



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

November 8, 2023

HYBRID COMMISSION MEETING, 50 PARK PL., BRISBANE, CA

CALL TO ORDER

Chairperson Kern called the meeting to order at 6:32pm.

ROLL CALL

A. Consider any request of a Commissioner to Attend the Meeting Remotely Under the “Emergency Circumstances” of AB 2449

Commissioners present: Commerford, Davis, Kern, Greenlee, Ocampo, Seawell, Sims

Staff present: Recreation Director Leek, Recreation Supervisor Houghton,
Administrative Assistant Bondoc

ADOPTION OF AGENDA

Commissioner Ocampo moved, seconded by Commissioner Sims, to approve the November 8, 2023 agenda. The motion carried 7-0.

APPROVAL OF MINUTES

B. October 11, 2023

Commissioner Greenlee moved, seconded by Commissioner Sims, to approve the October 11, 2023 minutes. The motion carried 7-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

C. Senior Programs

Recreation Coordinator Sara Nahass and Senior Recreation Leader Teresa Madrigal, with input from volunteer Paul Bouscal, presented on this year’s senior programs and services, such as the senior club’s weekly schedule, events, and trips.

OLD BUSINESS

D. Review former P&R Capital Improvement Projects (CIP) List and consider additions/deletions as well as prioritization

The Commission discussed prioritizing capital improvement projects, namely the Lipman Field restroom, turf renovations, permanent pickleball infrastructure, Sunrise Room blinds, and City signage.

NEW BUSINESS

E. Discuss goal-setting approach for 2024

Director Leek suggested a strategic planning session for the Commission to approach the new year, including a review City finances and possible day of service.

REPORTS

F. Chairperson

None

G. Subcommittees

a. Teen Services (YAC) (11/1/23)

Subcommittee members sat in on the YAC meeting at the Sunrise room and reported discussions, such as career preparedness, water fountains, and internships.

b. Festival of Lights Subcommittee Meeting (10/24/23)

Subcommittee members reported discussions from the meeting for the 12/3 Festival of Lights, which will feature caroling, giveaways, and interactive elements.

c. Public Art Advisory Committee Meeting (10/30/23)

Subcommittee members reported discussions from the meeting and shared that Nine Dot Arts has been selected to execute the City's Public Art Master Plan.

d. Setting Subcommittee Meetings

Festival of Light Subcommittee meeting scheduled for 11/6/23 at 4pm.

Inaugural Community Park Improvements Subcommittee meeting scheduled for 12/5/23 at 4pm.

H. Commissioners

None

I. Staff

Supervisor Houghton shared more on the Age-Friendly City Initiative and AARP surveys, Filoli senior trip, Thanksgiving and Winter Camps, middle school basketball, lifeguard training, Parents' Night Out, teen drop-in programs at the Sunrise Room, BDW Craft Fair, polar bear plunge at the pool, and Artists' Evening of Sharing in February.

COMMISSION MATTERS

J. Written Communications

The Commission acknowledged written communications from Linda Seekins and Dana Dillworth.

K. Commission Calendar

The next regularly scheduled meeting is January 10, 2023.

ADJOURNMENT

Chairperson Kern moved to adjourn the meeting at 8:11pm.