



Staff Liaisons

Christopher Jones

(510) 559-7000

Cjones@ci.el-cerrito.ca.us

AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, December 11, 2024 at 7:00 p.m.

Hana Gardens Senior Center
10870 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 **October 30, 2024**.
6. **DRAFT FINAL HILLSIDE NATURAL AREA FIRE RESILIENCE AND FOREST CONSERVATION MANAGEMENT PLAN**
Receive a presentation from City Staff, participate in discussion and consider possible action items regarding the [Draft Final Hillside Natural Area \(HNA\) Fire Resilience And Forest Conservation Management Plan](#).
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. **2025 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE**
Discussion and possible action to approve the Regular Meeting Schedule for the 2025 Calendar Year.

9. 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.

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

11. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: TBD pending Commission action
- Parks and Recreation Facilities Projects Update – Ongoing
- Fiscal Year 2024-25 Master Fee Schedule Updates – January/February
- 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
SUPPLEMENTAL MATERIALS

PARK & RECREATION COMMISSION MEETING
December 11, 2024

PUBLIC COMMENT INDEX

1. **Public Comments** received by December 11, 2024 before 4pm

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. **DRAFT** Meeting Minutes, October 30, 2024

AGENDA ITEM 6 – DRAFT FINAL HILLSIDE NATURAL AREA FIRE RESILIENCE AND FOREST CONSERVATION MANAGEMENT PLAN

1. **DRAFT** Plan – <https://el-cerrito.org/hillside>
2. Presentation

AGENDA ITEM 7 – PARK AND RECREATION COMMISSIONER WORK PLAN

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

AGENDA ITEM 8 – 2025 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE

1. **DRAFT** Calendar

AGENDA ITEM 9 – REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS

1. Project Status Sheet



SUPPLEMENTAL AGENDA MATERIALS PUBLIC COMMENT INDEX

PARK AND RECREATION COMMISSION MEETING December 11, 2024 at 7pm

The following Public Comments were **received prior to 4 p.m. on 12/11/2024**, were provided directly to Park and Recreation Commissioners in advance of the meeting, and were posted online as supplemental materials at:

<https://el-cerrito.org/ArchiveCenter/ViewFile/Item/7806>

PUBLIC COMMENTS – ITEMS NOT ON THE AGENDA

1. Ben Chuaqui

AGENDA ITEM 6 – DRAFT FINAL HILLSIDE NATURAL AREA FIRE RESILIENCE AND FOREST CONSERVATION MANAGEMENT PLAN

1. Jim Hanson, California Native Plant Society

From: [Benjamin Chuaqui](#)
To: [Chris Jones](#)
Subject: Fwd: ECHS tennis courts
Date: Tuesday, November 19, 2024 3:44:15 PM

Caution! This message was sent from outside your organization.

Hi Chris, could you please forward this email chain to the parks and rec commission? We're looking for support to continue public access to the tennis courts at the EL Cerrito High School.
Thank you

----- Forwarded message -----

From: benjamin chuaqui <[REDACTED]>

Date: Mon, Nov 18, 2024 at 7:05 AM

Subject: Re: ECHS tennis courts

To: Lisa Motoyama <[REDACTED]>

Cc: Leslie Reckler <[REDACTED]>, Lisa Motoyama <[REDACTED]>, <[REDACTED]>, Chris Jones <[REDACTED]>, <[REDACTED]>

Thank you so much Leslie.

I'll plan on attending the meeting on Wednesday possibly with some other fellow tennis players. Adding Melissa and Chris Jones at the city.

Several tennis players mentioned to me that the courts at the high school replaced the old city courts when the high school was rebuilt. They mentioned that they were rebuilt and relocated with an agreement with the city of community access. The city does maintenance on them and has replaced all the nets several times. My question to you is are you aware of such an agreement and is it in writing? I know Luis agreed to keep them open after much cajoling, but doesn't seem like anyone in the district is aware or cares about this.

The courts are widely used by the tennis community and rarely if at all by the high school. If they are locked up it will be a real shame to see these 5 courts collect dust and languish behind locked doors.

Thank you

Ben

Sent from my iPhone

On Nov 15, 2024, at 12:48 PM, Lisa Motoyama <[REDACTED]> wrote:

Hi Leslie,

Thank you so much for the information! You are always so helpful and responsive.

