



**CITY OF RICHMOND**  
**Recreation & Parks Commission Meeting**  
**AGENDA**

**Wednesday, September 1, 2021 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, Remi Payne, Treasurer  
**Commissioners:** Maryn Hurlbut, Soheila Bana, Pardip Saini, Eleanor Thompson, Catalin Kaser

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

- Pledge of Allegiance
- Land Acknowledgement - We are in Huichin: Confederated Villages of Lisjan, Chochenyo Ohlone Territory (<https://native-land.ca/>). "The Lisjan are made up of the seven Tribes that were directly enslaved at Mission San Jose in Fremont, CA and Mission Dolores in San Francisco, CA: Lisjan (Ohlone), Karkin (Ohlone), Bay Miwok, Plains Miwok, Wappo, Delta Yokut and Napien (Patwin). [Their] territory includes 5 Bay Area counties; Alameda, Contra Costa, Solano, Napa and San Joaquin."

Opportunity to support: Shu'umi Land Tax - Shuumi Means Gift in Chochenyo. The Shuumi Land Tax is an invitation to support the vital work of the Sogorea Te' Land Trust, a small step towards acknowledging the history of genocide on this land and contributing to its healing.

<https://sogoreate-landtrust.org/shuumi-land-tax/>

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

- a. Urban Green Canopy Committee (Brendan/Catalin/Maryn/Eleanor)
- b. Willie May's Day (Maryn/Eleanor/Joey)
- c. Willie Mays Field Committee (Maryn/Eleanor/Joey)
- d. Associate Commissioner Committee (Maryn/Allison/Joey)

8. **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 August 4, 2021 meeting.

9. **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 and Parks & Landscaping Divisions
- b. Community Services Division: CSD, Pools, Neighborhood & Volunteer Services.

10. **Presentations** (15 min)

- 1. Receive an update regarding the unhoused population - Michelle Milam (5 min)
- 2. Receive a presentation from the Richmond Bicycle/Pedestrian Advisory Committee (BPAC) regarding the City's Bicycle Master Plan – Patrick Phelan (5 min)
- 3. Receive a presentation from Kate Spaulding regarding the Magic Lantern (5 min)

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.*

i. **DISCUSSION ITEMS: (items prioritized in the below order at August 4, 2021 meeting)**

- a. **UPDATE** Rules for Naming or Re-naming of Parks, Facilities or Streets or Park Tables and Benches with accompanying fill in the blanks application form with imbedded instructions.
- b. **CREATE** a Kiosk concept paper to go out to bid as part of a “Walk of Honor” to be installed as part of the Yellow Brick Road project – Requestors – Charles Cavenes, Arts and Culture Division staff and Toody Maher.
- c. **CREATE** new business cards for commissioners who do not have them – Maryn Hurlbut

ii. **DISCUSSION ITEM:**

**REQUEST** staff to provide information on updating Park Signage with the following information:

- Ordinance regarding dog leash and waste pick up by park users
- Posting multilingual signage
- Signage regarding Illegal dumping
- Signage with QR Codes

iii. **ACTION ITEMS:**

**REVIEW** Commissioner Attendance Reports and address discrepancy in term appointments

iv. **DISCUSSION ITEM:**

**RECEIVE** report from staff regarding fees for the use of BTA Tennis/Pickleball courts by the Eastbay Pickleball Association

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, October 6, 2021 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.*

**ALL COMMISSION MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE  
CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/> Richmond-Coronavirus-Info provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, participation in the Recreation and Parks Commission will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize video/teleconferencing only. The following provides information on how the public can participate in this meeting.

**How to observe and/or participate in the meeting from home:**

The Recreation and Parks Commission meetings can be accessed using the below methods:

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. \*\*

## MEETING SCHEDULE

**Regular Commission Meeting:** **First Wednesday of the month; Second Wednesday for the July and January meetings**

### **Public comments may be submitted:**

1. Via email to [rec.parkscommission@gmail.com](mailto:rec.parkscommission@gmail.com) and state "Rec.& Parks Commission Speaker." Your email must contain in the subject line **public comments – Item #**. All comments must be submitted on or before 12 pm of meeting date and must include the following:

- a) Your Name
- b) Your Phone Number
- c) The item for which you wish to make a Public Comment.

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item if closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters.

The City cannot guarantee that its network and/or the site will be uninterrupted.

