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AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, October 30, 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 ANNOUCEMENTS**
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 ANNOUCEMENTS 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 **September 25, 2024**.
6. **RECREATION DEPARTMENT BUDGET OVERVIEW**
Presentation and overview of the Recreation Department's Fiscal Years 2024-25 and 2025-26 Budget.
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, Work Plan Groups and Co-Sponsored Groups Liaisons.
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. **2025 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE**
Discussion and possible action to approve the Regular Meeting Schedule for the 2025 Calendar Year.

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

11. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, December 11, 2024, at 7 p.m. at **Hana Gardens Senior Center, 10870 San Pablo Avenue**
- Parks and Recreation Facilities Projects Update – Ongoing
- Fiscal Year 2024-25 Master Fee Schedule Updates
- 2024-2025 & 2025-2026 Work Plan
 - WCCUSD 7-11 Committee Update

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 October 30, 2024

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. **DRAFT** Meeting Minutes, September 25, 2024

AGENDA ITEM 6 – RECREATION DEPARTMENT BUDGET OVERVIEW

1. Fiscal Years 2024-25 and 2025-26 Biennial City Budget - <http://www.el-cerrito.org/BiennialBudget>

AGENDA ITEM 7 – PARK AND RECREATION COMMISSIONER WORK PLAN

1. **DRAFT** 2024-25 & 2025-26 Work Plan

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

1. Project Status Sheet

AGENDA ITEM 9 – 2025 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE

1. **DRAFT** Calendar



DRAFT MINUTES

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, September 25, 2024 at 7:00 p.m.

Council Chambers
10890 San Pablo Ave, El Cerrito

This Meeting Place is Wheelchair Accessible

Staff Liaison
Christopher Jones
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CONVENE REGULAR MEETING-Chair Tyler called the meeting to order at 7:03 p.m.

1. **ROLL CALL – Present:** 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.

Discussion: Director Jones introduced Jocelyn Leché, Recreation Supervisor in charge of childcare and summer camps to the Commission.

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: Ted Steen, Eastshore Alliance Futbol Club spoke about artificial turf and lighting needs at Cerrito Vista Park, vandalism of soccer goals, and the possibility of secured storage on site at the fields to prevent these issues from occurring.

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: Director Jones announced that at the September 17, 2024 City Council Meeting it was announced that the Fiscal Year 2023-24 unaudited year end budget totals have been calculated and there are nearly \$23 million in reserves which represents 43% of general fund expenditures.

5. **APPROVAL OF MINUTES**

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

Moved/Seconded: Vice Chair Kaczor/Member Brody. **Action:** Passed a motion to approve the minutes of the Park and Recreation Commission meeting on August 28, 2024. **Ayes:** Chair Tyler; Vice Chair Kaczor; Members Brody, Lamba. **Noes:** None

6. PARKS AND RECREATION FACILITIES MASTER PLAN

Presentation and overview of the 2019 Parks and Recreation Facilities Master Plan.

Presentation and Discussion: Staff discussed and responded to questions about the City of El Cerrito's 2019 Parks and Recreation Facilities Master Plan including the public engagement process and needs assessment, analysis, goals, recommendations and prioritization and the financial evaluation. Topics of discussion included Cerrito Creek, Dorothy Rosenberg Memorial Park, bike lanes, a new library, a new senior center, Arlington Park, City facilities on School District property, Measure H funds, maintenance needs and costs of recommendations.

Action: Received and filed

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.

Presentation and Discussion: Staff discussed and responded to questions about the City Advisory Body Work Plan process and requirements. Commissioners discussed the potential work plan topics such as the need for park and recreation facility enhancements and increased maintenance, monitoring the WCCUSD 7-11 Committee, funding opportunities, and older infrastructure.

Commissioner Brody left the meeting at 8:25pm.

Discussion continued including funding needs, possible Master Plan update, and refining existing goals and ongoing activities.

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: Staff provided updates on the Community Center Roof Repair and Replacement project.

Action: Received and filed

9. PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE

Consider modifying future date(s) of regularly scheduled meetings of the Park and Recreation Commission in 2024.

