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AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, August 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 Troy Tyler; Vice Chair Jennifer Kaczor; Members Carinne Brody and 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.
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 **July 24, 2024**.
6. **PARK AND RECREATION COMMISSION ACCOMPLISHMENTS**
Discussion and possible action to adopt the Park and Recreation Commission's Fiscal Year 2023-24 Accomplishments.
7. **PARK AND RECREATION COMMISSION WORK PLAN**
Discussion, brainstorming and possible action to adopt the Park and Recreation Commission's 2024-25 & 2025-2026 Work Plan.
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, 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 & 2025-2026 Work Plan
- WCCUSD 7-11 Committee Update

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 AGENDA MATERIALS

PARK & RECREATION COMMISSION MEETING
August 28, 2024

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. Draft Meeting Minutes, July 24, 2024

**AGENDA ITEM 6 – PARK AND RECREATION COMMISSION
ACCOMPLISHMENTS**

1. **DRAFT** List of Fiscal Year 2023-2024 Accomplishments

AGENDA ITEM 7 – PARK AND RECREATION COMMISSIONER WORK PLAN

1. 2023-2024 Work Plan

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

1. Project Status Sheet (August 28, 2024 before 4pm)



Staff Liaisons

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DRAFT MINUTES

**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

CONVENE REGULAR MEETING - Commissioner Kaczor called the meeting to order at 7:02pm

1. **ROLL CALL – Present:** 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.

Discussion: Commissioners reported on topics including WCCUSD's 7-11 Committee and the land above the Invictus campus on Moeser Lane, the Arlington Park Improvement Project, and the Hillside Natural Area signage project.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**

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Public Comment: Written comments were received from Ted Steen of Eastshore Alliance Futbol Club, distributed to the Park and Recreation Commission prior to the meeting and included in the Commission's agenda packet.

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.

Discussion: Staff reported on City Council actions related to the scope of the Park and Recreation Commission from their meetings in February through July 2024.

5. **APPROVAL OF MINUTES**

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **February 28, 2024**.

Moved/Seconded: Members Tyler/ Brody

Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on February 28, 2024.

Ayes: Chair Kaczor; Members Brody, Lamba and Tyler

Noes: None

Abstain: None

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.

Presentation and Discussion: Stephen Preé and Karineh Samkian from the City's Public Works Department gave a presentation and answered questions regarding the plan's public engagement process, draft recommendations and next steps.

Action: Received and filed

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.

Presentation and Discussion: Staff discussed and responded to questions regarding new policies and procedures for City Advisory Bodies including minimum meeting requirements, a non-voting youth member, how recommendations are communicated to the City Council and work plan requirements.

Moved/Seconded: Members Tyler/Brody

Action: Passed a motion to keep the Park & Recreation Commission meeting schedule as approved with no changes for the remainder of the calendar year.

Ayes: Chair Kaczor; Members Brody, Lamba and Tyler

Noes: None

Abstain: None

Moved/Seconded: Members Tyler/Brody

Action: Passed a motion to request the recruitment of a youth member for the Park & Recreation Commission.

Ayes: Chair Kaczor; Members Brody, Lamba and Tyler

Noes: None

Abstain: None

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. REORGANIZATION OF THE PARK AND RECREATION COMMISSION

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

Member Kaczor nominated Member Tyler to serve as the Chair.

Moved/Seconded: Members Brody/Tyler

Action: Passed a motion to approve the nomination of Member Tyler as Chair.

Ayes: Members Brody, Kaczor, Lamba and Tyler.

Noes: None

Abstain: None

Member Brody nominated Member Kaczor to serve as the Vice Chair.

Moved/Seconded: Members Brody/Lamba.

Action: Passed a motion to approve the nomination of Member Kaczor as Vice Chair.

Ayes: Chair Tyler; Members Brody, Lamba and Tyler.

Noes: None

Abstain: None

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Presentation and Discussion: Staff provided updates on 2024 special events including the Crab Feed, Spring Egg Splash, Spring Tea Party, and 4th of July Festival, as well as swim center rentals, summer camp program, the Fall rECguide, and hiring of a new Childcare Supervisor.

