Club (EAFC) is the co-sponsored group in El Cerrito and is a non-profit organization recently formed in 2023 through the merger of Spurs FC- the original co-sponsored group- and Mavericks SC, two clubs that have been a part of the community for over 50 years. EAFC serves over 1,000 youth ages 3-19 from families in El Cerrito, Berkeley, Albany, Richmond, San Pablo, and surrounding areas. Our mission is to "provide the optimum environment to elevate the player experience while fostering growth, development, and positive change within our community." Our programming supports families from all backgrounds throughout the East Bay, including many with limited access to parks, green space and recreation. Our club supports families with needs-based financial assistance, and this past year we were able to support over 120 players with \$160,000 of Financial Aid and are on target to meet and exceed those numbers this year. For many, our program provides access to physical activity on recreational fields that their neighborhoods and school environments may lack.

Our organization's greatest challenge in successfully serving our communities is access to field space. Eastshore Alliance's Competitive, pre-competitive (Junior Allies), Grassroots, and Mini Allies programs currently serve 1,049 youth across 65+ teams. To see a complete breakdown of our club's demographic and geographic reach, see [here](#). Each of these teams have practice 2-3 per week depending on the program and age, resulting in a need for 80 - 100 field slots each week. To clarify, a field slot is access to a full-size field for a 90-minute session that is shared between a number of teams. Assuming we have access to a field from 4 - 9, we could get three field slots there. Access to that field Monday through Friday would bring us to 15 field slots. So, we need access to 5-7 full-size fields to provide the optimum field environment to elevate the player experience. Within the city of El Cerrito, we are grateful to have priority of field space in the fall season, but many of the fields are smaller than an 11v11 full size field and none of the fields have light. When spring rolls around, we also lose our priority of field space to baseball, which we understand as it is their main season, but it forces it to train in smaller spaces and use hard top surfaces, both of which are not ideal for player safety.

Our two biggest limitations are fields not having lights so we are unable to run sessions later in the day which makes it very difficult for the high-school aged players in the club, as well as the natural grass fields that are closed due to inclement weather (historically, the City of El Cerrito closed their grass fields for the first 3 weeks of our fall seasons- which begin August 12th- for routine maintenance and the rain this past spring saw the fields closed for an additional 4 weeks, so that 7 weeks can add up to 25 - 33% of the season for some teams). While it is possible to overload the fields with multiple teams, these are less than ideal conditions when it comes to actually teaching the game and for player development and conditioning. You would not limit a baseball team from the batter's box to the pitcher's mound, nor would you limit a basketball team from the hoop to the free throw line, so why should soccer be treated any differently?

Options for practice and game fields are limited: there is currently only one non-school facility in the El Cerrito/Albany/Berkeley area with all-weather fields available for rent by the community, and that is the Tom Bates Sports Complex. As mentioned above, during this year's wet season EAFC needed to cancel the majority of practices for four consecutive weeks, reserving limited turf fields for more competitive teams. This year alone, there were times where fields were shared by up to ten teams at a time.

For rental of school fields, soccer clubs must go through districts to utilize the fields. There are often several charges associated with renting fields, including restroom and custodial fees that make rentals complicated and at times, unaffordable. School fields at El Cerrito High School are more difficult to rent and access, and are frequently locked.

Eastshore Alliance FC would like to work with the City to discuss the possibility of developing or converting fields in the coming years. Addressing the city's Master Plan, two key areas of focus would be:

turfing and lighting Cerrito Vista to improve and increase access to the space supporting an MOU with El Cerrito High School and/or WCCUSD to increase access to the school's two turf fields, similar to the school's baseball team's access to Cerrito Vista

A third focus would also be identifying other spaces we could develop into soccer fields and/or sports complexes. We understand that turf fields are more costly to develop than grass fields. However, we also understand that climate-related uncertainty will make it more difficult to predict and assume when grass fields will be available. We also know that our ever-growing programs will put additional pressure on limited turf fields in the coming years. EAFC is interested in discussing how organizations such as ours may be able to help raise funds for the development of new turf fields or the conversion of grass fields to turf, as well as funding for field maintenance and lighting.

Thank you very much for your time and consideration as we look forward to working together to improve the health and wellbeing of our shared community.