Best, Lisa

On Nov 14, 2024, at 9:57 PM, Leslie Reckler

< [REDACTED] > wrote:

Hello Mr. Chuaqui,

Thank you for your email and for sharing this concern with me. I am against this costly, ugly project and voted against it twice.

I did think about notifying more prominent members of the El Cerrito community to call in or voice concerns during public comment, but I have to be completely honest. There was no way that the Board or District were going to change their opinion or the design, and I decided it was best not to expend the community's time on the project and raise any hopes of change because it would have gone nowhere. Maybe that was an error, but I've included the tapes of the meetings. You can view them and give me some feedback as to whether you think opinions would have changed. (I think you will agree with me).

I think it would be more effective if you all called in or showed up at the next meeting and expressed your discontent and ask how people will be able to access the courts. The next meeting is Wednesday November 20, 2024. Public comment begins around 6:30-6:45 p.m. I can send you a link when the agenda posts.

Luis has retired. Melissa Payne is the acting [REDACTED]. She's out of the office until 11/18/24.

Here is video of the meetings.

<https://www.youtube.com/watch?v=3UzHxtXawu4> 2 hour 33 minute mark

https://www.youtube.com/watch?v=x_G-a2O288s 2 hour 20 minute mark

Leslie

On Thu, Nov 14, 2024 at 2:05 PM Lisa Motoyama

< [REDACTED] > wrote:

Hi Ben,

That is concerning. I am copying Trustee Leslie Reckler as well.

Thanks, Lisa

> On Nov 14, 2024, at 12:43 PM, benjamin chuaqui
[REDACTED] wrote:

>

> Luis,

> I and our local tennis community have been surprised to see a 10' tall chain linked fence which will lock us out of the tennis courts. We are all pretty disappointed in this since it will undoubtedly mean a return to the situation we had before with the courts being mostly locked up depending on events and availability of the janitor. The courts are widely used by the community and we would appreciate some type of process where the tennis community continues to have access to them. The city has been very good about maintaining these courts and replacing nets.

> The reliability of a janitor or someone opening them has not worked in the past. I'm usually there at about 8 each Saturday and all courts are taken by about 9:30. I'll volunteer to help anyway I can and hope that we can keep these courts open.

>

> Also, and as a member of the design community and member of the El Cerrito design review committee, I am extremely disappointed with the chain linked fence and the message it's sending, El Cerrito is not a town of chain linked fences, and this tall meandering fence, goes against any type of aesthetic standard and would never have been approved if it had gone through some type of review process. To be totally honest, I have never seen such maze of chain linked fences at the various wccsd campuses.

>

> At this point the fence is up, and although I would like to advocate it be removed, I would just like to request continued access to the tennis courts.

>

> Thank you

> Ben Chuaqui

> [REDACTED]

> El Cerrito resident and tennis player

>

>

> Sent from my iPhone

--

Leslie Reckler (she/her)
Trustee, Area #5
West Contra Costa Unified School District
1108 Bissell Ave
Richmond, CA 94801

[REDACTED]
www.wccusd.net

What I'm Reading:

[WCCUSD 2023-2024 Student Handbook](#)



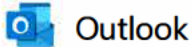
[*The Women, Kristin Hannah*](#)

Listen in:

SIGN UP for WCCUSD Communications!

[Click on this link and scroll down to the "Join our Mailing List" box.](#)

Follow me on: [Facebook](#), [Twitter](#) [Instagram](#)
[Website](#) [LinkedIn](#)



Comments for UF and EQ Committees - HNA Draft Plan review

From Jim Hanson

Date Tue 12/10/2024 12:50 PM

To Christina Leard <[REDACTED]>; Stephen Prée <[REDACTED]>

📎 1 attachment (474 KB)

Minor Additions-Summary Recommendations Table- HNA Plan draft 12-10-24.pdf;

Caution! This message was sent from outside your organization.

Hello Christina and Stephen-

CNPS East Bay is submitting the below comments on the Hillside Natural Area draft Plan for Urban Forestry and Environmental Quality Committee members in advance of tonight's meeting.

