



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 April 23, 2014
Approval of the April 23, 2014 Park and Recreation Commission meeting minutes.
6. **Park and Recreation Commission 2014-15 Goal Setting and Work Plan**
Continue discussion on topics of interest and goals to accomplish by the Park and Recreation Commission in 2014-15. Action to approve work plan.
7. **Capital Improvement Plan (CIP) Study Session:** Yvetteh Ortiz, Public Works Director/City Engineer

Review proposed CIP Projects related to Parks and Recreation with possible action to recommend approval by the City Council.

8. Commission Reorganization

Continued from April 23, 2014 meeting. Annual election of Park and Recreation Commission Officers.

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

10. Items For Next Agenda

11. 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*



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MEETING MINUTES

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1. **Roll Call:** 7:05PM Present- Manish Doshi, Gary Hill, Seth Kaplan, Steve Lipson, and Glen Lubcke. Absent- Leslie Goldstein and 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*)

Hill: Presented a Madera Hillside Purchase Update: Grant has been written, business outreach campaign has begun and \$40,000 has been raised.

Christopher Jones: Presented Madera Hillside Land Purchase Funding Scenarios.

Lipson: Asked clarifying questions regarding the Madera Hillside Land Purchase Funding Scenarios.

Hill: Provided clarifying information regarding TPL, other grants for supplemental funding for the purchase, and businesses being targeted in fundraising efforts.

Doshi: Suggested Chevron as a contributor and expressed concerns regarding the fundraising progress and structure. Suggestions were made in regards to the fundraising efforts.

Commission discussed the Madera Hillside Land Purchase fundraising campaign.

Jones: Presented a Huber Park Improvement Timeline.

Hill: Will report on Hillside Festival during Agenda item 7.

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 meeting on April 1, 2014 and April 22, 2014.

Hill: Asked a Measure R sales Tax clarifying question.

Doshi: Asked a question regarding reassessing property tax.

Hill: Asked a question regarding revenue studies.

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

Moved, seconded (Hill/Kaplan; Ayes Doshi, Lipson and Lubke; Absent Goldstein & Mitchell) and carried to approve the March 26, 2014 Park and Recreation Commission meeting minutes.

6. **Presentation of Park Conditions:** All Park and Recreation Commissioners

Commissioners shared photos and ratings demonstrating the conditions of the infrastructure, landscaping, and equipment at the parks that they individually visited.

Hill: Baxter Creek Gateway Park Key Points:

- signage is deteriorating
- beautiful wildflower garden
- landscaping and amenities look good

Lubke: Comment on the trash/bins at the condos by Baxter Creek Gateway park.

Hill: agreed about their being a problem with trash in the area

Hill: Central Park Key Points:

- needs updating
- pleased at the serenity and mature trees
- amenities are inadequate
- pavement in poor shape
- potential improvements to ball park including backstop and chain link
- no picnic benches

Doshi: Harding Park Key Points:

- landscaping great
- field in great shape
- tennis courts recently resurfaced
- area clean
- clubhouse in great shape
- benches need to be replaced
- recommend relocating a storage container
- recommend repainting red striping on curbs

Doshi: Madera Clubhouse Key Points:

- building needs a paint job
- window trimmings need to be update
- maintenance supplies outside should be moved

- upkeep/paint and patching could be improved
- nice picnic area
- nicely fenced in
- hillside needs trimming
- terracing was suggested on the hillside
- landscaping to front area was mentioned
- suggestion for the afterschool program to start garbage pickup and a landscaping project
- play structure in great shape

Doshi: Poinset Park Key Points:

- clean pocket park
- nice BBQ area
- great place for a private party or barbeque
- overgrowth/wilderness area leaving the park area
- basketball courts could use paint job
- overgrowth on surface area
- resurface so soccer and basketball can use it
- potential for revenue (useable surface for summer camp and soccer club)
- play structure in great shape

Kaplan: Creekside Park Key Points:

- landscaping generally was pretty good
- high usage site/ heavy foot traffic
- natural materials should be used for flood/overflow area
- noticed garbage
- pathway lighting could use maintenance
- fair amount of graffiti
- could use attention
- overall good use of space
- suggested Friends of Five Creek and City of Albany involvement

Kaplan: Fairmont Park Key Points:

- confusing signage leading to Harding Park
- configuration not clear
- unhappy with landscaping
- demonstration garden great
- suggestion for more community garden building
- location not a heavy draw
- park is not inviting (aside from the garden)
- swing set with no swings

Lubcke: Fairmont Park Key Points:

- sad little park
- overgrown
- not a good place to take children
- suggestion for plotting a community garden

- no clear signage/ direction

Lipson: Huber Park Key Points:

- seems abandoned
- clean up suggested
- cement slide
- no signage issue (no name, map)
- Signage problem also at Tassajara Park and Canyon Trail. Tassajara nice play structure, picnic area, and clubhouse- widely used. Only issue was signage.

