



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, May 4, 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** (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*

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.

- a. APPROVE minutes of the March 2, 2022 meeting
- b. APPROVE minutes of the April 6, 2022 meeting
- c. APPROVE minutes of the April 20, 2022 Special 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: Facilities – Jose Urquilla
- b. Parks & Landscaping Divisions – Greg Hardesty
- c. Community Services Division: Recreation and Neighborhood Services – Ranjana Maharaj

9. **Presentations**

1. None

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

- a. Sustainability and Climate Responsiveness Committee (Brendan/Catalin/Maryn)
- b. Willie Mays Day Project (Maryn/Eleanor/Joey)

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. **COORDINATE** open conversation on how the city can support the native stewardship of Ookwe Park:
 - i. Recreation and Parks Commission
 - ii. Sogorea Te' Land Trust
 - iii. Arts and Culture Commission
 - iv. Planning Commission
- b. **APPROVE** – Draft Fee Waiver Policy and Partnership Policy
- c. **NOMINATE**- Committee for the election of Officers to the Recreation & Parks Commission (Officer Posts are Chair, Vice Chair, Secretary and Treasurer)

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, June 1, 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.

CORONAVIRUS DISEASE (COVID-19) ADVISORY

PURSUANT to the Governor of the State of California's Assembly Bill 361 and in the interest of the public health and safety, attendance at the City of Richmond City Council meeting will be limited to Council members, essential City of Richmond staff, and members of the news media. Public comment will be confined to items appearing on the agenda and will be limited to the methods provided below.

Public comment may be submitted by email and/or Zoom video conference in the manner that follows; provided that no member of the public may submit more than one verbal comment per agenda item.

1. Via email to recreation@ci.richmond.ca.us by 1:00 p.m. the day of the meeting.

Emails MUST contain in the subject line 1) Public Comments – Open Forum; **OR** 2) Public Comments agenda item # - [include the agenda item number].

All such email will be posted on-line and emailed to the Commission before the meeting is called to order. **No individual email will be read into the record. Due to the high volume of emails received, emails that do not contain the correct identifying information in the subject line may be overlooked and may not become part of the record. Email received after 1:00 p.m. will be posted on-line following the meeting as part of the supplemental materials attached to the meeting minutes.**

2. Via Zoom by video conference or by phone using the following link/call-in numbers – for Open Session:

Please click the link below to join the webinar:

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>. **

3. Use the below email address to correspond directly with the Chairperson for any other issues:
rec.parkscommission@gmail.com

**The Chair will announce the agenda item number and open public comment when appropriate. Individuals who would like to address the Commission should raise their hand. The Chair will close public comment when public comment is concluded.

Open Forum for Public Comment: Individuals who would like to address the Commission on matters not listed on the agenda or on items remaining on the consent calendar may do so under Open Forum.

The City cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the Commission receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.

AB 361 Procedures in the Event of Technical Difficulties: In the event the meeting broadcast is disrupted, or if a **technical issue on the agency's end** disrupts public participation, the legislative body board cannot take any further action on the agenda until the technical issue is resolved.

Record of all public comments: Properly labeled public comments will be considered a public record, put into the official meeting record, available after the meeting as supplemental materials, and will be posted as an attachment to the meeting minutes when the minutes are posted: [Archive Center](#) • [Richmond](#) • [CivicEngage](#)

Procedures for Removing Consent Calendar Items from the Consent Calendar: Members of the public who request to remove an item from the consent calendar must first discuss the item with a staff member by phone or a back-and-forth email discussion, and state the name of the staff member when requesting removal of the item from the consent calendar.

Any member of the Commission who would like to remove an item from the consent calendar must notify the appropriate staff person prior to the meeting. Although members of the Commission are encouraged to ask questions and share concerns with staff ahead of the meeting, they are not required to do so.

The Recreation Division staff must be informed of any requests to remove items from the Consent Calendar.

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 recreation@ci.richmond.ca.us or submitted by phone at 510-620-6950. Requests will be granted whenever possible and resolved in favor of accessibility.

Effect of Advisory on In-person participation: During the pendency of Assembly Bill 361, the language in this Advisory portion of the agenda supersedes any language contemplating in-person public comment.

Richmond Recreation & Parks Commission

MINUTES

Wednesday, March 2, 2022 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 6:03 P.M. who led the Pledge of Allegiance.

ROLL CALL

PRESENT: Joey Smith, Sohelia Bana, Allison Blakeley, Brendan Havenar-Daughton, Catalin Kaser, Aaron Rowden, and Eleanor Thompson

ABSENT: Maryn Hurlbut (Excused)

Vice Chair Havenar-Daughton requested that the Commission embrace a genuine acknowledgement that the City of Richmond was situated on land that was previously and currently occupied and cared for by First Peoples, the 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 Napian (Patwin) whose territory included Alameda, Contra Costa, Solano, Napa and San Joaquin counties. The intent was to relentlessly identify and pursue 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.

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

AGENDA REVIEW

By consent, the agenda was approved as submitted.

