



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, January 11, 2023 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: Maryn Hurlbut, Catalin Kaser, Soheila Bana, Samantha Torres

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 December 7, 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

c. Community Services Division: Recreation and Neighborhood Services – Ranjana Maharaj

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

a. Child Friendly Cities – Commissioner Kaser (10 min.)

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. Nominate Committee for Election of Officers

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, February 1, 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

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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, December 7, 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 pm

ROLL CALL

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

ABSENT: Soheila Bana

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

AGENDA REVIEW

Motion by Commissioner Hurlbut to approve the agenda, seconded by Secretary Blakeley, and carried unanimously by a voice vote.

OPEN FORUM

Cordell Hindler, Richmond, invited everyone to attend the Richmond Rotary Club Holiday Auction on Friday, 12/09/22 from, 12:00 pm – 2:00pm.

ANNOUNCEMENTS THROUGH THE CHAIR

- a) Chair Smith advised the Next Commission meeting would be held on January 11 2023, via Zoom.
- b) The balance of the Commission Trust account remains at \$413.08; the RTA Snow Ball account total is unconfirmed pending confirmation from Staff.
- c) There were no membership changes.

CONSENT CALENDAR

Motion by Commissioner Hurlbut to approve both the minutes of October 5, 2022 and November 2, 2022 as submitted, seconded by Commissioner Kaser, and carried with an unanimous voice vote.

DEPARTMENT REPORTS FOR INFORMATION

Public Works: Facilities

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

Parks & Landscaping Divisions

Greg Hardesty, Superintendent of Parks & Landscaping, shared a verbal and visual report and answered questions from Commissioner Kaser. In addition, Commissioner Hurlbut expressed concerns as to the newly resurfaced ball fields at Nicholl Park and how to get them back to their original condition. Ms. Hurlbut specifically inquiring as to what the maintenance protocols are currently and how to get ideas going forward to keep the fields in good working order prior to baseball season. Greg stated he will need to do some research and will put together a plan or recommendation.

Mr. Hardesty provided an update as to the signage for facilities and indicated that approximately 90 percent of the park signs have QR graphics which provide the RMC codes in both English and Spanish. Chair Smith inquired as to having QR signage to include several other languages but indicated the Spanish language signage should be a priority, as this has been a specific request in the past.

Commissioner Hurlbut suggested reaching out to the Neighborhood Councils to get their input for the signage at the parks in their area. Commissioner Blakeley proposed having signage using pictures graphics as seen at other city parks. Chair Smith reminded everyone that picture signage was previously discussed and was believed to be an option. Mr. Hardesty stated he could have stickers created to address the leash law.

Commissioner Kaser discussed there are two matters on the signage topic– the legal concerns that can be enforced by law enforcement and the communication issues which should be prioritized, as it can ultimately help all understand the expectations at each park. By posting picture signage this would provide a quick solution. Mr. Hardesty reiterated he would pursue the picture graphics for each sign.

Vice-Chair Rowden also encouraged the use of the Neighborhood Councils to assist in the uniqueness of each park. Mr. Rowden expressed the importance of ensuring every member of the community are on the same page to keep our parks safe and welcoming to all. Chair Smith reminded all that our goal is to fulfill the public's requests and looks forward to getting this issue resolved.

As to the Fairmede Park discussion item, Mr. Hardesty informed all that this park is under the jurisdiction of the school district but stated he could reach out to their landscape supervisor to express the concerns of the field conditions.

Community Services Division: Recreation and Neighborhood Services

Ranjana Maharaj provided an extensive oral and visual report with Commissioner Hurlbut asking for details on the upcoming Snow Ball event.

Hope Lattell, Senior Accountant for Community Services-Recreation, provided a brief visual and verbal update on the Discount Report Overview for the 1st Quarter of Fiscal Year 2022/2023.

PRESENTATIONS

Richmond Parks Master Plan– Marcia Vallier shared an oral and visual presentation of the Richmond Parks Master Plan Parks Assessment. Commissioner Kaser followed up with questions and expressed her excitement for the new Parks Master Plan and looks forward to having an updated, useful tool of Richmond Parks. Commissioner Hurlbut asked to be included in future discussions on pickle ball and dog parks.

AD HOC COMMITTEE STATEMENTS

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

Commissioner Kaser shared they have not been able to have any meeting in the last month.

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

Vice-Chair Rowden stated he was unable to provide any updates but hopes to have more details in the upcoming year.

At this time (8:03 pm), Chair Smith called for a motion to extend the meeting beyond the scheduled 8:30 pm time which was motioned by Vice-Chair Rowden to extend 15 minutes (8:45 pm) and seconded by Commissioner Hurlbut and carried with a unanimous voice vote.

DISCUSSIONS & ACTION ITEMS

a) RECEIVE an update on the Associate Commissioner Program

Ms. Maharaj provided a brief history of the Associate Commissioner Program as it was recorded through the Recreation and Parks Commission past meeting minutes. LaShonda White, Interim Director for Library and Community Services, shared that the previous option known as the Y-PLAN was no longer possible due to the city's staffing capacity. As a result, Ms. White stated the next steps were for the Commission to have discussions and report back on future plans, keeping in mind the City of Richmond's staffing constraints.

Commissioner Hurlbut shared the importance in educating youth on what it takes to become a civil servant. Commissioner Kaser shared that while this is important, she sees the most urgent issue is recruiting and retaining members of the community to the many vacancies on boards and commissions. Vice-Chair Rowden shared the importance of having a youth member in the future.

Commissioner Hurlbut proposed to have a new ad-hoc committee for youth community outreach.

COMMISSIONER LIAISON REPORTS / COMMENTS

Chair Smith shared she visited her parks and has reached out to staff regarding the Snow Ball event and is still awaiting an update.

Vice-Chair Rowden requested the need to be assigned parks in 2023.

Secretary Blakeley made arrangements to donate to the Snow Ball Scholarship Fund.

Commissioner Hurlbut reviewed her parks and continues to clean up a couple times per week. In addition, Ms. Hurlbut shared her commitment to offering funds to all applicants for the Snow Ball Scholarship Funds.

AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

Ms. Maharaj informed all that Commissioner Hurlbut's motion to add an Ad-Hoc Committee for Youth Outreach was not seconded and voted on. As Commission Kaser has left the meeting, there is no quorum, so this will become an Action Item at the January meeting.

ADJOURNMENT

The meeting adjourned at 8:49 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 Re-appt. 11/01/22-10/26/25	P	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	A	6
Allison Blakeley	Appt. 12/03/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	P	P	P	E	E	P	P	P	P	P	P	2
Maryn Hurlbut	Appt. 3/15/16-10/26/19 Re-appt. 12/03/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	P	E	P	P	E	E	P	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	P	2
Aaron Rowden	Appt. 10/26/21 – 10/26/24	P	P	P	E	P	P	P	P	E	P	E	P	3
Eleanor Thompson	Appt. 7/10/18-10/26/18 Re-appt. 12/04/18-10/26/21 Re-appt. 6/28/22-10/26/24	P	P	P	P	P	E	P	P	A	P	A	P	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.