AGENDA
REGULAR MEETING OF THE
PARK AND RECREATION COMMISSION
Wednesday, February 23, 2022 at 7:00 p.m.

JOIN VIA ZOOM:
https://us06web.zoom.us/j/82924362302?pwd=YW85U0U2c0FvSUUpmdXNXNmZlbWd3dz09
Event ID: 829 2436 2302  Password: 728601
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 Ben Chuaqui; Vice-Chair Avis Codron; Members, Jennifer Kaczor, Norman La Force, Art Machado, Megan Wier

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 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 January 26, 2022.

6. ARLINGTON PARK TENNIS GARDEN DISCUSSION AND PROPOSAL
Presentation from the El Cerrito Tennis Club on their conceptual plans to create a tennis garden on the west side of the Arlington Park Tennis Courts. Possible action to recommend Phase I which includes removing hedges and installing bleachers utilizing donated funds.

7. RECREATION PROGRAMS AND SERVICES PRESENTATION AND OVERVIEW
The Recreation Department’s Supervisors will present to the Commission an overview of their areas of responsibility and the programs and services offered by the Department.

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.
- Open space and urban trails update
- Community engagement and outreach
- Work plan progress

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, March 30, 2022 at 7 p.m.
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing
  - Recreation Programs & Services – February
- Recreation Department Master Fee Schedule and FY2023 Budget – TBD Spring
- Parks and Recreation Facilities FY2023 Capital Improvement Program – TBD Spring
### 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
FEBRUARY 23, 2022

AGENDA ITEM 5 – APPROVAL OF MINUTES

1. Draft Meeting Minutes – January 26, 2022

AGENDA ITEM 6 – ARLINGTON PARK TENNIS GARDEN DISCUSSION AND PROPOSAL

1. Presentation
2. Background Information and Cost Estimates

AGENDA ITEM 7 - RECREATION PROGRAMS AND SERVICES PRESENTATION AND OVERVIEW

1. Presentation

AGENDA ITEM 8 – PARK AND RECREATION COMMISSION WORK PLAN TOPICS DISCUSSION

1. FY2021-22 Work Plan

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

1. Project Status Sheet
7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING - Chair Chuaqui called the meeting to order at 7:00 p.m.

1. ROLL CALL – Present: Chair Ben Chuaqui; Vice-Chair Avis Codron; Members, Jennifer Kaczor, Norman La Force, Art Machado Absent: Commissioner Megan Wier

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.

   Commissioner Kaczor asked clarifying questions about when public comment would take place for Item #8.

   Chair Chuaqui reported that someone told him that Round-Up was being used by the City’s landscape contractor. Director Jones responded that the City has a moratorium on the usage of Round-Up (glyphosate) but that the landscape contractors do on occasion use other herbicides that are more environmentally friendly and following established practices by the City.

   Commissioner Kaczor announced that a Subcommittee of the City’s Urban Forest Committee worked on a grant pre-approval application that was recently submitted to the Coastal Commission. The grant would fund a vegetation management plan in the Hillside Natural Area focusing on fire prevention and ecosystem restoration.

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.

Recreation Director asked if there was anyone in attendance who was interested in applying for the Park and Recreation Commission. There was no response.

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

Moved/Seconded: Members Machado/La Force.
Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on December 1, 2021.
Ayes: Vice-Chair Avis Cedron, Members Jennifer Kaczor, Norman La Force, Art Machado.
Noes: None
Abstain: Chair Ben Chuaqui

6. RECREATION DEPARTMENT MID-YEAR BUDGET OVERVIEW AND UPDATE
Review Recreation Department General Fund Budget for Fiscal Year 2021-22 and mid-year unaudited actuals.

Presentation & Discussion: Staff responded to questions and comments by members of the Commission regarding the Recreation Department's budget, growth in programs revenue since the pandemic began, mid-year actuals and projections, programming trends, staff reductions, program fees, 4th of July and program areas.

Action: Received and filed.

8. PARK AND RECREATION COMMISSION WORK PLAN TOPICS DISCUSSION AND UPDATES (heard out of order)
Commission discussion and updates on work plan goals and progress and possible action to appoint work plan group members.

- Open space and urban trails update
- Community engagement and outreach
- Work plan progress

Presentation & Discussion: Staff responded to questions and comments by members of the Commission regarding topics from the Commission’s Work Plan and Work Plan Groups.
Commissioners Condron and Kaczor discussed updates of the Open Space and Urban Trails Work Group regarding supporting the work of volunteers, obstacles and proximity to private property, policies, City support, examples in other cities, and next steps.

Staff responded to questions and comments by members of the Commission regarding the Programs and Services and Community Outreach and Engagement goals in the work plan including supervisor presentations, program evaluations, visiting parks and soliciting public feedback.

Public Comment:
Dave Weinstein, President of the El Cerrito Trail Trekkers, spoke about volunteers building new and improving trails, techniques for improving trail safety, fundraising, dealing with trails near private property and working with the City.

Action: Received and filed.

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.

Presentation & Discussion: Staff responded to questions and comments by members of the Commission regarding the Arlington Park Capital Improvements Project, delays in completing the Hillside Natural Area Wayfinding Signage Project and the Swim Center Recreation Pool Re-Plaster Project.

Action: Received and filed.

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

Director Jones reported on the following topics: public counter closures and reductions in hours due to the Omicron surge, new registration website interface, summer camp registration, new classes and programs, AARP tax preparation, high school swim season at the Swim Center, and the Summer Camp activity guide.

