



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, December 7, 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; Aaron Rowden, Vice Chair; Allison Blakeley, Secretary; Eleanor Thompson, Treasurer

Commissioners: Soheila Bana, Maryn Hurlbut, Catalin Kaser

1. **Call to Order** (3 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. **Mission and Roll Call** (2 min.)

3. **Welcome and Meeting Procedures** (2 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 discussion, may do so at this time.*

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.

- a. APPROVE minutes of the October 5, 2022 Meeting
- b. APPROVE minutes of the November 2, 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
 - Discuss suggestions for signage for facilities that are inclusive of our diverse users
 - Discuss field leveling for Fairmead Park
- c. Community Services Division: Recreation and Neighborhood Services – Ranjana Maharaj
 - Facility Fee Discount Report – Hope Lattell

9. **Presentations** (15 min.)

- a. Richmond Parks Master Plan - Marcia Vallier

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

- a. Sustainability and Climate Responsiveness Committee (Catalin/Maryn/Allison)
- 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

11. **Discussions and Action Items** (60 minutes)

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

- a. RECEIVE an update of the Associate Commissioner Program – LaShonda White

12. **Commissioner Liaison Reports** (14 min; 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** (7 min.; 1 min. per person)

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

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

NEXT MEETING: Wednesday, January 11, 2023 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/abTvlsoMuJ>

- 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.
**
- b. 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, October 5, 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 6:00 pm

ROLL CALL

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

*Arrived After Roll Call and Left Before Adjournment

ABSENT: None

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

AGENDA REVIEW

Commissioner Bana asked to have the presentations moved up in the agenda, as she will be unable to attend the full meeting. Chair Smith asked commissioners to provide notice in advance when they are unable to attend a full meeting so the agenda can be properly prepared. Nevertheless, Chair Smith reiterated that this is the proper place in the agenda to make the request, so if the presenters are available, the demand can be heard.

Motion by Commissioner Bana to move Item 9 (Presentations) to follow Item 7 (Consent Calendar), seconded by Treasurer Thompson, and carried unanimously by a voice vote.

OPEN FORUM

Cordell Hindler, Richmond, stated he will attend the youth council meeting later this month and will encourage them to apply for the vacancies on the Recreation and Park Commission. Mr. Hindler reminded Chair Smith, Secretary Blakeley and Commissioner Hurlbut that their commission terms will be expiring this month. In addition, Mr. Hindler extended an invitation to the Richmond Rotary Club meeting at the Richmond Country Club on Friday, October 7th at 12:30pm, where the guest speaker will be Sherwin Harris who will be discussing the Bay Area Rescue Mission.

Chair Smith advised that the City Clerk has accepted the three renewal applications; however, Ranjana Maharaj, Deputy Director of Community Services will follow-up with the City Clerk's office to confirm.

ANNOUNCEMENTS THROUGH THE CHAIR

- a) Chair Smith advised the Next Commission meeting would be held on November 2, 2022, via Zoom.
- b) The balance of the Commission Trust account remains at \$413.08; the RTA Snow Ball account is \$0.00, as scholarships have all been awarded, and she encouraged all to make donations.
- c) There were no membership changes.

CONSENT CALENDAR

Approve Minutes of the August 3, 2022 Meeting

Motion by Commissioner Hurlbut to approve the minutes of the August 3, 2022, meeting as submitted, seconded by Secretary Blakeley, and carried by a voice vote with Commissioner Kaser abstaining.

PRESENTATIONS

100K Trees for Humanity – Amos White, Chief Planting Officer for 100K Trees for Humanity, provided an extensive visual and verbal update on this urban reforestation non-profit in the East Bay, which is a community-driven workforce development that focuses on the initiative of planting trees. Their goal is to plant 100K trees on average in every urban community.

Mr. White answered extensive questions from Chair Smith, Secretary Blakeley, and Commissioner Hurlbut and shared the following links and contact information.

