



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

**Wednesday, May 1, 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:** 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 April 3, 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
  - Richmond Parks Master Plan Checklist Update
- b. 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 (Maryn/Allison/Samantha)
- b. Youth & Associate Commissioners Initiatives (Joey/Maryn)

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

- a. Re-name the Virginia Playlot – Luther Evans

*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, June 5, 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](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, April 3, 2024, 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; 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 6:00 pm

**ROLL CALL**

PRESENT: Joey Smith, Allison Blakeley, Maryn Hurlbut, Catalin Kaser, and Aaron Rowden

ABSENT: Dani Lanis (Excused), Samantha Torres, (Excused)

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

**AGENDA REVIEW**

Motion by Treasurer Hurlbut to approve the agenda as presented, seconded by Commissioner Kaser, 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 May 1, 2024
- b.) The balance of the Commission Trust Account is \$413.08
- c.) No membership changes

**CONSENT CALENDAR**

Vice Chair Blakeley motioned to approve the minutes correcting the typing error for the March 6, 2024, meeting, seconded by Commissioner Kaser, carried with an agreed voice vote with Treasurer Hurlbut and Commissioner Rowden abstaining.

**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 and responded to the commission's questions and concerns.

Tawfic Halaby, Deputy Director of Public Works, shared a sample photo showing the edits made to the current supply of park signage to include a QR code, with both English and Spanish translations of the Richmond Municipal Codes, along with sticker icons being placed at all park entrances.

Mr. Hardesty will continue to update the Master Parks Plan to include completion dates and will share at the next meeting.

**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.

**PRESENTATIONS**

**a) RECEIVE an Update on the Field Assessment for Soccer and Courts**

Marcia Vallier from CSW ST2, presented an update on the Richmond Field Assessment that was previously offered to City Council and she answered several questions from the panel.

**AD HOC COMMITTEE REPORTS**

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

Vice Chair Blakeley stated she did attend the Urban Forestry Advisory Committee meeting and shared their desire to be informed on tree maintenance within the city, specifically as to tree removal data, in which she provided them Mr. Hardesty’s contact information.

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

No updates provided; Ms. Maharaj will reach out to Guadalupe Morales to move this item forward.

**DISCUSSION AND ACTION ITEMS**

**a.) Richmond Parks Master Plan Checklist Update**

Mr. Hardesty, as previously discussed, will continue to work on the *Existing Parks Needs Summary Table* by providing completion dates.

**COMMISSIONER LIAISON REPORTS**

Vice Chair Blakeley reiterated that she attended the Urban Forestry Advisory Committee and has been working with some of their members on fire safety issues.

Commissioner Kaser shared that this will be her last meeting as her term is expiring, as well as she has taken employment with the City of Richmond which does not allow her to extend her term.

Commissioner Rowden took part in the Victory 5k in Richmond and enjoyed his run through the cities many neighborhood parks.

Chair Smith visited with the Sisters in Solidarity to provide information on the recreation and park areas and attended the closing of the African Diaspora exhibits at the Richmond Art Center.

Ms. Maharaj shared the Marina Bay Farmers Market will take place this Sunday (4/7/2024). In addition, she shared the Community Budget Meetings are coming soon and she encouraged the commissioners to attend. (Flyers will be shared to provide all the details and information.)

**ADJOURNMENT**

The meeting adjourned at 7:40 pm

Respectfully Submitted,  
Christine George  
Executive Assistant

# City of Richmond

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

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

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

BLUE DENOTES ADDITIONAL PROCEDURAL OR EXPLANATORY NOTES

### STATEMENT OF POLICY AND GUIDELINES:

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

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

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

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

### STEP 2 - CLASSIFICATION OF REQUEST *(Check of the following):*

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

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

Applicant Name: Floria Evans (Luther Evans - Son) Requestor  
 Street: 334 S 18<sup>th</sup> Street  
 City, State, Zip: Richmond, Ca 94804  
 Phone: home (510) 253-9021, cell \_\_\_\_\_ office \_\_\_\_\_  
 Best time to reach: Anytime  
 E-mail: \_\_\_\_\_

- Location of request (be specific if within a park or existing facility): 18<sup>th</sup> Street Playlot (corner of 18<sup>th</sup> St + Virginia)
- Specific area or room within the park or facility (if appropriate): \_\_\_\_\_

**Rationale:**

Recognition of Floria Evans who is currently 105 years old. She has lived at that residence above 65 years and a resident of the City of Richmond 80+ years. In honor of her age, and the length of time as a city of Richmond resident, her children, eight living out of eleven would like to name, rename the park in her name, "Floria Evans" park.

