



REGULAR MEETING OF THE  
PARK AND RECREATION COMMISSION  
APPROVED MEETING MINUTES

Wednesday, May 28, 2014  
7:00 pm

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Management Assistant at (510) 559-7001. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFT 35.102-35.104 ADA Title II).

1. **Roll Call:** 7:07 PM Present Chair - Manish Doshi, Leslie Goldstein, Gary Hill, Steve Lipson, Glen Lubcke, and Robin Mitchell. Absent: Seth Kaplan
2. **Commission / Staff Communications / Announcements** (*Informal reports on matters of general interest which are announced by the Park and Recreation Commissioners and City Staff*)

Commissioner Hill:

- Reported on the Madera Hillside purchase fundraising: \$42,165 raised to date
- Reported on the Hillside Festival May 17, 2014: Successful, possibility to be an annual event with expansion to include music and food
- Reported on the success of the Bike Park at Hillside Festival

Vice Chair Mitchell:

- Reported on her experience at the Hillside Festival: Received positive feedback from community members; a lot of enthusiasm; people enjoyed the themed hikes; successful event and should be an annual event

Commissioner Lipson:

- Provided an update on ECYB players and Club World Series

Chair Doshi:

- Agreed that the Hillside Festival should be an annual event
- Reported that Dave Weinstein of Trail Trekkers is looking for funding from federal government for signage on the Hillside Natural Area and would like to meet with this commission. Doshi will forward email/communications to the Parks and Recreation Commission and Recreation Department staff.
- Provided an update on Soccer Club.
- Reported on attending the last City Council Meeting and the discussion with WCCUSD. Doshi gave an overview – presented what took place at the City Council meeting
- Presented Bond Projects:
  - El Cerrito High School football/soccer/track multiuse stadium  
Construction start date 01/27/14  
Anticipate Construction Cost \$13,438,000  
Anticipated Completion date 09/27/15
  - Harding Elementary School: Structural repairs/Fixing walls  
Bids Due: May 13, 2014  
Start Date: June 9, 2014

Estimated Cost: \$250,000

- Portola Middle School Project Status presentation
  - Complete Construction: December 2015
  - Move in Date: March or April 2016
- Renovation of Fairmont Elementary School: Increase in size and classrooms and outdoor play areas
  - Construction Dates: September 2016-September 2018
- Reported that soccer season is coming to an end. There were over 640 players this spring- this is an increase of 310 participants.

Director Jones:

- Provided the official magazine of the California Park & Recreation Society: *California Parks & Recreation Spring 2014*

### 3. **Oral Communications From The Public**

*None*

### 4. **Council/Staff Liaison Announcements and Reports**

Councilmember Benassini reported on actions taken by City Council at their meetings on

- March 4, 2014
- March 18, 2014
- April 1, 2014
- April 15, 2014
- April 22, 2014
- May 6 2014
- May 20, 2014.

Topics reported on included:

- Smoking Ordinance Study Session
- Unanimous agreement to implement smoking ordinance- including a ban in parks and open space
- Eden housing project
- Budget Session
- Bike Ordinance

### 5. **Approval of Minutes:** Exhibit 1: Meeting Minutes from April 23, 2014

Approval of the April 23, 2014 Park and Recreation Commission meeting minutes.

It was moved as amended, and seconded (Lipson/Lubke; Ayes- Commissioners Goldstein, Hill, Doshi; Abstentions – Commissioner Mitchell). The motion was carried to approve the motion.

### 6. **Capital Improvement Plan (CIP) Study Session:** Yvetteh Ortiz, Public Works Director/City Engineer

Ortiz reviewed proposed CIP Projects related to Parks and Recreation with action to recommend approval by the City Council.

Ortiz Presented:

- Overview of Capital Improvement Program (CIP)
  - Project Types
  - Funding categories for Parks, Creeks & Trails
  - Project Selection Process
- Current 10-year CIP Parks Creeks and Trails

- Summary of Current 10- Year CIP
  - Current 10-year CIP, Unfunded Projects
- Proposed Parks Creeks & Trails Projects
  - Proposed CIP Additions
  - Future CIP Additions
- Mitchell: commented on creek restoration project at Huber Park; there was discussion regarding incorporating Urban Green Master Plan into the CIP

Process to date was presented followed by commission discussion:

Commissioners agree that needs and costs should be re-evaluated. There was discussion on getting a comprehensive assessment of true costs. Commissioners had discussion considering consolidating into new Park Facilities Rehabilitation & Improvement Program (the 9 unfunded Projects). The key points from the discussion were:

