



## AGENDA

### REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, July 27, 2022 at 7:00 p.m.

#### JOIN VIA ZOOM:

<https://us06web.zoom.us/j/88602467941?pwd=WDhhQW4zZ3ZtTVFIMk5HVHNBShJWUT09>

**Event ID:** 886 0246 7941 **Password:** 076275  
**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](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.**

---

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

1. **ROLL CALL** – Chair Avis Codron; Vice-Chair Jennifer Kaczor; Members, Ben Chuaqui, Norman La Force
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 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.

**5. APPROVAL OF MINUTES**

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **May 25, 2022**.

**6. 2022-23 PARK AND RECREATION COMMISSION WORKPLAN**

Discussion, brainstorming and possible action to adopt the Park and Recreation Commission's 2022-22 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, August 24, 2022 at 7 p.m.
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing
  - Survey Results – August

**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.



## **AGENDA MATERIALS**

### **PARK & RECREATION COMMISSION MEETING May 25, 2022**

#### **AGENDA ITEM 5 – APPROVAL OF MINUTES**

1. Draft Meeting Minutes – April 27, 2022

#### **AGENDA ITEM 6 – PARKS AND RECREATION FACILITIES FISCAL YEAR 2022-23 CAPITAL IMPROVEMENT PROGRAM AND MEASURE H REVIEW**

1. Proposed Budget and 5 Year Plan



## DRAFT MINUTES

### REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, May 25, 2022 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/86394641981?pwd=RldWaWVkUmNxSll4bkR3QTFscmRSZz09>

Event ID: 863 9464 1981 Password: 396079  
or Dial in: 1-408-638-0968

---

#### 7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING – Chair Codron called the meeting to order at 7:02pm

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

Commissioner Chuaqui reported that the El Cerrito High School Tennis Courts were locked the previous Saturday but open the following day.

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 ANNOUCEMENTS 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 responded to questions and reported on highlights from City Council meetings since the Park and Recreation Commission last met.

5. **APPROVAL OF MINUTES**

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **April 27, 2022.**

**Moved/Seconded:** Members Chuaqui/Vice Chair Kaczor.

**Action:** Passed a motion to approve the minutes of the Park and Recreation Commission meeting on April 27, 2022.

**Ayes:** Chair Codron; Vice-Chair Kaczor; Members Ben Chuaqui, Norman La Force.

**Noes:** None

**Abstain:** None

## **6. PARKS AND RECREATION FACILITIES FISCAL YEAR 2022-23 CAPITAL IMPROVEMENT PROGRAM AND MEASURE H REVIEW**

Review, discussion and possible action to recommend the proposed CIP projects for parks and recreation facilities and Measure H allocations for the City's 2022-23 Fiscal Year Budget.

**Presentation and Discussion:** staff responded to questions and comments related to the Fiscal Year 2022-23 Capital Improvement Program (CIP) Budget related to parks and recreation facilities including discussion of Measure H and other related funding sources and proposed budget, reduction in General Fund backfill, establishing a Swim Center Capital Reserve Fund, re-plastering small pool, Arlington Park Improvements, Pickleball and Tennis Plaza donations and projects, the Midtown Activity Center and possible future projects and budget projections.

Public Works Director Ortiz responded to questions and comments related to recently completed projects, proposed FY2023 projects, Hillside Natural Area signage project and Master Plan, the 5-Year CIP Plan and project delays and resource and staffing constraints.

**Moved/Seconded:** Chair Codron/Member Chuaqui.

**Action:** Passed a motion to incorporate in the Fiscal Year 2023 Capital Improvement Program for parks and recreation facilities that was presented to us tonight a net additional dedicated full time employee equivalent position of 25% of their time dedicated to parks and recreation improvement projects.

**Ayes:** Chair Codron; Vice-Chair Kaczor; Members Ben Chuaqui, Norman La Force.

**Noes:** None

**Abstain:** None

## **7. RECREATION DEPARTMENT PROPOSED FISCAL YEAR 2022-23 BUDGET**

Review, discussion and possible action for recommendations regarding the proposed Recreation Department Budget for Fiscal Year 2022-23.

**Presentation and Discussion:** staff responded to questions and comments related to the Fiscal Year 2022-23 Proposed Recreation Department budget including staffing, estimated revenue and non-personnel expenses, major revenue and expense line-item changes, part time staff recruitment issues, facility rentals, citywide custodial maintenance, accounting options, grants and a possible project manager/grant writer.

**Moved/Seconded:** Chair Codron/Member Chuaqui.

**Action:** Passed a motion to approve the budget considering adding a half time position for project and grant management.

**Ayes:** Chair Codron; Vice-Chair Kaczor; Members Ben Chuaqui, Norman La Force.

**Noes:** None

**Abstain:** None

## **8. PARK AND RECREATION COMMISSION WORK PLAN TOPICS DISCUSSION AND UPDATES**

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

- Community engagement and outreach
- Work plan priorities

### **Presentation and Discussion:**

Chair Codron reported that they hope to have more information from the Trail Trekkers to share in June.

Member Chuaqui reported that he incorporated comments from the last meeting into the Commission's survey. Commissioners discussed minor edits. Chair Codron and Member Chuaqui agreed to try out the survey at Arlington Park and at the 4<sup>th</sup> of July Festival and report back at the next meeting.

**Action:** Received and filed.

## **9. RECREATION DEPARTMENT UPDATE**

Update on items of interest in the Recreation Department.

