



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

**Wednesday, December 3, 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:** Chair, Jan Mignone; Vice Chair, Samantha Torres, Secretary, Jennifer Koscielniak; Treasurer, Mike Warren  
**Commissioners:** Joey Smith, Maryn Hurlbut  
**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 November 5, 2025 Meeting

8. **Department Reports for Information** (10 min.)

*Unless items are 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.)

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. DISCUSSION regarding the Commission membership seats and defining quorum as stated in the Handbook of Boards and Commissions

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, January 14, 2026, 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**  
**MEETING MINUTES**  
**Wednesday, November 5, 2025, 6:00 PM**  
**440 Civic Center Plaza – Council Chambers**

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Board Members: Joey 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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Meeting called to order by Chair Joey Smith at 6:04 pm

**ROLL CALL**

PRESENT: Joey Smith, Samantha Torres, Maryn Hurlbut, Jennifer Koscielniak, Jan Mignone 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 Commissioner Mignone, and carried unanimously by a voice vote.

**OPEN FORUM**

- Cordell Hindler shared he attended the Youth Council meeting and encouraged them to join the Recreation & Parks Commission, and he invited all to the Contra Costa Mayor's Conference on December 4<sup>th</sup> at the Pinole Senior Center at 6:30 pm at a cost of \$70 per person.
- Garry Hurlbut spoke regarding the Richmond Tennis program and their recent successful activities and shared that the light source at Nicholl Park has been vandalized, however, the Parks Department is working on the issue.

**ANNOUNCEMENTS THROUGH THE CHAIR**

- a.) Chair Smith advised the Next Commission meeting will be held December 3, 2025
- b.) The balance of the Commission Trust Account is \$413.08
- c.) Chair Smith welcomed Commissioner Jan Mignone, appointed on October 7, 2025

**CONSENT CALENDAR**

Treasurer Hurlbut motioned to approve the minutes for the October 8, 2025 Special Meeting, seconded by Secretary Torres, carried with an agreed voice vote with Commissioner Mignone abstaining.

**DEPARTMENT REPORTS FOR INFORMATION**

**Parks & Landscaping Division**

Jason Lacey, Parks & Landscape Superintendent, along with Alex White, Parks Supervisor, shared an overview of the structure, staffing and current capacity within the Department, as there have been many changes. In addition, Mr. Lacey discussed updates to the Parks Master Plan and fielded questions from the Commission.

## **Community Services– Recreation**

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

### **AD HOC COMMITTEE REPORTS**

#### **a.) Sustainability and Climate Responsiveness**

Per Commissioner Torres, there are no updates

#### **b.) Youth & Associate Commissioners Initiatives**

Per Chair Smith, no official meeting but members are reaching out to the community

#### **c.) Parks Amenities Lists Updates**

Per Commissioner Hurlbut, she has reached out to Commissioners for their preference on their responsible areas with some park assignments to be filled when more members are added to the commission.

### **DISCUSSION AND ACTION ITEMS**

#### **a.) ELECTION of Officers for the Recreation & Parks Commission**

Candidates Mignone and Torres briefly voiced their reasons to be elected as Chair. This was followed by a voice vote with those in favor of Commissioner Jan Mignone to be Hurlbut, Koscielniak, Mignone and Warren; Commissioner Torres voted for herself; and Chair Smith did not vote.

Vice Chair, candidates Koscielniak and Torres shared the details of holding this position. This was followed by a unanimous voice vote in favor of Commissioner Torres with Chair Smith not voting.

Secretary position received one nomination for Commissioner Koscielniak with no objections.

Treasurer office received one nomination for Commissioner Warren with no objections.

#### **b.) RECEIVE update on request to reduce the Commission membership**

Ms. Ranjana provided an update as to the nine (9) members seats of the Recreation & Parks Commission and changing the membership to seven (7) to help maintain quorum. She advised she has reached out to the Mayor's Office to suggest a reduction and received positive feedback and hopes to have more information soon.

Commissioner Hurlbut shared that reducing the membership would add more responsibilities to each commissioner and suggested there be more outreach to the community. In addition, she suggested changing the bylaws definition of quorum to count only the filled seats on the commission.

Ms. Maharaj stated the quorum definition has been confirmed by the City Clerk's Office to include vacant seats and Commissioner Hurlbut motioned to change the Recreation & Parks Commission by-laws to have the quorum definition changed and seconded by Commissioner Warren.

Due to discussions and uncertainties regarding the by-laws, it was unanimously decided to have further deliberation after staff circulates the by-laws for review.

### **COMMISSIONER LIAISON REPORTS**

Commissioner Smith asked the Park Department to address the flooding at Stewart Playlot as this is a continuous issue during the rainy season.

Commissioner Hurlbut shared that Youth Works has food cards to be given to those who qualify with food insecurities due to the government shutdown.

Commissioner Torres reached out to the community via social media on the renovations at Shields Reids Park and that Lucas Park is having a picnic event on Saturday, November 9, from 11am to 2pm. In addition, she shared the field use policy with Kennedy High and the school district has been updated to provide residents with priority for reservations.

Commissioner Warren appreciated the landscaping clean up at Tiller Park but voiced concern that Humbolt Park is currently overtaken by the unhoused and needs attention. In addition, he shared the need to have water fountains at our fields/parks locations to better serve the community and Mr. Lacey agreed but this is a cost challenge in which they are looking for ways to make this happen going forward.

**ADJOURNMENT**

The meeting adjourned at 8:12 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	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	P		0
Samantha Torres	Appt.: 12/20/22 – 10/26/25	-	-	-	-	-	-	-	-	-	-	P	P		0
Michael Warren	Appt: 8/19/25 – 10/26/28									-	-	P	P		0
Jennifer Koscielniak	Appt: 9/22/25 – 10/26/26										-	P	P		0
Jan Mignone	Appt: 10/07/25 – 10/26/28												P		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.