



Staff Liaison
Christopher Jones | (510) 559-7000
cjones@ci.el-cerrito.ca.us

This information can be interpreted for you free of charge. Visit City Hall at 10890 San Pablo Ave., El Cerrito, CA 94530 or learn more at www.el-cerrito.org/LanguageAccess

Esta información se puede interpretar gratuitamente. Visite el Ayuntamiento en 10890 San Pablo Ave., El Cerrito, CA 94530 o obtenga más información en www.el-cerrito.org/LanguageAccess

这些信息可免费为您解释。请访问位于 10890 San Pablo Ave., El Cerrito, CA 94530 的市政厅，或访问 www.el-cerrito.org/LanguageAccess 了解更多信息

AGENDA

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, August 27, 2025 at 7:00 p.m.

Council Chambers
10890 San Pablo Ave, El Cerrito

7:00 P.M. CONVENE REGULAR MEETING

- 1. ROLL CALL** – Vice Chair Jennifer Kaczor; Members Carinne Brody, Lauren Dodge, Stephanie Ferrara, Hari Lamba, and Jack Rozier
- 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.
- 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 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.
- 5. APPROVAL OF MINUTES**
Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **May 28, 2025**.
- 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.

- 7. FISCAL YEAR 2024-25 PARK AND RECREATION COMMISSION ACCOMPLISHMENTS**
Review and possibly amend Fiscal Year 2024-25 Proposed Park and Recreation Commission Accomplishments. Action to adopt and forward to the 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. REORGANIZATION OF THE PARK AND RECREATION COMMISSION**
Due to Chair resignation, select Chair and Vice Chair of the Park and Recreation Commission for remaining meetings through March 2026.
- 10. RECREATION DEPARTMENT UPDATE**
Update on items of interest in the Recreation Department.
- 11. ITEMS FOR FUTURE AGENDAS**
 - Next Regular Meeting: Wednesday, October 22, 2025, at 7pm
 - Parks and Recreation Facilities Projects Update – Ongoing
 - 2024-2025 & 2025-2026 Work Plan Updates - Ongoing
 - 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 August 27, 2025

AGENDA ITEM 5 - APPROVAL OF MINUTES

1. **DRAFT** Meeting Minutes, May 28, 2025

AGENDA ITEM 6 - PARK AND RECREATION COMMISSION WORK PLAN

1. For Reference: [Work Plan](#)
2. Presentation
3. Park and Funding Map

AGENDA ITEM 7 - FISCAL YEAR 2024-25 PARK AND RECREATION COMMISSION ACCOMPLISHMENTS

1. **DRAFT** Accomplishments

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

1. Project Status Sheet



Staff Liaison
Christopher Jones | (510) 559-7000
cjones@ci.el-cerrito.ca.us

This information can be interpreted for you free of charge. Visit City Hall at 10890 San Pablo Ave., El Cerrito, CA 94530 or learn more at www.el-cerrito.org/LanguageAccess

Esta información se puede interpretar gratuitamente. Visite el Ayuntamiento en 10890 San Pablo Ave., El Cerrito, CA 94530 o obtenga más información en www.el-cerrito.org/LanguageAccess

这些信息可免费为您解释。请访问位于 10890 San Pablo Ave., El Cerrito, CA 94530 的市政厅，或访问 www.el-cerrito.org/LanguageAccess 了解更多信息

DRAFT MINUTES

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, May 28, 2025 at 7:00 p.m.

Council Chambers
10890 San Pablo Ave, El Cerrito

7:00 P.M. CONVENE REGULAR MEETING - Chair Tyler called the meeting to order at 7:04pm

- 1. ROLL CALL – Present:** Chair Troy Tyler; Vice Chair Jennifer Kaczor; Members Carinne Brody, Lauren Dodge, Stephanie Ferrara, Hari Lamba, and Jack Rozier. **Absent:** None
- 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.

Discussion: Commissioner Rozier spoke about the Action Mapping Project, an initiative working to amplify youth voices in community planning by turning their experiences into data that public agencies can use (materials included in agenda packet).

- 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: None

- 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: Councilmember Saltzman reported on topics from past City Council meetings including the City's budget, the Pride Flag raising event at City Hall, the Master Fee Schedule and new trash cans for parks.

5. APPROVAL OF MINUTES

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **April 23, 2025**.

