



## AGENDA

### REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, February 22, 2023 at 7:00 p.m.

#### Staff Liaison

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

#### JOIN VIA ZOOM:

[https://us06web.zoom.us/j/86237833884?pwd=ZHduMl  
c0ZTBKUXNUbGIReGhFNjg4QT09](https://us06web.zoom.us/j/86237833884?pwd=ZHduMl c0ZTBKUXNUbGIReGhFNjg4QT09)

Event ID: 862 3783 3884 Password: 171736  
or Dial in: 1-408-638-0968

*Pursuant to Executive Order N-29-20, teleconference restrictions of the Brown Act have been suspended, as well as the requirement to provide a physical location for members of the public to participate in the meeting.*

Members of the public can watch or listen to Park and Recreation meeting via Zoom using the meeting information listed above.

Public comments may be submitted one of two ways:

1. Via Zoom using the [“Raise Hand”](#) icon to request to speak. If joining by phone, dial \*9 to “raise your hand”, and when prompted \*6 to unmute/mute.
2. Via email to [cjones@ci.el-cerrito.ca.us](mailto:cjones@ci.el-cerrito.ca.us). Email must contain in the subject line **Public Comments – Not on the Agenda or Public Comments – Agenda Item #** .

To ensure that the Park and Recreation Commission receives your written comments prior to taking action, they must be received by **4:00 p.m. the day of the meeting**. All written comments received by this deadline will be provided to the Park and Recreation Commission and posted online in advance of the meeting.

Comments received after the deadline will be provided to the Park and Recreation Commission and included with supplemental materials **after the meeting**. **No written comments will be read into the record.**

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#### **7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING**

1. **ROLL CALL** – Chair Avis Codron; Vice-Chair Jennifer Kaczor; Members, Ben Chuaqui, Norman La Force

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 may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, remarks on agenda items will be heard at the time the item is discussed.*

**4. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS**

Staff and/or Mayor Pro Tem Tessa Rudnick may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.

**5. APPROVAL OF MINUTES**

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

**6. 2023 SUMMER CAMP DISCOUNT DAY PRESENTATION**

Presentation on the Recreation Department's virtual special event Discount Day, including an overview of upcoming 2023 Summer Camps and initial registration results.

**7. CLIMATE ACTION AND ADAPTATION PLAN (CAAP) STAKEHOLDER ADVISORY GROUP**

Consider a motion to appoint up to 2 members to the Climate Action and Adaptation Plan (CAAP) Stakeholder Advisory Group.

**8. RECREATION DEPARTMENT AND PARKS AND RECREATION FACILITIES MID-YEAR BUDGET UPDATE**

Presentation and discussion on Recreation Department budget, proposed mid-year changes, and status of parks and recreation facilities projects. Possible action to recommend budget requests.

**9. PARK AND RECREATION COMMISSION WORK PLAN DISCUSSION AND UPDATES**

Commission discussion and updates on work plan goals and progress.

- Work Plan Group and Liaison Reports

**10. RECREATION DEPARTMENT UPDATE**

Update on items of interest in the Recreation Department.

**11. ITEMS FOR FUTURE AGENDAS**

- Next Regular Meeting: Wednesday, March 22, 2023 at 7 p.m. in City Council Chambers
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing
- Recreation Department Master Fee Schedule FY2023-24 – March
- Park and Recreation Commission Work Plan – TBD Spring

**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** **FEBRUARY 22, 2023**

#### **PUBLIC COMMENT INDEX**

1. Comments received by Agenda Posting

#### **AGENDA ITEM 2 – STAFF COMMUNICATIONS AND ANNOUNCEMENTS**

1. AB2449 Memo to Advisory Body Members

#### **AGENDA ITEM 5 - APPROVAL OF MINUTES**

1. Draft Meeting Minutes, January 25, 2023

#### **AGENDA ITEM 6 – 2023 SUMMER CAMP DISCOUNT DAY PRESENTATION**

1. Presentation (**UPDATED: February 22, 2023 at 4pm**)

#### **AGENDA ITEM 7 - CLIMATE ACTION AND ADAPTATION PLAN (CAAP)** **STAKEHOLDER ADVISORY GROUP**

1. Background Information

#### **AGENDA ITEM 8 - RECREATION DEPARTMENT AND PARKS AND** **RECREATION FACILITIES MID-YEAR BUDGET UPDATE**

1. Draft Recommendation from Chair Codron
2. **Presentation (February 22, 2023 at 4pm)**

# **AGENDA MATERIALS PUBLIC COMMENT INDEX**

## **PARK AND RECREATION COMMISSION MEETING February 22, 2023 at 7pm**

The following Public Comments were **received by the agenda posting date of 2/17/2023**, 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/Archive.aspx?ADID=7191>

### **PUBLIC COMMENTS – ITEMS NOT ON THE AGENDA**

1. El Cerrito Tennis Club communications and materials regarding the Arlington Park Tennis Center
  - a. Status Report
  - b. Revised Plans for the Arlington Park Tennis Center
  - c. Brick Fundraiser Materials



Date: February 4, 2023

To: Chris Jones and P&R Commission

From: Bob Guletz, Chair, on behalf of the ECTC Tennis Center Committee

Regarding: **EC Tennis Center Status Report**

Much has happened since the last review of the Tennis Center (TC) project by staff and the P&R Commission. This is a brief status report on our amazing progress.

**Project Design:** Last fall, the ECTC Board and TC Committee decided raising \$120,000 may not be achievable without significant and long-term effort, so we reduced the scope without significantly reducing the effectiveness of the resulting facility. Specifically, by reducing the flat assembly area by 10' at the widest N-S location, we could eliminate the wall. We also will retain grass for the assembly area rather than constructing permeable pavers. Our revised budget is now closer to \$30,000 – which is our current fundraising target. The revised TC design retains the following attributes:

- 30-person, low-profile bleacher
- Picnic table
- Kiosk for club and city tennis-related announcements
- Perimeter low-maintenance landscaping
- Additional perimeter benches
- 'Tribute Brick' patio adjacent to the bleacher for folding chairs
- All trees will be saved

**Fundraising Strategy and Success:** As of today, we have raised over \$22k towards the \$30k goal. Our fundraising 'launch' was mid-December, only 6 weeks ago. Considering the City has not offered any capital funding for our project, and we have not yet located any outside grant opportunities, we must rely on donations and tribute brick sales. Following are the categories and funds raised so far:

- \$2,500: Pre-launch 'seed money' donations from TC Committee and ECTC Board members
- \$1,240: Remainder of ECTIA funds
- \$2,600: Early-generation Arlington Hackers donation
- \$ 820: Special event (Tina Greenbaum seminar)
- \$8,500: Sale of plaques on TC furniture
- \$5,500: Brick sales (net of brick cost)
- \$1,500: Cash donations

Total to Date:      \$22,000

**Furniture Plaques:** The committee reached out to the business community for donations to purchase the 'furniture' for the project. In recognition, five businesses will receive a small plaque on one of the following: bleacher, kiosk, picnic table and benches (MAJ Realtors, Benchmark Pizzeria, Olivera Plumbing, Grocery Outlet, and Mechanics Bank).

**Special Events:** ECTC member Tina Greenbaum, speaker and executive trainer, presented a “Mental Skills” workshop, with all proceeds going to the TC. We hope to have other such events.

**Brick Sales:** Our primary effort since the December launch has been sale of tribute bricks to create a paved patio area adjacent to the bleacher. This dual-purpose area will provide standing or chair seating to either watch matches or participate in events in the assembly area. We have sold almost 60 bricks but intend to sell 70 more to club members, former members, businesses, and the general public.

*Here comes the pitch: 4”x8” and 8”x8” bricks cost \$100 and \$180, respectively. Donor bricks to date have included a broad variety of ideas: donor names, personal tributes, a haiku verse, poetry, quotations, business names, or just a word of inspiration or humor. Your brick will be a forever reminder of your involvement in - and contribution to - the EC tennis community and the City’s parks system. Bricks can be ordered on the ECTC website: [www.ectennis.org](http://www.ectennis.org).*

**Major Donors:** ECTC is fortunate that we have received almost a dozen significant non-brick cash donations. We hope there will be more.

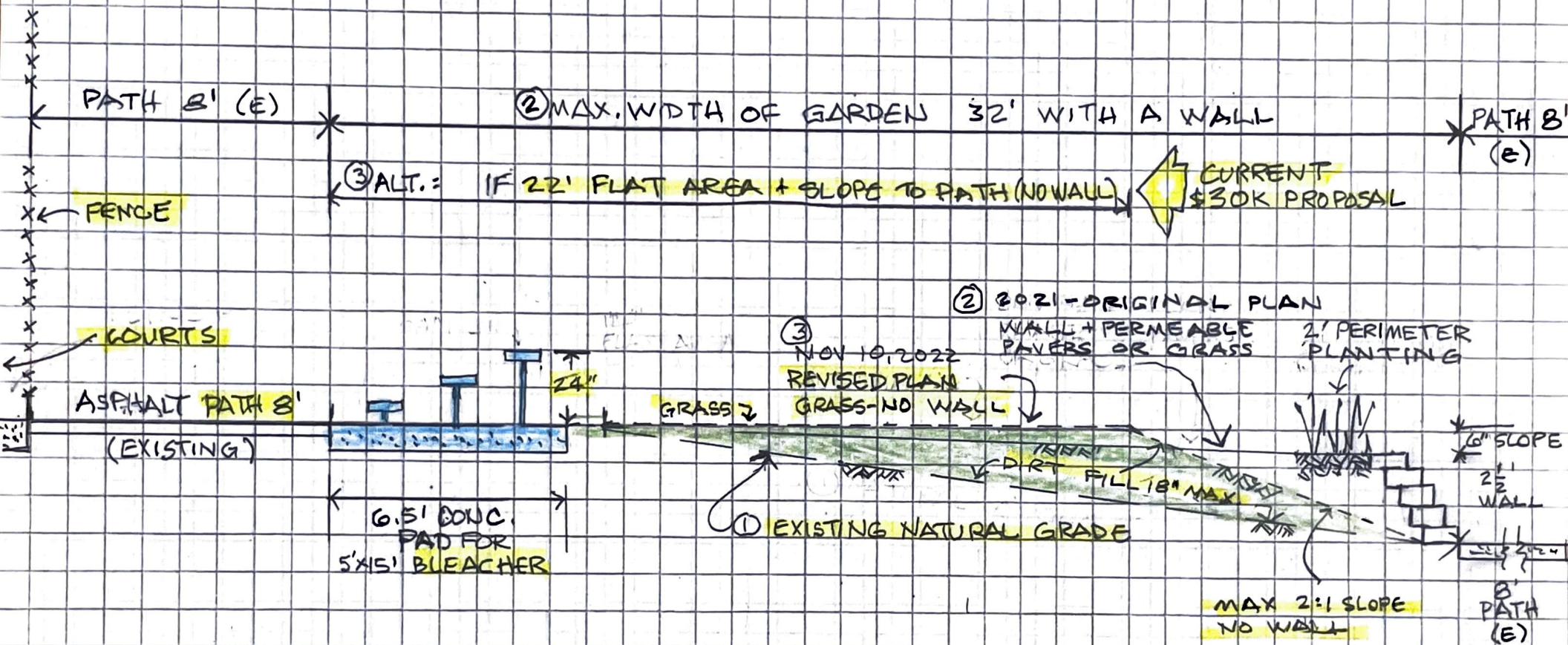
**Partnership with the El Cerrito Community Foundation.** We have been working with Jane Bartke of the ECCF for several years and we are extremely fortunate to have created a partnership with Jane and the ECCF so that donations can be tax deductible when the funds are paid to ECCF on behalf of ECTC for the Tennis Center.

