



REGULAR MEETING OF THE
PARK AND RECREATION COMMISSION

Wednesday, November 28, 2012
7:00 pm

**El Cerrito City Hall
Council Chambers
10890 San Pablo Ave., El Cerrito**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Management Assistant at 510-559-7000. Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting. (28 CFT 35.102-35.104 ADA Title II).

1. Roll Call

- a. Chair - Manish Doshi, Leslie Goldstein, Seth Kaplan, Steve Lipson, Robin Mitchell, Margo Takemiya.

Manish Doshi calls meeting to order. Roll call. All present.

2. Commission / Staff Communications / Announcements:

- a. Manish Doshi- soccer season ended. Expressed appreciation and thanked Bill Driscoll and Public Works along with the Recreation Department.

- b. Christopher Jones: Winter activities include:

- Letter from Santa
- Holiday Camp,
- Annual Holiday Pancake Breakfast- which now includes bacon, sausage, eggs and bacon- entertainment changed to include Clownsnot Bombs and a sing-a-long performance by our different childcare sites
- Parents' Night Out (PJ Party for preschools and Pizza Party for school aged kids) offered on 12/18/2012.
- Harding Band Concert 11/29/12
- Senior Center Holiday Party 12/11/12 10am

Janet Bilbas has been offered & accepted the Senior Center Supervisor position. Lori Teachout has retired; Sarah DiBenedetto was introduced as the Interim Management Assistant. A conditional offer has been made to an applicant for the second open Supervisor position- she should be at the next Commissioner Meeting to be introduced.

3. Oral Communications From The Public: None

4. Council Liaison Report: Councilmember Rebecca Benassini: Not in attendance.

5. Approval of Minutes: (Action: Approve) Exhibit 1: Meeting Minutes from October 24, 2012

- a. Comments, amendments: none. Motion to approve: Margo Takemiya. Second: Seth Kaplan. All were in favor. Vote: minutes approved.

6. Update on Ohlone Greenway Natural Area Project: Melanie Mintz, Environmental Services Division Manager-

- a. Update on Ohlone Greenway: Natural Area and Raingarden Project- Approved by council and is from the Ohlone Greenway master plan. The area is between Fairmount Ave and Brighton Ave. The plan/layout was discussed. Will include a raingarden which takes water off Fairmount into raingarden into a landscaped area that is a play area (when it is not raining). It is a natural exploration area rather than a manufactured play area. Includes cribbage, bike racks, boulders, redwood stumps, non-native plant removal, relaxing creek banks, and water filtration through the raingarden.
 - b. Second site layout (Brighton to Albany) will include bridge removal, and boulders. The general layout was discussed.
 - c. Details of plan: changing the Ohlone Greenway signs to replicate a street sign and attract (and protect) pedestrians and cyclists, mileage to destination signs, solar bricks, 99.97 native plants, exception is a strawberry tree, currently no stairs- debate about whether to have stairs or build a fence (property owner, Regency suggestion). El Cerrito prefers to install stairs but signage and mirror would need to be installed for safety concerns. A guard and hand rail to protect creek, chess table, will also be included but the City decided not to include skate elements at this time.
 - d. Schedule: 30-35day project. Ideally before next summer for completion.
 - e. BART will be planting trees and replacing some play structures, but enhancements are up to the City. No other projects are currently funded for the Ohlone Greenway.
7. Urban Greening Plan: Green Vision 2035 Update and Task Force Recruitment: Melanie Mintz, Environmental Services Division Manager; Exhibit 2: Task Force Memo
- a. \$200,000 grant for urban greening. The qualifying area was the flats of El Cerrito to help state meet environmental goals and create healthy communities. Improving the quality of life is the main goal.
 - b. Four phases: 1. planning and coordination, 2. public outreach program, 3. needs assessment and data collection, 4. draft and final urban greening plan including: green El Cerrito map, plant palette, master tree list and urban forest recommendations, place planting, maintenance and resource conservation, policy recommendations & project recommendations.
 - c. Timeline: planning 12/12-03/12, public involvement 03/12-01/14, needs assessment 03/13-01/14, draft plan 06/14/14.
 - d. Next Steps: form a task force and select consultant team.
 - e. Question: who will represent the Park and Recreation Commission meeting on the task force? Meetings are proposed to be 4:30-5:30pm or 5:30-6:00pm. Leslie Goldstein and Robin Mitchell volunteered to join as liaisons and representative to the task force. Manish Doshi is a backup representative and may join the task force at a later time.
8. Recreation Department 1st Quarter Budget Review: Christopher Jones, Recreation Director; Exhibit 3: Budget Report
- a. The Recreation Department will provide quarterly budget updates to the Commission. Highlights for this quarter: at the end of October 2012 the Recreation Department was \$138,000 better than 2011. This is a good start to the year, driven by a real reduction in aging for childcare (collections), and a strong summer.
 - b. 5010 Recreation Administration Division: Consists of Christopher Jones, Sarah DiBenedetto, and part-time staff that supports the department as a whole. There has not been much fluctuation in this division, expenses increased in regular salary and wages due to a retirement payout, and as the year goes on, that should trend downwards and eventually translate into a savings. Summer (the Department's largest fiscal period)

