



REGULAR MEETING OF THE  
PARK AND RECREATION COMMISSION  
MEETING AGENDA

Wednesday, April 23, 2014  
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, Glen Lubcke, Robin Mitchell.
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/Staff Liaison Announcements and Reports**  
Staff and/or Councilmember Benassini 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:** Exhibit 1: Meeting Minutes from March 26, 2014  
Approval of the March 26, 2014 Park and Recreation Commission meeting minutes.
6. **Presentation of Park Conditions:** All Park and Recreation Commissioners  
Commissioners will share photos and ratings demonstrating the conditions of the infrastructure, landscaping, and equipment at the parks that they individually visited. Discussion to follow.
7. **Discussion of Hillside Natural Area Fest on May 17, 2014**  
Discussion and possible action regarding the upcoming Hillside Natural Area Fest and the Commission's role. Survey questions may be formulated for public outreach efforts.

**8. Park and Recreation Commission 2014-15 Goal Setting, Work Plan, and Public Survey Formulation**

Continue discussion on topics of interest and goals to accomplish by the Park and Recreation Commission in 2014-15. Possible action to approve work plan and develop public survey questions.

**9. Commission Reorganization**

Annual election of Park and Recreation Commission Officers.

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

**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*



REGULAR MEETING OF THE  
PARK AND RECREATION COMMISSION  
MEETING MINUTES

Wednesday, March 26, 2014  
7:00 pm

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

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1. **Roll Call:** 7:03 Present - Manish Doshi, Leslie Goldstein, Gary Hill, Seth Kaplan, Steve Lipson, Glen Lubcke, Robin Mitchell.

2. **Commission / Staff Communications / Announcements**

- Lubcke: Introduced himself to the Park and Recreation Commission and was welcomed by the commissioners.
- Doshi: Announced that soccer season started.
- Lipson: Announced that the ECYB season games officially started on March 1, 2014.
- Hill: Gave a Madera Hillside Area fundraising campaign update. Efforts have raised \$34,000. There was discussion amongst commissioners surrounding the fundraising campaign. Hill also presented brief information on Event Earth Hour, Trail Trekkers leading a hike up Motorcycle Trail and the El Cerrito High School Mountain Bike Team.
- Doshi: Requested a chart to track the Madera Hillside Area fundraising efforts, including grants.
- Christopher Jones: Reported that the California Parks Department met with the City on the Madera Hillside Area site in reference to the LWCF \$250,000 Grant.

3. **Oral Communications From The Public**

None.

4. **Council/Staff Liaison Announcements and Reports**

Christopher Jones reported to the Commission of recent actions taken by the City Council at their meetings on March 4 & March 18, 2014.

5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from February 26, 2014

Moved, seconded (Lipson/Kaplan; Ayes- Commissioners Goldstein, Hill, Kaplan, Lipson, and Mitchell; Abstentions - Commissioners Doshi and Lubke) and carried to approve the motion.

**6. Discussion of Hillside Natural Area Fest on May 17, 2014:** Howdy Goudey, Environmental Quality Committee Vice-Chair

Commission received a brief presentation followed by discussion and action regarding the upcoming Hillside Natural Area Fest.

Goudey surveyed commissioners to see if commission and Department would like to co-sponsor the event. Discussion was held and commissioners agreed through consensus to determine individual commissioner's roles at the event at their April meeting.

Moved, seconded (Doshi/Goldstein) and carried unanimously to approve a motion for the Park and Recreation Commission to co-sponsor the Hillside Festival with the El Cerrito Environmental Quality Committee and recommend staff support from the Recreation and Public Works Departments.

**7. Park and Recreation Commission 2014 Goal Setting and Work Plan Formulation**

The Commission continued brainstorming and had a discussion on topics of interest and goals to accomplish in 2014.

Items that were added to the draft work plan were:

- Conducting evaluations of the City parks
- Participate in the development of the master plan for the Hillside Natural Area and future projects on the Ohlone Greenway.
- Gather information/communication/feedback from community
- Increase the publicity of the Commission including a regular meeting notice on rECnews, the Recreation Department's e-newsletter.

