



# CITY of BRISBANE

## Parks and Recreation Commission

### Meeting Agenda

**Wednesday, October 12th, 2022 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](http://www.brisbaneca.org/meetings).

**Join Zoom Webinar:** [www.brisbaneca.org/parks-rec-webinar](http://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](mailto: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. September 14, 2022 (**Attachment**)

**5. CITIZEN COMMUNICATIONS**

**6. PRESENTATIONS**

B. Aquatics Presentation

**7. OLD BUSINESS**

C. Event debrief – Coastal Clean up

D. Event debrief – Day in the Park & Derby

**8. NEW BUSINESS**

E. n/a

**9. REPORTS**

F. Chairperson

G. Subcommittees (**Roster Attached**)

a. Public Art Advisory Committee (meetings held 9/19, 9/26, 9/27)

b. Sierra Point Open Space & Parks Master Plan Subcommittee (held 9/26/22)

c. Trails Development Subcommittee meeting (held on 10/11/22)

d. Festival of Lights Subcommittee meeting (held on 10/12/22)

e. Setting Subcommittee Meetings

Recreational Facilities Subcommittee meeting scheduled for 10/19/22 at 6pm.

H. Commissioners

I. Staff

**10. COMMISSION MATTERS**

J. Written Communications

K. 2022 Commission Calendar (**Attachment**)

**11. ADJOURNMENT**

**The next regularly scheduled meeting will be November 9, 2022.**



## **Brisbane Parks and Recreation Commission Action Minutes**

### **REGULAR MEETING**

**September 14, 2022**

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

#### **CALL TO ORDER**

Chairperson Greenlee called the meeting to order at 6:37pm.

#### **ROLL CALL**

Commissioners present: Greenlee, Commerford, Kern, Ocampo, Seawell, Sims  
Absent: Davis  
Staff present: Recreation Director Leek, Recreation Coordinator Monroy,  
Recreation Coordinator Franco, Recreation Coordinator Nahass-Lopez, Administrative Assistant Bondoc

#### **ADOPTION OF AGENDA**

Commissioner Ocampo moved, seconded by Commissioner Commerford, to approve the September 14, 2022 agenda. The motion carried 6-0.

#### **APPROVAL OF MINUTES**

##### **A. July 13, 2022**

Commissioner Commerford moved, seconded by Commissioner Kern, to approve the July 13, 2022 minutes. The motion carried 6-0.

#### **CITIZEN COMMUNICATIONS**

None

#### **PRESENTATIONS**

##### **B. Sports Programs Presentation**

Staff provided an overview of adult and youth sports programs.

#### **OLD BUSINESS**

##### **C. Event debrief – Concerts in the Park**

Staff recapped the July 2022 Concerts in the Park series.

##### **D. Event debrief – Garden Show**

Chairperson and staff recapped the 8/27/22 Garden Show.

##### **E. Needs Assessment survey results discussion and next steps (Attachment)**

Staff and commissioners discussed the 2022 needs assessment survey results and provided direction to subcommittees based on priorities.

## **NEW BUSINESS**

- F. City Council liaison meeting summary (meeting held 8/30/22)

## **REPORTS**

### **G. Chairperson**

None

### **H. Subcommittees**

- a. Derby and Day in the Park Subcommittee meetings (held on 7/19/22 and 8/25/22)  
Subcommittee members reported discussions held at the meetings.
- b. Setting Subcommittee Meetings  
Trails Development Subcommittee meeting scheduled for 10/11/22 at 5:30pm.  
Festival of Lights Subcommittee meeting scheduled for 10/12/22 at 5:30pm.  
Recreational Facilities Subcommittee meeting scheduled for 10/19/22 at 6pm.

### **I. Commissioners**

None

### **J. Staff**

Staff reported updates on the 9/9 Friday Night Swim for teens, 9/17 Parents' Night Out, senior programs such as tech classes and the September trip to Graton Casino, Thanksgiving and Winter Camps, November lifeguard training, Fall swim lessons, Sierra Point project, 10/15 commissioner workshop, 9/22 Teen Tie Dye pop-up event, 10/1 Day in the Park and Derby, 10/5 Underwater Pumpkin Patch, and 10/26 Howl-o-ween event at the Dog Park.

## **COMMISSION MATTERS**

### **K. Written Communications**

None

### **L. Commission Calendar**

The next regularly scheduled meeting is October 12, 2022.

## **ADJOURNMENT**

Chairperson Greenlee moved to adjourn the meeting at 7:59pm.

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

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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 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

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## 2022 COMMISSION CALENDAR

JANUARY (1/12)	Review/update Commission work plan & goals
FEBRUARY (2/19)	Consider Commission Calendar <i>(Swearing in of new P&amp;R Commissioners at City Council meeting on 2/17)</i>
MARCH (3/16)	Finalize/Adopt Commission Calendar New Commissioners seated Needs assessment survey – finalize questions and adopt survey <i>Annual CPRS Conference (March 8-11)</i>
APRIL (4/13)	<i>Program presentation: YAC/Teens</i> Commission reorganization Subcommittee reassignments Finalize and adopt needs assessment survey, determine timeframes & outreach
MAY (5/11)	<i>Program presentation: ClubRec/Summer Preview/ Preschool</i> Needs Assessment Survey progress check in <i>Registration process review and priority registration periods</i> Discuss ideas for National Parks & Recreation Month
JUNE (6/8)	Offsite: Facilities Tour
JULY (7/13)	<i>Program Presentation: Club Lipman</i> Review needs assessment survey results, Identify priorities from needs assessment survey <i>National Parks &amp; Recreation Month *Proclamation at City Council meeting</i> <i>Event debrief: LUNAFEST</i>
<i>AUGUST* (8/10)</i>	<i>Cancellation for Summer Break</i>
SEPTEMBER (9/14)	<i>Program presentation: Sports</i> City Council Liaison Meeting- Annual achievements & Work plan presentation Identify priorities from needs assessment survey <i>Event debriefs: Concerts in the Park, Garden Show</i>
OCTOBER (10/12)	<i>Program presentation: Aquatics</i> <i>Event debriefs: Lagoon Clean up, Day in the Park/Derby</i>
NOVEMBER (11/9)	<i>Program presentation: Seniors</i>
DECEMBER* (12/14)	<i>Event debrief: Festival of Lights</i>