10. ITEMS FOR FUTURE AGENDAS
• Next Regular Meeting: Wednesday, February 23, 2022 at 7 p.m.
• Parks and Recreation Facilities Projects Update – Ongoing
• Work Plan Item Discussion/Updates – Ongoing
  o Recreation Programs & Services – February
  o Community Engagement and Outreach
• El Cerrito Tennis Club Arlington Courts Plaza Proposal – February
• Recreation Department Master Fee Schedule and FY2023 Budget – TBD
  Spring
• Parks and Recreation Facilities FY2023 Capital Improvement Program – TBD Spring

11. ADJOURN PARK AND RECREATION COMMISSION MEETING – Chair Chuaqui adjourned the meeting at 8:48 p.m.

Ben Chuaqui, 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 January 26, 2022 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison
El Cerrito Tennis Garden Proposal

Background
- Objective: Create assembly and viewing area south of Arlington courts
- ECTC’s effort began in 2018
- Incorporated into City’s 2018 P&R Master Plan

Attributes and Benefits.
- Phase I: Remove hedges and construct a bleacher
- Phase II: Raise adjacent grassy area, provide picnic table, benches, kiosk, and landscaping.
- Optional: Permeable pavers
- Completed: Contactless water bottle filler

Plan and Budget
- Conceptual plans and budget are completed
- Conceptual level cost estimate: $121,500 (including 20% contingency)
- Phase I: $10,600; Phase II: $110,900 (1/2 is optional permeable pavers)

Funding and Timing
- City approval requested to enable fundraising
- Sources: Member donations, ECTC event, USTA grants, in-kind contributions
- El Cerrito Community Foundation (ECCF) is our 501(c)(3) partner
- ECTC’s request: Approval of Phase I now; Phase II approval when details and funding progress
- Target dates: Phase I Spring 2022; Phase II by EOY 2022
Date: February 15, 2022

To: Chris Jones, Director, El Cerrito P&R Department

From: El Cerrito Tennis Club (Marcus Young, President and Bob Guletz, Tennis Garden Committee Chair)

RE: Submittal of El Cerrito Tennis Garden Proposal

ECTC has been working on the concept of a Tennis Garden adjacent to the Arlington Tennis Courts since 2018. We have advanced our efforts to the point of asking the City for approval to proceed with the project.

Background. This has been a grass-roots effort by the ECTC to improve the non-useable grass area south of the tennis courts so it can be used as a ‘home base’ for ECTC’s various competitive and non-competitive tennis events. The Tennis Garden concept was approved in the City’s 2018 P&R Master Plan.

Attributes and Benefits. Our project has been broken into two phases so that early benefits can be achieved relatively quickly and economically. Phase I will be removal of the hedges that restrict movement during events and make sitting and watching events troublesome. We will also construct a single low-profile 15-ft. long bleacher that will seat 30 people, serving spectators and providing a single place for those waiting for a court. Phase II would build out our dream by raising the adjacent grassy area to be level with the courts, and providing a picnic table, benches, a kiosk for club and City tennis announcements, and perimeter landscaping. If sufficient funds are raised, we will install permeable pavers as surfacing to replace the grass. We accomplished one of our Tennis Garden goals, installation of a contactless water bottle filler at the adjacent community building, last year using a USTA COVID-19 grant.

Plan and Budget. Conceptual plans and budget have been developed with input from professional landscape designer Patricia St. John, civil engineer Bob Guletz, and a local landscape contractor. The current conceptual level estimate of cost is $121,500, including a 20% contingency. (Phase I is $10,600 and Phase II is $110,900; half of Phase II cost is for optional permeable pavers).

Funding and Timing. Once approved by the City, ECTC will develop a fund-raising plan for both phases. Funding sources might include member donations, ECTC fundraising events and limited reserve funds, USTA or other grants, employer matching contributions, El Cerrito civic groups, and in-kind contributions. We have executed an agreement with the El Cerrito Community Foundation (ECCF) to act as our 501(c)(3) so donor contributions are tax deductible.

We now seek approval to proceed with Phase I so we can begin fundraising and construction of Phase I this spring. Phase II detail design will be submitted for City approval when our fundraising effort progresses sufficiently. We hope to complete Phase II in this calendar year 2022.

Attached Information. The following are included for reference: Tennis Garden conceptual scale drawing, color sketches, and conceptual-level cost estimate. Please contact Bob Guletz if you have any questions.

Thank you for continuing to support our exciting project. We are very excited about getting this far and look forward to successfully moving forward to completion for the benefit of the entire El Cerrito tennis community.
<table>
<thead>
<tr>
<th><strong>#</strong></th>
<th>Item</th>
<th>Est $</th>
<th>Work by</th>
<th>Scope / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>PHASE I - Bleacher and relocated bench; remove hedges</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Remove hedges; fill holes</td>
<td>0</td>
<td>City</td>
<td>Work by City crews is 'probable', pending P&amp;R Commission approval of Phase I</td>
</tr>
<tr>
<td>1.2,</td>
<td>Excavate, form and pour concrete bleacher and relocated bench foundations</td>
<td>4,200</td>
<td>Contractor</td>
<td>Remove old bench concrete footing. Remove and save bench. Excavate, compact, add base rock, form and pour the foundation and bench pads.</td>
</tr>
<tr>
<td>1.3</td>
<td><strong>PHASE II - Tennis Garden Buildout</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Clear site of vegetation; protect trees</td>
<td>2,640</td>
<td>Contractor</td>
<td>Remove lawn where needed; reuse soil where possible</td>
</tr>
<tr>
<td>2.1,</td>
<td>Purchase concrete wall and tree well masonry units</td>
<td>17,371</td>
<td>Contractor</td>
<td>From McNear Brick and Block, San Rafael; style of block TBD</td>
</tr>
<tr>
<td>2.2-</td>
<td>Construct wall and tree well</td>
<td>3,360</td>
<td>Contractor</td>
<td>Install per manufacturer recommendations and plans, including base rock and drain rock</td>
</tr>
<tr>
<td>2.4</td>
<td><strong>PAVER OPTION</strong>*: Purchase and place permeable pavers</td>
<td>54,000</td>
<td>Contractor</td>
<td>From McNear Brick and Block, San Rafael; style of permeable paver TBD; Install per manufacturer recommendations and plans, including base materials and curbing</td>
</tr>
<tr>
<td>2.5</td>
<td>Soil backfill</td>
<td>8,760</td>
<td>Contractor</td>
<td>Add and compact soil backfill behind wall to level the site</td>
</tr>
<tr>
<td>2.7</td>
<td>Purchase and install table</td>
<td>2,000</td>
<td>Contractor</td>
<td>Design TBD; includes permanent anchoring</td>
</tr>
<tr>
<td>2.8</td>
<td>Construct kiosk</td>
<td>1,500</td>
<td>Contractor</td>
<td>Design TBD; includes materials and solar lighting</td>
</tr>
<tr>
<td>2.9</td>
<td>Irrigation modifications</td>
<td>0</td>
<td>City</td>
<td>Assume City Crews will cap irrigation and provide drip system to new perimeter shrubs</td>
</tr>
<tr>
<td>2.10</td>
<td>Landscaping</td>
<td>500</td>
<td>Volunteers</td>
<td>Purchase and plant perimeter shrubs</td>
</tr>
<tr>
<td>2.11</td>
<td>Water Bottle Station</td>
<td>0</td>
<td>Contractor</td>
<td>DONE; used USTA and ECTIA monies, 2021</td>
</tr>
<tr>
<td>2.12</td>
<td><strong>ECCF ADMIN FEE</strong></td>
<td>2,963</td>
<td></td>
<td>El Cerrito Community Foundation 501(c)(3) charges 3% of funds raised in a calendar year; thereafter $12/year; budget this item at total Phase I+II cost</td>
</tr>
<tr>
<td>2.13</td>
<td>Contingency</td>
<td>19,765</td>
<td></td>
<td>20% contingency at concept design stage</td>
</tr>
<tr>
<td></td>
<td><strong>GRAND TOTAL:</strong></td>
<td>121,500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
* Assistance with estimate was provided by a local contractor
** See estimated quantity calculations sheet
*** Non-paver alternative is natural grass
RECREATION DEPARTMENT PROGRAM & ORGANIZATION OVERVIEW

