



Staff Liaison
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AGENDA

SPECIAL MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, September 27, 2023 at 7:00 p.m.

Hana Gardens Senior Center
10870 San Pablo Avenue, El Cerrito

This Meeting Place is Wheelchair Accessible

7:00 P.M. CONVENE REGULAR MEETING

1. **ROLL CALL** –Chair Jennifer Kaczor; Vice Chair Norman La Force; Members Carinne Brody, Troy Tyler
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 are limited to items on the special meeting agenda only, and introduction by individuals interested in serving on the advisory body. 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 Tessa Rudnick 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 **July 26, 2023**.
6. **ADULT PROGRAMS & SERVICES DIVISION OVERVIEW**
Presentation and discussion about the El Cerrito Recreation Department's Adult Programs & Services programs including Senior Services.
7. **PARK AND RECREATION COMMISSION WORK PLAN**
Discussion, brainstorming and possible action to adopt the Park and Recreation Commission's 2023-24 Work Plan.
8. **RECREATION DEPARTMENT UPDATE**
Update on items of interest in the Recreation Department.
9. **ITEMS FOR FUTURE AGENDAS**
 - Next Regular Meeting: Wednesday, October 25, 2023 at 7 p.m. at City Hall
 - 2023-24 Work Plan Topics, Group and Liaison Report Outs - Ongoing
 - Parks and Recreation Facilities Projects Update – Ongoing
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 SEPTEMBER 27, 2023

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. Draft Meeting Minutes, July 26, 2023

AGENDA ITEM 7 - PARK AND RECREATION COMMISSION WORK PLAN

1. 2023-24 Work Plan **DRAFT**
2. Park Survey Results from the 4th of July Festival



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DRAFT MINUTES

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, July 26, 2023 at 7:00 p.m.

El Cerrito Community Center Patio Room
7007 Moeser Lane, El Cerrito

This Meeting Place is Wheelchair Accessible

7:05 P.M. CONVENE REGULAR MEETING

- 1. ROLL CALL – Present:** Vice Chair Norman La Force; Members Carinne Brody, Troy Tyler; **Absent:** Chair Jennifer Kaczor
- 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.
- 3. ORAL COMMUNICATIONS FROM THE PUBLIC**
Remarks are typically limited to three minutes per person and are limited to items on the special meeting agenda only, and introduction by individuals interested in serving on the advisory body. Remarks on agenda items will be heard at the time the item is discussed.

Public Comment: Brian Richmond reported that the El Cerrito Trail Trekkers helped identify funding for fire crews to clear vegetation in the Hillside Natural Area with Contra Costa County Measure X funds. Also reported that the Trail Trekkers are eager for trail sign plan to move forward and that they are concerned about the implementation timeline.

- 4. COUNCIL/STAFF LIAISON ANNOUCEMENTS AND REPORTS**
Staff and/or Mayor Pro Tem Tessa Rudnick may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.

Mayor Pro Tem Rudnick reported that the City Council is working on the Strategic Plan update and formulation. She also reported, with help from her daughter Shira, on El Cerrito summer camp experiences and projects.

- 5. APPROVAL OF MINUTES**
Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **May 24, 2023**.

Moved/Seconded: Members Tyler/Brody

Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on May 24, 2023.

Ayes: Vice Chair La Force; Members Brody and Tyler

Noes: None

Abstain: None

6. 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.

Discussion and Presentation: Staff discussed and responded to questions about the Fiscal Year 2023-24 parks and recreation facilities projects in the City’s Capital Improvement Program (CIP) including Arlington Park Improvements, Community Center Roof Repair, HNA Improvements, Master Plan Projects and Swim Center Enhancements.

Action: Received and filed

7. PARK AND RECREATION COMMISSION WORK PLAN

Commission discussion on perspectives and takeaways from applicable planning documents as a means to start drafting work plan goals and groups for 2023-2024.

Discussion and Presentation: Staff and Commissioners discussed and responded to questions about potential Work Plan Goals for FY2023-24. There was general consensus to keep the same broad goal areas from FY2022-23 and expand on Goal 5, Parks and Recreation Projects, to include identifying other revenue sources and to advocate for the expansion of park and recreation facilities.

Action: Received and filed

8. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Director Jones reported on El Cerrito Camp Ravenclyff, the 2023 Fall rECguide, and fall program registration dates.

9. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, August 23, 2023 at 7 p.m. in Tassajara Park & Clubhouse
- 2023-24 Work Plan Discussion & Formulation – August
- Parks and Recreation Facilities Projects Update – Ongoing

10. ADJOURN PARK AND RECREATION COMMISSION MEETING

Vice Chair La Force adjourned the meeting at 8:10 p.m.