Moved/Seconded: Members Dodge/Ferrara. **Action:** Passed a motion to approve the minutes of the Park and Recreation Commission meeting on April 23, 2025. **Ayes:** Chair Tyler; Vice Chair Kaczor; Members Brody, Dodge, Ferrara, Lamba, and Rozier. **Noes:** None. **Absent:** None

6. FISCAL YEAR 2025-26 RECREATION DEPARTMENT MASTER FEE SCHEDULE

Presentation and discussion about the Master Fee Schedule for the Recreation Department's programs and services for FY2025-26. Possible action to make recommendations to the City Council.

Presentation and Discussion: Staff discussed and answered questions regarding the Recreation Department's Fiscal Year 2025-26 Master Fee Schedule. Discussion included a summary of the User Fee Study recently conducted by a consultant, an overview of Recreation fee changes, and a snapshot of major fee categories.

Action: Receive and file.

7. RECREATION DEPARTMENT FISCAL YEAR 2025-26 PROPOSED BUDGET

Presentation, discussion and possible action to recommend the proposed FY2025-26 Recreation Department budget.

Presentation and Discussion: Staff discussed and answered questions regarding the Recreation Department's Fiscal Year 2025-26 Proposed Budget including the Department's organizational structure, individual division proposed revenues, expenditures and cost recovery, proposed expenditure reduction of ~ \$170,000, Department cost recovery and percentage of the General Fund, and Special Funds. Discussion also included key statistics of each division including enrollment and sales data.

Moved/Seconded: Members Brody/Rozier. **Action:** Passed a motion to recommend the Recreation Department Budget for Fiscal Year 2025-26 as presented. **Ayes:** Chair Tyler; Vice Chair Kaczor; Members Brody, Ferrara, Lamba and Rozier. **Noes:** None. **Abstain:** Dodge **Absent:** None

8. PARK AND RECREATION COMMISSION WORK PLAN

Discussion and presentation by Work Plan Groups and Community Group Liaisons.

Presentation and Discussion: Work Plan Group Members discussed and answered questions about their recent activities which included work on a survey for the public that can be used at the 4th of July and other events, looking into grant opportunities for parks projects and engaging other groups affiliated with El Cerrito parks, recreation and open space. The goals of the survey and a forming a basis for a parks funding measure were also discussed.

Action: Receive and file.

9. FOURTH OF JULY PARTICIPTION

Discussion of potential Park and Recreation Commissioner participation and community outreach at the City of El Cerrito/worldOne 4th of July Festival

Presentation and Discussion: The Chair asked staff to email the Commissioners to determine their availability for tabling at the 4th of July Festival.

Action: Receive and file.

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Presentation and Discussion: Staff discussed and answered questions about the El Cerrito Tennis Center Dedication, Castro Pickleball Courts, the City of El Cerrito & worldOne 4th of July Festival, class and program updates, summer camps and the Swim Center summer schedule.

11. ITEMS FOR FUTURE AGENDAS

- Next Regular Meeting: Wednesday, August 27, 2025, at 7pm
- Parks and Recreation Facilities Projects Update – Ongoing
- 2024-2025 & 2025-2026 Work Plan Updates - Ongoing
- WCCUSD 7-11 Committee Update - TBD

ADJOURN PARK AND RECREATION COMMISSION MEETING - Chair Tyler adjourned the meeting at 9:12pm.

Momentum Found

2025

P&R COMMISSION

PRESENTED BY
AD HOC COMMITTEE
JEN, JACK, LAUREN



WHY WE DID THIS RESEARCH



Our parks are the heart of community life, and keeping them vibrant requires smart, targeted investment. We aimed to learn what is most important to our park and open space users, from upgrading facilities to creating new spaces. By focusing our fundraising efforts where momentum already exists, we can turn community energy into visible, lasting improvements, and contribute to ensuring our parks thrive for the next generation.



What We Did



Primary Research

Conducted at the 4th of July Festival, 2025.

69 total respondents; 72% El Cerrito residents
 Age distribution largely representative of community demographics, with the exception of the 19 to 30 and 31 to 45 age brackets.

Secondary Research

Analysis of parks, amenities, needs, priorities, and recommendations in the Parks and Rec Master Plan.

Reviewed existing funding measures and funding opportunities including measure H.

Reviewed local charities, federal and state grants, and corporate matching partners.

