



REGULAR MEETING OF THE
PARK AND RECREATION COMMISSION

Wednesday, February 27, 2013
7:00 pm

**El Cerrito City Hall
Council Chambers
10890 San Pablo Ave., El Cerrito**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Management Assistant at 510-559-7001. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFT 35.102-35.104 ADA Title II).

1. Roll Call: Chair - Manish Doshi, Leslie Goldstein, Gary Hill, Seth Kaplan, Steve Lipson, Robin Mitchell, Margo Takemiya.
2. Commission / Staff Communications / Announcements
3. Oral Communications From The Public
4. Council Liaison Report: Councilmember Jan Bridges
5. Approval of Minutes: (Action: Approve) Exhibit 1: Meeting Minutes from January 23, 2013
6. Reorganization of the Park and Recreation Commission: Exhibit 2: Reorganization Script
7. Presentation and Overview of Recreation Department's Senior Services Division: Janet Bilbas, Recreation Supervisor
8. Presentation on Concept of Pop-Up Community Garden at Fairmont Park: Robin Mitchell, Parks and Recreation Commissioner
9. Public Works Update: Bill Driscoll, Maintenance Superintendant
10. Staff Update
11. Items For Next Agenda
12. Meeting Adjournment

COMMUNICATION ACCESS INFORMATION *To request a meeting agenda in large print, Braille, or on cassette, or to request a sign language interpreter for the meeting, call the Management Assistant, at 559-7001 (voice) at least FIVE (5) WORKING DAYS NOTICE PRIOR TO THE MEETING*



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1. Roll Call

- a. Present: Manish Doshi, Leslie Goldstein, Gary Hill, Seth Kaplan, & Margo Takemiya.
- b. Absent: Steve Lipson & Robin Mitchell
- c. Staff Present: Christopher Jones, Vivian Brandt, and Bill Driscoll

2. Commission / Staff Communications / Announcements:

- a. Doshi asked for a continuance of the discussion for commission reorganization to the February meeting due to commissioner absences.
- b. Goldstein: Urban Green Taskforce had their first meeting on 01/17/2013. Reviewed the request for proposals that went out 01/23/2013. The proposals are due to the City 02/20/2013. From the proposals a short list will be generated for interviews which will be held 02/28/13. The timeline once the project starts is 12 to 18 months.
- c. Takemiya: The USTA 10 and Under Program will need help again this year in the spring. The name of the program will change to "The Pathway" as a precursor to the Junior Tennis Program. The season will run March 18th-May 5th.
- d. Hill: Introduced himself as a new Park and Recreation Commissioner.
- e. Christopher Jones: Introduced Vivian Brandt as the new Recreation Department, Community Services Supervisor. Facility rentals, fee classes, contracts, summer camps, marketing & publicity.
- f. Brandt: Introduced herself as the new Community Services Supervisor.

3. Oral Communications From The Public: none.

4. Council Liaison Report: Councilmember Jan Bridges

- a. Bridges: Reported having 41 applicants for the different openings on the City Commissions. There was a remarkable group of candidates. MLK Day City held its annual parade and had incredible press coverage on Channel 7.

5. Approval of Minutes: (Action: Approve) Exhibit 1: Meeting Minutes from November 28, 2012. Minutes were passed as presented.
6. Update on West Contra Costa Unified School District/City of El Cerrito Joint Facilities Use Agreement. Exhibit 2: Proposed Agreement from WCCUSD: Christopher Jones, Recreation Director.
 - a. Doshi: Gave an overview about the difficulties with obtaining field permits with WCCUSD.
 - b. Jones: Chris Jones, Scott Hanin & Karen Pinkos met with Dr. Harter Superintendent of Schools and Bill Fae, Associate Superintendent on 01/10/2013. Expressed concerns of the ongoing process of coming to a new joint-use agreement. Fae pledged to become more involved in the process. There is no draft version of the joint-use agreement and received a draft later that day. The City is not in agreement with the draft submitted by the School District. Not in agreement with:
 - i. District use- advance notice criteria is unclear.
 - ii. Fees- lays out that the City will pay the school district according to fee schedule & that district will not pay for usage.
 - iii. Schedule & Use- complicated/involved process of meeting and deciding use twice a year and agreements could potentially be taken over by District use.

