



REGULAR MEETING OF THE  
PARK AND RECREATION COMMISSION  
Approved Meeting Minutes

Wednesday, May 25, 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 Recreation Analyst 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, Ben Chuaqui, Manish Doshi, Norman La Force, Steve Lipson, Robin Mitchell.  
Absent: 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*)

Commissioner Mitchell reported on the Hillside Festival. Commissioner Lipson spoke about ECYB's John Lenard pass away. El Cerrito Youth Baseball memorialized his passing by painting initials into the field. There was discussion about ways to memorialize iconic members of the community.

3. **Oral Communications From The Public**  
None
4. **Council/Staff Liaison Announcements and Reports:** Sarah DiBenedetto, Recreation Analyst Staff reported action taken at the May 3, 2016 City Council Meeting. DiBenedetto also announced Loving Day at City Hall Civic Plaza on June 12, 2016 noon-3pm.
5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from April 27, 2016  
Approval of the April 27, 2016 Regular Meeting of the Park and Recreation Commission Meeting Minutes.  
Action: Moved, Seconded (La Force/ Doshi) and carried unanimously.
6. **Park and Recreation Commission 2016-17 Goal Setting and Work Plan Formulation**  
Commission brainstormed and discussed topics of interest and goals to accomplish in 2016-17.

Discussion of Goals:

1. Follow through on funded projects/objectives and see them to completion by scheduled completion date or spending deadline. Have monthly financial updates, and design review including schedule/impact changes.
  2. Would like to see the implementation of and continue to update the *2014-2015 Park and Recreation Master List*. Would like to do monthly reviews of the *Park and Facilities Improvements Report* and prioritize improvements, develop an implementation strategy, provide recommendations to City Council and add items from the 2015-16 Work Plan for the Master List.
  3. Improve the relationship between City of El Cerrito and WCCUSD with the goal of improving transparency and reciprocity. The Commission would like to improve their understanding of the joint use agreements and would like WCCUSD to attend a Commission meeting. The Commission would like City Staff to provide set of questions ahead of time to WCCUSD before the meeting.
  4. Encourage, promote, facilitate sporting and recreation events in El Cerrito to encourage economic activity- with an emphasis on local sports groups to help establish volunteer group to help event and to improve cooperation between various user groups.
  5. Understanding how El Cerrito used past park survey results and collecting more information about the needs of the citizens for parks. The Commission would like to develop a survey, determine underserved populations try to establish communication
  6. Create a Park and Recreation Master Plan, extract information from other City plans, and develop task force to review current City plans.
7. **Recreation Department Update:** Sarah DiBenedetto, Recreation Analyst  
Updated the Commission on items of interest in the Recreation Department:
- Commissioner and Board Member Training: June 4, 2016
  - Safe Swim Event: June 4, 2016
  - Pickle Ball Tournament: June 11 & 12, 2016
  - Recreation Department Summer IN-Service Training: June 9, 2016
  - Summer Camp
8. **Items For Next Agenda:** Park and Recreation Commission Work Plan
9. **Meeting Adjournment**

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