**Record of all public comments:** All public comments will be considered a public record, put into the official meeting record, and considered before Commission action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

**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 [cprc@ci.richmond.ca.us](mailto:cprc@ci.richmond.ca.us) or submitted by phone at 510-620-6512, ext. 5458. Requests will be granted whenever possible and resolved in favor of accessibility. If an interpreter is required, that request must be submitted seven calendar days prior to the meeting in question by calling the CSD office at 510 620-6793, attention Ranjana Maharaj.

**Effect of Advisory on In-person public participation:** During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

## Richmond Recreation & Parks Commission

### MINUTES

Wednesday, August 4, 2021 6:00 PM



To view a video of this meeting click on this link:  
[https://richmond.granicus.com/ViewPublisher.php?view\\_id=37](https://richmond.granicus.com/ViewPublisher.php?view_id=37)

- **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Meeting called to order by Chair Smith at 6:01 p.m.

- **ROLL CALL**

PRESENT: Joey Smith, Brendan Havenar-Daughton, Allison Blakeley, Maryn Hurlbut, Soheila Bana, Pardip Saini, Eleanor Thompson

ABSENT: Remi Payne

Chair Smith provided a brief overview of the meeting procedures. Per the request of Commissioner Bana, it was clarified that people who wish to speak at Open Forum, can be accommodated on the day of the meeting regardless of whether they submit an email to speak or not. Receiving an email notification is encouraged for the public so that the meeting time can be planned and the public accommodated.

- **AGENDA REVIEW AND ADOPTION**

**There were no changes to the published agenda.**

On motion by Commissioner Hurlbut; seconded by Commissioner Saini, the Commission voted to accept the agenda as published. The motion passed unanimously.

- **ANNOUNCEMENTS & REPORTS THROUGH THE CHAIR**

1. If you need an interpreter at this meeting, call 510-620-6793 at least seven calendar days before the meeting.
2. The Next Commission meeting will be held on Wednesday, August 4, 2021 via ZOOM.
3. Currently \$413.80 in the Commission Trust Account and \$1,000 in the RTA Snow Ball Account. Chair Smith encouraged Commissioners to support the Snowball donation kickoff in September.
4. Membership Changes: None
5. Anyone wishing to speak during this meeting is encouraged to send an e-mail to [rec.parkscommission@gmail.com](mailto:rec.parkscommission@gmail.com) by 12 pm the day of the meeting with subject line -“rec&parks commission speaker” and state your comments and “Open Forum” or “Staff Reports” as example of topic to be discussed.

- **OPEN FORUM**

Garry Hurlbut from Richmond Tennis Association gave an update on the tennis programs offered to youth by volunteers and in collaboration with the Recreation Division. He said that adult programs have also started and they are playing in the East Bay championship games.

Kate Spaulding from Magic Lantern spoke regarding the use of the Point Richmond Community Center. She said her organization has been informed by the Recreation Division that they cannot continue to use the community center for their movie events since their event is a ticketed event which can only occur at the Convention Center. She said their event was set up to be offered from the Point Richmond Community Center since they installed their movie screen there. She request to present at the next Commission meeting

so she could share more information regarding her organization.

Cordell Hindler said his comments for the July meeting was not included in the minutes and would like staff to include that. He extended an invitation to the Commission to attend the Council of Industries Shoreline tour on October 8, 2021 at 1pm at the Harbormaster's Building. He added that the Blue Angels will be doing a show on the day of the event.

Mr. Hindler made comments that the Commission could limit the number of items on the agenda so that the public would not have to stay too long for the meeting to make comments.

▪ **AD HOC COMMITTEE STATEMENTS**

Brendan Havenar-Daughton provided an update regarding the Arbor Day event scheduled to be held on October 16, 2021 at 9am at Bay Vista Park. This tree planting day is a collaborative effort of the Urban Forestry Advisory Council, Groundworks Richmond and the City of Richmond.

▪ **CONSENT CALENDAR**

- **APPROVE** – July 14, 2021 minutes

Chair Smith called for a motion to accept the minutes. Moved by Commissioner Hurlbut and seconded by Commissioner Havenar-Daughton, the minutes for the July 14, 2021 meeting was approved with the following corrections:

Under **Open Forum** include comments from Garry Hurlbut and Cordell Hindler:

Garry Hurlbut spoke regarding working with volunteers to support the Recreation Division in providing the tennis and football programs.