As you know, we and many community members contributed comments to the plan to enhance conservation of *existing* native plant communities, *prevent* the spread of invasive weeds, and create a specific process for informing and engaging the El Cerrito community during the implementation of each the eight HNA plan actions (i.e. defensible space, shaded fuel breaks, eucalyptus removal, fire roads, oak woodland stewardship, invasive weeds, follow up restoration, and monitoring).

There are overall several good elements in the plan, but many residents, community organizations, and the California Native Plant Society feel that conservation of the existing native flora needs to be strengthened a bit for each of the eight main HNA plan "actions." Fortunately, the city's consultant has incorporated these enhancements into the plan as posted in the "**Responses to Comments**" link on the City's HNA webpage.

We are therefore asking the committees to consider making recommendations to the City Council to:

1. Support including each of the changes the city's consultant made to the HNA Plan from the thoughtful community and community organization comments.

2. Support including minor, but important wording changes to the plan's **Summary Recommendations table (page iv)** to align this key plan table to the community comments now added to the HNA plan (*attached*).

3. Include conservation of ***sensitive natural plant communities*** in the "Special Status Plants" categories (page 38) so that these important and sensitive native plant communities are part of the biodiversity that will be conserved in the HNA plan's eight core priority actions (Note: conserving "Sensitive Natural Communities" is also a requirement for the City to receive funding under the Calfire Vegetation Treatment Plan Programmatic EIR).

Bottom line, while vegetation management is only one part of building a fire resilient community, we've observed how conservation of desirable native vegetation has to be highly visible in vegetation management plans or else undesirable, highly flammable, and high-maintenance weedy vegetation can result. Each of the three recommendations also appear to align with the natural resource values and community engagement interest expressed by many residents.

Could you please forward these comments to the committee members.

Thank you, and sincerely,

Jim Hanson
Conservation Committee Chair
California Native Plant Society, East Bay Chapter

To Urban Forest and Environmental Quality Committees:
Recommend adopting minor, but important word additions to HNA Plan [Summary Recommendations](#) to align with Community comments now part if the draft plan. See below in BOLD.

RECOMMENDATIONS

This summary presents a prioritized list of actions to reduce the risks and impacts of severe fire events in the HNA (Table 1). The recommended actions are designed to minimize fire threats and vulnerabilities, while at the same time protecting the recreational and ecological values that the HNA offers. These actions are based on current best practices to protect and improve ecosystem function, minimize soil erosion, and enhance recreational possibilities.

The following actions and recommendations incorporate the feedback received from community engagement touchpoints and the studies, assessments, and best practices.

Summary of management actions, priority, location, prescriptions and implementation cost categories					
Action	Priority	Location	Prescription	Lead Department	Cost Category ¹
1: CREATE DEFENSIBLE SPACE (Objective 1.1)	Highest	Within 100-ft of dwelling structures immediately adjacent to the Hillside Natural Area	Where dwelling structures are closer than 100 feet from the HNA, City to manage portions of the HNA within this distance to create a defensible space by maintaining existing native vegetation and controlling controlling invasive weeds to the maximum extent possible. City to promote Contra Costa County Measure X as a funding source for private property owners to manage the portion of their properties within this distance.	El Cerrito Fire Department	\$\$

¹ Costs are expected to vary substantially. The categories represented here indicate a relative scale of costs from Low (\$, in the \$1,000s), to High (\$\$\$\$, exceeding \$100,000). Costs also depend on the size and slope of the treatment area, the size of trees to be removed, and additional considerations (equipment access) and slash treatments (including chipping and or burning). Individualized projects will be designed by the City based on input from contractors and other experts, and cost estimates will be available prior to contracting and implementation).