<http://www.100ktrees4humanity.com>

<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40>

<https://www.treeequityscore.org/>

Amos White: Amos@100ktrees4humanity.com

WCCUSD Joint Use Agreement – Tetteh Kisseh, Community Services-Recreation Supervisor, presented a visual and oral report on a five-year Joint Use Agreement between the West Contra Costa Unified School District and CSD-Recreation through 2027. Currently, the Joint Use Agreement has been placed on the City Council Agenda for 10/18/22 and if passed, will be sent to the school district for their signatures.

Mr. Kisseh answered questions from Commissioner Hurlbut as to Washington School and the use of their adjacent park. In addition, Commissioner Kaser expressed appreciation for these agreements with public entities, as they are important to encourage community engagement and care for our parks.

Eli Moore, Richmond parent, voiced concerns over the lack of green areas on school campuses and the unavailability of adjacent parks. He has meet with school officials who expressed the complexity of the issue due to insurance restrictions and permission usage. Mr. Moore wishes there can be a future agreement with the city and schools to make it easier for students to enjoy outdoor time in their neighboring parks.

LaShonda White, Interim Director of Library and Community Services, shared that the goal of the city is

to work with the schools, principals and/or district to provide access to our parks; however, we must keep in mind, the city must protect those accessing park space in terms of insurance and liability issues. Nevertheless, she reassured that the city is committed to providing children access to green space and will do all that is necessary to make this a reality going forward.

DEPARTMENT REPORTS FOR INFORMATION

Public Works: Facilities

Ranjana Maharaj presented for Jose Urquilla, Superintendent of Facilities who was not in attendance.

Parks & Landscaping Divisions

Greg Hardesty, Superintendent of Parks & Landscaping, provided a verbal and visual report, and responded to questions from Secretary Blakeley as to the Greenway camp clean-up. In addition, Commissioner Hurlbut asked if there are any future tree planting plans, referencing tonight's presentation from 100K Trees for Humanity. Mr. Hardesty suggested inviting Becky Orme, Chairperson of the UFAC (Urban Forestry Advisory Committee) to address any questions or concerns as to planting trees going forward.

Community Services Division: Recreation and Neighborhood Services

Ranjana Maharaj, Deputy Director for Community Service-Recreation, along with Recreation Supervisors Troy Porter and Tetteh Kisseh, provided an extensive oral and visual report.

LaShonda White provided a Booker T Anderson (BTA) Pickleball/Tennis Court Update and the plans to resurface the courts. Currently, there are plans to meet with the Southside Neighborhood Council to discuss the addition of four (4) permanent pickleball (instead of two) and maintain the one (1) tennis court (with the pickleball overlay) on the site. Results of the discussion will be provided at the November Commission meeting for approval by the Commission of the other two courts.

At this time (9:00 pm), Chair Smith called for a motion to extend the meeting beyond the scheduled time which was motioned by Vice-Chair Rowden and seconded by Commissioner Kaser and carried with an unanimous voice vote.

Travis Gok, Acting Program Coordinator, provided an update on the pickleball programs offered during the Summer and After School Program, which has generated excitement by our youthful attendees.

AD HOC COMMITTEE STATEMENTS

a.) Sustainability and Climate Responsiveness Committee (Catalin/Maryn/Allison)

There were no reports at this time.

b.) COORDINATE Open Conversation on How the City can Support the Native Stewardship of Ookwe Park:

Vice-Chair Rowden advised that he continues to gather information from former Vice-Chair Havenar-Daughton and hopes to have a more extensive report at the next meeting when all the material has been received and reviewed.

DISCUSSIONS & ACTION ITEMS

1. DISCUSS ways to raise funds for the Commissioner Trust Accounts

Commissioner Blakeley questioned the need to raise funds for the Commission Trust Accounts and Chair Smith suggested using funds for business cards, t-shirts, etc.in the future. Commissioner Kaser expressed concern over a commission raising funds for themselves and suggested discussing at a future meeting. Treasurer Thompson clarified her request to discuss the topic, as she wasn't sure what the funds currently in the account are truly for. Commissioner Hurlbut stated that in the past, the funds were to assist the Commission for an event which is no longer feasible.

2. DISCUSS suggestions for signage for facilities that are inclusive of our diverse users

3. DISCUSS field leveling for Fairmead Park

Above discussion items (#2 and #3) will be postponed to the November meeting with no objections.

