



**Staff Liaison**  
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## MINUTES

### REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, April 26, 2023 at 7:00 p.m.

Council Chambers  
10890 San Pablo Ave, El Cerrito

**This Meeting Place is Wheelchair Accessible**

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#### 7:04 P.M. CONVENE REGULAR PARK AND RECREATION COMMISSION MEETING

1. **ROLL CALL – Present:** Vice-Chair Jennifer Kaczor; Members Carinne Brody, Norman La Force. **Absent:** Troy Tyler

The Commissioners introduced themselves to each other.

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.

Vice Chair Kaczor reported that she attended the first meeting of the Climate Action and Adaptation Plan Task Force. She explained the plan goals, timeline and the public engagement process.

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.*

No comments.

4. **COUNCIL/STAFF LIAISON ANNOUNCEMENTS 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 Rudnick announced the start of budget season with meetings in May and budget hearings in June. She stated that the focus the City's budget would be financial sustainability and resiliency. She also reported that the City Council gave direction to staff to seek a \$20 million bond measure in March 2024 for a new library to be built as part of the Plaza BART Station TOD Project.

5. **APPROVAL OF MINUTES**

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **February 22, 2023**.

**Moved/Seconded:** Members LaForce/ Brody

**Action:** Passed a motion to approve the minutes of the Park and Recreation Commission meeting on February 22, 2023.

**Ayes:** Chair Kaczor; Members Brody and La Force

**Noes:** None

**Abstain:** None

**6. HILLSIDE NATURAL AREA VEGETATION MANAGEMENT ACTIVITIES AND MASTER PLAN**

Presentation and discussion about recent vegetation management activities in the Hillside Natural Area (HNA) and the HNA Fire Resilience and Forest Conservation Management Plan development.

**Discussion and Presentation:** City Arborist Stephen Prée discussed and responded to questions about the Hillside Natural Area vegetation management activities and the upcoming master planning process that is funded by a grant recently awarded to the City.

Commissioner La Force spoke about best practices in fire prevention and maintenance: removing eucalyptus trees rather than thinning them out and replacing invasive species with native vegetation. He also spoke about the 1991 Oakland Hills Fire and other large fires.

**Action:** Received and filed

**7. RECREATION DEPARTMENT FISCAL YEAR 2023-24 PROPOSED MASTER FEE SCHEDULE**

Presentation and discussion about the proposed fees for the Recreation Department's programs and services for FY2023-24.

Staff presented and answered questions about the proposed Master Fee Schedule for the Recreation Department in FY2023-24 including justifications for raising, lowering or keeping certain fees the same and comparisons to other cities for similar services.

**Moved/Seconded:** Members La Force/Brody.

**Action:** Passed a motion recommending the 2023-24 Master Fee Schedule proposal as presented for the Recreation Department.

**Ayes:** Vice Chair Kaczor; Members Brody and La Force.

**Noes:** None

**Abstain:** None

**Moved/Seconded:** Members La Force/Vice Chair Kaczor.

**Action:** Passed a motion expressing concern to the City Council that cost recovery goals in

the Recreation Department are getting too high and should be lowered.

**Ayes:** Vice Chair Kaczor; Members Brody and La Force.

**Noes:** None

**Abstain:** None

**8. PARK AND RECREATION COMMISSION WORK PLAN**

Commission discussion and updates on work plan goals and progress and possible action including:

- Work Plan Group and Liaison Reports
- Consider a recommendation, relating to Goal 5 – Parks and Recreation Projects, for a full-time position in the Public Works Department dedicated to parks projects and urban forest efforts.

**Presentation and Discussion:** Vice Chair Kaczor presented and answered questions about the recommendation for an additional full-time employee in the Public Works Department to support parks projects and urban forest efforts.

**Moved/Seconded:** Members La Force/Brody.

**Action:** Passed a motion recommending to the City Council the attached budget proposal as presented.

**Ayes:** Vice Chair Kaczor; Members Brody and La Force.

**Noes:** None

**Abstain:** None

## 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.

**Presentation and Discussion:** Staff presented and answered questions about the progress of CIP projects including ones at the Swim Center, Arlington Park and the Hillside Natural Area. Staff also provided an overview of the unfunded CIP projects in this year's budget.

**Action:** Received and filed

## 10. REORGANIZATION OF THE PARK AND RECREATION COMMISSION

Per City ordinance, select Chair and Vice Chair of the Park and Recreation Commission for 2023-2024.

Member La Force nominated Member Kaczor to serve as the Chair.

**Moved/Seconded:** Members La Force/Brody.

**Action:** Passed a motion to approve the nomination of Member Kaczor as Chair.

**Ayes:** Members Kaczor, Brody and La Force.

**Noes:** None

**Abstain:** None

Chair Kaczor nominated Member La Force to serve as the Vice Chair.

**Moved/Seconded:** Chair Kaczor; Member Brody.

**Action:** Passed a motion to approve the nomination of Member La Force as Vice Chair.

**Ayes:** Chair Kaczor; Members Brody and La Force.

**Noes:** None

**Abstain:** None

## 11. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Staff provided updates on the Summer rECguide, staff recruitment, the 4<sup>th</sup> of July Festival, swim lessons, new Childcare Supervisor and summer camps.

## 12. ITEMS FOR FUTURE AGENDAS

- Next Special Meeting: Wednesday, May 24, 2023 at 7 p.m. in City Council Chambers
- 2023-24 Proposed Parks and Recreation Facilities Projects Capital Improvement Program – May

- 2023-24 Recreation Department Proposed Fiscal Year Budget - May
- 2023-24 Work Plan Discussion & Formulation – Summer
- Parks and Recreation Facilities Projects Update – Ongoing

**13. ADJOURN PARK AND RECREATION COMMISSION MEETING**

Chair Kaczor adjourned the meeting at 8:48 p.m.

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Jennifer Kaczor, 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 26, 2023 as approved by the Park and Recreation Commission.

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Christopher Jones, Staff Liaison