Action: Received and filed

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
- 2025-2026 Work Plan
- WCCUSD 7-11 Committee Update

12. ADJOURN PARK AND RECREATION COMMISSION MEETING

Chair Tyler adjourned the meeting at 8:56pm



DRAFT ACCOMPLISHMENTS **FISCAL YEAR 2023-2024**

PARK AND RECREATION COMMISSION

Chair **Troy Tyler**; Vice-Chair **Jennifer Kaczor**; Members **Carrine Brody, Hari Lamba**

Staff Liaison

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Recreation Department

PRIOR FISCAL YEAR ACCOMPLISHMENTS

Updated annually by July 1 and provided to City Council on Consent

Goal/Objective	Activities Supporting Goal	Status
1. School District Partnership	Received regular updates on status of Castro Park agreement with school district and provided feedback.	Agreement in place, ongoing updates regarding Pickleball Court construction at Castro Park.
2. Community Outreach & Engagement	Received regular updates on Recreation Department programs, services and community engagement activities and provided feedback.	ongoing
3. Engaging Recreation/Community Partners	Received presentation on City Co-Sponsored organizations and other groups who work in collaboration with the Recreation Department and the City and provided feedback.	Incorporated Commission Liaisons to several organizations in Work Plan to increase communication.
4. Open Space & Urban Trails	Received presentation on Hillside Natural Area Fire Resilience and Forest Conservation Management Plan and provided feedback.	Continues to monitor status of Plan.
5. Parks and Recreation Projects	Received presentations on the Parks and Recreation Facilities capital improvement program (CIP) projects and provided feedback.	Ongoing



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 2024-25
City of El Cerrito Park and Recreation Commission - 8/28/24

Funded & Approved Projects	Project #	Budget FY 2024-25	Funding Source	Status
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. RFP issued, bids received on 8/20/24 under engineers estimate. 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>				
<u>Hillside Natural Area (HNA) Improvements</u>	C3075, C5046	\$145,000	Coastal Conservancy Grant	Draft plan available for review, comment period ended on 8/25/24. CEQA Analysis to happen Fall 2024. Possible City Council Adoption Winter 2025.
<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>				
Ohlone Greenway Improvements - Uptown	C3069, C3084	\$227,000	Measure J Transportation, Other Secured Funding	Timeline under development.
<i>This project will improve the Ohlone Greenway consistent with the Greenway Master Plan (2009). Improvements include path widening, landscaping, street crossing enhancements, and other amenities. The improvements to be designed in FY25 consist of a side path and enhanced landscaping between Hill Street and Safeway entrance, which must be coordinated with BART's substation upgrade and expanded footprint, and path widening, landscaping, lighting, and amenities north of Knott.</i>				
Ohlone Greenway Master Plan Program	Various	\$100,000	Measure J Transportation	Timeline under development.
<i>This program has been implemented as various projects based on the recommendations in the Ohlone Greenway Master Plan (2009) and will more recently will be implement per the Park & Recreation Facilities Master Plan (2019). In the next two years, the program includes repair of the path between Eureka Avenue and Stockton Avenue in FY25 and upgrade and expansion of camera security system using development fees.</i>				

Park Recreation Capital Improvement Program (CIP) Projects, FY 2024-25
City of El Cerrito Park and Recreation Commission - 8/28/24

Funded & Approved Projects	Project #	Budget FY 2024-25	Funding Source	Status
Parks and Recreation Facilities Master Plan Program	various	\$80,000	Donations	Pickleball Court construction RFP being developed in Fall 2024 for Winter/Spring 2025 construction. 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.</i>				
Swim Center Capital Enhancements	TBD	\$370,000 Funded / \$400,000 Unfunded	Measure H/ Unidentified	Waterslide replacement should occur prior to March 2025. Parking lot designs finalized, partial funding identified in Measure H Fund, need general fund contribution or other funding source to begin project.
<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 is the water slide replacement for the Recreation Pool are ADA Improvements and Installing EV Charging Stations in the Swim & Community Center Parking Lots (partially funded).</i>				
SEE DESCRIPTIONS FOR FUTURE AND UNFUNDED CIP PROJECTS IN CITY BUDGET: CAPITAL IMPROVEMENTS (LINK)				