Jennifer Kaczor, 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 July 26, 2023, as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison



PARK AND RECREATION COMMISSION

FISCAL YEAR 2023-2024 WORK PLAN

AND

2022-2023 ACCOMPLISHMENTS

Members: Chair Jennifer Kaczor; Vice Chair Norman La Force; Members Carinne Brody, Troy Tyler

MISSION STATEMENT: *(State mission as identified in enabling legislation and include legislation citation)*

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 recreational 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.

(Ord. 2007-12 § 1, 2007: Ord. 92-2 Div. 2 (part), 1992.)

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. The Commission was 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 have been reviewed and recommended 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 20 years at nearly every City Park. The Commission annually reviews and recommends the Parks and Recreation Facilities CIP Projects in the City's budget as well as the Recreation Department's budget and fees. 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. Since Measure H was passed, the Commission has carefully monitored the spending from this fund as well as the implementation of the Master Plan.

FISCAL YEAR 2023-24 WORK PLAN

GOAL/OBJECTIVE	PROPOSED ACTIVITIES	ENABLING LEGISLATION
1. School District Partnership	<ul style="list-style-type: none"> • Maintain regular dialogue to better relationship, promote partnership and resolve any issues • Monitor park and facility agreements between City and District 	A, D
2. Community Outreach & Engagement	<ul style="list-style-type: none"> • Participate in City Events, keep track of what is coming up • Online survey for parks, programs, and services • Help recruit additional Park and Recreation Commissioners 	D, E
3. Engaging Recreation/Community Partners	<ul style="list-style-type: none"> • Engage Tennis Club, Strollers and Rollers, Trail Trekkers, East Bay Pickleball Association, El Cerrito Youth Baseball, Spur Soccer and other community/user groups involved with El Cerrito's parks and recreation facilities. 	D, E
4. Open Space & Urban Trails	<ul style="list-style-type: none"> • Support efforts to create a HNA Master Plan • Support urban trails and maintenance • Form recommendations to City Council • Support open space acquisition 	A, E
5. Parks and Recreation Projects	<ul style="list-style-type: none"> • Advocate for additional staffing and/or resources to manage parks projects • Advocate for additional staffing and/or resources to apply for and manage grants • Help identify grant opportunities <i>and additional revenue sources.</i> • <i>Advocate for expansion of parks and recreation facilities</i> 	A, B, E

PRIOR YEAR ACCOMPLISHMENTS

GOAL/OBJECTIVE	ACTIVITIES SUPPORTING GOAL	STATUS
1. School District Partnership	<ul style="list-style-type: none"> • Created Work Plan Group to focus on this goal. 	<ul style="list-style-type: none"> • ECHS Tennis Courts have been reliably open to the public during non-school hours for several months.
2. Community Outreach & Engagement	<ul style="list-style-type: none"> • Conducted Park Survey • Received presentations on childcare and summer camp survey and discount day • Helped develop general survey for all City facilities and recreation programs 	<ul style="list-style-type: none"> • Survey conducted at Arlington Park and 4th of July Festival • General survey posted on Recreation Department's website
3. Engaging Recreation & Community Partners	<ul style="list-style-type: none"> • See Trail Trekkers items under Goal 4 • Designated commissioners to serve as liaisons to and periodically report out about various El Cerrito community organizations. 	<ul style="list-style-type: none"> • Ongoing – some connections were made and reported on with Trail Trekkers and Swim Center Patrons
4. Open Space & Urban Trails	<ul style="list-style-type: none"> • Received presentations and made recommendations regarding the El Cerrito Trail Trekkers Urban Trails proposed program. • Received a presentation on the Hillside Natural Area vegetation management and the HNA Fire Resilience and Forest Conservation Management Plan development. • Created Work Plan Group to focus on this goal. 	<ul style="list-style-type: none"> • Ongoing – work has resumed on HNA Wayfinding Project, timeline under development • Chair Kaczor serving on HNA Master Plan Task Force
5. Parks and Recreation Projects	<ul style="list-style-type: none"> • Received regular presentations on the Parks and Recreation Facilities capital improvement program 	<ul style="list-style-type: none"> • Commission receives regular updates on status of CIP projects.