- Lipson discussed the snack shack at Cerrito Vista Park and described it as an issue for 25 years, including ADA requirements that need to be met. Lipson questioned the CIP's estimated \$68,000 cost. Lipson also identified that the Cerrito Vista Rehab it's an outfield issue and not infield as the CIP lists. Lipson talked about his concern with the overall cost detouring to the completion of projects that are high priority and sees less merit in consolidating projects in the CIP.
- Mitchell proposed a question regarding using grants to fund projects. Mitchell discussed the process that a consultant would go through to make proper recommendations. Mitchell commented that having projects in the CIP would be helpful for grant applications. Mitchell does not see the difference between having projects as a part of the comprehensive list or having them individually itemized. But, overall Mitchell is in favor of consolidation for the CIP. Mitchell would like to see prioritization within the list.
- Doshi commented that the cost of consultant projected to be \$100,000 seems too high. Doshi recommended using current staffing to make assessment instead of paying consulting group. Doshi commented that most parks got new play structures in the past four to six years. Doshi recommended changing language of the Cerrito Vista project to park rehabilitation or outfield rehabilitation. Doshi agreed with consolidation of projects in the CIP but with the extraction of Cerrito Vista Park Rehabilitation. Doshi commented that making a comprehensive list does not take away from any one project. Doshi suggested that for purposes of the presentation that the Commission agrees without any priority at this point in time. Doshi suggested listing the projects alphabetically.
- Ortiz responded to Doshi that \$100,000 for the consultant is a placeholder, not a true cost. Ortiz shared that Public Works would like the input of the Commission, bi-weekly field meetings, and staff reporting on facilities. Ortiz: asked commissioners' opinions on consolidating these projects- to a new Park Facilities Rehabilitation and Improvement Program. Ortiz suggested that if a project is prioritized to keep it as a separate project.
- Lubcke asked if there was any way to bring the scope down and advance a smaller list with a high priority list.
- Jones noted that putting something into the CIP as unfunded means that it is in the budget and approved by the City Council for consideration should funding be identified in the future. Jones commented that most parks have relatively new play structures. Harding, Madera and Huber parks have the oldest of the structures. Jones clarified that the Park Facilities Rehabilitation and Improvement Program CIP is not a priority list of projects. Jones clarifies that the Commission needs to decide if the packet presented by Ortiz

should go as is, or with edits. Jones asked the Commission if anything should be changed from the Proposed CIP Parks Program.

- Hill commented on the importance and criticalness of the presentations on the parks and their needs. Hill wants priorities to be set. Hill commented on the Urban Greening Plan having a large impact on CIP and would like to revisit the CIP after the Urban Greening Plan information has been presented to the commission. Hill commented that he does not feel comfortable giving additions and takeaways to the CIP. Hill commented on the building of a bike park and the importance of its inclusion in the Urban Greening Plan. Hill is not opposed the CIP but, would like more information before making recommendation.
- Goldstein gave a report on Arlington Park:
  - Drainage problem
  - Great park
  - Equipment great but so used
  - Squeaky swings
  - Erosion on hillside due to such high volume
  - Basketball court area/ half court area behind tennis courts
  - recommended skate park or putting green there instead of basketball court

Goldstein asked clarifying question regarding the costs listed in the CIP.

It was moved and seconded (Mitchell/Goldstein; Ayes- Commissioners Doshi, Lipson, and Lubke; Absent- Kaplan; Abstention- Hill) and carried to approve a motion to recommend that the staff present the updated CIP to the City Council.

#### **7. Park and Recreation Commission 2014-15 Goal Setting and Work Plan**

Discussion continued on topics of interest and goals to accomplish by the Park and Recreation Commission for 2014-15.

Hill recommend comprehensive signage program for parks and trails improvements to be called out in the Work Plan.

It was moved, seconded (Hill/Lipson) and carried unanimously to approve a motion to present the work plan to the City Council as amended.

Doshi stated WCCUSD agreed to replace Castro grass, will be replaced June 15<sup>th</sup> and ready for play by September 1<sup>st</sup>.

Jones stated the timeline had been changed for replacing Castro Field completely and that WCCUSD proposed that the City come up with Scope and Work Plan for the field renovation. In the meantime, damage associated with the field trenching will be repaired.

#### **8. Commission Reorganization**

Reorganization was continued from April 23, 2014 meeting. with the annual election of Park and Recreation Commission Officers.

Chair Doshi called for the reorganization of the Park and Recreation Commission. He remarked that it was the most productive year for the Commission in a long time. The highlight of the year was commissioners visiting and reporting on El Cerrito parks. It is important to continue this effort and every member should visit every park this summer. Another highlight was the

implementation of goal setting and creating a work plan. Doshi believes this will be a benefit to the City, city programs and the community.

Jones declared offices of Chair and Vice-Chair vacant.

Jones called for nominations for office of Chair.

Lipson nominated Commissioner Doshi for the office of Chair.

Jones called for further nominations.

Mitchell nominated Commissioner Hill for the office of Chair.

Jones called for further nominations.

Hill nominated Commissioner Mitchell for the office of Chair.

Lubke with no further nominations, moved that nominations be closed.

Doshi seconded the motion.

Jones requested that all in favor of closing nominations indicate by saying "AYE", opposed "NO". The motion carried unanimously.

Hill withdrew his nomination.

Mitchell withdrew her nomination.

Jones requested all in favor of electing Commissioner Doshi as chair indicate by saying "AYE" or opposed "NO". The motion was carried unanimously.

Commissioner Doshi was selected as Chair of the El Cerrito Park and Recreation Commission.

Chair Doshi called for nominations for the office of Vice-Chair.

Lipson nominated Commissioner Mitchell for the office of Vice-Chair.

Chair Doshi called for further nominations.

With no further nominations, Chair Doshi moved that nominations be closed.

Lipson seconded the motion.

Doshi stated all in favor of closing nominations indicate by saying "AYE", opposed "NO". The motion carried unanimously.

Chair Doshi asked all in favor of electing Commissioner Mitchell as Vice-Chair indicate by saying "AYE", opposed "NO". The motion carried unanimously.

Chair Doshi stated that Commissioner Mitchell has been selected Vice-Chair of the El Cerrito Park and Recreation Commission.

9. **Recreation Department Update:** Christopher Jones, Recreation Director (*Update on items of interest in the Recreation Department*)

- Summer Camp begins June 9, 2014
- Staff is preparing for 4<sup>th</sup> of July. There is a new event configuration.
- Staff is preparing the budget for June 9, 2014 City Council Meeting

10. **Items For Next Agenda**

- Update on grants for the Madera Hillside purchase

11. **Meeting Adjournment 9:28PM**

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