



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

**Wednesday, November 3, 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/j/93771521625?pwd=ZEI1Q0ZiOHV4b0lRRnZjeUYxak9RZz09>

**Board Members:** Joey Smith, Chair, Brendan Havenar-Daughton, Vice Chair, Allison Blakeley, Secretary, Vacant, Treasurer  
**Commissioners:** Maryn Hurlbut, Soheila Bana, Pardip Saini, Eleanor Thompson, Catalin Kaser

1. **Call to Order** (2 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. **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. **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 October 6, 2021 meeting.

8. **Department Reports For Information** (10 min) – this was requested by staff to move to an earlier time

*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.

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

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

10. **Presentations**

None

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. **APPROVE** the Juneteenth Freedom Mural Project at the South 37<sup>th</sup> Underpass and **APPROVE** a request to rename the South 37<sup>th</sup> Underpass to “Juneteenth Freedom Underpass” – Stephanie Ny
- b. **RECEIVE** an update regarding the City’s Parks Master Plan - Staff
- c. **RECEIVE** an update on the **Statement of Policy and Guidelines for Naming or Re-naming of Parks, Facilities and Streets** – Ranjana Maharaj
- d. **CREATE** a Kiosk concept paper for a “Walk of Honor” to be installed as part of the Yellow Brick Road project – Requestors – Charles Cavenes and Toody Maher
- e. **UPDATE** on Park Signage to include the following information – Greg Hardesty
  - 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
- f. **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
- g. **UPDATE** on Commissioners term appointments – Ranjana Maharaj

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, December 1, 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, October 6, 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 Joey Smith at 6:10 P.M.

### **ROLL CALL**

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

\*Arrived after Roll Call

ABSENT: Allison Blakeley (excused), Catalin Kaser (excused)

Vice Chair Brendan Havenar-Daughton requested that the Commission acknowledge that the City of Richmond was situated on land occupied for thousands of years by Huichin: Confederated Villages of Lisjan, Chochenyo Ohlone Territory, made up of the seven Tribes of Lisjan (Ohlone), Karkin (Ohlone), Bay Miwok, Plains Miwok, Wappo, Delta Yokut and Napien (Patwin) whose territory included Alameda, Contra Costa, Solano, Napa and San Joaquin counties. He added that there was an opportunity to support the Shu'umi Land Tax as a way to support the native community members in their work.

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

### **AGENDA REVIEW AND ADOPTION**

Motioned by Commissioner Hurlbut to approve the agenda, as shown, seconded by Commissioner Saini, the motion carried unanimously.

### **OPEN FORUM**

Cordell Hindler invited Commissioners to a performance of "Our Town" at the Contra Costa Civic Theater on Friday and Saturday at 8:00 P.M.

Jacqueline Thalberg noted that she often walked the beaches along the Marina Bay Trail where

construction material often washed up on the long beach, and recently a two-person lifeboat had been found sitting on the rocks. Since the boat had brittle materials that could foul the Bay, she asked who she could call to address that and similar situations where toxic debris washed up on the beaches.

Chair Smith advised that Ms. Thalberg should contact Jose Moreno, the Marina Park Supervisor at 510-620-6921.

Dominique Roache-Green reported that the Mayor had approved the appointment of Aaron Rowden to the Commission, which would be considered by the City Council on October 19. There were no additional applications at this time for the nine-member Recreation and Parks Commission where there was currently one vacancy. If Mr. Rowden was not appointed, there would be two vacancies.

## **ANNOUNCEMENTS & REPORTS THROUGH THE CHAIR**

1. Chair Smith announced that Commissioner Saini would reach the maximum nine-year mark, which would be the end of his applicable terms unless the vacancy could not be filled and he could remain for 90 additional days or until that vacancy had been filled. Chair Smith commended Commissioner Saini's service, dedication, tenacity, and contributions to the Commission and to the City of Richmond. A Certificate of Recognition was presented to Commissioner Saini in recognition of his nine years of continuous service. Commissioner Saini thanked the Commission for the recognition.
2. The Next Commission meeting will be held on Wednesday, November 3, 2021 via Zoom.
3. The balance in the Commission Trust account was reported to be \$413.08, with an additional \$1,000 in the RTA Snow Ball account.
4. Anyone wishing to speak during this meeting is encouraged to send an email to [rec.parkscommission@gmail.com](mailto:rec.parkscommission@gmail.com) by 12 P.M. the day of the meeting with the subject line "rec&parks commission speaker." State your comments as "Open Forum" or "Staff Reports" as an example of the topic to be discussed.

## **AD HOC COMMITTEE STATEMENTS**

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

Commissioner Havenar-Daughton announced a scaled down Arbor Day event on October 16, limited to 30 to 40 participants, and there was an event link to RSVP. While there was a continued concern for public health, the group was still welcoming organizations to do tabling although activities or gathering would be discouraged. The main focus would be on planting trees with 20 or so trees to be planted. An event to honor trees in Richmond in the spring was being considered when gathering might be possible.

### **Willie Mays Day (Maryn/Eleanor/Joey)**

Commissioner Thompson described the background and concerted efforts by the Willie Mays Field Committee in cooperation with several neighborhood councils to approve a Willie Mays Day and to name Diamond #2 in Nicholl Park after Willie Mays. She reported that Councilmember Bates had agreed to sponsor the proposal at the City Council. She expressed her hope that the proposal would be approved by the City Council.

Commissioner Hurlbut emphasized that the project had been ongoing for some time pending the due

diligence from the five neighborhood councils on the south side where only positive feedback had been produced.

Madalyn Law, President of the Park Plaza Neighborhood Council and Co-chair of the South Side Improvement Group Plus One, described the additional support from the Pullman, Laurel Park, and Hilltop Neighborhood Councils, and pledged to do everything possible to name the field for Willie Mays and to help promote and advocate to bring the event together.

Jan Mignone, President of the North & East Neighborhood Council, and the Richmond Neighborhood Coordinating Council also identified those in support, commended the event, and pledged to help wherever needed.

Motion by Commissioner Thompson to approve Willie Mays Day and to name Diamond #2 after Willie Mays in Nichol Park, seconded by Commissioner Hurlbut, and carried unanimously.

**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.

Commissioner Bana arrived at this time.

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.

**CONSENT CALENDAR**

APPROVE minutes of the September 1, 2021 meeting

Motioned by Commissioner Havenar-Daughton to approve the minutes of the September 1, 2021 meeting, as submitted, seconded by Commissioner Hurlbut, and carried unanimously.

**REPORTS FROM STAFF**

Public Works Department – oral and visual report presented by Jose Urquilla, Superintendent of Facilities and Greg Hardesty, Superintendent, Parks and Landscaping.

Library & Community Services Department – oral & visual report provided by Ranjana Maharaj, Community Services Administrative Manager.

**PRESENTATIONS**

1. Receive a Presentation Regarding Bechtel COVID-19 Love Your Block Grant – Stephanie Ny

Stephanie Ny, Community Services Division, provided an update on the Richmond Tool Lending Library, noted the need to fill a current vacancy, and explained that the hours had just been reduced.

She said that the Tool Lending Library was now officially in the City budget and funding would be available to sustain the program.

Commissioner Bana recommended that the City and County collaborate to have the Tool Lending Library be an actual library open at the same time as the regular Library to make it available to more residents.

With respect to the COVID-19 Mini grant program that ran through October 2020 to June 2021, Ms. Ny stated that nine mini grants had been awarded for a total of \$4,225 to community residents and organizations affected by COVID-19. In total, that amount had engaged 342 volunteers, 211 hours of services and served over 10,000 residents in Richmond. She provided a rundown of each of the projects and those who had made the mini grants work. She stated the money had come from a Bechtel grant.

## 2. Receive a Presentation on the Mobile Tool Lending Library – Stephanie Ny

Ms. Ny referred to the special Mobile Tool Lending Library funded by the North Richmond Mitigation Fee grant. The Mobile Tool Lending Library was to provide free tool lending by means of curbside delivery to people and residences, site pickup, and community events where non-profit organizations could host the mobile library for gardening and improvement projects. She described the outreach and surveys involved and stated there had been over 100 participants in the North Richmond community. She said the most popular tools being used is the power tools. She identified the social media outreach, and shared how the tools themselves would be funded, managed, and stored to ensure the security of the tools. She added that a storage garage would be built.