Director Jones reported on 4<sup>th</sup> of July fundraising efforts, summer camps, senior nutrition program, swim center summer schedule, and the 4<sup>th</sup> of July Advisory Body booth.

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

- Next Regular Meeting: Wednesday, July 27, 2022 at 7 p.m.
- Park and Recreation Commission 2022-23 Work Plan Discussion – June and July
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing

Commissioners decided to cancel the upcoming June 22, 2022 meeting and reconvene in July.

## **11. ADJOURN PARK AND RECREATION COMMISSION MEETING - Chair Codron adjourned the meeting at 9:06 p.m.**

---

Avis Codron, 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 May 25, 2022 as approved by the Park and Recreation Commission.

---

Christopher Jones, Staff Liaison



## FISCAL YEAR 2021-2022 WORK PLAN

## AND 2019-2021 ACCOMPLISHMENTS

### EL CERRITO PARK AND RECREATION COMMISSION ADOPTED AUGUST 25, 2021

**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"> <li>• Confirm project priorities as defined in the Master Plan</li> <li>• Review project designs</li> <li>• Advocate for funding to implement recommendations</li> </ul>	A, B, E		Ongoing
2.	Open Spaces & Urban Trails	<ul style="list-style-type: none"> <li>• Advocate and make recommendations regarding 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> <li>• Explore opportunities to support urban trails development and maintenance                             <ul style="list-style-type: none"> <li>○ Form recommendation(s) to City Council</li> </ul> </li> <li>• Explore opportunities to support open space acquisition</li> </ul>	A, E		October
3.	Monitor and make recommendations regarding the Recreation Department Budget	<ul style="list-style-type: none"> <li>• Express concerns about budget cuts to City Council and public                             <ul style="list-style-type: none"> <li>○ Special concern for cuts to senior services and the closing of the Midtown Activity Center</li> </ul> </li> <li>• Examine the issue of raising fees to meet revenue needs vs. ensuring access and affordability</li> <li>• Receive quarterly budget updates</li> </ul>	A, B, C		October, January, April/May
4.	Create Engagement and Outreach Plan	<ul style="list-style-type: none"> <li>• Review public evaluations of programs and services</li> </ul>	D		January

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

## PRIOR YEAR ACCOMPLISHMENTS

	Goal/Objective	Activities 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 sunset 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>• Incorporated 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> <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>	<ul style="list-style-type: none"> <li>• ongoing</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</li> </ul>	<ul style="list-style-type: none"> <li>• ongoing</li> </ul>

		<p>and activities within the different department divisions</p> <ul style="list-style-type: none"><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>	
--	--	--	--

## ONGOING PROJECTS

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

**Park Recreation Capital Improvement Projects, FY 2023**  
**City of El Cerrito Park and Recreation Commission - 7/27/22**

<b>Funded &amp; Approved Projects</b>	<b>Project #</b>	<b>Budget FY 2023</b>	<b>Funding Source</b>	<b>Status</b>
<b>Arlington Park Improvements</b>	TBD	\$340,000	Measure H, Prop. 68 Parks Funds	Application completed, contract executed with State for project. Beginning process to create RFP for design work. Construction 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	\$60,058	Measure WW	Timeline is being created for this high priority project. Project must be completed by 12/31/24.
<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>Hillside Natural Area (HNA) Improvements</b>	C3075, C5046	\$145,000	Potential Grant	Project pending notification of grant award from the Coastal Conservancy Wildfire Resiliency Grant Program
<i>This project will implement the Parks and Recreation Facilities Master Plan recommendation of creating a HNA Master Plan for trail maintenance &amp; development, native plant and forest restoration, vegetation management and fire mitigation in line with the requirements of the grant.</i>				
<b>Parks and Recreation Facilities Master Plan Program</b>	TBD	\$61,000	Donations	TBD
<i>The Program will implement the recommendations in the Parks &amp; Recreation Facilities Master Plan projects for Phase I of the Tennis Plaza at Arlington Park and the conversion of the Tennis Courts to Pickleball Courts at Castro Park pending receipt of donations being raised by the El Cerrito Tennis Association and the East Bay Pickleball Association.</i>				
<b>Swim Center Capital Enhancements</b>	C3050	\$335,000	Measure A - 2000, Measure H	Recreation Pool Replaster plans completed and submitted to Health Department. Will likely open bids in late Summer 2022 with Fall/Winter construction timeframe TBD.
<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. Current Fiscal Year Project is re-plastering of Recreation Pool.</i>				

**Park Recreation Capital Improvement Projects, FY 2023**  
**City of El Cerrito Park and Recreation Commission - 7/27/22**

<b>Future &amp; Unfunded Projects</b>	<b>Project #</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Status</b>
<a href="#"><u>SEE PROJECT DESCRIPTIONS IN CITY BUDGET, SECTION 12: CAPITAL IMPROVEMENTS</u></a>				
<b>Centennial Park Phase II</b>	C5037	\$355,000	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	\$413,000	Developer Contributions, various	Planned for FY 2024 and FY 2026
<b>Ohlone Greenway Improvements - Hill to Blake</b>	C3069	\$265,000	Park-In-Lieu	Tentatively scheduled for FY 2024 and FY2025
<b>Parks &amp; Recreation Facilities Master Plan Projects</b>	TBD, various	~ \$31 million+	TBD	TBD
<b>Urban Forest Management Program</b>	C3042, TBD	\$346,100	Unidentified	Fiscal Years 2024 through 2027
<b>Urban Greening (Lower Fairmont &amp; Blue to Green Connection)</b>	TBD	\$8,084,550	Unidentified	TBD