	<p>(CIP) projects and made recommendations for increased resources in the 2023-24 City Budget.</p> <ul style="list-style-type: none">• Received a presentation and made a recommendation on the Arlington Park Improvements Project.• Received presentations and made recommendations regarding the Arlington Park Tennis Center design.• Received a presentation on Swim Center programs, projects and maintenance work.	
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ONGOING PROJECTS

	Project	Activities	Enabling Legislation
1.	Monitor Measure H & Other Parks and Recreation related funds	<ul style="list-style-type: none"> • Monitor spending and allocations of Measure H and other funds for Parks and Recreation Facilities maintenance and enhancements. • Make recommendations for future projects or other expenses funded by Measure H and related funds 	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 • Regularly review the status of Parks & Recreation Facilities CIP projects for the current fiscal year • Schedule/impactful changes • Design Review 	A, B

5.	Programs & Services	<ul style="list-style-type: none"> • Receive periodic updates on Recreation Department programs and activities • Review general survey results periodically 	A, D
6.	Monitor and make recommendations regarding the Recreation Department Budget	<ul style="list-style-type: none"> • Make recommendation on proposed fiscal year budgets • Make recommendation on proposed fiscal year Master Fee Schedule • Receive periodic budget reports throughout the year. 	A, B, C, E

1. Within the last year, which El Cerrito parks have you visited?

Response	Arlington Park	Baxter Creek Gateway Park	Canyon Trail	Castro Park	Central Park	Cerrito Vista Park	Creekside Park	Fairmont Playfield
1	1		1			1		
2	1					1		
3								1
4	1					1		
5			1			1		
6	1	1				1		
7	1					1		
8	1					1		
9						1		
10	1		1		1	1		
11	1					1		
12	1			1	1	1		
13	1				1	1		

1. Within the last year, which El Cerrito parks have you visited?

Response	Arlington Park	Baxter Creek Gateway Park	Canyon Trail	Castro Park	Central Park	Cerrito Vista Park	Creekside Park	Fairmont Playfield
14	1		1	1		1		
15	1		1	1	1	1		
16	1					1		
17				1				
18								
19			1	1		1	1	1
20	1					1		
21	1							
22	1					1	1	
23	1		1			1		
24						1		
25	1		1	1		1		

1. Within the last year, which El Cerrito parks have you visited?

Response	Arlington Park	Baxter Creek Gateway Park	Canyon Trail	Castro Park	Central Park	Cerrito Vista Park	Creekside Park	Fairmont Playfield
26				1		1		1
27		1	1					
28	1		1			1		
Totals/ averages	19	2	10	7	4	23	2	3

1. Within the last year, which El Cerrito parks have you visited?

2. If more than one, which park did you visit the most and why?

Harding Park	Hillside Natural Area	Huber Park	Madera Playground	Ohlone Greenway	Poinsett Park	Tassajara Park	
	1			1			HNA, great hiking trails
	1						Arlington, close to home
				1		1	Tassajara
	1						Arlington, close by, ponds, turtles, creek
	1						HNA, I love the trails
	1	1		1			Cerrito Vista, play structure, swings
	1			1		1	Cerrito Vista, nearby, diverse
		1		1			Arlington playground and close to home
	1	1		1			HNA, great walk from our place
		1					Cerrito Vista
	1		1				Arlington, walking distance from home
			1	1			Arlington, closest to home and our walks
1				1		1	Centennial

1. Within the last year, which El Cerrito parks have you visited?

2. If more than one, which park did you visit the most and why?

Harding Park	Hillside Natural Area	Huber Park	Madera Playground	Ohlone Greenway	Poinsett Park	Tassajara Park	
1			1	1	1	1	Cerrito Vista, proximity
1	1				1	1	Castro, baseball
		1					Arlington
		1			1		Memorial Park in Albany because of a better toddler playground
1				1		1	Cerrito Vista, closest to home
	1	1		1		1	Arlington, best playground near my home
1		1		1			all equally
							Cordoneces, large; Tilden, open space
		1		1			Cerrito vista, closest to home
	1				1	1	have kids

1. Within the last year, which El Cerrito parks have you visited?

2. If more than one, which park did you visit the most and why?

Harding Park	Hillside Natural Area	Huber Park	Madera Playground	Ohlone Greenway	Poinsett Park	Tassajara Park	
	1						HNA or castro for dog walks/hikes
	1			1			Canyon trail, near my home, has playground for grandson
							Cerrito vista, closest to home
5	13	9	3	14	4	8	