OPEN FORUM

Kenoli Oleari, representing Arts of Point Richmond, an association of local artists providing artists and art activities in the local schools, believed that community centers in Richmond should be subsidized to make them affordable to the community. He stated that Arts of Point Richmond had used the Rec Center for the last ten years but the fees now being charged were prohibitive, and the rental process now through the City Manager's Office was difficult.

Mr. Oleari stated that Arts of Point Richmond had recently been approached by the Community Center to provide art for the library at the center, which had been done for other venues in Point Richmond. He asked to meet with the Recreation & Parks Commission or with staff to address the concerns.

Ranjana Maharaj, Deputy Director, Community Services Division, advised that she would provide Mr. Oleari's full email to the Commission.

Cordell Hindler, Richmond, invited Commissioners to attend a performance of *Anton in Show Business* at the Contra Costa Civic Theater on Friday, March 4 at 7:30 P.M., proof of vaccination required; and invited Commissioners to the Richmond Rotary Club weekly meeting in person on March 11 at 12:30 P.M. at the Richmond Country Club.

Linda Whitmore, a member of the Santa Fe Neighborhood Council commented that there were two parks in the neighborhood. Speaking to Southside Park, she expressed concern that it would be lost because of the current homeless encampment. She had submitted photos of what was happening in the park with the homeless encampment and stated it had started to attract dumping and the drainage area was becoming a storage area for trash and debris. She asked for help to address those issues given that the homeless were taking over and the neighborhood family park could no longer be used as intended.

Chair Smith noted that Ms. Whitmore had previously sought help and had received some help, although the dumping problems had continued. She would share with the Commission the email from Ms. Whitmore received this date.

Darlene Rios Drapkin, USA Pickleball Association Ambassador, East Bay Pickleball Association, spoke to the item on the agenda to convert one tennis court to fixed pickleball courts at Booker T. Anderson, Jr. (BTA) Park and expressed a preference to install the two courts closer to the main gate and not closer to the play structure as recommended by staff. Not being able to remain on Zoom until the item was to be considered, she asked the Commission to take that into account when making its decision.

Vice Mayor Eduardo Martinez spoke to the issue of equity in terms of city fees and stated that the organizations that promoted Richmond and brought the Richmond community together and organizations that had done a lot to improve Richmond by bringing grants to the city, should be able to work in partnership with the city to make it easier for them to do the work they do. He wanted all organizations to have the same consideration where fees were concerned.

Ms. Maharaj stated that the Community Services Division was working with the Interim Director to develop policies and processes to address some of the issues with respect to fee waiver and the partnership and sponsorship process and policies, to be taken to the City Council in the near future. The fees as part of the Master Fee Schedule were to be developed, refined, and made available to organizations and partners that had raised concerns about the fees.

ANNOUNCEMENTS THROUGH THE CHAIR

1. Chair Smith advised that the Next Commission meeting would be held on April 6, 2022 via Zoom.
2. 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.
3. There were no membership changes.

Chair Smith clarified that the RTA Snow Ball event was not just a party but a way to honor outstanding

high school students through a scholarship program. She urged people to donate what they could, which could be done online through the RTA site.

CONSENT CALENDAR

Approve Minutes of the February 2, 2022 Meeting

Motion by Commissioner Kaser to approve the minutes of the February 2, 2022 meeting as submitted, seconded by Vice Chair Havenar-Daughton, and carried unanimously by a voice vote.

DEPARTMENT REPORTS FOR INFORMATION

Public Works: Facilities

Ranjana Maharaj presented the report from Jose Urquilla, Superintendent of Facilities.

Parks & Landscaping Divisions

Greg Hardesty, Superintendent of Parks & Landscaping, provided a verbal and visual report, and responded to questions including an identification of the materials used for irrigation. He described the materials and explained that 99 percent of the City's systems ran off irrigation clocks with watering during the middle of the night.

Commissioner Blakeley asked about the dogs on leash multilingual signs, particularly at Mira Flores Park since someone had been bitten by a dog and there had been no consequences since no signs had been posted. Mr. Hardesty stated that some signs had been installed at Judge Carroll Park and he was working to get at least temporary signs out as soon as possible pending the ability to install permanent signs.

Community Services Division: Recreation and Neighborhood Services

Ranjana Maharaj, Deputy Director, CSD, provided an extensive oral and visual report and responded to comments from the Commission.

Stephanie Ny, CSD staff, provided the Love Your Block update and stated a clean-up focus had been held at Nevin Park in collaboration with Developing Personal Resources Center (DPRC) staff, an event attended by 21 volunteers who had picked up 15 bags of trash, where Urban Tilth had helped with bio swale clean up and planting, and where donations had been received from the Watershed Nursery.

Ms. Ny thanked the Commission for attending the event and also for supporting the Juneteenth Mural and Underpass Renaming Project, which the City Council had approved. She also reported that YES Nature to Neighborhoods had received a Love Your Block mini grant last year and had just finished the mural on the Nicholl Park restrooms, which had been painted by local artists. She reported there was a current grant application for upgrades to Richard J. Boyd Park and meetings with the community had been held. Staff was currently working to draft a diagram for the upgrades to that park.

Ms. Maharaj reminded Commissioners to sign up for the e-newsletter to be apprised of what was happening in the CSD.

