



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, February 2, 2022 6:00 PM

This meeting is held on Zoom that is accessible to people with disabilities.

Zoom link: <https://zoom.us/j/93771521625?pwd=ZEI1Q0ZiOHV4b0lRRnZjeUYxak9RZz09>

Webinar ID: 937 7152 1625

Passcode: 156963

Or One tap mobile: +16699006833, or 93771521625# US (San Jose)

Or join by phone: US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

International numbers available: <https://zoom.us/u/abTvlsoMuj>

Board Members: Joey Smith, Chair, Brendan Havenar-Daughton, Vice Chair, Allison Blakeley, Secretary, Vacant, Treasurer

Commissioners: Maryn Hurlbut, Soheila Bana, Eleanor Thompson, Catalin Kaser, Aaron Rowden

1. **Call to Order** (2 min)

- Pledge of Allegiance
- Genuine acknowledgement of the value of a land acknowledgement
 - The opportunity and risk of this moment in our agenda, and how to embrace it wisely
 - The simple acknowledgement that we stand, sit, live and exist on land that was previously and currently occupied and cared for by First Peoples prior to the establishment of the United States, California statehood and the founding of the City of Richmond
 - Embracing the truth and leaning into our discomfort
 - Relentlessly identifying and pursuing opportunities for genuine engagement with local indigenous communities to understand indigenous struggles, needs and goals with a specific focus on exploring pathways to return indigenous lands to indigenous hands

2. **Roll Call** (1 min)

3. **Welcome and Meeting Procedures** (1 min)

*Individuals who would like to address the Recreation and Parks Commission on relevant matters not listed on the agenda or on Department Reports for Information items not pulled for discussion, may do so under **Open Forum**.*

Public comment may be made on agenda items when the item is discussed. The standard amount of time for each speaker, in either instance, will be two (2) minutes.

4. **Agenda Review** (1 min)

The order in which items will be heard may be adjusted by Commissioner vote at this time. In addition, items may be removed from or placed on the Consent Calendar at this time. Individual items may be removed from Department Reports for Information for discussion, explanation, or continuance to a future meeting. In addition, the order in which items will be heard may be adjusted at this time.

5. **Open Forum** (10 min.; 2 min per speaker)

*Issues brought to the attention of the commission in **Open Forum** cannot result in discussion or action at this meeting. Individuals who would like to address the Recreation and Parks Commission on relevant matters **not** listed on the agenda or on Department Reports for Information items **not** pulled for*

Public comment may be made on agenda items when the item is discussed.

6. **Announcements through the Chair** (5 min.)

7. **Consent Calendar** (2 min)

Items on the Consent Calendar are considered matters requiring little or no discussion and will be acted upon in one motion.

APPROVE minutes of the January 12, 2022 meeting.

8. **Department Reports For Information** (10 min)

Unless items were pulled for discussion during Agenda Review, all reports are considered received and accepted by the commission requiring no further action.

- a. Public Works: Facilities – Jose Urquilla
- b. Parks & Landscaping Divisions – Greg Hardesty
 - a. **UPDATE** on Park Signage to include the following information
 - i. Ordinance regarding dog leash and waste pick up by park users
 - ii. Posting multilingual signage (English/Spanish)
 - iii. Signage regarding Illegal dumping
 - iv. Signage with QR Codes
- c. Community Services Division: Recreation and Neighborhood Services – Ranjana Maharaj

9. **Presentations**

- 1. None

10. **Ad Hoc Committee Reports** (20 min)

- a. Sustainability and Climate Responsiveness Committee (Brendan/Catalin/Maryn)
- b. Willie Mays' Day (Maryn/Eleanor/Joey)
- c. Willie Mays Field Committee (Maryn/Eleanor/Joey)

- d. Associate Commissioner Committee (Maryn/Allison/Joey)
- e. Kiosk concept paper for a “Walk of Honor” Committee (Maryn/Eleanor/Joey)
- f. Statement of Policy and Guidelines for Naming or Re-naming of Parks, Facilities and Streets

11. **Discussions and Action Items**

Following discussion of each item, the commission may vote to make recommendations to Commissioners, staff and/or to the City Council.

- a. **APPROVE** installation of a sculpture in the grassy area near the entrance to the Richmond Art Center – Winifred Day, Arts and Culture Commission
- b. **COORDINATE** open conversation on how the city can support the native stewardship of Ookwe Park:
 - i. Recreation and Parks Commission
 - ii. Sogorea Te' Land Trust
 - iii. Arts and Culture Commission
 - iv. Planning Commission

12. **Commissioner Liaison Reports** (18 minutes, 2 min. per member)

At 8:00 PM, any items remaining on the agenda that require immediate attention may be moved to this time. All other items will be tabled to another meeting or the following commission meeting in order to make fair and attentive decisions. This meeting adjourns at 8:30 PM. The meeting may be extended by a majority vote of the commissioners.

13. **Commissioner Comments** (9 min.;1 min. per person)

14. **Agenda Setting for Next Meeting and Future Topics** (3 min.)

15. **Adjournment** (1 min.)

NEXT MEETING: Wednesday, March 2, 2022 at 6:00 p.m. via Zoom

As presiding officer, the Recreation and Parks Commission Chair has the authority to preserve order at all Recreation and Parks Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission. Any documents produced by the City and distributed to the Commission regarding any item on this agenda will be made available at the Community Services/Recreation Division located at 3230 Macdonald Avenue, Richmond, California during normal business hours.

