



## AGENDA

### REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, July 28, 2021 at 7:00 p.m.

**Staff Liaison**

Christopher Jones | (510) 559-7005  
cjones@ci.el-cerrito.ca.us

**JOIN VIA ZOOM:**

<https://zoom.us/j/96199270250?pwd=UXFaM0R0TGR3bGsvZlo5WkdSOE1wdz09>

**Event ID:** 961 9927 0250 **Password:** 391613  
**or Dial in:** 1-408-638 0968

*Pursuant to Executive Order N-29-20, teleconference restrictions of the Brown Act have been suspended, as well as the requirement to provide a physical location for members of the public to participate in the meeting.*

Members of the public can watch or listen to Park and Recreation meeting via Zoom using the meeting information listed above.

Public comments may be submitted one of two ways:

1. Via Zoom using the ["Raise Hand"](#) icon to request to speak. If joining by phone, dial \*9 to "raise your hand", and when prompted \*6 to unmute/mute.
2. Via email to [cjones@ci.el-cerrito.ca.us](mailto:cjones@ci.el-cerrito.ca.us). Email must contain in the subject line **Public Comments – Not on the Agenda** or **Public Comments – Agenda Item #**.

To ensure that the Park and Recreation Commission receives your written comments prior to taking action, they must be received by **4:00 p.m. the day of the meeting**. All written comments received by this deadline will be provided to the Park and Recreation Commission and posted online in advance of the meeting.

Comments received after the deadline will be provided to the Park and Recreation Commission and included with supplemental materials **after the meeting**. **No written comments will be read into the record.**

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### **7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING**

1. **ROLL CALL** – Chair Ben Chuaqui; Vice-Chair Avis Codron; Members, Kathy Fleming, Jennifer Kaczor, Norman La Force, Art Machado, Megan Wier
2. **COMMISSION/STAFF COMMUNICATIONS AND 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**  
*Remarks are typically limited to three minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, remarks on agenda items will be heard at the time the item is discussed.*

**4. COUNCIL/STAFF LIAISON ANNOUCEMENTS AND REPORTS**

Staff and/or Mayor Paul Fadelli 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**

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **June 23, 2021**.

**6. 2021-22 PARK AND RECREATION COMMISSION WORKPLAN**

Discussion, brainstorming and possible action to adopt the Park and Recreation Commission's 2021-22 Work Plan.

**7. REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS**

Review Parks Projects Status Sheet of funded and unfunded capital improvement program projects related to Parks and Recreation.

**8. RECREATION DEPARTMENT UPDATE**

Update on items of interest in the Recreation Department.

**9. ITEMS FOR FUTURE AGENDAS**

- Next Regular Meeting: Wednesday, July 28, 2021 at 7 p.m.
- Parks and Recreation Facilities Projects Update – Ongoing
- Park and Recreation Commission Work Plan – August (if needed)
- Permanent Pickleball Courts Considerations – August or September
- Urban Trails Discussion – TBD
- WCCUSD Facility Use Discussion – TBD

**10. ADJOURN PARK AND RECREATION COMMISSION MEETING**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, (510) 559-7005. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).

Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at the El Cerrito Community Center, 7007 Moeser Lane, El Cerrito, CA 94530 during normal business hours.



## DRAFT MINUTES

### REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, June 23, 2021 at 7:00 p.m.

**Staff Liaison**

Christopher Jones | (510) 559-7005  
cjones@ci.el-cerrito.ca.us

**JOIN VIA ZOOM:**

<https://zoom.us/j/92252246302?pwd=T2syK1ppUFhMcFNlUHk5MFFySk1WQT09>

**Event ID:** 922 5224 6302 **Password:** 899387  
**or Dial in:** 1-408-638 0968

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### **7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING**

1. **ROLL CALL – 7PM** Chair Ben Chuaqui; Vice-Chair Avis Codron; Members, Kathy Fleming, Jennifer Kaczor, Norman La Force, Art Machado, Megan Wier
2. **COMMISSION/STAFF COMMUNICATIONS AND ANNOUCEMENTS**  
Commissioner Codron asked a question in regard to last month's presentation about the Recreation Department Staff cuts and asked what role volunteers could play.

