



Staff Liaison
Christopher Jones | (510) 559-7000
cjones@elcerrito.gov

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AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, December 10, 2025 at 7:00 p.m.

Hana Gardens Senior Center
10870 San Pablo Ave, El Cerrito

7:00 P.M. CONVENE REGULAR MEETING

- 1. ROLL CALL** – Chair Jennifer Kaczor; Vice Chair Carinne Brody; Members Lauren Dodge, Stephanie Ferrara, Hari Lamba, and Jack Rozier
- 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 Councilmember Rebecca Saltzman may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.
- 5. APPROVAL OF MINUTES**
Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **October 22, 2025**.
- 6. PARK RESTROOM ACCESS**
Discussion of park restroom system of using a key to access the restrooms that are otherwise locked to help prevent vandalism. Possible action to recommend system change.

7. PARK AND RECREATION COMMISSION WORK PLAN

Discussion and presentation by Work Plan Groups and Community Group Liaisons including Parks Projects Funding Options Work Plan Group proposed 2025 Park and Recreation Commission Year End Report. Possible action to forward to City Council.

8. 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.

9. 2026 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE

Discussion and possible action to approve the Regular Meeting Schedule for the 2026 Calendar Year.

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

11. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: TBD
- Parks and Recreation Facilities Projects Update – Ongoing
- Parks and Recreation Facilities Maintenance Discussion – January/February
- WCCUSD 7-11 Committee Update - TBD

12. 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 December 10, 2025

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. **DRAFT** Meeting Minutes, October 22, 2025

AGENDA ITEM 7 - PARK AND RECREATION COMMISSION WORK PLAN

1. For Reference: [Work Plan](#)
2. **DRAFT** 2025 Year End Report

AGENDA ITEM 8 – REVIEW AND DISCUSSION OF PARKS AND RECREATION RELATED PROJECTS

1. Project Status Sheet

AGENDA ITEM 9 - 2026 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE

1. **DRAFT** Calendar



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DRAFT MINUTES

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, October 22, 2025 at 7:00 p.m.

Council Chambers
10890 San Pablo Ave, El Cerrito

7:00 P.M. CONVENE REGULAR MEETING – Chair Kaczor called the meeting to order at 7:05pm

1. **ROLL CALL – Present:** Chair Jennifer Kaczor; Members Carinne Brody, Stephanie Ferrara, and Jack Rozier. **Absent:** Members Lauren Dodge and Hari Lamba.

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.

None

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 Comments: David Rosekind spoke about the locked bathrooms in the parks. Discussion was had about placing this on a future agenda.

4. **COUNCIL/STAFF LIAISON ANNOUCEMENTS AND REPORTS**
Staff and/or Councilmember Rebecca Saltzman may report on matters of general interest to the Park and Recreation Commission, Council policies, priorities and significant actions taken by the City Council.

Discussion: Staff reported on recent City Council actions including on the September 16,

2025 meeting receiving the FY2024-25 Fourth Quarter Budget Update, approved dissolution of the Succession Agency to Redevelopment Agency, on October 7, 2025 the first reading to adopt the 2025 California Building Code took place, on October 21, 2025 Mayor Pro Tem Gabe Quinto was acknowledged for becoming the president of the League of California Cities, a presentation on Transit Oriented Communities (TOC) Policy and Housing Element Implementation was received, Unity Day Proclamation, Second Reading and Adoption of building code, and Study Session on Swim Center Lap Pool Renovations and other capital expenditures. A discussion took place on whether the teacher's strike was affecting any afterschool programs.

5. APPROVAL OF MINUTES

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **August 27, 2025**.

Moved/Seconded: Members Brody/Ferrara. **Action:** Passed a motion to approve the minutes of the Park and Recreation Commission meeting on August 27, 2025. **Ayes:** Chair Kaczor; Members Brody, Ferrara, and Rozier. **Noes:** None. **Absent:** Members Dodge and Lamba

6. PARK AND RECREATION COMMISSION WORK PLAN

Discussion and presentation by Work Plan Groups and Community Group Liaisons including survey results from the City of El Cerrito & worldOne 4th of July Festival.

Presentation and Discussion: Staff presented on the Parks and Recreation Master Plan including the formation and current status of projects. There was a discussion on how much inflation would affect prices from the creation of the Master Plan in 2019 to now, and if there is anything on the Master Plan that should be on the top of the list.