Cordell Hindler invited the Commission to attend the Casablanca Show at the Red Oak Victory Ship on Thursday, July 15<sup>th</sup> at 6:30pm. This show is to support the Red Oak Victory Ship; the event is free but a \$10 donation would be welcome.

▪ **STAFF REPORTS**

- Public Works Department – oral report provided by Jose Urquilla, Superintendent of Facilities. Oral and visual report provided by Greg Hardesty, Superintendent, Parks and Landscaping.
- Library & Community Services Department – oral & visual report provided by Ranjana Maharaj, Community Services Administrative Manager.

▪ **PRESENTATIONS**

None.

▪ **DISCUSSIONS, & ACTION ITEMS**

The Commission decided to nominate Ad Hoc Committees to work on these items. Chair Smith called for Commission members to work on each Committee:

i. **ACTION ITEMS:**

The below items were prioritized at the June 2, 2021 meeting.

**Priority #1**

Rename name Baseball Diamond #2 at Nicholl Park the “Willie Mays Field”

**Committee members: Commissioners Hurlbut, Blakeley, and Smith**

Priority #2

Submit a resolution to City Council to add one or two “Associate (youth) Commissioners” to a Junior College for credit program.

**Committee members: Commissioners Hurlbut, Blakeley, and Smith**

Priority #3

Create Action Plan for UFAC combined Arbor Day project to include tree plantings for 2021

**Committee members: Commissioners Hurlbut, Havenar-Daughton, Kaser, and Thompson**

- ii. Since the below items were not previously prioritized, the Commission took action to prioritize these and/or appoint Ad Hoc Committees for items that needed further work:
- a. Submit a request to City Council to declare a “Willie Mays Day” with fanfare at the Opening of the Field **Priority #9**  
**Committee members: Commissioners Hurlbut, Smith, Thompson**
  - b. Create a Kiosk concept paper to go out to bid as part of a “Walk of Honor” to be installed as part of the Yellow Brick Road project – Requestors – Charles Cavenes, Michele Seville and Toody Maher **Priority #8**
  - c. Update Rules for Naming or Re-naming of Parks, Facilities or Streets or Park Tables and Benches with accompanying fill in the blanks application form with imbedded instructions **Priority #4**
  - d. Create new business cards for commissioners who do not have them – Brendan Havenar-Daughton **Priority #10**
  - e. Vote for an official decision on the Commission Roundtable meetings **Priority #5**

For reference, below is a complete list of all items the Commission has been working on:

- a) *Request to City Council to name Baseball Diamond #2 at Nicholl Park the “Willie Mays Field” – requestor Charles Cavenes **Priority item #1, June 2, 2021 meeting***
- b) *Request to City Council to declare a “Willie Mays Day” with fanfare at the Opening of the Field **Priority #9***
- c) *Request to City Council to accept a resolution to add one or two “Associate (youth) Commissioners” to a Junior College for credit program – requestor Recreation & Parks Commission with CSD (resolution letter was included) **Priority item #2, June 2, 2021 meeting***
- d) *Request to create a Kiosk concept paper to go out to bid as part of a “Walk of Honor” to be installed as part of the Yellow Brick Road project – Requestors – Charles Cavenes, Michele Seville and Toody Maher **Priority #8***
- e) *Update Rules for Naming or Re-naming of Parks, Facilities or Streets or Park Tables and Benches with accompanying fill in the blanks application form with imbedded instructions – requestor by Rec. & Parks Commission, Parks & Landscaping and CSD **Priority # 4***
- f) *Request to present to the Recreation & Parks Commission a renaming of part of South Street to Ethel Dotson South – requestor Naomi Williams – **This item was already addressed at the June 2, 2021 Commission meeting.***

- g) *Create new business cards for commissioners who do not have them – Remi Payne and Brendan Havenar-Daughton*
- h) *Address issues around the monthly Recreation & Parks Commission Round Table meeting **Agendized as a presentation item on July 14, 2021 Commission meeting Priority #8***
- i) *Review request to place Pickle Ball lines on existing city tennis courts. **Agendized as a presentation item on July 14, 2021 Commission meeting.***
- j) *Address Action Plan for UFAC combined Arbor Day project to include tree plantings for 2021 – requestor Brendan Havenar-Daughton. **Priority item #3, June 2, 2021 meeting***

The Commission decided to keep the same order of action items and discussed continuing to use Google docs for sharing documents on these tasks.

