



CITY OF RICHMOND

Recreation & Parks Commission Meeting

SPECIAL MEETING AGENDA

Wednesday, April 20, 2022 6:00 PM

This meeting is held on Zoom that is accessible to people with disabilities.

Zoom link: <https://zoom.us/j/93771521625?pwd=ZEI1Q0ZiOHV4b0lRRnZjeUYxak9RZz09>

Webinar ID: 937 7152 1625

Passcode: 156963

Or One tap mobile: +16699006833, or 93771521625# US (San Jose)

Or join by phone: US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

International numbers available: <https://zoom.us/u/abTvlsoMuJ>

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

1. **Call to Order** (1 min.)
2. **Roll Call** (1 min.)
3. **Welcome and Meeting Procedures** (1 min)
4. **Agenda Review and Adoption** (1 min.)
The order in which items will be heard may be adjusted at this time. In addition, items may be removed from or placed on the Consent Calendar at this time.
5. **Announcements & Reports from the Chair**
6. **Open Forum** (2 min. per person limit)
7. **Presentation (5 min.)**
None
8. **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 convert one tennis court to fixed pickleball courts at BTA
 - b. **APPROVE** – a request to temporarily display a plaque at Shimada Friendship Park
 - c. **REVIEW and PROVIDE COMMENTS/SUGGESTIONS** – For the Draft Fee Waiver Policy and Partnership Policy
9. **Adjournment**



RECREATION AND PARKS
COMMISSION
REPORT FROM STAFF

COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION

DATE: April 12, 2022

TO: Recreation and Parks Commission

FROM: Ranjana Maharaj, Deputy Director for Community Services – Recreation
Tetteh Kisseh, Recreation Supervisor- CSD- Recreation
Greg Hardesty, Parks & Landscaping Superintendent-
Public Works Department

SUBJECT: Two Permanent Pickleball Courts at BTA Tennis Courts

STATEMENT OF THE ISSUE:

Install two permanent pickleball courts at BTA Tennis Courts.

DISCUSSION:

On July 14, 2021, the Recreation and Parks Commission approved a request from staff to convert the Booker T. Anderson Tennis Courts into a multiuse facility by superimposing lines to allow pickleball to be played on this tennis court. This request came from the East Bay Pickleball Association and was approved by the Southside Plus One Neighborhood Groups.

On December 2, 2021, Darlene Drapkin from the East Bay Pickleball Association, provided an update to the Recreation and Parks Commission about the pickleball program and requested the Commission to approve conversion of two of the pickleball courts at BTA to permanent pickleball courts. Staff had indicated at that meeting that this proposal would need to be approved at first by the neighborhood council group and will then be brought back to the Recreation and Parks Commission for their approval.

On February 23, 2022, staff presented this request to the Southside Plus One Neighborhood Council. They conditionally approved this request provided that the permanent Pickleball Courts are located closer to the play structure (west side) of the BTA Tennis Courts. Parks staff were not present at this meeting.

On February 28, 2022, a follow up meeting was scheduled the Southside Plus One Neighborhood Council and Parks Division staff. It was established at this meeting that they could have the permanent courts installed closer to the west side of the courts. They also agreed to create an additional gate on the west end of the courts for easy access for pickleball participants. This way none of the sports activities would be interrupted while someone is accessing the courts. A gate has since been created.

Darlene Drapkin from the East Bay Pickleball Association indicated to staff and the Commission that their preference of the permanent pickleball court would be the east side of the tennis court because the west side of the tennis court is more hazardous to play on than the east side.

On March 16 and 21, 2022, staff scheduled two zoom meetings with Southside Plus One Neighborhood Council to discuss the concerns of the location of the pickleball court. Due to a lack of quorum at both these meetings, staff decided to move forward with submitting a request to the Recreation and Parks Commission for their consideration to approve the installation of two pickleball courts on the east end of the tennis courts at the April 6, 2022, meeting.

Due to a lack of quorum, there was no vote taken on this item. Commission members who were present at the April 6 meeting suggested staff seek out another meeting with the neighborhood councils to get their feedback on why they prefer the pickleball courts on the west end of the courts.

Staff made contact with the Southside Plus One Neighborhood Group and asked them to provide the reason for their preference of allocating the permanent pickleball courts on the west side of the tennis courts. Their reasons are indicated below:

Southside Plus One Neighborhood Groups:

- They said it is their neighborhood
- They should be the ones deciding which side of the court should be converted to permanent pickleball court
- It's not appropriate for an outside group (that does not reside in the neighborhood) to determine which side of the courts they want over their own community member's preference

East Bay Pickleball Association's (EBPA) court preference at BTA:

- Prefer to have two permanent courts on the East side of the courts because there are less cracks and water marks on that side
- Its closer to already established gates on the courts
- Have already set up pickleball paddle rack or holder on the east side fence
- It's much shorter to carry pickleball equipment from vehicles to east side of the courts

RECOMMENDED ACTION:

Based on the views of the Neighborhood Councils and EBPA, staff is requesting that Recreation and Park Commission review the information and provide direction to staff on the placement of the permanent pickleball courts.

Attachment

1. Emails from the Southside Neighborhood Council Groups
2. Two Tennis Courts
 - a) Tennis Courts with six pickleball lines imbedded on courts
 - b) Two permanent pickleball courts on the west side of courts
 - c) Two permanent pickleball courts on the east side of courts

Ranjana Maharaj

From: MYRTLE BRAXTON. <mbraxtonl@aol.com>
Sent: Friday, April 8, 2022 8:37 PM
To: Ranjana Maharaj; Gayle McLaughlin; madalyn.law@sbcglobal.net
Cc: J.C. Farr; Naomi Williams; Eduardo Martinez
Subject: Pickleball court

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Southside Improvement Group is not objecting to Pickleball having use of one court. The disagreement is over WHICH court should be for Pickleball only. As a member of the Southside Improvement group, I object to Pickleball selecting which court they will accept. I think the neighborhoods should have first choice of the location of the court located in their neighborhood to be dedicated for Pickleball. I would appreciate your reply about this issue. I feel that neighbors should be considered regarding what is in their neighborhood.

Sent from my iPad

Ranjana Maharaj

From: Tetteh Kisseh
Sent: Friday, April 8, 2022 11:44 AM
To: Ranjana Maharaj
Subject: FW: BTA Pickleball Court Location

Hello Ranjana,

Please see response from JC Farr below regarding permanent pickleball location at BTA. Hopefully, I receive another response from the Eastshore Neighborhood Council.

Thank you

Tetteh Kisseh

From: New Email <j_c__f@hotmail.com>
Sent: Friday, April 8, 2022 2:17 AM
To: Tetteh Kisseh <Tetteh_Kisseh@ci.richmond.ca.us>; MBraxtonl@aol.com; Naomi Williams <msnana4632@sbcglobal.net>; Madalyn Law <mmlaw10@hotmail.com>
Subject: Re: BTA Pickleball Court Location

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Hi

Eastshore Neighborhood Council welcome the Pickleball into our community . We met with Tetteh Kisseh to voice our concern back in Nov 2021. But due to the epidemic we were never contact about the Pickleball concern. Mr Kisseh was in contact with Ms Darlen Drapkin setting up meeting we didn't know anything about. But he Tetteh know how to contact me.

But in are meeting with Tetteh he knew are request for them to use the West side of the tennis court and we assume everything going O.K. But we were missed led by Mr. Tetteh not knowing that the action Pickle ball request was put on Agenda in March and the committee didn't have a quorum and was put over to April6th with the Vice Mayor Martinez and Ms Drapkin on the March Agenda. Mr Tetteh Kisseh never contact us about his decision to put this on the Agenda and his recommendation I think this was a disservice to our community it seems that he overlook our request. And never got back to us.

I assume that they were happy to be apart of BTA, that was not the case. Vice Mayor was contacted and he spoke on the subject matter with the recommendation that are request be disallowed. WOW that political. I guess they have muscle. That a not good neighbor. Money talk...You must remember Neighborhood Council play a role in are city.

Oh by the way MS Drapkin say we take their money to Albany.

J.C.Farr President Eastshore Council

Ranjana Maharaj

From: Naomi Williams <naomibw44@gmail.com>
Sent: Saturday, April 9, 2022 3:00 PM
To: Eduardo Martinez
Cc: Gayle McLaughlin; J.C. Farr; MYRTLE BRAXTON.; Ranjana Maharaj; madalyn.law@sbcglobal.net
Subject: Re: Pickleball court

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

On Sat, Apr 9, 2022 at 1:29 PM Eduardo Martinez <Eduardo_Martinez@ci.richmond.ca.us> wrote:

I was unaware that the placement of the pickle ball courts were such a controversy. Ms. Drapkin showed a desire to communicate and cooperate; this has been a long process and it shouldn't have been. At the last Rec and Parks Commission meeting, Ms. Drapkin expressed willingness to continue at the will of the neighborhood council. I hope we can move forward with the understanding that everything we do is for the betterment of the city.

Eduardo

-----Original Message-----

From: MYRTLE BRAXTON. Hi<mbraxton1@aol.com>

Sent: Friday, April 8, 2022 8:37 PM

To: Ranjana Maharaj <Ranjana_Maharaj@ci.richmond.ca.us>; Gayle McLaughlin <gayledirect@gmail.com>; madalyn.law@sbcglobal.net

Cc: J.C. Farr <j_c_f@hotmail.com>; Naomi Williams <naomibw44@gmail.com>; Eduardo Martinez <Eduardo_Martinez@ci.richmond.ca.us>

