



Staff Liaison

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**REGULAR MEETING OF THE
COMMITTEE ON AGING**

WEDNESDAY, NOVEMBER 20, 2024, at 3p.m.

City of El Cerrito Council Chambers
10890 San Pablo Ave
El Cerrito, CA 94530

This Meeting Place is Wheelchair Accessible

3 p.m. CONVENE REGULAR MEETING

- 1. ROLL CALL** – Chair Dr. Pansy Kwong, Vice Chair Katherine Cesa, Members Buddy Akacic, Linda Cain, Carol Kehoe, Steve Lipson, Pamela Wagner, Bruce Yow
- 2. COMMITTEE/STAFF COMMUNICATIONS AND ANNOUNCEMENTS**
Informal reports on matters of general interest announced by the Committee on Aging Members 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, as well as 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 ANNOUNCEMENT AND REPORTS**
Staff and/or Council Liaison Fadelli may report on policies, priorities, and actions taken by the City Council, and/or on matters of general interest to the Committee on Aging.
- 5. APPROVAL OF THE MINUTES**
Consider a motion adopting the minutes of the COA meeting held on October 16, 2024.
- 6. RECREATION DEPARTMENT PRESENTATION**
Informational presentation and discussion on matters related to senior services and related programming by the City of El Cerrito. No action will be taken.
- 7. COMMITTEE ON AGING LIAISON REPORTS**
Liaisons for the Advisory Council on Aging, West County Senior Coalition, Christ Lutheran and St. John's One-Day Per Week Senior Centers, and Senior Living Facilities in El Cerrito, report on matters of interest to the Committee on Aging. Reports are limited to three minutes per group.
- 8. COMMITTEE ON AGING WORK PLAN**
Hear updates, participate in discussion and consider possible action items regarding Work Plan Goals.
- 9. FUTURE AGENDA ITEMS**

- Next Meeting: January 15, 2025, at 3 p.m. in the Council Chambers
- Supervisor John Gioia's Office (TBD)
- Reorganization of the Committee on Aging (Apr)

10. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, (510) 559-7008. 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 City Hall, 10890 San Pablo Ave during normal business hours.



AGENDA MATERIALS
SUPPLEMENTAL AGENDA MATERIALS
REGULAR COMMITTEE ON AGING MEETING
WEDNESDAY, NOVEMBER 20, 2024, at 3 p.m.

AGENDA ITEM 3 - PUBLIC COMMENT

1. Cordell Hindler

AGENDA ITEM 5 – APPROVAL OF MINUTES

1. Draft Meeting Minutes – October 19, 2024
2. 2025 Committee on Aging Meeting Calendar

AGENDA ITEM 6 - RECREATION DEPARTMENT PRESENTATION

1. Powerpoint presentation (November 20, 2024, after 9 a.m.)

AGENDA ITEM 8 – COMMITTEE ON AGING WORK PLAN

1. Adopted 2024-25 – 2025-2026 COA Work Plan
2. List of City Parks and Facilities


From:


Subject: Public Comments

Date: Tuesday, November 19, 2024 2:22:23 PM

Caution! This message was sent from outside your

organization. Hello Bridget,

I AM Submitting the following Comments into the Record:

1. the Committee on Aging Is Invited to the Contra Costa Mayors Conference on December 5th at 6:30 PM hosted by the City of San Pablo \$70.00 Per Person

2. Senior Winter Ball on December 14th hosted by the Richmond Commission on Aging 6:00 to 10:00 PM Richmond Memorial Auditorium

\$45.00 Per Person



DRAFT MINUTES - COMMITTEE ON AGING

WEDNESDAY, OCTOBER 16, 2024, at 3p.m.

City of El Cerrito Council Chambers
10890 San Pablo Ave
El Cerrito, CA 94530

Staff Liaison
Bridget Cooney | (510) 559-7008
bcooney@ci.el-cerrito.ca.us

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3 p.m. CONVENE REGULAR MEETING

Chair, Dr. Kwong called the meeting to order at 3 p.m.