We trust that the design changes we have made are sufficiently consistent with prior discussions and approvals and that we can proceed as indicated herein. I will continue to work with Will in PW on construction details. I have attached some of the promotional materials we created in-house to support our fundraising effort. I also include several sketches of the revised site plan and a cross section through the site.

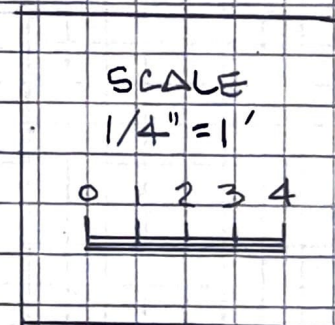
Thank you Chris, your staff, and the Commission for your support in the past 4+ years since project inception. We would appreciate your sharing this report with the Commission and your wonderful staff. We can see the end in sight, and hope for construction this spring. Please let me know if you have any questions. Wanna buy a brick?

Encl.

- Revised site plan
- Revised North-South section through site
- PDF of ‘Buy-a-Brick’ brochure
- Poster placed at tennis courts



ARLINGTON TENNIS GARDEN  
SECTION AT WIDEST POINT  
LOOKING EAST  
BOB G. REV 4 FEB 2023



COURT 1 (E)

COURT 2

TENNIS COURTS  
(E)

SOUTHERN CHAIN-LINK FENCE  
(E)

ASPHALT PATH - 8' WIDE  
(E)

GATE  
(E)

# EL CERRITO TENNIS CENTER

PROPOSED

(N) = NEW FEATURES

(E) = EXISTING

RELOCATED  
BENCH

EXISTING  
BENCH

BENCH

PATIO  
ENGRAVED  
BRICK AREA  
(N)

30 SEAT  
BLEACHER (N)

CONCRETE PAD - 18'x6'5"

TREE (E)

GRASS (E)

KIOSK  
(N)

TABLE  
(N)

TREE (E)

TREE (E)

LOW-WATER  
USE SHRUBS &  
GROUNDCOVERS  
CA NATIVES (N)  
2:1 SLOPE

LIGHT  
POST  
(E)

ASPHALT PATHS (E)

GRASS (E)

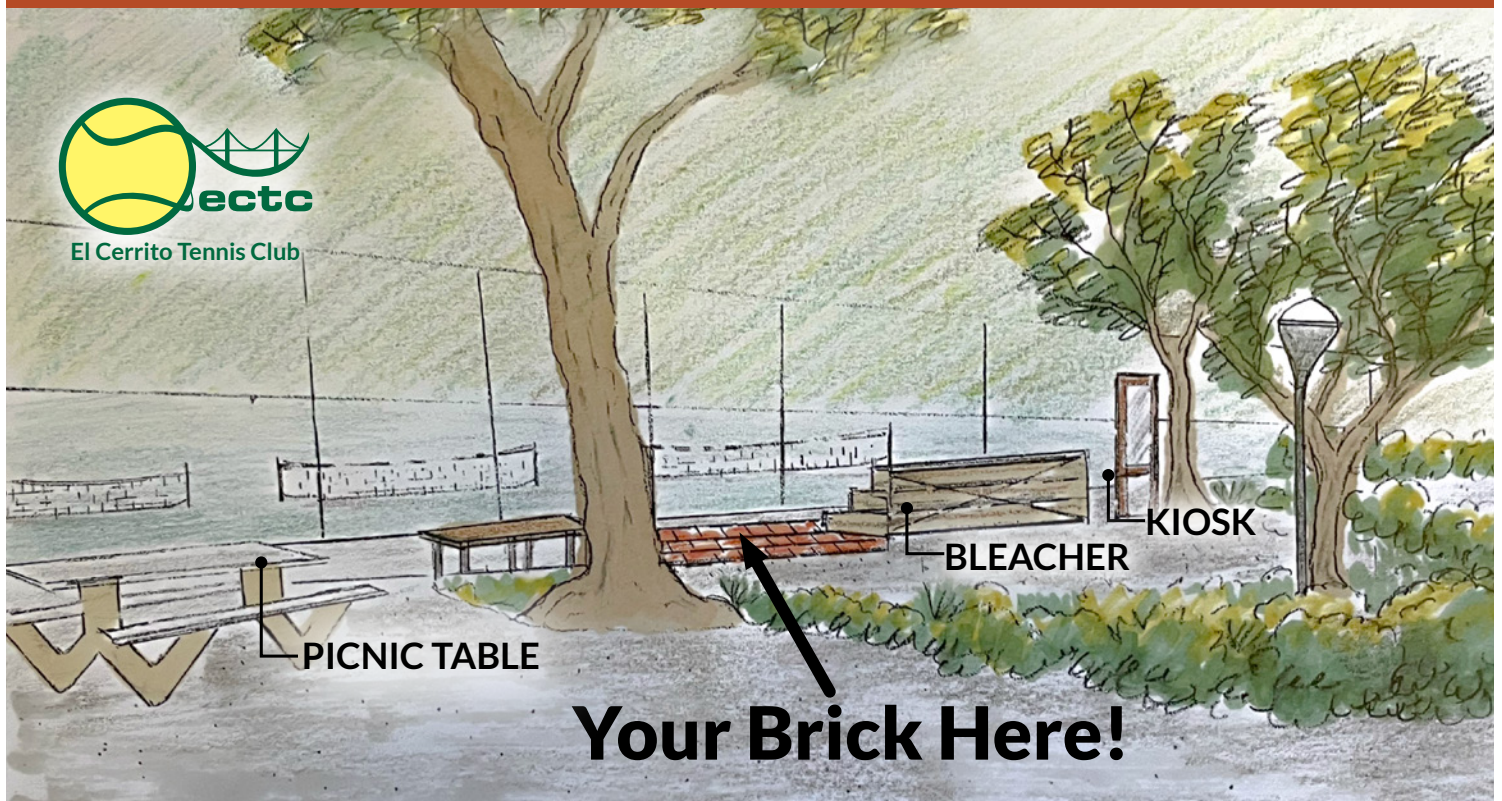
TABLE  
(E)

GRASS  
(E)



SCALE: 1/8" = 1'0"

# BUY A BRICK!



## Help Make The Arlington Courts **TENNIS CENTER** A Reality

### Buy A Brick With A Tax Deductible Donation

A privately funded initiative of the El Cerrito Tennis Club (ECTC) will convert a grassy slope adjacent to the Arlington Park tennis courts into an assembly and viewing area called the **Tennis Center**. The City-approved project will:

- Improve viewing and court access
- Add a 30-seat bleacher, benches, and picnic table
- Create a flat assembly, picnic and staging area for tennis events and socializing
- Include a kiosk to post tennis information
- Provide a landscaped shady grove



Scan this QR code for  
donation details  
[ectennis.org/tennis-center](http://ectennis.org/tennis-center)

Questions? [ectennisclub@gmail.com](mailto:ectennisclub@gmail.com)

# BUY A BRICK!



## Help Make The El Cerrito Arlington Courts TENNIS CENTER A Reality

A privately funded initiative of the El Cerrito Tennis Club (ECTC) will convert a grassy slope adjacent to the Arlington Park tennis courts into an assembly and viewing area called the **Tennis Center**. The City-approved project will:

- Improve viewing and court access
- Add a 30-seat bleacher, benches, and picnic table
- Create a flat assembly, picnic and staging area for tennis events and socializing
- Include a kiosk to post tennis information
- Provide a landscaped shady grove



El Cerrito Tennis Club

# WE NEED YOUR HELP!



The Arlington courts are the most used in El Cerrito. This home base for the ECTC is the primary site for all competitive and recreational events. It is also popular with the broader tennis community, teaching professionals, tennis clinics and summer camps because there are three courts and restrooms.

*The planned amenities will benefit ALL.*

## Two Tax Deductible Ways To Build The Tennis Center

The El Cerrito Tennis Club is selling personalized engraved bricks to fund the estimated \$30,000 project. The bricks will create a flat viewing area adjacent to the bleacher as an integral part of the Tennis Center.



Brick order form is on page 2.

### OR

Don't want a brick? Monetary contributions in any amount are welcome.

Mail a check (payable to "El Cerrito Community Foundation" with "ECTC" in the memo line) to ECTC, Box 1952, El Cerrito, 94530

## Ordering Information

### Bricks sizes and cost:

4" x 8" with up to 4 lines of text \$100

8" x 8" with up to 6 lines of text \$180

There are two ways to order bricks:

1. Using the order form in this brochure, enter your chosen text. Mail the form with your check (payable to "El Cerrito Community Foundation" with "ECTC" in the memo line) to ECTC, Box 1952, El Cerrito, 94530.
2. Go to [ectennis.org/tennis-center](http://ectennis.org/tennis-center), fill out the order form and make your payment.

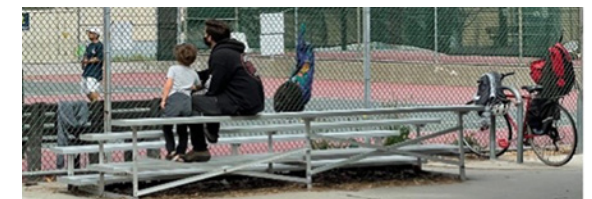
Order soon to be included in the first phase Spring 2023 brick installation. Later orders will be added to subsequent installations.

### Questions?

Email us at [ectennisclub@gmail.com](mailto:ectennisclub@gmail.com)

## Thank You

For Helping Make This 100%  
Privately Funded Community  
Resource A Reality!



Similar bleacher shown at Albany Memorial Park.

**TAX INFORMATION.** Donations via brick purchase or monetary contributions are tax deductible through ECTC's fiscal agent, the El Cerrito Community Foundation, Federal Tax ID #68-0485391.

## IDEAS FOR YOUR BRICK

- Your family names
- Commemorate your years as an ECTC member
- Honor a former member
- Remember a special friend
- Memorialize your USTA team
- Advertise your business
- Add a quotation
- Fun or inspirational saying



## Help Make The El Cerrito Arlington Courts TENNIS CENTER A Reality

A privately funded initiative of the El Cerrito Tennis Club (ECTC) will convert a grassy slope adjacent to the Arlington Park tennis courts into an assembly and viewing area called the **Tennis Center**.

Yes, we'd like to reserve a permanent brick. Please engrave our brick as follows:

ANY SYMBOL IS CONSIDERED ONE SPACE (PERIOD, COMMA, DASH)  
ALL TEXT IS CENTERED UNLESS OTHERWISE NOTED

4 x 8 Brick

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8 x 8 Brick

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EXAMPLE

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Mail the form with your check (payable to "El Cerrito Community Foundation" with "ECTC" in the memo line) to ECTC, Box 1952, El Cerrito, 94530.

