



REGULAR MEETING OF THE
PARK AND RECREATION COMMISSION
MEETING AGENDA

Wednesday, December 11, 2013
7:00 pm

**El Cerrito City Hall
Council Chambers or Creekside Room
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** (*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**
All persons wishing to speak should sign up with City Staff. Remarks are generally limited to 3 minutes per person. Please state your name and city of residence for the record. Comments related to non-agenda items will be heard first. Comments related to items appearing on the agenda are taken up at the time the Park and Recreation Commission deliberates each item.
4. **Council Liaison Report:** Councilmember Jan Bridges (*Report on council meetings that have occurred since the last Park and Recreation Commission Meeting and other items of general interest.*)
5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from September 25, 2013
Approve the September 25, 2013 Park and Recreation Commission meeting minutes.
(Action: Approve)
6. **Discussion on the Reorganization of the Public Works Department:** Yvetteh Ortiz, Interim Public Works Director/City Engineer

Commissioners will receive an overview of the Public Works Department's reorganization including the new Operations + Environmental Services Division which is responsible for park and facility maintenance. The department's budget and staffing will also be discussed as well as various ongoing and future projects in El Cerrito.

7. **Discussion on Parks and Facility Maintenance Initiatives by the Operations + Environmental Services Division:** Garth Schultz, Operations + Environmental Services Division Manager

Discussion topics to include play field maintenance and long term planning for park and facility maintenance.

8. **Discussion and Possible Approval of a Letter Supporting the City's Application to the *Environmental Solutions for Communities Grant Program*:** Gary Hill, Parks and Recreation Commissioner
Exhibit 2: Sample Letter of Support

Background information on the grant application process for the purchase of the Madera Hillside Property from the Trust for Public Land will be discussed. Commissioners may choose to draft a letter of support for the grant and authorize Chair Doshi to sign it on their behalf. (Action: Approve)

9. **Recreation Department Update:** Christopher Jones, Recreation Director (*Update on items of interest in the Recreation Department*)

10. Items For Next Agenda

11. 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:** Chair - Manish Doshi, Leslie Goldstein, Seth Kaplan, Robin Mitchell, Margo Takemiya.
Commissioners Absent: Gary Hill, Steve Lipson
2. **Commission / Staff Communications / Announcements:**
Commissioner Mitchell invited Commissioners to an event on October 13, 2013 at the University of California property at the bottom of Marin. She is participating in a project in which plots of land are planted with food in a research project of citizens growing food.
3. **Oral Communications From The Public:** None
4. **Council Liaison Report:** Councilmember Jan Bridges (*Report on council meetings that have occurred since the last Park and Recreation Commission Meeting and other items of general interest.*)

Councilmember Bridges reported at the August 20, 2013 Council meeting that the speed limit on Lincoln Ave. has been reduced to 15 miles per hour.

At a public hearing Council rejected an appeal to the Planning Commission's granting of a conditional use permit to AT&T for the installation of cellular equipment on a PG&E pole at 851 Seaview. Council added these conditions: 1. AT&T provide gap analysis (gaps in service), 2. Provide over a 5 year period an annual report to show it is meeting its operational requirements, 3. Inspect the pole every year, 4. Provide a noise study, and 5. Return to Design Review Board for a different type of pole design.

Council also adopted an ordinance regulating the use of single use carry out plastic bags and polystyrene food containers. Council approved abatement of five properties as fire hazards, and approved a grant for the purchase of an aerial ladder for the Fire Department.

On September 9, Council watched a presentation by student interns of the El Cerrito Stars Internship Program.

- 5. Approval of Minutes:** Exhibit 1: Meeting Minutes from July 24, 2013
Approve the July 24, 2013 Park and Recreation Commission meeting minutes. (Action: Approve)
Commissioner Goldstein moved to approve the minutes from July 24, 2013.
Commissioner Kaplan seconded the motion, which passed unanimously

6. Discussion of Measure WW Future Recommendation Process and Potential Projects: Christopher Jones, Recreation Director

Jones suggested that this Commission either wait for the results of the Urban Greening Process or agendize another process in recommending projects for Measure WW. He estimated that the balance of the fund was \$15,000 when accounting for the maximum amount that could be used for the Madera Hillside Property purchase. Commissioner Mitchell recommended Fairmont Park as a potential Measure WW project because of its need for upgrading. Extra funds could be used for the Community Garden located there. The planning process could start now and be in time for the deadline for the next round of projects in February 2016. Commissioner Takemiya reminded the Commission that a prior list of potential projects, which had been from community input, exists. Chair Doshi confirmed that this prior list existed but that it was a list of ideas. He added that the BART retrofit would include a part of Fairmont. Jones stated that Fairmont Park would probably be part of the Urban Greening Plan, which would help with a project prioritization list. Commissioner Mitchell said she would like to be more proactive with use of that money and would like Fairmont Park to be included as a WW project.

Jones stated in April 2014 we should have an idea of what the Urban Greening plan priorities are. There is a public meeting at the Community Center on October 19, 2013 on the Urban Greening Plan. Chair Doshi suggested tabling further discussion until after that meeting.

