



REGULAR MEETING OF THE
PARK AND RECREATION COMMISSION
APPROVED MEETING MINUTES

Wednesday, February 24, 2016
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** 7:02pm Present: Chair – Robin Mitchell, Ben Chuaqui, Manish Doshi, Seth Kaplan, and Steve Lipson.
Absent: Glen Lubcke and Gary Hill.
2. **Commission / Staff Communications / Announcements** (*Informal reports on matters of general interest which are announced by the Park and Recreation Commissioners and City Staff*)

Doshi commented on El Cerrito Youth Baseball; soccer season starting; and the parks and fields in El Cerrito being in great shape. Kaplan commented on Huber Park. Mitchell honored and thanked Seth Kaplan for his years of service and recognized this meeting as his last day with commission. Kaplan gave a closing statement.

Action: Received Announcements

3. **Oral Communications From The Public**

None

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

Chris Jones reported on action taken at the February 2, 2016 and February 16, 2016 City Council Meetings.

Action: Received Announcements & Reports

5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from January 27, 2016
Approval of the January 27, 2016 Regular Meeting of the Park and Recreation Commission Meeting Minutes.

Action: Moved, Seconded (Doshi/Lipson) and carried unanimously.

6. **Hillside Natural Area: Motorcycle Hill Entry Stairs Funding:** Tom Gehling , El Cerrito Trail Trekkers

Discussion and possible action to recommend including the funding of a stairway leading to the Motorcycle Hill Pathway located in the Hillside Natural Area with Measure WW Funds. The estimated budget is \$3,000-\$4,000. Possible funding scenarios:

- a. Allocating any savings to this project if the Hillside Natural Area Signage Program comes in under the recommended \$40,000 budget
- b. Allocating any left of money from the recommended Measure WW reserves.
- c. Recommending a reduction in another project to fund the stairs.

Mitchell made a motion to include the Motorcycle Hill Entry Stairs as a potential project of Hillside Natural Area Measure WW funding contingent upon the funding for this specific project to come from the Hillside Natural Area budget.

Action: Moved, Seconded (Mitchell/Chauqui) and carried unanimously.

A discussion followed about the possibility of outside funding and fund matching possibilities. Commission Doshi announced his interest in contributing.

7. **Discussion on Park Signage Needs, Design, and Rules:** Christopher Jones, Recreation Director

Action: Received Presentation

- a. Review of park signs at parks as observed by Park and Recreation Commissioners
- b. Review of sign design samples
- c. Discussion of park rules

Doshi made a motion to approve the park sign concept of the teal and white two color sign. Amendment by Mitchell that the approval is specifically for the rule signs on sports fields and that other rule signs could be made to fit the same template. There was agreement that the Commission will be approving the design of the sign but not the language.

Action: Motion Approved Doshi made a motion to recommend the park sign concept for rules at El Cerrito parks using concept sign number two in the presentation.

Moved, Seconded (Doshi/Lipson) and carried unanimously.

The decision was made to revisit the wayfinding signs when trail signs more finalized and/or completed. There was discussion about park rules and it was agreed that the Commission would like to provide feedback that is usable to the City and City manager

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

Update on items of interest in the Recreation Department: AARP Tax Assistance Program at the El Cerrito Senior Center through April 1, 2016; Golf Tournament at Mira Vista Golf and Country Club on April 25, 2016; Mine, Craft, Build Family Night at the El Cerrito Community Center on April 29, 2016; Volunteer Recognition Dinner at the El Cerrito Community Center on May 3, 2016; the Summer rECguide will be released April 2016; and 4th of July Festival announcements.

Action: Update provided

9. **Items For Next Agenda**

- a. Fiscal Year 2016-17 Master Fee Schedule

- b. Tree Committee/Stephen Prée Update
- c. Proposed CIP projects would include waste management receptacles (April or May Agenda)

10. **Meeting Adjournment at 8:33pm.**

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