Site specific agreements will be made after the general agreement is solidified by both the City and the District. The City is eager to move forward. Timeline is at least 6-months for a new agreement to be completed.

7. Public Works Update: Bill Driscoll, Maintenance Superintendent
 - a. Driscoll:
 - i. Public Works is getting fields ready (safe & playable) for baseball season.
 - ii. Canyon Trail field situation with drainage has been taken care of. The field has been damaged- and Public Works is addressing the issues the best they can.
 - iii. Huber Park- creek stabilization is being worked on. The City does not have a timeline for a permanent fix. The temporary fix involves the placement of boulders. Plans that were approved for Huber Park have been stalled due to vacancies in the department.
8. Staff Update:
 - a. Jones Announcements:
 - i. Winter/Spring brochure has been published and mailed. The Recreation Department has increased the number of classes being offered. The online version should be up soon. There is a summer camp preview included. Summer camp registration opens 01/28/2013. There will be a more detailed summer camp/aquatics brochure that will come out late March/ early April.

- ii. Committee on Aging: which is staffed by Janet Bilbas, Senior Services Supervisor- residents would like to form a Foundation that would support Senior Services. This would be a good way to fundraise, increase volunteering, and introduce more special events. An alternative idea is to have a Community Services Foundation and a sub-group for seniors specifically.
- b. Hill Announcement: working with Jones to organize a learn-to-ride program in El Cerrito.

9. Items For Next Agenda

- a. None.

10. Reorganization of the Park and Recreation Commission

11. Meeting Adjournment: Doshi- meeting adjourned.

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REORGANIZATION SCRIPT
EL CERRITO PARK AND RECREATION COMMISSION

- CHAIR DOSHI: Call for reorganization of the Park and Recreation Commission.
Optional Remarks: highlight year in office
- COMMISSIONERS: *Optional:* comments can be made at this time
- CHRISTOPHER JONES: Declare offices of Chair and Vice-Chair vacant.
- CHRISTOPHER JONES: Call for nominations for office of Chair.
- ANY COMMISSIONER: I nominate Commissioner _____ for the office of Chair.
(No second required)
- CHRISTOPHER JONES: Call for further nominations (repeat above if further nominations).
- ANY COMMISSIONER: If no further nominations, I move that nominations be closed.
- ANY OTHER COMMISSIONER: Second.
- CHRISTOPHER JONES: All in favor of closing nominations indicate by saying “AYE” (pause),
opposed “NO”. (If AYE’S carry) Motion carries.
- CHRISTOPHER JONES: All in favor of electing Commissioner _____ as chair indicate by saying
“AYE” (pause), opposed “NO”.

(If AYE’S carry) Commissioner _____ has been selected as Chair of
the El Cerrito Park and Recreation Commission.
- NEW CHAIR: Call for nominations for the office of Vice-Chair.
- ANY COMMISSIONER: I nominate Commissioner _____ for the office of Vice-Chair.
(No second required)
- NEW CHAIR: Call for further nominations (repeat above if further nominations).
- ANY COMMISSIONER: If no further nominations, I move that nominations be closed.
- ANY OTHER COMMISSIONER: Second.
- NEW CHAIR: All in favor of closing nominations indicate by saying “AYE” (pause),
opposed “NO”. (If AYE’S carry) Motion carries.
- NEW CHAIR: All in favor of electing Commissioner _____ as Vice-Chair indicate by
saying “AYE” (pause), opposed “NO”.

(If AYE’S carry) Commissioner _____ has been selected Vice-Chair
of the El Cerrito Park and Recreation Commission.
- NEW CHAIR: (Can make any remarks.)