PRESENTATIONS: None

AD HOC COMMITTEE STATEMENTS

Sustainability and Climate Responsiveness Committee (Brendan/Catalin/Maryn)

Vice Chair Havenar-Daughton reported that neither he nor Commissioner Kaser had any updates at this time.

Willie Mays' Day Project (Maryn/Eleanor/Joey)

Chair Smith reported that the committee had been meeting weekly and had been making progress on the Willie Mays' Day Project, especially now that the go-ahead had been given by the City Council for both Willie Mays' Day and for renaming the existing diamonds at Nicholl Park. Another meeting on March 4 had been scheduled.

Commissioner Thompson advised that while not yet confirmed the Giants and Mr. Mays had tentatively set the date of May 14, 2022 for the event.

Commissioner Kaser recommended that bike racks be installed at Nicholl Park prior to the event and that any sponsorship be tied into the event.

Associate Commissioner Committee (Maryn/Allison/Joey)

Chair Smith stated that the Associate Commissioner Committee had not met given the time devoted to the Willie Mays' Day Project.

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

Ms. Maharaj advised that a meeting would be scheduled to discuss the two versions of the document that had been submitted to the Committee for discussion.

DISCUSSIONS & ACTION ITEMS

a. COORDINATE Open Conversation on How the City can Support the Native Stewardship of Ookwe Park:

Vice Chair Havenar-Daughton thanked Mr. Hardesty for connecting him with the stakeholders listed and reported he was in the process of getting some availability from those listed and with the friends and the community members of the Sogorea Te' Land Trust to schedule a meeting.

Vice Chair Havenar-Daughton would share the agenda for that meeting when finalized.

- i. Recreation and Parks Commission
- ii. Sogorea Te' Land Trust
- iii. Arts and Culture Commission
- iv. Planning Commission

b. APPROVE a Nomination Request for Memorial Signage to Honor James "Jim" Matzorkis, Former Port Director

Trini Jackson-Lincoln, staff for the Zhoushan Friendship Commission, reported that the Friendship Commission, Councilmember Bates, and business people at the port were very serious about honoring

Jim Matzorkis and had been working hard to come up with ideas. She presented three options for consideration: Option 1, having a sign hang from the Point Potrero entry sign; Option 2, affixing a memorial plaque to the port administration office or nearby on a freestanding podium; and Option 3, a bench. She reported that Option 1 or 2 was preferred. The Friendship Commission would fundraise for funding but wanted to start the application process with the Recreation & Park Commission.

In response to the Chair's concern for the height of the entry gate, Ms. Jackson-Lincoln explained that she had spoken with the Public Works Department and had been given the height and design requirements to avoid creating any safety issues.

The following public comments were offered:

Stanley Li, Chair of the Richmond Zhoushan Sister City Committee, sought the Commission's approval prior to proceeding with size, fixture and other details for the memorial signage.

Chair Smith verified that once the final information was available the Commission would be able to consider the proposal.

Ed Medina, retired Deputy Chief of Police, also a member of the Zhoushan Sister City Committee, appreciated the Commission's review and eventual approval of the signage in memory of Jim Matzorkis.

Vice Mayor Martinez commented that he had traveled to China with Mr. Matzorkis many times and had seen what he had done for the City of Richmond and the port. He noted that Richmond was the only City in the U.S. that was part of the World Tourist Conference, which had put Richmond on the international map. He suggested one option was not enough and recommended two of them, with one sign to replace Point Potrero with *In remembrance of James "Big Jim" Matzorkis, Port Director from 2001 – 2020*, and with a smaller photo relief plaque to inform why Mr. Matzorkis was being honored. He sought the blessing of the Recreation & Park Commission to move ahead and flesh out ideas to present to the Commission.

Commissioner Kaser suggested that naming things about people could potentially be controversial in the future. She asked how the Commission would know whether there were some people who did not support the renaming that had been requested.

On the discussion, it was noted that letters of support or a petition in support of the renaming was usually offered and that type of document support was important, Ms. Jackson-Lincoln explained through "chat" that the process called for notification to the public with a public hearing to be posted and conducted at the City Council approval level subject to the usual noticing requirements.

The Commission recommended the use of available social media outlets, searches, or other means to verify Mr. Matzorkis' history.

Mr. Li expressed his hope to get the process done within the next 60 to 90 days and assured the Commission that the Friendship Commission was obligated to make sure that everyone was satisfied with the recommendation.

Motion by Vice Chair Havenar-Daughton, seconded by Commissioner Kaser to move forward to the next stage with respect to the request for memorial signage to honor James "Jim" Matzorkis, former Port Director, carried unanimously by a voice vote.

c. APPROVE a Request to Convert One Tennis Court to Fixed Pickleball Courts at BTA

Tetteh Kisseh, Recreation Program Coordinator, presented the staff report on the request to convert one tennis court to fixed pickleball courts at Booker T. Anderson, Jr. (BTA) Park tennis courts. He noted that the popularity of pickleball was growing and currently there were two permanent tennis courts at BTA and six pickleball lines embedded into the tennis courts. When pickleball participants were ready to play they had to carry their nets to the courts and back, an inconvenience since the nets were 14 to 50 pounds. He presented a diagram to show where the two permanent pickleball courts had been proposed along with four other courts that could be used as temporary pickleball courts.