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

If you have any questions, please email [ectennisclub@gmail.com](mailto:ectennisclub@gmail.com).

YOU CAN ALSO ORDER ON OUR WEBSITE:

[ectennis.org/tennis-center](http://ectennis.org/tennis-center)



## MEMORANDUM

**Date:** February 8, 2023  
**To:** El Cerrito Boards, Commissions, and Committees  
**From:** Holly M. Charl  ty, City Clerk  
**Subject:** Legislative Bodies and Remote Participation Regulations effective March 1, 2023

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As of February 28, 2023 there will no longer be a California state of emergency in effect and therefore El Cerrito legislative bodies will no longer be able to comply with the regulatory requirements to meet under AB361. As a result of this change, **effective March 1, 2023** all City Boards, Commissions, and Committees (City Advisory Bodies) will return to **in-person meetings only** held in the City Council Chambers.

A remote method of participation for members of the public will not be provided. If a member of a City Advisory Body would like to participate in a meeting remotely, they may do so under existing teleconferencing requirements of the Brown Act as outlined below. The City will provide an audio only option in this circumstance. For a member to participate remotely, all of the following conditions must be met:

|                                               |
|-----------------------------------------------|
| <b>BROWN ACT TELECONFERENCING REQUIRMENTS</b> |
|-----------------------------------------------|

Authorizes member(s) of a legislative body to participate remotely as long as the following conditions are met:

1. At least a quorum of the legislative body are participating from locations within the city limits of El Cerrito; and
2. The address of each remote location is listed on the agenda; and
3. Each remote location has a copy of the agenda posted 72 in advance of the meeting (in a location that is visible and accessible 24/7); and
4. Each remote location is open and accessible to the public and allows any public in attendance to provide public comment; and
5. All votes are taken by roll call.

|                                                                   |
|-------------------------------------------------------------------|
| <b>AB2449 LEGISLATION – NOT ELIGIBLE FOR CITY ADVISORY BODIES</b> |
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While there is new legislation that went into effect on January 1, 2023 (AB2449), which allows certain exceptions for remote participation *without* disclosure and access to the remote location, members of City Advisory Bodies will **not** be eligible to utilize these exceptions.

Under AB2449, if a member participates under these exceptions, the legislative body is **required** to provide an option for public participation via a call-in, internet-based service.

While it is the ultimate goal of the City to eventually provide hybrid meetings for all City Advisory bodies, the City does not currently have the staffing resources to satisfy the statutory requirements. A hybrid meeting requires two to three staff members to facilitate all aspects of these meetings, which occur outside of regular business hours on more than 50% of working days per month.

|              |
|--------------|
| CITY COUNCIL |
|--------------|

On February 7, 2023 the City Council received a presentation on the changes in legislation, their options for participation, as well as the information and direction provided to City Advisory Body members. You can access the presentation and review the video on the City's website at <https://elcerritoca.portal.civicclerk.com/event/504/media>.

If you have any questions, please feel free to contact your staff liaison or contact me directly at [hcharlety@ci.el-cerrito.ca.us](mailto:hcharlety@ci.el-cerrito.ca.us) | 510-215-4305.



## MINUTES - **DRAFT**

### REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, January 25, 2023 at 7:00 p.m.

#### Staff Liaison

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

#### JOIN VIA ZOOM:

<https://us06web.zoom.us/j/81610084941?pwd=V2hDTGVkbWlaY3J5Y3lxdXJKTWxGUT09>

Event ID: 816 1008 4941 Password: 560480  
or Dial in: 1-408-638-0968

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#### 7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING

- Chair Codron called the meeting to order at 7:01pm

1. **ROLL CALL – Present:** Chair Avis Codron; Vice-Chair Jennifer Kaczor; Members, Ben Chuaqui, Norman La Force

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.

Vice Chair Kaczor announced that she will be on a future call to discuss applying for a grant to possibly fund the acquisition of the Fairview open space property.

Director Jones introduced Beth Frazer, Recreation Supervisor, and explained that different Recreation Supervisors would be attending most meetings moving forward to provide updates to the Commission.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**

*Remarks are typically limited to three minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, remarks on agenda items will be heard at the time the item is discussed.*

None.

4. **COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS**

Staff and/or Mayor Pro Tem Tessa Rudnick may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council. Staff will ask if any members of the public who intend to apply to the Park and Recreation Commission are present at the meeting and wish to be recognized.

New City Council liaison is Mayor Pro Tem Tessa Rudnick. Director Jones reported on the December 6<sup>th</sup> City Council Meeting where they approved Wall of Fame inductee Norman La Force, updated the San Pablo Avenue Specific Plan, continued the temporary outdoor dining regulations, and passed a proclamation honoring Maintenance Superintendent Bill Driscoll in retirement. Director Jones then reported on December 20<sup>th</sup> City Council Meeting where the election results were certified with Gabriel Quinto being re-elected and the election of new Councilmember Carolyn Wysinger. The City Council re-organized and Lisa Motoyama became Mayor and Tessa Rudnick Mayor Pro-Tem. The City Council also recognized Janet Abelson for her 24 years of service.

Director Jones reported that Zoom meetings will continue through February, then return back in person at City Council Chambers and announced upcoming City Council meetings.

## **5. APPROVAL OF MINUTES**

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **November 30, 2022**.

**Moved/Seconded:** Members La Force/Chuaqui

**Action:** Passed a motion to approve the minutes of the Park and Recreation Commission meeting on November 30, 2022.

**Ayes:** Chair Codron; Vice Chair Kaczor; Members Chuaqui and LaForce.

**Noes:** None

**Abstain:** None

## **6. ARLINGTON PARK IMPROVEMENTS PROJECT DESIGN**

Discussion and presentation on the design progress for the Arlington Park Improvements Project and possible action to recommend direction for final project design.

**Discussion and Presentation:** Staff and consultants discussed, answered questions and presented on the Arlington Park Improvement Project design process, showing two plans. Concept A was Siegfried Engineering's initial design and Concept B was developed with feedback from the public meeting.

Commission Member Chuaqui commented on possibly getting a bid alternative for luxury vinyl tiles vs. the proposed polished concrete floors, adding in bigger and more functional trash cans, and not having two doors to the patio but instead one in the middle of the wall leading out to the patio.

**Public Comment:** Troy Tyler agreed with Member Chuaqui's comments.

**Moved/Seconded:** Members La Force/Chair Codron

**Action:** Passed a motion to recommend Concept B and adding a bid alternative for the floor including vinyl planks with a wood look, have only one double door instead of two placing it in the middle of the wall facing the patio, and add separate trash cans one for each trash, recycle, and compost that are bigger.

**Ayes:** Chair Codron; Vice Chair Kaczor; Members Chuaqui and LaForce.

**Noes:** None

**Abstain:** None

## **7. SWIM CENTER PRESENTATION**

Discussion and presentation of Swim Center programs, projects and maintenance work.

**Discussion and Presentation:** Recreation Supervisor Beth Frazer presented and answered questions regarding the challenges, strengths, opportunities and upcoming construction at the El Cerrito Swim Center.

**Action:** Received and filed

## **8. PARK AND RECREATION COMMISSION WORK PLAN DISCUSSION AND UPDATES**

Commission discussion and updates on work plan goals and progress.

- Work Plan Group and Liaison Reports

**Discussion:** Chair Codron discussed Urban Trails and Open Space Work Plan Group recommendation to the City Council and Commission Members discussed reaching out to the West Contra Costa School Board Member for El Cerrito as private citizens regarding the Tennis Courts being locked and soccer having limited field space.

**Public Comment:** Troy Tyler offered to get the Commission in touch with Spurs Soccer regarding limited field space.

**Action:** Received and filed

## **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.

**Discussion and Presentation:** Staff discussed and responded to questions about the status of projects at Arlington Park, Hillside Natural Area Improvements, Parks and Recreation Facilities Master Plan Program, and Swim Center Capital Enhancements.

**Action:** Received and filed

## **10. RECREATION DEPARTMENT UPDATE**

Update on items of interest in the Recreation Department.

**Presentation:** Staff reported on the 2023 Summer Camp rECguide, Teen Workshop Series, Elder Tech Intro to iPhone & iPad Workshop, and AARP Tax Prep.

**Action:** Received and filed

## **11. ITEMS FOR FUTURE AGENDAS**

- Next Regular Meeting: Wednesday, February 22, 2023 at 7 p.m.
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing
- Mid-Year Budget Review and Possible Recommendations – February
- Hillside Natural Area Vegetation Management Update - TBD

## **12. ADJOURN PARK AND RECREATION COMMISSION MEETING** Chair Codron adjourned the meeting at 9:06 p.m.

---

Avis Codron, 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 January 25, 2023 as approved by the Park and Recreation Commission.

---

Christopher Jones, Staff Liaison

## **Background for Climate Action & Adaptation Plan (CAAP) Stakeholder Advisory Group**

### **Climate Action Plan (CAP) Background**

El Cerrito's current CAP was adopted in 2013 and is 10 years old. In 2019, the City Council passed a resolution declaring a climate emergency and endorsing emergency mobilization efforts to restore a safe and stable climate. The Climate Emergency declaration additionally resolved for the City to strive for zero GHG emissions citywide as quickly as possible within the forthcoming Climate Action Plan update. The City issued an RFP from qualified consultants to assist the City in developing a Climate Action and Adaptation Plan (CAAP) that builds on the existing Climate Action Plan while serving as a standalone document. City Council approved a contract with Cascadia Consulting Group for this update.

### **Climate Action and Adaptation Plan (CAAP)**

The CAAP is intended to specify strategies and actions that will enable the City to achieve or exceed GHG reduction goals; identify climate adaptation and resilience strategies; and provide a means of reporting and monitoring the effectiveness of the plan. The CAAP will include a GHG inventory, including a consumption-based inventory, identify strategies, forecast GHG emission reductions, engage the community, identify climate adaptation and resilience measures, and prepare and develop a comprehensive plan. After selecting Cascadia, the City negotiated with them to add an additional task to the scope of work to evaluate best practices for GHG emissions reductions and recommend the highest priority actions or "early win" options that the City could take to reduce emissions concurrently with, and potentially prior to adoption, of the CAAP. In response to input received from the community, specifically an interest in prioritizing the development of a policy to prohibit natural gas in new construction citywide, Cascadia will also be developing such an ordinance concurrent with, and prior to adoption of, the CAAP.

The CAAP will be developed over the next 12 to 14 months. The planning process will include a significant amount of community outreach, including at least two community workshops to develop strategies and goals that are well suited to El Cerrito. The final product will be a plan that is highly accessible to the community and provides an implementation plan for the City as an organization, and the community as a whole, to meet more ambitious emission reduction targets.

### **CAAP Stakeholder Advisory Group**

The CAAP Stakeholder Advisory Group will consist of up to two members per Advisory Body or stakeholder group identified as having a vested interest in climate action as well as City Staff. The Advisory Group will meet on an as-needed basis, likely bi-monthly to quarterly on Zoom. The Advisory Group will be asked to provide feedback and input on certain CAAP items as the plan is developed.