Chair Smith requested that the contact information for Rebuild Together be included in the social media information.

Commissioner Saini verified with staff that while the stationery Richmond Tool Lending Library at the Richmond Recreation Complex was currently open, the Mobile Tool Lending Library funded by grant specifically for North Richmond residents was not expected to open until early 2022.

## **DISCUSSIONS & ACTION ITEMS**

- 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

Commissioner Hurlbut explained that the Naming Committee had crafted the rules and categories and had combined the guidelines in the application so that anyone applying for a name change or renaming would understand the process and request status updates.

Ms. Maharaj stated she had received the process for name change document from the City Council Liaison, and asked that those be combined into one document to be sent to the Commission for review at the November meeting.

Chair Smith stated she would reach out to the Commission to find out who was interested in participating in each of the committees to get more work done.

- 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.

Jan Mignone described the history of the item about a way to honor volunteers in the City of Richmond, and offered the Richmond Neighborhood Coordinating Council's Board of Directors desire to partner with the Commission as to how to secure the names and pursue the project.

Commissioner Hurlbut added that Charles Cavenes and Toody Maher wanted to participate because the concept that had previously been discussed was to move the Walk of Honor to the Yellow Brick Road and have a standardized kiosk concept to honor people with a story of their service, their category, and provide something appropriate for both the child and adult levels.

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

Mr. Hardesty offered examples of symbols that could be used for signs to identify the need that dogs be leashed. He offered design options, the Commission discussed the options, and he advised that he could add the applicable section of the Richmond Code to the sign, if so directed.

The Commission recommended the symbol with the human, the dog and the leash, to potentially include a QR Code with information in several languages, and to identify the applicable City leash laws.

At 8:30 pm the meeting was extended 15 minutes to complete the agenda.

d. **Update** on Commissioner Attendance Reports and Address Discrepancy in Term Appointments.

As earlier reported, the item would be submitted to the City Council on October 19, 2021 to correct the terms of appointment.

e. **Receive** Update from Staff Regarding Fees for the Use of BTA Tennis/Pickleball Courts by the Eastbay Pickleball Association.

Staff provided an update stating a meeting was conducted with the representatives of the Eastbay Pickleball Association. Based upon information shared amongst both parties, an amicable decision was reached to support the pickleball program allowing the fees to remain the same until the end of the grant period.

## **COMMISSIONER LIAISON REPORTS**

A written report from Commissioner Blakeley was presented to the Commission.

## **COMMISSIONER COMMENTS**

Chair Smith commented that at the last election she had served as a poll monitor and had learned there were 22 polling places in Richmond, many in recreation areas. She had visited 14 of them and all had passed muster.

Commissioner Thompson stated she had enjoyed working with Commissioner Hurlbut and the Willie Mays Field Committee.

Chair Smith identified a correction to the materials packet from Commissioner Kaser where the spreadsheet had not shown Commissioner Kaser's attendance at the May meeting. She reported that she had visited the Unity Park where Commissioner Kaser had led a clean-up event and the sharing of the Purple Collard Tree.

Commissioner Hurlbut asked if the park assignments for Commissioners could be addressed, and Chair Smith advised that she was currently in the process of assignments.

#### **AGENDA SETTING FOR NEXT MEETING**

There were no comments.

#### **ADJOURNMENT**

The meeting adjourned at 8:43 P.M.

Respectfully Submitted,  
Anita L. Tucci-Smith  
Minutes Clerk

## 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. 12/3/19-10/26/22	P	P	P	P	P	P	P	P	P	P			0
Brendan Havenar-Daughton	Appt. 11/5/19-10/26/22	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	P	P	P	P	P	P	P			0
Allison Blakeley	Appt. 12/3/19-10/26/22	P	P	P	P	P	P	P	P	P	E			0
Maryn Hurlbut	Appt. 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/22	P	P	P	P	P	P	P	P	P	P			0
Catalin Kaser	Appt. 6/15/21-4/28/24 Serving unexpired term						New Appt. P	P	P	P	E			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	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	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