



REGULAR MEETING OF THE  
PARK AND RECREATION COMMISSION  
APPROVED MEETING MINUTES

Wednesday, August 23, 2017  
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 Department at 510-559-7000. 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 – Glen Lubcke, Ben Chuaqui, Manish Doshi, Norman La Force, Tara McIntire, David Zuckermann.  
Absent: Robin Mitchell

2. **Commission / Staff Communications / Announcements**

Commissioner McIntire attended the opening of the Hillside Natural Area stairs. There was a great turnout, about 25 people for the opening ceremony. Commissioner Doshi shared the sad news that George Austin, Athletic Director at El Cerrito High School, passed away after surgery. Staff Jones shared with the Commission that the El Cerrito Recreation Department has selected 10 members for the Parks & Recreational Facilities Master Plan Citizen Advisory Group. The first meeting will be held on August 31, 2017.

3. **Oral Communications From The Public**

Cordell Hindler resident of Richmond, California provided Commissioners with CERT flashlights. Hindler suggested that the City look into the old location of the Nibbs restaurant to create a teen club. Hindler asked the Commission to consider a special meeting in the month of December instead of the fourth week of each month conflicts with holidays.

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

Staff and/or Councilmember Quinto may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.

Staff Jones reported on the City's Affordable Housing Strategy and implementation of a Safe Exchange Zone behind the public safety building for exchanges between people who are buying or selling online.

5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from July 26, 2017

Approval of the July 26, 2017 Regular Meeting of the Park and Recreation Commission Meeting Minutes.

Commissioner La Force moved that the minutes be approved. Commissioner Doshi seconded the motion, which passed unanimously.

## 6. **Park and Recreation Commission 2017-18 Goal Setting and Work Plan Formulation**

Commission brainstormed, discussed, and did not take action on topics of interest and goals to accomplish in 2017-18. The Commission reviewed the 2016-17 Work Plan. Staff suggested that the Commission goals do not run parallel to the efforts of the Park & Recreation Facilities Master Plan. However, the Commission may certainly indicate priorities that they would like to see the plan address, or items included in the plan. Chair Lubcke will be presenting the 2017-18 Work Plan to City Council.

Doshi spoke on issues that user groups, specifically the Soccer Club are having with WCCUSD and field use. The Commission had a discussion about how to escalate the priority and importance of having these issues addressed and resolved. This issue can be a part of the work plan that will be presented to City Council. Jones, there is only so much that can be done at the City staff level. Currently, as a whole, the City uses more WCCUSD facilities than the School District uses of the City. It is a major priority for the Commission to see progress.

Commissioner La Force reminded the group that the El Cerrito Swim Center bond expiring (Measure A). The bond (Measure A) should be considered for renewal. Staff Jones responded by saying that the P&R Facility Master Plan will study funding options that have community support, and it will take into consideration that Measure A sunsets at the end of June 2020. April 2018 is the proposed time frame for approval of the P&R Facility Master Plan. The first Citizen Advisory Group meeting is scheduled for August 31, 2017.

Doshi asked what does City Staff what the Recreation Department needs that the Commission should be focused on? Response from Jones, the Master Plan is comprehensive so the Commission could support the process by making sure the City gets input and opinions from as many users and user groups as possible. The recommendation was made to target several user groups to help disperse the surveys and information.

LaForce Question: how is the survey being distributed to regular users of the pool?

Staff Response: The survey and information will be dispersed to any email the Recreation Department has on file. The Department has an extensive database of users of the Recreational programs. Signage in parks, posters and flyers will also be utilized as well notices in City publications. A good portion of the distribution and response to the survey will rely on groups in town. A letter may be sent out in the children's school folders at Madera, Fairmont and Harding Elementary Schools.

Question: How long will the survey be open?

Response: The survey will be open at least until the end of the public meetings.

Question: There are non-native trees growing in the Hillside Natural Area. Is it a part of the plan to have the trees removed and replaced with native species?

Response: All community priorities pertaining to Park and Recreation Facilities will be included in the plan. Issues will be noted and they will quantify the cost. RHAA will be assisting in this; and developing a maintenance program.

There were further comments about getting public engagement with a Master Plan. It would be helpful for the Commission to engage with the public that would help them want to engage and participate more.

McIntre Question: How does the City capture users that do not have access to online and social media.

Response: It will be important to engage people directly for their input; it not an easy task to engage the public in community meetings. The Commission was partially in agreement that they should not work on things in parallel with the Master Plan. The more recently appointed Commissioners are interested in visiting the El Cerrito Parks. Zuckermann made the suggestion of using the public events in parks to get input. The Commission was in agreement that a 2017-18 goal should be to better communicate with and gather information from user groups and community.

Question: Are the any new measures or funding that the Commission should be aware of?

Response: The City is always actively looking. If it meets a goal, the City will apply.

There was an agreement for a goal to be for the Commission to get more familiar with all 16 El Cerrito parks, Community Center, and swim center. Some Commissioners would like to visit park or facility with City Staff. The Commission will help send out the survey and hope that the results will also impact their decision making for their goals. The Master Plan survey will go out through Survey Monkey but the City will also be utilizing Open El Cerrito (includes a map, where the public can pinpoint a location and make a comment or suggestion). Based on the conversation tonight, Staff will create a working document to use moving forward. It will be sent ahead of time of the next meeting. The goals currently agreed upon are:

1. Improving relationship with WCCUSD
2. Committing to engage the public to participate in the Master Plan Process; finding out how to best communicate with groups; improving that communication
3. Add in on-going items from previous work plans.

There was an additional conversation about park signage design. There is a need for a consistent look and information throughout the City parks.

7. **Review and Discussion of Parks Related Projects:** Christopher Jones, Recreation Director  
The Commission reviewed the Parks Projects Status Sheet of funded and unfunded capital improvement program projects related to Parks and Recreation. The funded and approved projects and discussion topics are detailed below.

Dorothy Rosenberg Memorial Park - Fire Abatement	NA	\$15,000	Diablo Fire Safe	Original work complete, new grant awarded for further fire reduction projects.
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<a href="#">Ohlone Greenway Wayfinding Improvements (link to Ohlone Gwy. Master Plan)</a>	C5034	\$481,496	Measure J TLC, AHSC	Park & Rec Review 2/22 & 4/26/17. Currently out to bid.
<a href="#">Parks and Recreation Facilities Master Plan</a>	TBD	\$200,000	General Fund	Document review underway, facility tour with staff completed. Building tours scheduled for first week of September. Citizens Advisory Group selected, will meet 8/31. Finalizing online survey questions. Park & Rec Review TBD.
<a href="#">Ohlone Greenway BART Station Area Access, Safety &amp; Placemaking Improvement Projects (link)</a>	C3076	\$3,704,134	Federal OBAG, STMP, Measure J BART	Construction bidding in progress.

**8. Recreation Department Update**

Staff Sarah DiBenedetto reported on City childcare programs; upcoming pool closure for leak maintenance; Unity Day on Wednesday, October, 25, 2017 and the Recreation Department Halloween Carnival, Dance & Haunted House.

**9. Items For Future Agendas**

- a. Fairmont Park Design Recommendation (September)
- b. Ohlone Greenway Master Plan Overview (TBD)
- c. Parks and Recreation Facilities Master Plan (TBD)

**10. Meeting Adjournment**