Grants	Deadlines	Eligible work	Matching req	Funding Source	Amount
		Urban Forestry: <ul style="list-style-type: none"> Planting of trees and plants along urban streets and medians. Greening existing public lands and structures, including school campuses and urban parks. Greening vacant lots and abandoned sites. Restoration of urban creeks. Resource Lands: <ul style="list-style-type: none"> Removal of invasive and restoration of natural plant species. Enhancement or restoration of natural areas such as inland wetlands, forests, oak woodlands, mountain meadows, creeks, and streams with riparian or riverine fish or wildlife habitat, wildlife corridors and fish passages, grazing land and grasslands. Acquisitions in fee title or through conservation easements to safeguard regional water supplies, protect riparian and wildlife habitats, conserve agricultural lands for secure wildlife migration corridors, and provide public access for compatible wildlife/nature-oriented recreation by the wider community. Acquisitions to preserve in perpetuity Resource Lands for agricultural uses, open space, wetlands, biodiversity, etc 			
Environmental Enhancement and Mitigation (2025)	7/16/25	Specifically thinking for the acquisition of the old school site	No	State	<\$750,000
Land Acquisition (2025)	Continuous	Land and Water Conservation Fund (LWCF) grants provide funding for the acquisition or development of land to create new outdoor recreation opportunities for the health and wellness of Californians. Since 1965, over one thousand parks throughout California have been created or improved with LWCF assistance.	No	State	(\$10M fund. Dependent amount)
Land and Water conservation fund	7/2025	The Program prioritizes: boating access projects, hunting and fishing projects, and non-consumptive wildlife-oriented recreation. Planning and implementation projects are to be considered. Planning grants are intended to support the development of projects that are likely to qualify for future implementation funding under this program. Implementation grants are intended for construction, enhancement, or rehabilitation of public access facilities.	50%		< \$6M
Public Access	Continuous	https://www.nrpa.org/our-work/Grant-Fundraising-Resources/ Miriam Lamoreaux at mlamoreaux@nrpa.org.	No	State	(\$3M fund. Dependent amount)
Contacted for more information about fundraising resources					
Trust for Public Lands	Opens Jan 2026				
Youth Development Foundation - MLB	Not currently open				
		Planning & Development Grants 8-month grant cycle from October 2025 – May 2026 Support early-stage project development; focus on building partnerships, artist selection and developing project plans.			
		Grants Program Resources Implementation Grants 12-month grant cycle from October 2025 – September 2026 Supports the execution of art and cultural programs with community engagement and a well-defined partnership.			
Arts in California Parks	Opens Spring 2026	Grants Program Resources Primarily provide transportation to/from California State Parks and beaches; Offer a valuable recreational, environmental, cultural, or historical learning experiences; Reach underrepresented communities who may face challenges getting to or enjoying parks, and/or lack opportunities to create meaningful connections to nature; Address parts of the state with the greatest transportation needs.			
Route to the Parks	Opens June 2025				