Best,

Ted Steen

Eastshore Alliance Fútbol Club
Executive Director of Finance and Administration
Head Coach - 2012B Orange




Staff Liaisons

Beth Frazer & Andrea Dwyer
(510) 559-7000
recreation@ci.el-cerrito.ca.us

DRAFT MINUTES

**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 – Present:** Vice Chair Norman La Force; Members Carinne Brody, Troy Tyler; **Absent:** Chair Jennifer Kaczor; Member Hari Lamba

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.

Discussion: Commissioners discussed and offered congratulations to Vice Chair Norman LaForce who attended his last meeting of the Park and Recreation Commission this evening.

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 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.

None

5. APPROVAL OF MINUTES

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **November 29, 2023**.

Moved/Seconded: Members Tyler/Brody

Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on November 29, 2023.

Ayes: Vice Chair La Force; Members Tyler, Brody

Noes: None

Abstain: None

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.

Presentation and Discussion: City staff discussed and responded to questions about the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan development formulation and development to date including selection of a consultant, the Stakeholder Advisory Group, public outreach and next steps.

Action: Received and filed

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.

Discussion: Commissioners discussed liaison and work plan group assignments.

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, Community Center, Hillside Natural Area Wayfinding Signage, Castro Park and the Swim Center.

Action: Received and filed

9. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Presentation and Discussion: City staff discussed and responded to questions about summer camp registration and discount day, the Annual Crab Feed Fundraiser, tax preparation service, Presidents' Week Camps, spring swim lessons, senior day trips and new spring classes.

Action: Received and filed

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

Vice-Chair La Force adjourned the meeting at 7:57pm

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 February 28, 2024 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison

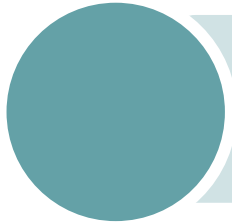
HNA Fire Resilience and Forest Conservation Management Plan

Karineh Samkian and Stephen Prée

July 24, 2024



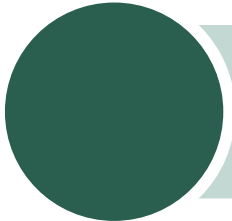
Overview



Plan Development Process



Major Recommendations



Next Steps

Background

- Hillside Natural Area (HNA) is ~106 acres.
- City has implemented fire fuel reduction activities
- Volunteers have removed invasives and identified native plants
- City awarded State Coastal Conservancy grant



Plan Development Process



- City Council authorized contract with LSA Associates, Inc.

- Stakeholder Advisory Group (SAG) established

- Assessment:

- Biological
- Cultural
- Fuel and fire hazard
- Trails

- Public Input:

- 2 SAG meetings
- public workshop
- Survey
- Council presentation

Plan Phases

Engagement touchpoints

Phase 1: Studies and Input
(Completed)

Oct 2023-Jan 2024

- SAG meeting #1
- Public workshop #1
- Community survey



Phase 2: Draft Development & Review

Jan-Sep 2024

- Meetings with City committees & commissions
- SAG meeting #2
- Public online draft review
- Public workshop #2

Phase 3: CEQA Review and Final Plan

Sep 2024-Mar 2025

- Planning Commission
- City Council

Throughout the process:

