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AGENDA

SPECIAL MEETING OF THE PARK AND RECREATION COMMISSION

Wednesday, June 24, 2026 at 7:00 p.m.

Council Chambers
10980 San Pablo Ave, El Cerrito

7:00 P.M. CONVENE REGULAR MEETING

- 1. ROLL CALL** – Chair Lauren Dodge; Vice Chair Jennifer Kaczor; Members Carinne Brody, Stephanie Ferrara, Hari Lamba, Anne Perkins and Julia Salinas
- 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 are limited to items on the special meeting agenda only. Remarks on agenda items will be heard at the time the item is discussed.
- 4. 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. Review of 2025-26 accomplishments and development of 2026-27 & 2027-28 Park and Recreation Commission Work Plan with possible action to approve.
- 5. 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
- 6. ADJOURN PARK AND RECREATION COMMISSION SPECIAL 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 SPECIAL MEETING June 24, 2026

AGENDA ITEM 4 - PARK AND RECREATION COMMISSION WORK PLAN

1. For Reference: [Fiscal Years 2024/2025 – 2025/2026 Work Plan](#)
2. **DRAFT** Fiscal Year 2025-2026 Accomplishments
3. **DRAFT** Fiscal Years 2026-27 & 2027-28 Work Plan Notes



**THE CITY OF
EL CERRITO
PARK & RECREATION COMMISSION**

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Recreation Department

**DRAFT ACCOMPLISHMENTS
FISCAL YEAR 2025/2026**

PARK & RECREATION COMMISSION

Chair **Lauren Dodge**; Vice Chair **Jennifer Kaczor**; Members **Carrine Brody, Stephanie Ferrara, Hari Lamba, Anne Perkins, and Julia Salinis**

MISSION STATEMENT:

There shall be a park and recreation commission. It shall have the powers and duties stated below, and such others as the council may decide:

- A. To act in an advisory capacity to the council and the city manager on all matters pertaining to public recreation, including parks, playgrounds, landscaping within the boundaries of parks, playgrounds and recreational facilities, child care, educational courses, and entertainment;
- B. To make recommendations regarding the annual budget, within its scope of concern, to the city manager and the council;
- C. To make recommendations to the council, annually, concerning fees for city sponsored programs;
- D. To assist in planning recreation programs for the residents of the city, to promote public interest therein, and to solicit the cooperation of other public and private agencies;
- E. To make recommendations to the council regarding present and future needs for park and recreation facilities.

(Ord. 2007-12 § 1, 2007: Ord. 92-2 Div. 2 (part), 1992.)

HISTORICAL BACKGROUND: El Cerrito's Parks Commission was created in 1946 by the City Council. In 1949 a combined Park and Recreation Commission was created. The commission has been active ever since in all major park and recreation facility projects and plans. They regularly review the City's annual Capital Improvement Program, the Recreation Department's budget and the Recreation Department's Master Fee Schedule. The Commission was instrumental in the public process that ultimately saw the approval of Measure A in 2000 for the reconstruction of the El Cerrito Swim Center and other ADA related parks projects. Commissioners have reviewed and made recommendations on all major related planning efforts including the Ohlone Greenway Master Plan, Urban Forest Plan, Urban Greening Plan, Climate Adaptation and Action Plan, the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan and others. The Commission helped develop the Parks and Recreation Facilities Master Plan in 2019 which helped with the approval of Measure H later that year to continue funding for parks and recreation facilities. Since Measure H was passed, the Commission has carefully monitored the spending from this fund as well as the implementation of the Master Plan.

Updated annually by July 1 and provided to City Council on Consent

Goal/Objective	Activities Supporting Goal	Status
Parks and Recreation Projects	<ol style="list-style-type: none"> 1. Received a presentation on the 2019 Parks and Recreation Facilities Master Plan and project prioritization. 2. Received regular updates on Parks and Recreation related Capital Improvement Program projects. 3. Received a presentation on Parks Restroom Access. 	<ol style="list-style-type: none"> 1. Receive and file 2. Ongoing 3. Receive and file, will revisit topic
Open Space & Urban Trails	<ol style="list-style-type: none"> 1. Received a presentation from the El Cerrito Trail Trekkers about their goals and accomplishments related to El Cerrito's Open Space and Trails. Discussed challenges of trying to build new trails. 	<ol style="list-style-type: none"> 1. Receive and file, will revisit topic
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 Parks Projects Funding Options Work Plan Group Presentation on 4th of July survey results. Formed Communications Work Plan Group to create community engagement resources. 3. Adopted the 2025 Park and Recreation Commission Year End Report detailing survey and community engagement findings. Presented report to the City Council. 4. Received and reviewed a recommendation from the El Cerrito 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing, plan to return to the City Council every 6 months with updates. 4. Receive and file 5. Ongoing 6. Ongoing