Subject: Pickleball court

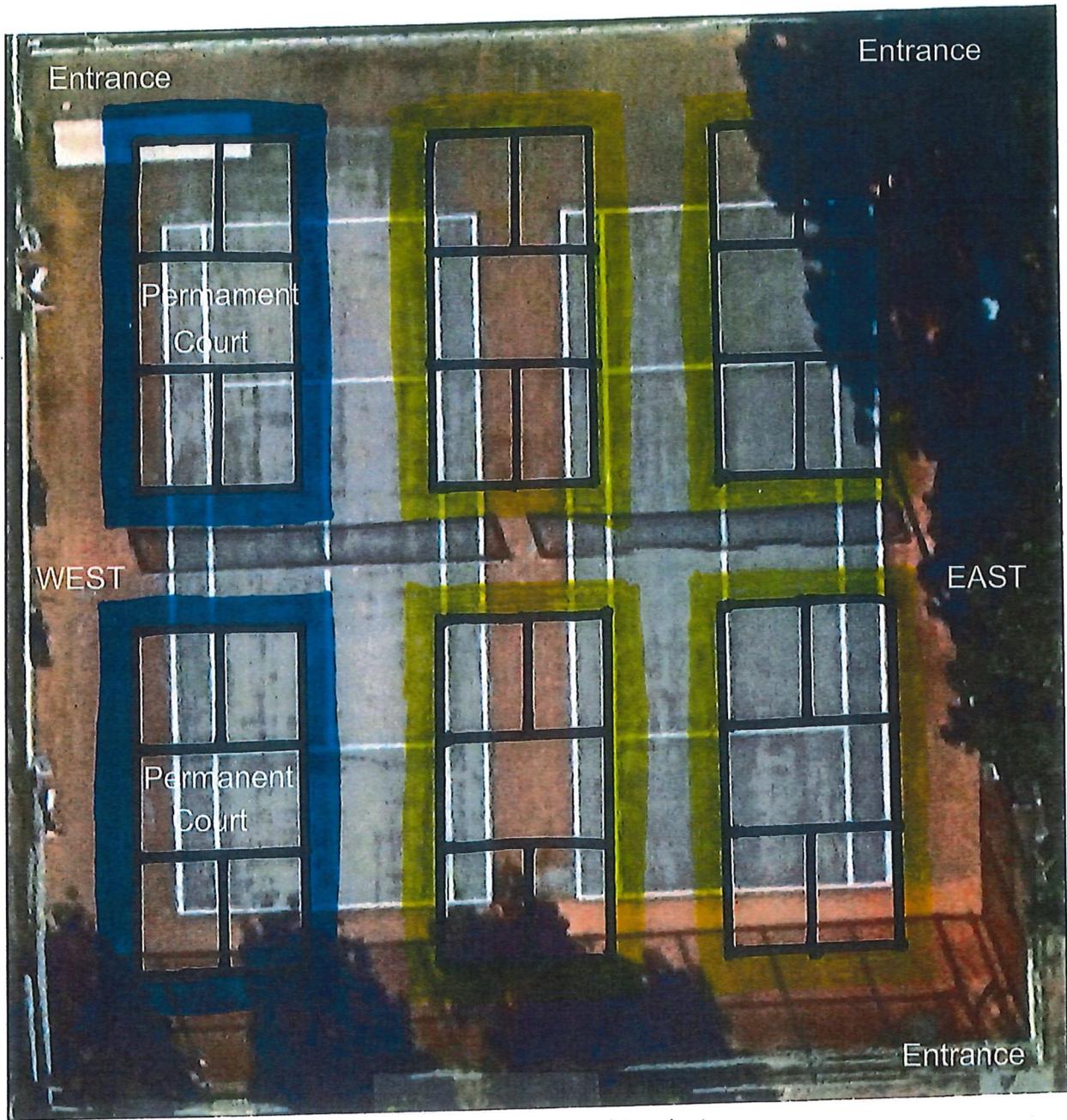
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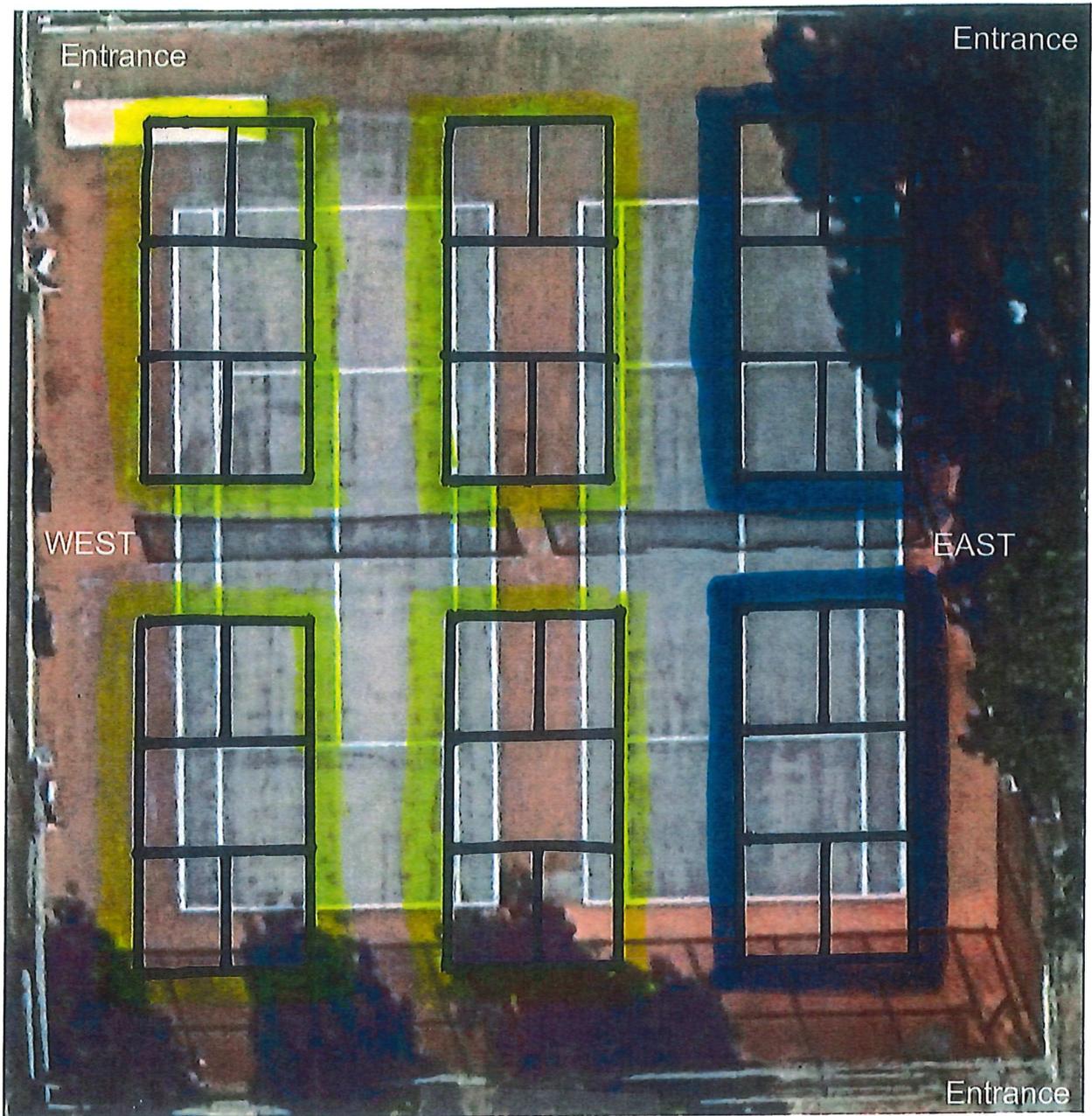
Sent from my iPad



2 (a)



2 (b) Blue lines indicate two permanent Pickleball courts



2(c) Blue lines indicate two permanent Pickleball courts

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



1. Name of Nominee: David Ninomiya / Miraflores Centennial Project Plaque

Individual
 Group
 Organization

2. Nominated By: Name: Jan Brown, Secretary, 2019-20 President

Address: 5201 Silva Ave.

City and Zip: Richmond, CA

Telephone: 510-541-2141

Organization: Rotary Club of Richmond

3. Proposed Facility
 Park
 Street
 Other

Current Name: NA

Proposed Name: NA

PLEASE INDICATE THE CATEGORY THAT APPLIES TO THE NOMINATION:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Service Recognition
<input type="checkbox"/> Recognition of Heroes | <input checked="" type="checkbox"/> Monetary, Capital or Material
<input type="checkbox"/> 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?
\$ \$4,922.00
2. Date of contribution: March 21, 2022
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:

There is no name to be associated with this temporary granite plaque placement. It will eventually be a cornerstone to the final installation of the Miraflores Interpretive Display "Making A Living". This plaque will serve to keep the stories of local Japanese American and immigrant families at the forefront of public awareness until the delayed Miraflores Development is completed.

Nominated by: Rotary Club of Richmond /Jan Brown_

Date: April 13, 2022

Received in Recreation Division By: _____

Date: _____

REQUESTED ACTION:

- Prepare for Commissioner recommendation
 Deny (Explanation)

CRB 111-2

V. FONTANA & CO.
Granite & Marble Products
7600 El Camino Real
COLMA, CA 94014
Phone (650) 755-4510

CASH RECEIPT

Date 3-21-22 001361

7505

Received From Rotary Club of Richmond

3/16/2022

Address PO BOX 70643
Richmond, CA 94801

Dollars \$ 4921.88

**4,921.88

For Richmond Rotary Plaque

DOLLARS

ACCOUNT			HOW PAID		
AMT. OF ACCOUNT			CASH		
AMT. PAID			CHECK	7505	X
BALANCE DUE			MONEY ORDER <input type="checkbox"/>		
			CREDIT CARD <input type="checkbox"/>		

By J. Lutter

MP

MEMO

INV. 2022-009 - GRANITE MONUMENT

⑈007505⑈ ⑆121102036⑆ 040959120⑈

7505

ROTARY CLUB OF RICHMOND, INC.

3/16/2022

V. FONATNA & CO.
PROGRAM FUNDING:LOCAL PROGRAMS:

4,921.88

A-CHECKING INV. 2022-009 - GRANITE MONUMENT

4,921.88

ROTARY CLUB OF RICHMOND, INC.

3/16/2022

V. FONATNA & CO.
PROGRAM FUNDING:LOCAL PROGRAMS:

7505

4,921.88

A-CHECKING INV. 2022-009 - GRANITE MONUMENT

4,921.88



Details on Back. Security Features Included

V. FONTANA & CO.

7600 El Camino Real

Date	Invoice #
1/12/2022	2022-009

Phone # 650.755.4510 - mainoffice@vfontana.com
 Fax # 650.755.1491 www.vfontana.com

Bill To
Marcia Vallier Vallier Design Associates P.O. Box 70310 Richmond, CA 94807

P.O. Number	Terms	Rep

Project

Item Code	Description	Amount
Retail	Richmond Rotary Memorial Plaque for David Ninomiya Sales Tax (Effective July 01, 2021)	4,500.00T 421.88

PO 7505

	Total	\$4,921.88
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**MIRAFLORES
CENTENNIAL PROJECT
ROTARY CLUB OF RICHMOND, CALIFORNIA**

APRIL 2020

100th Anniversary of "Service Above Self"

Dedicated to the memory of

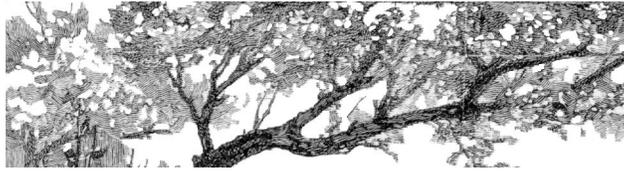
DAVID NINOMIYA

1938 – 2008

Richmond Rotarian • 1978-79 President



**TOGETHER, WE SEE A WORLD WHERE PEOPLE UNITE AND TAKE ACTION
TO CREATE LASTING CHANGE ACROSS THE GLOBE,
IN OUR COMMUNITIES, AND IN OURSELVES.**



February 8, 2022

Mr. Greg Hardesty, Parks & Landscaping Superintendent
City of Richmond, CA, Public Works Department
Parks Maintenance Division

RE.: MIRAFLORES SUSTAINABLE GREENBELT, RICHMOND, CA
TEMPORARY PLACEMENT OF RICHMOND ROTARY CENTENNIAL PLAQUE

Dear Greg,

Miraflores Sustainable Greenbelt is the site of the Richmond Rotary Club's Centennial project. To celebrate their 100 years serving the Richmond community, Rotary is donating funds to help the City of Richmond interpret the history of the Japanese American families that ran nurseries on the Miraflores site. A series of eight sculptural interpretive elements will be placed throughout the park and will convey the full arc of the Japanese American story in Richmond from 1905 to the turn of the twenty-first century. The interpretive nodes employ themes such as "Arrival" or "Creating Home," that allow the Nikkei experience to be communicated alongside those of other Richmond communities., reinforcing links among various people.

The project will provide an important node where Rosie the Riveter/WWII Home Front National Historical Park can communicate the impact of WWII on Japanese Americans in a place directly affected by wartime policies and programs.

Due to the delay in construction of the interpretive elements, we need a temporary site where we can install the dedication plaque. We are requesting that the plaque be installed at Shimada Friendship Park in the Marina Bay Neighborhood due to the historic connection between the two sites.

It is Rotary's hope that the placement of the plaque at Shimada Friendship Park will keep the Miraflores interpretive project at the forefront of community and City awareness until the project is completed. Rotary would like to set up an April 2022 date for a dedication. Please let me know whether we may install the plaque at Shimada Park. For more information, see the link to Richmond Rotary's website about the centennial project: <https://richmondcarotary.org/miraflores/>

Sincerely,
VALLIER DESIGN ASSOCIATES, INC.

Marcia D. Vallier, ASLA, APA, LEED AP
President, Landscape Architect #CA3293, OR746

VALLIER DESIGN ASSOCIATES, INC.

LANDSCAPE ARCHITECTURE | PLANNING | DESIGN

121 PARK PLACE | POINT RICHMOND, CA 94801 | 50 S.E. SCOTT STREET, UNIT 8, BEND, OR 97702

P.O. BOX 70310 | POINT RICHMOND, CA 94807

TELEPHONE 510.237.7745

vda@vallierdesign.com

MARCIA VALLIER, LANDSCAPE ARCHITECT CA#3293, OR #746 | JC MILLER, LANDSCAPE ARCHITECT #5107

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development



Historic Interpretation Presentation
Richmond Rotary Centennial
Project, April 2022



- Interpretive Themes**
- 1 Arrival
 - 2 Building Community
 - 3 Life in Wartime
 - 4 Pervserance
 - 5 Making a Living
 - 6 Home

Miraflores Sustainable Greenbelt

- Daylight Baxter Creek
- Urban Forest at I-80
- Lawns and Play Areas
- Historic Interpretation

OVERVIEW OF PROJECT SITE

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022



Eden Senior Housing

Interpretive Themes

- 1 Arrival
- 2 Building Community
- 3 Life in Wartime
- 4 Perseverance
- 5 Making a Living
- 6 Home

OVERVIEW OF PROJECT SITE

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022



Miraflores Devco LLC
Market Rate Housing

- Interpretive Themes**
- 1 Arrival
 - 2 Building Community
 - 3 Life in Wartime
 - 4 Perseverance
 - 5 Making a Living
 - 6 Home

OVERVIEW OF
PROJECT SITE



Relocated Sakai House, Water Tower and Pump House

Relocated Oishi House

OVERVIEW OF PROJECT SITE

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022

OISHI HOUSE c.1920 (moved & raised 1925, remodeled 1957-58)



