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AGENDA

SPECIAL MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, March 25, 2026 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, Anne Perkins and Julia Salinis
- 2. COMMISSION/STAFF COMMUNICATIONS AND ANNOUCEMENTS**
Informal reports on matters of general interest and introduction of new commissioners 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 Carolyn Wysinger 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 **January 28, 2026**.
- 6. EL CERRITO PARKS AND RECREATION FACILITIES MAINTENANCE PRESENTATION**
Discussion on increased maintenance activities and deferred maintenance in El Cerrito's parks and recreation facilities.

- 7. PARK AND RECREATION COMMISSION WORK PLAN**
Commission discussion on Work Plan goals and progress including possible updates from Work Plan Groups and Community Group Liaisons.
- 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. RECREATION DEPARTMENT UPDATE**
Update on items of interest in the Recreation Department.
- 10. ITEMS FOR FUTURE AGENDAS**
 - Next Regular Meeting: Wednesday, April 22, 2026 at 7pm, City Council Chambers
 - Parks and Recreation Facilities Projects Update – Ongoing
 - Park Restrooms Access - TBD
 - WCCUSD 7-11 Committee Update - TBD
- 11. 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
SUPPLEMENTAL MATERIALS

PARK & RECREATION COMMISSION MEETING
March 25, 2026

AGENDA ITEM 5 - APPROVAL OF MINUTES

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

**AGENDA ITEM 6 - EL CERRITO PARKS AND RECREATION FACILITIES
MAINTENANCE PRESENTATION**

1. Presentation (received before 3/25/26 at 4pm)

AGENDA ITEM 7 - PARK AND RECREATION COMMISSION WORK PLAN

1. For Reference: [Work Plan](#)

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

1. Project Status Sheet (corrected before 3/25/26 at 4pm)



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DRAFT MINUTES

REGULAR MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, January 28, 2026 at 7:00 p.m.

Council Chambers
10980 San Pablo Ave, El Cerrito

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

- 1. ROLL CALL – Present:** Chair Jennifer Kaczor; Members Lauren Dodge, Stephanie Ferrara (arrived at 7:47pm), Hari Lamba, and Jack Rozier. **Absent:** Vice Chair Carinne Brody.
- 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 Rozier announced resignation from the Park and Recreation Commission and reported on Commissioner Dodge's presentation of the 2025 End of Year Report to the City Council on January 20, 2026.

Commissioner Dodge described next steps from the completion of the End of Year Report of continuing community engagement, providing outreach materials to Commissioners, and encouraging involvement at Park and Recreation Commission meetings. She also announced that she created a Mobilize Group for El Cerrito to monitor any local activities of the US Immigration and Customs Enforcement Agency.

- 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 ANNOUNCEMENTS AND REPORTS

Staff and/or Councilmember Carolyn Wysinger 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 summarized recent City Council items from the December 16, 2025 State of the City Address and Regular Council Meeting and the January 20, 2026 Regular Council Meeting including City Council reorganization, acceptance of Park and Recreation Commission and Committee on Aging recommendations, library measure certification, and an El Cerrito Library Facility Update.

5. APPROVAL OF MINUTES

Consider a motion adopting the minutes of the Park and Recreation Commission meeting on **December 10, 2025**.

Moved/Seconded: Members Dodge/Rozier. **Action:** Passed a motion to approve the minutes of the Park and Recreation Commission meeting on December 10, 2025. **Ayes:** Chair Kaczor; Members Dodge, Lamba, and Rozier. **Absent:** Vice Chair Brody; Member Ferrara.

6. EL CERRITO TRAIL TREKKERS PRESENTATION

Discussion and update on the activities, plans, and requests of the City Co-Sponsored El Cerrito Trail Trekkers.

Presentation and Discussion: Dr. Brian Richmond, Co-President of the El Cerrito Trail Trekkers discussed and answered questions about the Trail Trekker’s 2026 goals and 2025 accomplishments including hikes and events, public paths, trail work, habitat improvement and fire safety, signage, preserving open space and community building. He also spoke of the challenges around potential requirements for their group to build new trails in El Cerrito as well as conducting a “BioBlitz” to document biodiversity in the Hillside Natural Area and the new Public Paths Festival.

Commissioner Ferrera arrived at 7:47pm

Action: Receive and file.

7. EL CERRITO COMMITTEE ON AGING RECOMMENDATION

Receive and file a recommendation from the Committee on Aging to review their 2025 Age-Friendly Parks Assessment.

Presentation and Discussion: Staff discussed and answered questions about the Committee on Aging’s October 15, 2025 recommendation to the City Council and Park and Recreation Commission regarding their *2025 Age-Friendly Parks Assessment*. Their recommendation is to prioritize improvements in park accessibility, safety and usability for residents of all ages.

Action: Receive and file.