COMMISSIONER LIAISON REPORTS / COMMENTS

Secretary Blakeley participated in the Coastal Clean Up at Shimada Friendship Park and expressed concern over a serious goose problem creating an unhealthy environment.

Commissioner Kaser shared she also participated in the Coastal Clean Up at the eastern entrance to the Greenway and creek area.

Chair Smith observed activities at Nevin, South and City Hall Parks and was encouraged that maintenance items have been addressed.

AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

Commissioner Hurlbut discussed the need to review our business plan for the next 12 months and see what important items we want to accomplish in the upcoming year.

ADJOURNMENT

The meeting adjourned at 9:29 pm

Respectfully Submitted,
Christine George
Executive Secretary

Richmond Recreation & Parks Commission

MINUTES

Wednesday, November 2, 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 6:08 pm

ROLL CALL

PRESENT: Joey Smith, Allison Blakeley, Maryn Hurlbut, and Catalin Kaser,

ABSENT: Soheila Bana (Excused), Aaron Rowden (Excused) and Eleanor Thompson (Absent)

Chair Smith provided a brief overview of the meeting procedures and the Mission of the Recreation & Parks Commission. In addition, she advised there is a lack of quorum in attendance, therefore we will not be able to make decisions on agenda items. However, as there is a public speaker and presenter in attendance, the meeting can go forward, and information received by those present.

OPEN FORUM

Cordell Hindler, Richmond, began by congratulating Chair Smith, Secretary Blakeley and Commissioner Hurlbut on their reappointments to the Recreation and Parks Commission. Mr. Hindler shared he will be talking to the Youth Council to get their interest in filling vacancies on the Recreation & Parks Commission. Mr. Hindler followed by inviting all to the Richmond Rotary Club meeting at the Richmond Country Club on Friday, November 4th at 12:30 pm.

ANNOUNCEMENTS THROUGH THE CHAIR

- a) Chair Smith advised the Next Commission meeting would be held on December 7, 2022, via Zoom.
- b) The balance of the Commission Trust account remains at \$413.08; the RTA Snow Ball account is \$0.00.
- c) There were no membership changes.

Chair Smith added that she would like to close this meeting in honor of Mr. Bob Dabney, who recently passed away. Mr. Dabney provided tremendous support to the City of Richmond, especially the Iron Triangle area and her request was met with no opposition.

CONSENT CALENDAR

Lack of Quorum, unable to move forward on this item; however, those in attendance had no requested corrections or updates.

DEPARTMENT REPORTS FOR INFORMATION

Public Works: Facilities

Jose Urquilla, Superintendent of Facilities, provided a detailed verbal and visual report.

Parks & Landscaping Divisions

Ranjana Maharaj, Deputy Director for Community Services – Recreation presented for Greg Hardesty, Superintendent of Parks & Landscaping, by giving an overview of the visual report.

Community Services Division: Recreation and Neighborhood Services

Ranjana Maharaj provided an extensive oral and visual report with Commissioner Kaser asking for clarification and better understanding on the Snow Ball's affiliation with Recreation.

PRESENTATIONS

Urban Forestry Advisory Committee (UFAC) – Becky Orme, Chairperson for the Urban Forestry Advisory Committee, provided a verbal report on concerns for the planting of tress, as presented by Mr. Amos White and 100K Trees for Humanity. Ms. Orme expressed how their plan does not follow the City of Richmond's established best practices and urged caution on moving forward unless it is in cooperation with the City of Richmond's existing expertise and knowledge.

Chair Smith suggested providing the Commission in writing, examples of their concerns, for a better understanding of their position. Ms. Orme stated she will reach out to her team to draft a formal presentation in the future.

Ms. Orme answered questions from Secretary Blakeley, Commissioner Kaser and Commissioner Hurlbut and shared her contact information as follows:

Becky Orme: bleckyblorme@gmail.com

AD HOC COMMITTEE STATEMENTS

a.) Sustainability and Climate Responsiveness Committee (Catalin/Maryn/Allison)

Commissioner Kaser shared they haven't had a committee meeting but recently attended the tree planting at JFK Park.

b.) COORDINATE Open Conversation on How the City can Support the Native Stewardship of Ookwe Park:

No updates given as Vice-Chair Rowden was not in attendance.