Having met with the Southside Plus One Neighborhood Council on February 23, Mr. Kisseh stated the Council had approved the presentation on the condition that the permanent pickleball courts be located closer to the play structure at the park. He noted that Mr. Hardesty had attended a subsequent meeting on February 28 when the Council had restated its request for the placement of the permanent courts on the west side of the tennis courts along with a gate on that side to allow participants to enter the courts. He had reached out to Ms. Drapkin to identify the proposal who had mentioned that the pickleball courts had been preferred at the east end of the tennis courts. Prior to the meeting, he had received an email from Ms. Drapkin to request a reconsideration of the pickleball courts on the east side of the tennis courts. Given that situation, he wanted to return to the Southside Neighborhood Council to verify the location of the permanent pickleball courts, after which he would return the proposal to the Commission for consideration at its April 6, 2022 meeting.

Chair Smith verified that the primary concern was the condition of the court on the side nearest the play structures and concern for people being injured. Also, that an additional gate would be needed if it were to be on the other side, and Mr. Kisseh verified that either way a gate had to be installed.

As to the schedule for resurfacing the court, Mr. Kisseh stated the pickleball association had applied for a grant to do that project and Mr. Hardesty was looking into that. With respect to the cracks on the tennis courts, he noted widespread cracks throughout but would revisit to see if that damage was evenly distributed throughout the tennis courts.

Vice Mayor Martinez acknowledged that both tennis courts at BTA needed resurfacing and the pickleball association had requested that the permanent courts be closer to the main gate, not to the play structure. He asked why two gates were needed now when two gates had not been needed when just dedicated to tennis. He added that pickleball was a sport gaining momentum and the pickleball association was bringing not only enthusiasm but financing to improve the City's parks. He emphasized the need to ensure that all organizations were able to have equal access. He understood that the Richmond Tennis Association paid no fees for the use of city courts while the East Bay Pickleball Association had paid court fees in the amount of \$1,561, which was scheduled to double in cost.

Vice Mayor Martinez also understood that to reserve a city tennis court reservations had to be made with the RTA.

Mr. Kisseh clarified that to reserve a tennis court one would go to or call the CSD reservation office to reserve a tennis court to use. Apart from the tennis courts at Nicholl Park, most courts were open for play to community members. He referred to Lucas and Tiller Parks that were open and where there was no need to reserve the courts for use. Courts had only to be reserved for programs where fees were charged. With respect to fees, he explained that when RTA started a few years back the City had a Memorandum of Understanding (MOU) with them and RTA had not been paying fees because they were resurfacing tennis courts and supporting youth programs, although there were currently considerations of revising the ordinance to make it equitable for every organization and non-profit so that the same services would be provided equitably.

Cordell Hindler, Richmond, urged the Commission to approve the concept for the pickleball courts.

COMMISSIONER LIAISON REPORTS

There were no reports.

COMMISSIONER COMMENTS

Chair Smith stated she had been posting and facilitating the meetings for the Willie Mays' Day Project, had participated and been joined by Commissioners Kaser and Rowden at the Nevin Park clean-up, and had dealt with many emails.

Vice Chair Havenar-Daughton had met with Mr. Hardesty to talk about the various organizations he was working with regarding improvement projects in the Richmond Greenway; had been organizing and coordinating the open conversation with the Sogorea Te' Land Trust; and had been starting the review process with the Love Your Block mini grants and would share the types of projects and programs proposed through that program.

Commissioner Blakeley asked if she should continue to send out the link to Google docs that the Vice Chair had started, and Chair Smith characterized it as a wonderful option that helped to document what was going on. As a result the link would continue to be sent out.

Commissioner Kaser had spent some time helping to paint the mural on the side of the bathrooms at Nicholl Park and had also helped to paint over the graffiti at the skate park; participated in the trash pickup at Nevin Park; reported the Richmond Grows Seed Library had adopted the Rose Garden at John F. Kennedy Park and she had helped work on weeding at the Rose Garden; and hoped to be up to Lucas Park soon since she rode by it on her way to work every day.

Commissioner Thompson continued to work along with staff in the booth at Willie Mays Ball Field and hoped to continue on the planning for Willie Mays' Day; she noted the grass at Shields-Reid Park had not been well maintained; confirmed that the homeless had been moving back into Nevin Park; and urged that the grass be cut and that all the parks be better maintained.

AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

The pickleball request would return on the agenda for the April 6, 2022 meeting.

Commissioner Bana noted that Mr. Oleari, who had earlier expressed concern for the fees being charged at the community centers had expressed a desire to be involved in the process of setting the fees.

Ms. Maharaj explained that few changes could be made to the Master Fee Schedule from the Finance Department because there was little time to do so given the process, which was why the CSD was working on documents to help organizations get a break in fees such as the fee waiver process, and partnership and sponsorship documents, which could help all the organizations that had issues with the fees.

Commissioner Thompson asked that the Vice Mayor check to see if the North Richmond Ball Field and Nevin Park could be better maintained.

