



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, December 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=ZEI1Q0ZiOHV4b0lRnZjeUYxak9RZz09>

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, 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 the minutes of the November 3, 2021 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:

I. Facilities

II. Parks & Landscaping Division

RECEIVE an update regarding the City's Parks Master Plan

UPDATE on Park Signage

- 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

b. Community Services Division: Recreation and Neighborhood Services

9. **Presentations**

1. Update on Pickleball program – Darlene Drapkin (5 min)
2. Master Fee Schedule – Hope Lattell (5 min)

10. **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)
- e. Kiosk concept paper for a "Walk of Honor" Committee (Maryn/Eleanor/Joey)
- f. Statement of Policy and Guidelines for Naming or Re-naming of Parks, Facilities and Streets

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** a request to rename the South 37th Underpass to "Juneteenth Freedom Underpass" – Stephanie Ny
- b. **COORDINATE** an 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

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, January 12, 2022 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, November 3, 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 Joey Smith at 6:11 P.M.

ROLL CALL

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

ABSENT: None

Vice Chair Brendan Havenar-Daughton requested that the Commission embrace a sincere acknowledgement 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 invited everyone to contribute and explore a practice of acknowledgement to help lift up the needs, issues, and asks of indigenous community members and evolve in a way to stay relevant to the current struggle and goals of indigenous community members with a specific focus on exploring pathways to return indigenous lands to indigenous hands.

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

AGENDA REVIEW

Motion by Commissioner Hurlbut to approve the agenda, as shown, seconded by Commissioner Kaser, and carried unanimously by a voice vote.

OPEN FORUM

Bruce Bayaert, Chair of Trails for Richmond Action Committee (TRAC), representing the Richmond Bicycle and Pedestrian Advisory Committee, presented graphics for new signs and their proposed placement along the Bay Trail urging those using the trail to be kind and promote harmony on the trail.

Cordell Hindler, Richmond, reported that the City Council had continued the presentation of the reorganization chart to its November 16, 2021 meeting.

ANNOUNCEMENTS THROUGH THE CHAIR

- Chair Smith advised that the Next Commission meeting would be held on Wednesday, December 1, 2021 via Zoom.
- The balance in the Commission Trust account was reported to be \$413.08, with an additional \$1,000 in the Trust for the RTA Snow Ball account.
- Commission membership remained the same with no changes at this point.
- Anyone wishing to speak during this meeting was encouraged to send an email to rec.parkscommission@gmail.com by 12:00 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)

Vice Chair Havenar-Daughton reported that the Arbor Day event had been held last month. Commissioner Kaser stated that 23 trees had been planted; City staff and representatives from Richmond non-profits had participated; the event had been well-attended; and the Forestry Advisory Committee had taught everyone how to plant trees.

Vice Chair Havenar-Daughton advised of the Committee's interest in looking at an update to the Parks Master Plan with a specific focus on the Richmond Greenway.

Willie Mays Day (Maryn/Eleanor/Joey)

Willie Mays Field Committee (Maryn/Eleanor/Joey)

Commissioner Thompson reported that the process was ongoing for the naming of Nicholl Field Diamond #2 for Willie Mays, with a meeting, details yet to be determined, to be set up with Councilmember Bates, Mayor Butt, and Willie Brown. The naming was expected to take place next year on Willie May's birthday.

Commissioner Hurlbut advised that she had the original documents related to the original request for the field naming that she would provide to staff for the record.

Dominique Roache-Green stated that the Mayor was happy to sponsor Willie Mays Day and it would be placed on the City Council agenda closer to the date. She confirmed that a baseball diamond could be named or renamed for someone still living.

Associate Commissioner Committee (Maryn/Allison/Joey)

Chair Smith advised that a whole curriculum had been developed and submitted for the Associate Commissioner Committee.

LaShonda White, Interim Library and Community Services Director, explained that she had been provided a number of documents related to the Associate Commissioner proposal, had reviewed those documents, thanked the Commission for all its work. She said she understood the objective of the program was to allow youth an opportunity to participate in city governance and community service operations. She explained there was nothing to prohibit young people from serving on the Commission and from being a voting member, and understood through Ms.

Roache-Green that the current age limit was 16 years of age. She emphasized that other bodies already existed that may meet the Commission's objectives.

Chair Smith stated the process had been proposed prior to some of the youth organizations referenced by Ms. White. She clarified there had been no intent to restrict voting; there had been challenges with administrative support and there was a desire to identify the process of getting the work done.

For next steps, Ms. White explained that staff time was limited; she recommended ways to meet the objectives through existing programs with staff assistance for outreach and potential mentorship to interested youth.

On the discussion, it was clarified that since the proposal had yet to be submitted to the City Council, it could be modified. The City Attorney's office would also have to approve the legality of the proposal prior to making recommendation to the City Council.

Chair Smith stated that the Associate Commissioner Committee would re-discuss the proposal.

CONSENT CALENDAR

APPROVE minutes of the October 6, 2021 meeting.

Motion by Vice Chair Havenar-Daughton to approve the minutes of the October 6, 2021 meeting, as submitted, seconded by Commissioner Saini, and carried by a voice vote with abstentions from Commissioners Blakeley and Hurlbut.

DEPARTMENT REPORTS FROM STAFF

Library & Community Services Department – an oral and visual report was provided by Ranjana Maharaj, Community Services Administrative Manager, who responded to comments from the Commission.

Public Works Department – an oral and visual report was provided by Greg Hardesty, Superintendent, Parks and Landscaping, who responded to comments from the Commission.

Bruce Bayaert referred to a comment about signs to warn of potential coyotes in parks and stated the East Bay Regional Park District (EBRPD) had a sign at the Dotson Family Marsh Trailhead to warn owners to keep their dogs on a leash because of coyotes, which sign could be used as a model.

PRESENTATIONS

There were no presentations.

