



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

**Wednesday, November 5, 2025, 6:00 pm**  
**Councils Chambers, 440 Civic Center Plaza**

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

**Board Members:** Joey D. Smith, Chair; VACANT, Vice Chair; Samantha Torres, Secretary; Maryn Hurlbut, Treasurer  
**Commissioners:** Jennifer Koscielniak, Jan Mignone, Michael Warren  
**Staff Liaison:** Ranjana Maharaj, Deputy Director for Community Services-Recreation

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 Commission 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 8, 2025 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: Parks & Landscaping and Facilities Divisions – Jason Lacey, Parks and Landscaping Superintendent
    - Richmond Parks Master Plan Checklist Update
  - b. Community Services-Recreation: Recreation and Neighborhood Services – Ranjana Maharaj, Deputy Director, Community Services-Recreation
9. **Presentations** (10 min.)
  - a. None
10. **Ad Hoc Committee Reports** (20 min.)
  - a. Sustainability and Climate Responsiveness Committee (Maryn/Samantha)
  - b. Youth & Associate Commissioners Initiatives (Joey/Maryn)
  - c. Parks Amenities List Updates (Maryn/Samantha/Jennifer)
11. **Discussions and Action Items** (20 minutes)  
*Following discussion of each item, the Commission may vote to make recommendations to Commissioners, staff and/or to the City Council.*
  - a. Election of Officers for the Recreation & Parks Commission
  - b. Receive update on request to reduce the Commission membership
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 3, 2025, 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 Community Services-Recreation 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 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. Community Services-Recreation 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 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**  
**SPECIAL MEETING MINUTES**

**Wednesday, October 8, 2025, 6:00 PM**

**Richmond Recreation Complex – 3230 Macdonald Ave. – Social Hall**

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

Board Members: Joey Smith, Chair; VACANT, Vice Chair; Samantha Torres, Secretary; Maryn Hurlbut, Treasurer  
Commissioners: Jennifer Koscielniak, Michael Warren  
Staff Liaison: Ranjana Maharaj, Deputy Director for Community Services-Recreation

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Meeting called to order by Chair Joey Smith at 6:00 pm

**ROLL CALL**

PRESENT: Joey Smith, Samantha Torres, Maryn Hurlbut, Jennifer Koscielniak, and Michael Warren

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 Secretary Torres, and carried unanimously by a voice vote.

**OPEN FORUM**

- Garry Hurlbut spoke regarding the Richmond Tennis program and their accomplishments specifically in the youth community.
- Maryn Hurlbut thanked former Commissioner Allison Blakeley for her service while on the Recreation & Parks Commission.
- Samantha Torres shared the MLK field has been damaged for eight weeks and while is in need of repairs.

**ANNOUNCEMENTS THROUGH THE CHAIR**

- a.) Chair Smith advised the Next Commission meeting will be held November 5, 2025, and shared that until the Recreation & Parks Commission has full membership both herself and Commissioner Hurlbut will remain on the panel to ensure quorum is met.
- b.) The balance of the Commission Trust Account is \$413.08
- c.) Chair Smith welcomed both Commissioners Jennifer Koscielniak and Michael Warren, who briefly provided an introduction and their interests in the community.

**CONSENT CALENDAR**

Treasurer Hurlbut motioned to approve the minutes for the June 5, 2024, meeting, seconded by Commissioner Warren, carried with an agreed voice vote with Commissioners Koscielniak and Warren abstaining.

## **DEPARTMENT REPORTS FOR INFORMATION**

### **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.

Treasurer Hurlbut asked to schedule a meeting to discuss the Snowball event and Ms. Maharaj will contact Recreation Supervisor Kymberlyn Carson-Thrower to coordinate. In addition, Secretary Torres questioned the current Parks Amenities listing and Ms. Maharaj will inquire with the Parks Department for updates.

Further discussion involved creating an Ad Hoc committee for the Park Amenities List updates to include Commissioner's Hurlbut, Torres and Koscielniak.

## **DISCUSSION AND ACTION ITEMS**

### **a.) APPROVE Memorial Bench for Pia Angela Göktürk (Approved by City Council November 19, 2024)**

Ms. Maharaj advised this item was already approved by City Council and installed by the Parks Department, as the Recreation & Parks Commission was unable to hold a meeting due to quorum so this item remained on the agenda for information purposes only.

### **b.) NOMINATE Committee for Election of Officers**

After discussion, the nomination committee will include Maryn, Samantha, Jennifer and Michael with the following nominations being submitted for Samantha Torres as Chair; Jennifer Koscielniak as Vice Chair; and Michael Warren as Secretary and Treasurer and will be sent to all members, including the newly appointed Commissioner Jan Mignone.

### **c.) DISCUSS reducing the membership seats for the Recreation & Park Commission**

There was an open discussion to have the Recreation & Parks Commission current panel of nine (9) be reduced to match the City Council seats by representing the seven (7) districts to maintain quorum.

Commissioner Hurlbut recommended not reducing the number of seats but changing the bylaws definition of quorum to count only the filled seats on the commission.

Ms. Maharaj will follow up with the Mayor's office for further direction.

## **COMMISSIONER LIAISON REPORTS**

Commissioners shared brief updates and are excited to get the Recreation & Parks Commission back to their regularly scheduled meetings.

## **ADJOURNMENT**

The meeting adjourned at 7:43 pm

Respectfully Submitted,  
Christine George  
Executive Assistant

## Recreation and Parks Commission 2025 Meeting Attendance

	Term	Jan 2025	Feb 2025	Mar 2025	April 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025	Oct 2025 (SM)	Nov 2025	Dec 2025	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			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			0
Samantha Torres	Appt.: 12/20/22 – 10/26/25	-	-	-	-	-	-	-	-	-	-	P			0
Michael Warren	Appt: 8/19/25 – 10/26/28									-	-	P			0
Jennifer Koscielniak	Appt: 9/22/25 – 10/26/26										-	P			0
Jan Mignone	Appt: 10/07/25 – 10/26/28														0

**Legend**

**P** = Present  
**A** = Absent  
**E** = Excused Absence  
**-** = No Meeting  
**SM** = Special Meeting

**Excused absences are:**

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