Commissioner Kaser referred to the comments from Mr. Oleari who had asked to meet with the Commission and suggested that he be invited to a meeting to help address the concerns he had expressed.

Chair Smith agreed that Mr. Oleari should be invited to the next Commission meeting.

ADJOURNMENT

The meeting adjourned at 8:45 P.M.

Respectfully Submitted,
Anita L. Tucci-Smith
Minutes Clerk

Richmond Recreation & Parks Commission

MINUTES

Wednesday, April 6, 2022 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 6:09 P.M. who led the Pledge of Allegiance.

Chair Smith requested that the Commission embrace a genuine land acknowledgement that the City of Richmond was situated on land that was previously and currently occupied and cared for by First Peoples, the 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. The intent was to relentlessly identify and pursue 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.

ROLL CALL

PRESENT: Joey Smith, Allison Blakeley*, Maryn Hurlbut, Catalin Kaser, and Eleanor Thompson

*Arrived after Roll Call

ABSENT: Brendan Havenar-Daughton (Excused), Aaron Rowden (Excused), Soheila Bana (Excused)

Chair Smith advised that the Commission is one member short of being able to vote but will be able to discuss business and if necessary, a special meeting can be called if urgent votes are needed.

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

AGENDA REVIEW

Ranjana Maharaj, Deputy Director for Community Services - Recreation, advised there is an Amendment to Item 9, Presentation by Darlene Drapkin with East Bay Pickleball Association has been removed and will be discussed under Item 11 (Action Items).

By consent, the agenda was approved as submitted with the Amendment noted by Ms. Maharaj.

OPEN FORUM

Cordell Hindler, Richmond, advised he will be attending the Youth Council Meeting later this month to advise of the vacancy on the Recreation and Park Commission. In addition, Mr. Hindler invited Commissioners to attend the Richmond Rotary Club weekly meeting on May 6th at 12:30 pm at the Richmond Country Club.

Marcia Vallier, with Vallier Design Associates, requested approval from the Commission to install a temporary plaque at Shimada Friendship Park to honor Japanese American Families and dedicated to David Ninomiya, a former Rotary President, with a ceremony planned for April, 2022.

Chair Smith advised that without a quorum, the Commission was unable to vote, however Commissioner Hurlbut expressed her support for the project. Commissioner Kaser stated she would like to get more information on the project. Greg Hardesty, Superintendent of Parks & Landscaping, advised there is support from the Marina Bay Landscaping District.

LaShonda White, Interim Library and Community Services Director, informed that as this item was not on the Agenda, and cannot be further discussed. Chair Smith invited Ms. Vallier to present at the May Commission Meeting and be placed on the May Agenda.

JC Farr, President of the Eastshore Neighborhood Council, inquired about the plans for the Booker T Anderson (BTA) facility. Chair Smith advised work has been done and monthly updates are provided in the staff reports presentations.

ANNOUNCEMENTS THROUGH THE CHAIR

1. Chair Smith advised that the Next Commission meeting would be held on May 4, 2022 via Zoom.
2. 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.
3. There were no membership changes.

Chair Smith encouraged all to donate to the RTA Snow Ball event. Commissioner Hurlbut advised that additional funds have been received by way of donations making the overall total more than \$6,500.

CONSENT CALENDAR

Approve Minutes of the March 2, 2022 Meeting

Commission was unable to approve as a quorum was not in attendance. Commissioner Kaser asked for a correction on her report update and her participation on graffiti removal at the skate park.

DEPARTMENT REPORTS FOR INFORMATION

Public Works: Facilities

Report from Jose Urquilla, Superintendent of Facilities, was provided verbally and visually, and responded to questions from Commissioner Hurlbut as to the Plunge's mural and the repairs needed due to the humidity issues. Mr. Urquilla gave an update on the BTA facility addressing the delays and progress.

Parks & Landscaping Divisions

Greg Hardesty, Superintendent of Parks & Landscaping, provided a verbal and visual report, and responded to questions including the Park Rules and QR code signage. Chair Smith suggested including Spanish on all signage and Commissioner Blakely suggested the use of symbols for clarity. Commissioner Kaser commented on the current bike rack situation at Nicholl Park. Chair Smith questioned the illegal dumping situation and Mr. Hardesty advised of the notification procedures his team uses to address the issues.

Community Services Division: Recreation and Neighborhood Services

Ranjana Maharaj, Deputy Director for Community Service-Recreation, provided an extensive oral and visual report and responded to comments from Commissioner Hurlbut on the promotion of the Willie Mays Event on May 21st and getting it posted on the City Calendar.

Stephanie Ny, CSD staff, provided a presentation and update on Richard J. Boyd Park and the Urban Greening Grant Application. In addition, Ms. Ny presented updates on the North Richmond Mobile Tool Library and a soft launch date of 4/22-23 at the Earth Day Events. Ms. Ny continued with the Love Your Block Mini-Grants for Fiscal Year 2020-2022 and concluded by answering the Commissioner's questions.