DISCUSSIONS & ACTION ITEMS

1. DISCUSS ways to raise funds for the Commissioner Trust Accounts

Commissioner Hurlbut shared a brief history and purpose of the Commissioner Trust Accounts. Commissioner Kaser stated the need to review the City of Richmond's Master Parks Plan and determine what has been accomplished. Ranjana Maharaj shared of a recent meeting with the City Manager, to develop an assessment of our parks and update the Master Parks Plan accordingly. Ms. Maharaj will reach out to Greg Hardesty to provide an update at a future commission meeting.

COMMISSIONER LIAISON REPORTS / COMMENTS

Chair Smith shared attending a meeting with Ward One for EBMUD and hopes they will be able to give a presentation to the City of Richmond in the future.

Secretary Blakeley joined the Park Plaza Neighborhood Council meeting and has reached out to share the conflicting meeting times of the May Valley NC and Park Plaza NC.

Commissioner Hurlbut participated in a Fall Clean up at the Hurlbut Park by the Plunge. She also attended a meeting with the West Contra Costa School District (WCCUSD) to address concerns on sharing public parks with students. In addition, she pointed out that Judge Carroll Park has two concerning issues - a gopher infestation making it unsafe for children to play and that visitors are unleashing and not cleaning up after their dogs.

Ms. Maharaj shared of a recent meeting with WCCUSD on the Joint Use Agreement (JUA) and revisions that were agreed to by adding language for public park usage for students. In addition, a meeting followed with Washington School staff to provide an update.

Commissioner Kaser shared she joined the tree planting at JFK Park and attended the Health and Wellness Fair at Nicholl Park. In addition, she attended the ribbon-cutting at Unity Park for Phase One of the Wellness Trail. Ms. Kaser expressed concern for the eastern span of the Greenway and suggested having an official City of Richmond dog park.

AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

Chair Smith reiterated the need to identify the updates of the Master Parks Plan going forward.

Commissioner Hurlbut asked for a status of the Associate Commissioner Program that was to be presented to City Council but did not move forward. LaShonda White, Interim Director for Community Services, advised there will be a presentation to discuss the Associate Commissioner Program and to discuss the current age limit policy at the next meeting.

ADJOURNMENT

The meeting adjourned at 8:07 pm

Respectfully Submitted,
Christine George
Executive Secretary

**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	P	P	P	P	P	P	P	P	P	P		0
Soheila Bana	Appt. 10/17/17-10/26/19 Re-appt. 3/17/20-10/26/23	P	P	P	E	P	A	P	E	A	P	E		5
Allison Blakeley	Appt. 12/3/19-10/26/22	P	P	P	P	E	E	P	P	P	P	P		2
Maryn Hurlbut	Appt. 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/22	P	P	E	P	P	E	E	P	P	P	P		3
Catalin Kaser	Appt. 6/15/21-4/28/24 Serving unexpired term	P	P	P	P	P	E	P	P	A	P	P		2
Aaron Rowden	Appt. 10/26/21 – 10/26/24	P	P	P	E	P	P	P	P	E	P	E		4
Eleanor Thompson	Appt. 7/10/18-10/26/18 Re-appt. 12/4/18-10/26/21 Re-appt. 6/28/22-10/26/24	P	P	P	P	P	E	P	P	A	P	A		3

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.



RECREATION AND PARKS
COMMISSION
REPORT FROM STAFF

**COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION**

DATE: December 7, 2022
TO: Recreation and Parks Commission
FROM: Hope Lattell for Community Services – Recreation
SUBJECT: Discount Report for FY2022-2023 1st Quarter

STATEMENT OF THE ISSUE:

Receive a report showing the amount of discounts provided to the Richmond community in the first quarter for fiscal year 2022-2023 (July-September 2022)

DISCUSSION:

As per the Recreation Division's mission, we offer many opportunities to our residents to enjoy our recreation programs, facilities, and cultural events. To enable our residents access to these amenities, the Recreation Division provides discounts for programs and facility use.

Discounts are calculated in accordance with City Council approved policies. We continue to keep records of discounts provided to requestors. This discount report is for the first quarter of the current fiscal year (July, August, September) and is shared with you as information only.

