



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, January 11th, 2023 at 6:30 P.M. • Virtual Meeting

This meeting is compliant with the Ralph M. Brown act as amended by California Assembly Bill No. 361 effective September 16, 2021 providing for a public health emergency exception to the standard teleconference rules required by the Brown Act. The purpose of this is to provide a safe environment for the public, staff and Commissioners, while allowing for public participation. The public may address the Commission using exclusively remote public comment options. The Commission may take action on any item listed in the agenda.

The Parks & Recreation Commission Meeting will be an exclusively virtual meeting. Members of the public may view the meeting by logging into the Zoom webinar listed below or on Comcast Channel 27 and the City's YouTube channel at <http://www.youtube.com/Brisbaneca>. The agenda materials may be viewed online at www.brisbaneca.org/meetings.

Join Zoom Webinar: www.brisbaneca.org/parks-rec-webinar

Meeting ID: 920 4174 1911, **Passcode:** 123456

TO ADDRESS THE COMMISSION: Members of the public are encouraged to submit written comments before the meeting.

Members of the public who join the live Zoom webinar may address the Commission in the meeting when called upon by the Chairperson. Please use the "Chat" box in Zoom to alert staff that you want to address the Commission. Members of the public watching the meeting on YouTube or Channel 27 may email or text comments prior to the start of the particular agenda item to the below email and text line:

Email: jbondoc@brisbaneca.org, **Text:** 415.519.9588

A call-in number is also available for those watching the meeting on YouTube or Channel 27 for oral communications and public hearing items:

Phone Number: +1 (253) 215-8782, **Meeting ID:** 920 4174 1911

After entering the meeting ID and pressing #, simply press # a second time to enter the meeting waiting room. No participant code is required. Please wait to call until the Chairperson and/or staff announces that the phone line is open. When you are let into the meeting, press *6 on your phone to unmute yourself before addressing the Commission. To avoid feedback, please turn off the volume of the meeting broadcast on your TV or computer. You will still be able to hear the Commissioners through your phone.

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the Parks & Recreation Department (415) 508-2140 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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

1. CALL TO ORDER

2. ROLL CALL

3. ADOPTION OF AGENDA (Deletions, Additions, Changes)

4. APPROVAL OF MINUTES

A. November 9, 2022 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

7. OLD BUSINESS

n/a

8. NEW BUSINESS

B. Consider dates & topics for Commission retreat/goal setting workshop

9. REPORTS

C. Chairperson

D. Subcommittees **(Roster Attached)**

a. Setting Subcommittee Meetings

E. Commissioners

F. Staff

10. COMMISSION MATTERS

G. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting will be February 8, 2023.



Brisbane Parks and Recreation Commission Action Minutes

REGULAR MEETING

November 9, 2022

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

CALL TO ORDER

Chairperson Greenlee called the meeting to order at 6:38pm.

ROLL CALL

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

Absent: Commerford, Ocampo

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

ADOPTION OF AGENDA

Commissioner Davis moved, seconded by Commissioner Seawell, to approve the November 9, 2022 agenda. The motion carried 5-0.

APPROVAL OF MINUTES

A. October 12, 2022

Commissioner Davis moved, seconded by Commissioner Seawell, to approve the October 12, 2022 minutes. The motion carried 5-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. Senior Programming Presentation

Staff provided an overview of weekly and monthly senior programs and services.

OLD BUSINESS

None

NEW BUSINESS

C. San Mateo County Commissioners Workshop recap

Commissioners recapped the 10/15 SMCO P&R Commissioner Workshop in Burlingame.

D. Ethics Training for AB1234 – Thursday, 12/1 6pm-8pm

Staff reminded Commissioners about the ethics, principles, and laws training mandatory for Commissioners.

REPORTS

E. Chairperson

None

F. Subcommittees

a. Recreational Facilities Subcommittee meeting (held on 10/19/22)

Subcommittee members reported discussions held at the meeting.

b. Festival of Lights Subcommittee meeting (held on 11/3/22)

Subcommittee members reported discussions held at the meeting.

c. Sierra Point Master Plan Subcommittee meeting (held on 11/7/22)

Subcommittee members reported discussions held at the meeting.

d. Setting Subcommittee Meetings

G. Commissioners

None

H. Staff

Staff provided information on the 11/18-11/20 lifeguard certification class, Thanksgiving and Winter Camps, 12/10 Parents' Night Out, 12/17 Gingerbread Cookie Workshop, activity guide and registrations, 11/12 Mood Swings presented by Brisbane Chamber of Commerce, 11/18 Star Decorating Workshop, 12/10 BDW Annual Craft Fair, 12/16 Holiday Movie Night, and 12/4 Festival of Lights.

COMMISSION MATTERS

I. Written Communications

None

J. Commission Calendar

The next regularly scheduled meeting is January 11, 2022.

ADJOURNMENT

Chairperson Greenlee moved to adjourn the meeting at 7:54pm.

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 9/19/22

The purpose of designated subcommittees is to investigate specific topics of interest to the Parks & Recreation Commission. They are to gather information and develop proposed solutions which are then to be presented to the Commission at a regular or special meeting as determined by the Chairperson.

SUBCOMMITTEE

BRISBANE DERBY / DAY IN THE PARK
BEAUTIFICATION AD HOC
CONCERTS IN THE PARK
EVENTS
FESTIVAL OF LIGHTS
HABITAT RESTORATION
PUBLIC ART ADVISORY
RECREATION PROGRAMS
RECREATIONAL FACILITIES
SENIORS
TEEN SERVICES (YAC)
TRAILS DEVELOPMENT
SIERRA POINT PARK AD HOC

COMMISSIONERS

(3) COMMERFORD, GREENLEE, OCAMPO
(1) COMMERFORD
(3) DAVIS, OCAMPO, SIMS
(3) GREENLEE, KERN, SEAWELL
(3) DAVIS, SIMS
(3) COMMERFORD, SIMS
(2) GREENLEE, SEAWELL
(3) COMMERFORD, OCAMPO, SIMS
(3) KERN, SEAWELL
(3) DAVIS, KERN
(3) OCAMPO, KERN, SIMS
(3) COMMERFORD, GREENLEE, KERN
(1) DAVIS

STAFF

MONROY & FRANCO
SCHILLINGER (W/ CITY COUNCIL)
FRANCO
HOUGHTON & NAHASS
HOUGHTON & MONROY
FRANCO & ETHERTON (W/OSEC)
SCHILLINGER (W/ COMMITTEE)
LEEK & HOUGHTON
HOUGHTON & FRANCO
HOUGHTON & NAHASS
HOUGHTON & NAHASS
LEEK
LEEK

STAFF CONTACT INFORMATION

NOREEN LEEK
NICOLE HOUGHTON
JOVI BONDOC
JEFF FRANCO
RICARDO MONROY
SARA NAHASS LÓPEZ
SCOTT MORRIS

nleek@ci.brisbane.ca.us
nhoughton@ci.brisbane.ca.us
jbondoc@ci.brisbane.ca.us
jfranco@ci.brisbane.ca.us
rmonroy@ci.brisbane.ca.us
snahass@ci.brisbane.ca.us
smorris@ci.brisbane.ca.us

415-508-2141
415-508-2144
415-508-2134
415-657-4321
415-508-2143
415-508-2135
415-215-2314