MINUTES
REGULAR MEETING OF THE
PARK AND RECREATION COMMISSION
Wednesday, February 24, 2021 at 7:00 p.m.

VIA TELECONFERENCE
https://elcerrito.webex.com/elcerrito/onstage/g.php?
MTID=e71b658494e8c72c4966de618fe2c2389

Event ID: 187 348 3604
Event Password: ZPm82h2HurM
or
Join by Phone: 1-408-418-9388
Access code: 187 348 3604

Pursuant to Executive Orders N-25-20 and N-29-20, and in Response to the COVID-19 Pandemic
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 WebEx using the meeting
information listed above.

Public comments may be submitted one of two ways:

1. Via WebEx using the meeting instructions included above. Each period for public comment will be
   announced, and attendees may use the "Raise Hand" feature to request to speak.
   **Please note - If a member of the public can join via phone only, a request to speak must be
   submitted via email to cjones@ci.elcerrito.ca.us. The request must contain in the subject line
   Request to speak – Agenda Item # and must include a name and the full phone number that will be
   used to call in.

2. Via email to cjones@ci.elcerrito.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.

Written 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 MEETING

1. ROLL CALL – Present: Chair Tara McIntire; Vice-Chair Ben Chuaqui; Members,
   Avis Codron, Norman La Force, Art Machado, Shawn Purcell, David Zuckermann

2. COMMISSION/STAFF COMMUNICATIONS AND ANNOUNCEMENTS
   Member Codron posed a question to City Staff asking where the Commission
   stands with the Joint Ad Hoc Committee on Public Art in the Parks. Recreation
   Director Chris Jones answered that the Art and Culture Committee had it on their
February agenda but that the February meeting had been cancelled and the agenda item has been postponed until their next meeting.

Member Zuckermann announced that after 4 years of service on the Park and Recreation Commission his term ends with tonight’s meeting.

Chair McIntire also announced that after 4 years of service her term is also ending as a commissioner and that overall, it has been a great experience.

Vice-Chair Chuaqui asked what happens with both commissioners’ terms ending. Director Chris Jones answered that next month Vice-Chair Chuaqui would chair and in April the Commission would reorganize.

Member Purcell introduced himself as the newest member to the Commission. He has been a resident of El Cerrito since 2004. He is a fulltime college professor at College of Marin and St. Mary’s and for the past six months has been looking to serve in local government.

Recreation Director Jones announced the Park and Recreation Commission meeting format will be moving to the Zoom platform soon. He also announced that City Council recently updated policy and procedures relating to the City Council and Commissions. The updates are posted on the City’s website.

Recreation Director Jones announced that registration for Fitness, Masters and now Family Swim have opened for first part of March. With the Activity Pool opening on March 6th, the department was able to add additional days and times for both Family and Fitness Swim. As the Recreation Department can increase staffing, management hopes to add water aerobics and modified swim lessons to the pool schedule.

Commission members introduced themselves to the newest members Shawn Purcell (joining the commission today) and Jen Kaczor (who will join the Commission in March).

Member Purcell and Kaczor then introduced themselves. Jen Kaczor has been a resident of El Cerrito for about two years and is a Bay Area Native. She is interested in learning about other levels of government, she has worked in federal government for the past four years. She is seeking volunteer opportunities and being a member of this commission seemed like a great one. Kaczor is also currently an applicant member of Urban Forest Committee. Member Purcell grew up in the East Bay and lived in Albany for a long time and has been a resident of El Cerrito since 2004. Member Purcell works in Marin County as a college professor and did governance work there. The reason he applied to be a Park and Recreation Commission member is because Purcell wanted to do something more local and has a connection to and sees value in the parks throughout El Cerrito.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**

None.
4. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS
Recreation Director Chris Jones reported on the mid-year budget adjustment proposed to City Council. The main item that has occupied City Council's time has been the mid-year budget adjustment. Council voted to cut around $300,000 to meet the fiscal year end goals of having a fund balance of at least approximately $650,000.