1. ROLL CALL

Present: Chair Dr. Pansy Kwong, Vice Chair Katherine Cesa, Members Buddy Akacic, Linda Cain, Carol Kehoe, Steve Lipson, Pamela Wagner, Bruce Yow

Absent: None

Also Present: Bridget Cooney, Staff Liaison

Members from the Public: None

2. ORAL COMMUNICATIONS FROM THE PUBLIC

None

3. COMMITTEE MEMBER ANNOUNCEMENTS

Member Wagner announced upcoming events at the Community Center.

Member Kehoe reported that the West Contra Costa Unified School District Superintendent is retiring in December and an interim Superintendent has been named.

Member Lipson reported Measure X funding for one-day per week Senior Centers has been secured.

4. COUNCIL/STAFF LIAISON ANNOUNCEMENT AND REPORTS

Staff Liaison Cooney reported that City Council adopted a resolution for the 50th Anniversary of Christ Lutheran Senior Center.

Staff Liaison Cooney announced the next Richmond Street Complete Streets Workshop on November 21, 2024, in the Council Chambers.

Staff Liaison Cooney invited committee members to volunteer and/or attend the Senior Resource Fair on Friday, October 25, 2025.

Staff Liaison Cooney reported the Contra Costa County Health Department Flu and COVID-19 Walk-in Clinic at the Community Center on Friday, November 1, 2024.

5. APPROVAL OF THE MINUTES

Pass a motion to adopt the minutes from the Committee on Aging meeting on September 18, 2024.

Moved/Seconded: Member Wagner/Vice Chair Cesa

Action: Adopted the minutes from the September 18, 2024, Committee on Aging meeting as presented in the agenda materials.

Ayes: Chair Dr. Kwong, Vice Chair Cesa, Member Akacic, Member Cain, Member Kehoe, Member Lipson, Member Wagner, Member Yow

Nos: None

Abstention: None

6. COMMITTEE ON AGING LIAISON REPORTS

Liaisons for the Advisory Council on Aging, West County Senior Coalition, Christ Lutheran and St. John's One-Day Per Week Senior Centers, and Senior Living Facilities in El Cerrito, report on matters of interest to the Committee on Aging. Reports are limited to three minutes per group.

Member Kehoe there was no Area Agency on Aging meeting due to lack of quorum.

Member Lipson reported that the agenda bill for zoom provisions for public meetings was resubmitted by the California Senior Legislature.

Member Kehoe and Vice Chair Cesa reported attendance at the West County Senior Coalition. Information about voter registration and ballot tracking was discussed.

Vice Chair Cesa reported that Janet James, Director of Eskaton Hazel Shirley Manor expressed concerns with lack of affordable housing in El Cerrito as well as the amount of housing being built on San Pablo Ave.

Member Kehoe announced the 50th Anniversary Celebration of the Christ Lutheran Senior Center on Saturday, November 16, 2024, and encouraged committee members to attend.

Member Kehoe announced upcoming presentations at Christ Lutheran Senior Center.

Member Kehoe reported that Sakura Kai Senior Center has reached their maximum enrollment of 150 seniors.

Member Akacic reported that St. John's Senior Center morning attendance is going well. Member Akacic reported that the Priest at St. John's would like to see an increase in parishioner participation at the St. John's Senior Center.

7. ADOPTION OF THE ANNUAL COMMITTEE ON AGING MEETING CALENDAR

Discuss and consider passing a motion to adopt the draft 2025 Committee on Aging Meeting Calendar.

Moved/Seconded: Member Kehoe/Vice Chair Cesa

Action: Adopted the 2025 Committee on Aging Meeting Calendar with edits.

Ayes: Chair Dr. Kwong, Vice Chair Cesa, Member Akacic, Member Cain, Member Kehoe, Member Lipson, Member Wagner

Nos: Member Yow

Abstention: None

8. WORK PLAN ACCOMPLISHMENTS & GOAL SETTING

a. WORK PLAN 2023-24 ACCOMPLISHMENTS

Discuss and consider passing a motion to adopt 2023-24 Committee on Aging Work

Plan Accomplishments.