DISCUSSIONS & ACTION ITEMS

Approve the Juneteenth Freedom Mural Project at the South 37th Underpass and **Approve** a request to rename the South 37th Underpass to *Juneteenth Freedom Underpass* – Stephanie Ny

Stephanie Ny, Community Services Department, presented the item on behalf of the Pullman Neighborhood Council to request approval of a proposed Juneteenth Freedom Mural Project and to rename the South 37th Street underpass to the *Juneteenth Freedom Underpass*. The mural project had already been approved by the Public Arts Advisory Commission (PAAC) and

the Richmond Arts & Culture Commission (RACC). She presented photographs of the site, described the design process, noted the project had been expected to be completed by October but the timeline had been extended, and the mural would also honor Jerrold Hatchett, instrumental in the City of Richmond's Juneteenth celebrations.

Michelle Milam, a member of the Juneteenth Committee; Jan Mignone, President of the Richmond Coordinating Neighborhood Council and the fiscal sponsor for the proposal; Madalyn Law, President of the Park Plaza Neighborhood Council; Jonas Juhlin, a member of the Pullman neighborhood committee; Naomi Williams, President of the Pullman Neighborhood Council; Clarita Griffin from the Pullman Neighborhood Council and a member of the Beautification Block Party and the Mural Committees spoke in favor of this item describing efforts put forward by Jerrold Hatchett to keep Juneteenth alive, and to acknowledge Richmond's rich history to Juneteenth. The speakers also suggested the shaded area and the opposite side of the underpass should also be addressed in the future.

Winifred Day, Arts and Culture Manager, stated the project had been approved by the PAAC in September for the concept design and no other parts of the project had been discussed.

Jerrold Hatchett was available to speak but could not connect with the Zoom meeting.

Motion by Commissioner Bana to approve the Juneteenth Freedom Mural Project at the South 37th Underpass and to approve a request to rename the south 37th Underpass to *Juneteenth Freedom Underpass*, seconded by Commissioner Kaser. Motion failed since the Commission had not received and reviewed a copy of the initial renaming documentation. Chair Smith expressed concern moving forward with that action and recommended moving forward with the mural. She said as soon as the documentation on the renaming was available for review, then the Commission could pursue the renaming portion of the proposal.

Motion by Commissioner Bana to approve the Juneteenth Freedom Mural Project at the South 37th Underpass, seconded by Commissioner Kaser, and carried unanimously by a voice vote.

The renaming portion of the request was moved to the December meeting.

Receive an update regarding the City's Parks Master Plan – Staff
Ms. Maharaj noted that Mr. Hardesty was no longer at the meeting to report on the item, although she was aware that funding would be needed to hire Marcia Vallier as the landscape architect to conduct the Master Plan upgrade, which involved a lot of community input.

Vice Chair Havenar-Daughton referred to the goals associated with the Master Plan and asked for an update on the progress that had been made with those goals in the last ten years.

Commissioner Kaser recommended that items associated with City staff be clustered together early on each agenda to be more respectful of staff time.

Create a Kiosk concept paper for a "Walk of Honor" to be installed as part of the Yellow Brick Road

Commissioner Hurlbut provided a detailed background on this request. She explained that the Yellow Brick Road project had received approval and funding in the millions. This concept was discussed with Toody Maher from POGO Park who was in support of this effort. A concept paper had been proposed and the Recreation & Parks Commission had supported pursuit of an

honors project.

Winifred Day, Arts & Culture Manager, sought more information prior to submittal to the PAAC and the RACC. She suggested that a member of the Recreation & Parks Commission attend those meetings to make a presentation when ready to do so.

Cordell Hindler, Richmond, liked the idea of a Kiosk and invited Commissioners to the Neighborhood Coordinating Council where a walk of honor had previously been discussed.

Commissioner Hurlbut clarified that no concept paper had been developed at this point and she recommended the designation of a Kiosk Committee to finalize the concept and explain the history of a potential walk of honor.

Chair Smith verified the formation of a Kiosk Committee to be comprised of Commissioners Hurlbut, Thompson and Chair Smith.

Receive an update on the **Statement of Policy and Guidelines for Naming or Re-naming of Parks, Facilities and Streets** – Ranjana Maharaj

Ms. Maharaj presented the Statement of Policy and Guidelines for Naming or Re-naming of Parks, Facilities and Streets document noting that additional changes were provided by the City Council liaison staff Trina Jackson-Lincoln. These changes are being incorporated in the document updated by the Commission.

Commissioner Hurlbut commented that the document being presented was not the latest that had been developed.

Ms. Maharaj said she will incorporate the changes in the most up to date version of the document and resubmit to the Commission for their review.

Update on Park Signage to include the following information – Greg Hardesty
Ordinance regarding dog leash and waste pick up by park users
Posting multilingual signage (English/Spanish)
Signage regarding illegal dumping
Signage with QR Codes

Mr. Hardesty was not available but he had earlier advised that he had ordered park signage.

Coordinate open conversation on how the city can support the native stewardship of Ookwe Park
Recreation and Parks Commission
Sogorea Te' Land Trust
Arts and Culture Commission
Planning Commission

Vice Chair Havenar-Daughton explained that Ookwe Park was under the stewardship of the Sogorea Te' Land Trust and community. He recommended a conversation with the entities listed as to how to support the native stewardship of the park lands with the intent of exploring ceding the land to the Sogorea Te' Land Trust or other indigenous entity.

Ms. Day described what the Sogorea Te' Land Trust was currently doing as part of Adopt a Park

to maintain Ookwe Park along with the City's maintenance efforts, and the RACC's plans to finish the directional and didactic signage along with a plan to pursue some educational activities - a partnership that had been working well. She also noted that public schools were using the park as a field trip location.

Vice Chair Havenar-Daughton clarified that the Sogorea Te' Land Trust had not made the request but he recognized a strong movement to return land to indigenous communities and described this proposal as a first step.

Update on Commissioners Term Appointments – Ranjana Maharaj
Ms. Maharaj advised that term appointments had been corrected for Chair Smith and Commissioners Hurlbut, Havenar-Daughton and Thompson at the October 19, 2021, City Council meeting.