<p>2: ESTABLISH SHADED FUEL BREAKS (Objective 1.2)</p>	<p>High</p>	<p>A 100 (or larger depending on the topography) ft wide shaded fuel break along the entire perimeter of the HNA, beginning at the property boundary.</p>	<p>Establish and maintain a shaded fuel break by removing or pruning trees, shrubs, brush, and other vegetative growth. A canopy of large native trees will be maintained where possible. All work will be accomplished by use of hand crews or mechanical equipment; supported by chippers and/or burning as determined appropriate on a case-by-case basis using management practices that conserve native vegetation.</p>	<p>El Cerrito Fire Department El Cerrito Public Works Department</p>	<p>\$\$\$</p>
<p>3: REMOVE EUCALYPTUS AND NON-NATIVE CONIFERS (Objective 1.3)</p>	<p>High – medium, depending on location and cost</p>	<p>1. The eucalyptus stand at Motorcycle Hill, 2. the extensive eucalyptus stand at Quarry Hill, 3. eucalyptus and other non-native trees between Kent Drive and Buckingham Drive, 4. Non-native invasive trees in the Madera property and 5. the Ken Smith eucalyptus grove, and potentially along riparian corridors (likely requires permit from CDFW).</p>	<p>Stand removal involves the felling of all standing trees and prevention of resprouting from the stump. Landings are typically needed to sort, store, and chip cut trees into mulch and spread or remove the material. Stump treatments may include herbicides and tarping. Small logs and branches may be burned or chipped. Include follow up treatments for latent seedlings, stump resprouting, and weed management.</p>	<p>El Cerrito Public Works Department El Cerrito Fire Department</p>	<p>\$\$\$\$</p>
<p>4: MANAGE A SUSTAINABLE SYSTEM OF FIRE ROADS & TRAILS (Objective 1.4)</p>	<p>High – medium, depending on location</p>	<p>Improvements to the fire road access at Potrero Avenue and Kind Court, service access be added to Motorcycle Hill, convert Ken Smith trail into a fire road with turnaround, and existing roads be improved to enhance emergency equipment response.</p>	<p>Improved fire roads and trails are needed to facilitate implementing vegetation treatment projects and to provide firefighting equipment and personnel access to various parts of the HNA. Existing unimproved surface fire trails will be widened and recontoured where necessary to provide vehicle access to treatment areas as well as for emergency vehicle and maintenance access using grading practices that maintain desirable native vegetation and prevent invasive weed spread.</p>	<p>El Cerrito Public Works Department El Cerrito Fire Department</p>	<p>\$\$\$</p>
<p>5: ACTIVELY MANAGE THREATS TO NATIVE OAK SPECIES (Objective 2.1)</p>	<p>High-Medium</p>	<p>Throughout the existing oak woodlands at HNA.</p>	<p>Sudden Oak Death (SOD) is present in the HNA but has not reached a high level of infection. Disease monitoring and selective removals is a critical component of this Plan. Conduct complete inventory of all mature oak and bay laurel trees for monitoring the progression of SOD within the HNA. Best management practices include limiting movement of host material or infested soil.</p>	<p>El Cerrito Public Works Department</p>	<p>\$\$</p>

<p>6: REMOVE INVASIVES (Objective 2.2)</p>	<p>Medium</p>	<p>Throughout the HNA, wherever they are found. Single infestations are targeted first, followed by spot treatments and follow-up maintenance projects.</p>	<p>Remove invasive plants mostly by hand. Mechanical treatments (grinding, shredding, chipping, mulching, or mowing) of understory shrubs or small trees in some places. Prioritize invasive species removal in healthy native plant communities. Prevent the introduction or spread of invasive weeds in vegetation treatments.</p>	<p>El Cerrito Public Works Department</p>	<p>\$\$</p>
<p>7: RESTORE AND RE-ESTABLISH NATIVE SPECIES (Objective 2.3)</p>	<p>Medium</p>	<p>Prioritize areas where invasive species removals are complete. This include the removal of eucalyptus and conifer stands at Motorcycle Hill and Quarry Hill, but also shrub and grassland patches throughout the HNA where invasive species have been removed.</p>	<p>Promote passive restoration of plants from the existing native seedbank wherever possible. In some cases, active restoration of native plants is necessary following invasive plant control. Active restoration includes the initial reintroduction of the native, site-adapted species (grasses and shrubs). Conserve native grasslands and other Sensitive Natural Communities; enhancing, and expanding them is also an important part of achieving this goal.</p>	<p>El Cerrito Public Works Department</p>	<p>\$\$\$</p>
<p>8: MONITOR KEY PERFORMANCE INDICATORS (Objectives 3.1 – 3.3)</p>	<p>Medium</p>	<p>Monitoring at the HNA will include the key indicators Resiliency, Recreation, Plan Review, and Public Relations.</p> <p>the HNA for changes in native plant community and</p>	<p>Fire Behavior: Inspect fuel breaks at the HNA annually. Inspections of defensible space is another metric of the neighborhood resilience.</p> <p>Biodiversity: Regularly monitor weed cover and wildlife populations of key special status species, including Monarch butterfly, San Francisco Dusky Woodrat, and other species.</p> <p>Fire-Adapted Communities: Conduct FlamMap analysis of fire risk and behavior every 5-10 years as a means to pinpoint areas of deficiencies and to target vegetation treatments.</p> <p>Trail monitoring: Inspect all trails at least once per year to evaluate surface conditions.</p> <p>Plan Review: Provide a review and if necessary update to the Plan every 10 years.</p> <p>Public Relations: Provide multiple avenues for community engagement and feedback process that allows the community and stakeholders to support and be informed of the City's management of the HNA.</p>	<p>El Cerrito Public Works Department</p> <p>El Cerrito Fire Department</p> <p><i>Note: Do not constrain City to using only "FlamMap"</i></p>	<p>\$</p>

