



AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, May 25, 2022 at 7:00 p.m.

Staff Liaison

Christopher Jones | (510) 559-7005
cjones@ci.el-cerrito.ca.us

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/86394641981?pwd=RldWaWVhUmNxSll4bkR3QTFscmRSZz09>

Event ID: 863 9464 1981 **Password:** 396079
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 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 **April 27, 2022**.

6. PARKS AND RECREATION FACILITIES FISCAL YEAR 2022-23 CAPITAL IMPROVEMENT PROGRAM AND MEASURE H REVIEW

Review, discussion and possible action to recommend the proposed CIP projects for parks and recreation facilities and Measure H allocations for the City's 2022-23 Fiscal Year Budget.

7. RECREATION DEPARTMENT PROPOSED FISCAL YEAR 2022-23 BUDGET

Review, discussion and possible action for recommendations regarding the proposed Recreation Department Budget for Fiscal Year 2022-23.

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.

- Community engagement and outreach
- Work plan priorities

9. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

10. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, June 22, 2022 at 7 p.m.
- Park and Recreation Commission 2022-23 Work Plan Discussion – June and July
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing

11. 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 May 25, 2022

AGENDA ITEM 5 – APPROVAL OF MINUTES

1. Draft Meeting Minutes – April 27, 2022

AGENDA ITEM 6 – PARKS AND RECREATION FACILITIES FISCAL YEAR 2022-23 CAPITAL IMPROVEMENT PROGRAM AND MEASURE H REVIEW

1. Proposed Budget and 5 Year Plan



DRAFT MINUTES

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, April 27, 2022 at 7:00 p.m.

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/86913752014?pwd=TmxSWIEvYVVMbTDRMVTdzNFllTjExZz09>

Event ID: 869 1375 2014 **Password:** 608928
or Dial in: 1-408-638-0968

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
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.

Commissioner Kaczor reported that the City's pre-approval application for a Coastal Conservancy Wildlife Resilience Capacity Building Grant made it through the first checkpoint. If ultimately approved, the project would develop a fire resilience and forest conservation management plan for the Hillside Natural Area. Commissioner Kaczor responded to questions and comments related to environmental documentation and possible vegetation management scope.

Chair Chuaqui announced that he attended the workshop on updating the City's Housing Element which is a process to help determine the City's housing needs.

Director Jones announced that the City Council will likely be conducting hybrid meetings beginning in June meaning meetings would take place in person in the Council Chambers as well as via Zoom. Advisory Body meetings could be conducted in a hybrid format later in the summer or in fall 2022.

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.

Public Comment: Dave Weinstein of the El Cerrito Trail Trekkers reported on the upcoming Hillside Natural Area Festival on May 14th and 15th.

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 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 **March 30, 2022**.

Moved/Seconded: Members La Force/Kaczor.

Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on March 30, 2022.

Ayes: Chair Chuaqui; Vice-Chair Codron; Members Jennifer Kaczor, Norman La Force.

Noes: None

Abstain: None

7. 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 priorities

(HEARD OUT OF ORDER)

Presentation and Discussion: Vice-Chair Codron and staff responded to questions and comments related to the Open Space and Urban Trails Work Plan Group's progress, outreach to the City of Berkeley and Trail Trekkers, proposed trail names and wayfinding signage updates.

Public Comment: Dave Wainstein from the El Cerrito Trail Trekkers spoke of their outreach plan and potential development on property north of the Hillside Natural Area.

Action: Received and filed

6. RECREATION DEPARTMENT PROPOSED MASTER FEE SCHEDULE FOR FISCAL YEAR 2022-23

Review, discussion and possible action to recommend the proposed Master Fee Schedule for the Recreation Department for fiscal year 2021-22.

(HEARD OUT OF ORDER)

Presentation and Discussion: City staff responded to questions and comments regarding the proposed Fiscal Year 2022-23 fees for the Recreation Department including the standard 4% increase and reasons for exceptions to the standard increase, tennis fees, field use fees, swim center fees, summer camp deposit fee, childcare fees, senior services fees, administrative fees and finance charges, advertising fees, and the Recreation Department registration software.

Moved/Seconded: Chair Chuaqui/Vice-Chair Codron.

Action: Passed a motion to recommend approval of the Recreation Department's Master Fee Schedule as currently presented.

Ayes: Chair Chuaqui; Vice-Chair Codron; Member Jennifer Kaczor.

Noes: None

Abstain: Member Norman La Force.

8. REORGANIZATION OF THE PARK AND RECREATION COMMISSION

Per City ordinance, select Chair and Vice Chair of the Park and Recreation Commission for 2022-2023.

Chair Chuaqui shared remarks about his year as Chair and called for reorganization.

Commissioner Codron nominated Commissioner La Force for Chair.

Commissioner Kaczor nominated Commissioner Codron for Chair.

Commissioner La Force withdrew his name from consideration.

Moved/Seconded: Members La Force/Kaczor

Action: Passed a motion to close nominations and elect Member Codron as Chair for 2022/23.

Ayes: Members Chuaqui, Kaczor, La Force

Noes: None

Abstain: Codron

Commissioner Chuaqui nominated Commissioner Kaczor for Vice Chair.

Moved/Seconded: Members La Force/Chuaqui

Action: Passed a motion to close nominations and elect Member Kaczor as Vice Chair for 2022/23.

Ayes: Members Chuaqui, Codron, La Force

Noes: None

Abstain: Kaczor

Chair Codron and Vice Chair Kaczor shared their visions for the upcoming year.

9. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

City staff reported on 4th of July Fundraising goals, new classes offered, senior day trips resuming and swim center programs and staffing needs.

10. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, May 25, 2022 at 7 p.m.
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing
- Parks and Recreation Facilities FY2023 Capital Improvement Program and Measure H Review – May
- Recreation Department Proposed Fiscal Year 2022-23 Budget – May
- Park and Recreation Commission 2022-23 Work Plan Discussion – June

11. ADJOURN PARK AND RECREATION COMMISSION MEETING – Chair
Codron adjourned the meeting at 8:07 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 April 27, 2022 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison

**MEASURE H AND RELATED PARKS REC FACILITIES FUNDS
PROPOSED FY 2022-23 BUDGET 5- YEAR PLAN - DRAFT**

Funding Source/Expenditures	Amended FY 2021-22	Projected FY 2021-22	Proposed FY 2022-23	Forecast FY 2023-24	Forecast FY 2024-25	Forecast FY 2025-26	Forecast FY 2026-27
Funding Source							
Measure H	\$ 586,948	\$ 586,948	\$ 598,740	\$ 610,715	\$ 622,929	\$ 635,388	\$ 648,095
Carry Over From Previous Years	\$ 175,043	\$ 175,043	\$ 185,080	\$ 4,284	\$ 145,379	\$ 141,208	\$ 161,596
Swim Center Reserve Fund					\$ 450,000		
Measure A	\$ 217,366	\$ 54,000	\$ 270,350				
Proposition 68 Per Capita			\$ 192,876				
Developer Related Fees (SPASP Tier IV)				\$ 250,000		\$ 163,000	
Park-In-Lieu Fees				\$ 105,000	\$ 66,012	\$ 100,000	\$ 79,152
Donations			\$ 61,000	\$ 111,000			
General Fund Contribution		\$ -		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Total Funding Sources	\$ 979,357	\$ 815,991	\$ 1,308,046	\$ 1,205,998	\$ 1,409,320	\$ 1,164,596	\$ 1,013,843
Expenditures							
<u>Maintenance & Equipment</u>							
Fields & Parks Landscape Mngt.	\$ 160,700	\$ 160,700	\$ 69,940				
HNA Veg Mngt & Trail Maint/Imprv	\$ 70,000	\$ 70,000	\$ 70,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Infrastructure Maintenance	\$ 9,100	\$ 9,100	\$ 9,470				
Facility Equip, Repairs & Prevent. Maint.	\$ 50,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Equipment, Signs, Etc	\$ 12,000	\$ 2,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<u>Swim Center</u>							
Knorr	\$ 21,000	\$ 21,000	\$ 21,630	\$ 22,279	\$ 22,947		
2 Brothers	\$ 34,000	\$ 34,000	\$ 35,020	\$ 36,071	\$ 37,153		
Chemicals	\$ 53,040	\$ 53,040	\$ 54,631	\$ 56,270			
Utilities-Energy	\$ 72,071	\$ 72,071	\$ 72,071				
Utilities-Water	\$ 42,640	\$ 25,000					
Swim Center Equip, Repairs & Prv Maint	\$ 50,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Swim Center Capital Improve. Reserve			\$ 125,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000
		\$ -					
<u>Projects</u> (see next page for detail)	\$ 295,000	\$ 114,000	\$ 736,000	\$ 656,000	\$ 868,012	\$ 663,000	\$ 479,152
Total Expenditures	\$ 869,551	\$ 630,911	\$ 1,303,762	\$ 1,060,620	\$ 1,268,112	\$ 1,003,000	\$ 819,152
Bottom Line/Capital Reserve	\$ 109,806	\$ 185,080	\$ 4,284	\$ 145,379	\$ 141,208	\$ 161,596	\$ 194,691

**MEASURE H AND RELATED PARKS REC FACILITIES FUNDS
PROPOSED FY 2022-23 BUDGET 5- YEAR PLAN - DRAFT**

Funding Source/Expenditures	Amended FY 2021-22	Projected FY 2021-22	Proposed FY 2022-23	Forecast FY 2023-24	Forecast FY 2024-25	Forecast FY 2025-26	Forecast FY 2026-27
Individual Projects							
Arlington Park - Clubhouse, Picnics, IWP	\$ 40,000	\$ 40,000	\$ 340,000	\$ 60,000			
Cerrito Vista Picnic Site		\$ -			\$ 68,012		
Centennial Park (Phase II) - ENP^^ 8.1		\$ -		\$ 355,000			
Recreation Pool Re-Plaster Project	\$ 200,000	\$ 54,000	\$ 335,000				
Community/Swim Center Parking Lot ADA				\$ 130,000			
EGW Lap Pool Re-Plaster & Deck Repair					\$ 800,000		
Tennis Plaza			\$ 11,000	\$ 111,000			
Castro Park Pickleball Courts			\$ 50,000				
Ohlone Grnwy Projects (Dev. Fees)						\$ 263,000	
SPA Specific Plan Area Improvements							\$ 79,152
Future Projects(s) - TBD Master Plan						\$ 400,000	\$ 400,000
Master Plan Immediate Work Priorities (IWPs)							
Fairmont - 15.1	\$ 33,500						
Harding - 16.1							
Poinsett - 22.1							
Tassajara - 25.1							
Bruce King - 4.1							
Madera - 19.1							
Casa Cerrito - 6.1							
Castro - 7.1	\$ 21,500						
IWP Projects Total	\$ 55,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -					
		\$ -					
Projects Total	\$ 295,000	\$ 114,000	\$ 736,000	\$ 656,000	\$ 868,012	\$ 663,000	\$ 479,152

^^ ENP = Enhancement/New Project