There was a discussion regarding prioritizing the work plan items. The Commission decided through consensus that Jones would update the work plan and at the next meeting Commissioners will vote on whether or not to approve the plan.

It was decided through consensus that Commissioners would do park site visits and evaluations and report back to the Commission as a whole on April 23, 2014. The Commissioners committed to visiting the following parks, do evaluations and send photos to Jones:

- Doshi: Poinset, Harding & Madera
- Goldstein: Bruce King Memorial Dog Park & Arlington
- Lipson: Huber & Tassajara
- Kaplan: Creekside & Fairmont
- Hill: Baxter Creek Gateway Park
- Lubcke: Huber, Fairmont & Castro
- Mitchell: Central, Canyon Trail

**8. Discussion and Possible Recommendation on Master Fee Schedule for the Recreation Department in Fiscal Year 2014-15:** Christopher Jones, Recreation Director

The Commission reviewed the preliminary proposal of Recreation Department Master Fee Schedule for FY 14-15 and recommended adoption by the City Council. Director Jones informed commissioners that it was very early in the process and numbers may change as the fees being presented had not yet been reviewed by the Finance Department.

There was discussion about:

- “Drought Surcharge” line item
- How fees are rounded
- 3% increase in fees
- Volleyball net deposit decrease to true cost
- The budget will be presented to City Council on April 22, 2014 and the new version will be sent to all Commissioners.

Moved, seconded (Lipson/Goldstein) and carried unanimously to approve a motion to accept the 3% increase fees as presented with the caveat to revisit the drought surcharge.

**9. Recreation Department Update:** Christopher Jones, Recreation Director

Jones Gave an Update on items of interest in the Recreation Department:

- The Recreation Department Summer 2014 Activity Guide was released; with 14 new camp options.
- Annual Spring Egg Hunt is Saturday April 19, 2014 at 10am at the Arlington Park.
- Golf Dynamo Scramble is Monday, April 28, 2014.
- Splash Park recently reopened. The Splash Park utilizes re-circulated water.
- The solar panel project has brought savings to the electrical bill. The Electrical bill was only \$20 for Community Center and Swim Center.

**10. Items For Next Agenda**

- a. Commission Reorganization
- b. Further discussion on participation in the Hillside Festival
- c. Day Camp Enrollments
- d. Park visit discussions
- e. Vote on commission goals etc
- f. Huber update
- g. Questions for Survey- bring questions / brainstorm take 10 best

**11. Meeting Adjournment 9:20pm**

**Park and Recreation Commission 2014-15 Work Plan – DRAFT 4-23-14**

**Park and Recreation Commission**  
El Cerrito Municipal Code Section 2.04.240

There shall be a park and recreation commission. It shall have the powers and duties stated below, and such others as the council may decide:

- A. To act in an advisory capacity to the council and the city manager on all matters pertaining to public recreation, including parks, playgrounds, landscaping within the boundaries of parks, playgrounds and recreational facilities, child care, educational courses, and entertainment;
- B. To make recommendations regarding the annual budget, within its scope of concern, to the city manager and the council;
- C. To make recommendations to the council, annually, concerning fees for city sponsored programs;
- D. To assist in planning recreation programs for the residents of the city, to promote public interest therein, and to solicit the cooperation of other public and private agencies;
- E. To make recommendations to the council regarding present and future needs for park and recreation

**2014-15 Goals and Areas of Interest (in no particular order)**

- 1. Site/Park Visits (as a Commission and/or individually)
  - a. Huber Park
  - b. Motorcycle Hill/Hillside Natural Area
  - c. Community Demonstration Garden/Fairmont Park
  - d. Urban Greening Sites
  - e. Creeks, trails, parks, and future/potential project sites
  - f. Visit all parks and document conditions
- 2. More Active Involvement in Hillside Natural Area and Ohlone Greenway Planning
  - a. Trail development policies
  - b. Receive future presentation on status of Ohlone Greenway Master Plan and future identified and potential improvements.