# Summer Camp Discount Day 2023



# Summer Camp 2023

- 9 weeks of summer, 6/12-8/11/23
- Weekly traditional and specialty options, including both full day and half day
- 35 unique camps, many of which run multiple weeks (189 camps total)
- rECguide published online 1/27 and mailed to residents/neighbors 2/6
- Registration opened online 2/15 at 9am

[www.el-cerrito.org/summercamp](http://www.el-cerrito.org/summercamp)



# 2023 rECguide summer camp



100k views

View all 1205 comments

1 Day Ago



100k views

View all 1205 comments

1 Day Ago



100k views

View all 1205 comments

1 Day Ago



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1 Day Ago



100k views

View all 1205 comments

1 Day Ago

A SPECIAL TREAT!



# City of El Cerrito Summer Camp Discount Day Wednesday, February 15

All camp enrollments completed the first day of registration will be **10% off!** **ONLINE ONLY**, beginning at 9am.



For details visit  
[www.el-cerrito.org/discountday](http://www.el-cerrito.org/discountday)

## What is Discount Day?

Discount Day is an online special event for families on the opening day of summer camp registration. All summer camp online registrations, with the exception of resident camp *Ravencliff* and drop-in options, automatically receive 10% off between 9am-11:59pm.

## Discount Day 2023 Goals

Promote summer  
camp program

Increase early  
interest &  
engagement

Incentivize early  
commitment/  
registration

Boost online  
registration

Get early  
snapshot of data  
& analytics

Customer  
Convenience

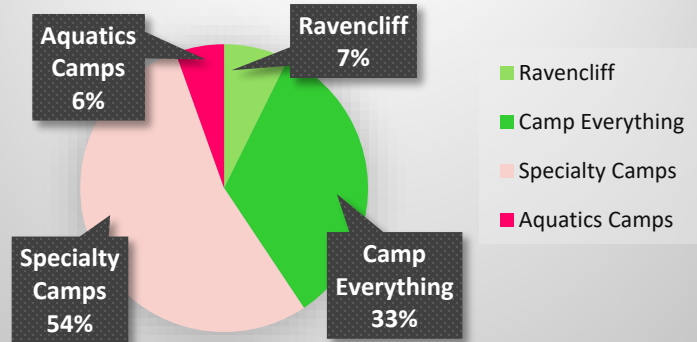
# History of Discount Day

- 2017 & 2018: rEC Expo with 10% discount (in-office registration day of event)
- 2019: rEC Expo with 10% discount (in-office registration with option to register online)
- 2022 & 2023: Discount Day with 10% off (online only)

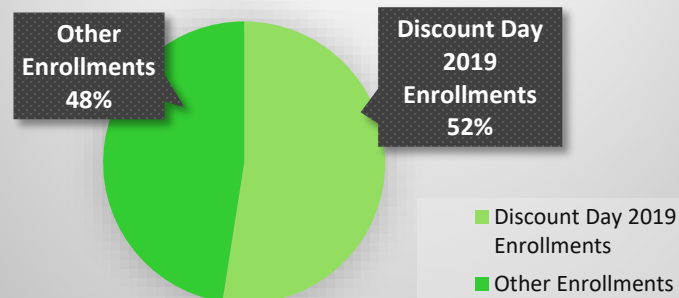


# Discount Day 2019 (Pre-Pandemic)

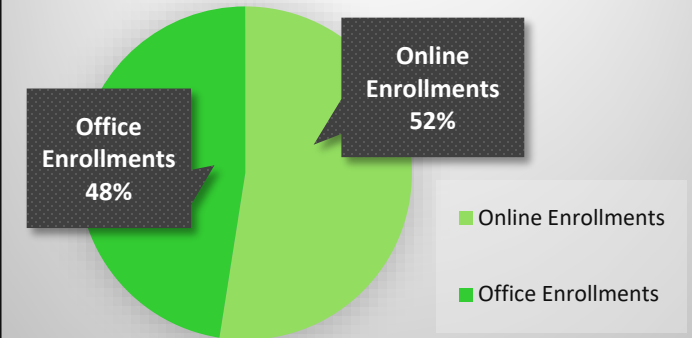
## 3,487 Total Enrollments\* in Summer Camp 2019



## 1,811 of 3,487\* were Discount Day Enrollments

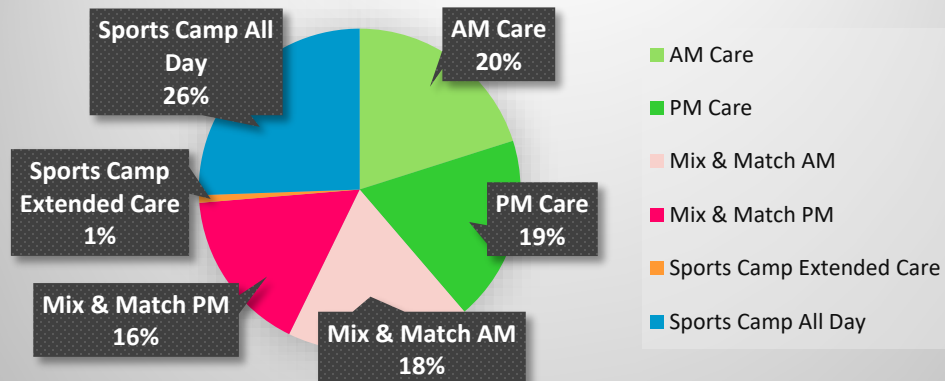


## Online vs. In-Office

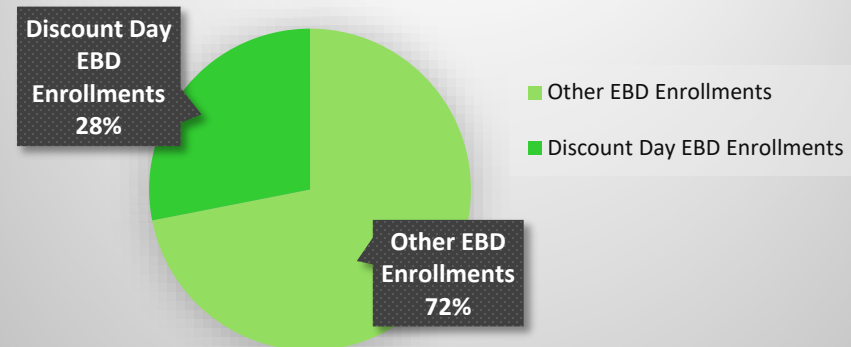


*\*Excludes enroll-by-day enrollments*

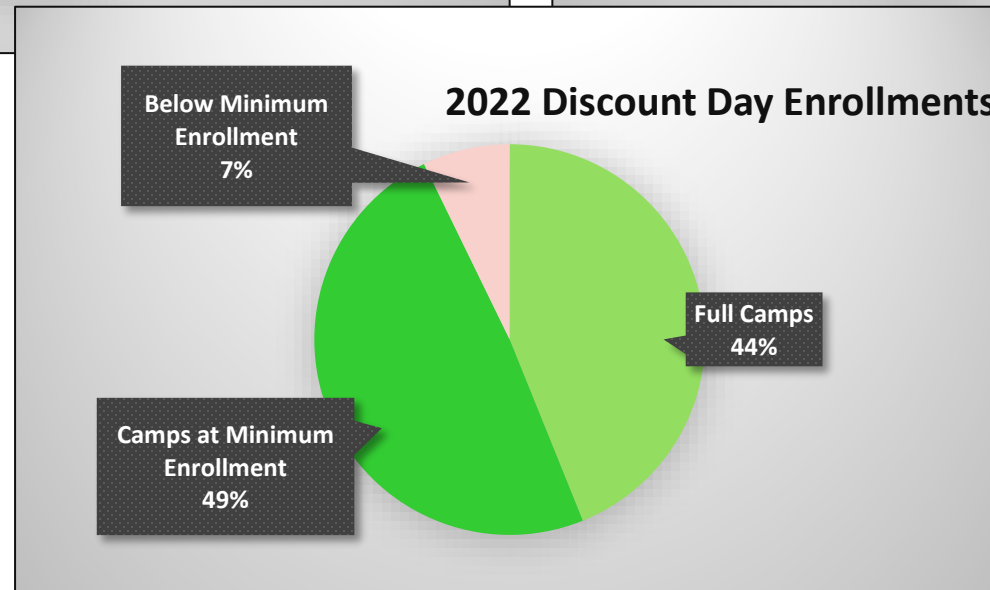
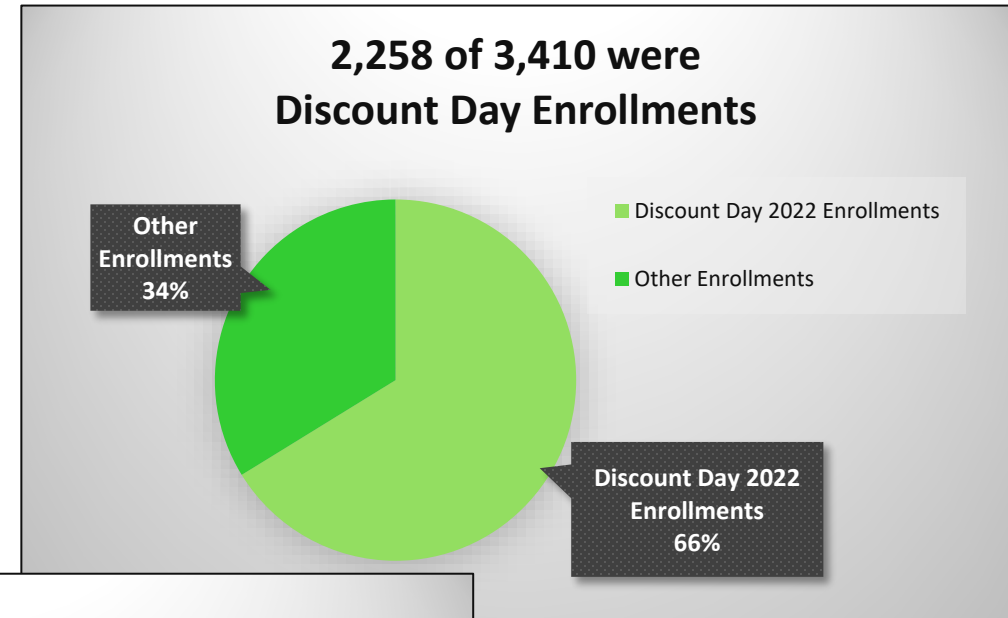
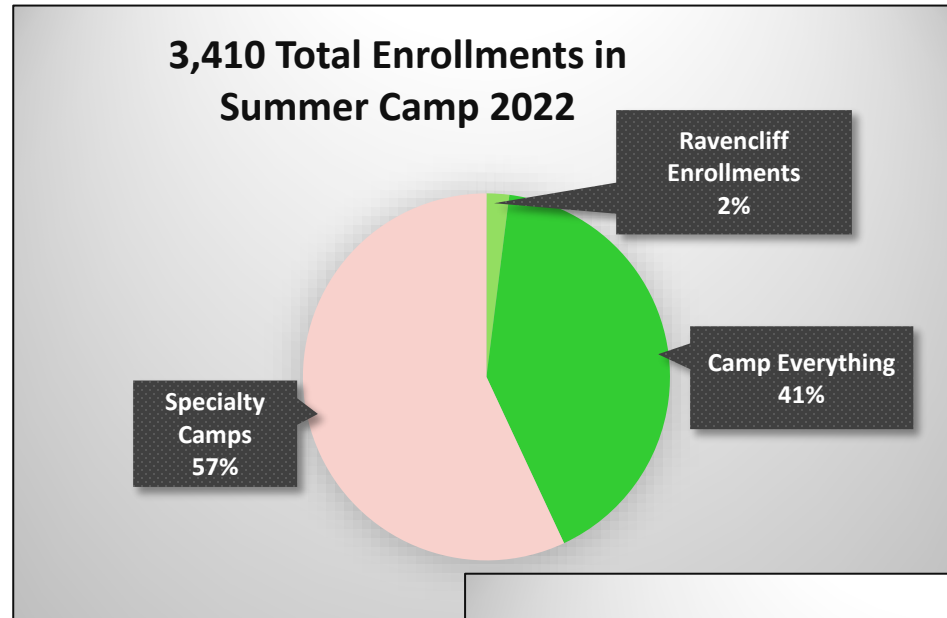
## Additional 8,936 Enroll-by-Day Enrollments for Summer 2019



