



REGULAR MEETING OF THE
PARK AND RECREATION COMMISSION
APPROVED MEETING MINUTES

Wednesday, October 28, 2015
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:** 7:04 Chair – Robin Mitchell (absent), Ben Chuaqui, Manish Doshi, Gary Hill, Seth Kaplan, Steve Lipson (absent), Glen Lubcke (absent).
2. **Commission / Staff Communications / Announcements** (*Informal reports on matters of general interest which are announced by the Park and Recreation Commissioners and City Staff*)
 - a. Doshi: Commented on the soccer season and current issues with Cerrito Vista and Canyon Trail fields.
 - b. Kaplan: Commented on the over-usage of Cerrito Vista.
 - c. Hill: Commented on a collaboration in Richmond to build public bike parks; specifically Hill provided detailed information about a dirt track (pump track) in Richmond. Discussion followed about costs and potential for dirt donations.
 - d. Chuaqui: Commented on the Ohlone Gardens grand opening. Chuaqui also spoke about the Korematsu Middle School site and the new Facility Master Plan of the WCCUSD.
3. **Oral Communications From The Public**
None.
4. **Council/Staff Liaison Announcements and Reports**
Councilmember Abelson may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.

Commissioners were updated on action taken at the September 1, September 15, October 6, and October 20, 2015 Council Meetings.

Councilmember Abelson also spoke about the Ohlone Greenway Garden Grand Opening, the Minimum Wage Ordinance, and there was discussion on the new living complex being built at the El Cerrito Plaza.

5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from August 26, 2015
Approval of the August 26, 2015 Regular Meeting of the Park and Recreation Commission Meeting Minutes.

Moved, seconded (Chuaqui/Kaplan) and approved with 1 abstention (Doshi).

6. **Public Works Department Update:** Maria Sanders, Operations and Environmental Services Division Manager – Public Works Department

Provided an update on items of interest in the Public Works Department:

- Castro Park Update: the field is in the establishment period; there was a suggestion from Commissioner Doshi to keep the field closed for a longer period of time to allow it to set properly.
- Tassajara Park Update: the irrigation system is undergoing a medium size renovation; Public Works is working to repairing infield; Public Works is installing new backstop and batter benches.
- Pointset Park Update: Futsal striping is being completed thanks to the El Cerrito Futball Club.
- Drought Update: the drought is affecting trees in El Cerrito. Specifically there has been some tree failure. The City removed 3 alder trees from that area; completed a safety assessment at the Arlington Park; remove nine more trees and prune hazardous trees. The contract for this project going to Council November 3, 2015. The Department of Fish and Wildlife is removing vegetation and sediment on creeks where flooding hotspots are.

Commissioner Doshi: commented on water main problems and leaks in El Cerrito. Sanders explained that EBMUD is responsible for resolution of these issues. Sanders also explained the differences between drainage and sewer systems. There was conversation about tree maintenance at Mira Vista.

Commissioner Kaplan: requested information about sediment removal from Huber Park. Sanders will provide information about specific areas through email.

Commissioner Doshi: commented on the issue of drought on El Cerrito fields. Sanders responded that El Cerrito follows the east bay guideline of only twice a week. There was further discussion about Berkeley parks and issues.

7. **Park Signage Discussion:** Exhibits 2-4: El Cerrito Signage Manual, WCCTAC Wayfinding Signage Program & Draft Hillside Natural Area Sign Concepts

Christopher Jones, Recreation Director and Maria Sanders, Operations and Environmental Services Division Manager

Jones presented the current and draft City signage plans. Jones informed the Commission that guidelines can be and have been adapted for parks. Those guidelines include shape, size font, color, and symbols.

There was discussion to make it consistent with the City signs but differentiate with different colors. Jones presented Hillside Natural Area signage and wayfinding to the Commission. There were comments regarding unifying elements with different color palates and Commissioner Doshi suggested a park system map at the Community Center. Commissioner Kaplan commented on Parks Make Life Better logo. Commissioner Hill presented a question regarding the adaptation of signage when changes occur in the City. There was discussion about overall look and concept of the signage. The Commission discussed favoring wooden posts to metal ones.

Commission discussion topics included:

- Signage and Wayfinding options
- Color palates
- Request for examples of different color options
- Cost
- other user groups to assist in funding the program
- Request for mock-ups
- Concerns about other group interest in the design of the signage
- Request for mock ups
- Continued discussion in future meetings

There was not a recommendation by the Commission to the City Manager on incorporating designs for use in City Parks.

8. Change of Meeting Date(s) in November and December due to holiday schedules

Consideration and action was taken to cancel the Regular Meetings of the Park and Recreation Commission on Wednesday, November 25, 2015 and Wednesday, December 23, 2015 due to their proximity to federal holidays and schedule special meeting(s) on alternate date(s).

Motion: Moved by Doshi (Second Kaplan) that the Commission cancel regular scheduled meetings for November and December to have a special meeting on December 9, 2015.

Motion Approved: Unanimously

9. Park and Recreation Commission 2015-16 Goal Setting and Work Plan Formulation

Exhibit 5: Identified Priority Areas from August 26, 2015 Meeting

Commission brainstormed and discussed on topics of interest and goals for the Park and Recreation Commission to accomplish in 2015-16. Action to approve 2015-16 Work Plan. Commissioner Hill requested adding a bike park onto the work plan as a priority. Discussion of bike parks followed including possible locations, and funding. Jones suggested how to incorporate the conversation into the current agenda item properly. Discussion followed about a Parks Master Plan and adding it to the Work Plan.

Commission made the following additions to the 2015-16 Work Plan:

- Parks Master Plan as a high priority

- Bike Facility with ancillary/satellite sites as a high priority
- Notation that the workplan is subject to change

Motion: Moved by Doshi (Second Hill) that the Commission approve workplan as amended.

Motion approved: Unanimously

10. **El Cerrito Maddy Act List:** Exhibits 6 & 7: Vacancy Notice & Maddy Act Local Appointments List Informational Item was distributed to Commissioners on upcoming vacancies on El Cerrito Boards, Commissions and Committees.

11. **Recreation Department Update:** Sarah DiBenedetto, Management Assistant

Update on items of interest in the Recreation Department:

- Halloween Carnival and Haunted House: Saturday, October 31, 2015 12pm-4pm at the El Cerrito Community Center
- Senior Center Resource Fair: Wednesday, November 4, 2015 9am-1pm at the El Cerrito Community Center
- Aquatics Department: Swim Lessons and Recreation/Family Swim Programs are coming to an end and will resume in March 2016.
- Recreation Department will be undergoing a major software program upgrade Monday, November 9, 2015 which will result in office closures and limited services Monday-Friday.

12. **Items For Next Agenda**

- Waste Bins/Recycling
- WW Fund Update
- City Signage Program
- City/District Facility Joint Usage

13. **Meeting Adjournment:** 9:27pm

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