AGENDA
REGULAR MEETING OF THE
PARK AND RECREATION COMMISSION

Wednesday, November 30, 2022 at 7:00 p.m.

JOIN VIA ZOOM:
https://us06web.zoom.us/j/89891784374?pwd=UEhTQVVseEZVVUxpS2k0R0F0b3RFUT09
Event ID: 898 9178 4374 Password: 313716
or Dial in: 1-408-638-0968

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 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 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.

5. APPROVAL OF MINUTES
   Consider a motion adopting the minutes of the Park and Recreation Commission
   meeting on October 26, 2022.

6. URBAN TRAIL MAINTENANCE AND IMPROVEMENTS
   Discussion and presentation on community outreach plans, proposed trail
   maintenance work, and possible action to recommend procedures and protocols
   for volunteers and City assistance.

7. CHILDCARE AND SUMMER CAMPS PRESENTATION
   Overview of Recreation Department school aged childcare programs.

8. PARK AND RECREATION COMMISSION WORK PLAN DISCUSSION AND
   UPDATES
   Commission discussion and updates on work plan goals and progress.
   • Work Plan Group and Liaison Reports

9. 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.

10. RECREATION DEPARTMENT UPDATE
    Update on items of interest in the Recreation Department.

11. ITEMS FOR FUTURE AGENDAS
    • Next Regular Meeting: Wednesday, November 30, 2022 at 7 p.m.
    • Parks and Recreation Facilities Projects Update – Ongoing
    • Work Plan Item Discussion/Updates – Ongoing
    • Budget Review and Possible Recommendations - 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
NOVEMBER 30, 2022

AGENDA ITEM 2 - COMMISSION/STAFF COMMUNICATIONS AND ANNOUCEMENTS

1. Arlington Park Improvements Project Public Meeting Flyer

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. Draft Meeting Minutes, October 26, 2022

AGENDA ITEM 6 – URBAN TRAIL MAINTENANCE AND IMPROVEMENTS

1. Draft Recommendation

AGENDA ITEM 7 - CHILDCARE AND SUMMER CAMPS PRESENTATION

1. Presentation

AGENDA ITEM 9 - REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS

1. Projects Status Sheet
PUBLIC MEETING

Please join the City of El Cerrito for a public meeting about future plans for Arlington Park.

WEDNESDAY
DECEMBER 7TH
6-8PM

ARLINGTON PARK & CLUBHOUSE
1120 Arlington Blvd
El Cerrito, CA 94530

UNABLE TO ATTEND?
Please join our email list for updates about this project by scanning or clicking the QR code below:
7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING - Chair Codron called the meeting to order at 7:01pm

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

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.
   None

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 reported on the October 18, 2022 City Council meeting including the El Cerrito Garden Club’s Sundar Shadi Awards, the award of the Arlington
Park Improvements design contract, and the Swim Center Recreation Pool Re-Plastering construction contract.

5. APPROVAL OF MINUTES
Consider a motion adopting the minutes of the Park and Recreation Commission meeting on September 28, 2022.

Moved/Seconded: Members La Force/Chuaqui.
Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on September 28, 2022.
Ayes: Chair Codron; Members Chuaqui and La Force.
Noes: None
Abstain: None

7. PARK AND RECREATION COMMISSION WORK PLAN DISCUSSION AND UPDATES
Commission discussion and updates on work plan goals and progress.
- Work Plan Group and Liaison Reports

(Heard Out of Order)

Discussion: Chair Codron announced that the Urban Trails & Open Space Work Plan Group members would be meeting with the El Cerrito Trail Trekkers turn their proposed procedures into a more formalized policy similar to other City policies and procedures.

Director Jones announced that written correspondence for this item had been received from Vice Chair Kaczor and it was included in the supplemental materials for the meeting.

Action: Received and filed

8. 2023 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE
Discussion and possible action to approve the Regular Meeting Schedule for the 2023 Calendar Year.

(Heard Out of Order)

Presentation and Discussion: staff discussed and responded to questions about the proposed 2023 Regular Meeting Schedule.

Moved/Seconded: Members La Force/Chuaqui.
Action: Passed a motion to approve the 2023 Regular Schedule for the Park and Recreation Commission.
Ayes: Chair Codron; Members Chuaqui and La Force.
6. ARLINGTON PARK TENNIS PLAZA DESIGN
Consider a recommendation to approve incorporating stenciled pavers into the Arlington Park Tennis Plaza Phase I Design. The pavers will serve as a fundraiser to raise money for the Tennis Plaza construction.