## 3,488 Enroll-by-Day Discount Day Enrollments

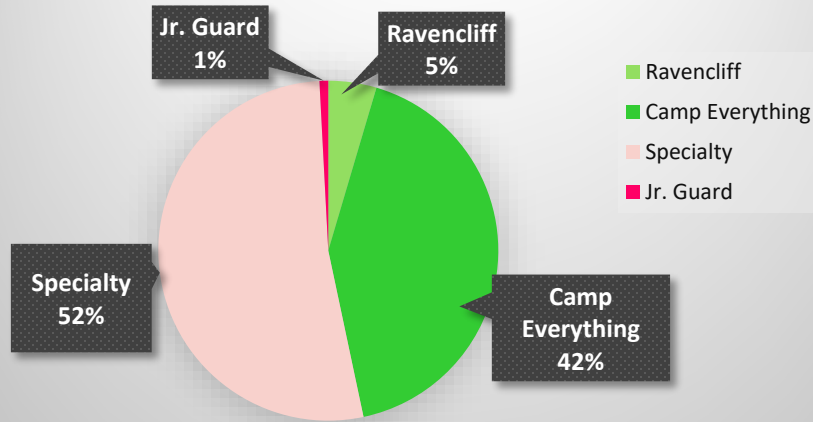


# Discount Day 2022 (Transition Summer)

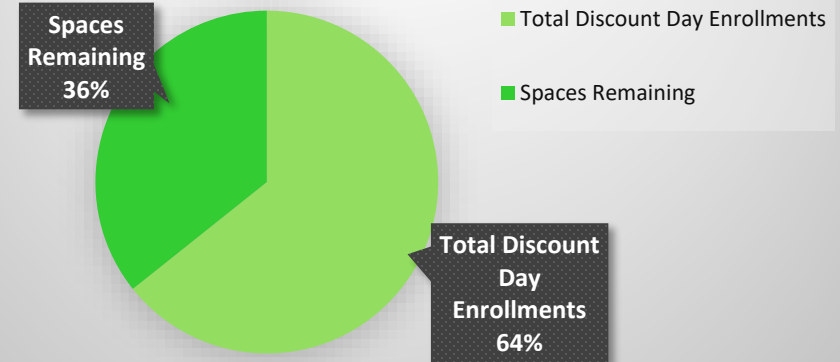


# Discount Day 2023

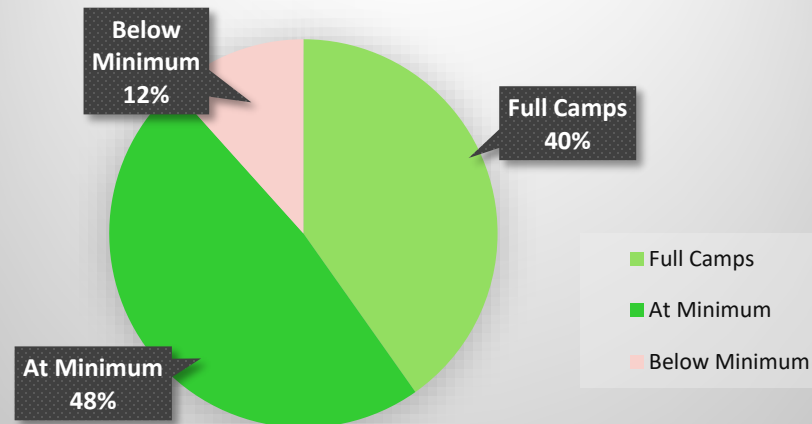
## 3,366 Total Discount Day Enrollments



## Total Summer Camp Enrollment Capacity of 5,236



## 189 Camps Over 9 Weeks





## Growth Factors

- Small increase in total number of camps
- Increase in camp maximums (average went from 23 to 28 max campers per camp)
- Increase in Community Participation (in 2022, 701 unique campers were enrolled on Discount Day; in 2023 that grew to 938)

## Other Considerations

- Less uncertainty and restrictions regarding COVID-19
- Families more familiar/comfortable with online registration
- History of certain camps filling has created more urgency

# Promoting Discount Day 2023

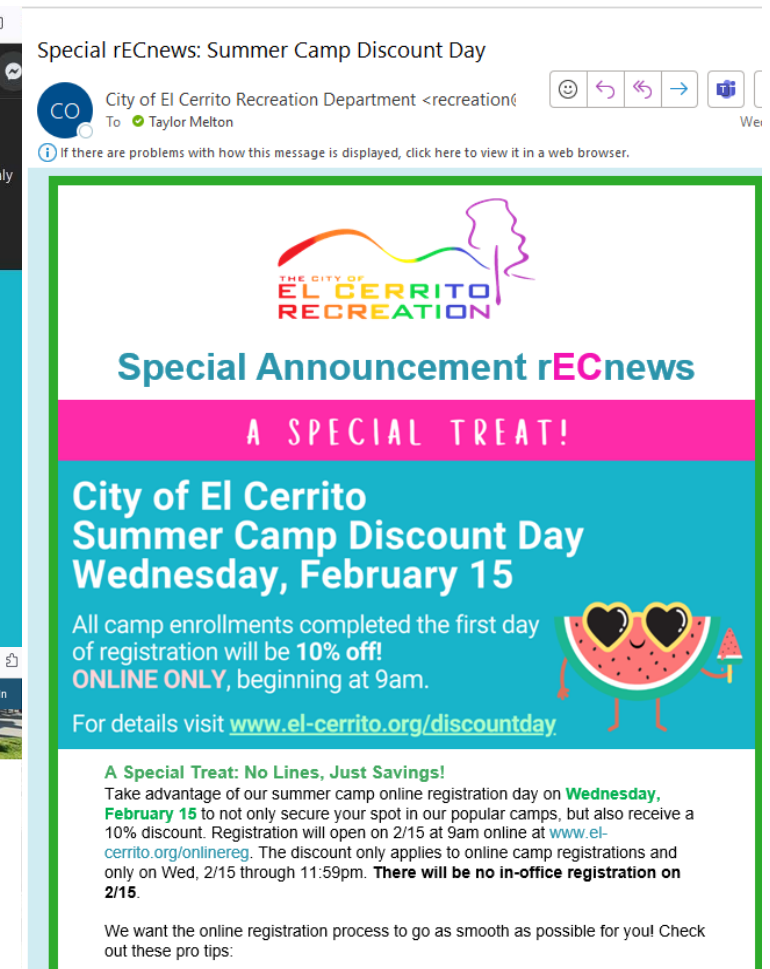
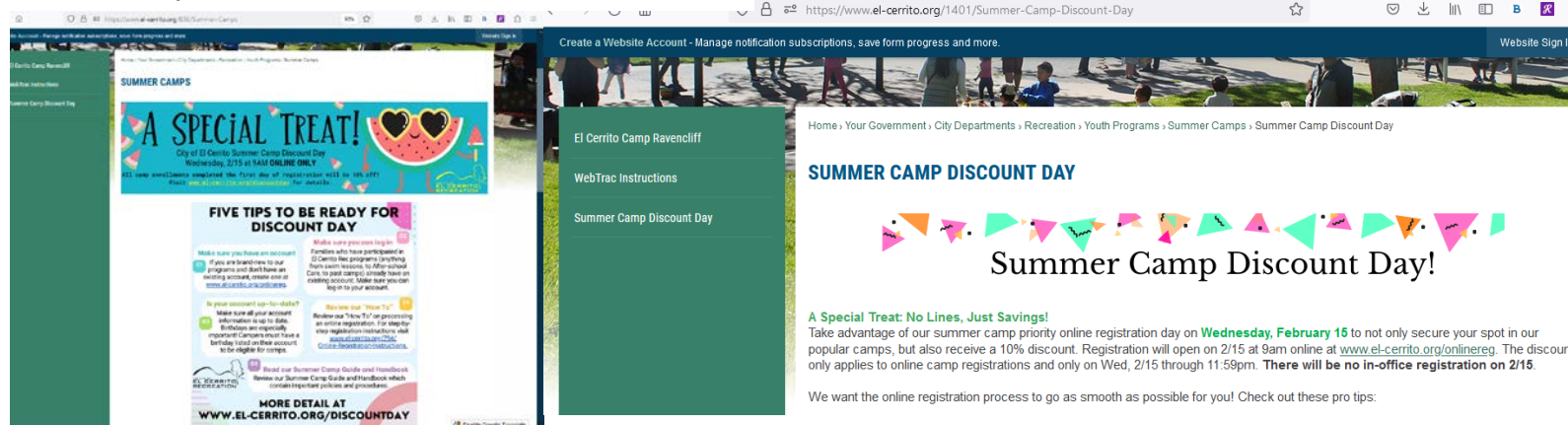
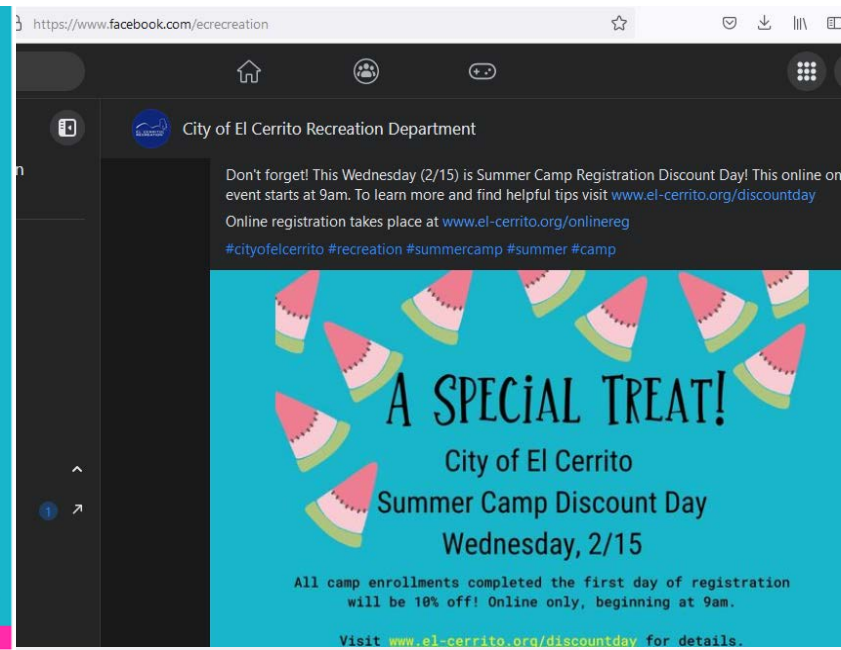
**THE CITY OF EL CERRITO RECREATION**  
7007 Moeser Lane, El Cerrito, CA 94530  
(510) 559-7000  
[recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us)  
[www.el-cerrito.org/recreation](http://www.el-cerrito.org/recreation)