- **COMMISSIONER LIASON REPORTS /COMMENTS**

Commissioner Smith

- No additional reports apart from what she had reported under the Chair's Announcements.

Commissioner Havenar-Daughton

- Working with the CSD ECIA Grant Committee to review grant proposals. Total grant funding is \$50k where a grantee can apply for up to \$5k grant amounts.

Commissioner Blakeley

- Sent thank you emails to presenters from the July meeting.
- Picked up litter at some of the parks she visited.
- Started reading materials regarding the Commission as per the suggestion of former Chair and Commissioner Hurlbut.

Commissioner Hurlbut

- Created materials to transition to the new Chair.
- Met with Commissioner Blakeley to transition to the Secretarial role.
- Updated the Roadmap for Becoming a Good Commissioner, Commissioner Contact List and the Attendance File. She wanted to notate that the Commissioner Attendance file should show information for the rolling twelve month period to determine the correct information for absences.
- Discussed the use of Judge Carroll Park by Washington School at the Point Richmond Neighborhood Council meeting. There are problems of gophers and park use by dogs without leashes.
- Helped the Commission Secretary create the PPT for the meeting.
- Will do a final review of the Naming/Renaming document that she and former staff, Johann Fragd had updated before sharing with everyone.
- Visited all of her assigned parks between July and August and asked for a couple of garbage pickups.
- Sent out documents pertaining to the Willie Mays Field to the Commissioners.

Commissioner Bana

- Have been working with some El Sobrante community members to submit an \$8.5 million grant to develop a creekside community park. In the event they don't get the grant, the County plans to place this on the next ballot to raise money. Request that the Commission send a letter of support for these efforts.
- Suggested that the Commission should address items that deal with less bureaucratic process that will produce faster and concrete results.
- Suggested to invite the bicycle and pedestrian advisory committee to do a presentation to the Commission about their biking/walking activities and see how the Commission can support them as

part of the recreation opportunities they provide.

Commissioner Saini

- Visited various parks and noticed more people using the parks.
- Have concerns on illegal dumping and litter from the unhoused population.

Commissioner Thompson

- Visited a couple of parks and noticed tall grass that needed to be cut. She said she has been out of town for a couple of weeks and hope the tall grass has been cut. She said this was a concern of the May Valley Neighborhood Council.
- Shields Reid Park needs to be mowed.

Commissioner Kaser

- Enquired about her park assignments
- Was invited to the Richard Boyd Park to walk the park by a group of people who will eventually come to the Commission meeting to discuss a plan for revitalizing the park. This group of people is gathering data right now and will be bringing forth a proposal.
- Reported that Wendell Park has traffic issues that create a safety hazard for park users.
- Asked to have access to the Google doc that the Commission is using.

- **AGENDA SETTING FOR NEXT MEETING**
  1. Dog Leash/dog waste Ordinance in multi lingual signs
  2. Presentation from Magic Lantern – Kate Spaulding
  3. Update on the unhoused population
  4. Presentation from BPAC
  5. Open Forum to be moved up on the agenda
  6. Include Land Acknowledgement on the meeting slides

- **ADJOURNMENT**
  - Meeting adjourned at 8:26 pm.

Respectfully Submitted,  
Ranjana Maharaj, Community Services Administrative Manager

**Recreation and Parks Commission  
2019 Meeting Attendance**

Item #11 (iii)

Commissioner	Term Ending	Jan 2019	Feb 2019	Mar 2019	April 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Total Absences
Maryn Hurlbut	Appt. 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/21	P	A	P	P	P	P	A	P	P	P	P	P	2
Payal Patel	Appt. 7/19/16-4/28/18 Re-appt. 5/1/18-4/28/21	P	A	P	A	P	A	A	P	Resign- ed				4
Joey Smith	Appt. 5/2/17-10/26/19 Re-appt. 12/3/19-10/26/21	P	P	P	P	P	P	P	P	P	P	P	P	2
Brenden Havenar-Daughton	Appt. 11/5/19-10/26/21													0
Pardip Saini	Appt. 12/18/12-10/26/15 Re-appt. 11/3/15-10/26/18 Re-app 12/4/18-10/26/21	P	P	P	P	A	P	P	A	P	P	P	A	3
Soheila Bana	Appt. 10/17/17-10/26/19 Re-appt. 3/17/20-10/26/23	P	P	P	A	A	P	A	P	P	P	P	P	3
Allison Blakely	Appt. 12/3/19-10/26/21	P	P	P	P	P	P	P	P	P	P	P	P	0
Eleanor Thompson	Appt. 7/10/18-10/26/18 Re-appt. 12/4/18-10/26/21	P	P	A	P	P	A	P	P	P	P	P	P	2
Remi Payne	Appt. 6/18/19-10/26/21						New appt.	P	P	P	P	A	P	1