	<p>Committee on Aging regarding their 2025 <i>Age-Friendly Parks Assessment</i>.</p> <ol style="list-style-type: none">5. Reviewed the proposed Parks & Recreation CIP Projects for Fiscal Year 2025-26, provided feedback and made recommendations.6. Reviewed the proposed Recreation Department Budget for Fiscal Year 2025-26, provided feedback and made recommendation.	
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Accomplishments adopted on Month DD, YYYY by the following vote:

Moved/Second: Member Last/Last
Ayes: Members Last, Last, Last, Last
Noes: Member Last **Absent:** Member Last



Park & Recreation Commission

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Recreation Department

**DRAFT NOTES BIENNIAL WORK PLAN
FISCAL YEAR 2026/2027 – 2027/2028**

PARK AND RECREATION COMMISSION

Chair **Lauren Dodge**; Vice-Chair **Jennifer Kaczor**; Members **Carrine Brody, Stephanie Ferrara, Hari Lamba, Anne Perkins and Julia Salinas**

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FISCAL YEAR 2024/2025
Items listed in priority order

4/22/26 Meeting Notes

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion
<p>Parks and Recreation Projects</p>	<p>Add Master Plan Update or collection of other statistically valid data?</p> <ol style="list-style-type: none"> 1. Advocate for additional staffing and/or resources to manage parks projects and apply for and manage grants. 2. Explore creative structures to fund recommended maintenance levels and new projects identified in the Master Plan. 3. Explore receiving funds through 501(c)3's or to a designated City fund for specific projects 4. Explore interest in acquiring/developing property in a public/private partnership 5. Explore Cerrito Vista Artificial Turf & Lights 6. Advocate for other athletic field options 	<ol style="list-style-type: none"> 1. 1.0 Parks & Facilities Manager & 0.5 Additional Project Manager ~\$300,000. 2. None 3. None 4. Scope not defined 5. 2018 cost of Cerrito Vista Artificial Turf & Lights \$2,794,000, 25% estimated inflation for 2024 brings total to ~\$3.5 million 6. Scope not defined 	<ol style="list-style-type: none"> 1. 2,925 FTE Hours 2. 5-10 Hours 3. 5-10 Hours 4. 20 Hours 5. 50 Hours Design through Construction 6. Scope Not Defined 	<p>TBD based on funding</p>

School District Partnership – Still Necessary?	1. Monitor 7-11 Committee Process	1. None	1. 5-10 Hours	TBD per WCCUSD Process
Other Possible Goals:				
<ul style="list-style-type: none"> • Community Engagement & Outreach • Council Visibility & Routine Updates • Funding 				

FISCAL YEAR 2025/2026
Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion
Parks and Recreation Projects	<ol style="list-style-type: none"> 1. Continue any unfinished activities from the previous year. 2. Form recommendation to increase funding for park and recreation facilities maintenance and enhancements by increasing Measure H or another ballot initiative. 	<ol style="list-style-type: none"> 1. See above. 2. TBD – Parks and Recreation Facilities Master Plan Update may help refine funding needed and reaffirm priorities & goals. ~\$150,000. 	1. 80 Hours	TBD based on funding
Open Space & Urban Trails Keep and update?	1. Support efforts to create a HNA Usage Master Plan	1. 2015 Master Plan lowest cost estimate was \$100,000 which seems appropriate given work already	1. 60 Hours	TBD based on funding

		completed in the HNA Fire Resilience and Forest Conservation Management Plan. Factoring in inflation to 2024 of 35% brings price ~ \$135,000.		
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Commissioner Feedback From Member Salinas:

1. Full-cost review for outside-funded or community-funded park projects

This could be added to the existing “Parks and Recreation Projects” section, or possibly the ongoing “Monitor Measure H & Other Parks and Recreation related funds” section.

I think it would be helpful for the work plan to reflect that outside funding and community-supported projects can still require City time and resources.

Possible language for the work plan:

“Provide feedback on factors the City may want to consider when reviewing outside-funded, donated, volunteer-supported, or community-funded project opportunities, including staff time, City costs, staff capacity, other projects that may be delayed, long-term maintenance needs, consistency with adopted priorities, and equity impacts across parks and neighborhoods.”