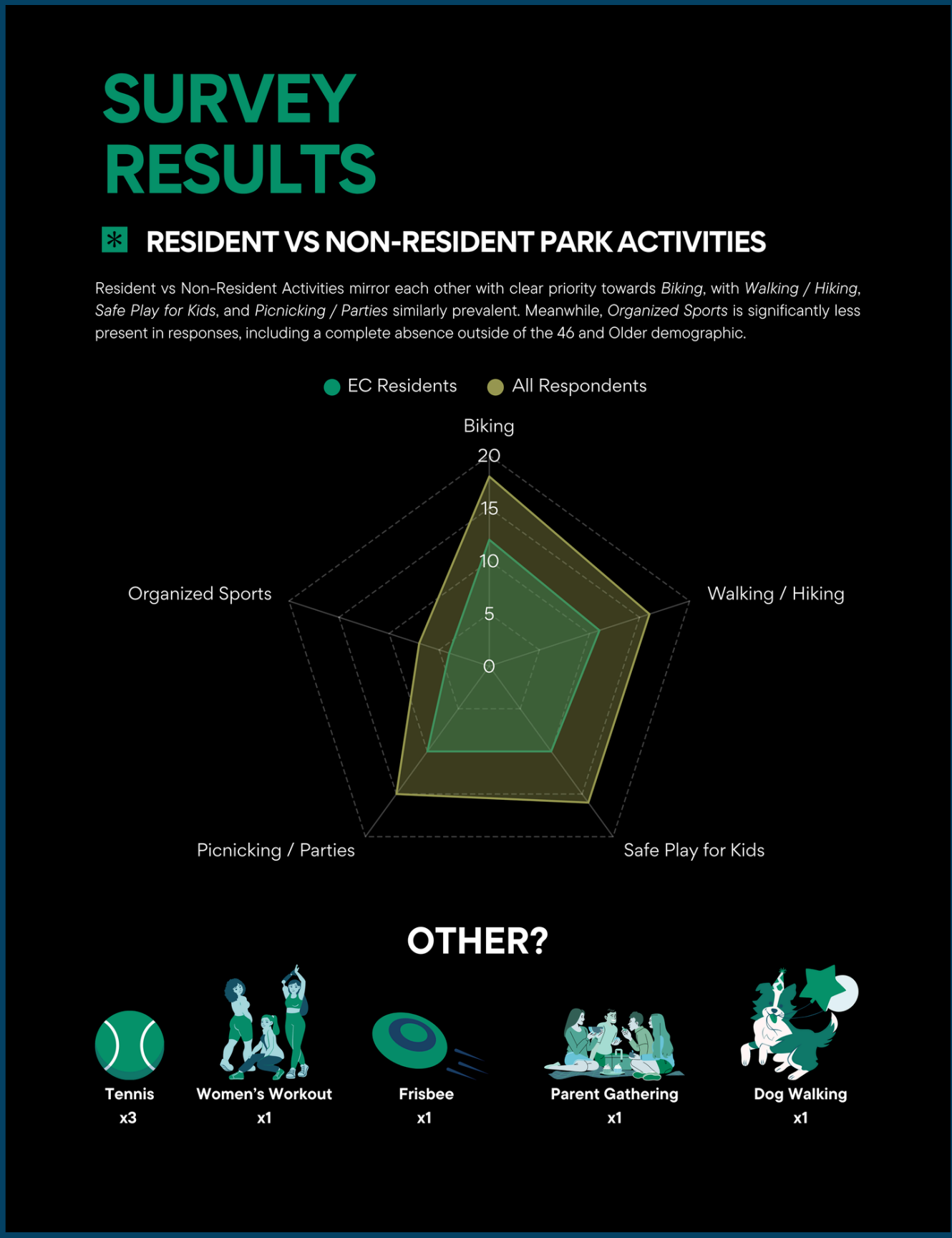
Survey Highlights

What the community values most:

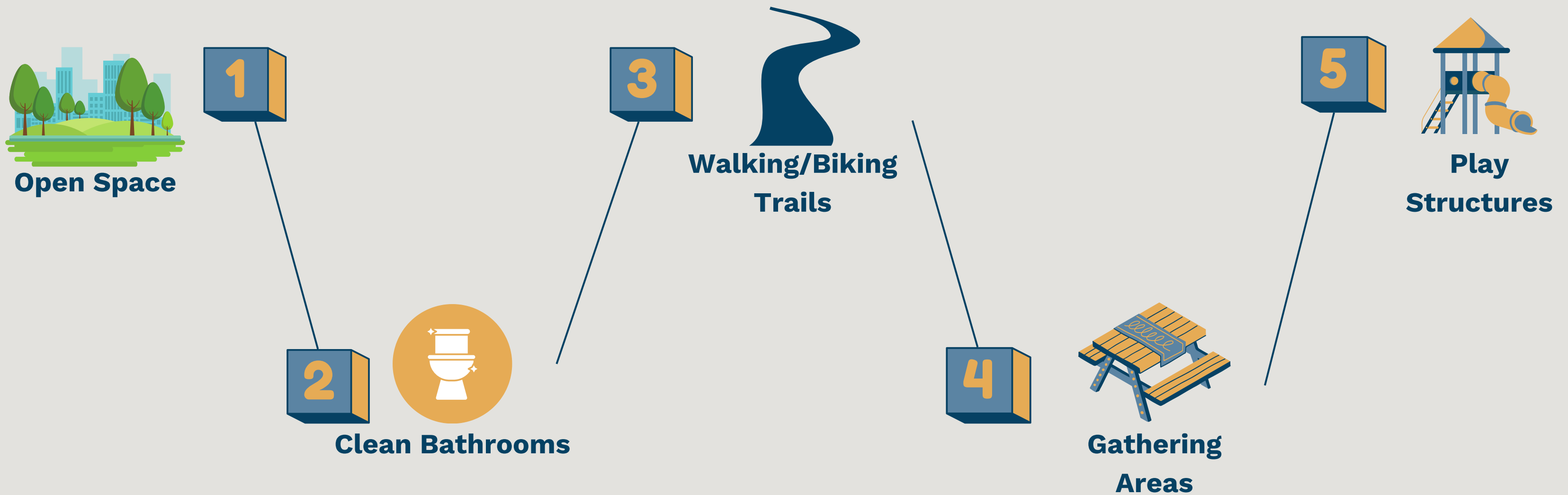
- 1. Open space & natural shade
- 2. Clean bathrooms
- 3. Walking/biking trails
- 4. Gathering areas & picnic spaces
- 5. Play structures for all ages

Most common activities:

Biking, walking/hiking, safe play for kids, picnicking/parties.