**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 2020 Meeting Attendance

Commissioner	Term Ending	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Total Absences
Maryn Hurlbut	Appt. 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/21	P	P	P	C	C	C	P	P	P	P	P	P	0
Joey Smith	Appt. 5/2/17-10/26/19 Re-appt. 12/3/19-10/26/21	P	P	P	A	A	A	P	P	P	P	P	P	0
Brenden Havenar-Daughton	Appt. 11/5/19-10/26/21	P	P	A	N	N	N	P	P	P	A	P	P	2
Pardip Saini	Appt. 12/18/12-10/26/15 Re-appt. 11/3/15-10/26/18 Re-app 12/4/18-10/26/21	P	P	P	C	C	C	A	P	P	P	P	P	1
Soheila Bana	Appt. 10/17/17-10/26/19 Re-appt. 3/17/20-10/26/23	P	P	P	E	E	E	P	P	P	P	P	P	0
Allison Blakely	Appt. 12/3/19-10/26/21	P	P	P	L	L	L	P	P	P	P	P	P	0
Eleanor Thompson	Appt. 7/10/18-10/26/18 Re-appt. 12/4/18-10/26/21	P	P	P	L	L	L	P	P	P	P	P	P	0
Remi Payne	Appt. 6/18/19-10/26/21	P	P	A	E	E	E	A	A	P	P	P	A	4
Vacant	4/28/21 Unexpired term				D	D	D							

**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 2021 Meeting Attendance

Commissioner	Term Ending	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Total Absences
Maryn Hurlbut	Appt. 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/21	P	P	P	P	P	P	P	P					0
Joey Smith	Appt. 5/2/17-10/26/19 Re-appt. 12/3/19-10/26/21	P	P	P	P	P	P	P	P					0
Brenden Havenar-Daughton	Appt. 11/5/19-10/26/21	P	P	P	P	P	P	P	P					0
Pardip Saini	Appt. 12/18/12-10/26/15 Re-appt. 11/3/15-10/26/18 Re-app 12/4/18-10/26/21	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	P	P	P	P	P					0
Allison Blakely	Appt. 12/3/19-10/26/21	P	P	P	P	P	P	P	P					0
Eleanor Thompson	Appt. 7/10/18-10/26/18 Re-appt. 12/4/18-10/26/21	P	P	P	P	P	P	P	P					0
Remi Payne	Appt. 6/18/19-10/26/21	P	P	P	P	P	E	E	E					3
Catalin Kaser	Appt. 6/15/21-4/28/21 Unexpired term						New Appt. P	P	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.




---

**Memo**

**COMMUNITY SERVICES DEPARTMENT/RECREATION DIVISION**  
 LaShonda White, Interim Library and Community Services Director

**TO:** Recreation and Parks Commission

**FROM:** Ranjana Maharaj, Community Services Administrative Manager

**SUBJECT:** Fees Charged for the Eastbay Pickleball Association's Pickleball program

**DATE:** August 26, 2021

This report is in response to a request from Chair Smith regarding the fees charged for the use of the Tennis Court/Pickleball Courts by Eastbay Pickleball Association. Please see below the history of the use of the BTA Tennis/Pickleball Courts by Eastbay Pickleball Association:

Date(s) of Use	Rate per hour per court charge	Participants allowed	Discounts	Notes
11/21/20	\$8	12	None	Paid
3/27/21	\$8	12	None	Paid
4/10/21- 5/22/21	\$16	12	Waived \$50 application fee to consolidate several bookings into one permit. 50% discount on fees since the Workshops were co-sponsored by Recreation Division	Paid
8/14/21	\$16	200+	100% discount = \$1,588) Event co-sponsored by Recreation	\$0 owed
8/20/21 – 10/29/21 (F) and 9/4/21-6/25/22 (Sa)	\$16	25	No discounts	\$3556 owed