HNA Fire Resilience and Forest Conservation Management Plan

Karineh Samkian, Stephen Prée & Battalion Chief Beckman
December 2024



Overview



Major Recommendations

Public Comments

Next Steps

Background & Purpose



- City awarded State Coastal Conservancy grant to develop Plan.
 - Guide maintenance activities
 - Secure future implementation grants
- Conducted assessments and received public input over the last 1.5 years.



Prioritized Recommendations

1. Create Defensible Space
2. Establish Shaded Fuel Break
3. Remove Eucalyptus & Non-Native Conifers
4. Create System of Fire Roads & Trails
5. Manage Threats to Oak
6. Remove Invasives
7. Restore and Re-establish Natives
8. Monitor Key Performance Indicators



LSA



LEGEND


 Project Area

FIGURE 1

Public Comment Process



- Public Comment was open from July 12 to August 25, 2024.
- Received 108 thoughtful comments from 25 individuals/organizations.
- Reviewed all comments and updated the Plan as applicable.

Changes to Draft



Comments & Recommendations	Changes
Advisory body for implementation of the Plan	Added Parks and Rec Commission (or other body designated by the City Council)
Ability for community to provide feedback	Added updates to Council and advisory body every 2 years as well as updating the project website
More frequent reviews of the Plan than 10 years	Changed to reviewing the Plan every 5 years and update if necessary
Resident responsibility for fire resilience	Added home hardening and Firewise landscaping language
Use monitoring to adapt management practices	Added to table under Action 8
Remove all dead vegetation (except as noted by the biologist in the pre-work survey) and reduce dry vegetation	Added a removal threshold of 4", and limit the removal of ground cover to prevent exposed soil

Changes to Draft (cont'd)



Comments & Recommendations	Changes
<p>Coordinate prescription for tree understories: Larger overstory trees count as residual trees and, to reduce ladder fuels, low growing native vegetation will be retained</p>	<p>Larger overstory trees count as residual tree, low growing native vegetation will be retained and kept to $\leq 5'$, if horizontal separation is 3 to 5 times the height of residual plants and residual plants are not within the drip lines of an overstory tree</p>
<p>Change prescription for grasses in shaded fuel breaks</p>	<p>Added that mowing heights should not be lower than 4" to prevent scalping damage to plants</p>
<p>Add more information on invasive plant management under Objective 2.2</p>	<p>Added three bullets to help prevent spread and strategically remove invasive plants</p>
<p>Impacts of vegetation management can result in loss of biodiversity</p>	<p>Added a sentence stating that treatments should minimize disturbance</p>
<p>Request that eucalyptus growth be monitored annually</p>	<p>Added that eucalyptus re-growth will be monitored annually as resources permit</p>

Changes to Draft (cont'd)



Comments & Recommendations	Changes
The importance of ongoing maintenance activities should be highlighted	Added in multiple sections that success of the actions will be enhanced with ongoing maintenance activities
Include ongoing maintenance costs	Added ongoing costs in the table and recommended developing a maintenance program with relative cost
Eucalyptus and pines are not a “community”	Revised “community” with vegetation “type”
The description of native grasslands should acknowledge that specific grassland species and sword fern are rare, and the presence Melica species along trails is likely to be harmed by mowing	Changed to state that native grasslands in the HNA are rare as is sword fern, and that Melica species are common along trails
Two ferns not mentioned in Plan but common	California polypody and goldback fern added