PARK & RECREATION COMMISSION
FEBRUARY 23, 2022
Agenda

- Provide an update on status of department programs
- Discuss accomplishments, goals & challenges
- Questions & comments
Status of Program Activity

**Status Key**

<table>
<thead>
<tr>
<th>Status Symbols</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Trending Higher than Pre-Pandemic Levels</td>
</tr>
<tr>
<td>=</td>
<td>Trending at Pre-Pandemic Levels</td>
</tr>
<tr>
<td>-</td>
<td>Trending Below Pre-Pandemic Levels</td>
</tr>
<tr>
<td></td>
<td>Activity Increasing over Current/Anticipated Trend Levels</td>
</tr>
</tbody>
</table>
Department Wide

Accomplishments
- Continually bringing back programs & services that had been closed
- Return of rECguide
- Revenue trending higher than budgeted
- Received 19 Parent’s Press “Best Of” Awards recognizing different 2021 classes and camps
- Strategically used available spaces and resources for standardization and increased efficiencies
- Maintained safety of participants, staff, and programs during continually changing protocols

Work Plan/Goals
- Resume special events
- Increase fundraising and scholarship opportunities
- Resume programs where possible
- Create new programs

Challenges
- Sharing of limited facilities
- Continually changing COVID guidelines that impact staff, patrons, programs
- Staffing: Hiring new staff, time-off due to quarantine/isolation, lay-offs, morale
- Information “Overload” – constant messaging of guideline and protocol updates; hard for patrons and staff to stay on top of (and some likely stop reading)
## Childcare

<table>
<thead>
<tr>
<th>Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Pandemic</td>
<td>Current/Anticipated</td>
</tr>
<tr>
<td>Teeter Tots</td>
<td>-</td>
</tr>
<tr>
<td>After School Care</td>
<td>=</td>
</tr>
<tr>
<td>Before School Care</td>
<td>-</td>
</tr>
<tr>
<td>School Break Camps</td>
<td>-</td>
</tr>
<tr>
<td>Traditional Camps</td>
<td>=</td>
</tr>
<tr>
<td>Casa Cerrito Preschool</td>
<td>Closed</td>
</tr>
<tr>
<td>Family Events/Visits to Programs</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Childcare

Accomplishments
- One of the first providers to re-open starting June 2020
- Successfully managed multiple exposures in programs with no spread
- Collaborated with principals to make rapid shifts in programming and incorporate changing district protocols when school resumed
- Ramped up quickly to serve 235 children per day in Afterschool Care beginning in Fall of 2021
- Adapted new trainings utilizing virtual platforms with a type of work that is traditionally hands-on
- Relocated Teeter Tots (after 40+ years) to a better location, freeing up prime space in the Community Center

Work Plan/Goals
- Increase recruitment, training, retention
- Resume the Summer L.I.T. program
- Continue to grow Teeter Tots program back to pre-pandemic level
- Regular and thorough evaluation of programs to enhance outcomes

Challenges
- Recruitment and retention
- Reliance on temp agency
- Balancing rising costs with affordability
- Offering short-length programs
- Keeping programs feeling warm and welcoming with distancing, masking
- Addressing trauma reactions and fear
### Youth Services

#### Activity Status

<table>
<thead>
<tr>
<th>Activity</th>
<th>Pre-Pandemic</th>
<th>Current/Anticipated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Summer Camps</td>
<td>-</td>
<td>↑</td>
</tr>
<tr>
<td>Specialty Classes</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Gymnastics Classes</td>
<td>+</td>
<td>↑</td>
</tr>
<tr>
<td>After School Enrichment Programs</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Most Special Events</td>
<td></td>
<td>Closed</td>
</tr>
</tbody>
</table>
Youth Services

Accomplishments
◦ Successful and safe camp program within state/county guidelines
  ◦ Ran Sports Camp in-house
  ◦ Able to involve and create opportunity for Independent Contractor-led Specialty Sessions
◦ Resumed After School Enrichment Programs (HASEP, MASEP, FASEP)
◦ Resumed seasonal recreational classes such as karate, soccer, Lil Ninja and more
  ◦ Strategized and coordinated with adult and senior programs to maximize facility space
◦ New Gymnastics LIT program
◦ Gymnastics Coaches received “You Make a Difference” Award from WCCUSD’s Community Advisory Committee for Special Education