CORONAVIRUS DISEASE (COVID-19) ADVISORY

PURSUANT to the Governor of the State of California's Assembly Bill 361 and in the interest of the public health and safety, attendance at the City of Richmond City Council meeting will be limited to Council members, essential City of Richmond staff, and members of the news media. Public comment will be confined to items appearing on the agenda and will be limited to the methods provided below.

Public comment may be submitted by email and/or Zoom video conference in the manner that follows; provided that no member of the public may submit more than one verbal comment per agenda item.

1. Via email to recreation@ci.richmond.ca.us by 1:00 p.m. the day of the meeting.

Emails MUST contain in the subject line 1) Public Comments – Open Forum; **OR** 2) Public Comments agenda item # - [include the agenda item number].

All such email will be posted on-line and emailed to the Commission before the meeting is called to order. **No individual email will be read into the record. Due to the high volume of emails received, emails that do not contain the correct identifying information in the subject line may be overlooked and may not become part of the record. Email received after 1:00 p.m. will be posted on-line following the meeting as part of the supplemental materials attached to the meeting minutes.**

2. Via Zoom by video conference or by phone using the following link/call-in numbers – for Open Session:

Please click the link below to join the webinar:

Zoom webinar link: <https://zoom.us/j/93771521625?pwd=ZEI1Q0ZiOHV4b0lRRnZjeUYxak9RZz09>

Webinar ID: 937 7152 1625

Passcode: 156963

Or One tap mobile: +16699006833, or 93771521625# US (San Jose)

Or join by phone: US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592
or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 937 7152 1625

International numbers available: <https://zoom.us/u/abTvIsoMuJ>

- a. To comment by video conference, click on the Participants button at the bottom of your screen and select the “Raise Your Hand” button to request to speak when Public Comment is being asked for. Speakers will be called upon in the order they select the “Raise Your Hand” feature. When called upon, press the unmute button. After the allotted time, you will then be re-muted.

**

- c. To comment by phone, you will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is asked for. When called upon, you will be asked to unmuted by pressing *6. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at:
<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>. **

3. Use the below email address to correspond directly with the Chairperson for any other issues:
rec.parkscommission@gmail.com

**The Chair will announce the agenda item number and open public comment when appropriate. Individuals who would like to address the Commission should raise their hand. The Chair will close public comment when public comment is concluded.

Open Forum for Public Comment: Individuals who would like to address the Commission on matters not listed on the agenda or on items remaining on the consent calendar may do so under Open Forum.

The City cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the Commission receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.

AB 361 Procedures in the Event of Technical Difficulties: In the event the meeting broadcast is disrupted, or if a **technical issue on the agency’s end** disrupts public participation, the legislative body board cannot take any further action on the agenda until the technical issue is resolved.

Record of all public comments: Properly labeled public comments will be considered a public record, put into the official meeting record, available after the meeting as supplemental materials, and will be posted as an attachment to the meeting minutes when the minutes are posted: [Archive Center • Richmond • CivicEngage](#)

Procedures for Removing Consent Calendar Items from the Consent Calendar: Members of the public who request to remove an item from the consent calendar must first discuss the item with a staff member by phone or a back-and-forth email discussion, and state the name of the staff member when requesting removal of the item from the consent calendar.

Any member of the Commission who would like to remove an item from the consent calendar must notify the appropriate staff person prior to the meeting. Although members of the Commission are encouraged to ask questions and share concerns with staff ahead of the meeting, they are not required to do so.

The Recreation Division staff must be informed of any requests to remove items from the Consent Calendar.

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to recreation@ci.richmond.ca.us or submitted by phone at 510-620-6950. Requests will be granted whenever possible and resolved in favor of accessibility.

Effect of Advisory on In-person participation: During the pendency of Assembly Bill 361, the language in this Advisory portion of the agenda supersedes any language contemplating in-person public comment.

Richmond Recreation & Parks Commission

MINUTES

Wednesday, January 12, 2022 6:00 PM



To view a video of this meeting click on this link:

https://richmond.granicus.com/ViewPublisher.php?view_id=37

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting called to order by Chair Joey Smith at 6:01 P.M.

ROLL CALL

PRESENT: Joey Smith, Allison Blakeley, Soheila Bana, Maryn Hurlbut, Catalin Kaser, Aaron Rowden, and Eleanor Thompson*

*Arrived after Roll Call

ABSENT: Brendan Havenar-Daughton (excused)

Chair Smith requested that the Commission embrace a genuine acknowledgement that the City of Richmond was situated on land that was previously and currently occupied and cared for by First Peoples, the Huichin: Confederated Villages of Lisjan, Chochenyo Ohlone Territory, made up of the seven Tribes of Lisjan (Ohlone), Karkin (Ohlone), Bay Miwok, Plains Miwok, Wappo, Delta Yokut and Napian (Patwin) whose territory included Alameda, Contra Costa, Solano, Napa and San Joaquin counties. The intent is to relentlessly identify and pursue opportunities for genuine engagement with local indigenous communities to understand indigenous struggles, needs and goals, with a specific focus on exploring pathways to return indigenous lands to indigenous hands.

