



SPECIAL MEETING OF THE
PARK AND RECREATION COMMISSION
MEETING MINUTES

Wednesday, November 30, 2016
7:00 pm

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

1. **Roll Call:** Present: Chair – Ben Chuaqui, Glen Lubcke, Manish Doshi, Gary Hill, Norman La Force, Steve Lipson, Robin Mitchell.
2. **Commission / Staff Communications / Announcements**
Lipson acknowledged the memory of James Gilliland who was murdered in front of his El Cerrito home on October 27, 2016. He will be terribly missed.
3. **Oral Communications From The Public: None**
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**
Jones reported that Council met twice since the last Park and Recreation Commission meeting. On November 1, 2016, Council considered and approved local modifications of the 2016 uniform building code. On November 15th, 2016, Council approved the contract for tree maintenance. Plans for the City's Centennial Celebration continue.
5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from October 26, 2016
Approval of the October 26, 2016 Regular Meeting of the Park and Recreation Commission Meeting Minutes.
Commissioner Doshi moved, and Commissioner Mitchell seconded the motion to approve the minutes of October 26, 2016. The motion passed unanimously.
6. **Review and Discussion of Parks Related Projects**
The Parks Projects Status Sheet of funded and unfunded capital improvement program projects related to Parks and Recreation was reviewed. La Force asked staff for further information about the Baxter Creek Gateway Park land purchase and the potential costs. Staff communicated that the seller is not interested at this point with the current offer and that these funds can be moved to other projects funded by Measure WW. Staff relayed that Ana Bernardes, Associate Engineer, is assigned to the Fairmont Park project. Ideas were also discussed by the Commission in regards to a future new library in El Cerrito.
7. **Public Works Department Update:** Maria Sanders, Operations and Environmental Services Division Manager

Sanders explained that field and infield restorations throughout El Cerrito are mostly spot treatments. The idea is to give fields as much rest as possible before baseball season. Sanders reported that there has been reseeding at Central Park to correct damage from portable toilet company.

- 8. Discussion of Scope for a Parks and Recreation Master Plan:** Christopher Jones, Recreation Director; Maria Sanders, OESD Manager
Commissioners will discuss desired goals and outcomes of a Park and Recreation Master Plan with possible action to approve a guiding statement as the master plan process moves forward.

Discussion and staff recommendations included the following:

- Recreational programming may be considered separately from this plan due to budget restraints.
- The plan should incorporate applicable parts of the Urban Greening Plan. There is a lot of overlap that can carry through into the Park and Recreation Facilities Master Plan. Commissioners were in agreement about utilizing the Urban Greening plan as much as possible.
- There was discussion of a public survey to capture more information which might be helpful in the preparation of a Master Plan.
- The timeline for completion of the Master Plan aims to request adoption by the City Council in June 2018.
- There was discussion about financing strategies and how unfunded projects would be handled. A potential bond measure was discussed.

Public Comment: Howdey Goudy suggested having costs for projects and maintenance included in the plan.

Chuaqui moved that the City proceed with a request for proposal, incorporating staff's recommendations, for preparation of a Park and Recreation Facilities Master Plan. Doshi seconded the motion which passed unanimously.

Doshi motioned to have Chuaqui and Mitchell serve as a subcommittee to review the request for proposal. Lubke seconded the motion, which carried unanimously.

- 9. Recreation Department Update:** Sarah DiBenedetto, Recreation Analyst
Update on items of interest in the Recreation Department
DiBenedetto reported that:

- The 2017 Winter/Spring rECguide is available on-line and will be delivered next week.
- The Senior Center annual Holiday Party is December 7, 2016, 12 at noon.
- Holiday Camp for school age students will be during WCCUSD's holiday break.
- Community Center offices will be closed December 23, 2016-January 2, 2017.
- Centennial planning is continuing.
- Community Center First Annual Crab Feed is January 21, 2017.

- 10. Items For Next Agenda: January 25, 2017**
Hill: Bike Park Presentation (February)

General projects update (January)
Fairmont Park RPF- update/presentation (January)
WCCUSD (March/ April)

11. **Meeting Adjournment**

The meeting was adjourned at 8:30pm.