The initial request from Eastbay Pickleball Association was made during a time when we were following the below restrictions on outdoor facility use due to COVID-19:

<p>Maximum rental time 2 hours          Non-contact practice only          Max group size of 12 people          Equipment cannot be shared          No actual game play allowed</p>
---

Despite the restrictions, we observed many people using our outdoor facilities without permits and we had no way of enforcing any of the restrictions. In light of this, on November 10, 2020, our Division decided to offer reduced rates (COVID-19 rates) to people using our outdoor facilities so that people would be encouraged to pull permits. Our research showed that several nearby cities were also offering reduced

rental rates to use their outdoor facilities.

Since the Eastbay Pickleball Association’s first use of the BTA Tennis Courts was on November 21, 2020, they received the reduced rate of \$8 per hour per court since their requested use date fell around the time we were offering reduced rental rates. On April 7, 2021, the County moved back into the orange tier where the restrictions were relaxed to allow for larger groups of people (50 people) to use shared space. Until this date, outdoor space use was limited to use by 3 household members for up to 25 people. Based upon the relaxed order, we moved back to using the regular rental rates as stated in our Fee Schedule. By this time more groups of people were requesting to use other outdoor spaces.

Hopefully, the below chart will help show how Tennis Court/Pickleball Court fees were charged for the Eastbay Pickleball Association. Eastbay Pickleball Association uses 2 full Tennis Courts which equates to 6 Pickleball Courts; therefore, the charges are for the use of both Tennis Courts. There is no discrepancy on fees and we did not increase the fees at all. When we went back to using regular rental rates, staff exchanged emails with Darlene Drapkin indicating the regular rental rates as stated in our Fee Schedule. Ms. Drapkin acknowledged the new rate in the email exchange.

Pickleball Court Rental Fees  
COVID vs Current

COURT #	COST PER HOUR	MAX PLAYERS PER COURT	NUMBER OF TENNIS COURTS PER RENTAL	TOTAL NUMBER OF POSSIBLE PLAYERS PER RENTAL HOUR	COST PER PLAYER/HOUR	COVID-19 LIMITATIONS
1	\$ 8.00	2	1	6	\$ 1.33	Maximum rental time 2 hours Non contact practice only Max group size of 12 people Equipment cannot be shared No actual game play allowed
2	\$ 8.00	2	1	6	\$ 1.33	
BOTH	\$ 16.00	4	2	12	\$ 2.67	
1	\$ 16.00	4	1	12	\$ 1.33	No limit on rental time Full game play is allowed Max group size is 24 people No restrictions on shared use of equipment
2	\$ 16.00	4	1	12	\$ 1.33	
BOTH	\$ 32.00	8	2	24	\$ 2.67	

Please let me know if you have any additional questions.