Top Ranked Needs



Call to Committment

Let's discuss:
What can you/we do?

Recommended Next Steps



Begin targeted outreach:

- Identify and connect with public/private partnership contacts.

Activate networks:

- Share learnings with community groups and understand their priorities to build support.

Champion fundraising efforts:

- Network conversations with funding options, 501(c)(3) partnerships and private citizens.

Our Ideas

Activate networks

Key message for community groups:

What the PRC is currently focused on for fundraising learnings and efforts:

- assessing the PRF master plan to understand what's been completed, what are potential early wins and high-priority projects to try to raise funds for
- surveying the community to understand current priorities (4th of July festival)
- connecting with community groups to understand their priorities, focus areas, and potential projects for collaboration

Groups

Co-Sponsored Groups

Contra Costa Civic Theater
Eastshore Alliance FC
El Cerrito Art Association
El Cerrito Garden Club
El Cerrito HS Archiving Project
El Cerrito Historical Society
El Cerrito Library Foundation
El Cerrito Branch - NAACP
El Cerrito Tennis Club
El Cerrito Toastmaster
El Cerrito Trail Trekkers (Jen)
El Cerrito Youth Baseball
Friends of the El Cerrito Library
Friends of Ravencliff
KARO-ECHO (Kensington/EC HAM Radios)

More Community Groups

Albany/El Cerrito Kiwanis Club
American Legion Veterans Hall
Bayview Aerie #2323 Frat. Order of Eagles
Community Emergency Response Team
El Cerrito Chamber of Commerce
El Cerrito FireSafe Council
El Cerrito/Richmond Annex Walk & Roll (Lauren)
Friends of the Cerrito Theater
Friends of Five Creeks
League of Women Voters
Rotary Club of El Cerrito
Shadi Holiday Display
Soroptimists International of El Cerrito
Wildcat 4-H Club
worldOne
EC School PTA/PTSA's
East Bay Pickleball Association

Appendix

DATA REPORT



All meet: GOAL A: ENHANCE EL CERRITO'S PARK NETWORK

Priority Triangulation 1

Master Plan Priority: GOAL E: IMPROVE NATURAL AREAS
Parks, trails, and pathways for walking, biking, and hiking...

Community Priority: Open Space

#1 Priority

Applicable Parks
Hillside Natural Area
Arlington Park & Clubhouse

Funding Opportunities: Apply for this grant: Environmental Enhancement and Mitigation (2025)

Funding Opportunities: Apply for this grant: Environmental Enhancement and Mitigation (2025)

Community Partners: Urban Forestry Committee, Friends of Five Creeks

Priority Triangulation 2

Master Plan Priority: GOAL B: ENHANCE EL CERRITO'S RECREATION FACILITIES
Provision of more park amenities (76.1%)

Community Priority: Clean Bathrooms

#3 Priority

Applicable Parks
Arlington Park & Clubhouse

Funding Opportunities: Lauren Dodge

Local Charities: Coach Ken Carter Foundation

Community Partners: Lauren Dodge

Priority Triangulation 3

Master Plan Priority: GOAL D: IMPROVE PATHWAYS AND TRAILS
1 Highest priority at 90.6% (very and fairly important)

Community Priority: Walking/Biking trails

#1 Priority

Applicable Parks
Hillside Natural Area
Ohlone Greenway

Grant Opportunities: Apply for these grants: Land Acquisition (2025), Land and Water conservation fund, Trust for Public Lands

Local Charities: Coach Ken Carter Foundation

Community Partners: Trail Trekkers, El Cerrito Walk and Roll

Priority Triangulation 4

Master Plan Priority: GOAL B: ENHANCE EL CERRITO'S RECREATION FACILITIES
Provision of more park amenities (76.1%)

Community Priority: Gathering Areas

#2 Priority

Applicable Parks
Arlington Park & Clubhouse
Huber Park & Clubhouse
Harding Park & Clubhouse

Funding Opportunities: Maybe this one? <https://artsincaliforniaparks.org/grants-program/>

Local Charities: Coach Ken Carter Foundation

Community Partners: El Cerrito Community Garden Network?