8. PARK AND RECREATION COMMISSION WORK PLAN

Commission discussion on Work Plan goals and progress including possible updates from Work Plan Groups and Community Group Liaisons.

Presentation and Discussion: Commissioner Dodge reported out about her presentation of the Park and Recreation Commission’s recommendation and end of year report to the

City Council on January 20, 2026. Next steps are to reengage with stakeholders and do a six-month follow-up report.

Action: Receive and file.

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 discussed and answered questions about the Capital Improvements Program Projects including Hillside Natural Area Improvements and Swim Center Capital Enhancements.

Action: Receive and file.

10. RECREATION DEPARTMENT UPDATE

Update on items of interest in the Recreation Department.

Presentation and Discussion: Staff reported on upcoming Recreation Department programs and events including Summer Camp Discount Day, Crab Feed Fundraiser, Senior workshops, presentations and services, Presidents Week Day Camps, afterschool care availability, and Swim Center operations in the Activity Pool during construction.

11. ITEMS FOR FUTURE AGENDAS

- Next Special Meeting: Wednesday, February 25, 2026 at 7pm, Hana Gardens Recreation Center, 10870 San Pablo Ave.
- Parks and Recreation Facilities Projects Update – Ongoing
- Parks and Recreation Facilities Maintenance Discussion – February
- Park Restrooms Access - TBD
- WCCUSD 7-11 Committee Update - TBD

12. ADJOURN PARK AND RECREATION COMMISSION MEETING - Chair Kaczor adjourned the meeting at 8:50pm.

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 January 28, 2026 as approved by the Park and Recreation Commission.

Christopher Jones, Staff Liaison

Park & Recreation Facilities Maintenance & Repair Efforts

Park & Recreation Commission

March 25, 2026



Agenda



- State of Facilities
- Recent Accomplishments
- Deferred Maintenance
- Next Steps

Asset Inventory

- 16 City parks, 70+ acres
- 10 Clubhouses/Childcare Facilities
- Community Center
- Swim Center
- Hillside Natural Area, 100+ acre open space
- Ohlone Greenway
- Cerrito Creek Greenway
- 1 undeveloped park property

Key Issues

- Mostly built in 1950s and 1960s (60 to 70 years old)
- At end or near end of useful life
- Deferred maintenance & repair backlog growing
- Active community use
- Limited capital investments



- Adopted the Hillside Natural Area (HNA) Fire Resilience and Forest Conservation Management Plan
- Secured \$510K California Coastal Conservancy Grant for the Albany-El Cerrito Wildfire Resilience Demonstration Project in the HNA at Quarry Hill
- Installed 40 New Dual-Trash Receptacles in Parks
- Completed Community Center Roof Repair
- Completed Ohlone Greenway at Eureka Avenue Path Repair
- Constructed community-funded Castro Park Pickleball Courts and Arlington Park Tennis Center
- Initiated Swim Center Large Pool Replastering and Accessible Parking Improvements
- Replaced lights at Cerrito Vista Tennis Courts



Routine Maintenance & Repairs

- Landscape Maintenance
- Fire Inspections & Alarms
- Security Alarms
- Pest Management