**Office Hours:**  
Monday - Thursday 9am-5pm  
Fridays by appointment only (email for appt)  
[www.el-cerrito.org/recreation](http://www.el-cerrito.org/recreation)

**Summer Camp 2023 Schedule**  
Week 1: 6/12-6/16  
Week 2: 6/20-6/23 4-day session: Tues-Fri  
Week 3: 6/26-6/30  
Week 4: 7/3-7/7 4-day session: Mon, Wed-Fri  
Week 5: 7/10-7/14  
Week 6: 7/17-7/21  
Week 7: 7/24-7/28  
Week 8: 7/31-8/4  
Week 9: 8/7-8/11

**Holidays (No Camp)**  
Juneteenth: Monday, 6/19  
Independence Day: Tuesday, 7/4  
*Join us for the 4th of July Festival at Cerrito Vista Park!*

**Camp Locations**  
El Cerrito Community Center: 7007 Moeser Ln.  
Prospect Sierra Middle School: 960 Avis Dr.  
Fairmont Clubhouse: 715 Lexington Ave.  
Harding Clubhouse: 7115 C St.  
Castro Clubhouse: 1420 Norvell St.  
Cerrito Vista Park: 950 Pomona Ave.  
Cerrito Vista Tennis Courts: Corner of Moeser & Avis  
Korematsu Middle School Gym: 7125 Donal Ave



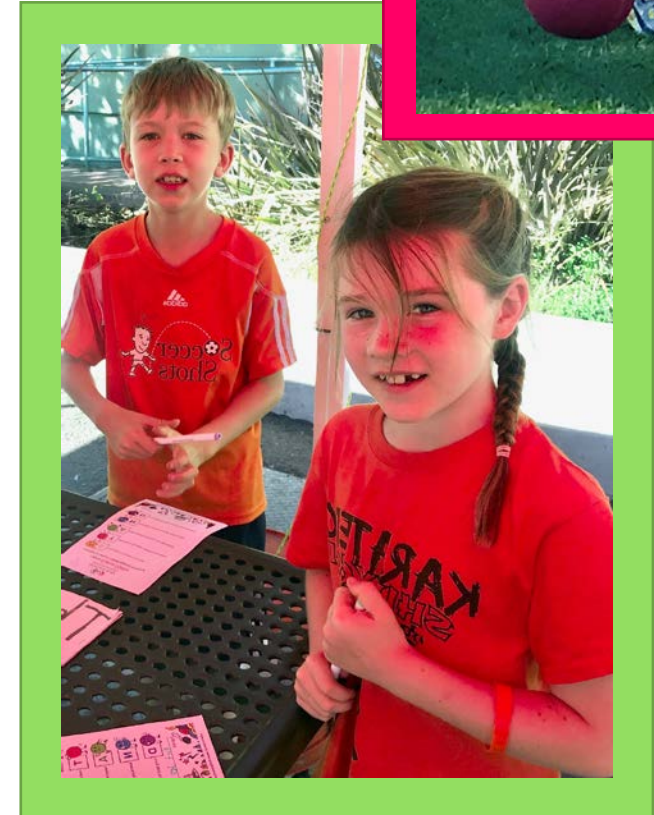
Half-page in rECguide • Top of Camp Webpage • Social Media • Dedicated Webpage • rECnews • CM Report

# Successes

- Registration system set up thoroughly
- Effective communication to families
- Decreased need for customer support on event day
- Increase in enrollment and participation

# Challenges

- High demand results in waitlist enrollments even for families who log-in right at 9am
- Disadvantage for those less familiar with online registration system
- Technical difficulties for some customers





## Event Follow-Up

- **Immediate:** Thank you message to families for participating, and working with anyone who may need to resolve online enrollment errors or have questions regarding registration
- **Future:** Enrollment reminders and camp newsletters



## Goals for Next Year

- **Analyze 2023 registration data to be used in 2024 planning efforts**
- **Include responses to frequently asked questions in future communications**
- **Continue to grow overall camp program and increase event participation**

# Questions?

THE CITY OF  
**EL CERRITO  
RECREATION**

Taylor Melton, Recreation Supervisor  
[tmelton@ci.el-Cerrito.ca.us](mailto:tmelton@ci.el-Cerrito.ca.us)

## **Recommendation for a Full Time Employee to support Park and Recreation Department's projects**

We, the Park and Recreation Commission have observed a significant and pressing need for additional staff in the Public Works department. The Park and Recreation Commission would like to make a recommendation to City Council to consider adding a full time employee (FTE) to the Public Works department. The additional FTE would be solely dedicated to projects for the Park & Recreation department.

The Public Works department is the principal resource for Park and Recreation projects. The department has multiple competing priority projects that has required their staff to be dedicated to specific Public and Works projects. Unfortunately, their shortage of staff has had and continues to have a negative impact in delaying Park & Recreation projects. The department continues to endure many challenges in staffing. The shortfall of staffing has had an impact on Park & Recreation projects from getting completed in a timely or has prevented the projects from commencing.

In 2019 the citizens of El Cerrito overwhelming (78.34%) supported measure H. The measure ensured funding for projects to improve park and recreation. The funding was projected at an estimated \$650K. Funding is not the issue but lack of resources. A dedicated FTE to work on Park and Recreation projects will help with the bottleneck of projects being delayed in Public Works department and address projects that have been identified in the Master Plan.



# RECREATION DEPT / PARKS & RECREATION FACILITIES 2022-23 MID-YEAR BUDGET UPDATE

El Cerrito Park & Recreation Commission

February 22, 2023

# FISCAL YEAR 2022-23

## BUDGET AS OF 12/2022 – BY DIVISION

| Recreation Department | Current Budget     | YTD Encumbrances | YTD Transactions   | Rec'd       | Prior Year YTD     |
|-----------------------|--------------------|------------------|--------------------|-------------|--------------------|
| REVENUE               |                    |                  |                    |             |                    |
| Rec. Admin.           | \$131,400          | .00              | \$77,666           | 59%         | \$51,747           |
| Childcare             | \$1,833,000        | .00              | \$999,338          | 55%         | \$819,121          |
| Swim Center           | \$876,500          | .00              | \$451,427          | 52%         | \$478,585          |
| Senior Programs       | \$80,020           | .00              | \$49,366           | 62%         | \$2,920            |
| Adult & Rentals       | \$355,000          | .00              | \$223,918          | 63%         | \$145,181          |
| Youth Programs        | \$1,287,500        | .00              | \$478,494          | 37%         | \$268,929          |
| <b>REVENUE TOTALS</b> | <b>\$4,563,420</b> | <b>\$0.00</b>    | <b>\$2,280,210</b> | <b>50 %</b> | <b>\$1,766,484</b> |

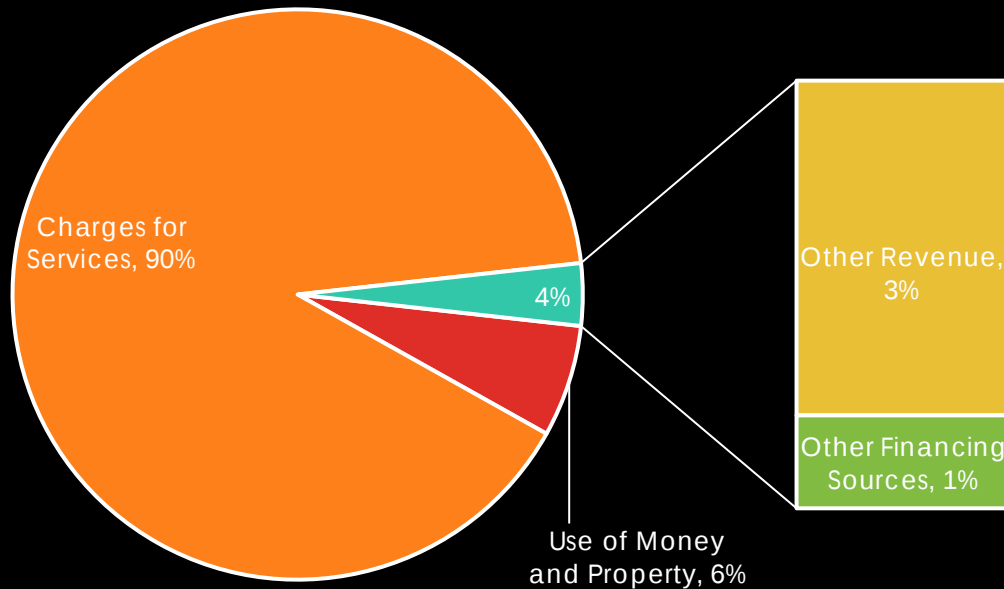
| Recreation Department  | Current Budget     | YTD Encumbrances | YTD Transactions   | Used        | Prior Year YTD     |
|------------------------|--------------------|------------------|--------------------|-------------|--------------------|
| EXPENSE                |                    |                  |                    |             |                    |
| Rec. Admin.            | \$843,730          | \$25,047         | \$336,163          | 43%         | \$369,347          |
| Childcare              | \$1,628,427        | \$17,055         | \$866,479          | 54%         | \$695,111          |
| Swim Center            | \$908,382          | \$61,623         | \$499,003          | 62%         | \$357,464          |
| Senior Programs        | \$280,258          | \$35,667         | \$93,760           | 46%         | \$256,698          |
| Adult & Rentals        | \$263,958          | \$0              | \$156,180          | 59%         | \$62,703           |
| Youth Programs         | \$948,657          | -\$673           | \$395,315          | 42%         | \$212,698          |
| Custodial & Facilities | \$686,162          | \$8              | \$320,347          | 47%         | \$249,303          |
| <b>EXPENSE TOTALS</b>  | <b>\$5,559,574</b> | <b>\$138,726</b> | <b>\$2,667,247</b> | <b>50 %</b> | <b>\$2,203,324</b> |

| Recreation Department | Current Budget     | YTD Encumbrances   | YTD Transactions   | Rec'd / Used | Prior Year YTD     |
|-----------------------|--------------------|--------------------|--------------------|--------------|--------------------|
| REVENUE TOTALS        | \$4,563,420        | \$0.00             | \$2,280,210        | 50%          | \$1,766,484        |
| EXPENSE TOTALS        | \$5,559,574        | \$138,726          | \$2,667,247        | 50%          | \$2,203,324        |
|                       | <b>(\$996,154)</b> | <b>(\$138,726)</b> | <b>(\$387,037)</b> |              | <b>(\$436,840)</b> |

