



REGULAR MEETING OF THE  
PARK AND RECREATION COMMISSION  
APPROVED MEETING MINUTES

Wednesday, February 28, 2018  
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, Norman La Force, Tara McIntire, Robin Mitchell, and David Zuckermann.  
**Absent:** Manish Doshi
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 Robin Mitchell is the liaison between the Commission and Urban Forest Committee. Mitchell provided an update from the most recent Urban Forest Committee meeting she attended. Arbor Day, March 7, 2018, Urban forest Committee will include, Prospect Sierra's science class will be planting trees at Cerrito Vista Park and a traveling Tree Circus will visit Harding Elementary School.

Commissioner Zuckermann attended a meeting with City staff and Commissioner McIntire regarding way finding sign project for trails in El Cerrito. The meeting focused on the Hillside Natural Area Wayfinding Sign program.

3. **Oral Communications From The Public**  
There was no public comment.
4. **Council/Staff Liaison Announcements and Reports**  
Chris Jones, Recreation Director, 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 February 6, 2018 meeting. City Council approved the lease agreement for the temporary Senior Services buildings.
5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from January 24, 2018  
Approval of the January 24, 2018 Regular Meeting of the Park and Recreation Commission Meeting Minutes.  
Action: Moved, seconded (Zuckermann/La Force) and carried unanimously.

6. **Proposed Childcare and Preschool Fees for Fiscal Year 2018-19:** Sarah DiBenedetto, Recreation Analyst and Christopher Jones, Recreation Director, presented the proposed Childcare Fees for the 2018-19 school year. Staff is proposing to transition from hourly rates to set monthly rates depending on days per week the child attends which is the industry standard. The Commission gave a recommendation to City Council of the proposed Childcare Fees for the next school year.

Action: Moved, seconded (la Force/Zuckermann) and carried unanimously.

7. **El Cerrito Swim Center Construction Update:** Christopher Jones, Recreation Director, gave a review of work to date on the El Cerrito Swim Center renovation project and discussion of timeline to completion. Jones presented visuals of Swim Center maintenance issues that prompted the renovation project including: rusted drainage, walls cannot hold ADA benches, water penetration in stucco over time, rusted locker room doors, rusted chemical room roll up doors, old discontinued shower towers that are prone to breakage, and areas that need to be plastered.

Jones also presented step-by-step of construction to date including: exploratory drain work, drain pea-trap replacement, gutter drain removal, partition removal, toilet removal and replacement (failed seals), sink realignment in men's locker from for ADA, new sink location in men's locker room, shoring up wall to be able to support ADA bench, roughing up tile floor to be able to apply epoxy and locker removal, new drains installed, pea-trap and radiant heating repaired, first coat of epoxy flooring, acid and chlorine room repairs (rust, electrical, ventilation), and small pool patching.

The Swim Center is scheduled to re-open on Monday, March 19, 2018. The Swim Center will open with a modified schedule while construction work continues.

8. **Review and Discussion of Parks Related Projects:** Christopher Jones, Recreation Director, reviewed the Parks Projects Status Sheet of funded and unfunded capital improvement program projects related to Parks and Recreation.
  - a. The Swim Center Capital Improvements project was addressed in Agenda Item 7.
  - b. The Dorothy Rosenberg Memorial Park project: Commissioner Mitchell would like to present the highlights of the proposal drafted by Friends of Dorothy Rosenberg Memorial Park for this property at a future Park and Recreation Commission meeting.
  - c. The Centennial Park project is either out to bid or will be out to bid soon. The Guitar Center project will be contributing \$200,000 towards Centennial Park project.
  - d. The Parks and Recreation Facilities Master Plan: The final Public Meetings are set for March 29, and May 23, 2018. Agenda Item 9, proposes a Special Park & Recreation Commission Meeting for coincide with last public meeting. Staff anticipates a recommendation from the Park and Recreation Commission in the Summer with City Council adoption in early Fall 2018.