Moved/Seconded: Member Wagner/Vice Chair Cesa

Action: Adopted the FY 2023-2024 Committee on Aging Work Plan Accomplishments as presented in the agenda materials.

Ayes: Chair Dr. Kwong, Vice Chair Cesa, Member Akacic, Member Cain, Member Kehoe, Member Lipson, Member Wagner, Member Yow

Nos: None

Abstention: None

b. WORK PLAN 2024-2025 -2025-2026 GOAL SETTING

Discuss and consider a motion to adopt Committee on Aging 2024-2025 – 2025-2026 Work Plan.

Moved/Seconded: Member Wagner/Vice Chair Cesa

Action: Adopted the 2024-2025 – 2025-2026 Committee on Aging Work Plan. Adopted the Committee on Aging Outreach Newsletter, October-December 2024 edition with edits for publication and distribution.

Ayes: Chair Dr. Kwong, Vice Chair Cesa, Member Akacic, Member Cain, Member Kehoe, Member Lipson, Member Wagner, Member Yow

Nos: None

Abstention: None

9. FUTURE AGENDA ITEMS

- Next Meeting: November 20, 2024, at 3 p.m. in the Council Chambers
- Presentation by El Cerrito Recreation Director (Nov)
- Reorganization of the Committee on Aging (Apr)
- Contra Costa County Supervisor, John Gioia's Office (TBD)

10. ADJOURNMENT

Chair Dr. Kwong adjourned the meeting at 4:43 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, (510) 559-7008. 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).

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January							February							March							
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							30														

Program & Services: Adults 60 & Better

Committee on Aging

November 20, 2024



Senior Programs Timeline

2017

- Open House Senior Center

2018

- Midtown Activity Center

2019

- Park & Rec Facilities Master Plan

2020

- Pandemic

2022

- Community Center

1. ADULT/MULTI-GENERATION PROGRAMMING SPACE

Recommendation		Factor for Consideration						Total	Cost	Type
		High priority of the community	Fulfills unmet need	Service area	Potential revenue generation	Included in previous planning efforts	Code and regulation compliance/ Safety			
1.1	Pursue permanent building or additional space to accommodate programming for adults of all ages - possible to co-locate with library, and/or do in combination with Community Center renovations to relocate services to new buildings/additional space that makes the most sense programmatically	x	x	x	x	x		12	\$5,000,000	ENP

ILLUSTRATIVE SPACE PROGRAM

The following represents an illustrative space program for a recreation facility. This details the space needed for potential programming options at such a facility.

A. Building Support	NASF	Notes
Entry /Lobby / Viewing / Waiting	1,500	
Reception / Access Control	300	
Men's Locker Room	1,100	
Women's Locker Room	1,200	
Family / Special Needs Changing Rooms	250	2 at 125sf each
General Building Storage	300	
Public Restrooms - Men	80	
Public Restrooms - Women	80	
Maintenance/Receiving/Storage/Custodial	600	Multiple spaces
Subtotal Building Support	5,410	
B. Center Administration		
Center Manager Office	150	Department Offices not included
Assistant Center Manager Office	120	
Administration / Accounting Office	110	
Maintenance Office	100	
Group Office Group Office	400	
Private Meeting Room	100	
Storage and Records Retention	150	
Staff Workroom	280	
Staff Breakroom (Valuables Lockers)	240	
Subtotal Administration	1,650	