Priority Triangulation 5

Master Plan Priority: GOAL B: ENHANCE EL CERRITO'S RECREATION FACILITIES
Playgrounds/tot-lots (76.6%)

Community Priority: Play Structures

#3 Priority

Applicable Parks
Arlington Park
Harding Park
Central Park
Fairmont Playfield

Funding Opportunities: Lauren Dodge

Local Charities: Coach Ken Carter Foundation

Community Partners: Lauren Dodge

- 1 Open Space
- 2 Clean Bathrooms
- 3 Walking/Biking Trails
- 4 Gathering Areas
- 5 Play Structures



**ACCOMPLISHMENTS
FISCAL YEAR 2024-2025**

PARK AND RECREATION COMMISSION

Chair **Troy Tyler**; Vice-Chair **Jennifer Kaczor**; Members **Carrine Brody, Lauren Dodge, Stephanie Ferrara, Hari Lamba, and Jack Rozier**

Staff Liaison
Christopher Jones | (510) 559-7005
cjones@elcerrito.gov
Recreation Department

PRIOR FISCAL YEAR ACCOMPLISHMENTS

Goal/Objective	Activities Supporting Goal	Status
Parks and Recreation Projects	<ol style="list-style-type: none"> 1. Received presentations on the Parks and Recreation Facilities capital improvement program (CIP) projects and provided feedback. 2. Reviewed Fiscal Year 2025-26 Proposed CIP Projects and provided feedback and recommendation. 3. Made a recommendation to the City Council to explore additional revenue sources to fund increased maintenance, implementation of Master Plan Projects and hire a manager dedicated to these priorities. 4. Work Plan Group Activities: <ol style="list-style-type: none"> a. Developed survey to engage the public on the 4th of July Festival b. Met to discuss objectives and reported out at Commission meetings. 5. Assigned Commissioner Liaisons to some City Co-Sponsored groups, community groups and Advisory Bodies. 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Submitted 4. Administered survey & Ongoing 5. Ongoing
School District Partnership	<ol style="list-style-type: none"> 1. Members monitored and updated Commission on the WCCSUD's 7-11 Committee process for the possible surplus 	<ol style="list-style-type: none"> 1. 7-11 Committee monitoring continues; no 7-11 Committee Meeting since October 2024.

	of property at the former Portola Middle School site in El Cerrito.	
Ongoing Objectives	<ol style="list-style-type: none"> 1. Received regular updates on Recreation Department programs, services and community engagement activities and provided feedback. 2. Received a presentation on City Co-Sponsored organizations and other groups who work in collaboration with the Recreation Department and the City and provided feedback. 3. Received presentations on Hillside Natural Area Fire (HNA) Resilience and Forest Conservation Management Plan and provided feedback and recommendation. 4. Discussed Commission participation in the City of El Cerrito/worldOne 4th of July Festival. 5. Reviewed the proposed Parks & Recreation CIP Projects for Fiscal Year 2025-26, provided feedback and made recommendation. 6. Reviewed the proposed Recreation Department Budget for Fiscal Year 2025-26, provided feedback and made recommendation. 7. Reviewed 2025-26 Recreation Department Master Fee Schedule and provided feedback. 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing; assigned Work Plan Group Members and Community Group Liaisons 3. Recommended City Council Adoption 4. Participated in event; administered survey. 5. Recommended City Council Adoption 6. Recommended City Council Adoption 7. Receive and file

**Park Recreation Capital Improvement Program (CIP) Projects, FY 2025-26
City of El Cerrito Park and Recreation Commission - 8/27/25**

Funded & Approved Projects	Project #	Budget FY 2024-25	Funding Source	Status
<u>Hillside Natural Area (HNA) Improvements</u>	TBD	TBD	TBD	The City is pursuing grant opportunities to implement the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan that was adopted by the City Council on June 3, 2025.
<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>				
Ohlone Greenway Improvements - Uptown	C3069, C3084	\$227,000	Measure J Transportation, Other Secured Funding	TBD based on securing construction funding.
<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>				
Swim Center Capital Enhancements	TBD	\$2,311,000	General Fund	On 8/19/25 City Council gave direction to proceed with design and build for the replaster of the Emery G. Weed, III Lap Pool and ADA, EV and Bioretention Improvements in the Community Center Parking Lot. Work anticipated to occur between January and June 2026. Staff will return to the City Council in October to discuss Lap Pool Deck options.
<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>				
<u>SEE DESCRIPTIONS FOR FUTURE AND UNFUNDED CIP PROJECTS IN CITY BUDGET: CAPITAL IMPROVEMENTS (LINK)</u>				