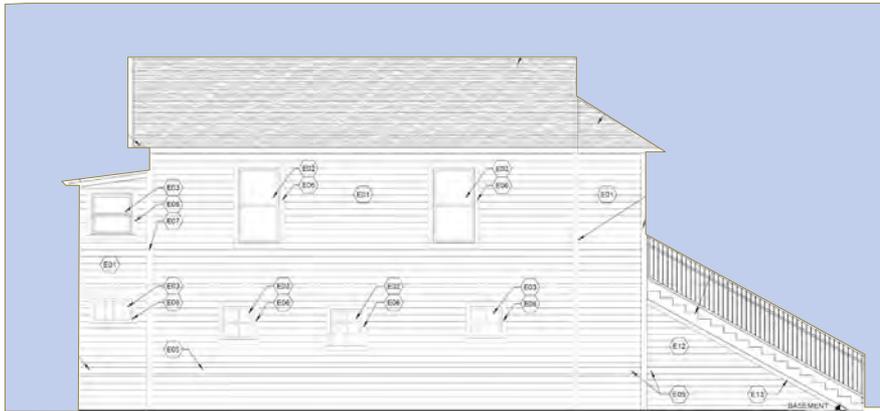
Significance:

- Cont. resource to the Oishi Nursery
- Association w/ Japanese American history in Richmond and history of SF Bay Area cut-flower nursery business.
- Japanese language school

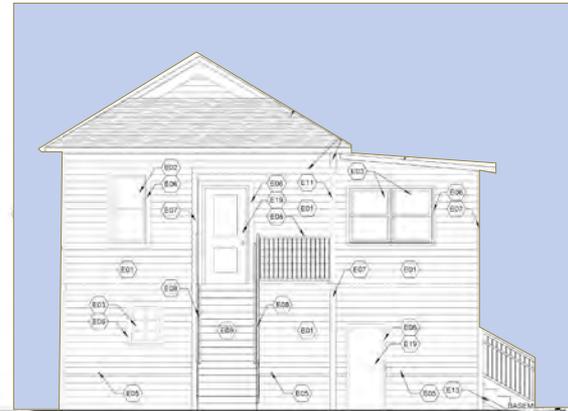
HISTORIC PHOTOS

PRESENT DAY CONDITIONS

OISHI HOUSE



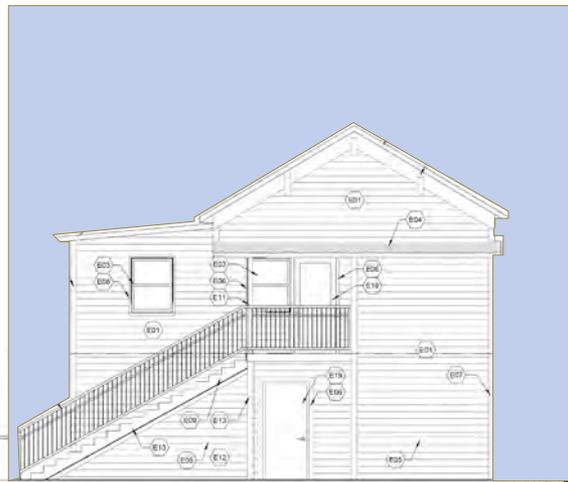
EAST
1/4" = 1'-0" **4**



NORTH
1/4" = 1'-0" **3**



WEST
1/4" = 1'-0" **2**



SOUTH
1/4" = 1'-0" **1**

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022

OISHI HOUSE



MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022

SAKAI HOUSE 1922



Significance:

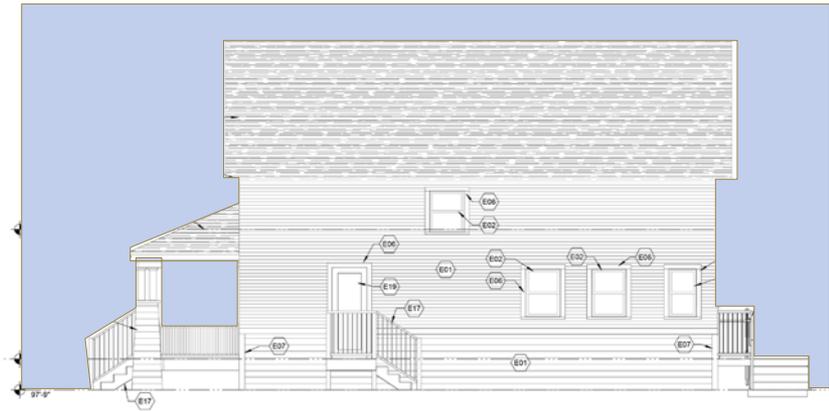
- Cont. resource to the Sakai Nursery
- Association w/ Japanese American history in Richmond and history of SF Bay Area cut-flower nursery business.



HISTORIC PHOTOS

PRESENT DAY CONDITIONS

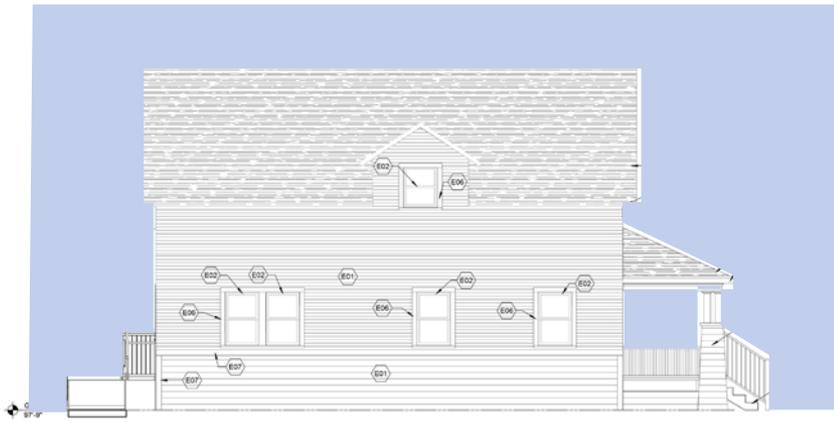
SAKAI HOUSE



NORTH



WEST



SOUTH



EAST

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

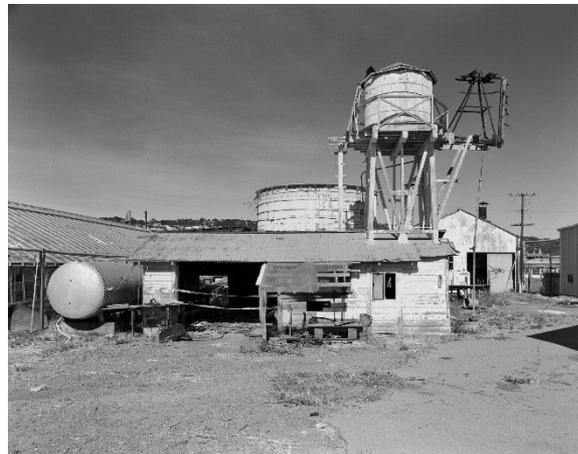
Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022

SAKAI NURSERY, TANK HOUSE (PUMP HOUSE) AND WATER TANK

Significance:

- Cont. resource to the Sakai Nursery
- Association w/ Japanese American history in Richmond and history of SF Bay Area cut-flower nursery business.



HISTORIC PHOTO

HABS PHOTOS

PRESENT DAY CONDITIONS

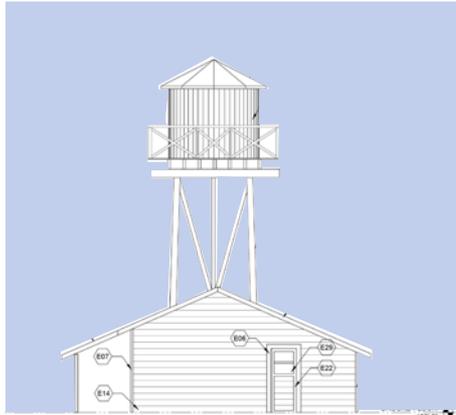
MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

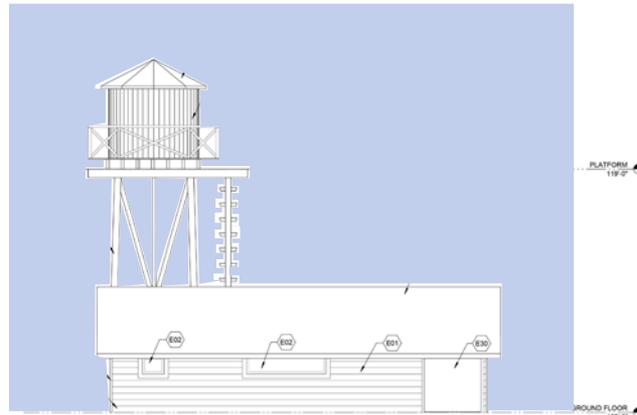
Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022

SAKAI NURSERY, TANK HOUSE (PUMP HOUSE) AND WATER TANK



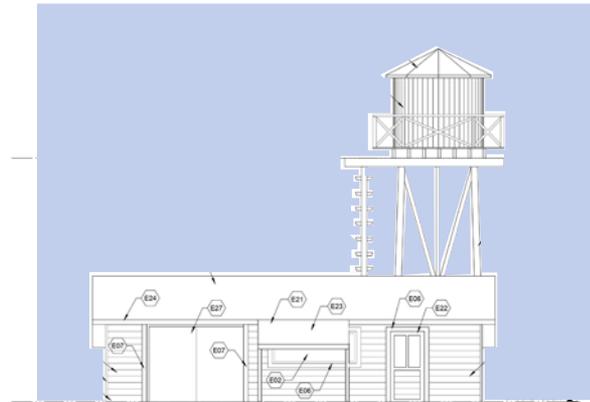
SOUTH



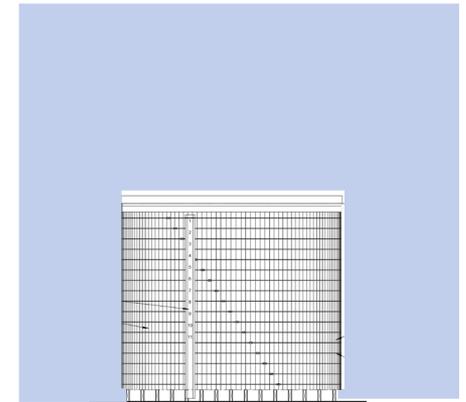
EAST



NORTH

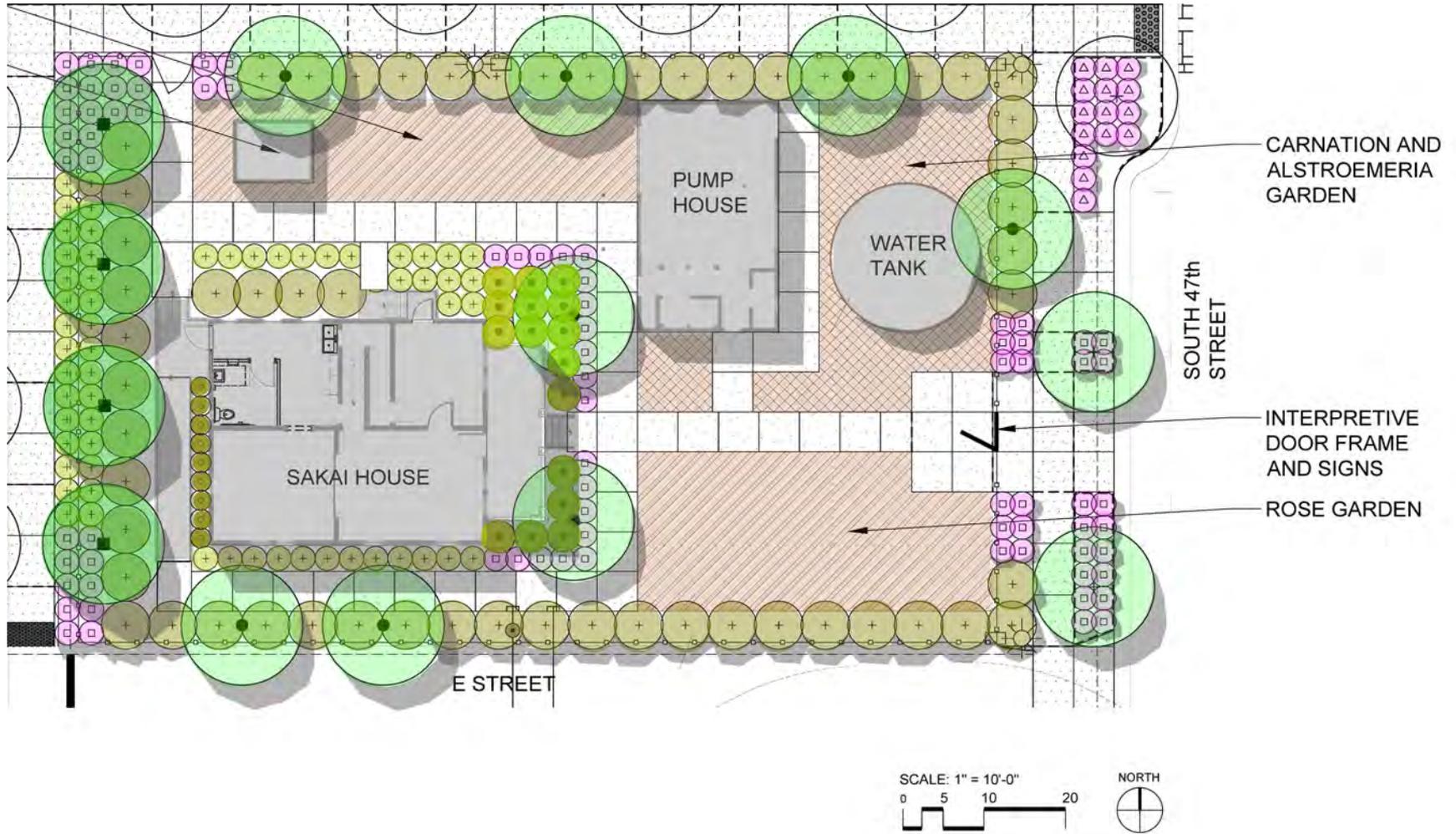


WEST



WEST

SAKAI NURSERY, TANK HOUSE (PUMP HOUSE) AND WATER TANK



MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022



INTERPRETIVE PROGRAM

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022



GREEN
HOUSES

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022



INSPIRATION – Impressions of objects and carnations, roses. And barbed wire in walls and walkways

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022

"With the help of relatives, Grandfather and Uncle were able to start a nursery at Wall Avenue. During those early days everyone was busy trying to get established in their nurseries but they were willing to help each other build greenhouses and such." MERIKO MAYEDA



PUTTING DOWN ROOTS

For nearly one hundred years this area held cut flower nurseries. Immigrants from Japan founded them in the early 20th century. They grew carnations and roses in greenhouses built by hand.