Moved/Seconded: Vice Chair Kaczor/Member Lamba. **Action:** Passed a motion to approve changing the regular meetings of the Park and Recreation Commission from October 23, 2024 and December 4, 2024 to October 30, 2024 and December 11, 2024 respectively. **Ayes:** Chair Tyler; Vice Chair Kaczor; Member Lamba. **Noes:** None. **Absent:** Member Brody

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Presentation and Discussion: Staff provided updates on new employees, the passing of Judy Katz (long time senior fitness class instructor), the Senior Resource Fair, Arlington Park Improvements Dedication, Swim Center schedule update, new youth and adult classes, Unity Day, school break camps, senior social hour and Café Costa Senior Lunch Program and Flu and COVID-19 Vaccine clinic.

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 & 2025-2026 Work Plan
- WCCUSD 7-11 Committee Update
- 2025 Regular Meeting Schedule - October

12. ADJOURN PARK AND RECREATION COMMISSION MEETING

Chair Tyler adjourned the meeting at 8:45pm.

Troy Tyler, Chair

This is to certify that the foregoing is a true and correct copy of the minutes of the Regular Park and Recreation Commission meeting on September 25, 2024 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison



Park & Recreation Commission

Staff Liaison

Chris Jones | (510) 559-7005
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Recreation Department

**BIENNIAL WORK PLAN
FISCAL YEAR 2024/2025 – 2025/2026**

PARK AND RECREATION COMMISSION

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

MISSION STATEMENT:

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. They regularly review the City’s annual Capital Improvement Program, the Recreation Department’s budget and the Recreation Department’s Master Fee Schedule. 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 and other ADA related parks projects. Commissioners have reviewed and made recommendations on all major related planning efforts including the Ohlone Greenway Master Plan, Urban Forest Plan, Urban Greening Plan, Climate Adaptation and Action Plan, the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan and others. The Commission helped develop the Parks and Recreation Facilities Master Plan in 2019 which helped with the approval of Measure H later that year to continue funding for parks and recreation facilities. 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 2024/2025

Items listed in priority order

Notes for Consideration and Key:

- Red = language change from last meeting
- Consider moving/adding some items to FY 2025-26?
- Establish priority order
- Orange = moved from Goals/Objective to Ongoing Projects
- Confirm Ongoing Projects

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion
School District Partnership	<ul style="list-style-type: none"> • Monitor 7-11 Committee Process 	None		
Open Space & Urban Trails	<ul style="list-style-type: none"> • Support efforts to create a HNA Usage Master Plan 	<ul style="list-style-type: none"> • 2015 Master Plan lowest cost estimate was \$100,000 which seems appropriate given work already completed in the HNA Fire Resilience and Forest Conservation Management Plan. Factoring in inflation to 2024 of 32% brings price ~ \$132,000. 	60 Hours	TBD based on funding
Parks and Recreation Projects	<ul style="list-style-type: none"> • Advocate for additional staffing and/or resources to manage parks projects and apply for and manage grants • Explore creative structures to fund recommended maintenance levels and new projects identified in the Master Plan. 	<ul style="list-style-type: none"> • 0.5 to 1 additional FTE dedicated to parks and facilities maintenance, projects and grants ~\$100,000 to \$200,000. • Cost of Cerrito Vista Artificial Turf & Lights \$2,794,000 in 2018. Factoring in estimated inflation of 25% 	<ul style="list-style-type: none"> • 975 to 1,950 for FTE • 30 Hours Cerrito Vista • 15 Hours for 	TBD based on funding

	<ul style="list-style-type: none"> • Explore receiving funds through 501(c)3's or to a designated City fund for specific projects • Explore interest in acquiring/developing property in a public/private partnership • Explore Cerrito Vista Artificial Turf & Lights • Advocate for other athletic field options 	<ul style="list-style-type: none"> • for 2024 costs brings cost to roughly \$3,500,000. • Cost for other athletic field options unknown, scope not defined. 	exploring options	
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FISCAL YEAR 2025/2026
Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion

ONGOING PROJECTS

Project	Activities	Funding and other Resources requested	Estimated Staff time needed
Monitor Measure H & Other Parks and Recreation related funds	<ul style="list-style-type: none"> • 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 	None	15 Hours
Monitor and document present and future needs of Parks, Recreation Facilities and Landscaping	<ul style="list-style-type: none"> • Monitor implementation of Parks & Recreation Facilities Master Plan • Commissioners visit priority parks together each year and split remaining parks to be 	TBD – depends on scope	15 Hours