PRESENTATIONS

LaShonda White, Interim Director, Library and Community Services Department presented to the Commission a *Draft Fee Waiver Policy and Partnership Policy*. Ms. White advised this information was presented to City Council on March 15th. Ms. White responded to the Commission's questions and encouraged continued feedback.

Commissioner Kaser asked how the fee waiver policy would affect spontaneous gatherings and what would be the process versus planned events. Ms. White noted the important concern, and it will be included in the staff report to City Council.

Commissioner Kaser questioned the process in Richmond for basic table set up requests, as it is more complicated and more expensive than surrounding cities. Ms. White reiterated the need to hear this type of feedback so these could be incorporated into the process going forward.

Chair Smith asked to clarify that paid fees for the use of parks and city facilities goes to the General Fund and none goes into the CSD-Recreation's budget. Ms. Smith asked with regard to partnership policies to ensure fairness, to specify terms for the partnership policies, and provide quarterly updates.

AD HOC COMMITTEE STATEMENTS

Sustainability and Climate Responsiveness Committee (Brendan/Catalin/Maryn)

Commissioner Kaser stated on behalf of Commissioner Havenar-Daughton, that he has made progress but no actual reporting yet. Commissioner Kaser communicated a tree planting partnership is in the works with more information to follow. Ms. Kaser invited all to Earth Day activities on 4/23 at Unity Park from 10:00 am to 2:00 pm and to join the Closing the Greenway Gap Community input sessions at Harbour Eight Park on April 12-14 from 2:00 pm– 6:00 pm.

Willie Mays' Day Project (Maryn/Eleanor/Joey)

Chair Smith provided an update to the Willie Mays Day celebration with the new date of Saturday, May 21st. In addition, there will be a parade, video presentations, and the reveal of the kiosk. Chair Smith shared her excitement for all to attend and enjoy the festivities.

Associate Commissioner Committee (Maryn/Allison/Joey)

Chair Smith stated again that the Associate Commissioner Committee had not met given the time devoted to the Willie Mays' Day Project.

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

Ms. Maharaj advised that a meeting would need to be scheduled with the Mayor's Office Staff to discuss the two versions of the document; however, with much of the focus on the Willie Mays Day, setting a meeting should be picked up after the May 21st event.

DISCUSSIONS & ACTION ITEMS

- a. **COORDINATE** Open Conversation on How the City can Support the Native Stewardship of Ookwe Park:

As Vice Chair Havenar-Daughton was not in attendance, this item was continued until the next meeting.

- b. **APPROVE** a Request to Convert One Tennis Court to Fixed Pickleball Courts at BTA

Tetteh Kisseh, Recreation Supervisor, presented the staff report on the request to convert one tennis court to fixed pickleball courts at Booker T. Anderson, Jr. (BTA) Park tennis courts. This request was presented to the Southside Plus One Neighborhood Council and was conditionally approved provided the courts were located on the West side of the courts. Mr. Kisseh stated that follow up meetings were held on 3/16 and 3/25 but the Southside Plus One Neighborhood Council members were not in attendance at both meetings. He stated that he is submitting a staff recommendation to place the permanent pickleball courts on the East side of the courts.

Commissioner Kaser followed up with questions as to why the recommendation was ultimately in favor of the Pickleball Association and their request for permanent East side courts. Mr. Kisseh stated the decision was made after several attempts to meet with the Southside Plus One Neighborhood Council to hear their recommendations, but they did not attend these scheduled meetings.

JC Farr, President of the Eastshore Neighborhood Council, stated they anticipated a partnership with the Pickleball Association but feels pickleball is taking over their community tennis courts. Mr. Farr stated he would like to take this issue to City Council.

Eduardo Martinez, Vice Mayor of Richmond, spoke to voice his disappointment that people are viewing this as a political issue when it is an issue of equality. He addressed as pickleball players must bring their equipment that it makes sense to have the permanent pickleball courts closer to the street (East side). He expressed his hope that there will be more pickleball courts in Richmond in the future but not at the expense of tennis.

Darlene Rios Drapkin, President of the East Bay Pickleball Association, spoke on being pleased in

making pickleball happen at BTA. Ms. Drapkin stated the reason she wants the pickleball courts closest to the main gate (East side) is due to the many cracks on the courts West side and she hopes in the future they can raise funds for resurfacing to contribute to the neighborhood.

Madalyn Law, President of the Park Plaza Neighborhood Council and Co-Chair of the Southside Plus One Neighborhood Council, spoke of her acceptance of pickleball at BTA and welcomed them by providing two designated courts but felt insulted when it was expressed that the offered courts were cracked. As a result, Ms. Law stated there is frustration that pickleball is pushing the community to the lesser part of the court.

Secretary Blakeley asked questions about resurfacing the courts and the hopes of having a resolution that benefits all parties.

Commissioner Thompson suggested that perhaps the pickleball community and Neighborhood Council should meet again to try and come to a decision that works for all.

Chair Smith reiterated that as the Commission does not have a quorum and cannot vote this evening, that perhaps each side can meet to come to an agreement and is brought to the Commission next month.

Commission Kaser stated she could not support staff's recommendation at this time as the Neighborhood Council opinions are an important part of the process and structure for making decisions.