At that time, large numbers of people born outside the United States lived in Richmond. Like the nation, California was both welcoming and hostile to immigrants. Laws prevented Asian newcomers from becoming U.S. citizens and owning property.

Because most businesses and industries would not hire them, Japanese immigrants had to create their own opportunities. Nurseries were an attractive choice because flowers could be grown quickly and on rented land. The Sakai and Adachi families grew flowers and lived right here. They were part of a close-knit community of Japanese families who cultivated flowers in Richmond and El Cerrito.

The Japanese American community flourished up to World War II. In 1942, all of the nursery families were forced to join 120,000 other Americans of Japanese ancestry in "War Relocation Centers," a euphemism for prison camps.

A significant number of Richmond's nurseries were revived after the war. They were aided in great part by the cooperative traditions established in the community's early years.

ABOVE Hisajiro Honda (third from left) and workers in a carnation greenhouse. Courtesy El Cerrito Historical Society

1. Almost Perfect. 2007. Image of Sakai rose taken by photographer Ken Osborn. Courtesy Ellen Galing

2. Wakako Adachi and her five children, ca. 1922. The Adachi family later open one of the first cut flower shops in Richmond. Courtesy El Cerrito Historical Society

3. Kane, Minoru, and Yu Maida in their greenhouse, ca. 1919. Courtesy El Cerrito Historical Society

DEVELOPED IN PARTNERSHIP WITH THE CITY OF RICHMOND AND THE NATIONAL PARK SERVICE



ARRIVING IN RICHMOND

For over a century, people from across the nation and of immigrants from outside the U.S. have arrived here seeking a new life. These waves of newcomers and their children have built Richmond into a vital, dynamic city.

ABOVE Richmond Train Station. Thousands of African American newcomers arrived in the Bay Area to join the WWII workforce. Willie Mae Carright recalled her arrival at Richmond's railroad station after a four-day journey that began on segregated train cars in Louisiana. Courtesy Richmond Museum of History

1. Sakai nursery worker's toolbox, ca. 1985. "Puro Michoacan" or Miguel Gonzalez Navarro's glove announces pride in his Mexican roots. Courtesy Richmond Museum of History

2. Nursery timecards. Workers from Japan, Southeast Asia, and Latin America found jobs and helped the nurseries flourish after WWII. Courtesy Donna Graves



"Our people have never left home." VINCENT MEDINA

For thousands of years Ohlone Indians inhabited this land. In a community near here named Huchun (wuchun), people traditionally lived in structures handmade of wood from willow and other trees that were thatched with tule reeds. Nourishing plants, fish, and animal life from nearby creeks and the Bay provided plentiful food and raw materials for baskets, tools, and other arts. Starting in 1775, Spanish explorers ushered in a long period when Native peoples of the Bay Area were subject to cultural and physical assaults that included armed attacks, disease, and enslavement. Yet today Ohlone people still live in the Bay Area and are reviving their language and culture.

RIGHT Gathering tule in the East Bay, Vincent Medina (Muuwemko Ohlone) works to recover and maintain Ohlone culture and living connections to traditional homelands. Courtesy Vincent Medina



ARRIVAL - DOOR FRAME STRUCTURE

MIRAFLORES SUSTAINABLE GREENBELT

Public Park & Creek Restoration in Richmond's Miraflores Development

Historic Interpretation Presentation, Richmond Rotary Centennial Project

April 2022

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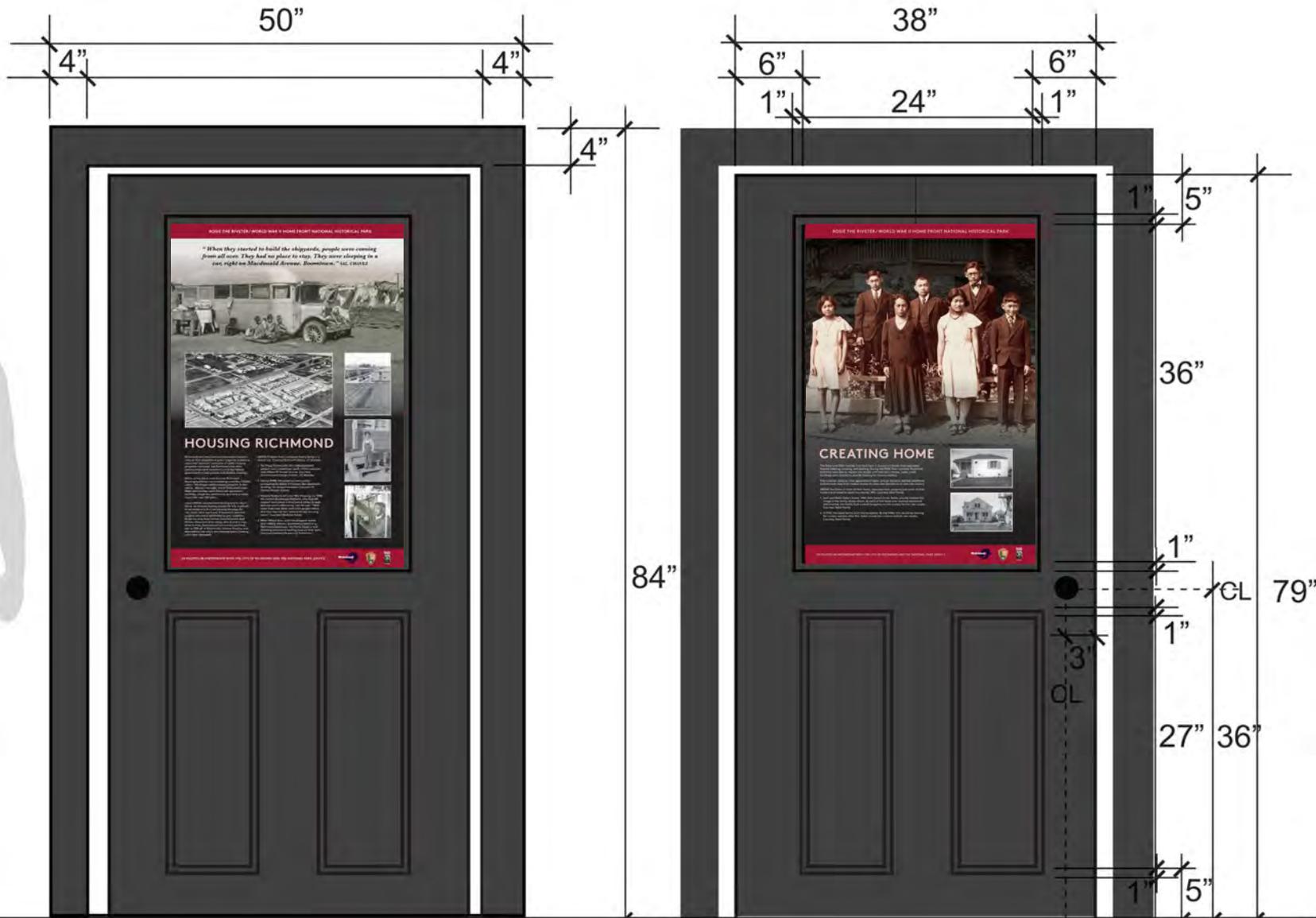
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BUILDING COMMUNITY – DOOR FRAME STRUCTURE

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CREATING HOME

The Sakai and Oishi families first lived here in clusters of shacks that separately housed sleeping, cooking, and bathing. During the 1920s their nurseries flourished, and they were able to replace the shacks with two-story houses. Later, small buildings were erected to provide housing for nursery workers.

The nurseries relied on inter-generational labor, and as the sons reached adulthood and married, they built modest homes for their new families on or near the nursery.

ABOVE The Oishis in front of their home, relocated from property just north of their nursery and raised to reach two stories, 1935. Courtesy Oishi Family

1. Sam and Nellie Sakai's home, 1940. Sam Sakai's bride, Nellie, proudly labeled this image in the family photo album. As each of the Sakai sons reached adulthood and married, the family built a small bungalow on the nursery for the new couple. Courtesy Sakai Family

2. In 1922, the Sakai family built this bungalow. By the 1940s, this served as housing for nursery workers after Mrs. Sakai moved into a home built for her nearby. Courtesy Sakai Family



DEVELOPED IN PARTNERSHIP WITH THE CITY OF RICHMOND AND THE NATIONAL PARK SERVICE



"When they started to build the shipyards, people were coming from all over. They had no place to stay. They were sleeping in a car, right on Macdonald Avenue. Boomtown." SAL CHAVEZ



HOUSING RICHMOND

Richmond and other wartime boomtowns faced a crisis as their populations grew. Lingering suspicions about the "socialist" character of public housing programs remained, but Richmond and other communities were forced to turn to the federal government to help provide vital defense housing.

Within a few short years the new Richmond Housing Authority was overseeing more than 25,000 units — the largest public housing program in the nation. Almost overnight, South Richmond's open fields and marshes were filled with apartment buildings, single-sex dormitories, and even a trailer court with over 500 units.

Local officials wanted wartime migrants to return home, so defense housing across the U.S. was built to be temporary. But the housing shortage did not vanish after war's end. Richmond's wartime projects became a battlefield as new residents fought to keep their homes. Discrimination kept African Americans from being able to rent or buy other homes. Replacement units were promised, but by 1950 all of Richmond's defense housing was demolished and only a few hundred public housing units were developed.

ABOVE Children from a shipyard family living in a school bus. Courtesy Bancroft Library, UC Berkeley

1. The Plaza, Richmond's first redevelopment project, was created just south of the nurseries, and offered 91 homes for sale. Courtesy Environmental Design Archive, UC Berkeley

2. During WWII, the nurseries were quickly surrounded by blocks of barrack-like apartment buildings for shipyard workers. Courtesy El Cerrito Historic Society

3. Antonio Medrano at Canal War Housing, ca. 1944. His mother Guadalupe Medrano, who had left migrant farm labor in the Central Valley to seek defense work in Richmond, told her son, "We'd never lived near black and white people before. And that was my first home with her, running water." Courtesy Medrano Family

4. When Wilbur Gary, a former shipyard worker and military veteran, purchased a home in a Richmond subdivision, his family faced a rock-throwing mob and a burning cross on their lawn. Courtesy Oakland Museum of California

