



AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, December 1, 2021 at 7:00 p.m.

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/82709449466?pwd=eitKT0g5N3gxU3o2aG5hbzIDWEd0dz09>

Event ID: 827 0944 9466 **Password:** 206158
or Dial in: 1-408-638 0968

Staff Liaison

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

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. 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.**

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

1. **ROLL CALL** – Chair Ben Chuaqui; Vice-Chair Avis Codron; Members, 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 **October 27, 2021**.

6. MEASURE H BUDGET REVIEW

Review Measure H adopted budget for fiscal year 2021-22 and actuals through October 2021.

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. PARK AND RECREATION COMMISSION WORK PLAN TOPICS DISCUSSION

Commission discussion to develop framework for the West Contra Costa Unified School District Facilities and Open Space & Urban Trails work plan goals.

9. 2022 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE

Discussion and possible action to approve the Regular Meeting Schedule for the 2022 Calendar Year.

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

11. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, January 26, 2022 at 7 p.m.
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing
 - Recreation Programs & Services – January
 - Recreation Department Budget Update - January

12. 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.

AGENDA MATERIALS

PARK & RECREATION COMMISSION MEETING December 1, 2021

AGENDA ITEM 5 – APPROVAL OF MINUTES

1. Draft Meeting Minutes – October 27, 2021

AGENDA ITEM 6 – MEASURE H BUDGET REVIEW

1. Presentation

AGENDA ITEM 7 – REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS

1. Project Status Sheet

AGENDA ITEM 8 – PARK AND RECREATION COMMISSION WORK PLAN TOPICS DISCUSSION

1. FY2021-22 Work Plan
2. Reference materials can be found in the *El Cerrito Parks and Recreation Facilities Master Plan*: www.el-cerrito.org/parksmp
 - a. Goal B: Enhance El Cerrito's Recreation Facilities – Policy B4 (page 50)
 - b. Goal D: Improve Pathways and Trails (page 52)
 - c. Goal E: Improve Natural Areas (page 54)
 - d. Hillside Natural Area (page 90)
 - e. El Cerrito Path, Trails & Public Stairways (page 98)Appendix E: Recommendations by Factor for Consideration
 - a. Hillside Natural Area (page 23)
 - b. Paths, Trails and Public Stairways (page27)

AGENDA ITEM 9 – PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE

1. Draft Calendar Year 2022 Regular Meeting Schedule



DRAFT MINUTES

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, October 27, 2021 at 7:00 p.m.

Staff Liaison

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

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/83945311364?pwd=eGpuVEhoTGgxc0U3T2lyNDhTWVBWQT09>

Event ID: 839 4531 1364 **Password:** 835098
or Dial in: 1-408-638 0968

7:02 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 ANNOUCEMENTS**
Informal reports on matters of general interest which are announced by the Park and Recreation Commissioners and City Staff.

Chair Chuaqui reported on his presentation of the Park and Recreation Commission's Work Plan at the October 19, 2021 City Council meeting.

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.

All written comments submitted prior to and during the meeting were posted online as supplemental materials and incorporated into the official meeting record. Written public comments for matters not on the agenda were received from Dave Weinstein.

Oral Public Comments:

Dave Weinstein - thanked the Commission for adding urban trails and open space to their workplan and made note of trail improvements that are needed over the years.

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.

Staff asked anyone in the audience who is planning to apply to the Park and Recreation Commission to raise their hand. No one responded.

5. APPROVAL OF MINUTES

Moved/Seconded: Members La Force/Kaczor.

Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on August 25, 2021.

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

Noes: None

Abstain: Commissioner Fleming

6. CASTRO PARK PICKLEBALL PROJECT CONDITIONS CONSIDERATIONS

Discussion and possible action on considerations and conditions regarding the proposed project at Castro Park to install permanent pickleball courts in place of the existing tennis courts to recommend to the City Council when they consider project approval.

Presentation & Discussion: Staff responded to comments and questions raised by members of the commission regarding construction, impact to students and school, noise concerns and possibility of an acoustic study, the planning process leading up to the April 2021 recommendation, and how to reconsider the recommendation if the commission chose to.

Public Comments:

All written comments submitted prior to and during the meeting were posted online as supplemental materials and incorporated into the official meeting record. Written public comments for this item were received from Cathy Taruskin, Lorena Ellenberger, Thea Kelley, Ken Salonen, Pat Herr, Flo Hodes, Katherine Logan, Marguerite Lee, Leigh Gronet, Lorraine and Mike Sommers, Susan and Lind Fraimow-Wong, Alan Kaplan, Tiger Whittemore, Dori Maxon, David Wolden, Angelo Del Priore, Maureen Bormolini and Bill Powning.