Chair Smith provided a brief overview of the meeting procedures and the Mission of the Recreation and Parks Commission.

AGENDA REVIEW

Motion by Commissioner Hurlbut to approve the agenda, as amended, to correct the reference to Willie *May's* Day and to identify the date of the next meeting as *February 2*, seconded by Commissioner Kaser, and carried by a voice vote, with an abstention from Commissioner Rowden.

OPEN FORUM

Cordell Hindler, Richmond, invited Commissioners to a performance of *As you Like It* at the Master's Playhouse on January 21, 2022 at 8:00 P.M. In addition, he corrected the spelling of one of the speakers

at the last meeting (Jan *Mignone*), and expressed his concern that the fees to rent the Community Center were too high and should be reconsidered.

Darlene Rios Drapkin, East Bay Pickleball Association, expressed her appreciation for the Commission's consideration of the Association's request at the last meeting for dedicated pickleball courts. She reported the Richmond Tennis Association (RTA) had agreed to support dedicated pickleball courts at Booker T. Anderson, Jr. (BTA) Park. As a result, she was proceeding to meet with all those involved to complete the process to gain approval from the Recreation & Parks Commission and the City Council.

ANNOUNCEMENTS THROUGH THE CHAIR

1. Chair Smith advised that the Next Commission meeting would be held on February 2, 2022 via Zoom.
2. The balance in the Commission Trust account was reported to be \$413.08, with an additional \$1,000 in the Trust for the RTA Snow Ball account.
3. There were no membership changes.
4. Anyone wishing to speak during this meeting was encouraged to send an email to recreation@ci.richmond.ca.us by 1:00 P.M. the day of the meeting. Emails must contain in the subject line 1) Public Comments – Open Forum; or 2) Public Comments agenda item # [include the agenda item number].

Commissioner Hurlbut reported that in conjunction with the Hurlbut Benevolent Foundation there had been additional donations to the RTA Snow Ball account, with an update to be provided at the next meeting.

CONSENT CALENDAR

Commissioner Kaser corrected the name of the Sustainability and Climate Responsive Committee as referenced in the first paragraph under AD HOC COMMITTEE STATEMENTS in the minutes of December 1, 2021, as the *Sustainability and Climate Responsiveness Committee*. She also expressed an objection to the use of the term "ladies of the night" under the OPEN FORUM comments.

Approve Minutes of the December 1, 2021 Meeting

Motion by Commissioner Thompson to approve the minutes of the December 1, 2021 meeting, as amended, seconded by Commissioner Blakeley, and carried by a voice vote with an abstention from Commissioner Hurlbut.

DEPARTMENT REPORTS FOR INFORMATION

Public Works: Facilities

The report from Jose Urquilla, Superintendent of Facilities, was provided verbally and visually.

Parks & Landscaping Divisions:

Greg Hardesty, Superintendent of Parks & Landscaping, provided an oral and visual report and responded to questions from the Commission, including the status of park signage that had been discussed by the Commission.

Community Services Division:

Ranjana Maharaj, CSD Administrative Manager, provided an oral and visual report and responded to comments from the Commission.

Tetteh Kisseh, Recreation Program Coordinator, provided an update to the pickleball request for two permanent courts dedicated to pickleball at BTA Park. He advised that staff had toured Tiller and Lucas Parks and would meet with community members to discuss the installation of pickleball courts in those areas. Staff had attended the RTA meeting in December when RTA had supported two dedicated pickleball courts at BTA Park. More meetings would be held with the Southside Neighborhood Council to further discuss the placement of pickleball courts in the community.

Ms. Maharaj advised that the request related to pickleball courts would be returned to the Commission for action prior to being submitted to the City Council for approval.

Stephanie Ny, Community Services Division, informed the Commission that the next cycle of the Love Your Block Mini Grant, if approved by the Council, would launch on January 31, 2022. The application cycle would last through the end of February, allowing community groups to apply for up to a \$10,000 grant for beautification and clean-up projects within the City of Richmond, highly encouraged for park use. A final report on the award of the ten mini grants last year was expected in May 2022.

Ms. Ny added that the City had been awarded an \$8 million grant from California State Parks for Shields-Reid Park in North Richmond. Multiple outreach meetings had been held to gather input from the community and June 2025 was the deadline to complete the reconstruction. The City had also been awarded a \$1.17 million grant for Dirt World Bike Park on the Richmond Parkway, and two \$100,000 grants from PG&E and PG&E Corporation Foundation for Nevin and Shields-Reid Parks and Community Centers to serve as resilient hubs during extreme heat events.

When asked, Ms. Ny explained that she and Jene' Levine-Snipes were the grant writers for the City in conjunction with PlaceWorks, which had prepared the concept design. She also provided an update on the Mobile Tool Library.

The Commission expressed its sincere appreciation to the grant writers for all their efforts.

PRESENTATIONS

Friends of Richard J. Boyd Park

Janis Hashe, representing Friends of Richard J. Boyd Park, explained that the former Atchison Park had been renamed because of the many contributions Richard J. Boyd had made to the community in the area of opportunities for youth. A survey sent to the immediate area had resulted in strong support for improvements to increase the usage of the underutilized park. The survey had revealed that a walking/jogging path around the perimeter of the park with Americans with Disabilities Act (ADA) curb cuts to create easier access, a renovation of the basketball court, continuing the renovation of the baseball diamond, and refurbishing the children's play area was recommended. Residents had also expressed their appreciation for the additional maintenance of the park. An email letter of support from Bram Begonia, CEO of the Bay Area Rescue organization supported any improvements to the park.