C. Senior Center Space		
Lounge	800	
Sr. Staff Offices	200	2 offices
Sr. Center Reception	100	
Small Meeting Room	200	
Workroom	180	
Restrooms	280	ADA/2 men, 2 women
Subtotal Senior Center Space	1,760	
D. Activity Space		
Fitness & Wellness Activity Room	2,000	Pad or rubber flooring
Fitness & Wellness Storage	350	
Wood Floor Studio-Group Exercise	2,000	Wood flooring
Wood Floor Studio Storage	350	
Gymnasium with 3 row Bleachers	12,600	2- 74' Recreation courts with one HS cross court 84'
Gymnasium Storage	600	
Activity Room (Could be Divisible)	2,000	Multi-use flooring
Activity Room Storage	150	
Tween "Basecamp"	1,000	
Camp / Classroom or Game Room	1,400	Youth daycamps, enrichment
Camp / Classroom Storage	150	
Classroom	1,000	Officials meetings, instruction
Subtotal Activity Space	23,600	
Total Net Square Footage (Rounded)	32,400	
Building Grossing Factor (75% Efficiency)	10,700	
Total Gross Building Area (Rounded)	43,000	

Parks & Rec. Facilities Master Plan (2019)

TABLE 1. RECOMMENDATION TYPE, NUMBER, AND COST

Recommendation Type	Projects	Known Costs
(IWP) Immediate Work Priority	19	\$657,765, for 19 projects
(P) Policy/Program	21	NA*
(EW) Early Wins	28	\$228,700, for 27 projects
(DEF) Deficiency	37	\$4,969,449, for 36 projects
(ENP) Enhancement/New Project	75	\$16,371,380, for 46 projects
Recommendations Total	180	\$22,227,294
35% Contingency		\$30,006,847
Swim Center Capital Projects*	3	\$7,643,370
Grand Total	183	\$37,650217

Recreation Staff

RECREATION DEPARTMENT	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Administrative Clerk Specialist	2	2	2	2	3
Assistant Recreation Supervisor	1	1	0	0	1
Childcare Teacher	3	3	1	1	1
Community Services Coordinator	5	5	4	5	5
Custodial Maintenance Lead Worker	1	1	1	1	1
Custodian	4	4	4	4	4
Management Assistant	1	1	0	0	0
Management Analyst II	1	1	1	0	0
Recreation Director	1	1	1	1	1
Recreation Supervisor	4	4	4	4	4
RECREATION DEPARTMENT TOTAL	23	23	18	18	20

- At Open House Senior Center & Midtown Activity Center
 - 1 Supervisor
 - 1 Coordinator
 - 2 PT Assistants
- Additional Responsibilities:
 - Facility Rentals
 - Custodial
 - All Adult Programming

Former Services & Activities

2018-19 Drop-Ins

Art Class 50+	38
Canasta 50+	73
Current Events Seminar	71
Elder Tech 50+	13
Haircut 50+	80
Massage 50+	127
Podiatry 50+	10

2019-20 Drop-Ins (partial)

Art Class 50+	61
Canasta 50+	28
Current Events Seminar	17
Haircut 50+	45
Massage 50+	94
Podiatry 50+	7

Senior Day Time Drop-In Opportunities

Monday

- Christ Lutheran Senior Center

Tuesday

- St. Johns Senior Center

Wednesday

- City of El Cerrito
 - Senior Social
 - Lunch
 - Presentations

Thursday

- City of El Cerrito
 - Senior Social
 - Lunch

Mon. – Fri. Richmond Annex Senior Center
(1 mile from Community Center)