Work Plan/Goals
◦ Recruit new instructors and part-time staff
◦ Identify new/creative program spaces and maximize use of current facilities
◦ Work with PTA’s to increase ASEP scholarship opportunities

Challenges
◦ Less space for ASEP’s
◦ Some Independent Contractors (instructors) hesitant/unable to return
◦ Class cancellations due to instructor illness, possible close contact, quarantine/isolation
## Facility Rental & Reservations

<table>
<thead>
<tr>
<th>Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis Court Reservations</td>
<td>+</td>
</tr>
<tr>
<td>Field Reservations</td>
<td>+</td>
</tr>
<tr>
<td>Picnic Rentals</td>
<td>+</td>
</tr>
<tr>
<td>Clubhouse Rentals</td>
<td>-</td>
</tr>
<tr>
<td>Community Center Rentals</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Pre-Pandemic | Current/Anticipated
Facility Rental & Reservations

Accomplishments
- Transition to 100% online reservations for tennis courts, picnic sites & Clubhouse
- Resurfacing of Cerrito Vista Tennis Courts
- Worked with Co-Sponsor Field Users to optimize field reservations for year-round use
- Increased use of outdoor recreation spaces, especially during “slow seasons”
- Cleaning and reworking of various spaces to create additional usable “classrooms”
- Worked with partner organizations to obtain additional programming space

Work Plan/Goals
- Utilize Facility Attendants to expand indoor rentals including rental of the Community Center Hall
- Upgrade/improve/renovate amenities and facilities

Challenges
- Limited custodial staff
- Restrictions on indoor events for majority of pandemic
- Old infrastructure, aesthetically unpleasing
City-Wide Custodial

Accomplishments
- Adjusted staff scheduling to ensure a minimum of one custodial staff assigned to work every day
- Short-term contract with Universal Building Services (UBS) to clean City Hall, Recycle Center/Corp Yard and Swim Center
- Designated project time to address larger custodial maintenance tasks

Work Plan/Goals
- Address vacant full-time custodial position
- Evaluate supply purchases
- Implement integrated waste program throughout recreation facilities

Challenges
- Down two part-time and one full-time custodial staff
- Limitations/restrictions on access to certain areas for cleaning
### Adult Programs & Services

<table>
<thead>
<tr>
<th>Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Pandemic</td>
<td>Current/Anticipated</td>
</tr>
<tr>
<td>CC Café Lunch Program</td>
<td>+</td>
</tr>
<tr>
<td>Easy Ride Paratransit Service</td>
<td>-</td>
</tr>
<tr>
<td>Services</td>
<td>-</td>
</tr>
<tr>
<td>Exercise &amp; Fitness Classes</td>
<td>-</td>
</tr>
<tr>
<td>Art &amp; Enrichment Classes</td>
<td>-</td>
</tr>
<tr>
<td>Midtown Activity Center</td>
<td>Closed</td>
</tr>
<tr>
<td>Senior Trips &amp; Excursions</td>
<td>Closed</td>
</tr>
<tr>
<td>Senior Presentations &amp; Special Events</td>
<td>Closed</td>
</tr>
<tr>
<td>Support Groups</td>
<td>Closed</td>
</tr>
<tr>
<td>Games &amp; Socialization Space</td>
<td>Closed</td>
</tr>
<tr>
<td>Technology Tutoring</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Adult Programs & Services

Accomplishments

◦ Adapted to a new Café Costa Senior Nutrition Program delivery format leading to increased participation
◦ Continued offering Easy Ride throughout pandemic
◦ Relocated Midtown Activity Center to Community Center, serving a broader range of adults
◦ Resumed recreational classes
◦ Increased participation in Zumba Gold
◦ Resumed senior services including HICAP Counseling, AARP Tax-Aide Preparation and Respite program

Work Plan/Goals

◦ Bring back in-person (congregate) dining
◦ Standardizing agreements with partner groups and independent contractors

Challenges

◦ Less space for older adult programs
◦ Independent Contractors (instructors) hesitant to return
◦ Facilities not able to accommodate program
## Swim Center

<table>
<thead>
<tr>
<th>Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Pandemic</td>
<td>Current/Anticipated</td>
</tr>
<tr>
<td>Lap Swim</td>
<td>+</td>
</tr>
<tr>
<td>Swim Teams</td>
<td>+</td>
</tr>
<tr>
<td>Swim Lessons</td>
<td>-</td>
</tr>
<tr>
<td>Family &amp; Recreation Swim</td>
<td>=</td>
</tr>
<tr>
<td>Splash Park</td>
<td>=</td>
</tr>
<tr>
<td>Safety Trainings</td>
<td>-</td>
</tr>
<tr>
<td>Water Aerobics</td>
<td>+</td>
</tr>
<tr>
<td>Team &amp; Rec Swim Rentals</td>
<td>-</td>
</tr>
<tr>
<td>Swim Camp</td>
<td>Closed</td>
</tr>
<tr>
<td>After Hours Rentals</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Swim Center

Accomplishments
- Open during the pandemic since July of 2020
- Currently offering all pre-pandemic programs with consistent hours during winter
- Gators Swim Team back to pre-pandemic practice with higher participation numbers and room for more
- Higher than anticipated Lap Swim and Water Aerobics participants
  - 52% increase in Lap Swim
- Hosted the Pumpkin Splash and creating Spring Egg Splash

Work Plan/Goals
- Planning summer similar to 2019
- Rebuilding the Junior Guard program
- Hiring Lifeguards, Swim Instructors, Window Attendants, and a Pool Manager

Challenges
- Lower Swim Lesson capacity
- Less staff
- Not enough space to offer all programs at the times wanted
- Down one full-time Assistant Aquatic Supervisor
Recreation Administration

Accomplishments
- Open to the community since July of 2021
- New registration website launched
- Most registrations done online
- Created annual timeline of administrative responsibilities

Work Plan/Goals
- Summer Camp registration in March
- Childcare and Summer planning

Challenges
- Combined facilities, now responsible for Senior Center customers on top of regular customers
- Down one Full-Time Management Analyst
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