Denise Abersold, the widow of Richard J. Boyd, described the work that Richard had done to improve Richmond parks.

Barbara Postel reported that the soccer field in the park was not being used because it was too “lumpy” and unusable. She too sought the Commission’s help to improve the park.

AD HOC COMMITTEE STATEMENTS

Sustainability and Climate Responsiveness Committee (Brendan/Catalin/Maryn)

Commissioner Kaser reported that the committee was still in communication and still moving forward although the holidays had made contact difficult.

Willie Mays Day (Maryn/Eleanor/Joey)

Willie Mays Field Committee (Maryn/Eleanor/Joey)

Commissioner Hurlbut agreed that many meetings had not been scheduled due to the holidays. She reported that word had gotten back that Willie Mays had personally seen the proposal and was delighted, but concerned that there might be some overreaching in how much time he would be able to participate due to age and health reasons, which she noted would be taken into consideration when scheduling the events. The next meeting would be scheduled by the Mayor’s office.

Associate Commissioner Committee (Maryn/Allison/Joey)

Commissioner Hurlbut stated she had not been informed as to the status of the Commission’s action to send the item to the City Council.

Kiosk Concept Paper for a “Walk of Honor” Committee (Maryn/Eleanor/Joey)

Commissioner Hurlbut reported that the Committee had approved the concept paper at its last meeting and had submitted it to two of three different groups that had accepted it and intended to respond with their own creative concept of how the proposal would be executed. She did not expect to hear more until the end of the month but expected to know whether the first one could be done by May 6, 2022.

Statement of Policy and Guidelines for Naming or Re-naming of Parks, Facilities and Streets

Commissioner Hurlbut stated the suggested rewrite from CSD had been received although no meeting had yet been scheduled to go over the updates to be able to create a final draft for the Commission.

Ms. Maharaj referred to discussions on the Associate Commissioner Committee at the November 3, 2021 meeting when LaShonda White had noted that the proposal had yet to be submitted to the City Council, it could be modified, and the City Attorney would have to approve the legality of the proposal prior to making a recommendation to the City Council. At that time, Chair Smith had stated that the committee would re-discuss the proposal. Since the proposal had been submitted to the City Attorney’s office on multiple occasions, Ms. Maharaj asked for direction from the Commission as to how to proceed.

Commissioner Hurlbut did not want to delay the matter any further given that it had been in process for some time. She suggested that the Associate Commissioner Committee would have to meet again to review and make adjustments in advance and then move on with the next step.

With respect to the policy guidelines, Ms. Maharaj stated the last additions to the document had come from the City Council Liaison staff, and the City Clerk had commented that with a name change there had to be notification to the neighbors by postal mail. As such, the responsibility for the cost of postage

would become an issue. She noted that the Chair had suggested that whenever something was brought to the Commission for a name change the applicant would have to be notified of the additional cost or a portion of the cost for postage.

Commissioner Hurlbut commented that in the past an e-blast had been used for notification purposes.

With respect to Willie Mays Day, Commissioner Thompson asked how Commissioners would participate, and Commissioner Hurlbut noted that the chief of staff for the Mayor would call a meeting and Commissioner Thompson would take the lead with that and other questions.

Chair Smith wanted to make sure that Charles Cavenes would be an active part in that process, if available, given that he was the originator of the request.

DISCUSSIONS & ACTION ITEMS

- a. Coordinate** an open conversation on how the city can support the native stewardship of Ookwe Park
 - i. Recreation and Parks Commission
 - ii. Sogorea Te' Land Trust
 - iii. Arts and Culture Commission
 - iv. Planning Commission

Motion by Commissioner Kaser to continue the item to the February 2, 2022 meeting given the absence of Vice Chair Havenar-Daughton, seconded by Commissioner Thompson and carried unanimously by a voice vote.

COMMISSIONER LIAISON REPORTS

There were no reports.

COMMISSIONER COMMENTS

Commissioner Blakeley identified a lack of participation with the Google docs that the Vice Chair had started and asked if she should continue to send them out.

Chair Smith suggested that should be done at least every quarter and she urged Commissioners to contact the Secretary at least quarterly for a new form. She presented her written report and acknowledged the suggestion that it would be a good idea to have her reports as a recap and record of what the Commission had been doing for parks. She advised that she would continue to send out the link.

AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

On Commissioner Kaser's suggestion to designate a meeting to discuss an annual calendar of activities and events, Ms. Maharaj noted that a planning meeting could be scheduled, which she suggested should occur in October each year to discuss the calendar for the following year.

Commissioner Bana urged the Commission to be creative and work on walking and biking activities and pursue funding to improve the walkability and bikeability of streets in addition to parks as well as considering recreation.

Commissioner Kaser provided a link for Travel Safe Richmond, a City effort to look at the streets that were unsafe using collision data to make Richmond safe. The website had an interactive map to identify the streets that were dangerous and allowed individuals to provide feedback as to what would make Richmond safer. She suggested that the Commission could collaborate with that effort and agreed with the need to think about recreation and parks in terms of movement, including traveling to parks. She urged a focus in 2022 as to how to make it easier for people to be able to recreate and move around the City safely for all ages and all abilities.

