



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, January 14, 2026, 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, Jake Rogers
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 December 3, 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
- b. Community Services-Recreation: Recreation and Neighborhood Services – Ranjana Maharaj, Deputy Director, Community Services-Recreation

9. **Presentations** (10 min.)

None

10. **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.

11. **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. The meeting adjourns at 8:30 PM. The meeting may be extended by a majority vote of the commissioners.

12. **Agenda Setting for Next Meeting and Future Topics** (3 min.)

13. **Adjournment** (1 min.)

NEXT MEETING: Wednesday, February 4, 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.



CITY OF RICHMOND
Recreation & Parks Commission
MEETING MINUTES
Wednesday, December 3, 2025, 6:00 PM
440 Civic Center Plaza – Council Chambers

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

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting called to order by Chair Jan Mignone at 6:01 pm

ROLL CALL

PRESENT: Jan Mignone, Samantha Torres, Jennifer Koscielniak, Mike Warren, Maryn Hurlbut and Joey Smith

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

AGENDA REVIEW

Motion by Commissioner Hurlbut to approve the agenda as presented, seconded by Secretary Koscielniak, and carried unanimously by a voice vote.

OPEN FORUM

- Laura G. shared concerns at Humphrey Playlot due to poor maintenance, illegal dumping and a lack of lighting which causes safety concerns. In addition, she would like to see a play structure for children for those under 5 years of age.
- Susana M. spoke on Humphrey Playlot safety concerns and the constant flooding.
- Camilla G. addressed the issues at Humphrey Playlot with the hope of getting support in maintaining it as there is graffiti, littering and a play structure that is outdated making the location feel unsafe. In addition, there is flooding during the rainy season making it unusable and hazardous.
- Hilda N. shared Humphrey Playlot needs immediate restoration, and the play structure is damaged with flooding that remains for months during rainy times and had happened for years.
- Kendall J. discussed the urgency of park equity and public health in Richmond parks and looks forward to presenting it to the Commission at a future meeting on this issue.
- Garry Hurlbut spoke regarding the Richmond Tennis Association programs and their continued successes within the community and beyond. In addition, he shared that along with the Parks Department are working to resurface the courts at Nicholl Park with a USTA grant.

ANNOUNCEMENTS THROUGH THE CHAIR

- a.) Chair Mignone advised the Next Commission meeting will be held January 14, 2026
- b.) The balance of the Commission Trust Account is \$413.08

CONSENT CALENDAR

Commissioner Hurlbut motioned to approve the minutes for the November 5, 2025 meeting, seconded by Secretary Koscielniak, carried with an agreed voice vote.

DEPARTMENT REPORTS FOR INFORMATION

Parks & Landscaping Division

Jason Lacey, Parks & Landscape Superintendent, along with Alex White and Jose Moreno, Parks Supervisors, who shared verbal updates.

Commissioner Hurlbut asked to address the Humphrey Playlot issues as shared by the community during Open Forum. Mr. Lacey stated some of the issues are a law enforcement issue, but Parks Department will go out to address the safety issues. As for the flooding concerns, this is a Capitol Improvements Project (CIP) that will need to be addressed once a parks assessment is completed.

Commissioner Smith asked for a priority list as to what needs attention from staff's perspective to work together with the Commission to provide proper recommendations for the City Council.

Vice Chair Torres and Commissioner Smith asked for updates on lighting concerns and Mr. Lacey again advised there is currently a parks assessment underway which includes addressing the lighting issues and he will provide more information once this data is received.

Commissioner Hurlbut asked for the Centennial Fountain drainage system to be added to a "punch list" and asked for a "punch list" report in the future. Mr. Lacey shared the process of how the public can create a work order via the city's website and encouraged the commission to email him directly with issues or concerns.

Community Services– Recreation

Ranjana Maharaj, Deputy Director for Community Services-Recreation, along with Recreation's Senior Management Team, Robby Roller, Troy Porter, Tetchh Kisseh and Stephanie Ny, provided detailed oral and visual reports on upcoming and recent Recreation activities.

AD HOC COMMITTEE REPORTS

- a.) Sustainability and Climate Responsiveness
- b.) Youth & Associate Commissioner Initiatives
- c.) Parks Amenities Lists Updates

Per Commissioner Hurlbut, she confirmed there are no reports as to all Ad Hoc Committees. As a result, Commissioner Hurlbut motioned to remove the Ad Hoc committee reports from the agenda until they are reassessed, seconded by Commissioner Smith, and carried with a unanimous voice vote.

DISCUSSION AND ACTION ITEMS

a.) RECEIVE update on request to reduce the Commission membership

Chair Mignone suggested tabling this issue until the Commission is filled with permanent members to vote to ensure a proper discussion and vote. Vice Chair Torres voiced the need to move the issue forward with the current board members with a discussion to ensure meeting the quorum requirement.

Ms. Hurlbut and Ms. Torres asked Ms. Maharaj to share the By Laws with the commission for a proper review and discussion in the future.

COMMISSIONER LIAISON REPORTS

Commissioner Warren discussed the encampment concerns at Humboldt Park and Mr. White stated most of the issues fall under the jurisdiction of Caltrans in which work orders have been created. In addition, Mr. Warren suggested having a mural at Humboldt Park to improve the appeal.

Commissioner Smith enjoyed the Tree Lighting ceremony at the Richmond Auditorium and noticed improved cleanliness at many parks.

Commissioner Hurlbut thanked the Parks Department staff for maintaining the cleanliness of parks and asked for more trash collection in the Point Richmond area locations.

Commissioner Koscielniak expressed concern with lighting being out at Booker T. Anderson Park and hopes this can be addressed.

Vice Chair Torres hopes the issues at Humphrey Playlot can be addressed. In addition, she voiced concerns on the field usage and lighting concerns especially as it impacts the community and sports teams. She did ask for clarification on the closure of grass fields during the Winter months and Mr. White advised the parks will remain open as weather permits and will communicate with Recreation staff when there are closures.

Councilmember Robinson shared the City's website provides public insight into the CIP projects to allow for transparency.

ADJOURNMENT

The meeting adjourned at 8:37 pm

Respectfully Submitted,
Christine George
Executive Assistant

CANCELLED

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

CANCELED

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.