Ms. Drapkin commented that she has been collaborative with the Neighborhood Council and attended many meetings. As a resident of Richmond, Ms. Drapkin is willing to concede with the Neighborhood Council but is re-thinking in providing East Bay Pickleball Association's support to pickleball in Richmond.

COMMISSIONER LIAISON REPORTS

Secretary Blakeley shared her concern for garbage at many parks, specifically beer bottles and cigarette butts. She will continue to send out the rolling report for other commissioners to share their liaison reports.

COMMISSIONER COMMENTS

Chair Smith , Commissioner Thompson and Commissioner Kaser referenced their previous statements addressed during the Ad Hoc Committee Statements.

AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

The pickleball request would return on the agenda for the May 4, 2022 meeting.

ADJOURNMENT

The meeting adjourned at 9:59 P.M.

Respectfully Submitted,
Christine George
Executive Secretary

Richmond Recreation & Parks Commission

MINUTES

Wednesday, April 20, 2022 6:00 PM (SPECIAL MEETING)



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 6:00 P.M. who led the Pledge of Allegiance.

Chair Smith expressed a genuine acknowledgement of the land which was previously and currently occupied and cared for by First Peoples and wanted to embrace this wisely and respectfully.

ROLL CALL

PRESENT: Joey Smith, Allison Blakeley*, Soheila Bana, Maryn Hurlbut, Catalin Kaser, Aaron Rowden and Eleanor Thompson
*Arrived after Roll Call

ABSENT: Brendan Havenar-Daughton

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

AGENDA REVIEW

Motion by Commissioner Hurlbut to approve the agenda, seconded by Commissioner Thompson, and carried by a voice vote, the agenda was approved as submitted.

OPEN FORUM

Garry Hurlbut, Richmond, expressed disappointment that SnowBall was a virtual event and hoped the event will be an in-person event in the future.

DISCUSSIONS & ACTION ITEMS

- a. **APPROVE** a Request to convert one Tennis Court to fixed Pickleball Courts at BTA

Tetteh Kisseh, Recreation Supervisor, presented the staff report on the request of the East Bay Pickleball Association to convert one tennis court to fixed pickleball courts at Booker T. Anderson, Jr. (BTA) Park.

The request was presented to the Southside Plus One Neighborhood Council and was approved as long as the courts were located on the West side of the courts and not the East side as preferred by Darlene Drapkin from the East Bay Pickleball Association. Follow up zoom meetings with the Southside Plus One Neighborhood Council were conducted in March but due to a lack of quorum, staff proceeded to submit a request to the Recreation and Parks Commission for their approval to install the pickleball courts on the East side of the tennis courts at the 4/6/22 meeting. However, due to lack of quorum at the Recreation and Parks Commission meeting, no vote was taken. Mr. Kisseh, reached out to both Southside Plus One and East Bay Pickleball Association for their reasons and provided a breakdown from each group in the staff report. Mr. Kisseh requested the Commission to provide direction as to the placement of the permanent Pickleball courts.

Commissioner Thompson, asked for clarification on which side has more cracks and Mr. Kisseh stated that while both sides show cracks, the East side, requested by the East Bay Pickleball Association has less cracks.

Commissioner Hurlbut inquired whether the mounted storage on the fence is mobile, to which Mr. Kisseh advised the storage can be moved. In addition, Ms. Hurlbut advised that the Pickleball Association has free reign to hire someone to fix the cracks. It is in her opinion the neighborhood should have preference over where to locate the pickleball courts, as they represent the people in the community that are maintaining the park.

Secretary Blakeley asked if it is possible to repave the courts and solve the issue and Mr. Kisseh advised it would solve the issue. As a result, Ms. Blakeley suggested that the courts be resurfaced.

Commissioner Rowden had questioned the dimensions of the courts and what equipment is being carried to play pickleball. Mr. Rowden also referenced the correspondence from Vice Mayor Martinez that Ms. Drapkin, on behalf of Pickleball Association, is willing to cooperate with the Neighborhood Council's view and should; therefore, be considered by the Commission.

Commissioner Bana asked if there was data as to the number of pickleball participants and for clarification on the vote forthcoming.

Myrtle Braxton clarified that the neighborhood is not against Pickleball but wants to ensure the community has say about what is in their parks.

JC Farr, President of the Eastshore Neighborhood Council, reiterated the desire to have Pickleball at BTA. He later received information that Pickleball was taking over the entire courts and now that Pickleball is agreeing to go to the West side, there should not be a problem.

Garry Hurlbut, President of the Richmond Tennis Association, wanted to express their support of an active and healthy lifestyle whether that is pickleball, soccer, tennis, etc. He further expressed that a grant was submitted but they didn't receive enough funds for BTA. He proposed to the Commission to look at the area by Nystrom School that needs development.

Commissioner Hurlbut presented the motion to have the permanent pickleball court on the West side, as proposed by the Neighborhood Council, seconded by Commissioner Thompson, and carried by a voice vote.

b. APPROVE a Request to temporarily display a plaque at Shimada Friendship Park

Marcia Vallier presented as part of the Miraflores Sustainable Greenbelt Project and Richmond Rotary's Centennial Project, to place a temporary plaque at Shimada Friendship Park.