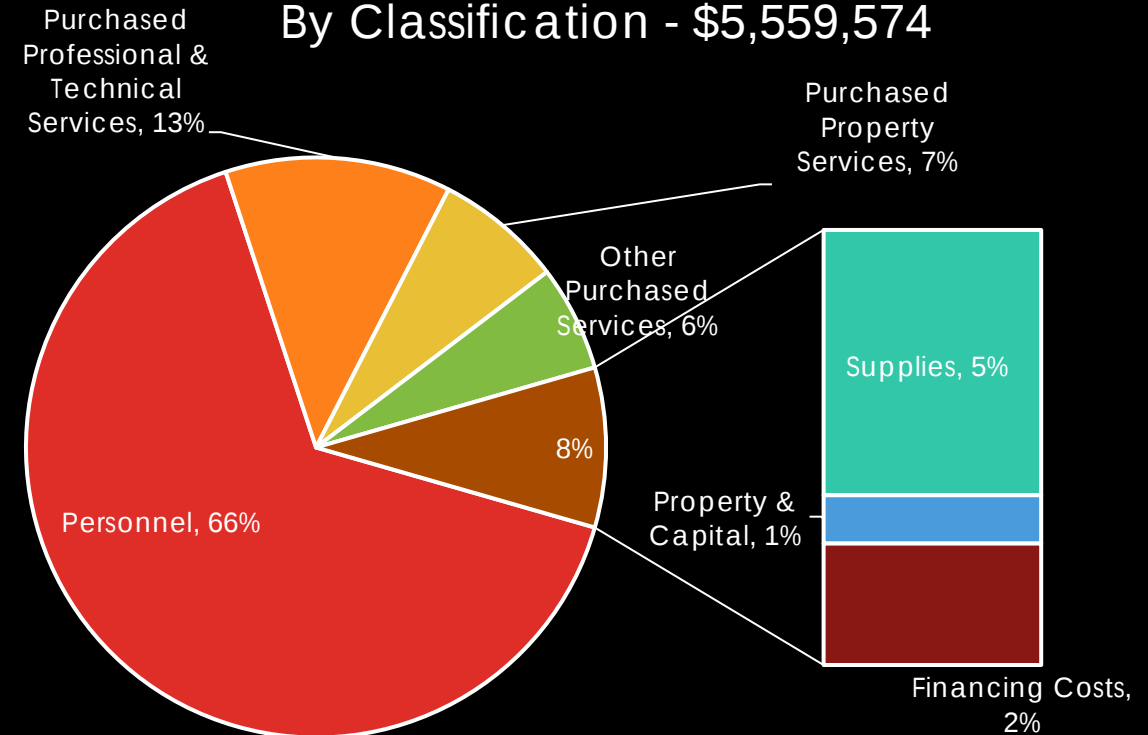
# FISCAL YEAR 2022-23

## BUDGET AS OF 12/2022 – BY CLASSIFICATION

FY2022-23 Budgeted Revenues  
By Classification - \$4,563,420

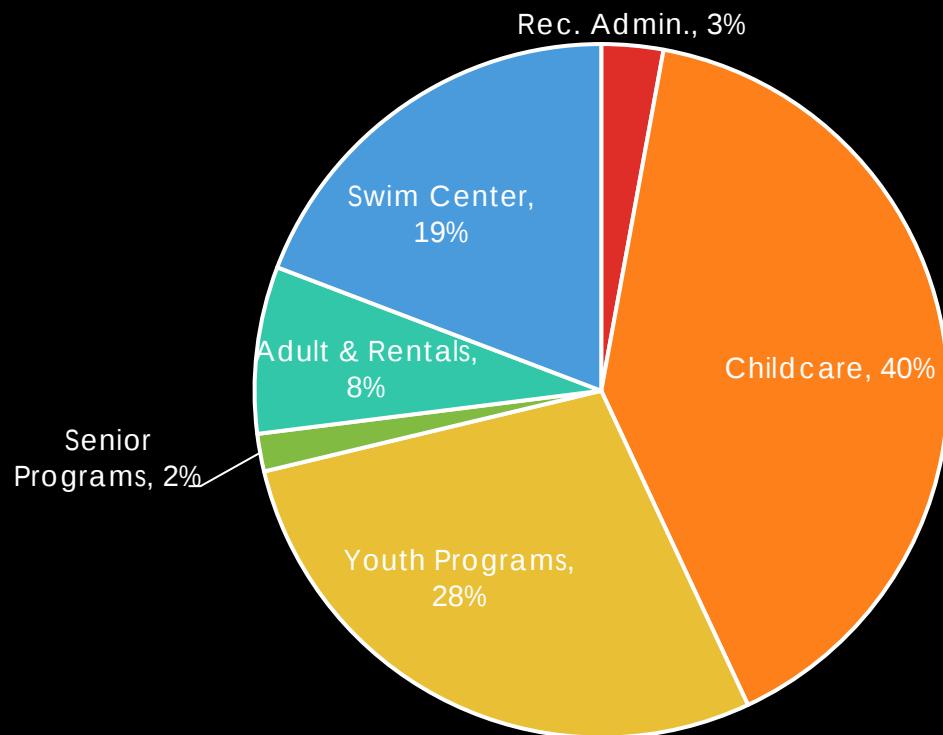


FY2022-23 Budgeted Expenditures  
By Classification - \$5,559,574

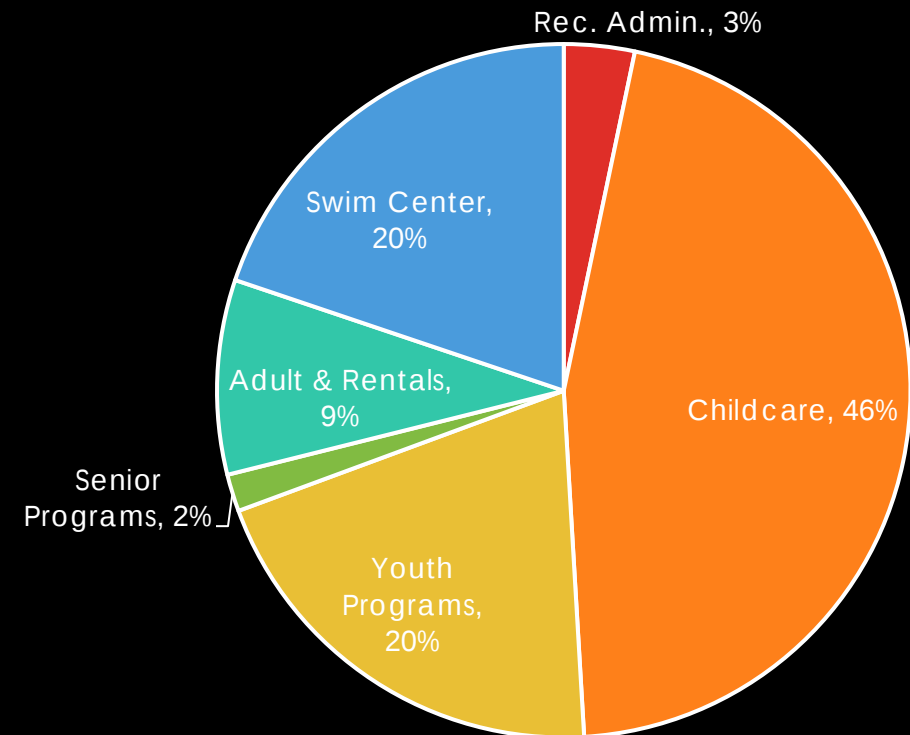


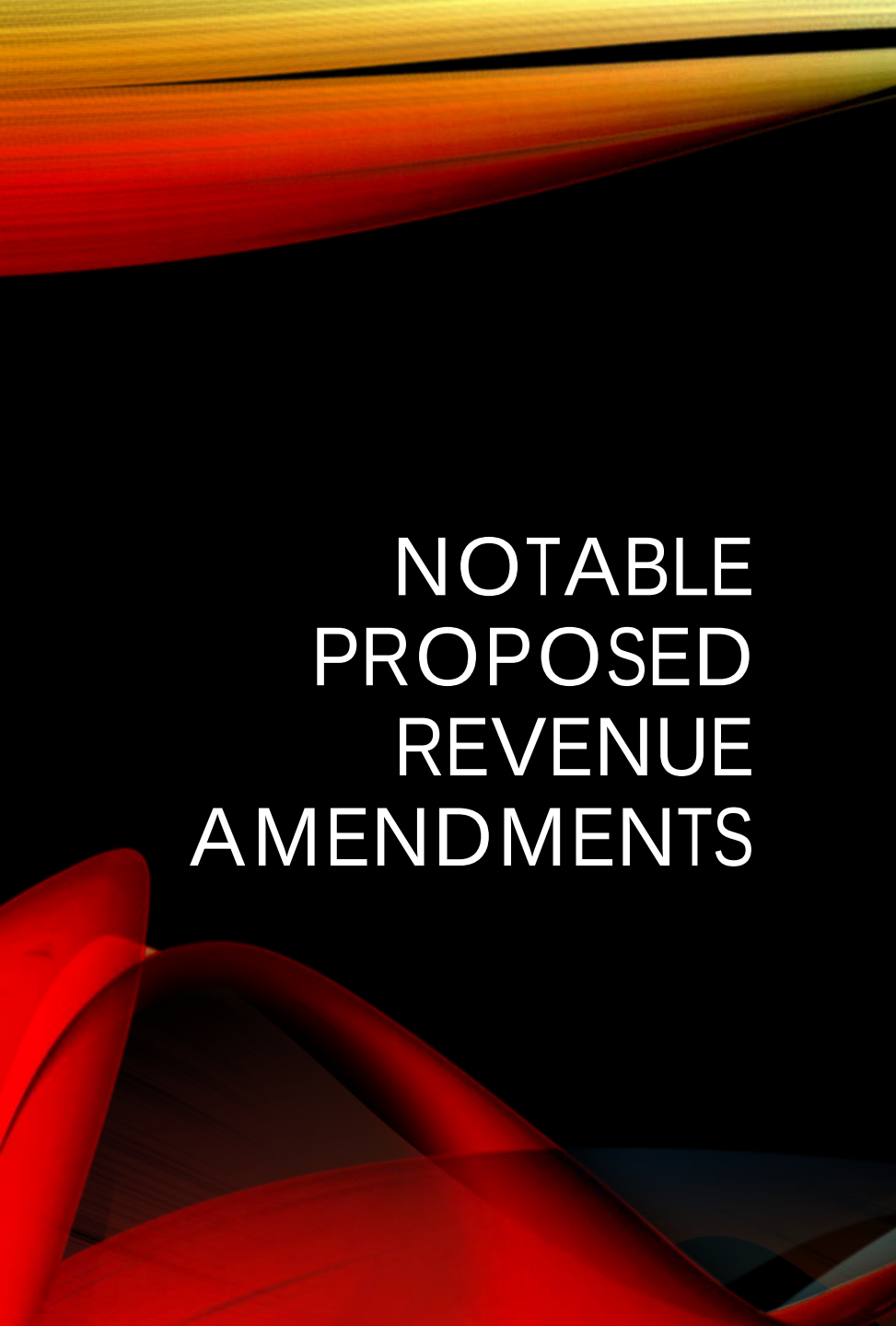
# RECREATION DEPARTMENT BUDGET FY2022-23