Commissioners discussed the benefits of grants, the work involved in grant writing, and suggested that volunteers in the community might be able to help in that regard.

ADJOURNMENT

The meeting adjourned at 8:14 P.M.

Respectfully Submitted,
Anita L. Tucci-Smith
Minutes Clerk

Recreation and Parks Commission 2022 Meeting Attendance

Commissioner	Term Ending	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Total Absences
Joey Smith	Appt. 5/2/17-10/26/19 Re-appt. 12/3/19-10/26/22	P												0
Brendan Havenar-Daughton	Appt. 11/5/19-10/26/22	E												0
Soheila Bana	Appt. 10/17/17-10/26/19 Re-appt. 3/17/20-10/26/23	P												0
Allison Blakeley	Appt. 12/3/19-10/26/22	P												0
Maryn Hurlbut	Appt. 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/22	P												0
Catalin Kaser	Appt. 6/15/21-4/28/24 Serving unexpired term	P												0
Aaron Rowden	Appt. 10/26/21 – 10/26/24	P												0
Eleanor Thompson	Appt. 7/10/18-10/26/18 Re-appt. 12/4/18-10/26/21	P												0

Legend

P = Present
A = Absent
E = Excused
Absence

Excused absences are:

1. Military and related military service leave
2. Bereavement
3. Attendance of Commission related conferences and meetings.

Terms that need date correction:

1. Joey Smith
2. Brendan Havenar-Daughter
3. Maryn Hurlbut
4. Allison Blakeley

Terms Expiring 10/26/21

1. Eleanor Thompson

1/28/2022 (Staff Proposal)

City of Richmond

Community Service Department/Recreation and Neighborhood Services Division
Parks and Landscaping Division

APPLICATION FORM FOR NAMING OR RE-NAMING OF PARKS, FACILITIES, AND STREETS

*****NOTE: RED IS TO BE COMPLETED BY APPLICANT**

GREEN DENOTES INTERNAL ACTIONS BY CITY PERSONNEL

BLUE DENOTES ADDITIONAL PROCEDURAL OR EXPLANATORY NOTES

STATEMENT OF POLICY AND GUIDELINES:

This application form is used in conjunction with the **Statement of Policy and Guidelines for Naming and Renaming** or acquiring monument “kiosks” or benches of commemoration honoring families or luminaries and friends of Richmond. These Guidelines may be found on the below link:

<http://www.ci.richmond.ca.us/DocumentCenter/View/57679/2021---Renaming-Procedures-for-Parks-Facilities-or-Streets>

STEP 1 - TYPE OF REQUEST *(Check one of the following):*

- 1. Donating and dedication of new park benches, tables, and monuments.
- 2. Temporary memorials on public thoroughfares or city property for up to 90 days.
- 3. Naming or re-naming of parks, facilities, and streets.
- 4. Naming or re-naming of overpass walkways, observation overlooks as well as subsets of parks or facilities (e.g. auditoriums or other rooms within a named facility, Baseball diamond or other individual field(s) within a named park).

STEP 2 – CLASSIFICATION OF REQUEST *(Check of the following):*

- 1. Recognition of a loved one’s name as a gift is given to the city such as a new bench or table for a neighborhood park or a new garden for a Richmond designated park that will be enjoyed by all Richmond residents and guests.
- 2. Recognition of special civic or monetary contribution to the city by a group or individual.
- 3. Recognition of a person or group living or having lived in the city of Richmond who have received recognition on a local, national, or international level thereby bringing honor to the City of Richmond (local heroes).

_____ 4. Those brave individuals who have lost their lives during their service to the City of Richmond.

STEP 3 – APPLICANT INFORMATION (Fill in each of the following items):

Applicant Name: _____

Street _____

City, State, Zip _____

Phone home _____ cell _____ office _____

Best time to reach: _____

E-mail _____

- Location of request (be specific if within a park or existing facility):

- Specific area or room within the park or facility (if appropriate):

Rationale:

Wording for Plaque:

STEP 4 – SIGN, DATE, AND SUBMIT YOUR REQUEST:

Date of Submission _____ Signature of Requestor _____

Submit (button)___ Print (Button)___

Once a request is logged in by CSD (Community Services/Recreation Division) the status of your request will be shown on the inter-departmental “Punch List” that will be reviewed each month by Department Heads and reported on during the monthly Recreation & Parks Commission Meeting.

Any request for a new park or capital improvement to any facility must be referred to Police, Fire and Public Works/Engineering prior to STEP 5. Municipal Code must also be checked for compliance.

*****INTERNAL USE*****

Log in Number (CSD-Recreation office use): _____ Date: _____

Staff: Forward copies to Deputy Director-Recreation, Superintendent of Parks and Landscaping Division and the Chair of the Recreation and Parks Commission.

