



MINUTES

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

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

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/86394641981?pwd=RldWaWVkaUlnNjR3QTFscmRSZz09>

Event ID: 863 9464 1981 **Password:** 396079
or Dial in: 1-408-638-0968

7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING – Chair Codron called the meeting to order at 7:02pm

1. **ROLL CALL – Present:** Chair Avis Codron; Vice-Chair Jennifer Kaczor; Members, Ben Chuaqui, 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 Chuaqui reported that the El Cerrito High School Tennis Courts were locked the previous Saturday but open the following day.

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 ANNOUCEMENTS AND REPORTS**
Staff and/or Mayor Pro Tem Lisa Motoyama may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council. Staff will ask if any members of the public who intend to apply to the Park and Recreation Commission are present at the meeting and wish to be recognized.

Director Jones responded to questions and reported on highlights from City Council meetings since the Park and Recreation Commission last met.

5. **APPROVAL OF MINUTES**
Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **April 27, 2022.**

Moved/Seconded: Members Chuaqui/Vice Chair Kaczor.

Action: Passed a motion to approve the minutes of the Park and Recreation Commission meeting on April 27, 2022.

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

Noes: None

Abstain: None

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.

Presentation and Discussion: staff responded to questions and comments related to the Fiscal Year 2022-23 Capital Improvement Program (CIP) Budget related to parks and recreation facilities including discussion of Measure H and other related funding sources and proposed budget, reduction in General Fund backfill, establishing a Swim Center Capital Reserve Fund, re-plastering small pool, Arlington Park Improvements, Pickleball and Tennis Plaza donations and projects, the Midtown Activity Center and possible future projects and budget projections.

Public Works Director Ortiz responded to questions and comments related to recently completed projects, proposed FY2023 projects, Hillside Natural Area signage project and Master Plan, the 5-Year CIP Plan and project delays and resource and staffing constraints.

Moved/Seconded: Chair Codron/Member Chuaqui.

Action: Passed a motion to incorporate in the Fiscal Year 2023 Capital Improvement Program for parks and recreation facilities that was presented to us tonight a net additional dedicated full time employee equivalent position of 25% of their time dedicated to parks and recreation improvement projects.

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

Noes: None

Abstain: None

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.

Presentation and Discussion: staff responded to questions and comments related to the Fiscal Year 2022-23 Proposed Recreation Department budget including staffing, estimated revenue and non-personnel expenses, major revenue and expense line-item changes, part time staff recruitment issues, facility rentals, citywide custodial maintenance, accounting options, grants and a possible project manager/grant writer.

Moved/Seconded: Chair Codron/Member Chuaqui.

Action: Passed a motion to approve the budget considering adding a half time position for project and grant management.

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

Noes: None

Abstain: None

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

Presentation and Discussion:

Chair Codron reported that they hope to have more information from the Trail Trekkers to share in June.

Member Chuaqui reported that he incorporated comments from the last meeting into the Commission's survey. Commissioners discussed minor edits. Chair Codron and Member Chuaqui agreed to try out the survey at Arlington Park and at the 4th of July Festival and report back at the next meeting.

Action: Received and filed.

9. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

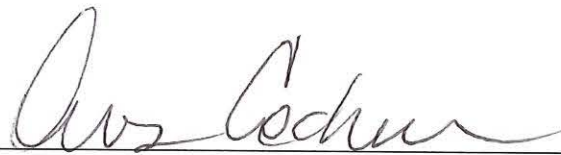
Director Jones reported on 4th of July fundraising efforts, summer camps, senior nutrition program, swim center summer schedule, and the 4th of July Advisory Body booth.

10. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, July 27, 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

Commissioners decided to cancel the upcoming June 22, 2022 meeting and reconvene in July.

11. ADJOURN PARK AND RECREATION COMMISSION MEETING - Chair Codron adjourned the meeting at 9:06 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 May 25, 2022 as approved by the Park and Recreation Commission.



Christopher Jones, Staff Liaison