Recreation Director Chris Jones responded that there are certain things that volunteers cannot do like money handling and offering support in areas that could be a potential for injury. The Department will continue to pursue volunteers and most certainly for Senior Services volunteerism will be restored in the fall.

Commissioner Weir introduced herself. She is happy to be here and be involved. She has a background in public health and education. Following her brief presentation, the Commissioners also gave brief instructions and welcoming comments to Commissioner Weir.

### 3. ORAL COMMUNICATIONS FROM THE PUBLIC

Dave Weinstein- gave an update from the El Cerrito Trail Trekkers. They have been receiving support from Boy Scouts. The Hillside Festival was held in May with Zoom events and the organization has recordings that will be published online. The Trail Trekkers are exploring ways for the City to acquire additional open space to be added to the Hillside Natural Area. Trail Trekkers are also hoping to resume planning the development of urban paths on public easements.

There were follow-up questions and voiced appreciation of all the work the Trail Trekkers have done over the years from Commission Members and agreement to add urban pathways as a future agenda item.

### 4. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS

Mayor Fadelli reported that City Council passed the Fiscal Year 2021-22 Budget with a vote of 3 to 2. The adopted budget takes away a considerable number of services offered by the City of El Cerrito. Recreation was the center of discussion for many meetings. Mayor Fadelli also reported that structural changes will be made within the City.

### 5. APPROVAL OF MINUTES

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **May 26, 2021**.

**Moved/Seconded:** Members Kaczor/Machado. Pass a motion to approve the minutes of the Park and Recreation Commission meeting on May 26, 2021.

**Ayes:** Chair Ben Chuaqui; Vice-Chair Avis Codron, Members, Kathy Fleming, Jennifer Kaczor, Norman La Force, Art Machado, Megan Wier.

**Noes:** None

**Abstain:** None

### 6. OVERVIEW OF THE BROWN ACT AND MEMBER ROLES

Received a presentation from the City Clerk, Holly Charléty on requirements of the Brown Act and an overview of Commission roles and responsibilities.

Questions and short discussion followed by the Commission including the topics of Ad Hoc Committees, sharing reports, members meeting outside of the Park and Recreation Commission Meetings, and special events.

## **7. 2021-22 PARK AND RECREATION COMMISSION WORKPLAN DISCUSSION**

There was initial discussion and brainstorming for the Commission's 2021-22 Work Plan. Recreation Director, Chris Jones, gave an overview of the 2018-19 Work Plan and what was expected to help institute discussion and planning for this year's work plan.

There was discussion and questions by the commissioners including drone restrictions, the current relationship and collaboration between WCCUSD and the Recreation Department, how the Department is communicating to the public about our accomplishments and how to increase this communication including signage, the current budget situation, fee structures, who the City and Recreation Department specifically is serving and pricing of services.

The Commission would like to keep the budget as a priority for review and pursue the implementation of the Parks and Recreation Facilities Master Plan.

## **8. REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS**

Director Chris Jones reviewed the Parks Projects Status Sheet of funded and unfunded capital improvement program projects related to Parks and Recreation including the Natural Hillside Area improvements, signage improvements, and the Swim Center Capital Enhancements moved to fiscal year 2022.

## **9. RECREATION DEPARTMENT UPDATE**

Recreation Analyst DiBenedetto provided an update about the Recreation Department including the transition to re-opening more programs and modified office hours. The City re-opening date is July 6, 2021. The Recreation Department will continue with online registrations and have in-person service for answering questions, guiding online registration and item sales.