5. APPROVAL OF MINUTES
Moved/Seconded: Member La Force/ Member Zuckermann. Pass a motion to approve the minutes of the Park and Recreation Commission meeting on December 2, 2020.

Ayes: Chair Tara McIntire; Vice-Chair Ben Chuaqui; Members, Avis Codron, Normal La Force, Shawn Purcell, David Zuckermann
Noes: None
Abstain: None

6. PRESENTATION AND DISCUSSION: OPERATIONS DURING THE COVID-19 PANDEMIC
Recreation Director Chris Jones gave a presentation on the lessons learned, silver linings and opportunities for the future. In the lessons learned portion of the presentation Director Jones talked about acting quickly versus waiting for updated guidance, policies and procedures aligned with guidance and best practices, comfort levels and adherence to guidance, and increased pre-registration. In the silver linings portion of the presentation Director Jones talked about increased customer knowledge regarding online registration, increased cross-divisional collaboration, virtual meetings and programs, and customer appreciation. In the opportunities portion of the presentation Director Jones talked about increased continuing to use virtual meeting told and online communication applications, making online registration the primary method of registration, continuing to offer and enhance virtual programming, and the ability to transition priorities and programs to better fit the needs of the Recreation Department.

Sentiments were shared by Chair McIntire and Members Zuckermann and La Force.

7. REVIEW AND DISCUSSION OF RECREATION DEPARTMENT’S FISCAL YEAR 2020-21 AMENDED BUDGET
Director Chris Jones gave a presentation that included the Recreation Department’s fiscal year 2020-21 amended budget. The presentation included department information prior to the COVID-19 pandemic and what has been happening since.

The El Cerrito Recreation Department cost recovery of 75% for budgeted fiscal year 2019, was higher than the surrounding cities of Hercules, Danville, San Ramon, Albany, Emeryville and San Pablo. At 44% the Department also had the higher revenue collected versus year-to-date 12/31/2020 budget actuals than the surrounding cities of Piedmont, Emeryville, San Ramon, Danville, Hercules, and
Albany. Due to the financial situation of the City, the organizational structure of the Department has changed including 3 Fulltime employee lay-offs and 1 full-time employee resignation in which the position has been eliminated. There have also been four layoffs of part-time employees saving approximately $180,000. Director Jones then broke down the amended budget by its different divisions including Recreation Administration, Childcare, Aquatics, Senior Services, Adult Programs & Facility Rentals, Youth Programs & Sports and Custodial Services. The information Director Jones included about each division were what services and activities were open/running, open/running with modifications, or closed; revenue and expense totals of the amended budget, YTD transactions, projections for 1/1 to 6/30/2021, and the mid-year adjustment for fiscal year 2021.

8. REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS
Director Chris Jones presented the Parks Projects Status Sheet of funded and unfunded capital improvement program projects related to Parks and Recreation. The Hillside Natural Area construction contract was awarded by City Council on February 16, 2021 with expected completion in Spring 2021. The Hillside Natural Area Signage Improvements project's final design will be up for bidding in March and April of 2021 to meet the deadline of December 2021. Discussion followed with additional comments from Vice-Chair Chuaqui.

9. RECREATION DEPARTMENT UPDATE
Recreation Analyst Sarah DiBenedetto presented the Recreation Department update including information on Summer Camp 2021, Session 5 of youth programs (all day childcare, learning labs, afternoon recreation, gymnastics, science, and art), increased youth program scholarship assistance, and senior programs (Easy Ride Paratransit, C.C. Café meals, TED Talks and Senior Tech).

10. ITEMS FOR FUTURE AGENDAS
- Next Regular Meeting: Wednesday, March 24, 2021 at 7 p.m.
- Parks and Recreation Facilities Capital Improvement Program (CIP) projects for Fiscal Year 2020-21 – monthly
- Re-Organization of the Park and Recreation Commission – April 2021

11. ADJOURNMENT 8:57 p.m.

Ben Chuaqui, Vice-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 of February 24, 2021 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison