



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, October 6, 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 September 1, 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 Department: Recreation and Neighborhood Services.

10. **Presentations** (15 min)

- 1. Receive a presentation regarding ECIA COVID-19 Love Your Block Grant – Stephanie Ny
- 2. Receive a presentation on the Tool Lending and Mobile Tool Lending Library – Stephanie Ny

11. **Discussions and Action Items**

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

- a. **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. **Update** Park Signage to include the following information:
 - i. Ordinance regarding dog leash and waste pick up by park users
 - ii. Posting multilingual signage (English/Spanish)
 - iii. Signage regarding Illegal dumping
 - iv. Signage with QR Codes
- d. **Update on** Commissioner Attendance Reports and address discrepancy in term appointments.
- e. **RECEIVE** update 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, November 3, 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 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 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, September 1, 2021 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 Smith at 6:05 p.m.

ROLL CALL

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

ABSENT: None

Chair Smith introduced the Land Acknowledgement opportunity during the Commission's meetings in recognition and respect for the Indigenous Peoples as traditional stewards of this land. Commissioner Havenar-Daughton provided additional information on this subject.

Chair Smith provided instructions on how to access the Commission's zoom meetings, and provided an overview of the Commission's mission and meeting procedures.

AGENDA REVIEW AND ADOPTION

There were no changes to the published agenda. Chair Smith announced that Michelle Milam had requested to present earlier in the meeting since she was attending another meeting during the time of the Recreation and Parks Commission meeting.

Commissioner Hurlbut made a motion to move Michelle Milam's presentation after Open Forum and accept the agenda as published; the motion was seconded by Commissioner Bana. The motion passed unanimously.

ANNOUNCEMENTS & REPORTS THROUGH THE CHAIR

1. September is Snow Ball kickoff month.
2. If an interpreter is needed at this meeting, call 510-620-6793 at least seven calendar days before the meeting.
3. The Next Commission meeting will be held on Wednesday, October 6, 2021 via ZOOM.
4. Currently there is \$413.08 in the Commission Trust Account and \$1,000 in the RTA Snow Ball Account.
5. Membership Changes: Remi Payne is not serving on the Commission at the moment. She has reapplied for her position.

6. Anyone wishing to speak during this meeting is encouraged to send an e-mail to rec.parkscommission@gmail.com by 12 pm the day of the meeting with subject line - "rec&parks commission speaker." State your comments as "Open Forum" or "Staff Reports" as an example of topic to be discussed.

OPEN FORUM

Cordell Hindler invited the Commission to the Council of Industries Forum on September 15 which will be held via zoom. He said Congressman DeSaunier will be the special guest at the event.

Mr. Hindler thanked Commissioner Havenar-Daughton for moving Open Forum to an earlier time.

Maryn Hurlbut spoke on the continued commitment of donation to the Snow Ball Scholarship.

AD HOC COMMITTEE STATEMENTS

Urban Green Canopy Committee (Brendan/Catalin/Maryn/Eleanor)

Commissioner Havenar-Daughton provided updates on the Urban Green Canopy Committee. He said the Committee is in support of Arbor Day. The Commission will have a table at the event and will plant trees. Refreshments will be provided. He said by the next meeting he should have a more specific scope of work and goals and objectives to share with the Commission.

Willie Mays Field Committee (Maryn/Eleanor/Joey)

Commissioner Hurlbut provided an update on this item. She said this item is to rename Nicholl Field #2 after Willie Mays. She said the Committee has already completed a lot work on this item so they need to finish the last few steps before recommending to council for their approval. Ranjana Maharaj, Community Services Administrative Manager informed the Commission that based upon a conversation she had with City Council liaison staff, there are additional steps required before completion. She has asked the City Council liaison staff to provide that information to her which she will share with the Commission once received.

Willie May's Day (Maryn/Eleanor/Joey)

Commissioner Hurlbut provided an update on this item. She said the Committee would like to have the opening day of the renamed Nicholl Field #2 to be declared Willie Mays Day and to coincide that on his birthday in May of 2022 once the renaming is approved.

Associate Commissioner Committee (Maryn/Allison/Joey)

Commissioner Hurlbut informed the Commission that the Committee has 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.

CONSENT CALENDAR

APPROVE – August 4, 2021 minutes

Chair Smith called for a motion to accept the minutes. Moved by Commissioner Hurlbut and seconded by Vice Chair Havenar-Daughton, the minutes for the August 4, 2021 meeting was unanimously approved.

REPORTS FROM STAFF

Public Works Department – visual report for Jose Urquilla, Superintendent of Facilities (who had to leave early) was presented by Ranjana Maharaj, Community Services Administrative Manager.