DEVELOPED IN PARTNERSHIP WITH THE CITY OF RICHMOND AND THE NATIONAL PARK SERVICE



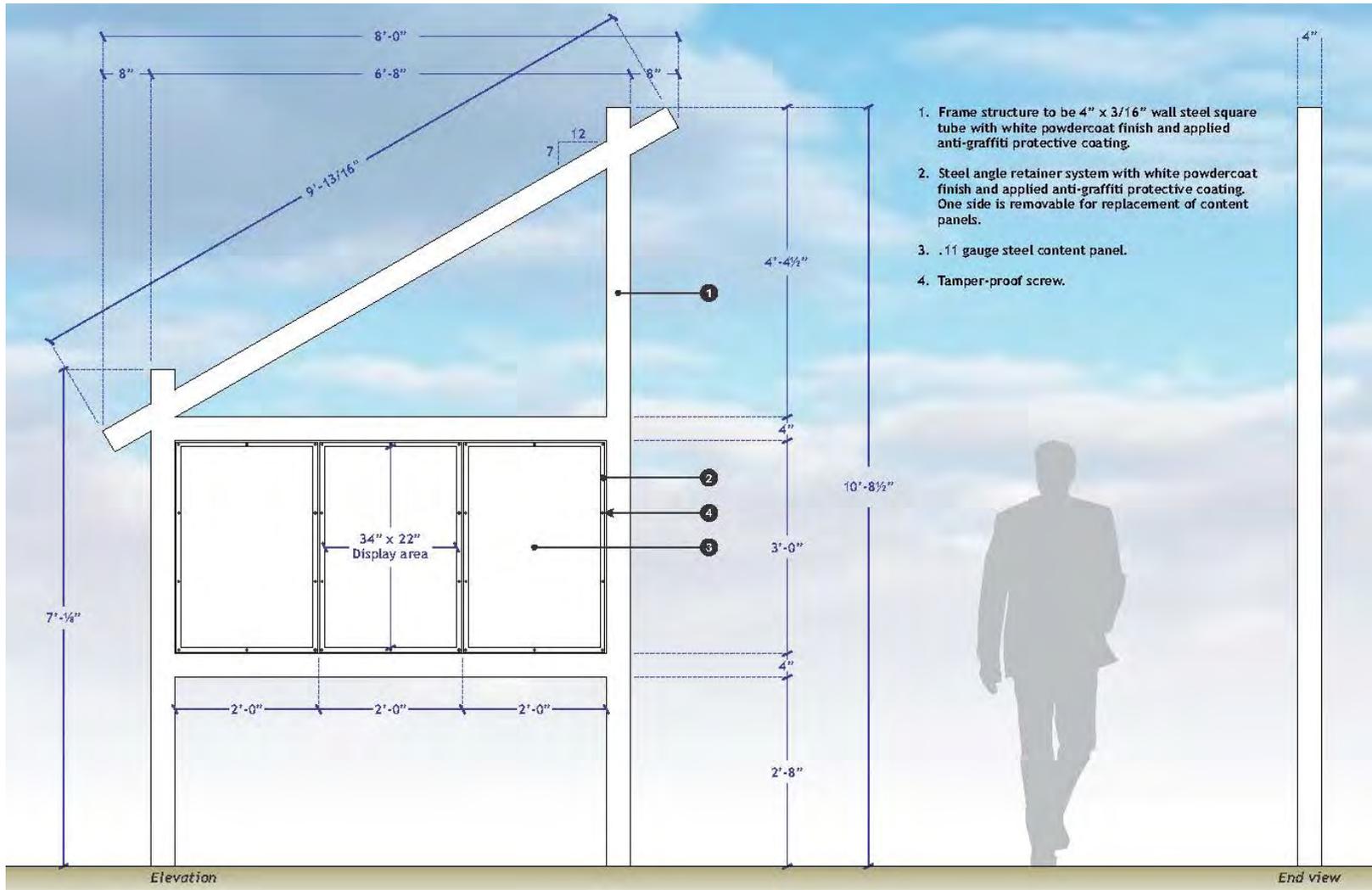
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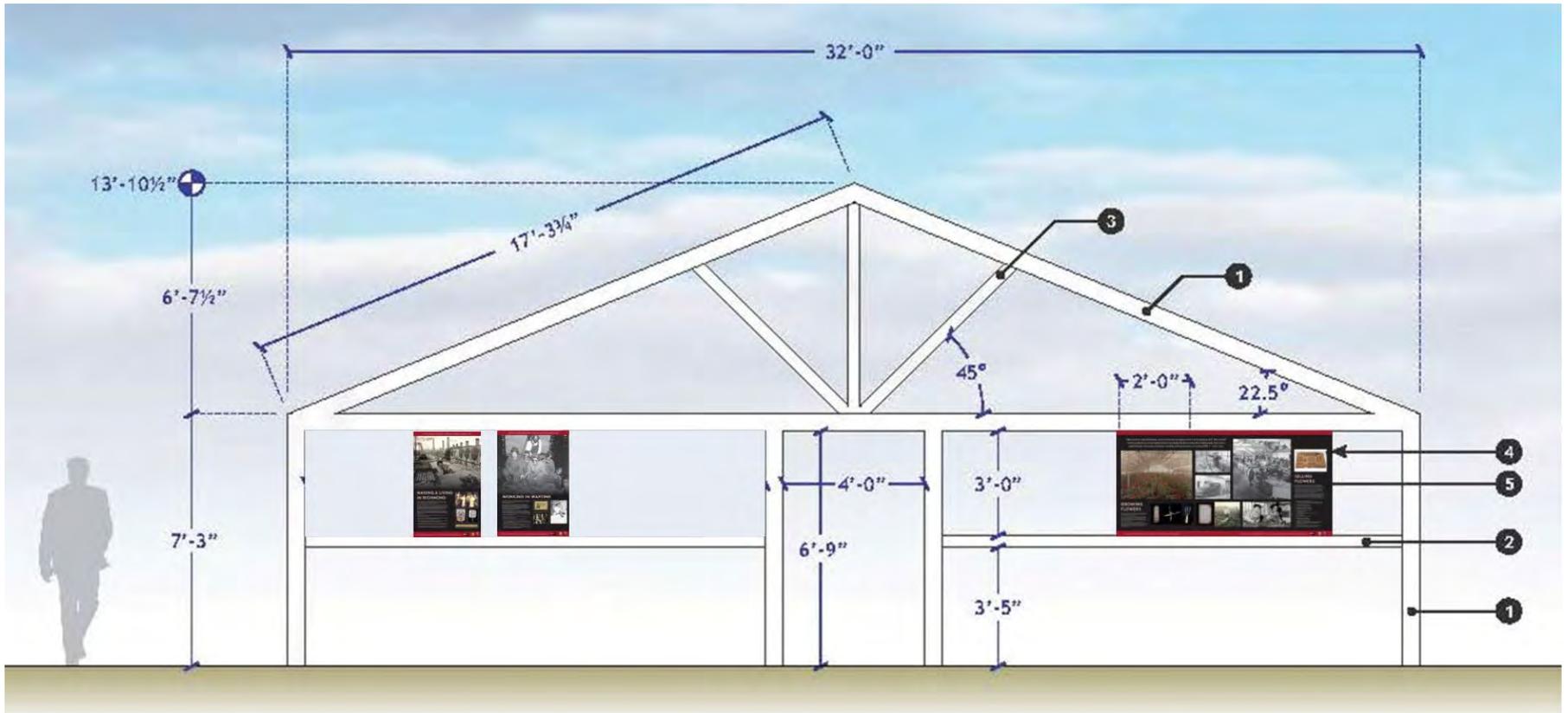
LIFE IN WARTIME - GREENHOUSE CORNER MARKER KIOSK

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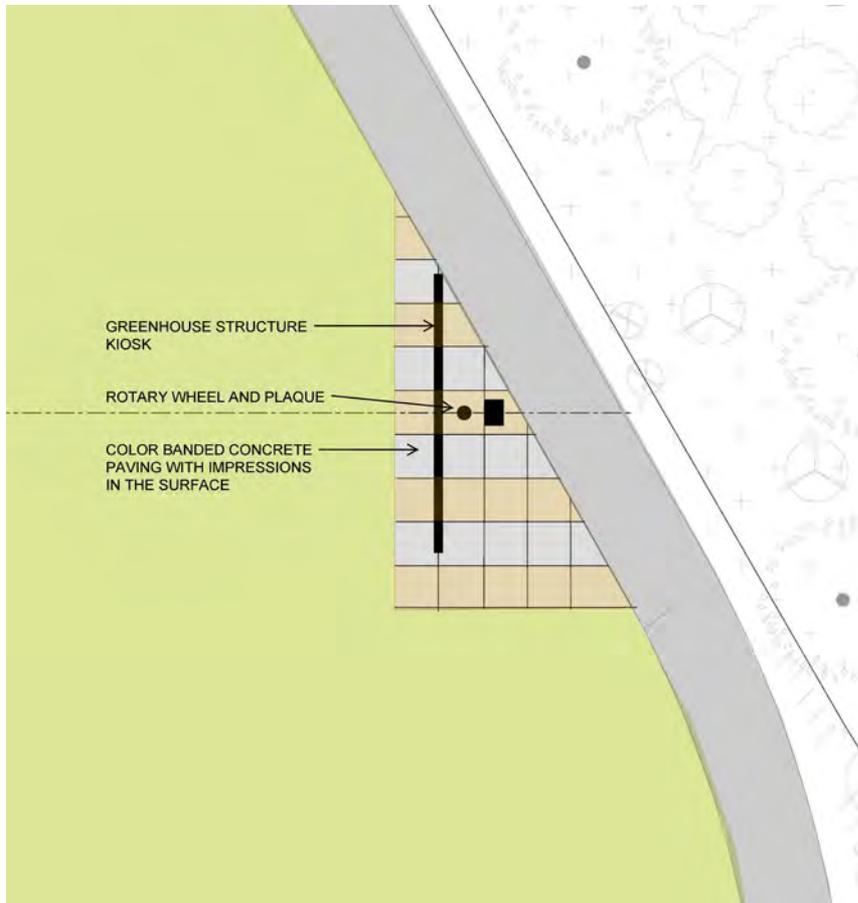
MAKING A LIVING - GREENHOUSE STRUCTURE KIOSK

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MAKING A LIVING - GREENHOUSE STRUCTURE SITE PLAN

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“Men worked in the greenhouses and women were the quality control in the packing shed. They worked hard to grade the roses accurately because our family felt honor and pride in high-quality Sakai roses, especially after the shame of having everything taken away from you during WWII.” —PERRY SAKAI



SELLING FLOWERS

Early Japanese immigrants faced anti-Asian laws and discrimination. Japanese growers quickly realized they needed control of their wholesale business, because most whites would not have bought from them otherwise. Several Richmond growers helped a Japanese association that worked with Chinese and Italian nursery owners to run the first grower-operated wholesale flower market in the West. Having a single place for growers to ship meant that growers' sales and profits increased. As Japanese Americans became widely known for the excellence of their cut flowers, a few opened florist shops. In 1920, the Adachi became the first to expand their rose-growing business with a flower shop. Within a few years, the Miyamoto opened a nursery near here on Wall Avenue. Both shops featured flowers from their own greenhouses and their neighbors' nurseries.

GROWING FLOWERS

Cut-flower nurseries had relatively low start-up costs and needed only small plots of land, but the labor required to grow and sell flowers was intense and hard-working. Early in the morning, the first generation of nurserymen packed flowers into large baskets carried on their backs by streetcar and ferry to San Francisco. These baskets were sold at the California Flower Market, where they met friends from a growing network of Japanese-owned nurseries. In the early decades, family members and other Japanese immigrants provided labor at the nurseries. While the men toiled across the Bay, women supervised the nurseries and labored to cultivate flowers. Children were expected to join in the nursery work right after school.



- Roses inside a greenhouse (date unknown). Raises took more skill and time to produce than other flowers, such as carnations and snapdragons. Courtesy El Centro Historical Society.
- Tools from Sakai and Oishi nurseries. Courtesy Richmond Museum of History.
- Ledger from Sakai and Oishi nurseries. Courtesy Richmond Museum of History.
- Isoburo Adachi with wheelbarrow, 1926. Courtesy Adachi Family.
- Naie and Shigeo Sakai in the packing house, ca. 1956. Courtesy Sakai Family.
- Man with lily, 1926. Courtesy El Centro Historical Society.
- Miyamoto Florist Shop, ca. 1920. Courtesy El Centro Historical Society.
- California Flower Market, ca. 1940. Opened in 1920, the California Flower Market represented dozens of Japanese-owned businesses from around the Bay Area. Courtesy Abenaga Family.
- This carnation grading chart helped workers in the Oishi nursery packing house. Courtesy Richmond Museum of History.



MAKING A LIVING – INTERPRETIVE PANELS

MIRAFLORES SUSTAINABLE GREENBELT

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WORKING IN WARTIME

During WWII, the economy bounced back from traumas of the Great Depression when factories had closed, banks had failed, and millions of people were thrown out of work.

The Kaiser shipyards replaced Standard Oil as Richmond's major employer. The city boasted fifty-five other industries that helped transform it into a wartime boomtown. New demands reshaped many local industries, which converted to supply defense needs — from building bombs and hand grenades for the battlefield to producing canned foods and vitamins for the military.

Because most able-bodied men were entering the military, Kaiser and the City undertook a massive recruitment effort. This labor shortage and African American organizing led Kaiser to be one of the first defense contractors to actively hire women, African Americans and other people of color in significant numbers.

ABOVE: Rosie the Riveter/WWII Home Front NHP, RORI 3156, aNARA welders. Courtesy National Archives

1. Sophie Alvarez welding certificate. Courtesy of the NPS
2. Long-standing employment discrimination against Chinese Americans eased during WWII. These workers traveled by ferry from San Francisco for shifts at the Richmond shipyards. Courtesy Dorothy Lange Collection, Oakland Museum of California
3. Nurse with shipyard workers patient, ca 1943. Thousands of workers were hired to support those who built ships, like this nurse at a Kaiser hospital. Courtesy Kaiser Permanente Archives



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MAKING A LIVING IN RICHMOND

In 1906 new railroad lines reached across Richmond's marshy coast to its new port. With train and water transportation now available, early industries began appearing among the city's scattered homes and farms.