Action: Receive and file.

7. PARK AND RECREATION COMMISSION WORK PLAN

Discussion and presentation by Work Plan Groups and Community Group Liaisons including Parks Projects Funding Options Work Plan Group status update.

Presentation and Discussion: Commissioners and staff discussed and responded to questions about the Park and Recreation Commission's Work Plan, including the Communication and Funding Subcommittees. Further discussion will be taking place on these and other subcommittees.

Action: Receive and file.

8. 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 discussed and answered questions about the Capital Improvements Program Projects including Hillside Natural Area Improvements, Ohlone Greenway Uptown Improvements, and Swim Center Capital Enhancements.

Action: Receive and file.

9. **2026 PARK AND RECREATION COMMISSION REGULAR MEETING SCHEDULE**
Discussion and possible action to approve the Regular Meeting Schedule for the 2026 Calendar Year.

Presentation and Discussion: Commissioners and staff discussed future meetings. This year they moved from 10 to 6 meetings. They discussed the need to meet more frequently this year. Will take action on future agenda.

Action: Receive and file.

10. **RECREATION DEPARTMENT UPDATE**
Update on items of interest in the Recreation Department.

Presentation and Discussion: Recreation Supervisor Beth Frazer presented on future events such as the Senior Resource Fair on October 24, 2025, Winter/Spring program registration on December 9th for Residents and December 10th for Non-Residents, Thanksgiving break camps and office closures, the Swim Center is having the final days of Family Swim this weekend October 25th and 26th, Flue Vaccine Clinic on November 3rd from 10 am to 2pm at the Community Center, the Community Center is a polling site on November 4th all day, and Pancake Breakfast on December 6th with tickets going on sale Tuesday 10/28.

Action: Receive and file.

11. **ITEMS FOR FUTURE AGENDAS**

- Next Regular Meeting: Wednesday, December 10, 2025, at 7pm
- Parks and Recreation Facilities Projects Update – Ongoing
- Parks and Recreation Facilities Maintenance Discussion - December
- WCCUSD 7-11 Committee Update – TBD
- Park Bathrooms
- Parks and Recreation Commission Regular Meeting Schedule

12. **ADJOURN PARK AND RECREATION COMMISSION MEETING**
Chair Kaczor adjourned the meeting at 8:37pm.

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 October 22, 2025 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison

PARK & RECREATION COMMISSION

END OF YEAR REPORT

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25



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INTRODUCTION

In early 2025, the El Cerrito Park and Recreation Commission created a subcommittee to focus on addressing funding gaps and opportunities. The subcommittee has pursued an understanding of:

- 2019 Park and Recreation Facilities Master Plan projects' status and priority
- Current community priorities via a WorldOne 4th of July Festival survey, interviews with relevant community group members, and the National Community Survey
- The funding landscape and potential opportunities, given the City's growing backlog of deferred park maintenance and lack of funds to more fully implement the Master Plan

The Commission requests acknowledgement from City Council of the information reported, and support for continued reporting, accompanied by recommendations to support project funding based on ongoing learnings.

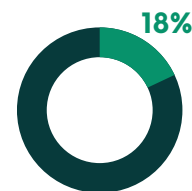
We hope this report will establish a regular communication pipeline between the community partners who strengthen El Cerrito's parks and recreation, the Commission, and City Council.

The Parks & Recreation Facilities Master Plan, finalized in 2019, is reflective of City planning efforts dating back to the El Cerrito General Plan (1999, 2015), as well as the Structural Facilities Management Plan (2004), Ohlone Greenway Master Plan (2009) and the Climate Action Plan (2013), among others.