## **10. ITEMS FOR FUTURE AGENDAS**

- Next Regular Meeting: Wednesday, July 28, 2021, at 7 p.m.
- Parks and Recreation Facilities Projects Update – Ongoing
- Park and Recreation Commission Work Plan – July & August
- Permanent Pickleball Courts Considerations – August
- Urban Paths Discussion- TBD

## **11. ADJOURN REGULAR PARK AND RECREATION COMMISSION MEETING 9:25pm**



**SUPPLEMENTAL AGENDA MATERIALS**

**REGULAR PARK & RECREATION COMMISSION**  
**MEETING**  
**July 28, 2021**

**AGENDA ITEM 6 - OVERVIEW OF THE BROWN ACT AND MEMBER ROLES**

1. Draft Work Plan

**AGENDA ITEM 7 - REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS**

1. Project Status Sheet



## FISCAL YEAR 2021-2022 WORK PLAN - **DRAFT**

### AND 2019-2021 ACCOMPLISHMENTS

#### EL CERRITO PARK AND RECREATION COMMISSION

**Staff Liaison**

Christopher Jones | (510) 559-7005  
cjones@ci.el-cerrito.ca.us

1. **Chair** Ben Chuaqui; **Vice-Chair** Avis Codron; **Members** Kathy Fleming, Jennifer Kaczor, Norman La Force, Art Machado, Megan Wier

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**MISSION STATEMENT:** 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 recreation 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 facilities.

**HISTORICAL BACKGROUND:** El Cerrito's Parks Commission was created in 1946 by the City Council. In 1949 a combined Park and Recreation Commission was created. The commission has been active ever since in all major park and recreation facility projects and plans. They were instrumental in the public process that ultimately saw the approval of Measure A in 2000 for the reconstruction of the El Cerrito Swim Center. Several plans were reviewed by the Commission including the Ohlone Greenway Master Plan, Urban Forest Plan, Urban Greening Plan, and others. They have reviewed and recommended all playground renovations over the past 15 years at nearly every City park. Most recently the Park and Recreation Commission helped oversee the development of the El Cerrito Parks and Recreation Facilities Master Plan which was adopted by the City Council on April 2, 2019. The Master Plan assess the needs of the Parks and Recreation system (parks, recreation facilities, open space and trails) in El Cerrito as well as plans for its future.

## FISCAL YEAR 2021-2022 WORK PLAN

	Goal/Objective	Proposed Activities	Priority Ranking	Timeline For Completion
1.	Monitor the implementation of the Parks & Recreation Facilities Master Plan*	<ul style="list-style-type: none"> <li>• Confirm project priorities as defined in the Master Plan</li> <li>• Review project designs</li> <li>• Advocate for funding to implement recommendations</li> <li>• Explore opportunities with Proposition 68 to fund Master Plan recommendations</li> </ul>		
2.	Hillside Natural Area*	<ul style="list-style-type: none"> <li>• Explore City's Current Practices:                             <ul style="list-style-type: none"> <li>○ Fuels management/wildfire study of 2017</li> <li>○ Volunteer efforts</li> <li>○ Trail maintenance</li> </ul> </li> </ul>		
3.	Explore options for regulations of drones in Parks & Recreation Facilities*	<ul style="list-style-type: none"> <li>• Hold community meeting to take public feedback</li> <li>• Consider forming a sub-committee to help shape public process and review existing regulations</li> </ul>		

*\*Language from 2018-19 Workplan for reference*

### Notes from June 23, 2021 Discussion for reference:

1. Recreation Department Budget:
  - a. Concerns about budget cuts
  - b. Rising fees/meeting revenue needs vs. ensuring access and affordability
  - c. Receive regular updates
  
2. Programs and Services
  - a. Who are we serving?



3. School District Partnership
  - a. Detail facility usage by both organizations
  - b. Invite staff and board member to future meeting to discuss relationship
4. Measure H
  - a. Monitor spending
  - b. Communicating what Measure H is maintaining
5. Impementation of Master Plan & Monitoring
6. Incorporate bullet points from enabling legislation into plan