<table>
<thead>
<tr>
<th>Goal/Objective</th>
<th>Proposed Activities</th>
<th>Enabling Legislation Reference</th>
<th>Priority Ranking</th>
<th>Timeline For Completion</th>
</tr>
</thead>
</table>
| 1. Monitor the implementation of the Parks & Recreation Facilities Master Plan | • Confirm project priorities as defined in the Master Plan  
• Review project designs  
• Advocate for funding to implement recommendations                                      | A, B, E                         |                 | Ongoing                       |
| 2. Open Spaces & Urban Trails                                                | • Advocate and make recommendations regarding City’s Current Practices:  
  o Fuels management/wildfire study of 2017  
  o Volunteer efforts  
  o Trail maintenance  
• Explore opportunities to support urban trails development and maintenance  
  o Form recommendation(s) to City Council  
• Explore opportunities to support open space acquisition                        | A, E                           |                 | October                      |
| 3. Monitor and make recommendations regarding the Recreation Department Budget | • Express concerns about budget cuts to City Council and public  
  o Special concern for cuts to senior services and the closing of the Midtown Activity Center  
• Examine the issue of raising fees to meet revenue needs vs. ensuring access and affordability  
• Receive quarterly budget updates                                              | A, B, C                        |                 | October, January, April/May  |
<p>| 4. Create Engagement and Outreach Plan                                       | • Review public evaluations of programs and services                                                                               | D                             |                 | January                       |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
|   | • Regularly hold Park and Recreation Commission Meetings in different parks  
   • Commissioners go to different parks individually to directly solicit feedback from park users |   |   |
| 5. Programs and Services | • Identify who we are serving and who we want to serve  
   • Receive periodic presentations from the different Recreation Supervisors about the program areas and services that they manage  
   • Actively pursue and work toward bringing back the 4th of July Festival in 2022. Collaborate with other organizations as appropriate. | D | January |
| 6. School District Partnership | • Detail facility usage by both organizations  
   • Invite WCCUSD staff and area board member to future meetings to discuss relationship | A, D | December – objectives & future meeting |
| 7. Measure H | • Monitor spending - Where and how?  
   • Communicating what Measure H is maintaining (i.e., signage at project sites)  
   • Pie-chart of how Measure H is spent by category  
     o Quarterly progress updates | B | October, January, April/May |
## PRIOR YEAR ACCOMPLISHMENTS

<table>
<thead>
<tr>
<th>Goal/Objective</th>
<th>Activities Supporting Goal</th>
<th>Status</th>
</tr>
</thead>
</table>
| **1. Measure A Renewal** | • Monitored and advised on development of Master Plan through City Council Adoption  
• Recommended City Council authorize ballot measure to extend Measure A funding after it sunset in June 2020 following to support Master Plan Implementation. | • Measure H passed by voters in November 2019. |
| **2. Oversaw official naming process for Trails in the Hillside Natural Area** | • Formed an Ad-Hoc Committee to research trail names of historical and cultural significance to El Cerrito.  
• Sought public input on proposed names | • Recommended trail names incorporated in Hillside Natural Area Wayfinding signage |
| **3. Ensure Commissioners are familiar with El Cerrito Parks and Recreation Facilities** | • Incorporated Commission meeting locations as various parks and facilities  
• Toured facilities and parks to see where recommended projects are located | • Prior to pandemic, Commission determined to hold Late Spring and Summer Meetings at different recreation facilities |
| **4. Reviewed, discussed, and made recommendations for Parks and Recreation Facility Related Capital Improvement Program (CIP) Projects** | • Received status updates for CIP Projects at most meetings  
• Reviewed and recommended Measure H spending priorities  
• Monitor alignment with Parks and Recreation Facilities Master Plan  
• 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 | • ongoing |
| **5. Reviewed, discussed and made recommendations regarding the El Cerrito Recreation Department** | • Annually review proposed recreation fees  
• Received semi-annual reports from Recreation Supervisors on the programs | • ongoing |
| and activities within the different department divisions | • Received semi-annual budget updates  
• Recreation Department highlights and updates reported at each meeting  
• Reviewed and discussed recreation programming during COVID-19 pandemic |
## ONGOING PROJECTS

<table>
<thead>
<tr>
<th>Project</th>
<th>Activities</th>
<th>Enabling Legislation Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Measure H Funding</td>
<td>• Monitor spending and allocations of Measure H Funds for Parks and Recreation Facilities maintenance and enhancements</td>
<td>A, B, E</td>
</tr>
</tbody>
</table>
| 2. Monitor and document present and future needs of Park Facilities and Landscaping | • 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 | • 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 | • Financial status; budget  
• Schedule/impactful changes  
• Design Review | A, B |
### Funded & Approved Projects

<table>
<thead>
<tr>
<th>Project #</th>
<th>Budget FY 2022</th>
<th>Funding Source</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arlington Park Improvements</td>
<td>TBD</td>
<td>$40,000</td>
<td>Measure H, Prop. 68 Parks Funds</td>
</tr>
<tr>
<td>Hillside Natural Area Signage Improvements</td>
<td>C5038</td>
<td>$27,110</td>
<td>Measure WW</td>
</tr>
<tr>
<td>Ohlone Greenway Improvements - Hill Street/Safeway Side Path</td>
<td>C3069</td>
<td>$65,000</td>
<td>Park-In-Lieu</td>
</tr>
<tr>
<td>Parks and Recreation Facilities Master Plan Program (Immediate Work Priorities - IWP)</td>
<td>TBD</td>
<td>$55,000</td>
<td>Measure H</td>
</tr>
</tbody>
</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.

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.

Improve the Ohlone Greenway consistent with the Greenway Master Plan (2009) includes path, landscaping, street crossing improvements and other amenities on the Ohlone and cross streets between Hill and Blake Streets. The street crossing improvements at Hill Street were implemented in 2019 as part of the Ohlone BART Station Area Access, Safety and Placemaking Improvement Project. The next phase is installation of side path and enhanced landscaping between Hill Street and Safeway entrance.