- ✓ City webpage
- ✓ City newsletters

Proposed Recommendations



Highest Priority

1. Create defensible space within 100-ft of residential structures immediately adjacent to the Hillside Natural Area

High Priority

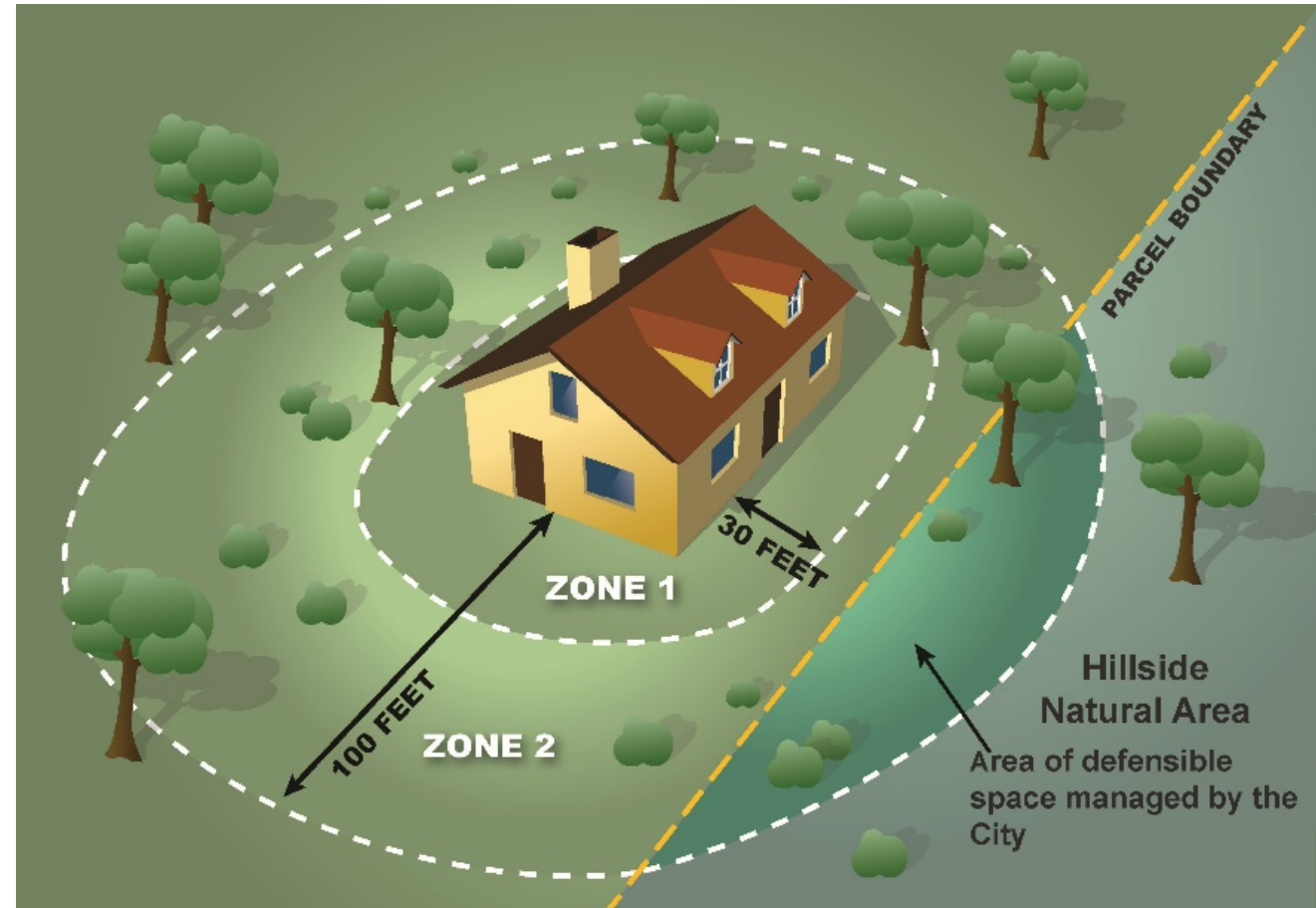
2. Establish fuel breaks
3. Remove eucalyptus and non-native conifers
4. Create a sustainable system of fire roads

Medium Priority

5. Actively manage threats to native oak species
6. Remove invasive shrubs and herbaceous species
7. Restore and re-establish native species
8. Monitor key performance indicators