(Heard Out of Order)

Presentation and Discussion: Bob Guletz and Patricia St. John discussed and responded to questions about the El Cerrito Tennis Club’s plans to sell bricks (pavers) as a fundraiser for the Tennis Plaza project. They discussed the placement and possible colors of the bricks as part of Phase I of the project. They also discussed options for Phase II of the project depending on how much money they can raise.

Moved/Seconded: Chair Codron/Member Chuaqui.
Action: Passed a motion to recommend approval of the brick program as presented with the suggestion of using a combination of the two lightest colored bricks for contrast.
Ayes: Chair Codron; Members Chuaqui and La Force.
Noes: None
Abstain: None

9. 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 discussed and responded to questions about the status of the projects at Arlington Park, Hillside Natural Area Improvements and Swim Center Capital Enhancements.

Action: Received and filed.

10. RECREATION DEPARTMENT UPDATE
Update on items of interest in the Recreation Department.

Presentation: Staff reported on new and upcoming programs in the Fall, Canned Food Donation Drive, the “Thankful Tree”, Upcoming rEC Treks (senior day trips), Café Costa senior nutrition program and holiday closure information.

Action: Received and filed
11. ITEMS FOR FUTURE AGENDAS
   - Next Regular Meeting: Wednesday, November 30, 2022 at 7 p.m.
   - Parks and Recreation Facilities Projects Update – Ongoing
   - Work Plan Item Discussion/Updates – Ongoing
   - Budget Review and Possible Recommendations - November

12. ADJOURN PARK AND RECREATION COMMISSION MEETING - Chair Codron
    adjourned the meeting at 8:04 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 October 26, 2022 as approved
by the Park and Recreation Commission.

______________________________________________
Christopher Jones, Staff Liaison
INTRODUCTION
On December 1, 2021 the Park and Recreation Commission formed a work plan group with Trail Trekkers to explore opportunities to support urban trail development and maintenance.

SUMMARY OF RECOMMENDATIONS TO CITY COUNCIL
1) Establish a contact department and person to coordinate and work with Trail Trekkers on matters that support trail development and maintenance (i.e., borrowing tools, removal of debris etc.,)
2) Review and approve Trail Trekkers public outreach procedure for urban trails. Procedure outlines in detail how Trail Trekkers’ volunteer resources will execute community outreach to the public. Their community outreach ensures the public understands the benefits of the trail system and communication process. The procedure also outlines the multiple communication measures and timeline used to properly inform the public of trail maintenance and maintenance.
A. Trail Trekkers will identify trail projects that require improvements and present to Park and Recreation Commission
B. Trail Trekkers will outline a detailed work plan for each trail
   - Trail Name
   - Trail Location
   - Trail Work Requirements
   - City Support Requirements (hauling debris, limited administrative staff dedication)
   - Pre-requisite Checklist
     Stege Sanitary District
     Native Plant Checklist
     Others as applicable
C. Trail Trekkers will present and recommend trails to be included in the Park and Recreation Commission work plan
D. Park and Recreation will review trails submitted by Trail Trekkers and approve as part of the Park and Recreation workplan
E. Trail Trekker’s volunteer resources will execute a community outreach to the public in regards to trail improvement and development. The community outreach will consists of multiple measures:
   - Print materials that will include comprehensive information about each trail
   - Post on social media platforms (Facebook, Nextdoor, etc.,
   - Invite public to call/email for additional information
   - Meet with public as needed
   - Perform regular follow up with neighbors as desired
   - Perform timely updates & progress of trails to Park and Recreation Commission and neighbors
F. Trail Trekkers will work with assigned city department/staff contact.
G. Trail Trekkers will provide status updates to Park and Recreation

Timeline for Community Outreach:

Eight Weeks from Trail Building – Trekkers meets with El Cerrito to determine what City resources are needed, if needed, visiting trail site to take final measurements. Make a list of tools and materials needed (railroad ties; gravel, concrete etc., mulch. Make a list of human resources needed to procure these items and needed to deliver them to the trail site on or before trail build day.

Six weeks from Trail Building – Trekkers trail building committee meets to finalize our building teams.
Four weeks from Trail Building – Outreach teams distribute flyers and knock on doors to inform neighbors of the plan and invite them to participate.