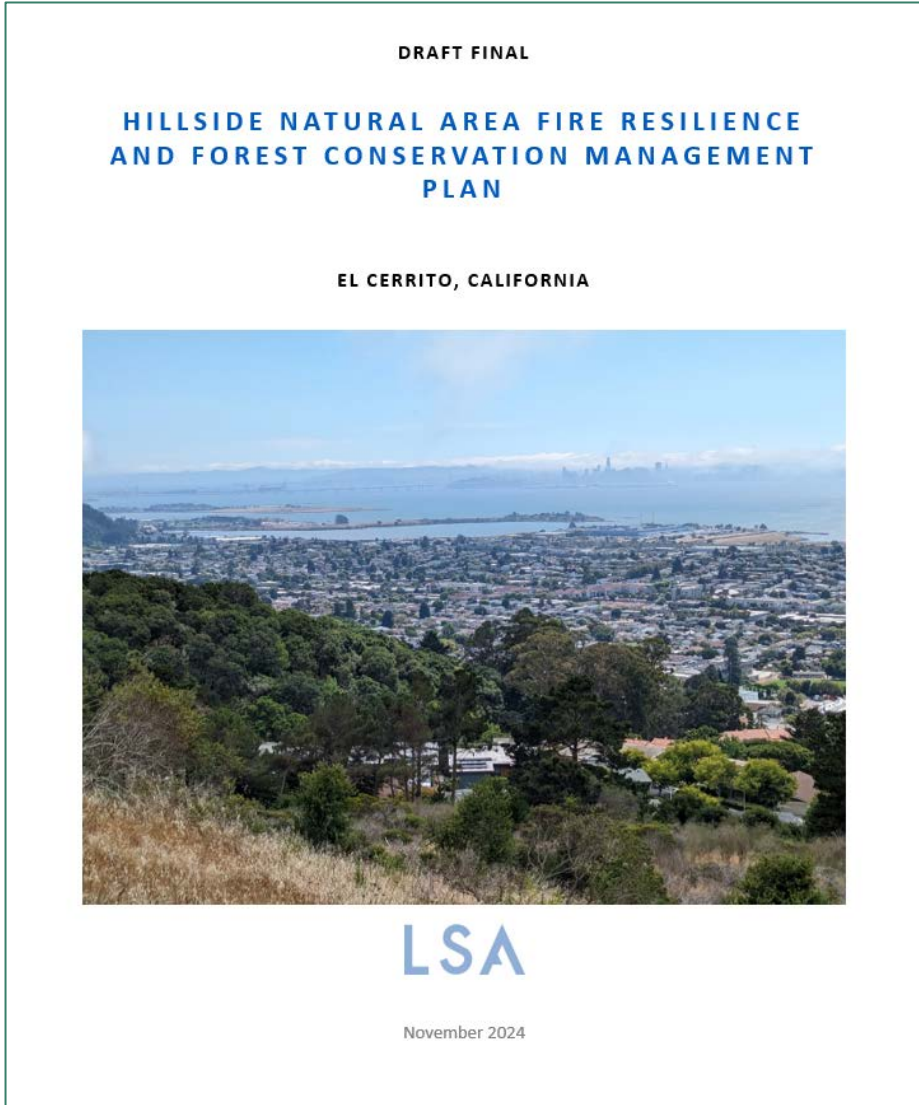
Next Steps



- CEQA Review & Public Comment – In Progress
- Plan Consideration by City Council – Spring 2025



UFC and EQC Actions



- Consider recommending the Draft Final Plan to the City Council once CEQA finalized

OR

- Take no action

Questions?