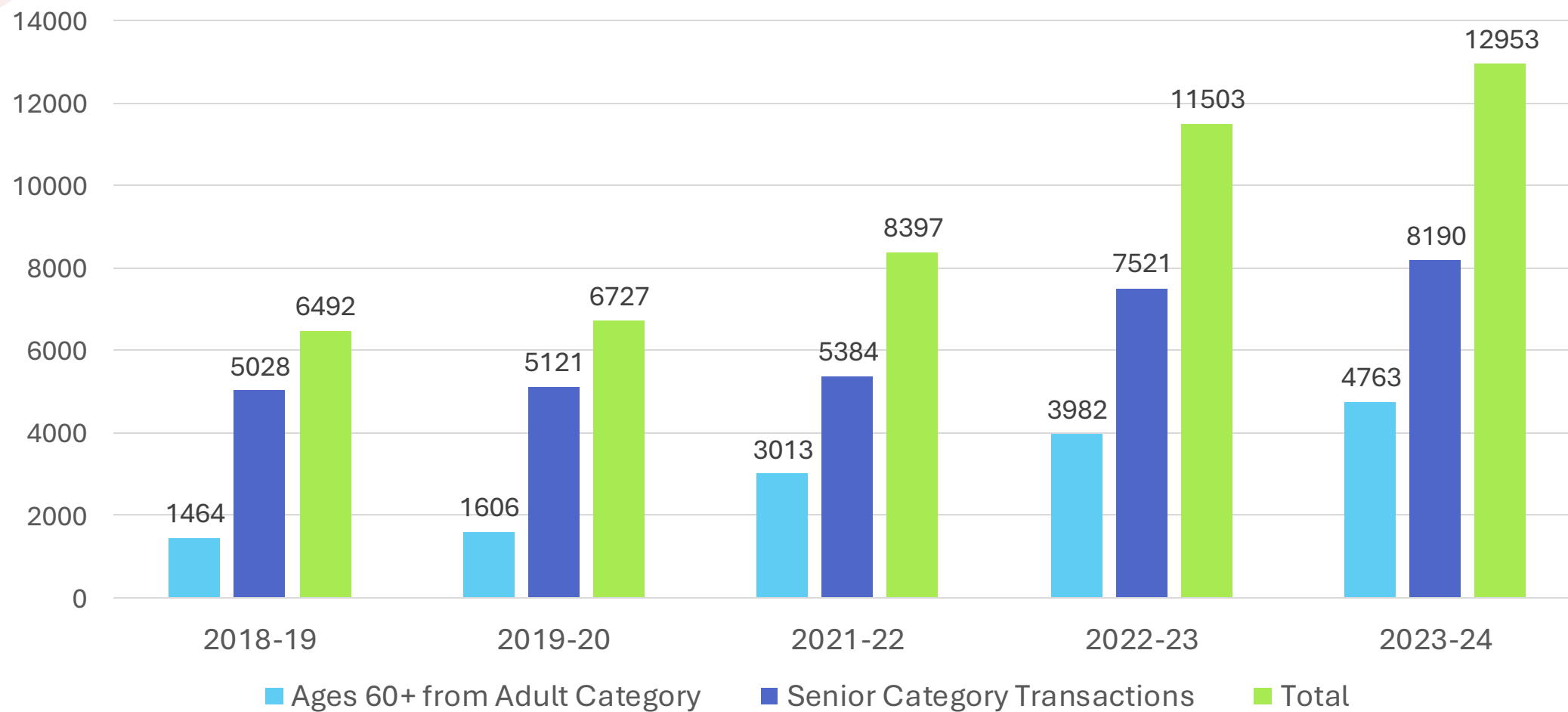


Community Center: Larger Classes & Crossover

Transactions Across Registration Types

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Mid-Town Activity Center		Pandemic	Community Center		
Activity Category	Enrollments					
60 & Better! Enrollments	1,767	3,650	944	4,691	6,877	7,567
Adults over 60 Enrollments	1,464	1,606	17,385	3,013	3,982	4,763
Pass Type	Transactions					
Senior	1,085	0	0	415	413	471
POS Type	Sales					
Senior Service	2,176	1,471	602	355	299	245

Adults 60 & Older Transactions



Questions & Comments

- Thank you!





BIENNIAL WORK PLAN FISCAL YEAR 2024/2025-2025/2026

COMMITTEE ON AGING

Chair **Dr. Pansy Kwong**; Vice-Chair **Katherine Cesa**; Members **Buddy Akacic, Linda Cain, Carol Kehoe, Steve Lipson, Pamela Wagner, Bruce Yow**

Staff Liaison

Bridget Cooney | (510) 559-7008
bcooney@ci.el-cerrito.ca.us
Recreation Department

MISSION STATEMENT: The El Cerrito Committee on Aging was formed by City Council Resolution 3559 in June 1973 to advise the Council about the needs of older and/or disabled adult residents. The Committee on Aging addresses immediate concerns and issues concerning senior residents and adults with disabilities and addresses and supports the improvement of their quality of life. When appropriate, recommendations for action are made to the City Council.