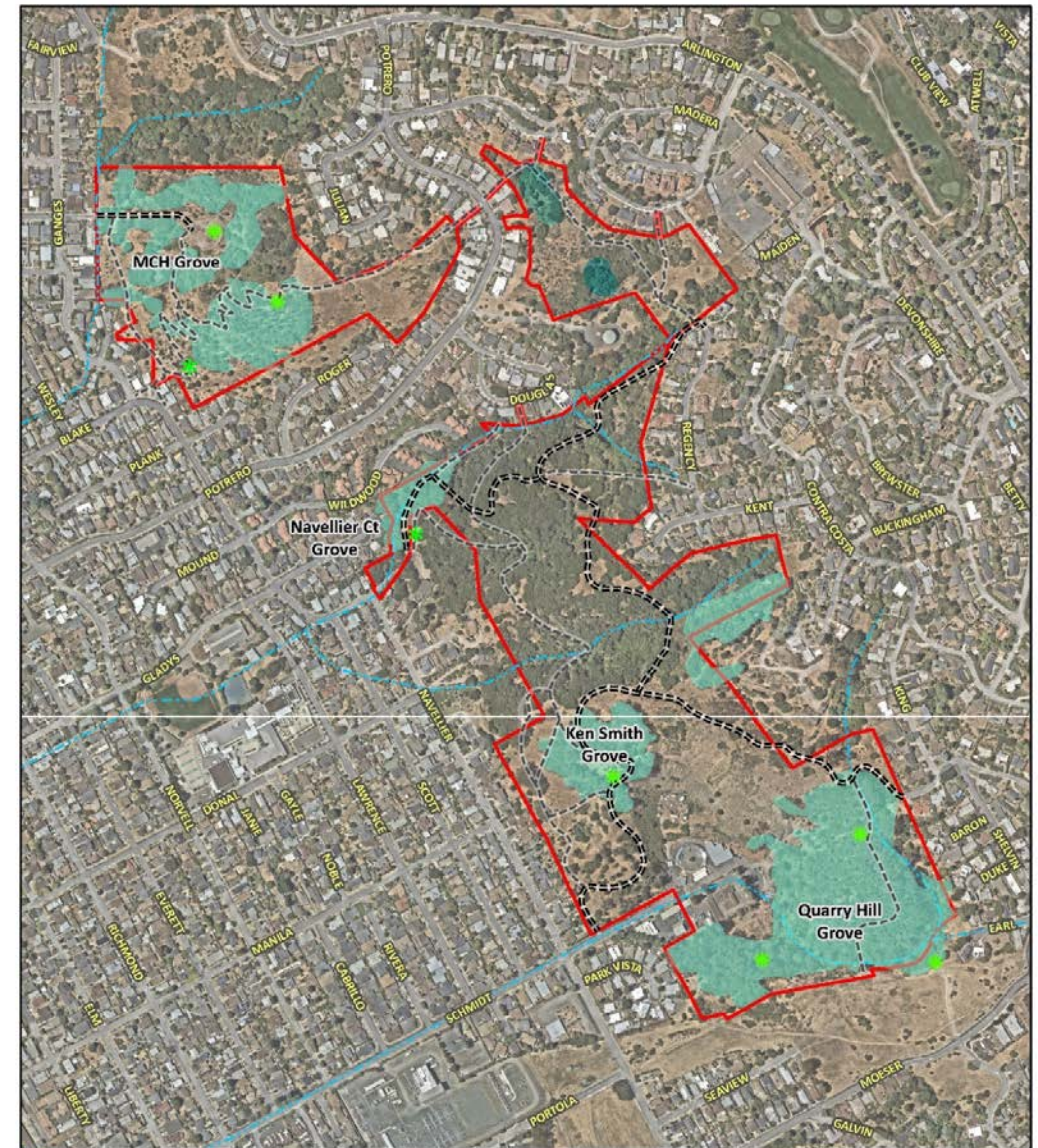
Highest Priority

1. Create Defensible Space
 - Within 100-ft of structures adjacent to HNA



High Priority

2. Establish Shaded Fuel Break
 - 100-300 feet along HNA perimeter from property line.
3. Remove Eucalyptus & Non-Native Conifers
 - 1. Motorcycle Hill, 2. Quarry Hill, 3. Kent Drive and Buckingham, 4. Madera property, 5. the Ken Smith grove.
4. Create System of Fire Roads & Trails
 - Improve road at Potrero Ave and King Ct, add access to Motorcycle Hill, and improve other roads.



LSA

LEGEND

Project Site

Stream/Drainage

Vehicle Accessible Trail

Foot+Bike or Foot-only Trail

Eucalyptus Grove/ Pine trees

Landing/Processing Site



SOURCE: Contra Costa County; Esri.

J:\20231296\GIS\MXD\Bio Report\Figure 14_Eucalyptus Groves and Landing Sites.mxd (2/23/2024)

FIGURE 4

Hillside Natural Area
Wildfire Resilience and Forest Conservation Plan
El Cerrito, Contra Costa County, California
Eucalyptus Groves and Landing Sites

Medium Priority



- 5. Manage Threats to Oak
- 6. Remove Invasives
- 7. Restore and Re-establish Natives
- 8. Monitor Key Performance Indicators

Next Steps

- **2nd Public Workshop**
 - Saturday, August 3, 2024 from 10-11:30 am
 - at Hana Gardens Senior Center (10870 San Pablo Ave)
- **Public Comments – Due August 25, 2024**
 - <https://www.el-cerrito.org/1650/Hillside-Natural-Area-Plan>
- **CEQA Review & CEQA Public Comment – Fall 2024**
- **Plan Consideration by City Council (anticipated) – Early 2025**



Questions?