**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**

Staff Liaison

Chris Jones | (510) 559-7005
cjones@ci.el-cerrito.ca.us
Recreation Department

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
- Establish priority order
- Confirm Ongoing Projects

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion
School District Partnership	1. Monitor 7-11 Committee Process	1. None	1. 5-10 Hours	TBD per WCCUSD Process
Parks and Recreation Projects	1. Advocate additional staffing and/or resources to manage parks projects and apply for and manage grants. 2. Explore creative structures to fund recommended maintenance levels and new projects identified in the Master Plan. 3. Explore receiving funds through 501(c)3's or to a designated City fund for specific projects 4. Explore interest in acquiring/developing property in a public/private partnership 5. Explore Cerrito Vista Artificial Turf & Lights 6. Advocate for other athletic field options	1. 1.0 Parks & Facilities Manager & 0.5 Additional Project Manager ~\$300,000. 2. None 3. None 4. Scope not defined 5. 2018 cost of Cerrito Vista Artificial Turf & Lights \$2,794,000, 25% estimated inflation for 2024 brings total to ~\$3.5 million 6. Scope not defined	1. 2,925 FTE Hours 2. 5-10 Hours 3. 5-10 Hours 4. 20 Hours 5. 50 Hours Design through Construction 6. Scope Not Defined	TBD based on funding

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
Open Space & Urban Trails (Moved to 2025-26)	Support efforts to create a HNA Usage Master Plan	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 35% brings price ~ \$135,000.	60 Hours	TBD based on funding
Parks and Recreation Projects	Form Recommendation to increase funding for park and recreation facilities maintenance and enhancements by increasing Measure H or another ballot initiative.	TBD – Parks and Recreation Facilities Master Plan Update may help refine funding needed and reaffirm priorities & goals. ~\$150,000.	80 Hours	TBD based on funding

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	5 Hours
Monitor and document present and future needs of	<ul style="list-style-type: none"> Monitor implementation of Parks & Recreation Facilities Master Plan 	~\$38 million+ in unfunded needs identified in Master Plan (+	5 Hours

<p>Parks, Recreation Facilities and Landscaping</p>	<ul style="list-style-type: none"> • Commissioners visit priority parks together each year and split remaining parks to be visited individually, report back on conditions • Support urban trails and maintenance • Support open space acquisition 	<p>Indicates several projects where scope is not defined/costs unknown). 25% increase for inflation brings total to ~\$47.5 million+.</p>	
<p>Community Outreach & Engagement</p>	<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. 	<p>None</p>	<p>5 Hours</p>
<p>Receive regular updates on parks projects in the City's CIP</p>	<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 	<p>None</p>	<p>5 Hours</p>
<p>Programs & Services</p>	<ul style="list-style-type: none"> • Receive periodic updates on Recreation Department programs and activities • Review general survey results periodically 	<p>None</p>	<p>5 Hours</p>
<p>Monitor and make recommendations regarding</p>	<ul style="list-style-type: none"> • Make recommendations on proposed fiscal year budgets 	<p>None</p>	<p>10 Hours</p>

the Recreation Department Budget	<ul style="list-style-type: none"> • Make recommendation on proposed fiscal year Master Fee Schedule • 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	5 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 – 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. 	<ol style="list-style-type: none"> 1. Ongoing 2. CAAP passed by City Council

	2. Members participated on the Climate Action and Adaptation Plan (CAAP) Stakeholder Group.	
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



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
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30						

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
							31														

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Agenda Packet Page 32 of 33
 Park Recreation Capital Improvement Program (CIP) Projects, FY 2024-25
 City of El Cerrito Park and Recreation Commission - 12/11/24

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. Work in progress.
<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. Park & Rec. Commission presentation and possible recommendation on 12/11/24. 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 funding confirmed for Spring 2025. Looking for construction funding; partnered with CCTA to apply for regional funds. Will include Safeway Path and crossing improvements on Knott, north of Wall is widening and lighting improvements.
<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>				

Agenda Packet Page 33 of 33
Park Recreation Capital Improvement Program (CIP) Projects, FY 2024-25
City of El Cerrito Park and Recreation Commission - 12/11/24

Funded & Approved Projects	Project #	Budget FY 2024-25	Funding Source	Status
Ohlone Greenway Master Plan Program	Various	\$100,000	Measure J Transportation	Timeline under development.
<p><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></p>				
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.
<p><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></p>				
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.
<p><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></p>				
<p>SEE DESCRIPTIONS FOR FUTURE AND UNFUNDED CIP PROJECTS IN CITY BUDGET: CAPITAL IMPROVEMENTS (LINK)</p>				