RM/rm

Attachment: Fee Schedule

# Richmond Park and Fields



**CALL REGISTRATION OFFICE (510) 620-6793**

**CSDREGISTRATION@CI.RICHMOND.CA.US**



# Park and Field Rental Rates

STANDARD FEES	PACKAGE	RATE	DAMAGE DEPOSIT
INCLUDES—TRASH CANS BASED ON NUMBER OF ATTENDEES (1 PER/25 ATTENDEES)	GROUPS OF 50 OR LESS - 2 TRASH CANS INCLD.	\$ 31/HR	\$ 103
	GROUPS OF 51 - 100 - 4 TRASH CANS INCLD.	\$ 63/HR	\$ 154
	GROUPS OF 101 - 199 - 8 TRASH CANS INCLD.	\$ 83/HR	\$ 154
	GROUPS OF 200 OR MORE	\$ 124/HR	\$ 154
<b>CIVIC CENTER PLAZA</b>	FOR ALL USERS	\$ 205/HR	\$ 1,027
<b>PICNIC TABLE AREAS</b> 3 HR MINIMUM INCLUDES—MINIMUM OF TWO (2) TRASH CANS. ADDITIONAL TRASHCANS WILL BE ASSESSED	NICHOLL PARK, COUNTRY CLUB VISTA, AND BARBARA & JAY VINCENT	\$ 39/HR	-
	Marina Bay Park & Shimada Park *	\$ 27/TABLE	-
* PARK STANDARD FEES (PER # OF ATTENDEES) WILL APPLY IN <b>ADDITION</b> TO TABLE FEE.			
<b>SPORTS FIELDS</b> INCLUDES—1 TRASH CAN PER BOOKING. FEES DO NOT INCLUDE BAGS, GOALS, OR FIELD MARKING. <b>EXTRA FEES WILL APPLY</b>	YOUTH SPORTS	\$ 28/HR	\$ 103 NON-LEAGUE
	ADULT SPORTS	\$ 41/HR	
	ADULT BASEBALL	\$ 73/GAME	
	TENNIS COURTS	\$ 16/HR	
	MLK TURF FIELD - YOUTH	\$ 41/HR	\$ 308 LEAGUES
	MLK TURF FIELD - ADULT	\$ 51/HR	
	MLK TURF/TRACKS - YOUTH	\$ 31/HR	
	MLK TURF/TRACKS - ADULT	\$ 41/HR	
<b>SPECIAL EVENT PERMIT REQUIRED FOR - AMPLIFIED SOUND, JUMPERS, FAIRS, FESTIVALS, ETC.</b>			
<b>EXTRA FEES</b>			
JUMPER PERMIT		\$ 41/DAY	
SOUND PERMIT		\$ 27/DAY	
FIELD MAINTENANCE -SHORT RANGE (UNDER 6 Mos.)		\$ 21/EACH	
FIELD MAINTENANCE -LONG RANGE (6-12 Mos.)		\$ 205/EACH	
FIELD LIGHTS		\$ 21/HR	
FIELD - DRAG & LINE		\$ 103/EACH	
FIELD - GOAL SET-UP		\$ 20/EACH	
TRASH CANS		\$ 10/EACH	
<b>SPECIAL EVENT GUIDELINES AND EXTRA FEE SCHEDULE AVAILABLE UPON REQUEST</b>			
<b>DISCOUNTS NOT APPLICABLE EXCEPT FOR CITY OF RICHMOND DEPT. USE.</b>			

# RICHMOND COMMUNITY SERVICES DEPARTMENT



## FACILITY FEE SCHEDULE - EXTRA FEES



DESCRIPTION OF CHARGES	DETAILS	APPROVED FEES
<b>ADMINISTRATION FEES - NON REFUNDABLE</b>		
APPLICATION FEES	EACH	\$ 50.00
APPLICATION SHORT NOTICE FEE - APPLICATIONS RECEIVED UNDER 30 DAYS NOTICE	EACH	\$ 50.00
GROSS CONCESSIONS (STANDARD) - ASSESSED PER NUMBER OF ATTENDEES	PER ATTENDEE	\$ 1.00
GROSS CONCESSIONS (ALCOHOL) - ASSESSED PER NUMBER OF ATTENDEES	PER ATTENDEE	\$ 1.00
GROSS TICKET SALES - ASSESSED PER NUMBER OF ATTENDEES	PER ATTENDEE	\$ 1.00
MARQUEE	PER WEEK	\$ 51.00
RENTAL AMENDMENT FEE - ANY CHANGES ON APPROVED CONTRACT	EACH	\$ 26.00
RENTAL EVENT DATE CHANGE FEE	EACH	\$ 31.00
RENTAL SET-UP/LATE NOTICE & CHANGE FEE - WHEN RECEIVED LESS THAN 7 DAYS NOTICE	EACH	\$ 150.00
TRANSACTION FEE - CREDIT CARD PAYMENTS	EACH	2%
<b>SPECIAL EVENT PERMIT FEES</b>		
ALCOHOL SALES PERMIT	EACH/PER DAY	\$ 132.00
ALCOHOL SERVICE PERMIT	EACH/PER DAY	\$ 67.00
BARRICADES - A-FRAME	EACH	\$ 2.00
BARRICADES - CONE	EACH	\$ 1.00
BARRICADES - CROWD CONTROL	EACH	\$ 10.00
BARRICADES - DELIVERY FEE	EACH	\$ 51.00
BLOCK PARTY (8AM-9PM)	EACH	\$ 50.00
DIRECTIONAL SIGN	EACH	\$ 1.00
NO PARKING SIGN	EACH	\$ 0.50
ELECTRICAL PEDESTAL	EACH	\$ 25.00
FILM PERMIT	EACH/PER DAY	SEE BELOW
1. FILM PERMIT - STILL PHOTOGRAPHY	EACH	\$ 51.00
2. FILM PERMIT - MUSIC VIDEOS, INDUSTRIAL, WEB CONTENT	EACH	\$ 103.00
3. FILM PERMIT - COMMERCIALS, CORPORATE, SHORT FILMS, FEATURES, TELEVISION	EACH	\$ 154.00
4. FILM PERMIT - STUDENT PROJECT—FEES WAIVED. <b>MUST PROVIDE LETTER FROM SCHOOL</b>	EACH	FEES WAIVED
JUMPER PERMIT	EACH	\$ 41.00
RALLY/MARCH FEE	EACH	\$ 50.00
ROAD CLOSURE FEE - TRAFFIC IMPACT FEE/BLOCK	EACH	\$100.00
SOUND PERMIT	EACH	\$ 27.00
STANCHIONS	EACH	\$ 2.00

