



**Staff Liaison**

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

## MINUTES

### REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, January 26, 2022 at 7:00 p.m.

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/85310551603?pwd=S2dscEJzWS9tVThOYVVYdUt0UUhIZz09>

**Event ID:** 853 1055 1603 **Password:** 829264  
**or Dial in:** 1-408-638 0968

---

#### 7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING - Chair Chuaqui called the meeting to order at 7:00 p.m.

1. **ROLL CALL – Present:** Chair Ben Chuaqui; Vice-Chair Avis Codron; Members, Jennifer Kaczor, Norman La Force, Art Machado **Absent:** Commissioner 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.

Commissioner Kaczor asked clarifying questions about when public comment would take place for Item #8.

Chair Chuaqui reported that someone told him that Round-Up was being used by the City's landscape contractor. Director Jones responded that the City has a moratorium on the usage of Round-Up (glyphosates) but that the landscape contractors do on occasion use other herbicides that are more environmentally friendly and following established practices by the City.

Commissioner Kaczor announced that a Subcommittee of the City's Urban Forest Committee worked on a grant pre-approval application that was recently submitted to the Coastal Commission. The grant would fund a vegetation management plan in the Hillside Natural Area focusing on fire prevention and ecosystem restoration.

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.*

None.

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

Staff and/or Mayor Pro Tem Lisa Motoyama 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 will ask if any members of the public who intend to apply to the Park and Recreation Commission are present at the meeting and wish to be recognized.

Director Jones asked if there was anyone in attendance who was interested in applying for the Park and Recreation Commission. There was no response.

#### 5. APPROVAL OF MINUTES

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **December 1, 2021**.

**Moved/Seconded:** Members Machado/La Force.

**Action:** Passed a motion to approve the minutes of the Park and Recreation Commission meeting on December 1, 2021.

**Ayes:** Vice-Chair Avis Codron, Members Jennifer Kaczor, Norman La Force, Art Machado.

**Noes:** None

**Abstain:** Chair Ben Chuaqui

#### 6. RECREATION DEPARTMENT MID-YEAR BUDGET OVERVIEW AND UPDATE

Review Recreation Department General Fund Budget for Fiscal Year 2021-22 and mid-year unaudited actuals.

**Presentation & Discussion:** Staff responded to questions and comments by members of the Commission regarding the Recreation Department's budget, growth in programs revenue since the pandemic began, mid-year actuals and projections, programming trends, staff reductions, program fees, 4<sup>th</sup> of July and program areas.

**Action:** Received and filed.

#### 8. PARK AND RECREATION COMMISSION WORK PLAN TOPICS DISCUSSION AND UPDATES (heard out of order)

Commission discussion and updates on work plan goals and progress and possible action to appoint work plan group members.

- Open space and urban trails update
- Community engagement and outreach
- Work plan progress

**Presentation & Discussion:** Staff responded to questions and comments by members of the Commission regarding topics from the Commission's Work Plan and Work Plan Groups.



Commissioners Condron and Kaczor discussed updates of the Open Space and Urban Trails Work Group regarding supporting the work of volunteers, obstacles and proximity to private property, policies, City support, examples in other cities, and next steps.

Staff responded to questions and comments by members of the Commission regarding the Programs and Services and Community Outreach and Engagement goals in the work plan including supervisor presentations, program evaluations, visiting parks and soliciting public feedback.

**Public Comment:**

Dave Weinstein, President of the El Cerrito Trail Trekkers, spoke about volunteers building new and improving trails, techniques for improving trail safety, fundraising, dealing with trails near private property and working with the City.

**Action:** Received and filed.

**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 & Discussion:** Staff responded to questions and comments by members of the Commission regarding the Arlington Park Capital Improvements Project, delays in completing the Hillside Natural Area Wayfinding Signage Project and the Swim Center Recreation Pool Re-Plaster Project.

**Action:** Received and filed.

**9. RECREATION DEPARTMENT UPDATE**

Update on items of interest in the Recreation Department.

Director Jones reported on the following topics: public counter closures and reductions in hours due to the Omicron surge, new registration website interface, summer camp registration, new classes and programs, AARP tax preparation, high school swim season at the Swim Center, and the Summer Camp activity guide.

**10. ITEMS FOR FUTURE AGENDAS**

- Next Regular Meeting: Wednesday, February 23, 2022 at 7 p.m.
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing
  - Recreation Programs & Services – February
  - Community Engagement and Outreach
- El Cerrito Tennis Club Arlington Courts Plaza Proposal – February
- Recreation Department Master Fee Schedule and FY2023 Budget– TBD Spring

- Parks and Recreation Facilities FY2023 Capital Improvement Program – TBD Spring

**11. ADJOURN PARK AND RECREATION COMMISSION MEETING – Chair**  
Chuaqui adjourned the meeting at 8:48 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 January 26, 2022 as approved by the Park and Recreation Commission.



---

Christopher Jones, Staff Liaison