COMPLETE THE FOLLOWING STEPS AFTER SUBMITTING THE ABOVE APPLICATION

STEP 5- PRESENTATION TO RECREATION AND PARKS COMMISSION:

1. Present your request to your local Neighborhood Council. Ask for a vote of approval and letter from them. For a contact list of Neighborhood Councils, click on the below link:
[City of Richmond Neighborhood Councils 2021-08-17.xlsx](#)
2. Conduct a walk through with the Parks and Landscaping Division staff at the desired site.
3. Submit the approval letter of support from your local Neighborhood Council to CSD/Recreation Division to request a date to present to the Recreation and Parks Commission:
Via email at Recreation@ci.richmond.ca.us OR drop off at CSD/Registration Office at 3230 Macdonald Avenue, Richmond, CA. To contact the Registration Office, call (510) 620-6793.
4. Acquire sponsorship of a City Official or City Department.

STEP 6 – RESOLUTION OF INTENT:

If approved by the Recreation and Parks Commission work with your City Official or City Department sponsor to place this item on the City Council agenda, to adopt a **Resolution of Intent** and to schedule a **Public Hearing**.

This action is taken in order to:

- Notice residents, businesses, and property owners of the **Resolution of Intent** and **Public Hearing** date (Note: All costs incurred for postage shall be the burden of the individual group or organization submitting the proposed name.)
- Notify the postmaster and/or all local post offices of **Resolution of Intent** and **Public Hearing**
- Notify City Clerk and request public notice disseminated **10 days prior** to the scheduled **Public Hearing**
- Request a response from Richmond Police Department and Richmond Fire Department about possible safety issues that may arise due to the proposed name change

- Request a response and cost analysis from Public Works

Attachments needed for this Agenda Item

- Minutes from the Recreation and Parks Commission Meeting
- Redacted application to request the name change
- Map of area
- Resolution of Intent

Date of Public Hearing: _____

STEP 7 – PUBLIC HEARING:

Work with your City Official or City Department sponsor to place this item on the City Council agenda to **Hold a Public Hearing** and adopt a resolution to change the name

This action is taken in order to:

- Acquire an approved Resolution to indicate background, steps taken, authority of the council and direction to further notice Public Works to execute.
- Allow the City Clerk to notice appropriate agencies

Attachments needed for this Agenda Item

- Minutes from the City Council meeting adopting the **Resolution of Intent**, if available
- Minutes from the Recreation and Parks Commission Meeting
- Map of Area
- Resolution authorizing the name change

Outcome of Hearing: _____ **APPROVED / DENIED** _____

STEP 8 – FINAL STEPS WITH PUBLIC WORKS:

Contact the Public Works Department for payment and execution of the required actions:

- Parks Division (510) 231-3004 – to pay vendors directly for costs of materials.
- Streets Division (510) 231-3011 - for installation of signs.

9-19-21 (Proposed by Commission)

City of Richmond

Community Service Division
Parks and Landscaping Division
Recreation & Parks Commission

Statement of Policy Guidelines and Application Form for:

- Donating and dedication of new park benches, tables and monuments.
- Temporary memorials on public thoroughfares or city property for up to 90 days.
- Naming or re-naming of parks, facilities and streets.
- Naming or re-naming of overpass walkways, observation overlooks as well as subsets of parks or facilities (e.g. auditoriums or other rooms within a named facility, Baseball diamond or other individual field(s) within a named park). (ABOVE IS A DUPLICATION OF STEP 1)

*** **NOTE: RED IS TO BE COMPLETED BY APPLICANT. GREEN DENOTES INTERNAL ACTIONS BY CITY PERSONNEL. BLUE DENOTES ADDITIONAL PROCEDURAL OR EXPLANATORY NOTES.**

(STAFF PROPOSAL-REMOVE BELOW AND HAVE APPLICANT ACCESS ALL GUIDELINES BY CLICKING ON WEB-LINK – SEE PAGE 1 OF STAFF PROPOSAL)

I PREAMBLE

The naming of parks, facilities and re-naming of streets within the City of Richmond is an important task. The policy statement contained herein will add meaning, significance and uniformity and will enhance the values and heritage of Richmond.

All eligible recognitions or contributions of individuals, groups or organizations shall be submitted for consideration to Richmond City Council after review and recommendation by the Recreation and Parks Commission.

Applicants, please fill out each red information item step until instructed that you are finished.

STEP 1: Check one of the following:

- _____ 1. Donating and dedication of new park benches, tables, and monuments.
- _____ 2. Temporary memorials on public thoroughfares or city property for up to 90 days.
- _____ 3. Naming or re-naming of parks, facilities, and streets.
- _____ 4. Naming or re-naming of overpass walkways, observation overlooks as well as subsets of parks or facilities (e.g. auditoriums or other rooms within a named facility, Baseball diamond or other individual field(s) within a named park).
- _____ 5.

(STAFF PROPOSAL-REMOVE BELOW AND HAVE APPLICANT ACCESS ALL GUIDELINES BY CLICKING ON WEB-LINK – SEE PAGE 1 OF STAFF PROPOSAL)

II JUSTIFICATION

It shall be the policy of the City of Richmond to have five **(PROPOSAL SHOWS 4 CHOICES)** categories of recognition or remembrance when considering the naming or re-naming of property within the city. It shall be the policy of the City of Richmond to name or re-name parks, City of Richmond facilities and streets in order to identify the character, location or special/unusual features of the area.

