



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

**AGENDA**

**Wednesday, November 1, 2023, 6:00 pm**

**Council's Chambers, 440 Civic Center Plaza**

This meeting is held in a building that is accessible to people with disabilities.

**Board Members: Joey Smith, Chair; Aaron Rowden, Vice Chair; Allison Blakeley, Secretary; Vacant, Treasurer**

**Commissioners: Maryn Hurlbut, Catalin Kaser, Dani Lanis, Samantha Torres**

1. **Call to Order** (3 min.)

- Pledge of Allegiance
- Land Acknowledgement

2. **Mission and Roll Call** (2 min.)

3. **Welcome and Meeting Procedures** (2 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 comments 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 and Adoption** (1 min.)

*The order in which items will be heard may be adjusted by Commissioner vote at this time. In addition, items may be removed from or placed on the Consent Calendar at this time. Individual items may be removed from Department Reports for Information for discussion, explanation, or continuance to a future meeting. In addition, the order in which items will be heard may be adjusted at this time.*

5. **Open Forum** (10 min.; 2 min. per speaker)

*Issues brought to the attention of the commission in **Open Forum** cannot result in discussion or action at this meeting. Individuals who would like to address the Recreation and Parks Commission on relevant matters **not** listed on the agenda or on Department Reports for Information items **not** pulled for discussion, may do so at this time.*

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 October 4, 2023 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: Parks & Landscaping and Facilities Divisions – Greg Hardesty
- c. Community Services Division: Recreation and Neighborhood Services – Ranjana Maharaj

9. **Presentations** (15 min.)

- a. NONE

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

- a. Sustainability and Climate Responsiveness Committee (Catalin/Maryn/Allison/Samantha)
- b. Youth & Associate Commissioners Initiatives (Joey/Maryn)

11. **Discussions and Action Items** (20 minutes)

- a. NONE

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

12. **Commissioner Liaison Reports/Comments** (14 min; 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. **Agenda Setting for Next Meeting and Future Topics** (3 min.)

14. **Adjournment** (1 min.)

NEXT MEETING: Wednesday, December 6, 2023, at 6:00 p.m.

*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.*

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](mailto: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.



**CITY OF RICHMOND**  
**Recreation & Parks Commission**  
**MINUTES**

**Wednesday, October 4, 2023, 6:00 PM**  
**440 Civic Center Plaza**

This meeting is held in a building that is accessible to people with disabilities.

**Board Members:** Joey Smith, Chair; Aaron Rowden, Vice Chair; Allison Blakeley, Secretary; Vacant, Treasurer  
**Commissioners:** Maryn Hurlbut, Catalin Kaser, Dani Lanis, Samantha Torres

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Meeting called to order by Chair Joey Smith at 6:05 pm

**ROLL CALL**

**PRESENT:** Joey Smith, Allison Blakeley, Catalin Kaser, Aaron Rowden, and Samantha Torres

**ABSENT:** Maryn Hurlbut (Excused), Dani Lanis (Excused)

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

**AGENDA REVIEW**

Motion by Commissioner Kaser to approve the agenda as presented, seconded by Vice Chair Rowden, and carried unanimously by a voice vote.

**OPEN FORUM**

Email from Cordell Hindler was introduced inviting everyone to the Jenny K. Chamber Mixer on October 18<sup>th</sup> at 8:00 am; in addition, he noticed there has been graffiti on signs at city parks and hopes staff can get rid of the art.

**ANNOUNCEMENTS THROUGH THE CHAIR**

- a.) Chair Smith advised the Next Commission meeting will be held November 1, 2023
- b.) The balance of the Commission Trust Account is \$413.08
- c.) No membership changes

**CONSENT CALENDAR**

Vice Chair Rowden motioned to approve the minutes as written for September 6, 2023, seconded by Commissioner Torres, carried with an agreed voice vote with Commissioner Kaser abstaining, as she was not present for this meeting.

## **DEPARTMENT REPORTS FOR INFORMATION**

### **Parks & Landscaping Division**

Greg Hardesty, Superintendent of Parks and Landscaping, shared a verbal and visual report of the Parks and Landscaping updates, specifically pointing out the continuation of thievery of copper piping at several park restrooms. Commissioner Torres inquired about the status of the security contract approved by council for park restrooms and Mr. Hardesty advised they are waiting for direction.

Ms. Torres further asked about no lights at Shields Reid Park and Mr. Hardesty stated he would investigate. Secretary Blakeley asked for an update on the automatic locking devices for restrooms and Mr. Hardesty stated that the hiring of a security team would eliminate this need and be the best option.

### **Community Services Division – Recreation & Neighborhood Services**

Ranjana Maharaj, Deputy Director of Community Service-Recreation provided a detailed oral and visual report on upcoming and recent Recreation activities. Commissioner Kaser made suggestions on promoting the Snow Ball Scholarship event and Ms. Maharaj shared the schools involvement in nominating participants.

Ms. Maharaj lastly provided an update on the status of Booker T. Anderson Community Center and hopes to have more in the near future on a grand opening date.

## **AD HOC COMMITTEE REPORTS**

### **a.) Sustainability and Climate Responsiveness Committee (Catalin / Maryn / Allison / Samantha)**

No updates provided

### **b.) Youth & Associate Commissioners Initiative (Joey / Maryn)**

No updates provided

## **COMMISSIONER LIAISON REPORTS**

Secretary Blakeley attended a workshop for Green Schoolyards Grants; she reached out to Urban Tilth to ask for volunteers to join FRESHIR subcommittee; and participated in Coastal Clean-Up.

Commissioner Kaser shared the success of the North and East Neighborhood Picnic event that took place at Burg Park.

Commissioner Torres meet with Marcia Vallier on soccer field usage; she provided an update on Shields Reid Park soccer access; and she will be attending the Joint Powers Agreement stakeholder meeting for Gilman Fields on October 25 at 5:00 pm via zoom.

Chair Smith has visited Boorman Park and Stewart Park; she has noticed at Civic Center Plaza an increase of unhoused individuals laying throughout the area.

Councilmember Robinson provided an update on the MLK scoreboard repair with the anticipation of having it fully operational by the end of October.

LaShonda White, Deputy City Manager for Community Services shared an update on the Joint Use Agreement with the WCCUSD for field usage as it remains in process. In addition, Ms. White confirmed

that City Council voted to approve a contract to pay for security at park public restrooms and is currently with the Public Works Department for processing.

**ADJOURNMENT**

The meeting adjourned at 7:25 pm

Respectfully Submitted,  
Christine George  
Executive Secretary

## Recreation and Parks Commission 2023 Meeting Attendance

	Term	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	May Special 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Total Absences
Joey Smith	Appt.: 5/2/17-10/26/19 Re-appt. 12/3/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	P	P	P	P	P	P	P	P	P	P			0
Allison Blakeley	Appt.: 12/3/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	P	P	P	A	P	P	P	P	P	P			1
Maryn Hurlbut	Appt.: 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	P	P	E	E	E	E	E	E	E	E			8
Catalin Kaser	Appt.: 6/15/21-4/28/24	P	P	P	P	P	A	P	P	P	E	P			2
Dani Lanis	Appt.: 2/21/23-10/26/26			P	P	P	P	P	P	P	P	E			1
Aaron Rowden	Appt.: 10/26/21-10/26/24	E	A	P	P	A	P	A	A	P	P	P			5
Samantha Torres	Appt.: 12/20/22 - 10/26/25	A	P	P	P	P	P	P	P	P	P	P			1

**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.