



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 or submitted by phone at 510-620-6950. Requests will be granted whenever possible and resolved in favor of accessibility.