Oral Public Comments:

Margo Takemiya expressed concerns about noise in the neighborhood, about the pickleball association's status with the City, whether they can raise the necessary funds, and their long-term commitment to contribute towards the maintenance of the courts.

Roy Harkow expressed concerns about the East Bay Pickleball Association's tactics to get the courts approved and what he believes are false claims that were made in support of the project. He is concerned that public access will be restricted.

Marylin Ashlin expressed concerns about the noise in the neighborhood, safety issues with sound mitigation screens and traffic.

Moved/Seconded: Members Fleming/Wier

Action: Did not approve a motion to suspend the rules to allow a motion to reconsider the Commission's recommendation on April 28, 2021 to the City Council recommending that the pickleball project be approved with conditions. (Requires two-thirds approval)

Ayes: Members Kathy Fleming and Megan Wier

Noes: Chair Ben Chuaqui; Vice-Chair Avis Codron, Members Jennifer Kaczor, Norman La Force and Art Machado

Abstain: None

Moved/Seconded: Member LaForce/Chair Chuaqui

Action: Passed a motion to recommend the following conditions of approval to the City Council for the pickleball project:

1. Construction will not begin until the City has the funding, plus a 10-15% contingency, in hand for the project
2. The City will abide by the requirements of the school district as property owner in minimizing any negative effects on the school
3. The City will utilize a system for reserving the pickleball courts that mirrors how tennis reservations currently occur to ensure equitable public access
4. Despite being exempt from CEQA, the City reserves the right to take reasonable measures to address negative issues that may occur as a result of changing from temporary to permanent courts
5. A sound study should be conducted to measure noise heard by neighbors and the school, compare them to similar park sounds and suggest mitigations if warranted

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

Noes: None

Abstain: None

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.

Presentation and Discussion: Staff responded to comments and questions from the commission regarding the Arlington Park Improvements Project, the Hillside Natural Area Signage Improvements Project, the Ohlone Greenway Improvements – Hill Street/Safeway Side Path and the Parks and Recreation Facilities Master Plan Program. Discussion also included flooding at the Community Center during the recent storm.

Action: Received and filed.

8. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Staff reported on recent special events, childcare and camp enrollment, and enrichment programs that have resumed for youth, adults and seniors.

Action: Received

9. ITEMS FOR FUTURE AGENDAS

Topics discussed for the next meeting on December 1, 2021 included work plan priorities, West Contra Costa Unified School District facilities discussion, Measure H funds, open space and urban trails discussion.

10. ADJOURN PARK AND RECREATION COMMISSION MEETING – 8:46 p.m.

Ben Chuaqui, Chair

This is to certify that the foregoing is a true and correct copy of the minutes of the Regular Park and Recreation Commission meeting on October 27, 2021 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison

Park Recreation Capital Improvement Projects, FY 2022
City of El Cerrito Park and Recreation Commission - 12/1/21

Funded & Approved Projects	Project #	Budget FY 2022	Funding Source	Status
Arlington Park Improvements	TBD	\$40,000	Measure H, Prop. 68 Parks Funds	Partial application for Prop. 68 Per Capita funds submitted, final application due June 2022. Design & Public Input Spring FY22, construction in FY23. Must be completed by December 2023.
<p><i>This project will implement recommendations in the Parks & 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 & 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, & entry sign.</i></p>				
Hillside Natural Area Signage Improvements	C5038	\$27,110	Measure WW	Project on hold due to reduced staffing, supply shortages and completion deadline extension to 12/31/24 by EBRPD due to pandemic. Staff will revisit schedule in early 2022 to move project forward in a timely manner considering these factors.
<p><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></p>				
Ohlone Greenway Improvements - Hill Street/Safeway Side Path	C3069	\$65,000	Park-In-Lieu	Project on hold. Timeline TBD pending discussion with property owner and BART.
<p><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></p>				
Parks and Recreation Facilities Master Plan Program (Immediate Work Priorities - IWP)	TBD	\$55,000	Measure H	See attached list for specific IWP activities. Plan to bundle remaining electrical tasks into one project in late Winter/early Spring 2022. Other projects TBD.
<p><i>The Program will implement the recommendations in the Parks & 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></p>				

Park Recreation Capital Improvement Projects, FY 2022
City of El Cerrito Park and Recreation Commission - 12/1/21

Swim Center Capital Enhancements	C3050	\$298,740	Measure A - 2000	Planned for Winter/Early Spring 2021-22. Working with consultant to develop design specifications and construction RFP.
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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.