Cordell Hindler, noted that there were two vacancies and he had two folks in mind to fill those vacancies. Chair Smith verified that the names offered by Mr. Hindler had yet to submit applications to the City Clerk.

COMMISSIONER LIAISON REPORTS

The Commission discussed the process for submitting Commissioner Liaison Reports and Comment and some Commissioners read their reports.

COMMISSIONER COMMENTS

Commissioners Blakeley and Saini's reports were included on the meeting PowerPoint. There were no other Commission comments.

AGENDA SETTING FOR NEXT MEETING

1. Request to rename the South 37th Underpass to *Juneteenth Freedom Underpass*
2. Commissioner Hurlbut would provide color coding for the naming document to Ms. Maharaj
3. A Kiosk Committee meeting would be scheduled to develop a concept presentation to be taken to the RACC
4. The status of potential traffic bumps outside Cheese Park would be clarified
5. Open discussion on the item related to supporting indigenous stewardship at Ookwe Park

ADJOURNMENT

The meeting adjourned at 9:44 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	P		0
Brendan Havenar-Daughton	Appt. 11/5/19-10/26/22	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	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	P		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	P		0
Catalin Kaser	Appt. 6/15/21-4/28/24 Serving unexpired term						New Appt. P	P	P	P	E	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	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	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

Walk of Honor Kiosk Concept Paper

Results from Nov. 15, 2021 Zoom meeting

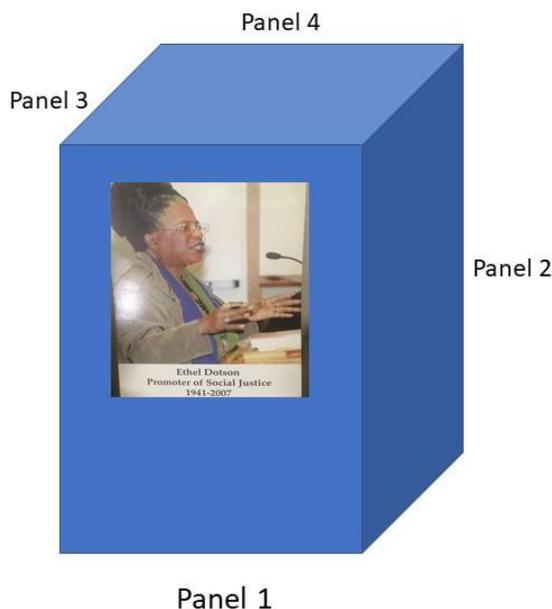
Attendees: Jan Mignone, Madalyn Law, Winifred Day, Joey D. Smith, Maryn Hurlbut, Eleanor Thompson

The Walk of Honor Kiosk Committee is writing this Concept paper in order to send out RFP's to local art and manufacturing vendors to create their engineering rendering of this concept.

It is the intention of this committee to create a shell "Monument" or "Kiosk" for each honoree that is approved by the Recreation & Parks Commission and the Richmond City Council.

Each shell will contain several information panels. The shell is meant to be produced in bulk for economy and then unique panels will be inserted which will individualize each Kiosk to one person. The kiosks must be able to be permanently installed outside. Each shell will be made of materials that are maintenance free, difficult to deface, destroy or steal.

The kiosk is a four-sided structure with four information panels that will be installed in a recessed window on each side of the kiosk. The kiosk "shell" is the four-sided structure with a roof and empty recesses into which the informational panels will be installed.



Size: The standing footprint for the shell should be 12" x 12" square to 18" x 18" inches square and should be about four or five feet high.

Materials for Shell: The outer surface of the shell should be an attractive stone or stone-looking material that will serve as a permanent receptacle for the informational insert panels. A composite or recyclable plastic type material will also be considered. A metal material will also be considered. All materials used for the shell must be maintenance free, resistant to damage and graffiti and resistant from chipping or cracks. All shell materials should look natural in our city park settings.

Materials for Informational Inserts: The informational insert panels must be imbedded into the unit shell so they cannot be removed from the outside of the unit. Each panel's information will be permanently etched into the stone or metal and be easy to read. The kid panels would be half as tall and appear in the kiosk under the adult panels.

Insert Panel 1: This panel will contain an etching of the honoree's face and contain His/her name in large letters with his/her birth date and death date if applicable. If there is a walking tour that pertains to this Walk of Honor unit, that key information would be etched here as well. The name and dates will also be noted in Braille, Spanish and Mandarin.

Insert Panel 2: This panel will contain a brief life biography and be titled that way.

Insert Panel 3: This panel will contain the dates of service to Richmond with a brief story of where and when and the nature of the contribution to Richmond for which the person is being honored.

Insert Panel 4: This is a panel to say, "For more information about honoree" after which will be a QR code and any URL addresses that can be retrieved to acquire more information on the honoree.

Insert Panels 5,6,7 & 8: These are the "kid panels". They would appear below the other panels and provide similar information as panels 2 through 4 but in younger language in a game or Q&A type representation with maybe a sliding door for revealing answers. There can be up to four kid panels in a size of about 4" high x 10" wide.

By requesting Walk of Honor kiosks to be the same format, we are insuring that each honoree's contribution to Richmond is presented and enjoyed by residents and visitors in a equally respectful and informative way. This is our legacy to current and future generations.

Next Steps:

1. The committee will submit their feedback and a final definition paper will be approved by the committee.
2. The committee will write an RFP that will be sent to the Public Works Department to go out to Art vendors for their artistic interpretation and technical drawing and costing.
3. We commission the prototype to be completed and installed.



**COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION**

**RECREATION AND PARKS
COMMISSION
REPORT FROM STAFF**

DATE: December 1, 2021

TO: Recreation and Parks Commission

FROM: Ranjana Maharaj, Community Services Administrative Manager

SUBJECT: Statement of Policy Guidelines for Naming or Re-naming of Parks, Facilities and Streets

STATEMENT OF THE ISSUE:

Update on the Statement of Policy Guidelines for Naming or Re-naming of Parks, Facilities and Streets

DISCUSSION:

The Recreation and Parks Commission Ad Hoc Committee provided a revised document combining the Guidelines and the Application as one document for the **Guidelines for Naming or Re-naming of Parks, Facilities and Streets** to the Commission and staff to review, update and submit for approval by City Council. At the October Commission meeting, staff had shared with the Commission that additional steps were provided by the City Council staff liaison that needed to be incorporated into the current document so that any future requests for naming/renaming could be handled seamlessly.

Staff reviewed the document provided by the Ad Hoc Committee and incorporated the additional steps in the document. The document is now nine pages long. Staff has also worked on this document to provide you with an option to have the Application (four pages) separate from the Guidelines (four pages). Having the Application and Guidelines available as separate documents may be easier for people to use since there are less number of pages for them to go through. The option of applying and submitting the Application online will remain as proposed.

RECOMMENDED ACTION:

Staff recommends keeping the Application and Guidelines as separate documents for ease of use by applicants.

Attachment 1: Proposed Application and Guidelines from Ad Hoc Committee

Attachment 2: Proposed Application from Staff

Attachment 3: Guidelines for Naming Policy

9-19-21 (Proposed by Commission)

City of Richmond

Community Service Division
Parks and Landscaping Division
Recreation & Parks Commission

Statement of Policy Guidelines and Application Form for:

- Donating and dedication of new park benches, tables and monuments.
- Temporary memorials on public thoroughfares or city property for up to 90 days.
- Naming or re-naming of parks, facilities and streets.
- Naming or re-naming of overpass walkways, observation overlooks as well as subsets of parks or facilities (e.g. auditoriums or other rooms within a named facility, Baseball diamond or other individual field(s) within a named park). (ABOVE IS A DUPLICATION OF STEP 1)

*** **NOTE: RED IS TO BE COMPLETED BY APPLICANT. GREEN DENOTES INTERNAL ACTIONS BY CITY PERSONNEL. BLUE DENOTES ADDITIONAL PROCEDURAL OR EXPLANATORY NOTES.**

(STAFF PROPOSAL-REMOVE BELOW AND HAVE APPLICANT ACCESS ALL GUIDELINES BY CLICKING ON WEB-LINK – SEE PAGE 1 OF STAFF PROPOSAL)

I PREAMBLE

The naming of parks, facilities and re-naming of streets within the City of Richmond is an important task. The policy statement contained herein will add meaning, significance and uniformity and will enhance the values and heritage of Richmond.

All eligible recognitions or contributions of individuals, groups or organizations shall be submitted for consideration to Richmond City Council after review and recommendation by the Recreation and Parks Commission.

Applicants, please fill out each red information item step until instructed that you are finished.

STEP 1: Check one of the following:

- _____ 1. Donating and dedication of new park benches, tables, and monuments.
- _____ 2. Temporary memorials on public thoroughfares or city property for up to 90 days.
- _____ 3. Naming or re-naming of parks, facilities, and streets.
- _____ 4. Naming or re-naming of overpass walkways, observation overlooks as well as subsets of parks or facilities (e.g. auditoriums or other rooms within a named facility, Baseball diamond or other individual field(s) within a named park).
- _____ 5.

(STAFF PROPOSAL-REMOVE BELOW AND HAVE APPLICANT ACCESS ALL GUIDELINES BY CLICKING ON WEB-LINK – SEE PAGE 1 OF STAFF PROPOSAL)

II JUSTIFICATION

It shall be the policy of the City of Richmond to have five **(PROPOSAL SHOWS 4 CHOICES)** categories of recognition or remembrance when considering the naming or re-naming of property within the city. It shall be the policy of the City of Richmond to name or re-name parks, City of Richmond facilities and streets in order to identify the character, location or special/unusual features of the area.

STEP 2: Check one of the following:

- _____ 1. Recognition of a loved one’s name as a gift is given to the city such as a new bench or table for a neighborhood park or a new garden for a Richmond designated park that will be enjoyed by all Richmond residents and guests.
- _____ 2. Recognition of special civic or monetary contribution to the city by a group or individual
- _____ 3. Recognition of a person or group living or having lived in the city of Richmond who have received recognition on a local, national or international level thereby bringing honor to the City of Richmond (local heroes).
- _____ 4. Those brave individuals who have lost their lives during their service to the City of Richmond.

STEP 3: Fill in each of the following items:

Applicant Name: _____

Street: _____

City, State, Zip: _____

Phone: home _____ cell _____ office _____

Best time to reach: _____

E-mail _____

Location of request (be specific if within a park or existing facility):

Specific area or room within the park or facility _____

Rationale: _____

Wording for Plaque:

STEP 4: Sign, date and submit your request

Date of Submission _____ Signature of requestor _____
Submit (Button)___ Print (Button)___

*****internal use*****

STEP 5: Create Log in Number and date (CSD office use) _____ and forward copies to CSD Director (CHANGE TO: DEPUTY DIRECTOR-RECREATION), Superintendent of Parks and Landscaping, and the Chair of the Recreation & Parks Commission.

*****internal use*****

Once a request is logged in by CSD (Community Services/Library Department) (CHANGE TO RECREATION DIVISION), the status of your request will be shown on the inter departmental "Punch List" that will be reviewed each month by Department Heads and reported on during the monthly Recreation & Parks Commission Meeting.

Please read the following and then proceed to Step 6.

(STAFF PROPOSAL-REMOVE BELOW ARTICLES III – VII AND HAVE APPLICANT ACCESS ALL GUIDELINES BY CLICKING ON WEB-LINK – SEE PAGE 1 OF STAFF PROPOSAL)

III Description of types of approved monuments and plaques

In order to standardize for cost management and containment, the types of items being created or purchased by the City of Richmond for the above stated purpose, categories of equipment, monuments, furniture and signage used for all classifications of recognition shall be standardized as one of the following types:

- A. New Park or Facility: The Group that has created/funded the park must submit a proposed Name and type of Name plaque from the list of approved items per Parks and Landscaping Division when they contact you.
- B. Rename: Signage will replicate original form as accepted by Parks and Landscaping Division as part of the Recreation and Parks Commission Approval process.
- C. Sub renaming: A portion of a street may have a second sign above the current street sign, if requested, as part of the acceptance of the request by the Recreation and Parks Commission if approved by the Parks and Landscaping Division.
- D. Addition of a name to an existing monument: This may be requested only after the group who paid for the original monument has been contacted and approves the change.
- E. Monument: All future monuments shall be of a standard type of "kiosk". The "kiosks" will be created by a standard, approved design by the City chosen vendor. The "kiosk" will contain adult and child appropriate biographic information to explain who the individual is

and why he/she/they is(are) important to the history, present or future of Richmond. The “kiosk” will be placed in the next approved spot on the Richmond Walk of Honor. The current proposed site of this Walk of Honor is the Yellow Brick Road project.

- F. Plaques on buildings or in parks: They are considered non-standard and will be considered on an individual request basis.
- G. Benches, table groupings: All categories of requests shall be able to acquire only approved and new equipment per Parks and Landscaping Division when they contact you.

IV Criteria for Recognition of Individuals

1. Living Or deceased Individuals Who Were Not In a pay status For a significant service contribution:

Contribution shall have been in a voluntary, non-pay status.

- a. Contributions shall have exceeded 5 years in duration.
- b. Contribution shall have been outside normal political duties if the individual was an appointed official.
- c. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

2. Living or Deceased Individuals who were in a pay status for services

- a. Must not have served in such capacity of the preceding 3 years.
- b. Contribution shall have been above and beyond regular duties.
- c. Contribution shall have exceeded 10 years in duration.
- d. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

3. Groups or Organizations:

- a. Contribution shall have been in a voluntary and non-pay status.
- d. Contribution shall have exceeded 5 years in duration.
- e. Contribution shall have been outside the normal function of a profit-making group or organization.

- f. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

4. Monetary, Capital Or Material Contribution:

- 1. A person, group or organization may be recognized as outlined in Section II B as follows:
 - a. The contribution must exceed 50% of the capital cost of the facility.
 - b. The honoree must have a record of good citizenship.
 - c. The request for a specific honor must be made at the time of the donation.
- 2. Land or in lieu fees received through subdivision ordinance requirements shall not be considered a contribution. However, land or financial payments received, that are in excess of those otherwise required by City Ordinance, may be considered a contribution.

5. Local Heroes or National Heroes

- 1. Local Heroes
 - a. To be considered a local hero, the deed for which the individual is being honored must have occurred two years prior to the date of consideration and must have been common knowledge throughout the full two year period.
 - b. The honoree must have a record of good citizenship.
- 2. National Heroes
 - c. To be considered a national hero, the individual must have been recognized as such by an agency of the U.S. Government or National organization of Sports or Humanitarian interests.

V Agreements

When certain stipulations are connected with the recognition or contribution of individuals, groups or organizations, these stipulations should be part of the deed. All such stipulations and agreements must be approved by the City Council.

VI Change of Name

It shall be the policy of the City of Richmond to re-name parks and other public facilities, when appropriate and only if the following conditions are met:

- A. When an event of national significance occurs, however, a waiting period of no less than two years should occur between the events and the actual naming of the park,

street or facility or;

- B. When the current name proves to be inappropriate or ineffectual.
- C. Such re-naming may take place when the person, place or event on which the old name is based has, due to the passage of time, a change in values, and/or cultural changes, lost its connection to the City of Richmond and its residents.
- D. If the change being considered involves removing a person's name, every effort should be made to locate and involve local descendants of that person in the process. Those descendants should be given an opportunity to make a case for retaining the name during the public hearing process required by this policy.
- E. In choosing a new name, the Classifications available, and the Criteria for recognition shall be as in Sections II and III, above.

VI Plaques and Markers

Plaques and markers shall be used to honor individuals or their family members, groups and organizations in the community or to designate history related to a particular property. It is important that plaques and markers be regulated, appropriately designed and placed in a manner serving the best interests of the community. The regulations, design and placement of plaques and markers are declared to be a proper function of the Director of Community Services/Library Department in collaboration with the Director of Public Works or designated staff. All costs incurred in obtaining and installing a plaque shall be the burden of the individual group or organization submitting the proposed name or unless otherwise approved by the Richmond City Council.

VII Temporary Monuments

There may be a request for permission to construct a temporary point of remembrance of a past or upcoming event. These are temporary memorials commemorating a loss or tragedy. They need only be constructed in a safe way that does not obstruct public thoroughfares and are polite in language. They may not be any sight obstruction to drivers. They are required to be removed after 90 days.

In order for a park, facility or street to be named for an individual (living or deceased) the proposed honoree must fit the criteria in one of the designated categories and meet all of the items in that section.

STEP 6 BELOW WORDING NOT INCLUDED IN STAFF PROPOSAL AS "RATIONALE" AND "WORDING FOR PLAQUE" A REPEAT REQUEST FROM STEP 3 – KEEP SEPARATE OR COMBINE?

STEP 6: State the rationale for the request. Please include details of the history of why this honor should be bestowed and what monetary, civic or historic items to consider. Please include dates of significance and duration of service and any pertinent details as outlined above that were not stated in Steps 1 through 4.

Rationale: _____

Wording for Plaque:

Enter(button) _____ Print (button) _____

Any request for a new park or capital improvement to any facility must be referred to Police, Fire and Public Works/Engineering prior to STEP 8. Municipal Code must also be checked for compliance.

*****internal use*****

**STEP 7: Update Log information and dates (CSD office use) _____
_____ and forward copies to the appropriate departments for approvals with notification to CSD Director (CHANGE TO: DEPUTY DIRECTOR-RECREATION), Superintendent of Parks and Landscaping, and the Chair of the Recreation & Parks Commission.**

*****internal use*****

STEP 8- PRESENTATION TO RECREATION AND PARKS COMMISSION:

1. Present your request to your local Neighborhood Council. Ask for a vote of approval and letter from them. For a contact list of Neighborhood Councils, click on the below link:
[City of Richmond Neighborhood Councils 2021-08-17.xlsx](#)
2. Conduct a walk through with the Parks and Landscaping Division staff at the desired site.
3. Submit the approval letter of support from your local Neighborhood Council to CSD/Recreation Division to request a date to present to the Recreation and Parks Commission: Via email at Recreation@ci.richmond.ca.us OR drop off at CSD/Registration Office at 3230 Macdonald Avenue, Richmond, CA. To contact the Registration Office, call (510) 620-6793.
4. Acquire sponsorship of a City Official or City Department.

STEP 9 – RESOLUTION OF INTENT:

If approved by the Recreation and Parks Commission work with your City Official or City Department sponsor to place this item on the City Council agenda to adopt a **Resolution of Intent** and to schedule a **Public Hearing**.

This action is taken in order to:

- Notice residents, businesses, and property owners of the **Resolution of Intent** and **Public Hearing** date
- Notify the postmaster and/or all local post offices of **Resolution of Intent** and **Public Hearing**
- Notify City Clerk and request public notice disseminated **10 days prior** to the scheduled **Public Hearing**
- Request a response from Richmond Police Department and Richmond Fire Department about possible safety issues that may arise due to the proposed name change
- Request a response and cost analysis from Public Works

Attachments needed for this Agenda Item

- Minutes from the Recreation and Parks Commission Meeting
- Redacted application to request the name change
- Map of area
- Resolution of Intent

Date of Public Hearing: _____

STEP 10 – PUBLIC HEARING:

Work with your City Official or City Department sponsor to place this item on the City Council agenda to **Hold a Public Hearing** and adopt a resolution to change the name

This action is taken in order to:

- Acquire an approved Resolution to indicate background, steps taken, authority of the council and direction to further notice Public Works to execute.
- Allow the City Clerk to notice appropriate agencies

Attachments needed for this Agenda Item

- Minutes from the City Council meeting adopting the **Resolution of Intent**, if available
- Minutes from the Recreation and Parks Commission Meeting
- Map of Area
- Resolution authorizing the name change

Outcome of Hearing: _____ **APPROVED / DENIED** _____

STEP 11 – FINAL STEPS WITH PUBLIC WORKS:

Contact Public Works Department for payment and execution of the required actions:

- Parks Division (510) 231-3004 – to pay vendors directly for costs of materials.
- Streets Division (510) 231-3011 - for installation of signs.

11/24/21 (Staff Proposal)

City of Richmond

Community Service Department/Recreation and Neighborhood Services Division
Parks and Landscaping Division

APPLICATION FORM FOR NAMING OR RE-NAMING OF PARKS, FACILITIES, AND STREETS

*****NOTE: RED IS TO BE COMPLETED BY APPLICANT**

GREEN DENOTES INTERNAL ACTIONS BY CITY PERSONNEL

BLUE DENOTES ADDITIONAL PROCEDURAL OR EXPLANATORY NOTES

STATEMENT OF POLICY AND GUIDELINES:

This application form is used in conjunction with the [Statement of Policy and Guidelines for Naming and Renaming](#) or acquiring monument “kiosks” or benches of commemoration honoring families or luminaries and friends of Richmond. These Guidelines may be found on the below link:

<http://www.ci.richmond.ca.us/DocumentCenter/View/57679/2021---Renaming-Procedures-for-Parks-Facilities-or-Streets>

STEP 1 - TYPE OF REQUEST (Check one of the following):

- 1. Donating and dedication of new park benches, tables, and monuments.
- 2. Temporary memorials on public thoroughfares or city property for up to 90 days.
- 3. Naming or re-naming of parks, facilities, and streets.
- 4. Naming or re-naming of overpass walkways, observation overlooks as well as subsets of parks or facilities (e.g. auditoriums or other rooms within a named facility, Baseball diamond or other individual field(s) within a named park).

STEP 2 – CLASSIFICATION OF REQUEST (Check of the following):

- 1. Recognition of a loved one’s name as a gift is given to the city such as a new bench or table for a neighborhood park or a new garden for a Richmond designated park that will be enjoyed by all Richmond residents and guests.
- 2. Recognition of special civic or monetary contribution to the city by a group or individual.
- 3. Recognition of a person or group living or having lived in the city of Richmond who have received recognition on a local, national, or international level thereby bringing honor to the City of Richmond (local heroes).

_____ 4. Those brave individuals who have lost their lives during their service to the City of Richmond.

STEP 3 – APPLICANT INFORMATION (Fill in each of the following items):

Applicant Name: _____

Street _____

City, State, Zip _____

Phone home _____ cell _____ office _____

Best time to reach: _____

E-mail _____

- Location of request (be specific if within a park or existing facility):

- Specific area or room within the park or facility (if appropriate):

Rationale:

Wording for Plaque:

STEP 4 – SIGN, DATE, AND SUBMIT YOUR REQUEST:

Date of Submission _____ Signature of Requestor _____

Submit (button)___ Print (Button)___

Once a request is logged in by CSD (Community Services/Recreation Division) the status of your request will be shown on the inter-departmental “Punch List” that will be reviewed each month by Department Heads and reported on during the monthly Recreation & Parks Commission Meeting.

Any request for a new park or capital improvement to any facility must be referred to Police, Fire and Public Works/Engineering prior to STEP 5. Municipal Code must also be checked for compliance.

*****INTERNAL USE*****

Log in Number (CSD-Recreation office use): _____ Date: _____

Staff: Forward copies to Deputy Director-Recreation, Superintendent of Parks and Landscaping Division and the Chair of the Recreation and Parks Commission.