**PRIOR YEAR ACCOMPLISHMENTS (from Staff Review of Meeting Minutes beginning July 2019)**

	Goal/Objective	Activites Supporting Goal	Status
1.	Measure A Renewal	<ul style="list-style-type: none"> <li>• Monitored and advised on development of Master Plan through City Council Adoption</li> <li>• Recommended City Council authorize ballot measure to extend Measure A funding after it sunsets in June 2020 following to support Master Plan Implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Measure H passed by voters in November 2019.</li> </ul>
2.	Oversaw official naming process for Trails in the Hillside Natural Area	<ul style="list-style-type: none"> <li>• Formed an Ad-Hoc Committee to research trail names of historical and cultural significance to El Cerrito.</li> <li>• Sought public input on proposed names</li> </ul>	<ul style="list-style-type: none"> <li>• Recommended trail names incorporated in Hillside Natural Area Wayfinding signage</li> </ul>
3.	Ensure Commissioners are familiar with El Cerrito Parks and Recreation Facilities	<ul style="list-style-type: none"> <li>• Incoporated Commission meeting locations as various parks and facilities</li> <li>• Toured facilities and parks to see where recommended projects are located</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to pandemic, Commission determined to hold Late Spring and Summer Meetings at different recreation facilities</li> </ul>
4.	Reviewed, discussed, and made recommendations for Parks and Recreation Facility Related Capital Improvement Program (CIP) Projects	<ul style="list-style-type: none"> <li>• Received status updates for CIP Projects at most meetings</li> <li>• Reviewed and recommended Measure H spending priorities</li> </ul>	<ul style="list-style-type: none"> <li>• ongoing</li> </ul>

		<ul style="list-style-type: none"> <li>• Monitor alignment with Parks and Recreation Facilities Master Plan</li> <li>• Projects included: Ohlone Greenway Sidewalk Connection to Safeway project; Hillside Natural Area vegetation management and trail projects; Ohlone Greenway "Tot Lot" Location replacement and design; permanent pickleball courts</li> </ul>	
5.	Reviewed, discussed and made recommendations regarding the El Cerrito Recreation Department	<ul style="list-style-type: none"> <li>• Annually review proposed recreation fees</li> <li>• Received semi-annual reports from Recreation Supervisors on the programs and activities within the different department divisions</li> <li>• Received semi-annual budget updates</li> <li>• Recreation Department highlights and updates reported at each meeting</li> <li>• Reviewed and discussed recreation programming during COVID-19 pandemic</li> </ul>	<ul style="list-style-type: none"> <li>• ongoing</li> </ul>

## ONGOING PROJECTS

	Project	Activites
1.	<p><del>Measure A Swim Center Funding</del></p> <p>Measure H Funding</p>	<ul style="list-style-type: none"> <li>• <del>Monitor spending of Measure A Capital Improvements Budget at the Swim Center</del></li> <li>• Monitor spending and allocations of Measure H Funds for Parks and Recreation Facilities maintenance and enhancements</li> </ul>
2.	<p>Monitor and document present and future needs of Park Facilities and Landscaping*</p>	<ul style="list-style-type: none"> <li>• Monitor implementation of Parks &amp; Recreation Facilities Master Plan after it is approved.</li> <li>• Commissioners visit priority parks together each year and split remaining parks to be visited individually; report back on conditions</li> </ul>
3.	<p>Gather information/communication/ feedback from community*</p>	<ul style="list-style-type: none"> <li>• Recommend resident surveys every 2-5 years</li> <li>• Publicize Park and Recreation Commission meeting dates and times in rECnews electronic newsletter.</li> <li>• Plan 4<sup>th</sup> of July booth and what the Commission would like to accomplish</li> </ul>
4.	<p>Receive regular updates on parks projects in the City's CIP*</p>	<ul style="list-style-type: none"> <li>• Financial status; budget</li> <li>• Schedule/impactful changes</li> <li>• Design Review</li> </ul>
5.	<p>Monitor the relationship between City of El Cerrito and West Contra Costa Unified School District*</p>	

*\*Language from 2018-19 Workplan for reference*

**Park Recreation Capital Improvement Projects, FY 2022**  
**City of El Cerrito Park and Recreation Commission - 7/28/21**

