

City of Richmond - RECREATION AND PARKS COMMISSION
Community Services Building, Council Chambers, 440 Civic Center Plaza

MINUTES
WEDNESDAY, DECEMBER 4, 2019, 6:00 PM

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting called to order by Chair Hurlbut at 6:00 p.m.

B. ROLL CALL

PRESENT: Maryn Hurlbut, Soheila Bana, Joey Smith, Eleanor Thompson, Brendan Havenar-Daughton, Remi Payne

ABSENT: Pardip Saini

C. AGENDA REVIEW AND ADOPTION

- Commissioner Bana motioned to accept the agenda; Commissioner Havenar-Daughton seconded; passed unanimously.

D. ANNOUNCEMENTS & REPORTS THROUGH THE CHAIR

- Outstanding Items
 1. Bid farewell to both Department Directors, Rochelle Polk and Tim Higare, s,
 2. December Commission Roundtable work session canceled; next meeting is Jan 14, 2020
 3. Next regularly scheduled Commission Meeting is Jan 8, 2020
 4. Commission Trust balance: \$413.08
 5. Announced several events; highlighted collection of funds for Snowball
 6. Provided report of Commission programming
- Membership Changes
 1. Welcome Allison Blakely

E. OPEN FORUM

- Cordell Hindler, Richmond resident – invited Commission members to several events
- Jan Mignone, Richmond resident, Richmond Neighborhood Coordinating Council President – invited Commissioners to a community holiday celebration and tree planting event
- Pamela Saucer-Bilbo – announced men and Women of Valor events

F. CONSENT CALENDAR

- APPROVE – November 6, 2019 minutes
 1. Commissioner Bana motioned to accept the minutes with spelling correction to Commissioner Brendan Havenar-Daughton’s name; Commissioner Havenar-Daughton seconded; passed unanimously.

G. STAFF REPORTS

- Parks and Landscaping Division – oral & visual report provided by Greg Hardesty
- Engineering & Capital Improvement Projects – no report
- Community Services Department – oral report provided by Rochelle Polk; presentation of Candy Cane Classic made by Ranjana Maharaj, Recreation Supervisor

H. PRESENTATIONS, DISCUSSIONS, & ACTION ITEMS

- DIMO & CIP budget review presentation – Tim Higare, Director, provided an oral report of the current budget
 1. Chair Hurlbut added an action item to discover ways to participate in the budget process during the next working meeting.
- CSD Comprehensive Rental Policy presentation – Ranjana Maharaj, Comm. Svcs. Admin Manager, presented policy language needed for approval by City Council

1. Vice-Chair Smith motioned to have Commission accept and move the CSD Comprehensive Rental Policy with edits as indicated; Commissioner Havenar-Daughton seconded; passed unanimously
- Presentation of Nominees for Secretary & Treasurer Officer Positions – Nomination Committee
 1. Commissioner Havenar-Daughton nominated as Secretary & Commissioner Payne as Treasurer
 2. Vice-Chair Smith motioned to accept the nominations; Commissioner Bana seconded; passed unanimously
- Statement of Policy & Guidelines for Naming of Parks, Facilities and Re-Naming Streets – Maryn Hurlbut, Chair, requested input and noted voting on final will be in the future

I. COMMISSIONER LIAISON REPORTS

- Commissioner Bana – no report
- Commissioner Havenar-Daughton – reached out to Neighborhood Councils; plans to visit parks; interested in future collaborations
- Commissioner Payne – spoke about her volunteer efforts; plans to outreach to community partners
- Commissioner Saini – absent
- Vice-Chair Smith – in light of using a scooter she is learning more about the parks and bike lanes; spoke about events she attended;
- Commissioner Thompson – attended several events and announced a toy drive
- Chair Hurlbut –spoke about Indian Fountain; spoke about Snow Ball donations

A. ACTION ITEMS RECAP

- During next work session consider ways to be present in the budget process
- Send feedback on naming policy

B. FUTURE AGENDA ITEM RECOMMENDATIONS

- Community Center occupancy signs

C. ADJOURNMENT

Meeting adjourned at 8:01 p.m.

D. SCHEDULED MEETINGS

Round Table Discussion – Tuesday, January 14, 2020, 6:00 p.m., 305 Seacliff Way, Richmond, CA 94801
Commission Meeting – Wednesday, January 8, 2020 6:00 p.m., Community Services Building, Council Chambers, 440 Civic Center Plaza.

Minutes respectfully submitted by:

Ms. Johann M. Frazier, Executive Secretary