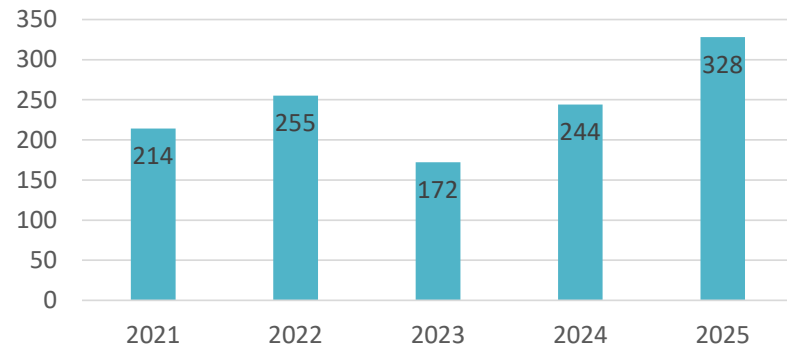


Repairs & Other

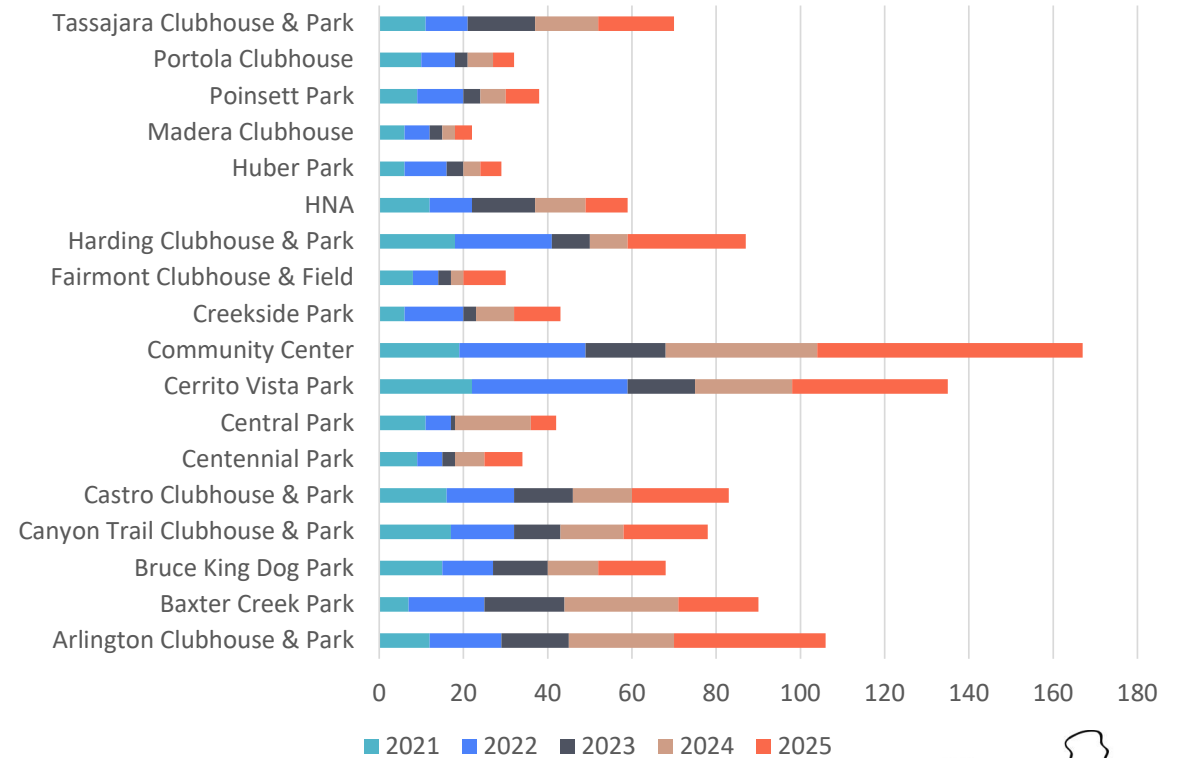
- Illegal Dumping, Graffiti, and Encampment Abatement
- Weed Abatement
- Playground Equipment & Surfacing
- Playfields
- Building Structures (Doors, Locks, Windows, Roofs & Gutters)
- Interior & Exterior Lighting
- Plumbing
- HVAC
- Irrigation
- Tennis Court Resurfacing

Park & Recreation Maintenance Metrics

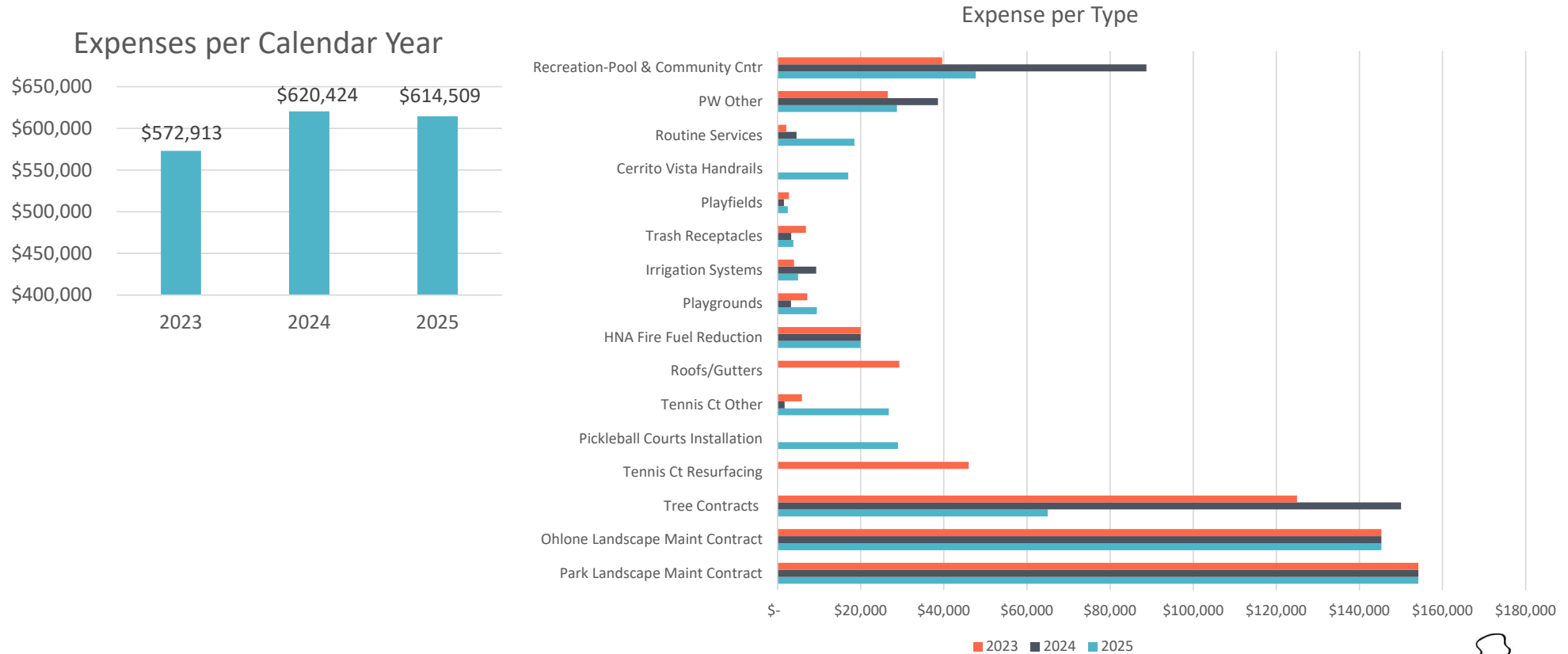
Maintenance Work Orders by Calendar Year*