Within a few decades major industries employed Richmond workers to build cars and bathtubs, make wine and bricks, can fruit and vegetables, and repair Pullman railroad cars. Oil refineries, factories that produced dynamite and other explosives, and chemical plants offered decades of employment, but the cost to workers' health and the environment remains an unresolved legacy for the city.

Aside from heavy industries, small businesses have been Richmond's other major employer. Most were independently owned and focused on serving residents' needs, from places to shop and dine, to entertainment and services like barber shops and medical providers.

ABOVE: Standard Oil, now Chevron, started operations in Richmond in 1901. Courtesy Richmond Public Library

1. Italian Americans ran many of Richmond's small businesses such as this butcher shop, ca 1910s. Courtesy Richmond Museum of History
2. Rotary Club of Richmond was founded in 1920 to offer fellowship and community service to local businesspeople. Courtesy Richmond Rotary Club
3. African Americans worked around discrimination in services such as real estate sales by setting up their own businesses. Courtesy Richmond Museum of History
4. Founded in 1905, Mechanics Bank was named for the workers it represented who labored at Standard Oil and the Santa Fe Railyards. Courtesy Lynn Mosak



DEVELOPED IN PARTNERSHIP WITH THE CITY OF RICHMOND AND THE NATIONAL PARK SERVICE



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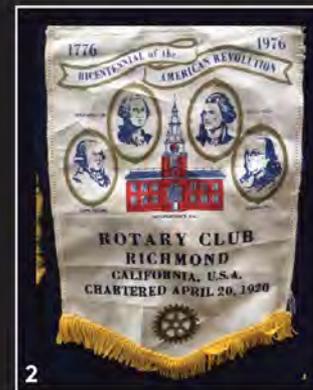
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DRAFT FEE WAIVER POLICY AND PARTNERSHIP POLICY

Community Services Department

LaShonda White,
Interim Director for Library and Community Services
510.620.6512
Lashonda_white@ci.richmond.ca.us



Background

Background:

- Steward over facilities, parks, and funding for programs and services
- Charging fees is industry best practice
- Requests for fee waivers and partnership policies
- Need for formal policies and procedures

Purpose:

To provide a clear and equitable process:

- Fee waivers for events or temporary uses of city facilities and/or parks
- The development of partnership policies for longer-term collaborations

Process

Policy Development:

- Local jurisdiction examples
- Internal meetings
- Promising practices
- Aligned with the Council-approved Master Fee Schedule (MFS)

Process:

- Seeking feedback
- Return on April 26, 2022 with final policies and MFS corrected fees

Fee Waiver Discount Summary

FY 2016/17 - 2019/20 RECREATION FACILITY AND PARKS FEE WAIVER REPORT

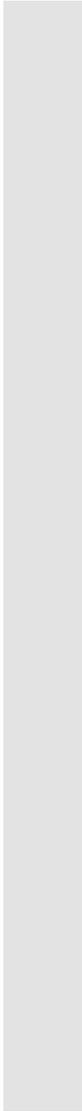
FY2016/17 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
FY2016/17 TOTALS	\$194,926.14	(\$116,786.53)	\$78,140.01

FY2017/18 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
FY2017/18 GRAND TOTALS	\$208,168.69	(\$182,993.93)	\$25,174.76

FY2018/19 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
FY2018/19 GRAND TOTALS	\$185,849.75	(\$129,554.62)	\$56,295.13

FY2019/20 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
FY2019/20 GRAND TOTALS	\$50,542.80	(\$32,184.50)	\$18,382.00

GRAND TOTAL FY2016/17 - 2019/20	\$639,487.38	(\$461,519.58)	\$177,991.90
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FEE WAIVER POLICY

Fee Waiver Policy

Purpose: Establish fiscally responsible guidelines to equitably evaluate and consider fee waiver requests for one-time events or temporary uses of City facilities and parks

Use: Short-Term and Temporary Events

Categories:

- Intergovernmental Cooperation
- Non-profit Organization
- Official City of Richmond Partner
- City of Richmond Co-Sponsored Event

Definition:

“Fee waiver” is the granting of a reduction or dismissal of a required fee normally charged for the use of a facility or park

Fee Waiver Policy:

Eligible Uses

- Variety of events including sporting, cultural, general, and major community events
- Application fees, certain permit fees, and/or facility use/rental fees
- Organizations can receive up to \$3,000 in fee waivers within a 12- month period

Fee Waiver Policy:

Ineligible Uses

The following fees cannot be waived under this Policy:

- Staffing or labor costs
- Insurance
- Liquor license, food permits, and health permits
- City of Richmond business license fees
- Other fees as required by the City

The following projects and events are ineligible:

- Organizations based outside City of Richmond (unless the demonstrated benefits are primarily to the residents of Richmond)
- Activities primarily of a fundraising or charitable nature
- Events/activities not open to the public
- Political events
- Religious services
- Commercial events & corporate events
- Family or social gatherings
- Events that provide no community benefit
- Trainings that charge for participation
- Organizations who have failed to fulfill their obligations during previous events or programs
- Events at the Richmond Auditorium or the Richmond Aquatic Centers
- Conflicts with already planned City of Richmond community events

Fee Waiver: Application Schedule

<u>Quarter</u>	<u>Event Start Month</u>	<u>Application Due</u>	<u>Approval/Denial Notification</u>
Quarter 1	January February March	October 1 st	November 1 st
Quarter 2	April May June	January 1 st	February 1 st
Quarter 3	July August September	April 1 st	May 1 st
Quarter 4	October November December	July 1 st	August 1 st

Fee Waiver
Policy:

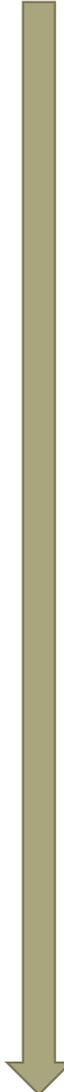
Proposed
Application
Components

- **Organization Information**
 - Contact information and organization type
- **Event Information**
 - event description and purpose
 - list of fees being charged
 - facility(ies) request
 - projected attendance
 - promotion and outreach plans
 - collaborating organizations
- **Fee Waiver Request**
 - Benefit to Richmond community,
 - Need for fee waiver

Fee Waiver Policy: Criteria

- Organization structure and experience
- Application completeness and compliance
- Event or program design and community benefit
- Required resources and budget

Fee Waiver Policy: Procedures

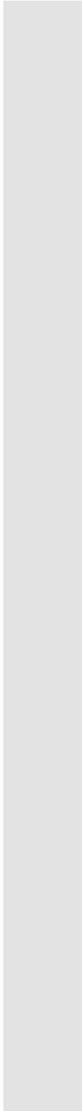
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- Review and complete fee waiver application and Facility Reservation permit
 - Submit application and required documents
 - Applications reviewed by Internal City Panel
 - Recommendations by Deputy Director and final decision by Director
 - Additional required documents
 - Final report
 - Failure to abide by rules = no waivers for 12 months

Fee Waiver Policy:

Feedback

Comments, Questions, Concerns, Recommendations:

- Purpose of the policy
- Eligibility
- Eligible and ineligible uses
- Procedures
- Acknowledgements
- Criteria
- Schedule
- Proposed application components



PARTNERSHIP POLICY

Partnership Policy

Purpose: Establish policies, guidelines, and procedures that govern how partnerships between the Recreation and external entities are evaluated, created, and managed.

Use: Longer-term use of City facilities or parks

Partnership Policy: Categories

- Individuals
- Businesses or corporations
- Social service or community organizations
- Non-profit organizations
- Volunteer/neighborhood organizations
(including 'friends of' groups)
- Districts and Quasi-governmental entities
- Governmental entities
- Public School Districts

Partnership Policy:

Required Conditions

- Align with Recreation's mission, values, and goals
- Comply with all applicable policies
- Have the necessary competency, resources, or license(s) to engage in the proposed activity.
- Submit required documents
- Meet all applicable Recreation maintenance standards and construction requirements
- Provide programs that compliment City programming efforts and are not in direct competition
- Demonstrate the activity provides a community benefit
- Serving the Richmond residents
- Do not deny participants due to their inability to pay
- Proof of performing background screenings of coaches and administrators
- No significant impact on the facilities or department activities or that the impacts are adequately offset by the public benefit
- Meet insurance coverage requirements

Partnership Policy:

Partner Expectations

- Funding for programs or projects
- Provide in-kind services and goods
- Park and/or facility operational support, maintenance and improvements
- Conduct at least one (1) quarterly clean-up of utilized spaces encouraging participant and community participation
- Keep all areas clean and free of debris after every scheduled use
- Tabling at City events
- Volunteer time
- Help the City activate and promote ownership spaces
- Programs at reduced or no cost to constituents
- Fulfill the City's fingerprinting and TB testing requirement
- As required, provide the City's requirement for proof of vaccination

Partnership Policy: Process

- Notification
 - Annual Request for Partners
 - BidsOnline System
- Preliminary proposal
 - Proposed Partnership Outline or Agreement Template
- Review
 - Internal and External Discussions
- Planning
 - Agreement Development
- Cost Evaluation

Partnership Policy:

Draft Application

- I. Description of Proposing Organization
- II. Summary of Proposal
- III. Benefits to the Partnering Organization
- IV. Benefits to the City of Richmond Recreation Division
 - a. Guiding questions
 - b. Financial aspect
 - c. Logistics
 - d. General

Partnership Policy: Feedback

Comments, Questions, Concerns, Recommendations:

- Purpose of the policy
- Background
- Partnership purpose
- Partnership categories
- Required conditions
- Partner expectations
- Costs for Approval Process
- Definitions
- Application

Next Steps

- City Council feedback
- Discussions with City departments
- Expansion to include non-Recreation departments and waivers of other fees
- Recreation and Parks Commission
- Final Adoption – April 26, 2022



AGENDA REPORT

Library and Community Service

DATE:	March 15, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	LaShonda White, Interim Director of Library and Community Services Ranjana Maharaj, Deputy Director for Community Services - Recreation
Subject:	Receive Feedback on a Fee Waiver Policy and Partnership Policy
FINANCIAL IMPACT:	<p>The Community Services Department-Recreation Division charges fees, aligned with the Council-approved Master Fee Schedule, for programs and facility usage to help cover the cost of providing such services and maintaining facilities.</p> <p>While the positive impact on the availability of services is important, adoption of the fee reduction/waiver policy and partnership policy will decrease the amount of revenue that the Recreation Division collects annually.</p> <p>Between the past four years beginning in Fiscal Year (FY) 2016-2017 through Fiscal Year 2019-2020, permit fees for various events totaled approximately \$640,000 (\$160,000 annually); however, a total of approximately \$462,000 (\$115,000 annually) in applicable fees were reduced or waived as a result of fee reductions. The total amount of fee reductions include a combination of existing 25 percent reductions for community-based organizations and 50 percent reductions for governmental entities and 100 percent fee waivers. As a result of the COVID pandemic, FY 2019-2020 and FY 2020-2021 do not provide a full year of “normal” data as rental requests and fees were down substantially.</p>

	The amounts set forth above may not incorporate all the reduced or waived fees associated with memorandums of understanding between the City of Richmond and non-profit organizations.
PREVIOUS COUNCIL ACTION:	November 16, 2021; February 15, 2022
STATEMENT OF THE ISSUE:	The Community Services Department – Recreation Division (Recreation) recognizes the value of partnering with outside organizations to provide services that benefit the Richmond community. To provide support to organizations that provide a community service and to create an equitable process, staff is bringing forth a draft fee waiver policy for determining when event-related fees can be waived, and a partnership policy to expand or enhance the services provided to Richmond residents.
RECOMMENDED ACTION:	DISCUSS the City of Richmond’s draft fee waiver and partnership policies; and PROVIDE DIRECTION on the next steps prior to policy adoption - Community Services (LaShonda White/Rajana Maharaj, 510-620-6828).

DISCUSSION:

The Community Services Department-Recreation Division (“Recreation”) strives to be an exceptional steward over facilities, parks, and funding for programs and services. Historically, Recreation charges fees for programs and facility/park usage to help cover the cost of providing such services and maintaining facilities. Charging fees is a standard practice in the Recreation and Parks sector when individuals, private groups, government, or non-profit groups wish to reserve and exclusively utilize public facilities.

For many years, Recreation has worked with a variety of individuals and organizations to provide programs and services to Richmond residents and members of the public at-large. Organizations have increasingly requested fee waivers to support their program delivery. Additionally, partnerships between the City and organizations have steadily grown. This has caused Recreation to recognize the need to create more formal policies and procedures to ensure that fee waiver approvals and partnerships are consistent with the mission of Recreation and to ensure that organizations are treated with consistency and in an equitable manner.