The primary duties and purposes for which the Committee on Aging was established are as follows:

- To identify and establish regular communication with El Cerrito's older and/or disabled adults.
- To document needs of older and/or disabled adults living in El Cerrito and identify resources and benefits available from all agencies.
- To develop plans for programs that utilize the resource of talents among El Cerrito's older and/or disabled adults through volunteer opportunities for inclusion in the General Plan and other plans and programs as may be developed.
- To review and evaluate existing and proposed programs within their responsibility and make recommendations to the Council on City action and funding.
- To serve as liaisons with other interested and concerned groups.

HISTORICAL BACKGROUND: The members of the Committee on Aging are appointed by the City Council upon recommendation by the Committee. Membership is open to all interested adult residents of El Cerrito. Anyone wishing to join the Committee is encouraged to attend meetings so that they may become familiar with the members and activities of the Committee before making their decision to join.

The Committee's regular meeting date is the third Wednesday of the month. The meeting starts at 3 p.m. The Committee meets at the El Cerrito City Hall, Council Chambers, 10890 San Pablo Avenue. The public is invited to attend the meetings. The Chairperson and Vice-Chairperson are elected annually. The Committee on Aging does not meet in July, August and December.

FISCAL YEAR 2024/2025 – 2025/2026

Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion
Advocate for improved conditions and experiences for seniors using public spaces in El Cerrito. Identify City parks that lack adequate seating for older adults, and disabled residents using the space. Identify safety concerns including trip hazards in City Parks and on City streets. Strategic Plan Goal: Community Safety, Livability and Belonging	Visit all City parks to identify current seating options (benches, tables, etc.). Make recommendations for the placement of additional seating where needed to improve accessibility and enjoyment for park visitors. Create an inspection checklist and conduct a thorough inspection of City parks to identify trip hazards and other safety concerns. Focus on areas such as raised sidewalks, hand railings, locations for water bottle filling drinking fountains. Provide suggestions for necessary repairs, replacements, or new installations to enhance safety. Invite members from the Public Works Department to share guidelines and requirements for bench installation in City parks. Ensure all proposed seating improvement	Work with the City Public Works and Recreation Department to identify potential funding sources for benches and water bottle filling drinking fountains and share information in a recommendation to City Council.		December 2025

	recommendations align with City standards. Work with the City's ADA Sub Committee to ensure all recommendations support safe access for all users including older adults and those with disabilities. Consult the Recreation Director about past practices for installing benches and water bottle filling drinking fountains in City parks.			
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ONGOING PROJECTS

Project	Activites	Funding and other Resources requested	Estimated Staff time needed
Educate and share information about resources, classes and volunteer opportunities available to older and/or disabled adults living in El Cerrito by participating in the annual Senior Resource Fair at the Community Center. Strategic Plan Goal: Livability and Belonging Communittee Safety Environmental Sustainability	Identify organizations that offer free or low-cost services for seniors and request city staff invite said organizations to participate as vendors or event sponsors. Help promote the Senior Resource Fair by distributing marketing materials and inviting seniors in the community to attend the Resource Fair. Volunteer at the Resource Fair.	Marketing Materials/flyers Promotional items with City logo item for attendees Refreshments for volunteers and attendees	
COA Newsletter - Published 3x per year	Gather articles and items of interest for newsletter (citing all sources). Layout newsletter articles/snippets.	COA Newsletter layout, printing and electronic distribution. Printing	Approximately 2-3 hours per

Strategic Plan Goal: Livability and Belonging	Committee review and edit document and approve for publication. Print and distribute newsletter.	Paper	month, 3 x per year
Centenarian Recognition (Quarterly) Strategic Plan Goal: Livability and Belonging	Recognize residents turning 100-years or older through the Mayoral Certificate of Recognition. Submit names, birth dates, and contact information to staff liaison. Confirm physical address and that individual(s) are still living in El Cerrito and report findings to staff liaison by due date.		
Accessibility/ADA Strategic Plan Goal: Community Safety, Livability and Belonging	Identify and report accessibility issues preventing seniors and/or disabled residents from safely accessing programs, services, parks and buildings in El Cerrito.		