Funded & Approved Projects	Project #	Budget FY 2022	Funding Source	Status
<b>Arlington Park Improvements</b>	TBD	\$85,845	Measure H, Prop. 68 Parks Funds	Planned Design and Public Input FY22, construction in FY23. Must be completed by December 2023.
<i>This project will implement recommendations in the Parks &amp; Recreation Facilities Master Plan (2019). Current allocation is for design work. In the first few years, based on estimated level of funding, the following are planned for implementation: No. 2.1 - Address Immediate Work Priorities (IWP) for repair and replacement of playground surfacing, BBQ pits, and Clubhouse electrical work (some of these items may overlap with following recommendations); No. 2.6 - Develop design and full cost estimate for Clubhouse renovation to address the 2018 Inventory &amp; Deficiencies Assessment as well as Clubhouse enhanced programming, such as improved rentals for private events and adult fitness; No. 2.7 - Improve group picnic areas including new amenities; repair and replace other amenities including seating, garbage cans, &amp; entry sign.</i>				
<b>Hillside Natural Area Signage Improvements</b>	C5038	\$27,110	Measure WW	Finalizing Design for Bidding by July 2021 to meet completion deadline of December 2021.
<i>Install gateway trailhead signs, trail entry signs, and trail directional markers within the Hillside Natural Area. The design and location of sign are guided by the El Cerrito Trails Signage Plan, a collaborative effort between the El Cerrito Trail Trekkers, the National Park Service, and the City of El Cerrito. These have been updated to conform with current guidelines for accessibility and best practices.</i>				
<b>Ohlone Greenway Improvements - Hill Street/Safeway Side Path</b>	C3069	\$65,000	Park-In-Lieu	Timeline TBD pending discussion with property owner and BART
<i>Improve the Ohlone Greenway consistent with the Greenway Master Plan (2009) includes path, landscaping, street crossing improvements and other amenities on the Ohlone and cross streets between Hill and Blake Streets. The street crossing improvements at Hill Street were implemented in 2019 as part of the Ohlone BART Station Area Access, Safety and Placemaking Improvement Project. The next phase is installation of side path and enhanced landscaping between Hill Street and Safeway entrance.</i>				
<b>Parks and Recreation Facilities Master Plan Program (Immediate Work Priorities - IWP)</b>	TBD	\$50,000	Measure H	Work ongoing, see separate sheet
<i>The Program will implement the recommendations in the Parks &amp; Recreation Facilities Master Plan adopted by City Council in April 2019. The Master Plan identifies nearly 200 projects that are categorized as either Immediate Work Priorities, Policy/Programs, Early Wins, Deficiencies, and Enhancements/New Projects. Funding from Measure H is identified in this project for the Immediate Work Priorities indentified for FY2020-21 (uncompleted) and FY2021-22 projects at Castro and Fairmont Clubhouses (work plan under development).</i>				
<b>Swim Center Capital Enhacements</b>	C3050	\$298,740	Measure A - 2000	Planned for Winter/Early Spring 2021-22
<i>The project includes various capital upgrades or enhancements to the original construction of the Swim Center. After completion of the Swim Center in 2004 and warranty work in 2005, there remained some modifications and enhancements needed to bring the Swim Center up to its highest effectiveness. After 16 years of operation, future capital needs are anticipated to include pool plaster replacement, ADA improvements to pool stairs, ADA improvements to the parking lot, deck replacement and new pool components such as filters, pool lights, pool covers, etc.</i>				

**Park Recreation Capital Improvement Projects, FY 2022**  
**City of El Cerrito Park and Recreation Commission - 7/28/21**

Future & Unfunded Projects	Project #	Budget	Funding Source	Status
<a href="#"><u>SEE PROJECT DESCRIPTIONS IN CITY BUDGET, SECTION 12: CAPITAL IMPROVEMENTS</u></a>				
<b>Centennial Park Phase II</b>	C5037	\$250,000	Developer Related Fees	Planned for FY 2024
<b>Creek Major Maintenance &amp; Restoration Program</b>	TBD	\$1,101,300	Unidentified	TBD
<b>Multi-Generation Recreation Facility</b>	TBD	~\$5.5 million	Unidentified	TBD
<b>Ohlone Greenway Master Plan Improvements</b>	various	\$150,000	Developer Contributions	Planned for FY 2023
<b>Parks &amp; Recreation Facilities Master Plan Projects</b>	TBD, various	~ \$30 million+	TBD	TBD
<b>Urban Forest Management Program</b>	C3042, various	\$230,000	Unidentified	Fiscal Years 2024 through 2026
<b>Urban Greening (Lower Fairmont &amp; Blue to Green Connection)</b>	TBD	\$8,084,550	Unidentified	TBD