Adopted Revenue \$4,563,420 - By Division



Proposed Revenue \$4,620,536 - By Division





# NOTABLE PROPOSED REVENUE AMENDMENTS

## Recreation Administration

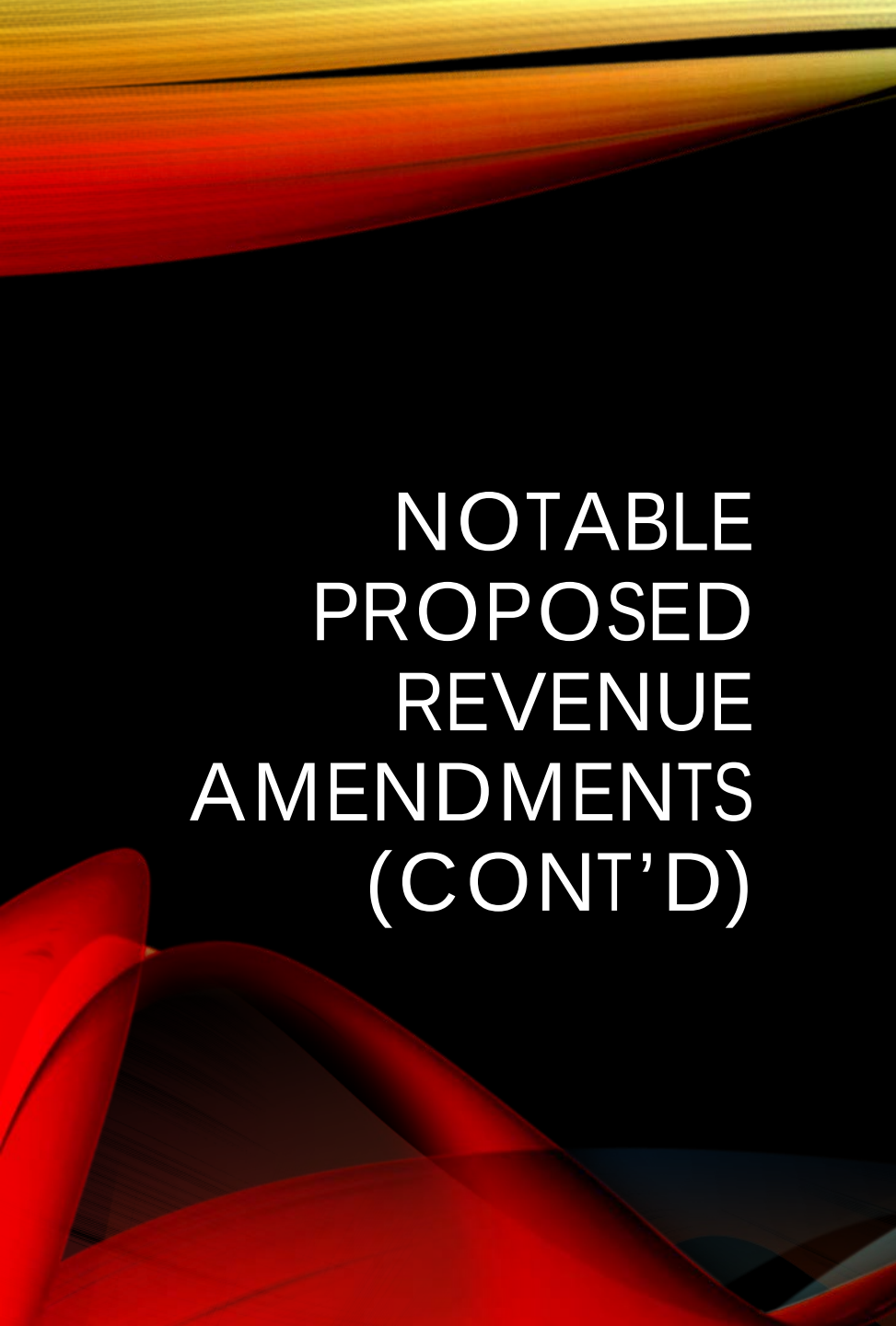
- \$20,900 increase
- Budgeting for cancellation fees

## Childcare

- \$281,572 increase
- Increasing anticipated childcare & summer camp revenue

## Youth Services

- (\$349,138)
- Adjusting for Fiscal Year Accounting
- Correcting double count in specialty camps revenue



## NOTABLE PROPOSED REVENUE AMENDMENTS (CONT'D)

### Adult & Rentals

- \$64,086 increase
- Higher than estimated program enrollment

### Swim Center

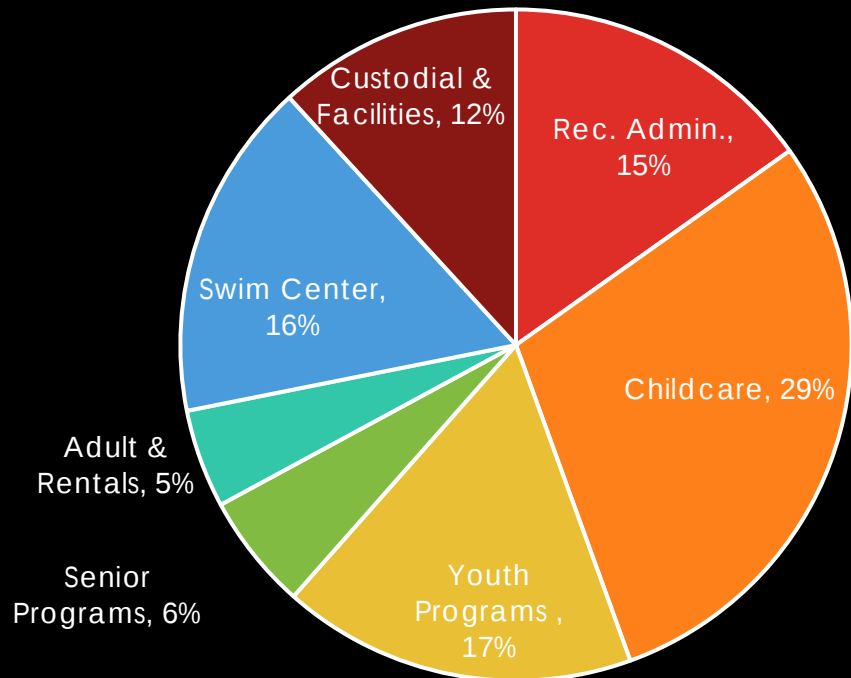
- \$39,599 increase
- Higher than estimated participation in Fitness Swim, Recreation Swim & Swim Teams

### Total Proposed Revenue Increase

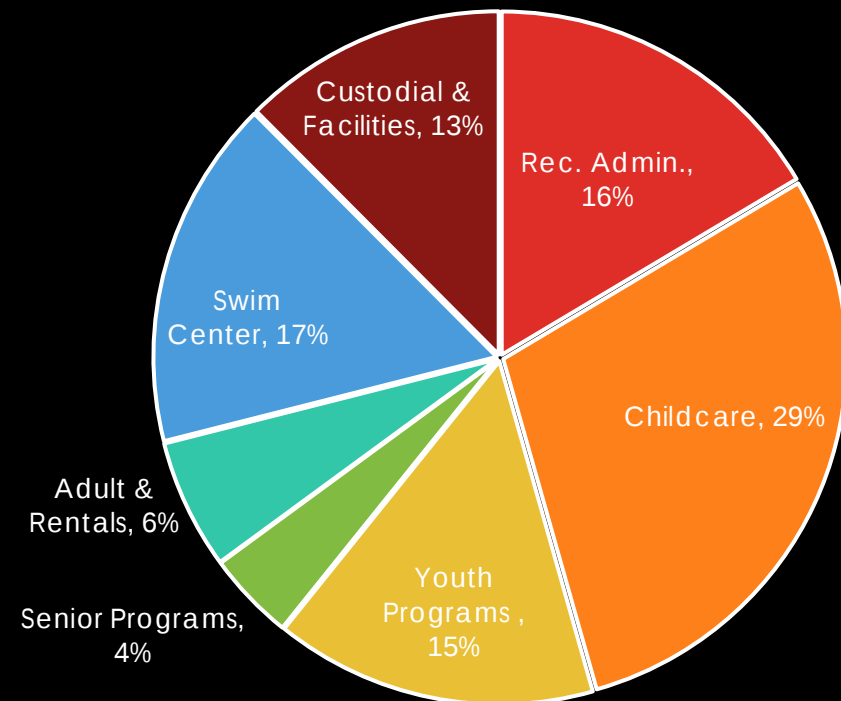
- \$57,116 increase

# RECREATION DEPARTMENT BUDGET FY2022-23

Adopted Expenditures \$5,559,574 - By Division



Adopted Expenditures \$5,566,412 - By Division



# NOTABLE PROPOSED EXPENDITURE AMENDMENTS

## Recreation Administration

- \$71,708
- Position Restorations
- Increase in Building Maintenance, Repair & Security
- 4<sup>th</sup> of July transfer

## Youth Services

- (\$104,431)
- Decreasing Instruction Budget

## Senior Programs

- (\$78,802)
- Position Restorations
- Decrease Temp. Building Expense due to Kensington contract

## Adult Programs

- \$76,281
- Position Restorations
- Increase in Instructor Services due to higher enrollment

# NOTABLE PROPOSED EXPENDITURE AMENDMENTS (CONT'D)

## Custodial & Facilities

- \$37,950
- ADA Improvements & Facility Painting
- Custodial vehicle & equipment replacement

## Total Proposed Expenditure Increase

- \$6,838

## Prop. Changes to FY22-23 Bottom Line

- Expenditure Increase - \$6,838
- Revenue Increase - \$57,116
- = \$50,278 positive
  - Essentially 4<sup>th</sup> of July Transfer

# PARKS & RECREATION FACILITIES CAPITAL IMPROVEMENT PROJECTS

In Progress

## Arlington Park Improvements

- 90% Design in Progress
- Summer/Early Fall Construction

## Hillside Natural Area Improvements

- Master Plan Consultant RFP being developed

## Swim Center Capital Enhancements

- Construction to begin ~2/27/23

# PARKS & RECREATION FACILITIES CAPITAL IMPROVEMENT PROJECTS

To Be Determined

Hillside  
Natural Area  
Signage  
Improvements

- Timeline TBD
- Grant deadline 12/31/24

Parks &  
Recreation  
Facilities  
Master Plan  
Program

- Pickleball – waiting for Castro Park Agreement
- Tennis Center – fundraising underway, construction TBD.



# QUESTIONS? COMMENTS

Thank you!