Maintenance Work Orders by Facility*



Non-Personnel Expenses





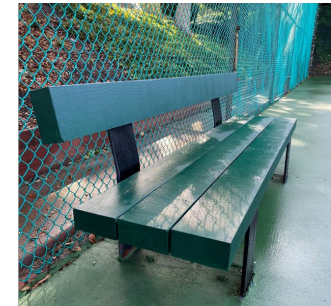
Revenues

- General Fund – supports general governmental functions, unrestricted use; modest but steady growth
- Landscape & Lighting Assessment District – restricted funds; fixed Revenue since 1988
- Measure H Park & Recreation – restricted funds; fixed rate since 2000 (Measure A)

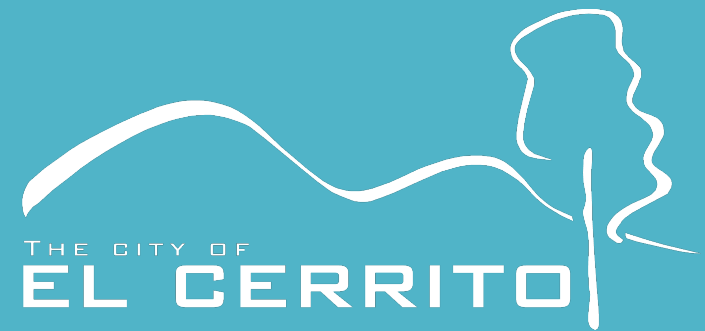
Expenditures

- Citywide increases in many areas (overall inflation, personnel, insurance)
- Rising repair frequency & scale
- Increased risks

- Biennial Budget development underway
 - March 25 – Virtual Community Budget Workshop
 - April 21 - City Council Budget Study Session #1
- Capital Improvement Program revamp underway, pause on community funded projects
- Finance developing asset replacement plans and internal service funds to prepare for long-term needs



Questions?



**Park Recreation Capital Improvement Program (CIP) Projects, FY 2025-26
City of El Cerrito Park and Recreation Commission - 3/25/26**

Funded & Approved Projects	Project #	Budget FY 2025-26	Funding Source	Status
<u>Hillside Natural Area (HNA) Improvements</u>	TBD	\$510,000	California Coastal Conservancy & TBD	The City is pursuing grant opportunities to implement the HNA Fire Resilience & Forest Conservation Mngt. Plan. \$510,000 grant awarded by the CA Coastal Conservancy will be used to remove invasive trees from 3.5 acres in Quarry Hill area and perform native plant restoration. Community engagement planned for Spring. RFP being developed.
<i>Following 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 , 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 begin 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>				
<u>Swim Center Capital Enhancements</u>	C3050.9, C3050.10	\$1,645,355	General Fund, Measure H	Replaster Project: Began 1/15/26. Old plaster removed, stairs and steps repaired, and the concrete shell waterproofed. Tiling is underway, followed by new plaster installation. Reopening expected in late April. ADA Parking Lot Project: Started 3/9/26. Concrete demolition in the parking lot and in front of the Community Center and Swim Center is in progress. Work includes phased concrete pours beginning 3/23, followed by parking lot leveling, new asphalt, bioswale construction, and EV charger installation. Project anticipated to continue through June 2026.
<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 bio-retention in the Swim & Community Center Parking Lot.</i>				
<u>SEE DESCRIPTIONS FOR FUTURE AND UNFUNDED CIP PROJECTS IN CITY BUDGET: CAPITAL IMPROVEMENTS (LINK)</u>				