



REGULAR MEETING OF THE
PARK AND RECREATION COMMISSION
APPROVED MEETING MINUTES

Wednesday, July 27, 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

Present: Chair – Glen Lubcke, Gary Hill, Steve Lipson, and Robin Mitchell.

Late Arrival: Ben Chuaqui, 7:15pm

Absent: Manish Doshi and Norman La Force

2. Commission / Staff Communications / Announcements (*Informal reports on matters of general interest which are announced by the Park and Recreation Commissioners and City Staff*)

Commissioner Hill announced that the valet bike service at the City of El Cerrito's 4th of July serviced 120 bikes- this was par with last year's event.

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.

None.

4. Council/Staff Liaison Announcements and Reports

Christopher Jones reported on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council at the July 19, 2016 City Council Meeting.

5. Approval of Minutes: Exhibit 1: Meeting Minutes from June 22, 2016

Approval of the June 22, 2016 Regular Meeting of the Park and Recreation Commission Meeting Minutes.

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

6. **Presentation of El Cerrito Trails Signage Plan:** Patrick Johnson, and El Cerrito Trail Trekkers

Commissioners received presentations from Dave Weinstein from the El Cerrito Trail Trekkers and Patrick Johnson from the National Park Service Rivers, Trails & Conservation Assistance Program. Weinstein gave a presentation on the updated signage plan and the Commission was provided the opportunity to ask questions and provide feedback.

Following Weinstein's presentation, Johnson provided a concluding presentation. He informed the Commission that the signage is not final but a working product and flexible. The intent with this plan is to show the City and Commission different possibilities.

Commissioner Mitchell provided feedback that the signs were beautiful, valuable and appreciates all the work put into this project. Commissioner Lubke commented that he was in agreement with Mitchell and would like to applaud Weinstein, the Trail Trekkers and the National Park Service. The idea was suggested to create an app to accompany the new signage program and trails in El Cerrito. Johnson replied that the creation of an app would be a completely separate project – with the starting point being the physical signs. Commissioner Lipson was also in agreement and commented that the signage plan was executed excellently and he would like to see using this signage design for El Cerrito parks too. Commissioner Chuaqui asked about the digital nature of signs and ability to have a new one made with new information.

Johnson further discussed the concept of sign clutter and how this cohesive sign program will elevate that for El Cerrito trails. Mitchell asked Johnson if the allocation of \$40,000 will it cover what is needed for trail signs in El Cerrito. Johnson responded that the estimate is dependent on the individual situation and company that produces the signs but, yes, he thinks it is possible for the Hillside Natural Area.

Hill provided compliments to the planning and design. He is pleased and grateful the Park and Recreation Commission agreed to fund this project; spoke on future appropriation needs for new trails and changes to existing and signage upkeep. In response, Johnson commented on best practice ways of updating signage.

Mitchell: Suggested that the RFP be as comprehensive as possible, including estimates for sign maintenance, changes in signage etcetera. She also asked the possibility of Johnson reviewing RFP to make sure it is inclusive. Johnson is willing to review the RFP.

Hill added comments by providing critique of particular signage design. Jones gave clarification about the Commission's role and that the proposed action is to approve the plan and not the verbiage. The City will be provided with digital copies and able to make changes up until the point of creation. It was City Staff recommendation (Chris Jones and Melanie Mintz and Yvette Ortiz) for the tops of the signs to be a complete arch to match with all the other signs in town. Discussion followed about the staff recommendations. Weinstein recommended approving with Johnson incorporating at best modifications suggested by staff.

Motion: Mitchell made a motion to “approve the signs as developed by the Parks Service and Trail Trekkers as conceptual plans, as templates, to give an overall design template to these signs; with the idea that the Trekkers will continue to play a role in the development of the signs and the placement of the signs and they would work with the City and Park and Rec over time to refine them.”

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

7. Park and Recreation Commission 2016-17 Goal Setting and Work Plan Formulation

The Commission decided to table this agenda item for the next meeting. The Commission agreed that they still need to complete prioritization (high, medium, low, ongoing) and focus on deliverables. The Commission will work on this at home so that they are prepared for the next meeting and completing the Work Plan.

8. City of El Cerrito/West Contra Costa Unified School District (WCCUSD) Joint Use Agreement

Review: Christopher Jones, Recreation Director

There was a review and discussion about the current Joint Use Agreement between El Cerrito and WCCUSD. It was explained that technically these agreements are between city programs and the district. City advocates for co-sponsored and other groups. Outside groups are not covered in this agreement. Staff is working to engage with School District again to ensure correct charges and procedures are being held to. There was further discussion about including co-sponsored groups, why currently they are not included, and the possibility of them being included in the future.

The Commission asked if there anything the City can do to facilitate the city leagues having more input or if there was a possibility for there to be a formal agreement between the WCCUSD and city leagues. Staff responded that individual MOUs may be developed for groups. This was followed by further discussion about what role the commission would like to see the city hold in this area. The Commission agreed to further discuss this issue with the possibility of outlining a letter for City Council. The Commission would also like input from the commissioners absent at tonight’s meeting.

9. Recreation Department Update: Sarah DiBenedetto, Recreation Analyst, provided an update on items of interest in the Recreation Department. The Department recently hired new Recreation Supervisor, Hannah Long who is now overseeing the Youth Services and Childcare Division. The Department has had a very successful summer- including camp programs, swim programs, and the first Pickle Ball Tournament. The Department is gearing up for the new school year, which begins August 22, 2016. Harding Elementary School will be offering all-day Kindergarten Program but Madera and Fairmont will remain with old program times.

10. Items For Next Agenda

- a. 2016-17 Goal Setting and Work Plan
- b. City of El Cerrito/West Contra Costa Unified School District (WCCUSD) Joint Use Agreement
- c. Revisit Fieldtrip Ideas

11. Meeting Adjournment: 8:56pm

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