



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, April 3, 2024, 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; Allison Blakeley, Vice Chair; Samantha Torres, Secretary; Maryn Hurlbut, Treasurer
Commissioners: Catalin Kaser, Dani Lanis, Aaron Rowden

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 March 6, 2024 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
- b. Community Services Division: Recreation and Neighborhood Services – Ranjana Maharaj

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

- a. Update on Soccer Field Construction

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

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

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

- a. Richmond Parks Master Plan Checklist Update

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, May 1, 2024, 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 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, March 6, 2024, 6:00 PM
440 Civic Center Plaza

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting called to order by Chair Joey Smith at 6:03 pm

ROLL CALL

PRESENT: Joey Smith, Allison Blakeley, Samantha Torres, Catalin Kaser, and Dani Lanis

ABSENT: Maryn Hurlbut (Excused), Aaron Rowden (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 Secretary Torres, and carried unanimously by a voice vote.

OPEN FORUM

None

ANNOUNCEMENTS THROUGH THE CHAIR

- a.) Chair Smith advised the Next Commission meeting will be held April 3, 2024
- b.) Brown Act Training will be held on March 28, 2024, via Zoom
- c.) The balance of the Commission Trust Account is \$413.08
- d.) No membership changes

CONSENT CALENDAR

Commissioner Kaser voted to approve the minutes correcting the typing error for the March 6, 2024, meeting, seconded by Vice Chair Blakeley, carried with an agreed voice vote.

DEPARTMENT REPORTS FOR INFORMATION

Parks & Landscaping Division

Tawfic Halaby, Deputy Director of Public Works, introduced Tyrone Nesbit, Supervisor in the Parks & Maintenance Division, who shared a verbal and visual report on updates throughout the city, including the concerns expressed at the February meeting as to the automatic sprinklers and the standards for

repaving of city courts.

Vice Chair Blakeley asked for an update on signage that has been requested, specifically for signs to address the dogs must be on a leash at Mira Flores Park. Mr. Nesbit stated he was unaware but would reach out to the sign vendor. Chair Smith clarified that the need is to have signs written in both English and Spanish for clarity. Vice Chair Blakeley also mentioned the idea of a QR Code provided to assist in reporting and understanding.

Community Services Division – Recreation & Neighborhood Services

Ranjana Maharaj, Deputy Director for Community Services-Recreation, provided a detailed oral and visual report on upcoming and recent Recreation activities.

In addition, there was a video shared on the Richmond Youth Outdoors activities from 2023, that was grant funded as part of the California Outdoor Equity program. Ms. Maharaj shared staff is currently planning for the 2024 activities.

PRESENTATIONS

a) RECEIVE an Update on the Marina Bay Farmers Market

Councilmember Gayle McLaughlin presented an update on the plans for the current Farmers Market on Barrett Ave and the exciting new location in the Marina Bay area on Sundays. Ms. McLaughlin, along with Councilmember Robinson and LaShonda White, Deputy City Manager for Community Services answered questions and received future suggestions from the Commission.

AD HOC COMMITTEE REPORTS

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

Vice Chair Blakeley stated she has taken pictures for the tree list and is currently looking for someone with knowledge on setting up a web-site.

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

No updates provided

DISCUSSION AND ACTION ITEMS

a.) Richmond Parks Master Plan Checklist Update

Chair Smith shared with Mr. Nesbit the previous request to have dates recorded on the Parks Master Plan to provide clarity going forward and Mr. Nesbit agreed.

COMMISSIONER LIAISON REPORTS

Councilmember Robinson provided an update from the Urban Forrest Advisory Committee as they have updated the tree listing including native plants and native trees. She extended an invitation to Vice Chair Blakeley to attend their meetings held every 3rd Monday in the Richmond Room at 6:00 pm. In addition, Ms. Robinson shared that there have been many new lifeguards hired with the hopes to expand the Aquatic programs. Lastly, she shared there will be an opportunity to discuss at the next City Council meeting on March 12, 2023, as to the recommendations of the Parks and Field Assessments.

Chair Smith participated in the Lunar New Year Celebration as well as former Mayor Irma Anderson's memorials. Ms. Smith also attended the Iron Triangle Neighborhood Council meetings and the Black History Month Celebration and she continues to check her parks.

Vice Chair Blakeley attended the Invision Contra Costa 2040 meeting and spoke with those involved in their sustainability and climate situation and hopes to attend more of their meetings.

Secretary Torres provided an update on the Joint Use Agreement (JPA) at Tom Bates Sports Complex with Richmond getting more access to field time and the club soccer updates with the need to invest in youth soccer as Copa America and the World Cup are coming soon which will increase participation by our youth.

Commissioner Kaser had a question on the Park RX Day and Ms. Maharaj advised it will take place April 27th. Ms. Kaser asked the Commission to discuss ways in which they can recruit in each Richmond neighborhood so all are presented on the panel of the Recreation & Parks Commission.

Commissioner Lanis attended the MLK Day of service on the Greenway with his family and updated that Dirt World has made much progress despite some delays last year. Mr. Lanis shared what he recently learned from a quarterly report from Contra Costa Transportation Authority of many new connective projects that will be linking parks for those on bikes and beyond.

Chair Smith reminded everyone to attend the Brown Act Training on March 28th via zoom.

ADJOURNMENT

The meeting adjourned at 8:12 pm

Respectfully Submitted,
Christine George
Executive Assistant

**Recreation and Parks Commission
2024 Meeting Attendance**

	Term	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	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										0
Allison Blakeley	Appt.: 12/3/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	P	P										0
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	E	E										2
Catalin Kaser	Appt.: 6/15/21-4/28/24	P	P	P										0
Dani Lanis	Appt.: 2/21/23-10/26/26	P	E	P										1
Aaron Rowden	Appt.: 10/26/21-10/26/24	A	P	E										2
Samantha Torres	Appt.: 12/20/22 – 10/26/25	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.