



REGULAR MEETING OF THE  
PARK AND RECREATION COMMISSION  
MEETING AGENDA

Wednesday, April 24, 2019  
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. (28 CFT 35.102-35.104 ADA Title II).

1. **Roll Call:** Chair – David Zuckermann, Ben Chuaqui, Norman La Force, Art Machado, Tara McIntire, and Jun Sunseri
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 Mayor Pardue-Okimoto 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 March 27, 2019  
Approval of the March 27, 2019 Regular Meeting Park and Recreation Commission Meeting Minutes.
6. **Proposed 2019-20 Parks and Recreation Facilities Capital Improvement Projects (CIP):** Yvetteh Ortiz, Public Works Director  
Review, discuss and possible action to endorse the proposed CIP for parks and recreation facilities for the City's 2019-20 fiscal budget.
7. **Establish a Subcommittee to Plan the Commission's Participation at the Fourth of July Festival**  
Discussion and possible action to appoint two or three members to a subcommittee to organize the Commission's activities at the City of El Cerrito/worldOne Fourth of July Festival.

**8. Reorganization of the Park and Recreation Commission**

Per City Ordinance, select Chair and Vice Chair of the Park and Recreation Commission for 2019-20.

**9. Approve the 2019 Regular Meeting Schedule for the Parks and Recreation Commission**

Pass a motion to approve the regular meeting schedule for the remainder of the 2019 calendar year.

**10. Recreation Department Update**

*Update on items of interest in the Recreation Department*

**11. Items for Future Agendas**

- Hillside Natural Area Vegetation Management Presentation – May or June
- Other-Power Driven Mobility Devices (OPDMD) Policy – TBD
- Drone Policy - TBD

**12. Meeting Adjournment**



REGULAR MEETING OF THE  
PARK AND RECREATION COMMISSION  
PROPOSED MEETING MINUTES

Wednesday, March 27, 2019  
7:00 pm

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

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1. **Roll Call:** David Zuckermann, Ben Chuaqui, Norman La Force, Tara McIntire, and Jun Sunseri  
**Absent:** Art Machado
2. **Commission / Staff Communications / Announcements** *(Informal reports on matters of general interest which are announced by the Park and Recreation Commissioners and City Staff)*

Zuckermann, reported that he was sad to see that the turtle at Centennial Park has been vandalized.

Chris Jones, Recreation Department Director, reported that the El Cerrito Police Department is in the preliminary stages of developing a Drone Policy.

**Action:** Announcements received

3. **Oral Communications from The Public**  
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None

4. **Council/Staff Liaison Announcements and Reports**  
Staff and/or Mayor Pardue-Okimoto may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.

**Action:** Announcements and reports received.

5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from February 27, 2019

Approval of the February 27, 2019 Regular Meeting Park and Recreation Commission Meeting Minutes.

**Action:** Moved/seconded (La Force/ Chuaqui), passed unanimously.

6. **Proposed 2019-20 Recreation Department Master Fee Schedule:** Exhibit 2: Sarah DiBenedetto, Recreation Management Analyst  
Review, discussion and possible action to recommend the proposed Master Fee Schedule for the Recreation Department, Fiscal Year 2019-20.

Broadly speaking, the City increased fees in agreement with the yearly Consumer Price Index, which this year has been assessed at 3%. The most notable changes to the Recreation Department Master Fee Schedule align with program areas (Aquatics and Childcare) that are impacted by the new minimum wage increase. This is a 10% increase in minimum wage in just one year and will greatly impact the Department's budget. To help the Department budget for this major increase in personnel costs, these program areas were assigned a 4% (rounded-up) increase. Other proposed changes were market based; or changes to a Recreation Program (i.e. a change in childcare kindergarten care times).

**Action:** Moved/seconded (La Force/ Sunseri), passed unanimously

7. **Additions to the El Cerrito Parks & Recreation Facilities Master Plan:** Christopher Jones, Recreation Director  
Review, discuss and possible action to endorse items added to the Public Draft of the Master Plan related to CEQA and the El Cerrito Swim Center after the Park and Recreation Commission's initial review on September 12, 2019

Motion to endorse the items added to the Public Draft of the Master Plan related to the CEQA and the El Cerrito Swim Center with removal of identifying descriptive language of a sensitive cultural resource.

**Action:** Moved/seconded (La Force/ Chuaqui), passed unanimously

8. **Special Meeting Locations and Times for May, June and July 2019 Park & Recreation Commission Meetings**  
Discussion and possible action to change the meeting locations and times for the Commission's regularly scheduled meetings in May, June and July. At the February 27<sup>th</sup> meeting, Arlington Park was discussed as the location for May and Canyon Trail Park for June.

A motion was made to hold a special meeting, Wednesday, May 22, 2019, 6:00pm at the Arlington Clubhouse and another special meeting to be held, Wednesday, June 26, 2019 6:00pm at the Canyon Trail Park Clubhouse.

**Action:** Moved/seconded (La Force/ McIntire), passed unanimously

9. **Recreation Department Update** Sarah DiBenedetto, Recreation Management Analyst

## *Update on items of interest in the Recreation Department*

### Announcements:

- Specialty Summer Camp registration is going great- 121 Specialty Camps are being offered in 2019, 34% of which have already filled to their maximum capacity. The highest enrolled Specialty Camps so far include Crazy Concoctions (Chemical Engineering), Harry Potter themed Engineering with LEGO, and Little Medical School. Other camps being offered this year include art, sports, chess, performing arts, environmental science and more!
- ASEP Session 2 is wrapping up and staff are preparing for Session 3. Between the three schools, there were over 400 enrollments in session 2. At Harding the highest enrolled class was *Lil Ninja Warrior*; at Fairmont it was *Robot Ed*; and at Madera it was *Drama Club*. In a survey to families, 98% reported that they planned on signing up for future ASEP sessions.
- Spring Break Camp, Grades TK-6<sup>th</sup>, Monday- Friday, April 1-5, 2019
- 2019 Summer rECguide and early bird online registration went live on March 25, 2019.
- 2019-20 Childcare Registration opened on March 25, 2019. The Community Center Office processed registration for 150 participants on opening day alone.
- The Recreation Department is actively recruiting 4<sup>th</sup> of July Sponsors.
- Elder Financial Abuse Prevention Presentation, April 19, 2019, at the Midtown Activity Center.
- Spring Egg Hunt, Saturday, April 20<sup>th</sup> 10am at the Arlington Park.

**Action:** Announcements received.

### 10. Items for Future Agendas

- 2019-20 Parks & Recreation Facilities Capital Improvement Projects - April
- Reorganization of the Park and Recreation Commission – April
- Participating as a Commission at July 4<sup>th</sup> Festival- April
- Other-Power Driven Mobility Devices (OPDMD) Policy – TBD
- Drone Policy - TBD

### 11. Meeting Adjournment: 8:43pm