7. Discussion and Possible Approval of Recommendation for the Umbrella Joint Use Agreement between the City of El Cerrito and the West Contra Costa Unified School District (WCCUSD): Christopher Jones, Recreation Director

Review staff recommended City of El Cerrito/WCCUSD Joint Use Agreement. Possibly recommend the Joint Use Agreement approval. (Action: Approve)

Jones explained that this Joint Use Agreement deals with sports, and technically childcare and enrichment are not included. Basically it states that the City and School District will only charge each other for direct costs in the rental of facilities. Chair Doshi reported that the Futbol League is being charged \$6,000 for eleven Sundays for rental from 8 a.m.-5 p.m. of the El Cerrito High School turf field. Even with those high rental fees, soccer is required to provide its own field marshals to man gates. He feels that the league is held to higher standard to adhere to its rules of no food, drink etc., and he has witnessed abuse of those rules by students during day. He would like to see signage with the rules of field usage displayed and consistent enforcement of rules.

Jones stated those were valid concerns which could be addressed, not necessarily in the joint use agreement.

Discussion followed regarding the inconsistent rules of field usage on other school district property. Chair Doshi stated policies not applied across the board with different rules for public and league, and as well rules vary from field to field.

Commissioner Takemiya asked about restroom facilities for tennis players. Currently players use the restrooms in the gymnasium, not an ideal situation if there is an activity there. Explanation followed regarding reservation and tennis court usage. Councilmember Bridges recommended that the courts' surfacing be looked at to make sure it was done properly, particularly since the City will be assuming responsibility for the courts' maintenance and resurfacing.

Jones presented Commissioner Lipson's comments on the joint use agreement. In Section 2.11.2 he asked for clarification of "advance" notice. Jones stated that the district cannot release control over their property and alter the language, but there was some assurance of following reasonable guidelines.

Commissioner Kaplan noted on p. 10 there is mention of restroom facilities.

Chair Doshi referenced p. 14, "long term users." And asked if a memorandum of understanding was possible and if this would be done by going directly to the WCCUSD or to staff? Jones replied he thought the school district, and that the City could help facilitate that.

Commissioner Takemiya moved to approve the Joint Use Agreement and recommend it to the City Council. Commissioner Goldstein seconded the motion, which passed unanimously.

8. **Public Works Department Update:** Maintenance Superintendent Bill Driscoll will be at the next Park and Recreation Commission meeting to discuss Huber Park. He and part time employee, Lance Kolding have been walking all fields and making a list of issues.
9. **Recreation Department Update:** Christopher Jones, Recreation Director (*Update on items of interest in the Recreation Department*)

Jones reported that PG&E has tested the solar panels, which were installed in the Community Center parking lot. The smaller converter was approved and operating. The larger panel requires some work. We are experiencing some pool lighting problems.

1. Halloween will be the next big event. Jones extended an invitation for all to participate in the parking lot trick or treat. There will be a dog parade and costume contest.
2. The 17th Annual Dynamo Open Golf Tournament was cancelled for lack of enrollment. Other golf courses are being researched as possible venues.

3. Chair Doshi asked for an update on the status of Castro's turf. Jones reported that the WCCUSD will re-do the field.

4. Update on Portola: district ready to take down fences. It's been hydroseeded. The Commission requested an update next meeting.

10. Items For Next Agenda

1. Update on Huber Park
2. Report on Urban Greening Workshop 10/13.

Meeting was adjourned at 8:05 p.m.

Submitted by Lori Teachout



EXHIBIT 2 – Agenda Item 8

**PARK & RECREATION COMMISSION
7007 MOESER LANE
EL CERRITO, CA 94530
(510) 559-7000 Fax (510) 528-9413**

December 11, 2013

National Fish and Wildlife Foundation
1133 Fifteenth Street, NW
Suite 1100
Washington, DC 20005

Re: Uniting the Hillside Natural Areas grant request

Dear National Fish and Wildlife Foundation Representative,

I am writing to you on behalf of the City of El Cerrito's Park and Recreation Commission to show our support of the City of El Cerrito's application to the Environmental Solutions for Communities grant program for the *Uniting the Hillside Natural Area* project.

The El Cerrito Hillside Natural Area is our city's largest green open space. At nearly 100 acres, this area provides recreational activities such as hiking, mountain biking, cross-country running and is used by dog walkers, nature lovers, and bird watchers.

Receiving a Grant from the Environmental Solutions for Communities grant program will assist the City of El Cerrito to purchase a privately owned portion of the existing open space that currently splits the 100 acre swath of green space in two. The Hillside Natural Area is split into northern and southern portions by a road and residential development. There is only one undeveloped piece of land where that connects the two portions, and that is the Madera Hillside Property.

Obtaining open space is a high priority for the City of El Cerrito, however many other equally important needs exist. Demands for City funds to meet these needs are great and funds are limited.

We the City of El Cerrito Park and Recreation Commission would like to express our support for the Madera Hillside Acquisition. The inclusion of this property into existing park system will facilitate significant improvements and opportunities for recreation and conservation.

Thank you for your consideration.

Respectfully,

Manish Doshi
Chair, City of El Cerrito Park and Recreation Commission

****This letter, in its current form, only serves as a draft/sample for the consideration of the Park and Recreation Commission.*