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

Michelle Milam, Crime Prevention Manager with the City of Richmond’s Police Department provided an update on the work being done for the homeless and unhoused population. She said she is assigned to the City of Richmond’s Homeless Taskforce and provided an overview of the Core Team’s efforts in providing onsite case management for those who are unhoused in parks and public spaces. Their services include housing, health services and connections for other needed services. She said people in need of these services should call CORE or 211 or email Michelle directly.

Patrick Phelan from the City of Richmond’s Engineering Department and liaison for the Bicycle Advisory Committee provided an overview of the Richmond Bicycle Master Plan. He spoke about the three types of bikeways: class one bikeway which is fully separated from a roadway; class two is the standard bike lane and class three is the shared bike route. He said he works with the proposed Bicycle Network that directs them to the kinds of projects to work on and the type of funding to apply for. He added that the city does not have any funding for these projects so they rely completely on grants.

At 8:00pm Chair Smith called for a motion for an extension of the meeting. Commissioner Hurlbut moved to extend the meeting for 30 minutes to complete as much of the existing agenda as possible. The motion was seconded by Commissioner Saini. The motion carried.

Kate Spaulding spoke regarding The Magick Lantern. She said they started showing movies once a month at the Point Richmond Community Center since January 2018. She explained that her event is not suitable to be held at the Convention Center as suggested by staff. She further explained that The Magick Lantern had received a grant to install window shades at the Point Richmond Community Center and they had also installed a large movie screen at this site. She said the community is very invested in Magick Lantern. She was looking for concurrence use from the Commission to continue free usage at the community center.

DISCUSSIONS & ACTION ITEMS

i. DISCUSSION ITEM UPDATES:

Update Rules for Naming or Renaming Facilities

Commissioner Hurlbut reported that the Commission had worked on this item some time ago.

She said the procedures and the application process needs to be placed together and she anticipates getting this done in the next couple of weeks.

Kiosk Concept Paper

Commissioner Hurlbut reported that the then Arts & Culture Manager, Michelle Seville, Charles Kapniss, Toody Maher and Commissioner Hurlbut) had discussed placing kiosks on the walk of honor on the newly funded yellow brick road project. They need a concept paper on what this kiosk would contain and need a committee to get this sanctioned.

Business Cards

Commissioner Hurlbut reported that business cards have been printed for those who needed them. Payment is pending from some of the Commissioners.

ii. DISCUSSION ITEM UPDATES:

Park Signage: the Commission discussed forming a committee to work on creating a multilingual signage to display the Ordinance regarding dog leash and waste pick up by park user.

Commissioner Appointment term dates: Staff reported that the Mayor's Office will take this item to City Council for the correction of the dates.

Pickleball update: Staff reported that a memo was included in the Commission packet that explained that reduced rental rates were provided to Ms. Drapkin during the time she had enquired about renting the Tennis Courts. At this time Contra Costa County was in the red tier. This meant the number of attendees that could gather in a place were also reduced hence the reduced rental rates. Once Contra Costa County moved to the Orange Tier, the regular rates in the Fee Schedule went into effect. Ms. Drapkin claimed she was not notified about the change. However, staff indicated that she was and she actually acknowledged the rate in two of her emails. This issue is not resolved yet as we have not heard back from Ms. Drapkin.

Commissioners were requested to submit their written reports in advance for it to be official. Commissioner Hurlbut shared her written report with the Commission.

AGENDA SETTING FOR NEXT MEETING

Commissioner Kaser suggested requesting Patrick Phelan return to the Commission to make a presentation about the bicycle paths. Chair Smith said she will contact the speakers ahead of time to see when they can come.

ADJOURNMENT

Meeting adjourned at 9:10 pm.

Respectfully Submitted,
Angelica Howay, Administrative Aide

Recreation and Parks Commission 2021 Meeting Attendance

Commissioner	Term Ending	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Total Absences
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				0
Brendan Havenar-Daughton	Appt. 11/5/19-10/26/21	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	P	P	P	P	P	P				0
Allison Blakeley	Appt. 12/3/19-10/26/21	P	P	P	P	P	P	P	P	P				0
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	P				0
Catalin Kaser	Appt. 6/15/21-4/28/24 Unexpired term						New Appt.	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	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	P				0
Vacant	Appt. 6/18/19-10/26/21 Unexpired term													

Legend

P = Present
A = Absent
E = Excused
Absence

Excused absences are:

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

Terms that need date correction:

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

Terms Expiring 10/26/21

1. Pardip Saini
2. Eleanor Thompson