



**Staff Liaison**  
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## MINUTES

### REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, February 22, 2023 at 7:00 p.m.

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/86237833884?pwd=ZHduMlc0ZTBKUXNubGIReGhFNjg4QT09>

**Event ID:** 862 3783 3884 **Password:** 171736  
**or Dial in:** 1-408-638-0968

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#### 7:00 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING

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.

Director Jones called attention to the agenda packet memo regarding AB2449. Member La Force stated he felt it was important to allow commissioners to participate remotely and would like the City to look into options. Vice-Chair Kaczor agreed that the new policy could impact participation in the Commission meetings. Member Chuaqui shared this was his last meeting before the ending of his term. Chair Codron shared this was her last meeting as well.

#### 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.*

Dave Weinstein, President of the El Cerrito Trail Trekkers expressed concern regarding previous work to develop trails, provide signage, and other items identified through a Parks & Rec work plan not moving forward. He requested a commitment from the City in the future to complete such projects.

#### 4. COUNCIL/STAFF LIAISON ANNOUCEMENTS AND REPORTS

Staff and/or Mayor Pro Tem Tessa Rudnick may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.

Mayor Pro Tem Tessa Rudnick introduced herself and shared it was City Council's goal to find ways to hold hybrid advisory meetings. City Council is also looking into ways to promote participation in advisory bodies. On 2/4/23, City Council held a retreat where they worked on planning the next steps for updating El Cerrito's Strategic Plan. Mayor Pro Tem Rudnick also shared that a ballot measure regarding the El Cerrito Library may

be included in the spring 2024 primary election. The next City Council meeting will be on 3/7/23 and include presentations on mid-year budget adjustments. The City is also undergoing a classification and compensation study. Next meeting there will be a new inductee to the El Cerrito Hall of Fame, Norman La Force.

Director Jones shared that a new Commissioner has been appointed to the Park and Recreation Commission: Carinne Brody.

## 5. APPROVAL OF MINUTES

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **January 25, 2023**.

**Moved/Seconded:** Members LaForce/ Vice Chair Kaczor

**Action:** Passed a motion to approve the minutes of the Park and Recreation Commission meeting on January 25, 2023.

**Ayes:** Chair Codron; Vice Chair Kaczor; Members Chuaqui and La Force

**Noes:** None

**Abstain:** None

## 6. 2023 SUMMER CAMP DISCOUNT DAY PRESENTATION

Presentation on the Recreation Department's virtual special event Discount Day, including an overview of upcoming 2023 Summer Camps and initial registration results.

**Discussion and Presentation:** Recreation Supervisor Taylor Melton presented and answered questions regarding the Recreation Department's virtual special event Discount Day and Summer 2023 Summer Camps.

**Action:** Received and filed

## 7. CLIMATE ACTION AND ADAPTATION PLAN (CAAP) STAKEHOLDER ADVISORY GROUP

Consider a motion to appoint up to 2 members to the Climate Action and Adaptation Plan (CAAP) Stakeholder Advisory Group.

**Action:** Vice Chair Kaczor volunteered to participate in the Climate Action and Adaptation Plan (CAAP) Stakeholder Advisory Group.

## 8. RECREATION DEPARTMENT AND PARKS AND RECREATION FACILITIES MID-YEAR BUDGET UPDATE

Presentation and discussion on Recreation Department budget, proposed midyear changes, and status of parks and recreation facilities projects. Possible action to recommend budget requests.

**Discussion and Presentation:** Director Jones presented and answered questions regarding the Recreation Department's budget, proposed mid-year changes, and status of parks and recreation facilities projects.

Chair Codron presented a draft recommendation to budget for a full time employee in the Public Works department to support Park and Recreation projects. Vice Chair

Kaczor suggested submitting a more detailed letter in the future to be considered for FY24, which will include specific project examples that demonstrate need. She also suggested that if money was budgeted for a position that was not filled, that money be allocated to a contractor to provide needed parks-specific services.

**Moved/Seconded:** Members LaForce/Chuaqui

**Action:** Passed a motion to approve the recommended mid-year budget adjustments

**Ayes:** Chair Codron; Vice Chair Kaczor; Members Chuaqui and La Force

**Noes:** None

**Abstain:** None

**Moved/Seconded:** Members Chuaqui /LaForce

**Action:** Passed a motion to approve the presented recommendation for a FTE to support Parks and Recreation projects

**Ayes:** Chair Codron; Vice Chair Kaczor; Members Chuaqui and La Force

**Noes:** None

**Abstain:** None

## 9. PARK AND RECREATION COMMISSION WORK PLAN DISCUSSION AND UPDATES

Commission discussion and updates on work plan goals and progress.

- Work Plan Group and Liaison Reports

**Discussion:** Chair Codron stated that she reached out to the El Cerrito Youth Baseball (ECYB) President to invite ECYB to share any updates or concerns with Park and Recreation Commission. There has been no response.

**Action:** Received and filed

## 10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

**Presentation:** Staff reported on items including the new Childcare Supervisor, AARP Tax Service, January Line Dance Event, New Aqua Zumba Class, Activity Pool Replastering, and 3/10 Blood Drive.

**Action:** Received and filed

## 11. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, March 22, 2023 at 7 p.m. in City
- Council Chambers
- Parks and Recreation Facilities Projects Update – Ongoing
- Work Plan Item Discussion/Updates – Ongoing
- Recreation Department Master Fee Schedule FY2023-24 – March
- Park and Recreation Commission Work Plan – TBD Spring
- Added: Hillside Natural Area Updates

## 12. ADJOURN PARK AND RECREATION COMMISSION MEETING

Chair Codron adjourned the meeting at 9:02 p.m.

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Jennifer Kacsor, 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 February 22, 2023 as approved by the Park and Recreation Commission.

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Christopher Jones, Staff Liaison