One idea related to community partnerships is to explore coordination with the Economic Development Committee, which I’m also on, around local business sponsorship models for park maintenance or amenities. I do not think this needs to be called out specifically in the work plan, but it could be one avenue to explore under this topic.

2. Master Plan and CIP alignment review with updated considerations

This could be added to the ongoing sections related to Parks and Recreation Facilities Master Plan implementation, CIP project review, Measure H monitoring, budget review, or present and future facility needs.

It could be helpful to make the connection between proposed CIP projects and the Parks and Recreation Facilities Master Plan more explicit, with a focus on current/updated needs.

Possible language for the work plan:

“Review how proposed Parks and Recreation CIP projects align with the Parks and Recreation Facilities Master Plan’s adopted prioritization factors and implementation phasing. Discuss whether updated considerations — including equity/access, asset condition,

safety/accessibility, climate resilience, operational feasibility, updated community input, high-use or underserved areas, and effective use of available funding — should inform Commission feedback.”

3. Recreation program feedback pilot

This could be added to the existing “Programs & Services” section, especially where the work plan refers to receiving program updates and reviewing survey results.

I would be interested in exploring whether the Department could use a simple, low-burden way to hear from recreation program participants, if feasible.

Possible language for the work plan:

“Receive information from staff on how recreation programs are currently reviewed, including participation data and any existing participant feedback. Explore options for a simple feedback tool, such as short post-program surveys, QR code feedback forms, or periodic feedback from selected programs. Provide feedback on how participant input could help inform program quality, accessibility, outreach, barriers to participation, and future planning.”

Finally, one broader thought: as the Commission updates the work plan, it may be worth considering whether any closely related sections could be grouped together. For example, Master Plan implementation, CIP updates, Measure H monitoring, budget review, and facility needs all seem closely connected. Some light consolidation might make the work plan easier to follow.

ONGOING PROJECTS

Project	Activities	Funding and other Resources requested	Estimated Staff time needed
Monitor Measure H & Other Parks and Recreation related funds	<ol style="list-style-type: none"> 1. Monitor spending and allocations of Measure H and other funds for Parks and Recreation Facilities maintenance and enhancements. 2. Make recommendations for future projects or other expenses funded by Measure H and related funds 	None	5 Hours
Monitor and document present and future needs of	<ol style="list-style-type: none"> 1. Monitor implementation of Parks & Recreation Facilities Master Plan 	<ol style="list-style-type: none"> 1. ~\$38 million+ in unfunded needs identified in Master 	5 Hours

Parks, Recreation Facilities and Landscaping	<ol style="list-style-type: none"> 2. Commissioners visit priority parks together each year and split remaining parks to be visited individually, report back on conditions 3. Support urban trails and maintenance 4. Support open space acquisition 	<p>Plan (+ indicates several projects where scope is not defined/costs unknown). 25% increase for inflation brings total to ~\$47.5 million+.</p> <ol style="list-style-type: none"> 2. None 3. & 4. Scope not defined 	
Community Outreach & Engagement	<ol style="list-style-type: none"> 1. Plan 4th of July booth and what the Commission would like to accomplish 2. Engage Recreation, Community Partners, City Co-Sponsored Groups, and other community/user groups involved with El Cerrito's parks and recreation facilities. 3. Participate in City and Stakeholder Events 4. Promote awareness of the Park and Recreation Commission 5. Help recruit additional Park and Recreation Commissioners 	None	5 Hours
Receive regular updates on parks projects in the City's CIP	<ol style="list-style-type: none"> 1. Financial status; budget 2. Regularly review the status of Parks & Recreation Facilities CIP projects for the current fiscal year 3. Schedule & impactful changes 4. Design Review 	None	5 Hours
Programs & Services	<ol style="list-style-type: none"> 1. Receive periodic updates on Recreation Department programs and activities 2. Review general survey results periodically 	None	5 Hours
Monitor and make recommendations regarding	<ol style="list-style-type: none"> 1. Make recommendations on proposed fiscal year budgets 	None	10 Hours

the Recreation Department Budget	<ol style="list-style-type: none"> 2. Make recommendation on proposed fiscal year Master Fee Schedule 3. Receive periodic budget reports throughout the year. 		
School District Partnership	<ol style="list-style-type: none"> 1. Maintain dialogue to better relationships, promote partnership and resolve any issues. 2. Monitor park and facility agreements between City and District 	None	5 Hours