Three weeks from trail building- Follow up with homes where no one answered. Send email reminders to Trekker members to come on trail building day.

Construction day – Verify the supplies and tools are at the trail building site. Prepare the site. Build the trail, cleaning up after each day until project is complete.
Agenda

PROVIDE AN OVERVIEW OF THE DIVISION’S PROGRAMS (THE “W’S” + WHAT MAKES THE PROGRAM UNIQUE)

SHARE BENEFITS, CHALLENGES, SILVER LININGS & GOALS FOR THE PROGRAMS

QUESTIONS & COMMENTS
Childcare & Camp Division

Programs

- Afterschool Childcare
- School Year Break Camps
- Summer Camps “Camp Everything”
- Teeter Tots
Division Revenue & Expenses

**Recreation Department General Fund Revenue - $4,563,420**
- Administration, $131,400.00, 3%
- Adult Programs & Facility Rentals, $355,000.00, 8%
- Senior Services, $80,020.00, 2%
- Swim Center, $876,500.00
- Childcare, $1,833,000.00, 40%

**Recreation Department General Fund Expenditures - $5,559,574**
- Administration, $843,730.00, 15%
- Youth Services, $948,657.00, 17%
- Adult Programs & Facility Rentals, $263,958.00, 5%
- Senior Services, $310,258.00, 6%
- Swim Center, $908,382.00, 16%

**Childcare Revenues By Program Type - $1,833,000**
- Camp Everything, $338,000.00, 18%
- School Break Camps, $85,000.00, 5%
- Teeter Tots Fees, $80,000.00, 4%
- Afterschool Care, $1,330,000.00, 73%
Afterschool Childcare

- **The Ws**
  - **Why? Working parents**
    - Provide care at all 3 WCCUSD elementary schools for grades TK-6th
    - Provide both licensed childcare (at capacity) and non-licensed “school-based recreation” programs
  - Kinder Club
  - Fairmont (43)
  - Harding (85)
  - Madera (120)

- **What makes Afterschool unique?**
  - Experience level of Coordinators
  - Relationship with WCCUSD
  - Ability to do both licensed & unlicensed
  - Recreation vs. Childcare
School Year Break Camps

- **The Ws**
- **Why?** Some parents still have to work, and others just want or need a break
- Thanksgiving Week Mon-Wed
- Winter Break Weeks (2) over the December holidays
- President’s Camp
- Spring Camp

- **What makes Break Camps unique?**
- Not offered by all providers
- A way to explore and experience camp without a long commitment
- Spring Camp often gets to utilize Swim Center
Camp Everything

- The Ws:
  - Why? Parents need something for their child to do, children need a place to thrive and ‘reset’ after the school year
  - Adventure Camp K-1st at the Harding
  - Discovery Camp 1st – 3rd at Castro
  - Explorers Camp 4th – 8 at Faimont
  - ½ Day Camp at Prospect
  - 9 weeks during summer break

- What makes Camp Everything unique?
  - Staff team highly focused on Recreation vs. Childcare
  - Serving El Cerrito and surrounding area (especially with decrease in other options)
  - Ability to utilize City facilities
Teeter Tots

**The Ws**
- Serves 2-5 year olds Mon-Thurs 9-12
- Located at Portola Clubhouse (we moved!)
- Operates year-round
- Helps young children learn social skills, language, basic academic concepts, autonomy & independence

**What makes Teeter Tots unique?**
- Demographic served
- Incredible facility & outdoor play area
- Experienced staff
- Sense of community
Benefits – what gives our programs a boost?

◦ Location, location, location! El Cerrito is AWESOME!
◦ People want to be in El Cerrito
◦ El Cerritans value community and neighborhoods
◦ Public programs serve everyone
◦ Scholarships available
◦ Programs are consistent and reliable (quick to re-open in 2020)
◦ Experienced team
Pandemic “Silver Linings”

- We now have more transition time between the school year and camp, and going back to the school year = HIGHER QUALITY
- Smaller groups in Madera Afterschool & in Adventure & Discovery Camps (left over from ‘pod’ models)
- Utilize Nov 1st WCCUSD Staff Development Day as a training opportunity for our team
- Better cleaning and disinfecting in programs
- Less sick children & staff in programs
Challenges