**SEE OTHER SIDE**

**NOTE: ANY ITEM NOT LISTED HERE IS TBD - TO BE DETERMINED**

# RICHMOND COMMUNITY SERVICES DEPARTMENT



## FACILITY FEE SCHEDULE - EXTRA FEES



DESCRIPTION OF CHARGES	DETAILS	APPROVED FEES
<b>EQUIPMENT &amp; SERVICE FEES</b>		
ALCOHOL SALES PERMIT (SEE SPECIAL EVENT PERMIT FEES)	EACH/PER DAY	\$ 132.00
ALCOHOL SERVICE PERMIT (SEE SPECIAL EVENT PERMIT FEES)	EACH/PER DAY	\$ 67.00
ATTENDANT FEE	PER HR/PER ATTENDANT	\$ 31.00
CHAIRS	EACH	\$ 1.00
CLEANING FEE (CONVENTION CENTER COMPLEX)	EACH	\$ 514.00
ELECTRICAL PEDESTAL	EACH/PER USE	\$ 26.00
FIELD - DRAG & LINE	EACH	\$ 103.00
FIELD - GOAL SET-UP	EACH	\$ 20.00
FIELD - LIGHTS	PER HOUR	\$ 21.00
FIELD MAINTENANCE - LONG RANGE (6-12 MOS.)	PER LEAGUE	\$ 205.00
FIELD MAINTENANCE - SHORT RANGE (UNDER 6 MOS.)	PER LEAGUE	\$ 21.00
JUMPER PERMIT (SEE SPECIAL EVENT PERMIT FEES)	EACH/PER DAY	\$ 41.00
KITCHEN USE - COMMUNITY CENTERS	EACH/PER RENTAL	\$ 51.00
KITCHEN USE - SENIOR CENTER	EACH/PER RENTAL	\$ 106.00
LIFEGUARD - AQUATICS	EACH/PER HOUR	\$ 31.00
MICROPHONE - CORDLESS	EACH	\$ 59.00
PIANO - BABY GRAND	EACH	\$ 65.00
PIANO - GRAND	EACH	\$ 126.00
PODIUM - WITH SOUND	EACH	\$ 99.00
PODIUM - WITHOUT SOUND	EACH	\$ 36.00
PROJECTOR	EACH	\$ 51.00
PROJECTOR SCREEN	EACH	\$ 31.00
RISERS - 4'X8'	EACH	\$ 21.00
TABLES - RECTANGLE <b>OR</b> ROUND	EACH	\$ 4.00
TICKET BOOTHS (CONVENTION CENTER)	EACH	\$ 52.00
TRASH CANS	EACH/PER DAY	\$ 10.00
SCOREBOARD EQUIPMENT	EACH	\$ 15.00
SOUND PERMIT	EACH/PER DAY	\$ 27.00
VENDOR BOOTHS/RENTALS	20% OF VENDOR RENTAL FEE	TBD
WET BAR - FIXED	EACH	\$ 103.00
WET BAR - PORTABLE	EACH	\$ 51.00
<b>VENDOR BOOTHS AND FESTIVALS</b>		
NON-PROFIT INFORMATION AND CRAFTS BOOTH	EACH	\$ 56.00
NON-PROFIT FOOD VENDOR BOOTH - INCLUDES PERMIT	EACH	\$ 243.00
COMMERCIAL FOOD VENDOR BOOTH	EACH	\$ 359.00
COMMERCIAL MERCHANDISE BOOTH	EACH	\$ 113.00