RECOMMENDED ACTION:

No action needed. This is a report to share information with the Commission.

DISCOUNT REPORT: July- September 2022..... QUARTERLY REPORT

Discount	Date Processed	PERMIT #	Total Amount RENTAL COST	RENTAL FEE (RF)	EXTRA FEE (XF)	TOTAL FEES Waived	Account BALANCE
			TOTAL COST			TOTAL WAIVED	
100% FEE WAIVER	10.09.22	1955	\$ 360.50	\$ 283.50	\$ 77.00	\$ 360.50	
	09.24.22	1936	\$ 50.00	\$ 0.0	\$ 50.00	\$ 50.00	
	12.12.22	1959	\$ 1,299.50	\$ 1,129.50	\$ 170.00	\$ 1,299.50	
	08.03.22	1919	\$ 100.00	\$ 0.0	\$ 100.00	\$ 100.00	
	08.08.22	1813	\$ 1,650.00	\$ 1,542.00	\$ 108.00	\$ 1,650.00	
	08.04.22	1911	\$ 60.00	\$ 0.0	\$ 60.00	\$ 50.00	10.00
	08.02.22	1878	\$ 297.50	\$ 220.50	\$ 77.00	\$ 297.50	
	07.16.22	1880	\$ 1,118.00	\$ 868.00	\$ 250.00	\$ 1,118.00	
	03.25.22	1905	\$ 89.50	\$ 139.50	\$ 50.00	\$ 189.50	
	08.20.22	1886	\$ 225.00	\$ 0.0	\$ 225.00	\$ 225.00	
	08.02.22	1894	\$ 212.00	\$ 0.0	\$ 212.00	\$ 212.00	
	08.17.22	1927	\$ 25.00	\$ 0.0	\$ 25.00	\$ 25.00	
	09.12.22	1922	\$ 759.00	\$ 682.00	\$ 77.00	\$ 759.00	
	09.17.22	1934	\$ 830.00	\$ 630.00	\$ 200.00	\$ 830.00	
	08.15.22	1887	\$ 953.00	\$ 876.00	\$ 77.00	\$ 953.00	
	08.19.22	1916	\$ 1,594.00	\$ 1,435.00	\$ 159.00	\$ 1,594.00	
	10.15.22	1926	\$ 638.00	\$ 588.00	\$ 50.00	\$ 638.00	
	10.15.22	1965	\$ 50.00	\$ 0.0	\$ 50.00	\$ 50.00	
				\$ 8,394.00	\$ 2,017.00		
			\$ 10,411.00			\$ 10,401.00	
TOTAL 100% FEE WAIVER			\$ 10,411.00	\$ 8,394.00	\$ 2,007.00	\$ 10,401.00	\$ 10.00
			TOTAL COST			TOTAL WAIVED	
25%	08.06.22	1883	\$ 1,139.00	\$ 474.00	\$ 665.00	\$ 118.50	\$ 1,020.50
	12.18.22	1961	\$ 2,048.00	\$ 1,896.00	\$ 152.00	\$ 474.00	\$ 1,574.00
	10.16.22	1925	\$ 2,778.00	\$ 939.00	\$ 1,839.00	\$ 234.75	\$ 2,543.25
				\$ 3,309.00	\$ 2,656.00		
			\$ 5,965.00			\$ 827.25	\$ 5,137.75
TOTAL 25% DISCOUNT			\$ 5,965.00	\$ 3,309.00	\$ 2,656.00	\$ 827.25	\$ 5,137.75
			TOTAL COST			TOTAL WAIVED	
50%	08.01.22	1875	\$ 1,014.00	\$ 888.00	\$ 126.00	\$ 444.00	\$ 570.00
	09.12.22	1923	\$ 606.00	\$ 556.00	\$ 50.00	\$ 278.00	\$ 228.00
	10.03.22	1967	\$ 656.00	\$ 556.00	\$ 100.00	\$ 278.00	\$ 378.00
	09.23.22	1951	\$ 1,158.00	\$ 1,027.00	\$ 131.00	\$ 513.50	\$ 644.50
	10.14.22	1966	\$ 2,570.00	\$ 2,470.00	\$ 100.00	\$ 1,235.00	\$ 1,335.00
	09.13.22	1952	\$ 8,612.00	\$ 8,512.00	\$ 100.00	\$ 4,256.00	\$ 4,356.00
				\$ 14,009.00	\$ 607.00		
			\$ 14,616.00			\$ 7,004.50	\$ 7,511.50
TOTAL 50% WAIVED			\$ 14,616.00	\$ 14,009.00	\$ 607.00	\$ 7,004.50	\$ 7,511.50