3. What are your favorite activities when you visit El Cerrito parks?	4. What are your favorite features of any of the El Cerrito parks you visited in the past year?	5. Please rank the following in order of importance:					
		Urban forest / park trees and landscaping	Improved litter facilities	Improved restrooms	Enhanced play or sport facilities	Safety (lighting, security, etc.)	Other facility improvements (please identify)
dog walking	very well maintained	1	2	3	4	5	
hiking, walking		1	5	2	3	4	
playing safely with kids	they are safe, tassajara is gated	4	2	5	3	6	1
walking		2	3	4	5	1	
walking	they are green!	1	4	5	2	3	
bike riding, play structures	play structures, restrooms	2	4	3	1	5	
festivals		1	2	3			
playground, sports	playground	2	5	3	1	4	
running, picnicking	picnic tables, trails	1	4	3	5	2	
playground, field	playgrounds	3	6	1	5	4	2
walk, sit, enjoy views and natural environment	Arlington is peaceful and well used		3	1		2	
walking	safe and clean	1	3	5	4	2	
kids can play	creek, pond						

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		Urban forest / park trees and landscaping	Improved litter facilities	Improved restrooms	Enhanced play or sport facilities	Safety (lighting, security, etc.)	Other facility improvements (please identify)
tennis, walks, dogs, baseball	trail in canyon, field, tennis courts	2	5	4	1	3	
baseball	baseball field	4	3	2	1		
chillin	grass, trees, picnic facilities	1	3	2	4	5	
pickleball		2	5	3	4	1	pickleball
small slides and things for kids to climb					1		
walking, hiking, playgrounds	trees, talking paths	1	5	2	4	3	
giant slides	playgrounds, trails in HNA	1	5	4	2	3	
walking	shade, walking	1		2			
playgrounds	shade, exploring space	2	4	5	3	1	6
lively, people, good track and field, walk dog	this festival	1	6	5	3	2	4
walking, watch children play	safe, pleasant to walk and sit	3	2	1	5	4	6
playground	good play structures	2	4	3	1		

3. What are your favorite activities when you visit El Cerrito parks?	4. What are your favorite features of any of the El Cerrito parks you visited in the past year?	5. Please rank the following in order of importance:					
		Urban forest / park trees and landscaping	Improved litter facilities	Improved restrooms	Enhanced play or sport facilities	Safety (lighting, security, etc.)	Other facility improvements (please identify)
passive recreation	natural areas	1		2			
walking, enjoying nature	preserved natural areas	1				2	
walking, hiking, playgrounds	accessibility		3	1		2	
		1.708333333	3.826087	2.96	2.95238095	3.047619	

6. What is one thing you would prioritize to improve in any of the parks you've visited?	7. What city do you live in?	8. What is your age range?	9. Is there anything else you'd like to share about your park usage, or priorities for improvements?
dog poop bag dispensers & trash cans	El Cerrito	61-75	more pickleball courts
	El Cerrito	31-45	
open bathrooms	El Cerrito	1-18	
wildfire veg mgmt, better tree health maintenance	El Cerrito	61-75	
nature, plants	El Cerrito	75+	
more fun	El Cerrito	1-18, 19-30, 31-45	good job parks department! more swim lessons, please
additional community wide events	El Cerrito	75+	better team sports
	El Cerrito	31-45	
we love the parks!	El Cerrito	19-30	
restrooms	El Cerrito	31-45	more chile-friendly facilities
	El Cerrito	61-75	Thank you!
	El Cerrito	46-60	
	El Cerrito	31-45	

6. What is one thing you would prioritize to improve in any of the parks you've visited?	7. What city do you live in?	8. What is your age range?	9. Is there anything else you'd like to share about your park usage, or priorities for improvements?
	El Cerrito	46-60	
Tassajara - fill in gopher holes please	El Cerrito	1-18, 46-60	we love the parks!
	Kensington	46-60	
	El Cerrito	46-60	love it!
	El Cerrito	1-18	more play areas for very young children
trees, restrooms, safety	El Cerrito	31-45	
	El Cerrito	31-45	
restroom	El Cerrito	75+	
restrooms easier to access	El Cerrito	31-45	
no sports camp at cerrito vista	El Cerrito	31-45	New camps in summer that hire adults for all age ranges. Art camp? Hike camp?
	El Cerrito	46-60	more benches
		31-45	

6. What is one thing you would prioritize to improve in any of the parks you've visited?	7. What city do you live in?	8. What is your age range?	9. Is there anything else you'd like to share about your park usage, or priorities for improvements?
more restrooms	El Cerrito	61-75	
trail maintenance (natural area)	El Cerrito	61-75	
	El Cerrito	61-75	