- Recruit & retain staff
- Reliance on a temp staffing agency
- Train staff (zoom burn out, sense of life being overwhelming)
- Staff scheduling is getting trickier as colleges are now waiting much longer before giving students’ schedules
- Offering shorter length programs (AM care, extended care)
- Parent expectations vary greatly (Covid-19, academics, focus on health)
- Balance rising costs (wages, supplies, food, field trips) with affordability
- Lowering age of TK students
Goals

◦ Cultivate a culture of curiosity & personal growth
◦ Create motivation to continually increase program numbers and look at quality as something to constantly strive for – no status quo!
◦ Build community among families & increase parent involvement in programs
◦ Ensure inclusivity
◦ Find pathways to fund more low-income students
◦ Keep programs as climate-sustaining as possible
◦ Stay on top of trends & changes in the industry (e.g. TK, HEPA, Positive Discipline, Abuse Prevention)
Conclusion & Questions

◦ Why I worked here, what I came to do
◦ THANK YOU!
◦ Questions?
## Park Recreation Capital Improvement Projects, FY 2023
City of El Cerrito Park and Recreation Commission - 11/30/22

<table>
<thead>
<tr>
<th>Funded &amp; Approved Projects</th>
<th>Project #</th>
<th>Budget FY 2023</th>
<th>Funding Source</th>
<th>Status</th>
</tr>
</thead>
</table>

*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.*

| Hillside Natural Area Signage Improvements | C5038 | $60,058 | Measure WW | Timeline is progress for this high priority project with new Project Manager, restarting in Fall 2022. Must be completed by 12/31/24. |

*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.*

| Hillside Natura Area (HNA) Improvements | C3075, C5046 | $145,000 | Potential Grant | Coastal Conservancy Wildfire Resiliency Grant Program application was successful. Planning for next steps in progress. |

*This project will implement the Parks and Recreation Facilities Master Plan recommendation of creating a HNA Master Plan for trail maintenance & development, native plant and forest restoration, vegetation management and fire mitigation in line with the requirements of the grant.*

| Parks and Recreation Facilities Master Plan Program | TBD | $61,000 | Donations | Gathering specs for Pickleball Court conversion for eventual RFP. Tennis Club will bring forward proposal for brick fundraiser, Park & Rec Commission to review paver design and color. |

*The Program will implement the recommendations in the Parks & 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.*

| Swim Center Capital Enhancements | C3050 | $335,000 | Measure A - 2000, Measure H | Recreation Pool Replaster plans revised and waiting for Health Department approval. Negotiations with contractor successfully brought project within budget with scope and design changes. Waterslide removed from project, will be pursued separately. Project timeframe some point between December 2022 to March 2023. |

*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.*
### Future & Unfunded Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Project #</th>
<th>Budget</th>
<th>Funding Source</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centennial Park Phase II</td>
<td>C5037</td>
<td>$355,000</td>
<td>Developer Related Fees</td>
<td>Planned for FY 2024</td>
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<tr>
<td>Creek Major Maintenance &amp; Restoration Program</td>
<td>TBD</td>
<td>$1,101,300</td>
<td>Unidentified</td>
<td>TBD</td>
</tr>
<tr>
<td>Multi-Generation Recreation Facility</td>
<td>TBD</td>
<td>~$5.5 million</td>
<td>Unidentified</td>
<td>TBD</td>
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<tr>
<td>Ohlone Greenway Master Plan Improvements</td>
<td>various</td>
<td>$413,000</td>
<td>Developer Contributions, various</td>
<td>Planned for FY 2024 and FY 2026</td>
</tr>
<tr>
<td>Ohlone Greenway Improvements - Hill to Blake</td>
<td>C3069</td>
<td>$265,000</td>
<td>Park-In-Lieu</td>
<td>Tentatively scheduled for FY 2024 and FY2025</td>
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<tr>
<td>Parks &amp; Recreation Facilities Master Plan Projects</td>
<td>TBD, various</td>
<td>~ $31 million+</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Urban Forest Management Program</td>
<td>C3042, TBD</td>
<td>$346,100</td>
<td>Unidentified</td>
<td>Fiscal Years 2024 through 2027</td>
</tr>
<tr>
<td>Urban Greening (Lower Fairston &amp; Blue to Green Connection)</td>
<td>TBD</td>
<td>$8,084,550</td>
<td>Unidentified</td>
<td>TBD</td>
</tr>
</tbody>
</table>

SEE PROJECT DESCRIPTIONS IN CITY BUDGET, SECTION 12: CAPITAL IMPROVEMENTS

Updates since last report listed in red.