COMPLETE THE FOLLOWING STEPS AFTER SUBMITTING THE ABOVE APPLICATION

STEP 5- PRESENTATION TO RECREATION AND PARKS COMMISSION:

1. Present your request to your local Neighborhood Council. Ask for a vote of approval and letter from them. For a contact list of Neighborhood Councils, click on the below link:
[City of Richmond Neighborhood Councils 2021-08-17.xlsx](#)
2. Conduct a walk through with the Parks and Landscaping Division staff at the desired site.
3. Submit the approval letter of support from your local Neighborhood Council to CSD/Recreation Division to request a date to present to the Recreation and Parks Commission:
Via email at Recreation@ci.richmond.ca.us OR drop off at CSD/Registration Office at 3230 Macdonald Avenue, Richmond, CA. To contact the Registration Office, call (510) 620-6793.
4. Acquire sponsorship of a City Official or City Department.

STEP 6 – RESOLUTION OF INTENT:

If approved by the Recreation and Parks Commission work with your City Official or City Department sponsor to place this item on the City Council agenda, to adopt a **Resolution of Intent** and to schedule a **Public Hearing**.

This action is taken in order to:

- Notice residents, businesses, and property owners of the **Resolution of Intent** and **Public Hearing** date
- Notify the postmaster and/or all local post offices of **Resolution of Intent** and **Public Hearing**
- Notify City Clerk and request public notice disseminated **10 days prior** to the scheduled **Public Hearing**
- Request a response from Richmond Police Department and Richmond Fire Department about possible safety issues that may arise due to the proposed name change
- Request a response and cost analysis from Public Works

Attachments needed for this Agenda Item

- Minutes from the Recreation and Parks Commission Meeting
- Redacted application to request the name change
- Map of area
- Resolution of Intent

Date of Public Hearing: _____

STEP 7 – PUBLIC HEARING:

Work with your City Official or City Department sponsor to place this item on the City Council agenda to **Hold a Public Hearing** and adopt a resolution to change the name

This action is taken in order to:

- Acquire an approved Resolution to indicate background, steps taken, authority of the council and direction to further notice Public Works to execute.
- Allow the City Clerk to notice appropriate agencies

Attachments needed for this Agenda Item

- Minutes from the City Council meeting adopting the **Resolution of Intent**, if available
- Minutes from the Recreation and Parks Commission Meeting
- Map of Area
- Resolution authorizing the name change

Outcome of Hearing: _____ **APPROVED / DENIED** _____

STEP 8 – FINAL STEPS WITH PUBLIC WORKS:

Contact the Public Works Department for payment and execution of the required actions:

- Parks Division (510) 231-3004 – to pay vendors directly for costs of materials.
- Streets Division (510) 231-3011 - for installation of signs.

GUIDELINES FOR NAMING OR RE-NAMING OF PARKS, FACILITIES, AND STREETS

I PREAMBLE

The naming of parks, facilities, and re-naming of streets within the City of Richmond is an important task. The policy statement contained herein will add meaning, significance and uniformity and will enhance the values and heritage of Richmond.

All eligible recognitions or contributions of individuals, groups or organizations shall be submitted for consideration to Richmond City Council after review and recommendation by the Recreation and Parks Commission.

II JUSTIFICATION

It shall be the policy of the City of Richmond to have four categories of recognition or remembrance when considering the naming or re-naming of property within the city. It shall be the policy of the City of Richmond to name or re-name parks, City of Richmond facilities and streets in order to identify the character, location or special/unusual features of the area.

III DESCRIPTION OF TYPES OF APPROVED MONUMENTS AND PLAQUES

In order to standardize for cost management and containment, the types of items being created or purchased by the City of Richmond for the above stated purpose, categories of equipment, monuments, furniture and signage used for all classifications of recognition shall be standardized as one of the following types:

- A. New Park or Facility: The Group that has created/funded the park must submit a proposed Name and type of Name plaque from the list of approved items per Parks and Landscaping Division when they contact you.
- B. Rename: Signage will replicate original form as accepted by Parks and Landscaping Division as part of the Recreation and Parks Commission Approval process.
- C. Sub renaming: A portion of a street may have a second sign above the current street sign, if requested, as part of the acceptance of the request by the Recreation and Parks Commission if approved by the Parks and Landscaping Division.
- D. Addition of a name to an existing monument: This may be requested only after the group who paid for the original monument has been contacted and approves the change.

- E. Monument: All future monuments shall be of a standard type of “kiosk”. The “kiosks” will be created by a standard, approved design by the City chosen vendor. The “kiosk” will contain adult and child appropriate biographic information to explain who the individual is and why he/she/they is(are) important to the history, present or future of Richmond. The “kiosk” will be placed in the next approved spot on the Richmond Walk of Honor. The current proposed site of this Walk of Honor is the Yellow Brick Road project.
- F. Plaques on buildings or in parks: They are considered non-standard and will be considered on an individual request basis.
- G. Benches, table groupings: All categories of requests shall be able to acquire only approved and new equipment per Parks and Landscaping Division when they contact you.

IV CRITERIA FOR RECOGNITION OF INDIVIDUALS

1. Living Or deceased Individuals Who Were Not In a pay status For a significant service contribution:

Contribution shall have been in a voluntary, non-pay status.

- a. Contributions shall have exceeded 5 years in duration.
- b. Contribution shall have been outside normal political duties if the individual was an appointed official.
- c. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

2. Living or Deceased Individuals who were in a pay status for services

- a. Must not have served in such capacity of the preceding 3 years.
- b. Contribution shall have been above and beyond regular duties.
- c. Contribution shall have exceeded 10 years in duration.
- d. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.