The Program will implement the recommendations in the Parks & Recreation Facilities Master Plan adopted by City Council in April 2019. The Master Plan identifies nearly 200 projects that are categorized as either Immediate Work Priorities, Policy/Programs, Early Wins, Deficiencies, and Enhancements/New Projects. Funding from Measure H is identified in this project for the Immediate Work Priorities identified for FY2020-21 (uncompleted) and FY2021-22 projects at Castro and Fairmont Clubhouses (work plan under development).
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.

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.

| Swim Center Capital Enhancements | C3050 | $298,740 | Measure A - 2000 | Planned for Winter/Early Spring 2021-22. 95% plans completed and submitted to Health Department. Considering pushing construction to Fall 2022 to avoid program disruption this Spring. |

<table>
<thead>
<tr>
<th>Future &amp; Unfunded Projects</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>$250,000</td>
<td>Developer Related Fees</td>
<td>Planned for FY 2024</td>
</tr>
<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>
</tr>
<tr>
<td>Ohlone Greenway Master Plan Improvements</td>
<td>various</td>
<td>$150,000</td>
<td>Developer Contributions</td>
<td>Planned for FY 2023</td>
</tr>
<tr>
<td>Parks &amp; Recreation Facilities Master Plan Projects</td>
<td>TBD, various</td>
<td>~ $30 million+</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Urban Forest Management Program</td>
<td>C3042, various</td>
<td>$230,000</td>
<td>Unidentified</td>
<td>Fiscal Years 2024 through 2026</td>
</tr>
<tr>
<td>Urban Greening (Lower Fairmont &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
# Parks and Recreation Facilities Immediate Work Priority (IWP) Projects

## FY 2020-21 Capital Improvement Program

<table>
<thead>
<tr>
<th>Facility/Park/Clubhouse</th>
<th>Deficiency Type</th>
<th>Deficiencies</th>
<th>Recommendations</th>
<th>Cost</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poinsett Park/Clubhouse</td>
<td>Equipment Replacement</td>
<td>Barbecue/barbecue pit</td>
<td>Replace 1 BBQ</td>
<td>$900</td>
<td>X</td>
</tr>
<tr>
<td>Bruce King Memorial Dog Park</td>
<td>Equipment Replacement</td>
<td>Doggie bag station</td>
<td>Replace 1 doggie bag station</td>
<td>$800</td>
<td>X</td>
</tr>
<tr>
<td>Casa Cerrito</td>
<td>Mechanical</td>
<td>On second floor in the women’s bathroom the hot water pipe is leaking.</td>
<td>Repair Leak</td>
<td>$851</td>
<td>X</td>
</tr>
<tr>
<td>Casa Cerrito</td>
<td>Architectural</td>
<td>Closure of second floor exit door leaves threshold and jambs exposed and prone to leaks.</td>
<td>Ensure condition is sealed and consider more permanent closure.</td>
<td>$1,575</td>
<td>X</td>
</tr>
<tr>
<td>Casa Cerrito</td>
<td>Electrical</td>
<td>Non-system Smoke/CO2 detectors, battery powered.</td>
<td>Remove old devices</td>
<td>$105</td>
<td>X</td>
</tr>
<tr>
<td>Harding Clubhouse</td>
<td>Architectural</td>
<td>Broken window on west side was replaced with temp plastic and wood stops</td>
<td>Replace with glazing and aluminum stops.</td>
<td>$5,880</td>
<td>X</td>
</tr>
<tr>
<td>Harding Clubhouse</td>
<td>Mechanical</td>
<td>Bathroom lavatory metering faucet not working.</td>
<td>Inspect and repair the faucet.</td>
<td>$525</td>
<td>X</td>
</tr>
<tr>
<td>Harding Clubhouse</td>
<td>Mechanical</td>
<td>Grate for floor drain missing</td>
<td>Install new grate on floor drain.</td>
<td>$473</td>
<td>X</td>
</tr>
<tr>
<td>Tassajara Clubhouse</td>
<td>Architectural</td>
<td>The screen is missing on exterior access door and could allow rodent entry.</td>
<td>Replace screen.</td>
<td>$1,575</td>
<td>X</td>
</tr>
<tr>
<td>Tassajara Clubhouse</td>
<td>Mechanical</td>
<td>Kiln room louver partially covered.</td>
<td>Remove covering from the louver.</td>
<td>$147</td>
<td>X</td>
</tr>
<tr>
<td>Casa Cerrito</td>
<td>Electrical</td>
<td>On first floor, the electrical outlets in the kitchen are not GFI. NEC2 IO</td>
<td>Replace outlet and rewire to provide GFI.</td>
<td>$420</td>
<td></td>
</tr>
<tr>
<td>Casa Cerrito</td>
<td>Electrical</td>
<td>Childcare rooms: Non GFI outdoor receptacle.</td>
<td>1 each outside GFI recept. With cover</td>
<td>$315</td>
<td></td>
</tr>
<tr>
<td>Harding Clubhouse</td>
<td>Electrical</td>
<td>In men’s handicap bathroom, the electrical outlets by wash basin are not GFI protected. NEC 210.</td>
<td>Replace with GFI outlet.</td>
<td>$315</td>
<td></td>
</tr>
<tr>
<td>Harding Clubhouse</td>
<td>Electrical</td>
<td>At the play area, the outlet by the sink is not GFI protected. NEC 210.</td>
<td>Replace with GFI outlet.</td>
<td>$315</td>
<td></td>
</tr>
</tbody>
</table>
## Parks and Recreation Facilities Immediate Work Priority (IWP) Projects