City Council requested that City staff develop and bring forth comprehensive fee waiver and partnership policies for consideration. In order to provide an equitable process, staff recommends the creation of policies and procedures for (1) fee waivers for events or

temporary uses of City facilities and/or parks¹, and (2) the development of partnership policies for longer-term collaborations between the City of Richmond and community-based organizations for the benefit of the Richmond community. Staff is bringing forth a draft fee waiver policy and draft partnership policy for City Council review, discussion, and feedback. Staff proposes to return with final versions of both policies for consideration and adoption at the April 26, 2022, City Council meeting.

Master Fee Schedule

The fees associated with reserving public facilities and parks for use are reviewed annually and approved by the Richmond City Council as part of the Master Fee Schedule (MFS). The MFS presented on November 16, 2021, included the 2021 proposed updates for Recreation. When the MFS was presented again on March 1, 2022, the Recreation fees that were included were not increased by the Employment Cost Index (ECI) index and were left the same as the last adoption in 2019. Staff also included established discounts for government and community-based organizations at 50 percent and 25 percent, respectively. The minor changes between the 2019 and 2021 fees include slight reductions in rental deposits, while some fees are being increased. Recreation fees have not risen since 2019, when they were increased by the suggested ECI factor of 1.027 percent. Staff wanted to make City Council aware of this issue and will bring Recreation's 2021 MFS updates back as an action item at on April 26, 2022, concurrently with the final fee waiver and partnership policies.

Fee Waiver Policy

Historically, it appears the majority of waived fees related to parks and facilities usage were processed on a case-by-case basis with the ultimate decision made by the City Manager. The purpose of the proposed draft fee waiver policy for City Council's consideration is to establish fiscally responsible guidelines to equitably evaluate and consider fee waiver requests for one-time events or temporary uses of City facilities and parks (Attachment 1).

Under the proposed policy, fee waivers may be submitted by organizations that fall within the following categories:

- 1) Intergovernmental Cooperation
- 2) Non-profit Organization
- 3) Official City of Richmond Partner
- 4) City of Richmond Co-Sponsored Event

Recreation staff collects fees based on the approved Master Fee Schedule to help cover the cost of providing services and maintaining facilities. While the positive impact on the availability of services is important, adoption of the fee reduction/waiver policy and partnership policy will decrease the amount of revenue that the Recreation Division collects annually. As an example, between Fiscal Year (FY) 2016-2017 and Fiscal Year

¹ Definition of fee waiver: the granting of a reduction or dismissal of a required fee normally charged for the use of a facility or park.

2019-2020, permit fees for various events totaled approximately \$640,000 (\$160,000 annually); however, a total of approximately \$462,000 (\$115,500 annually) in applicable fees were reduced or waived as a result of fee reductions (Attachment 2). This may not include additional costs associated with public safety.

The draft policy outlines the following:

- Purpose of the policy
- Eligibility
- Eligible and ineligible uses
- Procedures
- Acknowledgements
- Criteria
- Schedule
- Proposed application components

Partnership Policy

The purpose of the Partnership Policy is to establish policies, guidelines and procedures that govern how partnerships between the Recreation and external entities are evaluated, created, and managed (Attachment 3). This policy would cover organizations interested in longer-term use of City facilities or parks and such organizations' desire to expand or enhance the services provided to Richmond residents (i.e., youth sports programs, Adopt-A-Spot, and beautification programs). Depending on the type of partnership, these agreements may or may not include fee waivers.

This policy will allow Recreation to be proactive rather than reactive when presented with a partnership opportunity. It also sets a "level playing field" for all potential partners, so that they can know and understand in advance the parameters and selection criteria for a proposed partnership. A major component in exploring any potential partnership will be to identify additional collaborating partners that may help provide a synergistic working relationship in terms of resources and community contributions.

The draft policy includes the following sections:

- Purpose of the policy
- Background
- Partnership purpose
- Partnership categories
- Required conditions
- Partner expectations
- Costs for Approval Process
- Definitions
- Application

Next Steps

City staff reviewed numerous examples of fee waiver and partnership policies from various government agencies including but not limited to the following cities: Hayward, Lathrop, Rio Vista, and Suisun. In addition, City staff met internally to discuss components of both policies and incorporated promising practices within the Recreation and Parks industry. Both policies are drafts and include staff's recommendations; however, we would like feedback on the various components included in both draft policies and applications.

City staff will incorporate feedback received at the March 15, 2022, City Council meeting into updates of both draft policies. Staff will also discuss the policies with City staff to determine how, if at all, both policies can be expanded to include non-Recreation departments and waivers of other fees. For example, it may be feasible for the City Manager or their designee to authorize the waiver of fees and/or taxes outside of those related to Recreation when it is determined to be in the best interest of the City of Richmond, our residents, and the payor. Staff plans to highlight the opportunity to provide feedback on the policies during the series of community budget meetings in March and will bring the proposed policies to the Recreation and Parks Commission at their April 6, 2022, meeting. Staff will then bring the final policies to City Council on April 26, 2022, for adoption.

DOCUMENTS ATTACHED:

Attachment 1 – Draft Proposed Facility Fee Waiver Policy

Attachment 2 – FY 2016/17 – 2019/20 Recreation Facility and Parks Fee Waiver Report

Attachment 3 - Draft Proposed Partnership Policy and Application

DRAFT City of Richmond Community Services - Recreation Division Fee Waiver Policy

I. PURPOSE

The purpose of the draft fee waiver policy is to establish fiscally responsible guidelines to equitably evaluate and consider fee waiver requests for one-time events or temporary uses of City facilities and parks. These guidelines establish parameters for waiving outdoor park or indoor facility use fees for community-wide events and activities which benefit the public for special events or temporary uses. For purposes of this policy, the term “fee waiver” is the granting of a reduction or dismissal of a required fee normally charged for the use of a City-owned facility or park.

II. POLICY

The Community Services Department-Recreation Division (Recreation) recognizes the value of working with and supporting organizations to provide services and programs that benefit the Richmond community. Recreation strives to be an exceptional steward over City facilities, parks, and funding for programs and services. Charging fees is a standard practice in the Recreation and Parks industry when individuals, private groups, government or non-profit groups wish to reserve and exclusively utilize public facilities. Fees charged for programs and facility/park usage help cover the cost of providing such services and maintaining facilities. This policy is established for determining when applicable City and Recreation fees (e.g., application, facility use, permit and other departmental charges) established by the City of Richmond’s Master Fee Schedule may be waived.

Scheduling and use of facilities and events are subject to availability of requested facilities and do not have preference over City programs and activities or previous commitments. The policy is effective to the extent a fee waiver can be considered without negatively impacting the City’s or Recreation’s budget or current operations.

III. ELIGIBILITY

Fees may be waived when such action is determined by the City of Richmond to be in the best interest of the City of Richmond, our residents, and the service applicant. Eligible organizations include the following:

- 1) Intergovernmental Cooperation
- 2) Non-Profit Organization
- 3) Official City of Richmond Partner (Per Approved Partnership Policy)
- 4) City of Richmond Co-Sponsored Event

Intergovernmental Cooperation

Fees may be waived for events or temporary uses when the applicant is another government agency and the use is related to the performance of its normal functions and is a benefit to Richmond residents.

Non-Profit Organization

A fee waiver may be approved for eligible non-profit organizations, including organizations with a non-profit fiscal agent, that is tax-exempt under section 501(c)3 of the Internal Revenue Code.

Examples of organizations that could receive possible fee reduction or waivers include:

- Established Richmond Neighborhood Councils for monthly neighborhood meetings.
- Events organized by groups with a current Adopt-a-Spot agreement and evidence of active participation in the program.
- Organizations funded by the Community Services Department/Recreation Division and City Manager's Office, Economic Development Love Your Block Mini-Grant program and organized by groups with active grant agreements.

Official City of Richmond Partner

An official partner is an organization or individual that has completed the Partnership Policy process with City of Richmond. These partners have demonstrated actions to provide a needed benefit to the community and therefore are eligible for fee waivers for the program delineated in the Partnership Agreement. All fees charged and waived will be listed in the Partnership Agreement and any additional activities requested on behalf of the recognized partner would cause an amendment to that Agreement.

Department Sponsored Program

Fees may be waived for events and programs that are sponsored or co-sponsored by the City. The organization/agency requesting sponsorship by the City has a 501(c)(3) status, the program must benefit the Richmond community, and no event fees shall be charged. Appropriate recognition as Sponsor or Co-sponsor of the event or program is provided for the City of Richmond on all promotional materials and at the event or program. All resources provided by the City in sponsorship of the event (fee waiver or in-kind service) must be provided for within the Department's current budget allocations without a reduction or increase of services or costs.

IV. ELIGIBLE AND INELIGIBLE USES

Eligible Uses:

- Application fees, certain permit fees, and/or facility use/rental fees may be eligible for waiver through this policy.
- Fee waivers are available for a variety of events including sporting, cultural, general, and major community events, as long as the event meets the criteria set forth in this policy.
- Organizations can receive up to _____ in fee reductions or waivers within a 12-month period

The following fees cannot be waived under this Policy:

- Staffing or labor costs (i.e. overtime for staff working outside of normal operations), security costs, utility reimbursement costs, deposits for damages to facilities, refuse removal cost, custodial costs, maintenance costs, and other applicable department costs
- Insurance or other fees as required by the City and/or ordinance
- Liquor license, food permits and health permits
- City of Richmond business license fees

The following projects and events are ineligible:

- Organizations based outside City of Richmond (unless the demonstrated benefits are primarily to the residents of Richmond)
- Activities primarily of a fundraising or charitable nature unless the funds directly benefit City-owned facilities and/or programs.
- Events or activities that are not open to the public
- Events that are political in nature or by individuals seeking political office or elected officials for the purpose of an election campaign
- Religious organizations seeking space or facilities for religious services
- Commercial events
- Corporate events
- Family or social gatherings
- Events that provide no community benefit
- Trainings that charge for participation
- Projects or organizations who have failed to fulfill their obligations during previous events or activities for which Community Services Department/Recreation Division facility permit fees were waived or reduced
- Events at the Richmond Convention Center (Auditorium) or the Richmond Aquatic Centers (Richmond Plunge or Richmond Swim Center)
- Events scheduled that would conflict with already planned City of Richmond community events (e.g., 3rd of July).

V. PROCEDURES

1. Review the Fee Waiver Policy and Complete the Fee Waiver Application and Facility Reservation Permit (provides an estimate of the requested facility use fees).
2. Submit the Application, Permit, and the following required documents to Recreation per the specified schedule. The request must be submitted by an authorized representative.

Required Documents:

- a. Applicant's non-profit organization documents or any other documents as may be required to show the applicant's organizational paperwork.
- b. Appropriate insurance documents
- c. Applicant's financial statement showing revenues and expenses
- d. Any other documents that may be required and requested by the Recreation Division.

3. If the request involves approval from another City of Richmond department, the request will be forwarded to that department.
4. Fee waiver applications will be assessed and reviewed based on the requirements listed in this document by an internal city panel (consisting of staff from the City Manager's Office, Community Services and Finance) and the Recreation Deputy Director based on the timeline published in this document.
5. Based on review and scoring by the internal city panel, Recreation Deputy Director will make a recommendation to the Director of Community Services for final approval or denial.
6. The Director of Community Services will make the final decision regarding a fee waiver request and applicant will be notified of final decision per the specified schedule, and if approved and applicable, will submit a Special Event Permit.
7. Within forty-five (45) days of completion of the event for which a fee waiver was given, the organization should provide a written report to the Recreation Division, to include at a minimum the number of participants, event revenue and expenses, and a description of the benefit to the City.
8. Failure to abide by the rules and procedures as set forth in this document may result in the respective permittee being denied the current and any future fee waiver requests. Organizations that fail to cancel the approved event less than 30 days before their scheduled event and/or that fail to abide by the guidelines and requirements set forth in this policy may forfeit their ability to request future fee reductions or waivers or enter into Partnerships with the City for the following twelve (12) months.

VI. ACKNOWLEDGMENT & MARKETING

All recipients of a fee waiver or reduction shall acknowledge the City of Richmond in all publicity relating to the event or activity. Acknowledgement includes City of Richmond logos and statements in all advertising and promotional material, media releases and in other promotional contexts. Promotional opportunities should be detailed in the event application.