Jan Brown, former President of the Richmond Rotary, also spoke on the Rotary's Centennial Project to honor David Ninomiya and hopes to have a dedication this Friday (4/22/22) at 10:30 am. at Shimada Park, pending permanent placement at Miraflores Park.

Commissioner Kaser thanked Marcia and Jan for their presentation and stated she recently toured the progress at Miraflores Park and supports the temporary placement at Shimada Park

Commissioner Hurlbut asked for the dimensions of the plaque and who will be handling the placement. Marcia Vallier stated the plaque is 3 ft by 3 ft and 4 inches thick and she has been working with Jose Moreno and Greg Hardesty in the Parks Department.

Secretary Blakeley clarified that only the plaque will be displayed at Shimada Friendship Park and will be moved to Miraflores Park when ready and this was confirmed by Marcia Vallier.

Chair Smith inquired as to who is responsible for the maintenance and per Ms. Vallier, she has been in talks with Greg Hardesty of the Parks Department, who assured her it would be taken care of by the Parks Department and staff. In addition, Chair Smith asked what is the estimated time frame in which the plaque will be at Shimada Park and Ms. Vallier anticipated approximately 2 years and was affirmed by Jan Brown.

Don Lau and Madalyn Law both spoke in support of this development and expressed the hope of keeping the project in the public eye until the anticipated completion in 2025.

Commissioner Hurlbut motioned to allow temporary placement of the plaque at Shimada Friendship Park as outlined in the request until it can be permanently installed at its formal location, seconded by Commissioner Thompson, and carried by a voice vote.

c. REVIEW AND PROVIDE COMMENTS/SUGGESTIONS for the Draft Fee Waiver Policy and Partnership Policy

Ranjana Maharaj, Deputy Director for Community Services-Recreation, reminded the Commission the *Draft Fee Waiver Policy and Partnership Policy* was presented by LaShonda White (Interim Director of Library and Community Services) at the April Commission Meeting. Ms. Maharaj indicated the item will be presented to City Council in May and encouraged the commissions feedback.

Commissioner Rowden expressed his appreciation of the research and consideration put forth in the proposal and looks forward to having a clear standard that will benefit the community and provide the appropriate level in which to waive fees.

Discussion arose as to whether a vote is needed, however Commissioner Hurlbut stated that as the item is not listed as needing approval, it should be placed on the May Commission Agenda (5/4/22). Ms. Maharaj will reach out to LaShonda White asking to present to City Council at their May 17th meeting, which would allow the Recreation and Parks Commission to vote on the item.

ADJOURNMENT

The meeting adjourned at 7:25 P.M.

Respectfully Submitted,
Christine George
Executive Secretary

Recreation and Parks Commission 2022 Meeting Attendance

Commissioner	Term Ending	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Total Absences
Joey Smith	Appt. 5/2/17-10/26/19 Re-appt. 12/3/19-10/26/22	P	P	P	P									0
Brendan Havenar-Daughton	Appt. 11/5/19-10/26/22	E	P	P	E									0
Soheila Bana	Appt. 10/17/17-10/26/19 Re-appt. 3/17/20-10/26/23	P	P	P	E									0
Allison Blakeley	Appt. 12/3/19-10/26/22	P	P	P	P									0
Maryn Hurlbut	Appt. 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/22	P	P	E	P									0
Catalin Kaser	Appt. 6/15/21-4/28/24 Serving unexpired term	P	P	P	P									0
Aaron Rowden	Appt. 10/26/21 – 10/26/24	P	P	P	E									0
Eleanor Thompson	Appt. 7/10/18-10/26/18 Re-appt. 12/4/18-10/26/21	P	P	P	P									0

Legend

P = Present
A = Absent
E = Excused
Absence

Excused absences are:

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



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

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?

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

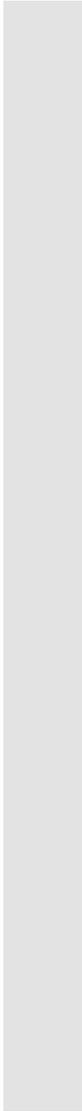
FY2016/17 DISCOUNTS REPORT (NON-CNV CTR)	TOTAL RENTAL AMOUNT	TOTAL DISCOUNTS	TOTAL RECEIVED BY CSD-REC
FY2016/17 TOTALS	\$194,926.14	(\$116,786.53)	\$78,140.01

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:

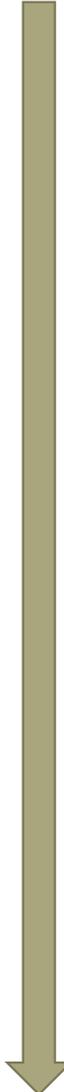
Proposed
Application
Components

- **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

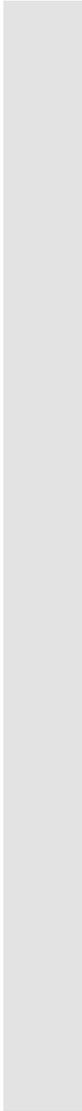
Fee Waiver Policy: Procedures

- 
- 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