<table>
<thead>
<tr>
<th>Facility/Park</th>
<th>Deficiency Type</th>
<th>Deficiencies</th>
<th>Recommendations</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madera Clubhouse</td>
<td>Architectural</td>
<td>Gutters and downspouts are rusted and leaking</td>
<td>Replace sheet metal gutters and downspouts</td>
<td>$9,765</td>
</tr>
<tr>
<td>Madera Clubhouse</td>
<td>Mechanical</td>
<td>Floor drain grate clogged with dirt and debris.</td>
<td>Remove drain grate, clean, and reinstall.</td>
<td>$147</td>
</tr>
<tr>
<td>Madera Clubhouse</td>
<td>Electrical</td>
<td>In the main room, the light fixture in the southwest corridor is missing tube and cover. UBC 27, 12. 4</td>
<td>Replace florescent light tube and cover.</td>
<td>$630</td>
</tr>
<tr>
<td>Poinsett Park/Clubhouse</td>
<td>Mechanical</td>
<td>Split level drinking fountain not working.</td>
<td>Inspect, clean, and repair spout or push button.</td>
<td>$525</td>
</tr>
<tr>
<td>Poinsett Park/Clubhouse</td>
<td>Electrical</td>
<td>In storage and rest room, the electrical duplex is not GFI. Both duplex are too close to sink. NEC 210.</td>
<td>Replace with GFI duplex outlet.</td>
<td>$210</td>
</tr>
<tr>
<td>Tassajara Clubhouse</td>
<td>Mechanical</td>
<td>Metering lavatory faucet no longer working.</td>
<td>Inspect and repair the faucet.</td>
<td>$525</td>
</tr>
<tr>
<td>Tassajara Clubhouse</td>
<td>Electrical</td>
<td>220 outlet for Kiln 1 does not work. This is also j-box for outlet 2.</td>
<td>Repair and confirm not a safety concern.</td>
<td>$315</td>
</tr>
</tbody>
</table>

### FY 2021-22 Capital Improvement Program

<table>
<thead>
<tr>
<th>Facility/Park</th>
<th>Deficiency Type</th>
<th>Deficiencies</th>
<th>Recommendations</th>
<th>Cost</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castro Park</td>
<td>Pathway Repair</td>
<td>Some asphalt pathways are cracked/in poor condition</td>
<td>Repair asphalt pathways in poor condition</td>
<td>$15,000</td>
<td></td>
</tr>
<tr>
<td>Castro Park</td>
<td>Equipment Replacement</td>
<td>Barbeque in poor condition</td>
<td>Replace (or remove) 1 Barbeque</td>
<td>$585</td>
<td></td>
</tr>
<tr>
<td>Fairmont Clubhouse</td>
<td>Architectural</td>
<td>Gutters and downspouts are rusted and leaking.</td>
<td>Replace sheet metal gutters and downspouts</td>
<td>$9,765</td>
<td></td>
</tr>
<tr>
<td>Fairmont Clubhouse</td>
<td>Architectural</td>
<td>Some exterior wood trim is showing signs of deterioration.</td>
<td>Replace damaged trim materials and repaint.</td>
<td>$14,490</td>
<td></td>
</tr>
<tr>
<td>Fairmont Clubhouse</td>
<td>Mechanical</td>
<td>Indoor drinking fountain not operational</td>
<td>Inspect, clean and repair spout or push button.</td>
<td>$525</td>
<td>X</td>
</tr>
</tbody>
</table>

Agenda Packet Page 39 of 39
SUPPLEMENTAL AGENDA MATERIALS

PARK & RECREATION COMMISSION MEETING
February 23, 2022

PUBLIC COMMENT INDEX

1. Public Comments received by agenda posting

AGENDA ITEM 6 – ARLINGTON PARK TENNIS GARDEN DISCUSSION AND PROPOSAL

1. Staff Presentation

AGENDA ITEM 8 – PARK AND RECREATION COMMISSION WORK PLAN TOPICS DISCUSSION AND UPDATES

1. Open Spaces & Urban Trails Work Plan Overview (DRAFT)
SUPPLEMENTAL AGENDA MATERIALS
PUBLIC COMMENT INDEX

PARK AND RECREATION COMMISSION MEETING
February 23, 2022 at 7pm

The following Public Comments were provided directly to Park and Recreation Commissioners in advance of the meeting, and were posted online as supplemental materials at:
http://www.el-cerrito.org/ArchiveCenter/ViewFile/Item/5796

Agenda Item 8 – CASTRO PARK PICKLEBALL PROJECT CONDITIONS AND CONSIDERATIONS

1. Vice-Chair Avis Codron
Hi Chris,

Just a reminder that I will not be able to attend next week’s meeting. However, I have summarized a status for Jen to provide any additional information she sees fit to share.

Here is a status update, please feel free to make modifications.

* Conducted meeting with Charlie Bowen from Berkeley Path Wanders Association

* A decision was made to develop a process/procedure in lieu of developing a policy based on experience from BPWA.

* Developed a Work Plan for Open Spaces & Urban Trails Work

Next Steps:
1) Follow up meeting with Charlie Bowen and Berkeley City Engineer to understand their current process of communication and collaboration.

2) Develop a process/procedure to include El Cerrito City Staff and Trail Trekkers

3) Obtain approval from City Council

4) identify a trail to pilot using the new process/procedure

I will reach out to Dave on identifying a trail we can use as a pilot for the process/procedure. I also reached out to Charlie for her availability and contact information for the city engineer.

Avis
Open Spaces & Urban Trails Work Plan Overview (DRAFT)

Introduction:

A work plan group within the Park and Recreation Commission was created to advance the activities of the 2021-2022 Open Spaces & Urban Trails work plan goal/objective. Members are Vice Chair Avis Codrone and Commissioner Jen Kaczor.

The proposed activities supporting the Open Spaces & Urban Trails goal are:

- Advocate and make recommendations regarding City’s Current Practices:
  - Fuels management/wildfire study of 2017
  - Volunteer efforts
  - Trail maintenance

- Explore opportunities to support urban trails development and maintenance
  - Form recommendation(s) to City Council

- Explore opportunities to support open space acquisition

Interest and support for urban trails from the city and its citizens:

Many of El Cerrito’s planning documents, including the Active Transportation Plan and Urban Greening plan, indicate both community interest and city support in improving the city’s open spaces and urban trails. The Parks and Recreation Facilities master plan’s GOAL D: IMPROVE PATHWAYS AND TRAILS, includes many specific actions and recommendations in support of improvements.