**Wording for Plaque:**

Floria Evans Park

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

1. Complete a petition of the residential and business owners on the street where the proposed name change is requested with names and signatures.
2. Submit to:  
 Via Email: [recreation@cl.richmond.ca.us](mailto:recreation@cl.richmond.ca.us)  
 Via Mail: Community Services-Recreation, 3230 Macdonald Avenue, Richmond, CA 94804

Date of Submission 4-2-24 Signature of Requestor Luther Evans

Once a request is received by the Community Services-Recreation Division, your request will be reviewed for further consideration. Any request for a new park, capital improvements to any facility, and a name change for any facility will be discussed with the Police, Fire, Public Works, Planning and any other departments that may be necessary. The City of Richmond's Municipal Code will be checked for compliance before further processing.

Upon recommendation by Department Heads, the request will be submitted for review and approval by the Recreation & Parks Commission. Upon their approval, the request will then require City Council approval before final actions can be taken.

## **APPLICANT - COMPLETE THE FOLLOWING STEPS AFTER SUBMITTING THE ABOVE APPLICATION**

### **STEP 5- PRESENTATION TO RECREATION AND PARKS COMMISSION:**

1. Present your request to your local Neighborhood Council. Ask for a vote of approval and letter from them. For a contact list of Neighborhood Councils, click on the below link:  
<https://docs.google.com/document/d/1fJR4eTJzDSCbD83t5UCpANKfRA5VtoZgY7d9Z5eYxGo/edit>  
 Conduct a walk through with the Parks and Landscaping Division staff at the desired site, if applicable to a park facility.
2. Submit the approval letter of support from your local Neighborhood Council to Community Services-Recreation to request a date to present to the Recreation and Parks Commission: Via email at [Recreation@ci.richmond.ca.us](mailto:Recreation@ci.richmond.ca.us) OR drop off at Community Services-Recreation's Registration Office at 3230 Macdonald Avenue, Richmond, CA. To contact the Registration Office, call (510) 620-6793.
3. Acquire sponsorship of a City Official or City Department.

### **STEP 6 – RESOLUTION OF INTENT:**

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

This action is taken in order to:

- o Notice residents, businesses, and property owners of the **Resolution of Intent** and **Public Hearing** date (Note: All costs incurred for postage shall be the burden of the individual group or organization submitting the proposed name.)
- o Notify the postmaster and/or all local post offices of **Resolution of Intent** and **Public Hearing**
- o Consult with City Clerk to determine a date for the **Public Hearing** and request public notice disseminated **10 days prior** to the scheduled **Public Hearing**
- o Request a response from Richmond Police Department and Richmond Fire Department about possible safety issues that may arise due to the proposed name change
- o Request a response and cost analysis from Public Works

Attachments needed for this Agenda Item

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

Date of Public Hearing: \_\_\_\_\_

**STEP 7 – PUBLIC HEARING:**

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

This action is taken in order to:

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

Attachments needed for this Agenda Item

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

Outcome of Hearing: \_\_\_\_\_ **APPROVED / DENIED** \_\_\_\_\_

**STEP 8 – FINAL STEPS WITH PUBLIC WORKS:**

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

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



# Coronado Neighborhood Council

1501 Florida Avenue / Richmond, Ca. 94804

510.253.8712

27 March 2024

Richmond Parks and Recreation  
3230 MacDonald Ave  
Richmond, CA 94804

To Whom It May Concern:

We, the Coronado Neighborhood Council, unanimously agree and request to name the 18<sup>th</sup> St Park on the corner of So. 18<sup>th</sup> St and Virginia Ave in honor of Mrs Flora Evans who will be 106 years old on 10 August 2024. Mrs Evans has lived and worked in the Coronado Neighborhood for over 80 years and we would be proud to name the park in her honor.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Joe L. Fisher', is written over a horizontal line.

Joe L. Fisher, President  
Coronado Neighborhood Council

27 March 2024

Richmond Parks and Recreation  
3230 MacDonald Ave  
Richmond, CA 94804

To Whom It May Concern:

We, Mr Joe Lee and Maxine Fisher, are requesting to name the 18<sup>th</sup> St Park on the corner of So. 18<sup>th</sup> St and Virginia Ave in honor of Mrs Flora Evans who will be 106 years old on 10 August 2024. Mrs Evans has lived and worked in the Coronado Neighborhood for over 80 years and we would be proud to name the park in her honor.

Respectfully Submitted,

*Joe L. & Maxine Fisher*

Joe L. & Maxine Fisher  
212 So. 17<sup>th</sup> St  
Richmond, CA 94804

## 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	P									0
Allison Blakeley	Appt.: 12/3/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	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	P									2
Dani Lanis	Appt.: 2/21/23–10/26/26	P	E	P	E									2
Aaron Rowden	Appt.: 10/26/21-10/26/24	A	P	E	P									2
Samantha Torres	Appt.: 12/20/22 – 10/26/25	P	P	P	E									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.