9. **Consideration of a Special Meeting of the Park & Recreation Commission to Coincide with the Fourth Public Meeting of the El Cerrito Parks and Recreation Facilities Master Plan**

Consideration of the approval of a Special Meeting of the Park and Recreation Commission Meeting on Wednesday, May 23<sup>rd</sup> to begin at 6:00pm, adjourn and recess; followed by the fourth and final Public Meeting for the Parks and Recreation Facilities Master Plan at 6:30pm; and reconvene the Park and Recreation Commission Meeting for comments and questions from the Commission to the Master Plan consultant and staff.

Commissioner Mitchell requested the commission receives a copy of the Master Plan before the Public Meeting on May 23, 2018. The fourth public meeting is designed to present the first draft of the Master Plan to the public. There will be a draft provided to the Commission prior to the May meeting. The Commission gave suggestions regarding the format and timing of the public meeting. There as discussion about the process and format of the Commission Meeting and Public Meeting. Staff will provide the Commission with further clarification from the City. Staff will also provide the Commission with a draft of plan, survey results, and summaries of Public Meetings 1 & 2. No action was taken. The Commission decided to revisit item at the April meeting.

#### 10. Recreation Department Update

*Spring into Action* Spring Break Camp, April 2-6, 2018 registration is open! Campers will experience an excursion to Playland-Not-At-The-Beach, a swim day and ice cream social at the El Cerrito Swim Center and an East Bay Vivarium reptile show. Additionally, all week there will be onsite backyard games, sports, arts, crafts, and science activities.

Brand new classes and old favorites will be offered in March at both Harding & Madera including engineering, art, science, athletics, technology and more! Important MASEP and HASEP registration update: to reduce paper use and go green, packet printing will be lessened, and paperless registrations will be prioritized. For Session 3, children will receive the calendar page only in their school folder. Hard copies of the complete packet, which contain details on the enrichment programs including class descriptions, will still be made available at the El Cerrito Community Center, school offices, and Childcare Clubhouses. A link to the complete packet will also be included on the calendar page sent home. Additionally, those completing registrations online will be able to register early!

Spring Swim Lesson registration is now open! Teen/Adult and Children's lessons start on March 19, 2018. Registration available online or in person at the Community Center. Classes are filling quickly so sign up soon to secure your spot. Summer Swim Lesson registration opens online March 21, 2018 and in person at the Community Center on March 26, 2018. The Aquatics Division will also be offering Lifeguard Training and Junior Guard Spring Break Camp in April.

Please join us Saturday, March 31, 2018 at 10:00am for a traditional Egg Hunt with candy and treats. There will also be a visit from a very special bunny. The hunt is divided into age groups to ensure all children get a chance at the goodies. Come early so you won't miss the start. The hunt is over quickly. This event will occur rain or shine! If you have any questions or would like to donate to the event, please contact Staff. Every year our egg hunts are made possible by generous contributions from local service organizations and businesses.

Sign-Up to Play or Sponsor the Dynamo Golf Scramble: Friday, April 20, 2018 at the Hiddenbrooke Golf Club. \$125 per person or Foursome for \$450 Sponsorship Levels: \$250-\$450 Includes a cart, 18-Hole Game, breakfast sandwich, lunch & awards. Proceeds benefit the City of El Cerrito's David Hunter Memorial Scholarship Fund. All levels are welcome to play!

#### 11. Items For Future Agendas

- a. Reorganization of the Park & Recreation Commission (April)
- b. Parks and Recreation Facilities Master Plan/Public Meeting #4 (May)
- c. Drone Policy Presentation by Commissioner McIntire (TBD) – policy may expand to the entire City rather than just focus on Parks. Short discussion as to what the City is examining for a City-wide ordinance.

d. Friends of Dorothy Rosenberg Memorial Park (Mitchell- April)

12. **Meeting Adjournment 8:15pm**