PARKS & FACILITIES



	Restrooms	Picnic Tables	Reservable Picnic Sites	Reservable Indoor Space	BBQ's	Playground	Grass Area	Creek View/ Access	Trails	Basketball Court	Tennis Courts	Sport Field	Other
Arlington Park 1120 Arlington Blvd.	★	★	★	★	★	★	★	★		★	★		Ponds
Baxter Creek Gateway Park Key Blvd. & Conlon Ave. <i>(on the Ohlone Greenway)</i>								★	★				Native Garden
Bruce King Memorial Dog Park 1600 Lexington Ave. <i>(on the Ohlone Greenway)</i>									★				Enclosed Dog Park
Community & Swim Center 7007 Moeser Lane	★	★		★			★						Splash Park
Canyon Trail Park 6757 Gatto Ave.	★	★	★			★	★	★	★		★	★	
Castro Park 1420 Norvell St.	★	★	★	★	★	★	★	★	★		★	★	Pickleball Lines
Centennial Park Liberty St. & Eureka Ave. <i>(on the Ohlone Greenway)</i>						★	★		★				Tai Chi Plaza
Central Park 5701 Central Ave.						★	★					★	
Cerrito Vista Park 950 Pomona Ave.	★	★	★		★	★	★		★		★	★	
Creekside Park 3499 Santa Clara Ave.						★	★	★					
Fairmont Field 715 Lexington Ave.							★					★	
Hana Garden Senior Center 10860 San Pablo Ave.	★			★									
Harding Park 7115 C Street	★	★				★	★				★	★	
Hillside Natural Area East Schmidt Ln., North Potrero Ave., King Ct.								★	★				Vista Points
Huber Park 7711 Terrace Dr.	★	★			★	★		★	★	★			
Ohlone Greenway Runs length of El Cerrito from East of Kearny St. thru El Cerrito Plaza						★	★	★	★				
Poinsett Park 5611 Poinsett Ave.	★	★				★	★	★		★			
Tassajara Park 2575 Tassajara Ave.	★	★	★		★	★	★			★	★	★	Pottery Studio



SUPPLEMENTAL AGENDA MATERIALS

COMMITTEE ON AGING MEETING WEDNESDAY, NOVEMBER 20, 2024, at 3:00p.m.

AGENDA ITEM 3 – ORAL COMMUNICATIONS FROM THE PUBLIC

1. Public Comments received by 9:00a.m. on November 20, 2024.



SUPPLEMENTAL AGENDA MATERIALS PUBLIC COMMENT INDEX

COMMITTEE ON AGING MEETING WEDNESDAY, NOVEMBER 20, 2024, at 3:00p.m.

The following Public Comments were received by 9:00 a.m. 07/17/2024, were provided directly to Committee on Aging members in advance of the meeting, and were posted online as supplemental materials at:

<https://www.el-cerrito.org/Archive.aspx?AMID=50>

AGENDA ITEM 3 – ORAL COMMUNICATIONS FROM THE PUBLIC

1. Cordell Hindler


From:


Subject: Public Comments

Date: Tuesday, November 19, 2024 2:22:23 PM

Caution! This message was sent from outside your

organization. Hello Bridget,

I AM Submitting the following Comments into the Record:

1. the Committee on Aging Is Invited to the Contra Costa Mayors Conference on December 5th at 6:30 PM hosted by the City of San Pablo \$70.00 Per Person

2. Senior Winter Ball on December 14th hosted by the Richmond Commission on Aging 6:00 to 10:00 PM Richmond Memorial Auditorium

\$45.00 Per Person