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

Parks and Recreation Facilities Immediate Work Priority (IWP) Projects

FY 2020-21 Capital Improvement Program

Facility/Park	Deficiency Type	Deficiencies	Recommendations	Cost	omplete/ Note
Poinsett Park/Clubhouse	Equipment Replacement	Barbecue/barbecue pit	replace 1 BBQ	\$900	X
Bruce King Memorial Dog Park	Equipment Replacement	Doggie bag station	Replace 1 doggie bag station	\$800	X
Casa Cerrito	Mechanical	On second floor in the women's bathroom the hot water pipe is leaking.	Repair Leak	\$851	X
Casa Cerrito	Architectual	Closure of second floor exit door leaves threshold and jambs exposed and prone to leaks.	Ensure condition is sealed and consider more permanent closure.	\$1,575	X
Casa Cerrito	Electrical	Non-system Smoke/CO2 detectors, battery powered.	Remove old devices	\$105	X
Harding Clubhouse	Architectual	Broken window on west side was replaced with temp plastic and wood stops	Replace with glazing and aluminum stops.	\$5,880	X
Harding Clubhouse	Mechanical	Bathroom lavatory metering faucet not working.	Inspect and repair the faucet.	\$525	X
Harding Clubhouse	Mechanical	Grate for floor drain missing	Install new grate on floor drain.	\$473	X
Tassajara Clubhouse	Architectual	The screen is missing on exterior access door and could allow rodent entry.	Replace screen.	\$1,575	X
Tassajara Clubhouse	Mechanical	Kiln room louver partially covered.	Remove covering from the louver.	\$147	X
Casa Cerrito	Electrical	On first floor, the electrical outlets in the kitchen are not GFI. NEC2 IO	Replace outlet and rewire to provide GFI.	\$420	
Casa Cerrito	Electrical	Childcare rooms: Non GFI outdoor receptacle.	1 each outside GFI recept. With cover	\$315	
Harding Clubhouse	Electrical	In men's handicap bathroom, the electrical outlets by wash basin are not GFI protected. NEC 210.	Replace with GFI outlet.	\$315	
Harding Clubhouse	Electrical	At the play area, the outlet by the sink is not GFI protected. NEC 210.	Replace with GFI outlet.	\$315	
Madera Clubhouse	Architectual	Gutters and downspouts are rusted and leaking	Replace sheet metal gutters and downspouts	\$9,765	
Madera Clubhouse	Mechanical	Floor drain grate clogged with dirt and debris.	Remove drain grate, clean, and reinstall.	\$147	

Parks and Recreation Facilities Immediate Work Priority (IWP) Projects

Madera Clubhouse	Electrical	In the main room, the light fixture in the southwest corridor is missing tube and cover. UBC 27, 12. 4	Replace florescent light tube and cover.	\$630
Poinsett Park/Clubhouse	Mechanical	Split level drinking fountain not working.	Inspect, clean, and repair spout or push button.	\$525
Poinsett Park/Clubhouse	Electrical	In storage and rest room, the electrical duplex is not GFI. Both duplex are too close to sink. NEC 210.	Replace with GFI duplex outlet.	\$210
Tassajara Clubhouse	Mechanical	Metering lavatory faucet no longer working.	Inspect and repair the faucet.	\$525
Tassajara Clubhouse	Electrical	220 outlet for Kiln 1 does not work. This is also j-box for outlet 2.	Repair and confirm not a safety concern.	\$315

FY 2021-22 Capital Improvement Program

Facility/Park	Deficiency Type	Deficiencies	Recommendations	Cost	Complete
Castro Park	Pathway Repair	Some asphalt pathways are cracked/in poor condition	Repair asphalt pathways in poor condition	\$15,000	
Castro Park	Equipment Replacement	Barbeque in poor condition	Replace (or remove) 1 Barbeque	\$585	
Fairmont Clubhouse	Architectural	Gutters and downspouts are rusted and leaking.	Replace sheet metal gutters and downspouts	\$9,765	
Fairmont Clubhouse	Architectural	Some exterior wood trim is showing signs of deterioration.	Replace damaged trim materials and repaint.	\$14,490	
Fairmont Clubhouse	Mechanical	Indoor drinking fountain not operational	Inspect, clean and repair spout or push button	\$525	



FISCAL YEAR 2021-2022 WORK PLAN AND 2019-2021 ACCOMPLISHMENTS

EL CERRITO PARK AND RECREATION COMMISSION

Staff Liaison

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

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

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. After passage of the Master Plan, the Commission recommended the placement of Measure H on the November 2019 ballot which was ultimately approved by over 77% of El Cerrito voters.