STEP 2: Check one of the following:

- _____ 1. Recognition of a loved one’s name as a gift is given to the city such as a new bench or table for a neighborhood park or a new garden for a Richmond designated park that will be enjoyed by all Richmond residents and guests.
- _____ 2. Recognition of special civic or monetary contribution to the city by a group or individual
- _____ 3. Recognition of a person or group living or having lived in the city of Richmond who have received recognition on a local, national or international level thereby bringing honor to the City of Richmond (local heroes).
- _____ 4. Those brave individuals who have lost their lives during their service to the City of Richmond.

STEP 3: Fill in each of the following items:

Applicant Name: _____

Street: _____

City, State, Zip: _____

Phone: home _____ cell _____ office _____

Best time to reach: _____

E-mail _____

Location of request (be specific if within a park or existing facility):

Specific area or room within the park or facility _____

Rationale: _____

Wording for Plaque:

STEP 4: Sign, date and submit your request

Date of Submission _____ Signature of requestor _____
Submit (Button)___ Print (Button)___

*****internal use*****

STEP 5: Create Log in Number and date (CSD office use) _____ and forward copies to CSD Director (CHANGE TO: DEPUTY DIRECTOR-RECREATION), Superintendent of Parks and Landscaping, and the Chair of the Recreation & Parks Commission.

*****internal use*****

Once a request is logged in by CSD (Community Services/Library Department) (CHANGE TO RECREATION DIVISION), the status of your request will be shown on the inter departmental "Punch List" that will be reviewed each month by Department Heads and reported on during the monthly Recreation & Parks Commission Meeting.

Please read the following and then proceed to Step 6.

(STAFF PROPOSAL-REMOVE BELOW ARTICLES III – VII AND HAVE APPLICANT ACCESS ALL GUIDELINES BY CLICKING ON WEB-LINK – SEE PAGE 1 OF STAFF PROPOSAL)

III Description of types of approved monuments and plaques

In order to standardize for cost management and containment, the types of items being created or purchased by the City of Richmond for the above stated purpose, categories of equipment, monuments, furniture and signage used for all classifications of recognition shall be standardized as one of the following types:

- A. New Park or Facility: The Group that has created/funded the park must submit a proposed Name and type of Name plaque from the list of approved items per Parks and Landscaping Division when they contact you.
- B. Rename: Signage will replicate original form as accepted by Parks and Landscaping Division as part of the Recreation and Parks Commission Approval process.
- C. Sub renaming: A portion of a street may have a second sign above the current street sign, if requested, as part of the acceptance of the request by the Recreation and Parks Commission if approved by the Parks and Landscaping Division.
- D. Addition of a name to an existing monument: This may be requested only after the group who paid for the original monument has been contacted and approves the change.
- E. Monument: All future monuments shall be of a standard type of "kiosk". The "kiosks" will be created by a standard, approved design by the City chosen vendor. The "kiosk" will contain adult and child appropriate biographic information to explain who the individual is

and why he/she/they is(are) important to the history, present or future of Richmond. The “kiosk” will be placed in the next approved spot on the Richmond Walk of Honor. The current proposed site of this Walk of Honor is the Yellow Brick Road project.

- F. Plaques on buildings or in parks: They are considered non-standard and will be considered on an individual request basis.
- G. Benches, table groupings: All categories of requests shall be able to acquire only approved and new equipment per Parks and Landscaping Division when they contact you.

IV Criteria for Recognition of Individuals

1. Living Or deceased Individuals Who Were Not In a pay status For a significant service contribution:

Contribution shall have been in a voluntary, non-pay status.

- a. Contributions shall have exceeded 5 years in duration.
- b. Contribution shall have been outside normal political duties if the individual was an appointed official.
- c. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

2. Living or Deceased Individuals who were in a pay status for services

- a. Must not have served in such capacity of the preceding 3 years.
- b. Contribution shall have been above and beyond regular duties.
- c. Contribution shall have exceeded 10 years in duration.
- d. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

3. Groups or Organizations:

- a. Contribution shall have been in a voluntary and non-pay status.
- d. Contribution shall have exceeded 5 years in duration.
- e. Contribution shall have been outside the normal function of a profit-making group or organization.

- f. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

4. Monetary, Capital Or Material Contribution:

- 1. A person, group or organization may be recognized as outlined in Section II B as follows:
 - a. The contribution must exceed 50% of the capital cost of the facility.
 - b. The honoree must have a record of good citizenship.
 - c. The request for a specific honor must be made at the time of the donation.
- 2. Land or in lieu fees received through subdivision ordinance requirements shall not be considered a contribution. However, land or financial payments received, that are in excess of those otherwise required by City Ordinance, may be considered a contribution.

5. Local Heroes or National Heroes

- 1. Local Heroes
 - a. To be considered a local hero, the deed for which the individual is being honored must have occurred two years prior to the date of consideration and must have been common knowledge throughout the full two year period.
 - b. The honoree must have a record of good citizenship.
- 2. National Heroes
 - c. To be considered a national hero, the individual must have been recognized as such by an agency of the U.S. Government or National organization of Sports or Humanitarian interests.

V Agreements

When certain stipulations are connected with the recognition or contribution of individuals, groups or organizations, these stipulations should be part of the deed. All such stipulations and agreements must be approved by the City Council.