	<ul style="list-style-type: none"> visited individually, report back on conditions • Support urban trails and maintenance • Support open space acquisition 		
Community Outreach & Engagement	<ul style="list-style-type: none"> • Gather information/communication/feedback from community • Plan 4th of July booth and what the Commission would like to accomplish • Engage Recreation & Community Partners • Participate in City Events • Promote awareness of the Park and Recreation Commission • Help recruit additional Park and Recreation Commissioners • Participate in stakeholder events • Engage City Co-Sponsored Groups and other community/user groups involved with El Cerrito's parks and recreation facilities. • Encourage participation at Park and Recreation Commission Meetings. 	None	5 Hours
Receive regular updates on parks projects in the City's CIP	<ul style="list-style-type: none"> • Financial status; budget • Regularly review the status of Parks & Recreation Facilities CIP projects for the current fiscal year • Schedule & impactful changes • Design Review 	None	15 Hours
Programs & Services	<ul style="list-style-type: none"> • Receive periodic updates on Recreation Department programs and activities • Review general survey results periodically 	None	10 Hours
Monitor and make recommendations regarding the Recreation Department Budget	<ul style="list-style-type: none"> • Make recommendations on proposed fiscal year budgets • Make recommendation on proposed fiscal year Master Fee Schedule 	None	15 Hours

	<ul style="list-style-type: none"> • Receive periodic budget reports throughout the year. 		
School District Partnership	<ul style="list-style-type: none"> • Maintain dialogue to better relationship, promote partnership and resolve any issues. • Monitor park and facility agreements between City and District 	None	10 Hours

Workplan adopted on Month DD, YYYY by the following vote:

Moved/Second: Member (Last/Last)
Ayes: Members (Last, Last, Last)
Noes: Members (Last, Last, Last) (if applicable)
Absent: Members (Last, Last, Last) (if applicable)

PRIOR FISCAL YEAR ACCOMPLISHMENTS – ALREADY APPROVED 8-28-24

Goal/Objective	Activities Supporting Goal	Status
1. School District Partnership	<ol style="list-style-type: none"> 1. Received regular updates on status of Castro Park agreement with school district and provided feedback. 2. Members monitored and updated Commission on the WCCSUD’s 7-11 Committee process for the possible surplus of property at the former Portola Middle School site in El Cerrito. 	<ol style="list-style-type: none"> 1. Castro Park Agreement in place, receive ongoing updates regarding Pickleball Court construction at Castro Park. 7-11 Committee monitoring continues.
2. Community Outreach & Engagement	<ol style="list-style-type: none"> 1. Received regular updates on Recreation Department programs, services and community engagement activities and provided feedback. 2. Members participated on the Climate Action and Adaptation Plan (CAAP) Stakeholder Group. 	<ol style="list-style-type: none"> 1. Ongoing 2. CAAP passed by City Council

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	1. Received presentations on Hillside Natural Area (HNA) Fire Resilience and Forest Conservation Management Plan and provided feedback. Members also participated on the stakeholder group. Received presentations and monitored status of the HNA Wayfinding Signage Project.	1. Continues to monitor status of Plan; HNA Wayfinding Signs installed.
5. Parks and Recreation Projects	1. Received presentations on the Parks and Recreation Facilities capital improvement program (CIP) projects and provided feedback.	1. Ongoing

Accomplishments adopted on August 28, 2024 by the following vote:

Moved/Second: Members Kaczor/Brody
Ayes: Members Brody, Kaczor, Lamba, Tyler
Noes: none
Absent: none

Park Recreation Capital Improvement Program (CIP) Projects, FY 2024-25
City of El Cerrito Park and Recreation Commission - 10/30/24

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. Contractor selected, pre-bid meeting scheduled for 9/25. Notice to proceed issued for Monday, 10/28/24.
<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 Fall 2024. Additional Park & Rec. Commission presentation likely, TBD. 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	Design 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 beginning 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. The City is currently seeking funding for the construction phase because only the design phase has been funded to date.</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 implemented 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 - 10/30/24**

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 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 design being 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>				
<u>SEE DESCRIPTIONS FOR FUTURE AND UNFUNDED CIP PROJECTS IN CITY BUDGET: CAPITAL IMPROVEMENTS (LINK)</u>				



DRAFT 2025 Regular Meeting Schedule

PARK & RECREATION COMMISSION

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

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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April							May							June							
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July							August							September							
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October							November							December						
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