DISCOUNT REPORT: July- September 2022..... QUARTERLY REPORT

Discount	Date Processed	PERMIT #	TOTAL AMOUNT- RENTAL COST	RENTAL FEES (RF)	EXTRA FEES (XF)	TOTAL AMOUNT WAIVED	ACCOUNT BALANCE
			TOTAL COST			TOTAL WAIVED	
PER MOU	06.07.22	1893	\$ 23,839.00	\$ 23,839.00		\$ 23,119.00	\$ 720.00
	11.05.22	1906	\$ 24,607.00	\$ 24,607.00		\$ 23,887.00	\$ 720.00
TOTAL PER MOU			\$ 48,446.00	\$ 48,446.00	.	\$ 47,006.00	\$ 1,440.00
			TOTAL COST	RENTAL FEES	EXTRA FEES	TOTAL WAIVED	BALANCE
GRAND TOTAL- RENTALS			\$ 79,438.00	\$ 74,158.00	\$ 5,270.50	\$ 65,238.75	\$14,089.25
			GROSS REVENUE			TOTAL WAIVED	NET REVENUE

SUMMARY		TOTAL COST	RF	XF	TOTAL WAIVED	BALANCE DUE
TOTALS		\$ 79,438.00	\$ 74,158.00	\$ 5,270.50	\$ 65,238.75	
		TOTAL COST			TOTAL WAIVED	
		TOTAL	RF	XF	WAIVED	
100%		\$ 10,411.00	\$ 8,394.00	\$ 2,007.00	\$ 1,0401.00	\$ 0.00
25% on RF		\$ 5,965.00	\$ 3,309.00	\$ 2,656.00	\$ 827.25	\$ 5,137.75
50% on RF		\$ 14,616.00	\$ 14,009.00	\$ 607.50	\$ 7,004.50	\$ 7,511.50
MOU FIXED RATE		\$ 48,446.00	\$ 48,446.00	\$ 0.0	\$ 47,006.00	\$ 1,440.00
	TL	\$ 79,428.50	\$ 74,158.00	\$ 5,270.50	\$ 65,238.75	\$14,089.25
		GROSS REVENUE			TOTAL WAIVED	NET REVENUE
TOTAL RF/XF WAIVED			\$ 8394.00	\$ 2,007.00		
			\$ 827.25			
			\$ 7004.00			
			\$ 47006.00			
GRAND TOTAL WAIVED			\$63231.25	\$ 2,007.00	\$65,238.25	

Total RF Waived Total XF Waived



RECREATION AND PARKS
COMMISSION
REPORT FROM STAFF

**COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION**

DATE: December 7, 2022

TO: Recreation and Parks Commission

FROM: Ranjana Maharaj, Deputy Director for Community Services – Recreation
Greg Hardesty, Parks & Landscaping Superintendent-
Public Works Department

SUBJECT: Parks Master Plan

STATEMENT OF THE ISSUE:

Receive a presentation from Marcia Vallier of Vallier Design Associates, Inc. on the current parks master plan.

DISCUSSION:

Per the request of the Recreation and Parks Commission, Marcia Vallier of Vallier Design Associates, Inc./CSW|ST2 will present an overview of the current parks master plan and the proposed approach to preparing an updated parks assessment. Vallier Design Associates will ask commissioners for their priorities and thoughts on recreation trends that should be included in the work. Vallier Design Associates will attend future meetings with updates on their progress.

RECOMMENDED ACTION:

Commission to receive a presentation on the Parks Master Plan from Vallier Design Associates and provide input so that the Parks Master Plan can be updated.