VI Change of Name

It shall be the policy of the City of Richmond to re-name parks and other public facilities, when appropriate and only if the following conditions are met:

- A. When an event of national significance occurs, however, a waiting period of no less than two years should occur between the events and the actual naming of the park,

street or facility or;

- B. When the current name proves to be inappropriate or ineffectual.
- C. Such re-naming may take place when the person, place or event on which the old name is based has, due to the passage of time, a change in values, and/or cultural changes, lost its connection to the City of Richmond and its residents.
- D. If the change being considered involves removing a person's name, every effort should be made to locate and involve local descendants of that person in the process. Those descendants should be given an opportunity to make a case for retaining the name during the public hearing process required by this policy.
- E. In choosing a new name, the Classifications available, and the Criteria for recognition shall be as in Sections II and III, above.

VI Plaques and Markers

Plaques and markers shall be used to honor individuals or their family members, groups and organizations in the community or to designate history related to a particular property. It is important that plaques and markers be regulated, appropriately designed and placed in a manner serving the best interests of the community. The regulations, design and placement of plaques and markers are declared to be a proper function of the Director of Community Services/Library Department in collaboration with the Director of Public Works or designated staff. All costs incurred in obtaining and installing a plaque shall be the burden of the individual group or organization submitting the proposed name or unless otherwise approved by the Richmond City Council.

VII Temporary Monuments

There may be a request for permission to construct a temporary point of remembrance of a past or upcoming event. These are temporary memorials commemorating a loss or tragedy. They need only be constructed in a safe way that does not obstruct public thoroughfares and are polite in language. They may not be any sight obstruction to drivers. They are required to be removed after 90 days.

In order for a park, facility or street to be named for an individual (living or deceased) the proposed honoree must fit the criteria in one of the designated categories and meet all of the items in that section.

STEP 6 BELOW WORDING NOT INCLUDED IN STAFF PROPOSAL AS "RATIONALE" AND "WORDING FOR PLAQUE" A REPEAT REQUEST FROM STEP 3 – KEEP SEPARATE OR COMBINE?

STEP 6: State the rationale for the request. Please include details of the history of why this honor should be bestowed and what monetary, civic or historic items to consider. Please include dates of significance and duration of service and any pertinent details as outlined above that were not stated in Steps 1 through 4.

Rationale: _____

Wording for Plaque:

Enter(button) _____ Print (button) _____

Any request for a new park or capital improvement to any facility must be referred to Police, Fire and Public Works/Engineering prior to STEP 8. Municipal Code must also be checked for compliance.

*****internal use*****

**STEP 7: Update Log information and dates (CSD office use) _____
_____ and forward copies to the appropriate departments for approvals with notification to CSD Director (CHANGE TO: DEPUTY DIRECTOR-RECREATION), Superintendent of Parks and Landscaping, and the Chair of the Recreation & Parks Commission.**

*****internal use*****

STEP 8- PRESENTATION TO RECREATION AND PARKS COMMISSION:

1. Present your request to your local Neighborhood Council. Ask for a vote of approval and letter from them. For a contact list of Neighborhood Councils, click on the below link:
[City of Richmond Neighborhood Councils 2021-08-17.xlsx](#)
2. Conduct a walk through with the Parks and Landscaping Division staff at the desired site.
3. Submit the approval letter of support from your local Neighborhood Council to CSD/Recreation Division to request a date to present to the Recreation and Parks Commission: Via email at Recreation@ci.richmond.ca.us OR drop off at CSD/Registration Office at 3230 Macdonald Avenue, Richmond, CA. To contact the Registration Office, call (510) 620-6793.
4. Acquire sponsorship of a City Official or City Department.

STEP 9 – RESOLUTION OF INTENT:

If approved by the Recreation and Parks Commission work with your City Official or City Department sponsor to place this item on the City Council agenda to adopt a **Resolution of Intent** and to schedule a **Public Hearing**.

This action is taken in order to:

- Notice residents, businesses, and property owners of the **Resolution of Intent** and **Public Hearing** date (Note: All costs incurred for postage shall be the burden of the individual group or organization submitting the proposed name.)
- Notify the postmaster and/or all local post offices of **Resolution of Intent** and **Public Hearing**
- Notify City Clerk and request public notice disseminated **10 days prior** to the scheduled **Public Hearing**
- Request a response from Richmond Police Department and Richmond Fire Department about possible safety issues that may arise due to the proposed name change
- Request a response and cost analysis from Public Works

Attachments needed for this Agenda Item

- Minutes from the Recreation and Parks Commission Meeting
- Redacted application to request the name change
- Map of area
- Resolution of Intent

Date of Public Hearing: _____

STEP 10 – PUBLIC HEARING:

Work with your City Official or City Department sponsor to place this item on the City Council agenda to **Hold a Public Hearing** and adopt a resolution to change the name

This action is taken in order to:

- Acquire an approved Resolution to indicate background, steps taken, authority of the council and direction to further notice Public Works to execute.
- Allow the City Clerk to notice appropriate agencies

Attachments needed for this Agenda Item

- Minutes from the City Council meeting adopting the **Resolution of Intent**, if available
- Minutes from the Recreation and Parks Commission Meeting
- Map of Area
- Resolution authorizing the name change

Outcome of Hearing: _____ **APPROVED / DENIED** _____

STEP 11 – FINAL STEPS WITH PUBLIC WORKS:

Contact Public Works Department for payment and execution of the required actions:

- Parks Division (510) 231-3004 – to pay vendors directly for costs of materials.
- Streets Division (510) 231-3011 - for installation of signs.