3. Groups or Organizations:

- a. Contribution shall have been in a voluntary and non-pay status.
 - d. Contribution shall have exceeded 5 years in duration.
 - e. Contribution shall have been outside the normal function of a profit-making group or organization.
 - f. Contribution shall have had a direct positive effect on the delivery of public services and/or quality of life for the citizens of Richmond.
4. Monetary, Capital Or Material Contribution:
- 1. A person, group or organization may be recognized as outlined in Section II B as follows:
 - a. The contribution must exceed 50% of the capital cost of the facility.
 - b. The honoree must have a record of good citizenship.
 - c. The request for a specific honor must be made at the time of the donation.
 - 2. Land or in lieu fees received through subdivision ordinance requirements shall not be considered a contribution. However, land or financial payments received, that are in excess of those otherwise required by City Ordinance, may be considered a contribution.
5. Local Heroes or National Heroes
- 1. Local Heroes
 - a. To be considered a local hero, the deed for which the individual is being honored must have occurred two years prior to the date of consideration and must have been common knowledge throughout the full two year period.
 - b. The honoree must have a record of good citizenship.
 - 2. National Heroes
 - c. To be considered a national hero, the individual must have been recognized as such by an agency of the U.S. Government or National organization of Sports or Humanitarian interests.

V AGREEMENTS

When certain stipulations are connected with the recognition or contribution of individuals, groups or organizations, these stipulations should be part of the deed. All such stipulations and agreements must be approved by the City Council.

VI CHANGE OF NAME

It shall be the policy of the City of Richmond to re-name parks and other public facilities, when appropriate and only if the following conditions are met:

- A. When an event of national significance occurs, however, a waiting period of no less than two years should occur between the events and the actual naming of the park, street or facility or;
- B. When the current name proves to be inappropriate or ineffectual.
- C. Such re-naming may take place when the person, place or event on which the old name is based has, due to the passage of time, a change in values, and/or cultural changes, lost its connection to the City of Richmond and its residents.
- D. If the change being considered involves removing a person's name, every effort should be made to locate and involve local descendants of that person in the process. Those descendants should be given an opportunity to make a case for retaining the name during the public hearing process required by this policy.
- E. In choosing a new name, the Classifications available, and the Criteria for recognition shall be as in Sections II and III, above.

VII PLAQUES AND PARKERS

Plaques and markers shall be used to honor individuals or their family members, groups and organizations in the community or to designate history related to a particular property. It is important that plaques and markers be regulated, appropriately designed and placed in a manner serving the best interests of the community. The regulations, design and placement of plaques and markers are declared to be a proper function of the Director of Community Services/Library Department in collaboration with the Director of Public Works or designated staff. All costs incurred in obtaining and installing a plaque shall be the burden of the individual group or organization submitting the proposed name or unless otherwise approved by the Richmond City Council.

VIII TEMPORARY MONUMENTS

There may be a request for permission to construct a temporary point of remembrance of a past or upcoming event. These are temporary memorials commemorating a loss or tragedy. They need only be constructed in a safe way that does not obstruct public thoroughfares and are polite in language. They may not be any sight obstruction to drivers. They are required to be removed after 90 days.

In order for a park, facility or street to be named for an individual (living or deceased) the proposed honoree must fit the criteria in one of the designated categories and meet all of the items in that section.



NOMINATION FORM FOR NAMING OR RE-NAMING PARKS, FACILITIES OR STREETS

1. Name of Nominee: Jerrold Hatchett
 The mural will state, "in honor of Jerrold Hatchett", however,
 his name is not included in the renaming (See below)

Individual Group Organization

2. Nominated By: Name: Naomi Williams / C. Griffin / J. Juhlin
 Address: 2700 Ohio Ave
 City and Zip: Richmond, 94804
 Telephone: 510-499-5430
 Organization: Pullman Neighborhood Council

3. Proposed Facility Park Street Other
 Current Name: _____
 Proposed Name: Juneteenth Freedom Underpass

PLEASE INDICATE THE CATEGORY THAT APPLIES TO THE NOMINATION:

Service Recognition Monetary, Capital or Material
 Recognition of Heroes Special Feature, Area, Locale

PLEASE FILL IN ONLY THE SECTION THAT APPLIES TO THE PROPOSED NOMINATION. ADDITIONAL COMMENTS CAN BE INCLUDED ON THE SECOND (2) PAGE AND/OR OTHER RELATED MATERIALS OR COMMENTS MAY BE ATTACHED TO THIS APPLICATION.

SERVICE RECOGNITION: (Individual, Group, or Organization)

1. Was service provided in a voluntary non-paid status or if a group or organization, was contribution provided outside the normal function of a profit making organization?
 YES NO
2. Did the contribution exceed five (5) years in duration?
 YES NO
3. Is the nominee an elected or appointed official?
 YES NO
4. Did the contribution have a direct positive effect on the delivery of public services?
 YES NO
5. If the nominee is DECEASED and provided service while they were in a pay status or they were an elected or appointed official, please indicate year of death.
 Year of Death _____
 A. Did the service exceed ten (10) years in duration?
 YES NO



MONETARY, CAPITAL OR MATERIAL CONTRIBUTION:

1. What is the amount or value of the contribution?

\$ _____

2. Date of contribution: _____

3. Does nominee have a good record of citizenship?

YES NO

RECOGNITION OF HEROES:

1. Did the deed for which the nominee is being honored occur two (2) years prior to the date of consideration?

YES NO

2. Is the deed for which the nominee is being honored common knowledge to the citizens of Richmond?

YES NO

3. Does nominee have a good record of citizenship?

YES NO

4. Is the nominee recognized as a national hero by an agency of the United States Government?

YES NO

Name of Agency: _____

SPECIAL FEATURE, AREA OR LOCALE:

1. Is this name appropriate to the facility?

YES NO

Please explain in comments section.

COMMENTS:

The "Juneteenth Freedom Underpass" will honor Jerrold Hatchett for his advocacy in continuing the legacy of the Juneteenth parade and celebration in Richmond, CA.

Nominated by: _____

Date: 10/21/2021

Received in Recreation Division By: _____

Date: _____

REQUESTED ACTION:

Prepare for Commissioner recommendation
 Deny (Explanation)