FISCAL YEAR 2021-2022 WORK PLAN

	Goal/Objective	Proposed Activities	Enabling Legislation Reference	Priority Ranking	Timeline For Completion
1.	Monitor the implementation of the Parks & Recreation Facilities Master Plan	<ul style="list-style-type: none"> • Confirm project priorities as defined in the Master Plan • Review project designs • Advocate for funding to implement recommendations 	A, B, E		Ongoing
2.	Open Spaces & Urban Trails	<ul style="list-style-type: none"> • Advocate and make recommendations regarding City's Current Practices: <ul style="list-style-type: none"> ○ Fuels management/wildfire study of 2017 ○ Volunteer efforts ○ Trail maintenance • Explore opportunities to support urban trails development and maintenance <ul style="list-style-type: none"> ○ Form recommendation(s) to City Council • Explore opportunities to support open space acquisition 	A, E		October
3.	Monitor and make recommendations regarding the Recreation Department Budget	<ul style="list-style-type: none"> • Express concerns about budget cuts to City Council and public <ul style="list-style-type: none"> ○ Special concern for cuts to senior services and the closing of the Midtown Activity Center • Examine the issue of raising fees to meet revenue needs vs. ensuring access and affordability • Receive quarterly budget updates 	A, B, C		October, January, April/May
4.	Create Engagement and Outreach Plan	<ul style="list-style-type: none"> • Review public evaluations of programs and services 	D		January

		<ul style="list-style-type: none"> • Regularly hold Park and Recreation Commission Meetings in different parks • Commissioners go to different parks individually to directly solicit feedback from park users 			
5.	Programs and Services	<ul style="list-style-type: none"> • Identify who we are serving and who we want to serve • Receive periodic presentations from the different Recreation Supervisors about the program areas and services that they manage • Actively pursue and work toward bringing back the 4th of July Festival in 2022. Collaborate with other organizations as appropriate. 	D		January
6.	School District Partnership	<ul style="list-style-type: none"> • Detail facility usage by both organizations • Invite WCCUSD staff and area board member to future meetings to discuss relationship 	A, D		December – objectives & future meeting
7.	Measure H	<ul style="list-style-type: none"> • Monitor spending - Where and how? • Communicating what Measure H is maintaining (i.e., signage at project sites) • Pie-chart of how Measure H is spent by category <ul style="list-style-type: none"> ○ Quarterly progress updates 	B		October, January, April/May

PRIOR YEAR ACCOMPLISHMENTS

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

		<p>and activities within the different department divisions</p> <ul style="list-style-type: none">• Received semi-annual budget updates• Recreation Department highlights and updates reported at each meeting• Reviewed and discussed recreation programming during COVID-19 pandemic	
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ONGOING PROJECTS

	Project	Activities	Enabling Legislation Reference
1.	Measure H Funding	<ul style="list-style-type: none"> • Monitor spending and allocations of Measure H Funds for Parks and Recreation Facilities maintenance and enhancements 	A, B, E
2.	Monitor and document present and future needs of Park Facilities and Landscaping	<ul style="list-style-type: none"> • Monitor implementation of Parks & Recreation Facilities Master Plan • Commissioners visit priority parks together each year and split remaining parks to be visited individually; report back on conditions 	E
3.	Gather information/communication/feedback from community	<ul style="list-style-type: none"> • Recommend resident surveys every 2-5 years • Publicize Park and Recreation Commission meeting dates and times in rECnews electronic newsletter. • Plan 4th of July booth and what the Commission would like to accomplish 	A, D
4.	Receive regular updates on parks projects in the City's CIP	<ul style="list-style-type: none"> • Financial status; budget • Schedule/impactful changes • Design Review 	A, B



DRAFT 2022 Regular Meeting Schedule

PARK & RECREATION COMMISSION

 City Holiday/Closed
 Regular Meeting
Location: Via Zoom or in-person at Council Chambers (10890 San Pablo Ave)*
Meeting Time: 7:00 p.m.
 *unless indicated

JANUARY 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Adopted by the Advisory body on MM/DD/YYYY