Benefits of completing El Cerrito’s system of pathways:

- Provide a free transportation option that promotes exercise, provides opportunities for community building in crossing paths with fellow citizens, and is an alternative to motorized vehicles which can create pollution and traffic
- Support the city’s efforts in fire preparedness by providing escape routes during emergencies. Many of El Cerrito’s hillside streets are long and narrow and would be a constraint during evacuations. Many of the paths and stairways would provide quick, direct access downhill.

Community group involvement and contributions:

El Cerrito Trail Trekkers is a nonprofit group, founded in 2010, dedicated to preserving, improving and extending the city’s network of public pathways, stairs, trails and greenways for pedestrian and bicycle use.

Their contributions and accomplishments in support of the El Cerrito trail network include:
• Built about half of the new trails in the Hillside Natural Area, opening up dozens of acres that had previously been inaccessible
• Put on dozens of work parties to build and improve trails and control invasive plants and fire-prone plants in the HNA and elsewhere
• Worked with the National Park Service to create the first map of all the city’s trails, and a comprehensive signage plan for all the city’s trails

Specific work plan goals for 2022:

The PRC aims to run a pilot program that would include city support for the Trail Trekkers’ completion of one trail improvement project. The TT would provide all trail building expertise, labor, materials, and outreach materials and plans for neighbors. (Details of specific trail work to be added here.)

Request to city council:

Our request to City Council is to appoint a city staff point person to support the resolution of any potential concerns surfaced by citizens about trail building activities. If any citizens object to the legal improvement of trails on public land, the point person would intercept the complaint and manage it to its conclusion, to keep the trail improvement effort moving forward. Ideally, the point person would be invested and supportive of improving the city’s trail network and open spaces. Our request is based on the successes the Berkeley Path Wanderers have had, who have used this model to address and resolve concerns when developing their city paths.

Recommended procedure:

(To be added here after further consultation with Trail Trekkers and Berkeley Path Wanderers)
From Parks and Recreation Facilities master plan

* GOAL D: IMPROVE PATHWAYS AND TRAILS
Policy D2. Continue to invest in bicycle, pedestrian, trail, and pathway improvements to reduce reliance on automobiles (CAP), provide active recreation opportunities (UGP, Objective 1), and contribute to a fully connected and accessible transportation network (GP, CD2.4, CD2.8, TI1.4) (CP)

Action D2.1. Maintain, support, and repair where necessary, pedestrian facilities for an attractive, accessible and functional pedestrian network (CP)
- Repair park pathway paving
- Encourage signage for pedestrian, wayfinding connections
- Implement the El Cerrito Trails Signage Plan
- Implement the Citywide Wayfinding Project per the Active Transportation Plan
- Implement the Pedestrian Improvement Projects of the Active Transportation Plan – Park Trails Connectors, Hillside Pathways and Stairs, Public Trails (Existing Impassable Trails), and Cerrito Creek Trail/BART to Bay Trail Projects

Action D2.2. Develop a Master Plan for Trails to specify design criteria and standards that strengthen environmental benefits, identify trail improvement projects, specify type(s) of usage and identify where new trails are needed (UGP, 1.3)
- Repair and enhance un-paved trails
- Support multi-use trails
- Support the Blue to Green trail network per the Urban Greening Master Plan
- Trail locations shall be selected and design standards identified to minimize erosion and loss of healthy trees, vegetation, and habitat; and facilitate drainage, while accommodating access and connectivity for visitors. Trail construction shall be timed to avoid grading activities during the rainy season and avoid impacts on habitat.
- The bike park location shall be selected and features designed to minimize erosion and facilitate drainage. Construction shall be timed to avoid grading activities during the rainy season and avoid impacts on habitat.

Action D2.3. Continue to identify funding for creeks and trails projects, and to ensure continued maintenance of existing trails and construction of trail connectors, paths, and stairs (UGP, 1.7)

EXISTING CONDITIONS
El Cerrito Trail Trekkers, a City co-sponsored community organization, has inventoried the City’s trail network, identifying existing public and private trails and their conditions. These amenities include paths, trails, and public stairways including concrete steps, asphalt walkways, grassy alleys, concrete sidewalks, as well as trails in the Hillside Natural Area and the Ohlone Greenway. An ADA assessment should be made prior to the implementation of recommendations.
RECOMMENDATIONS

(P) Policy/Program
21.1 Continue to identify funding for Creeks & Trails projects to ensure continued maintenance of existing trails and construction of trail connectors, paths, and stairs

(DEF) Deficiencies
21.2 Maintain, support, and repair where necessary, pedestrian facilities for an attractive, accessible and functional pedestrian network

(ENP) Enhancements/New Projects
21.3 Develop a Master Plan for the City's pedestrian trails and corridors to specify design criteria and standards that strengthen environmental benefits, identify trail improvement projects, specify type(s) of usage and identify where new trails are needed

ALIGNED MASTER PLAN GOALS
Goal D: Improve Pathways and Trails

ESTIMATE OF COST
This estimate does not include identifying funding or maintenance as scope has not been determined.
Recommendations Total $100,000
Supplemental Materials Page 8 of 10
Largest specific parks and recreation facilities planning effort since 1960’s

Extensive Community Engagement

Adopted by the City Council in 2019; represents the City’s policy guidance and goals

Goal A: Enhance El Cerrito’s Park Network

- Policy A1. Support park enhancements, where feasible, to meet community demands in recreation and maximize park use (UGP, Objective 4)
  - Incorporate currently underutilized spaces that could support a broader diversity of uses (UGP, 4.3)
- Policy A2. Rehabilitate existing parks to meet operational and safety standards (GP, PR1.1) (SP, Goal D), maximize their use (UGP, Objective 4) to meet community demand, and support community identity (SP)(CP)
  - Improve outdoor sport courts – basketball, tennis courts, pickleball amenities, and futsal amenities
  - Support the provision of park amenities including seating areas, bicycle parking, water fountains, play areas, etc.

Arlington Park Recommendation 2.8: Improve sport courts - repave and expand basketball courts to full court, enhanced viewing area for tennis courts.
Current Condition of Proposed Location