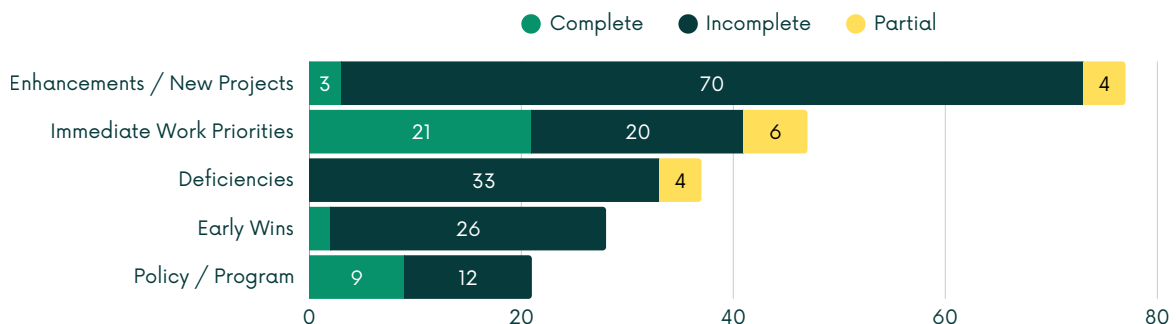


Significant opportunity remains to generate momentum and deliver on community priorities, with 18%* of all approved projects completed. Conversely, there is significant risk of deferred maintenance liability with 55% of Immediate Work Priorities and 90% of Deficiencies unaddressed.

Total Master Plan Status



Count of Recommendation Type by Status



PUBLIC/PRIVATE PARTNERSHIP

Successes and Opportunities

The creation of the 2019 Master Plan included significant input from the community. Due to its age, we have sought to understand the current landscape, to supplement the perspective provided in the Plan. Over the past several months, the Park & Recreation Commission has conducted broad outreach and research to understand community priorities, project readiness, and partnership opportunities. Commissioners engaged eight local groups, including youth sports organizations, stewardship groups, civic clubs, and longstanding community institutions.



Eastshore Alliance Futbol Club



East Bay Pickleball Association



El Cerrito Tennis Club



El Cerrito Youth Baseball



Trail Trekkers



El Cerrito Garden Club



Wildcat 4H Club



Sundar Shadi Holiday Display



El Cerrito Community Foundation



El Cerrito / Richmond Annex Walk & Roll

Across all groups, we heard a consistent message: residents are ready to partner with the City. Many are actively fundraising, developing design concepts, coordinating volunteers, consulting with professional experts, and exploring grants aligned with the Parks & Recreation Facilities Master Plan. Recent community-funded improvements at the Arlington Tennis Center and Castro Park pickleball courts show what is possible when community capacity aligns with City processes.

To support this work, the Commission identified 12 relevant grant opportunities, 41 local charities and nonprofit partners, and 9 major employers offering corporate donation matching, representing a substantial ecosystem of potential funding, volunteers, and technical expertise.

12 grants

41 local non-profits

9 corporate matching opportunities

There is also strong interest in forming a “Friends of El Cerrito Parks & Recreation” structure, likely in partnership with the El Cerrito Community Foundation, to streamline fiscal sponsorship and community fundraising.

At the same time, some groups expressed difficulty navigating the review and approval process for community-initiated or privately funded projects. Several have raised funds or developed early designs but are unsure how to advance proposals.

Common questions included:



What is the first step?



What information does staff need?



How do we keep up momentum with the city while not overwhelming staff?

These questions and process struggles do not reflect anyone's lack of intent. Rather, it signals an opportunity for greater clarity and shared expectations among community partners, staff, the PRC, and Council. **We think there is an opportunity to explore and improve the private-public partnerships in El Cerrito.**

Our key focus next year is to deepen our understanding of how public/private partnerships can best support parks and recreation in El Cerrito, and we will work with the Recreation and Public Works Departments, City staff, and Council to do so.

Our continued work in public-private partnerships will include:



Studying how other jurisdictions structure public-private partnerships



Researching tools and models that support community-led projects



Deepening relationships to better understand community goals and capacity



Clarifying how Master Plan alignment, review, and input typically work



Exploring potential partnership structures, such as a Friends of EC Parks & Rec model

El Cerrito has a highly engaged community ready to support parks improvements. By focusing on learning, listening, and building shared understanding, the Commission aims to create a strong foundation for future collaboration and public/private partnership.

COMMUNITY SENTIMENT

In addition to connecting with community groups, we looked to these inputs to understand current community sentiment:

Survey conducted at the WorldOne 4th of July festival - 70 responses

These parks priorities emerged from a synthesis of survey responses:



Open Space



Clean Bathrooms



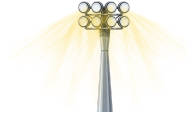
Walking/Biking Trails



Gathering Areas



Play Structures



After Dark Field Lighting

2022 & 2025 El Cerrito National Community Surveys

The El Cerrito 2022 National Community Survey revealed the importance that its residents place on parks and open spaces. Responding to the prompt: "Tell us how much of a priority, if at all, the City should place on each of the following aspects of the community in the next two years," Parks came in first place at 90%, ahead of public safety in second, and Open Space & Trails came in at third with 84%.