There was a discussion on Fairmont Elementary, the land parcels, library, senior center and the future of this area.

Kaplan: Suggested an enhancement of the City website providing a “parks” link instead of just a facility link.

Kaplan: Hillside Natural Area Key Points:

- great space
- maintained properly
- has trails/natural area
- only issue was the lower side has no trespassing signs due to homeowner/property ownership
 - Jones: will ask for update on the trespassing signs
- trails are unnamed and need clear mapping

Lubcke Castro Park Key Points:

- baseball park
- nice landscaping
- pavement could use improvements
- very little graffiti
- awesome park

Lubcke: Huber Key Points:

- noticed drainage issue
- toys left behind (could use cleanup)
- suggested doing work to the wall structures
- nice little park
- signage issues again
- cool place

Commission had a discussion that visiting El Cerrito parks should be a monthly effort.

Doshi: Made a suggestion for Commissions to visit all the parks in June and be advocate in the change and update for our park system.

7. Discussion of Hillside Natural Area Fest on May 17, 2014

There was a discussion regarding the upcoming Hillside Natural Area Fest and the Commission's role. Survey questions for public outreach efforts were presented.

Jones: Provided sample questions about parks to get feedback from the public.

Lubcke: Is in support of survey and having a map included in the survey to guide respondents.

Doshi: Is unable to participate due to travel, but does believe the survey component is important.

Hill: Suggested to add all the parks to the list on survey, debriefed Commission on plans and passed around info packet that will be passed out at the event. This information will also be emailed to commissioners.

Commissioners agreed to add a write in area, for any additional comments. The Commission also agreed to Lipson's suggestion to have "it's important to me to have a neighborhood park within walking distance of my home" question and provide a list of all El Cerrito parks.

Commissioners are able to email additional survey input to Jones.

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

Agenda Item 8 will be continued until the next Parks and Recreation Commission Meeting.

9. Commission Reorganization

Agenda Item 9 will be continued until the next Parks and Recreation Commission Meeting.

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

Summer Camp Enrollments: 1,000+ last year to date 1,500+ this year to date.

Doshi: Suggested adding co-sponsor information on the rECnews and City website.

Golf Tournament will be Monday, April 28, 2014.

Doshi: Suggested a yearlong raffle for the golf tournament.

Jones: Suggested a "Friends of..." with a 501 (c)(3) to help generate funds for our programs. The Commission and Department should discuss this farther and create. The Commission agreed to add the creation of a non-profit "Friends of..." to their work plan proposal.

11. Items For Next Agenda

- a. Agenda Item 8: Park and Recreation Commission 2014-15 Goal Setting, Work Plan, and Public Survey Formulation

- b. Agenda Item 9: Commission Reorganization
- c. Presentations from Mitchell & Goldstein

12. Meeting Adjournment 9:38PM

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Park and Recreation Commission 2014-15 Work Plan – DRAFT 5/21/14

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. Present and Future Needs of Park Facilities and Landscaping
 - a. Commissioners visit all sites (either individually and/or) as a group during a regularly scheduled Park and Recreation Meeting, emphasizing:
 - i. Huber Park
 - ii. Motorcycle Hill/Hillside Natural Area
 - iii. Community Demonstration Garden/Fairmont Park
 - iv. Urban Greening Sites
 - v. Creeks, trails, parks, and future/potential project sites
 - b. Document park conditions and form recommendations to the City Council

Park and Recreation Commission 2014-15 Work Plan – DRAFT 5/21/14

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.
 - c. Help develop Hillside Natural Area Master Plan

3. Special Event Support
 - a. Ohlone Greenway Fun Day
 - b. Explore new events such as a run
 - i. Help establish volunteer group to organize events

4. Recreation Department
 - a. Receive Division Updates by Supervisors
 - b. Review budget semi-annually (two to 3 times per year)

5. Increase gathering of information/communication/feedback from community
 - a. Develop community survey
 - b. Solicit feedback at community events
 - c. Publicize Commission Meetings in e-newsletter, other venues