



**Brisbane Parks and Recreation Commission Action Minutes**

**REGULAR MEETING**

**March 13, 2024**

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

**CALL TO ORDER**

Chairperson Kern called the meeting to order at 6:30pm.

**ROLL CALL**

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

Commissioners present: Kern, Davis, Greenlee, Seawell

Commissioners absent: Commerford, Ocampo, Sims

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

**ADOPTION OF AGENDA**

Commissioner Davis moved, seconded by Commissioner Greenlee, to approve the March 13, 2024 agenda. The motion carried 4-0.

**APPROVAL OF MINUTES**

**B. February 14, 2024**

Commissioner Greenlee moved, seconded by Commissioner Commerford, to approve the February 14, 2024 minutes. The motion carried 4-0.

**CITIZEN COMMUNICATIONS**

None

**PRESENTATIONS**

**C. Youth Advisory Committee/Teen Programs**

Recreation Coordinator Nahass Lopez and members of the Youth Advisory Committee presented on various teen programs and volunteer opportunities throughout the year.

**OLD BUSINESS**

**D. Master Fee Schedule Review**

The Commission and staff discussed the impacts of last year’s adjustments to the master fee schedule, such as park reservations. The Commission requested that this item be brought back to the next regular meeting.

## **NEW BUSINESS**

### **E. The role of Commissioners in Parks & Recreation advocacy**

Director Leek shared with the Commission the general responsibilities and expectations of Commissioners in representing and supporting Parks and Recreation. The Commission inquired about a multi-city commissioner workshop.

## **REPORTS**

### **F. Chairperson**

None

### **G. Subcommittees**

None

#### **a. Setting Subcommittee Meetings**

None

### **H. Commissioners**

None

### **I. Staff**

Director Leek brought up the Concerts in the Park fundraising plan being presented to Council, completion of playground resurfacing, little league baseball, and resume and interview workshop. Supervisor Houghton mentioned the teen comedy movie night, mermaid and pirate pool party, Habitat Restoration Day, Parents Night Out, and Spring Fling.

## **COMMISSION MATTERS**

### **J. Written Communications**

None

### **K. Commission Calendar**

The P&R Commission workshop is scheduled for March 19, 6pm-9pm.

The next regularly scheduled meeting will be April 10, 2024.

## **ADJOURNMENT**

Chairperson Kern moved to adjourn the meeting at 7:22pm.