PARKS



PUBLIC SAFETY



OPEN SPACE & TRAILS



As of the finalization of this report, the results from the 2025 survey were not yet published.

CONCLUSION

The Park and Recreation Commission recognizes the ongoing financial and staffing constraints faced by the City. In response, we are committed to partnering closely with City leadership to help facilitate progress while minimizing additional demands on City resources.

To ensure continued transparency and momentum, the Commission will provide its next progress report in six months, establishing a twice-annual reporting cycle. As our work continues, we anticipate bringing forward specific recommendations informed by the patterns and needs we have observed through this year's review.

We welcome continued dialogue with the City Council to further explore our findings, clarify priorities, and determine appropriate next steps. We look forward to working collaboratively to support the long-term health, sustainability, and accessibility of our parks and recreation system.

**Park Recreation Capital Improvement Program (CIP) Projects, FY 2025-26
City of El Cerrito Park and Recreation Commission - 12/10/25**

Funded & Approved Projects	Project #	Budget FY 2025-26	Funding Source	Status
Hillside Natural Area (HNA) Improvements	TBD	TBD	TBD	The City is pursuing grant opportunities to implement the HNA Fire Resilience & Forest Conservation Mngt. Plan adopted by the City Council on June 3, 2025. \$510,000 grant awarded by the CA Coastal Conservancy for the removal of 190 eucalytus & pine trees from Quarry Hill and restoration efforts. Timeline TBD.
<p><i>Folloing the adoption of the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan on June 3, 2025, this project will implement the Plan recommendations as funding becomes available to protect critical resource areas, implement fire fuel reductions and native forest conservation, and fund maintenance activities as well as access improvements, connectivity and enhancements to the trail network that links natural features, schools and community assets. The City awaits the results on several grant applications and continues to seek out additional opportunities.</i></p>				
Ohlone Greenway Improvements - Uptown	C3069, C3084	\$227,000	Measure J , Other Secured Funding	TBD based on securing construction funding.
<p><i>This project will improve the Ohlone Greenway consistent with the Greenway Master Plan (2009). Improvements include path widening, landscaping, street crossing enhancements, and other amenities. The improvements to be designed beginnin in FY25 consist of a side path and enhanced landscaping between Hill Street and Safeway entrance, which must be coordinated with BART's substation upgrade and expanded footprint, and path widening, landscaping, lighting, and amenities north of Knott. The City is currently seeking funding for the construction phase because only the design phase has been funded to date.</i></p>				
Swim Center Capital Enhancements	TBD	\$2,311,000	General Fund	City Council awarded replaster contract on 12/2/25. Parking lot permit and bid in progress. Work anticipated to occur between January and June 2026. Lap Pool Deck Project postponed. Funding will be considered in the upcoming Biennial Budget for Fiscal Years 2026-27 & 2027-28.
<p><i>The project includes various capital upgrades or enhancements to the original construction of the Swim Center. After completion of the Swim Center in 2004 and warranty work in 2005, there remained some modifications and enhancements needed to bring the Swim Center up to its highest effectiveness. After almost 20 years of operation, future capital needs are anticipated to include pool plaster replacement, deck replacement and new pool components such as filters, pool lights, pool covers, etc. Current Fiscal Year Project is the Replastering of the Lap Pool, ADA Improvements, Installing EV Charging Stations and required biorention in the Swim & Community Center Parking Lot.</i></p>				
<p align="center">SEE DESCRIPTIONS FOR FUTURE AND UNFUNDED CIP PROJECTS IN CITY BUDGET: CAPITAL IMPROVEMENTS (LINK)</p>				



DRAFT 2026 Regular Meeting Schedule

City Holiday/Closed
 Regular Meeting
Location: City Council
 10890 San Pablo Avenue
Meeting Time: 7pm

PARK AND RECREATION COMMISSION

JANUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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FEBRUARY

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MARCH

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JUNE

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*Typically skip June

JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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*Typically have one meeting in Nov/Dec due to Holidays, in early December