RECREATION AND PARKS
COMMISSION
REPORT FROM STAFF

COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION

DATE: December 7, 2022
TO: Recreation and Parks Commission
FROM: LaShonda White, Interim Library Director for Community Services
Ranjana Maharaj, Deputy Director for Community Services-Recreation
SUBJECT: Associate Commissioner Program

STATEMENT OF THE ISSUE:

Receive a report on the status of the Associate Commissioner Program

DISCUSSION:

Per the request of the Recreation and Parks Commission, staff will provide a status update on the Associate Commissioner program.

This item has been discussed at several Commission meetings. Please see below a timeline of the discussions held regarding the Associate Commissioner Program based upon the minutes of each Commission meeting.

Sept 1, 2021 Meeting:

Associate Commissioner Committee (Maryn/Allison/Joey)

Commissioner Hurlbut informed the Commission that the Committee had not met regarding this item, however; according to Staff, this item is under review with the City Attorney's Office and the Mayor's Office. The Mayor's office appears to be excited about this program and to use this as a platform to be accepted by all boards and commissions for the city.

Oct 6, 2021 Meeting:

Associate Commissioner Committee (Maryn/Allison/Joey)

Commissioner Hurlbut advised she had submitted all the background information to the Commission and staff and noted the desire to begin the training program for how to be an effective Commissioner into two levels: for under 18-year-old non-voting members and for over 18-year-old voting members, at the beginning of every Commissioner's first term.

Ms. Roache-Green said that those 18 years and older, even if a college student, should have voting rights while high school students under 18 years of age could get credit for participating in

the Commission. She was also working on a project to provide training for all incoming Commissioners to advise of the protocol and requirements of Commissioners. She and Ranjana Maharaj were also working with the legal department and would keep the Commission apprised of that process, as requested.

Nov 3, 2021 Meeting:

Associate Commissioner Committee (Maryn/Allison/Joey)

Chair Smith advised that a whole curriculum had been developed and submitted for the Associate Commissioner Committee.

LaShonda White, Interim Library and Community Services Director, explained that she had been provided a number of documents related to the Associate Commissioner proposal, had reviewed those documents, thanked the Commission for all its work. She said she understood the objective of the program was to allow youth an opportunity to participate in city governance and community service operations. She explained there was nothing to prohibit young people from serving on the Commission and from being a voting member and understood through Ms. Roache-Green that the current age limit was 16 years of age. She emphasized that other bodies already existed that may meet the Commission's objectives.

Chair Smith stated the process had been proposed prior to some of the youth organizations referenced by Ms. White. She clarified there had been no intent to restrict voting; there had been challenges with administrative support and there was a desire to identify the process of getting the work done.

For next steps, Ms. White explained that staff time was limited; she recommended ways to meet the objectives through existing programs with staff assistance for outreach and potential mentorship to interested youth.

On the discussion, it was clarified that since the proposal had yet to be submitted to the City Council, it could be modified. The City Attorney's office would also have to approve the legality of the proposal prior to making recommendation to the City Council.

Chair Smith stated that the Associate Commissioner Committee would re-discuss the proposal.

Dec 1, 2021 Meeting:

Associate Commissioner Committee (Maryn/Allison/Joey)

Commissioner Hurlbut stated that she had tried to reach out to the Mayor's and City Manager's offices to invite both to the next naming committee meeting to ask about the status of an approved concept that was supposed to have been submitted to the City Council.

Vice Chair Havenar-Daughton reported that LaShonda White had reached out to him about Y-PLAN, and she had expressed a willingness to meet with anyone interested in that program. He would meet with her to explore how the goals associated with the Associate Commissioner could blend with Y-PLAN.

Jan 12, 2022 Meeting:

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.

RECOMMENDED ACTION:

Based upon the discussion with the former Vice Chair, Havenar-Daughton who is no longer serving on the Commission, and Ms. White, it was determined that the Y-PLAN will not be able to meet the Commission's needs with respect to the Associate Commissioner Program. As indicated in the November 3, 2021 minutes of the Recreation and Parks Commission meeting, staff recommends that the Associate Commissioner Committee re-discuss the proposal to see how best this program can be implemented.