Karineh Samkian

KSamkian@ci.el-cerrito.ca.us

Stephen Prée

spre@ci.el-cerrito.ca.us



EL CERRITO

ADVISORY BODIES UPDATES

cityclerk@ci.el-cerrito.ca.us



Policy Changes

- Resolution 2024-16
 - Adopt Regulations Regarding City Boards, Commissions and Committees Including Member Requirements, Youth Participation, and Communications to City Council
- Ordinance 2024-01
 - Modifying Meeting Requirements and Concurrent Service on Boards, Commissions, and Committees

- No longer *required* to attend meetings prior to appointment, instead *strongly encouraged*
- Should demonstrate knowledge of current work for body applied for
- Priority give to those not already serving on another body

Application and Appointment

- Minimum meeting requirement *quarterly* (previously monthly)
 - Additional meeting ok IF:
 - Staff is available, AND
 - Membership supports the need
- Annual Report to Council on meetings held



Meeting Frequency

- Two-Year (Biennial) Workplan adopted no later than FY 2026
 - Advisory Bodies that are able to are encourage to complete by FY 2025
 - Content shall align with scope of responsibility and City's Strategic Plan
 - Shall use the Council approved template



Exempt: CSOC, CS, DRB, PC

2-Year Workplan

- No later than July 1st of applicable years shall:
 - Adopt the workplan
 - Post on the Advisory Body's website
 - Transmit to City Council on *consent*
 - Designee should be present to answer questions.
 - Requests for a *presentation* of the workplan will be reviewed/approved consistent with Council rules of order and Procedure



2-Year Workplan Cont.'d

- Accomplishment Section shall be updated annually by July 1st
 - Re-adopt workplan with updates
 - Post on the Advisory Body's Website
 - Transmit to Council on consent
 - Designee should be present to answer questions.
 - Requests for a presentation of the workplan will be reviewed/approved consistent with Council rules of order and Procedure



Exempt: CSOC, CS, DRB, PC

Annual Work Plan Accomplishments

- Must reference workplan item(s) and/or areas of Advisory Body Responsibility
 - Transmit to Council on Consent
- Recommendations in connection with staff requests to be included in staff report
- Any other recommendations, provided by way of general Public Comment



Recommendations

- Any Body may request the City Clerk to advertise interest in appointing a youth member.
- Enrolled in El Cerrito High or resident between ages of 14-18, with written consent
- Non-voting appointment
 - Can participate in discussion and cast a vote, but will not be counted toward quorum or determining vote outcome
 - Only attendance, orientation and Harassment training required



Youth Participation

Park Recreation Capital Improvement Program (CIP) Projects, FY 2023-24
City of El Cerrito Park and Recreation Commission - 7/24/24

Funded & Approved Projects	Project #	Budget FY 2023-24	Funding Source	Status
Arlington Park Improvements	TBD	\$385,000	Measure H, Prop. 68 Parks Funds, SB1	Projects substantially complete, working on punchlist items before returning to public usage.
<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	Project complete. Planning dedication for a Wednesday in August 2024, date will be forwarded to Commission.
<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>				
<u>Hillside Natural Area (HNA) Improvements</u>	C3075, C5046	\$145,000	Coastal Conservancy Grant	Commission to receive update as separate item at the 7/24/24 Commission Meeting. Draft plan available for review. Project website: http://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 - 7/24/24

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	Castro Park agreement completed with WCCUSD. Pickleball Court construction RFP being developed for construction in late Fall/Winter. Castro sewer lateral repair completed. Tennis Plaza design finalized, initial permit obtained for construction. Playground resurfacing project manager engaged for Arlington Park - budget not identified for this project.
<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	Measure H; General Fund Reserve	Parking lot designs finalized, partial funding identified in Measure H Fund, need general fund contribution or other funding source to begin project - 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)				