VII. FACILITY FEE WAIVER CRITERION

In determining if a fee waiver is warranted, the following criterion may be considered:

Organization Structure and Experience

- Be offered by an eligible organization
- Organization serves the Richmond community
- Level of organization's experience producing events/programs in Richmond

Application Completeness and Compliance

- Application is complete and all required documents are submitted by the stated deadline
- The event or program is in compliance with the City's non-discrimination policy
- The organization is in good financial standing with the City
- There is no evidence of previous violations of the Fee Waiver Policy (organizations that violate this Policy or present false information about their event or program may not be eligible for fee waivers)

Event or Program Design and Community Benefit

- Description of event and proposed impact on community
- Event or program demonstrates a general public benefit to Richmond residents
- Organization offers activities or events associated with the Division's mission
- Organization offers an event or programs that are not available through Recreation or another City department
- Event or program is open to the entire public at no charge
- Organization is collaborating with any other entities
- Marketing and outreach plan is clearly articulated
- The proposed event or program will have no significant impact on the facilities or department activities, that the permittee will provide volunteer services and materials to mitigate any impacts created by the event or program, or that the impacts are adequately offset by the public benefit provided by the program or event

Required Resources and Budget

- Level of and reason for fee waiver request (above what is approved via the Master Fee Schedule)
- Organization budget provided
- The organization must submit their policy showing that they do not deny participants/players due to their inability to pay registration or participation fees
- The imposition of fees would create a financial hardship on the organization or would have a detrimental effect upon the services provided to the public

VIII. FEE WAIVER APPLICATION SCHEDULE

In order to fully support the success of your event, Recreation staff asks that organizations submit the Fee Waiver application and all applicable documents by the dates outlined in the schedule below. This schedule provides both City staff and organizations sufficient time to adequately plan for events. It also ensures that the Special Event Permit is routed to internal and external departments/entities with sufficient time and allows for staff to review all required documents well in advance of scheduled events. Requests may be denied if organizations fail to meet these deadlines.

<u>Quarter</u>	<u>Event Start Month</u>	<u>Application Due</u>	<u>Approval/Denial Notification</u>
Quarter 1	January	October 1 st	November 1 st

	February March		
Quarter 2	April May June	January 1 st	February 1 st
Quarter 3	July August September	April 1 st	May 1 st
Quarter 4	October November December	July 1 st	August 1 st

IX. PROPOSED APPLICATION COMPONENTS

The City of Richmond recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In order to request a waiver of fees, organizations must complete an application and submit it with necessary documentation to the Recreation. Components of a proposed application are below:

- Organization Information – Contact information, type of organization (government, non-profit, co-sponsor, etc.), organizational financial information
- Event Information – event description, event purpose, list of activities that will take place, list of fees being charged, time and date of the event, indicate the specific facility(ies) for which a fee waiver is requested, projected attendance, promotion and outreach plans, collaborating organizations, etc.
- Fee Waiver Request – How does event benefit Richmond community, explanation of why fee waiver is being requested, amount of waiver being requested and explanation as to why, and how event fees would create a financial hardship

FY 2016/17 - 2019/20 RECREATION FACILITY AND PARKS FEE WAIVER REPORT

FY2016/17 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
City Departments	\$44,153.52	(\$32,871.92)	\$11,281.60
Government Agencies	\$3,069.20	(\$1,291.88)	\$1,777.32
Resident Nonprofits	\$89,644.00	(\$61,774.98)	\$27,869.42
NonResident Nonprofits	\$58,059.42	(\$20,847.75)	\$37,211.67
FY2016/17 TOTALS	\$194,926.14	(\$116,786.53)	\$78,140.01

FY2017/18 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
City Departments	\$43,332.94	(\$35,071.94)	\$8,261.00
Government Agencies	\$6,797.00	(\$5,186.75)	\$1,610.25
Resident Nonprofits	\$155,291.25	(\$140,536.37)	\$14,754.88
NonResident Nonprofits	\$2,747.50	(\$2,198.87)	\$548.63
FY2017/18 GRAND TOTALS	\$208,168.69	(\$182,993.93)	\$25,174.76

FY2018/19 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
City Departments	\$118,565.25	(\$88,457.37)	\$30,107.88
Government Agencies	\$22,260.25	(\$9,505.00)	\$12,755.25
Resident Nonprofits	\$35,485.25	(\$26,847.25)	\$8,638.00
NonResident Nonprofits	\$9,539.00	(\$4,745.00)	\$4,794.00
FY2018/19 GRAND TOTALS	\$185,849.75	(\$129,554.62)	\$56,295.13

FY2019/20 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
City Departments	\$28,887.00	(\$22,956.25)	\$5,954.75
Government Agencies	\$2,562.80	(\$2,028.50)	\$534.00
Resident Nonprofits	\$9,702.00	(\$3,244.25)	\$6,457.75
NonResident Nonprofits	\$9,391.00	(\$3,955.50)	\$5,435.50
FY2019/20 GRAND TOTALS	\$50,542.80	(\$32,184.50)	\$18,382.00

GRAND TOTAL FY2016/17 - 2019/20	\$639,487.38	(\$461,519.58)	\$177,991.90
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DRAFT City of Richmond Community Services Department – Recreation Division
Partnership Policy

I. Policy Purpose & Background

The purpose of the Partnership Policy is to establish policies, guidelines and procedures that govern how partnerships between the City of Richmond Community Services Department - Recreation Division (Recreation) and external entities are evaluated, entered into and managed. This allows the agency to be proactive rather than reactive when presented with a partnership opportunity. It also sets a “level playing field” for all potential partners, so that they know and understand in advance the parameters and selection criteria for a proposed partnership.

The main goal for these partnerships is enhancing public offerings. Recreation is interested in promoting partnerships which involve cooperation among many partners, bringing resources together to accomplish goals in a synergistic manner. Proposals that incorporate such collaborative efforts will receive priority status.

II. Background

For many years, Recreation has worked with a variety of individuals and organizations to provide programs and services to Richmond residents. These arrangements, or partnerships, have steadily grown in numbers causing Recreation to recognize the need to create more formal policies and procedures to ensure that the partnerships are consistent with the mission and values of Recreation and that partners are treated with consistency and equity.

III. Partnership Purpose

Recreation seeks to establish partnerships with non-profit and other public agencies to enhance recreation opportunities for Richmond residents. Recreation’s goal in partnering is to improve service by providing a wider range of recreational services to the community.

The purpose of a partnership is to expand or enhance the services Recreation delivers to Richmond residents. Partnerships should positively affect the quality of recreational, cultural, and outdoor experiences. A major component in exploring any potential partnership will be to identify additional collaborating partners that may help provide a synergistic working relationship in terms of resources and community contributions. The City will post the Partnership Policy on the City’s website.

IV. Partnership Categories

Recreation engages with partners that fall into one of the following categories:

- Individuals
- Businesses or corporations
- Social service or community organizations
- Non-profit organizations
- Volunteer/neighborhood organizations (including 'friends of' groups)
- Districts and Quasi-governmental entities
- Governmental entities
- Public School Districts

V. Required Conditions

The Partner must:

- Align with Recreation's mission, values, and goals.
- Comply with all applicable laws, rules, policies, and health guidelines
- Have the necessary competency, resources, or license(s) (if applicable) to engage in the proposed activity.
- Meet insurance coverage requirements as determined by the City's Risk Management Office.
- Submit proposed activities to Recreation for review and approval.
- Meet all applicable Recreation maintenance standards and construction requirements (if applicable)
- Provide programs that compliment City programming efforts and are not in direct competition.
- Present their current year budget
- Attest to receiving and agree to following all communication requirements
- Demonstrate the activity provides a community benefit or significant value to the community or a significant portion of its residents.
- Prove that they are serving the residents of Richmond through their general program operations.
- Agree to or submit a policy demonstrating that they do not deny participants due to their inability to pay registration or participation fees.
- For youth serving organizations, show proof of performing background screenings of coaches and administrators.
- Demonstrate that the proposed partnership has no significant impact on the facilities or department activities, that the partner will provide volunteer services and materials to mitigate any impacts created by the event or program, or that the impacts are adequately offset by the public benefit provided by the program or event.

VI. Expectations for Partners

Partners will generally provide one or more of the following activities:

- Funding for programs or projects
- Park and/or facility operational support, maintenance and improvements
- Tabling at City events
- Conduct at least one (1) quarterly clean-up of utilized spaces encouraging participant and community participation
- Keep all areas clean and free of debris after every scheduled use
- Volunteer time
- Provide in-kind services and goods
- Help the City activate and promote ownership spaces
- Park and facility operational support and improvements
- Programs at reduced or no cost to constituents
- Fulfill the City's fingerprinting and TB testing requirement
- As required, provide the City's requirement for proof of vaccination

VII. Process

The steps for the creation of a partnership with Recreation are as follows:

A. Notification

Recreation will create a public notification process through BidsOnline that will help inform all interested partners of the availability of partnerships with the City. This will be done at a minimum annually December 1st through notification in social media post, flyers and through any other notification method that is feasible.

B. Preliminary Proposal

The proposing partner takes the first step to propose partnering. To help in reviewing both the partnerships proposed, and the project to be developed in partnership, Recreation asks for a Preliminary Proposal according to a specific format as outlined in Part Two - Proposed Partnership Outline Format.

C. Review

If initial review of a Preliminary Proposal yields interest and appears to be mutually beneficial, the Recreation Supervisor will work with potential partners.

D. Planning

The Recreation Supervisor is available to answer questions related to the creation of an initial proposal, and after initial interest has been indicated, will work with the proposing partner to create a checklist of what actions need to take place next. Each project will have distinctive planning, design, review, and support issues. The Recreation Supervisor will facilitate the process of determining how the partnership will address

these issues. The Recreation Supervisor and the proposing partner can also facilitate input from the Library and Community Services Director, Deputy Director for Community Services-Recreation, Recreation and Parks Commission and City Manager providing guidance for the partners as to necessary steps.

E. Cost Evaluation

The partnership must cover the costs the partnership incurs, regardless of how the partnered project is staffed. If City of Richmond - Recreation staff resources are to be used by the partnership, those costs should be included in its project proposal and budget.

VIII. Costs for the Proposal Approval Process

For most proposed partnerships, there will be considerable staff time spent on the review and approval process once a project passes the initial review stage. This time includes discussions with Proposing Partners, exploration of synergistic partnering opportunities, possible RFP processes, facilitation of the approval process, and assistance in writing and negotiating agreements, contracting, etc.

IX. Definitions

- Partnership: A partnership is a cooperative venture between two or more parties with a common goal, who combine complementary resources to establish a mutual direction or complete a mutually beneficial project. Partnerships can be facility-based or program-specific.
- Partner: an individual, organization or group that, through a written agreement, provides a service or benefit to Recreation and/or Richmond's residents and in exchange gets some benefit from Recreation.
- Partnership Application: a standardized application each potential Partner completes and submits to Recreation.
- Partnership Agreement: a written and formally executed agreement between Recreation and an outside party that details the terms of the Partnership. The Partnership Agreement must be signed by all parties, including formal execution in accordance with City laws, before Partner work can begin.
- Public Benefit: an activity or service that accomplishes a public purpose promoting the needs, interests, social, economic, and cultural well-being, or the health and safety of a community and complements the vision and direction of Recreation.

DRAFT Partnership Agreement Application

The proposed Partnership Agreement outline provides a format that is intended to help guide organizations in creating a proposal for review with City of Richmond Recreation staff. Organizations are asked to provide as much information as possible in the following outline form.

I. Description of Proposing Organization

- Name of Organization
- Years in Existence
- Contact Names, Mailing Address
- Physical Address, Phone, Fax, E-mail
- Purpose of Organization
- Services Provided
- Member/User Profiles
- Accomplishments
- Current year budget

II. Summary of Proposal (100 words or less)

What is being proposed?

III. Benefits to the Partnering Organization

Why is your organization interested in partnering with the City of Richmond Recreation Division? Please individually list and discuss the benefits (monetary and non-monetary) for your organization.

IV. Benefits to the City of Richmond Recreation Division

Please individually list and discuss the benefits (monetary and non-monetary) for Recreation and residents of Richmond.

Guiding Questions:

Meeting the Needs of our Community:

- In your experience, how does the project align with Recreation's goals?
- How does the proposed program or facility meet a need for Richmond's residents?
- Who will be the users?
- What is the projected number and profile of participants who will be served?
- What alternatives currently exist to serve the users identified in this project?
- How much of the existing need is now being met?
- What is the availability of similar programs elsewhere in the community?
- Is the proposed Partnership activity consistent with Recreation's current priorities?

- Does the Partnership provide public benefit by increasing access to parks, facilities and/or Recreation programs?
- Does the Partnership meet the needs and interests of underserved or diverse populations?
- Does the Partnership engage populations that otherwise do not utilize Recreation programs and services?
- What are the overall benefits for both the City of Richmond and the Proposing Partners?

The Financial Aspect:

- What are the anticipated prices for participants?
- What resources are expected to come from Recreation?
- What is the plan to ensure the program will be funded in future years?
- How will the proposing partner offer programs at reasonable and competitive costs for participants?

Logistics:

- How much space do you need? What type of space?
- What is your proposed timeline?
- What are your projected hours of operations?
- What are your initial staffing projections?
- Are there any mutually beneficial cooperative marketing benefits?
- What is your organization's experience in providing this type of program?
- How will your organization meet Americans with Disabilities Act and EEO requirements?

General:

- Does the Partnership increase Recreation's capacity to deliver or enhance the quality of existing programs or services?
- How can the proposing partner assure the City of Richmond long-term stability of the proposed partnership?