- straddles the fiscal year, which affects the way the budget appears. The Events and Fieldtrips amounts are influenced by timing- for example, when the Department gets an invoice for Fourth of July and when the invoice is paid. There were no major increases in the total expenses- but the Department paid for more invoices at this time in 2012 compared to 2011. A correction for supplies will be made because \$7,000 was for the brochure mailing and not office supplies and that journal entry will be made with the Finance Department. The Misc Finance expenses are at \$23,000 as opposed to \$18,000. This amount is for all finance charges having to do with credit card transactions. This means, the more business the Department does, the higher this amount will be.
- c. 5020 Childcare Division: This is the largest division in the Department. Important note, Madera child care has improved enrollment, and overall childcare is ahead. On page 3: (the top right) -\$65,945.51 this is the amount of collections carried forward from previous year- this will be offset once collected. The Department made great progress in the area of collections currently, largely due to Sarah DiBenedetto's efforts in collecting fees before they become collects. 5020 expenses are down due to full time vacancy. Part time salary amount is increased because of covering this, but the Department is still saving. Operating supplies are down. Deficit of \$9,000 as opposed to \$142,000 from the previous year.
 - d. 5030 Swim Center: not performing as well as in the past. One major factor is our swim camp, which is traditionally full and was not this year. Summer camps usually have peaks and valleys. This is something that we will be working on. It does not seem like the Albany pool has been a major factor yet- and if it has been a factor, we have not been able to identify it as "a factor". Overall behind in aquatics division, but the gap is trending downwards.
 - e. 5040 Senior Center: 1st quarter ahead by \$5,000 in revenue, a good trend to see. Expenses are down despite the retirement payout. Part time salaries only increased because Janet was a part-time until the recent appointment. Overall, \$9,000 less subsidy to the Senior Center year to date.
 - f. 5050 Adult and Community Services: \$13,000 greater revenue at the quarter, \$4,200 to the good (more than we spent). This division is designed to largely pay for itself.
 - g. 5060 Youth Services Division: Includes everything for kids that are not traditional child care and camps such as enrichment classes, special events for kids, and specialty summer camps. One major difference is that Ravenclyff program this year we collected \$6,200 and last year we collected \$19,000 because of when the total camp payment was due. The money was at the end of last fiscal year. The difference will be made up this coming June. This division still came out ahead, \$165,000 as opposed to \$148,000 the previous year. Expenses were relatively stable. Ended the quarter \$50,000 deficit instead of \$71,000 the previous year.

Manish Doshi: appreciate having a quarterly report.

9. Public Works Update: Bill Driscoll, Maintenance Superintendent- excused absence.

10. Staff Update

- a. Christopher Jones: WCCUSD deadline of Nov 17, 2012 has passed. The District may look at the item in January 2013. May seek help from the Superintendent on this issue. Manish will follow up

11. Items For Next Agenda:

- a. Steve Lipson: A report from Bill Driscoll or Jerry Bradshaw regarding issues with the drainage at Canyon Trail. Currently there is draining onto the field. Seepage on the east side of the field. Problem has continued even when it was dry. Causes and escalation of the problem is unknown. Commission would like a report on this. Note, Jerry Bradshaw has retired but will be working part-time.
- b. December 26, 2012 meeting will be cancelled. Next meeting will be January 23, 2013.
- c. Seating members are up for eligibility reappointment in January 2013. Currently, there is one open seat. The City is collecting applications for all commission openings.
- d. Update on WCCUSD and field usage.
- e. Urban Greening taskforce update- under commission announcements.

12. Meeting Adjournment: Manish Doshi called the meeting adjourned.

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