



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, September 13, 2023 6:30 P.M. • Hybrid Meeting 50 Park Place, Brisbane, CA

The public may observe/participate in Commission meetings using remote public comment options or attending in person. Commissioners shall attend in person unless remote participation is permitted by law. The Commission may take action on any item listed in the agenda.

TO ADDRESS THE COMMISSION

IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectfully request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

Members of the public are encouraged to submit written comments before the meeting, to be discussed in Written Communications.

REMOTE PARTICIPATION

Members of the public may participate in the Commission meeting by logging into the Zoom Webinar listed below. Commission meetings may also be viewed live and/or on-demand via the City's YouTube Channel, youtube.com/brisbaneca, or on Comcast Ch. 27. Archived videos may be replayed on the City's website, brisbaneca.org/meetings. Please be advised that if there are technological difficulties, the meeting will still continue if remote participation is available.

The agenda materials may be viewed online at brisbaneca.org/meetings at least 72 hours prior to a Commission meeting.

Remote Public Comments:

Remote meeting participants may address the Commission. We also encourage you to submit public comments in writing in advance of a meeting. Aside from commenting personally while in the Zoom Webinar, the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Citizen Communications.

Email: jbondoc@brisbaneca.org, **Text:** (415) 519-9588

Join Zoom Webinar: brisbaneca.org/pr-zoom

Meeting ID: 920 4174 1911

Call-in Number: (669) 900-9128

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

1. CALL TO ORDER

2. ROLL CALL

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

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

4. APPROVAL OF MINUTES

B. July 12, 2023 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

C. Michelle Chan – Club Lipman

D. Ricardo Monroy – Youth & Adult Sports

7. OLD BUSINESS

E. Summer Highlights

F. Concerts in the Park Debrief

G. Sierra Point Open Space and Parks Process Update

8. NEW BUSINESS

H. City Council Liaison Meeting Summary

9. REPORTS

I. Chairperson

J. Subcommittees **(Attachment)**

a. Public Art Advisory Committee Meeting (7/17/23)

b. Derby and Day in the Park Subcommittee Meeting (8/29/23)

c. Setting Subcommittee Meetings

K. Commissioners

L. Staff

10. COMMISSION MATTERS

M. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting will be October 11, 2023.



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

July 12, 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: Kern, Commerford, Davis, Greenlee, Ocampo, Sims

Commissioners absent: Seawell

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

ADOPTION OF AGENDA

Commissioner Greenlee moved, seconded by Commissioner Sims, to approve the July 12, 2023 agenda. The motion carried 6-0.

APPROVAL OF MINUTES

B. May 10, 2023

Commissioner Ocampo moved, seconded by Commissioner Sims, to approve the May 10, 2023 minutes. The motion carried 6-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

None

OLD BUSINESS

C. Garden Tour Debrief

Commission members provided a recap of the 6/10/23 Secret Garden Tour, which featured 90 participants and raised \$1,800 for the Lions Club.

D. Offsite facilities Tour Debrief

Commission members provided a recap of the 6/14/23 offsite facilities tour, as well discussed Firth Park and a possible Commission day of service.

E. National Parks & Recreation Month Calendar of Events

Staff shared activities and events scheduled for National Parks & Recreation Month in July,

including Concerts in the Park.

NEW BUSINESS

None

REPORTS

F. Chairperson

None

G. Subcommittees

- a. Events Subcommittee Meetings (5/24/23, 6/27/23)
Subcommittee members reported discussions from the meetings such as the 6/10 Secret Garden Tour and 8/26 Garden Show.
- b. Derby and Day in the Park Subcommittee Meeting (6/6/23)
Subcommittee members reported discussions from the meeting, including derby workshops, vendors, games, and activities.
- c. Public Art Advisory Subcommittee Meeting (6/26/23)
Subcommittee members reported discussions from the meeting and potential future projects like updating Firth Park and fire hydrants.
- d. Setting Subcommittee Meetings
Public Art Advisory Subcommittee meeting scheduled for 7/17/23 at 4:30pm.
Derby and Day in the Park Subcommittee meeting originally scheduled for 8/7 but re-scheduled on 8/16 for 8/29/23 at 4:30pm.

H. Commissioners

Commissioner Davis commended the Teen Technology support for Seniors program.

I. Staff

Staff provided information on drop-in pickleball, Shark Week at the pool, Teen Nights at the Sunrise Room, 7/20 and 8/4 Senior Trips, Age-Friendly City Initiative, Volunteer of the Year nominations, annual budget and master fee schedule, Concerts in the Park, 7/22 City-Wide Yard Sale, 8/23 Summer Habitat Restoration, 8/11 Community Night at the Giants Game, and 8/26 Garden Show.

COMMISSION MATTERS

J. Written Communications

None

K. Commission Calendar

The next regularly scheduled meeting is September 13, 2023.

ADJOURNMENT

Chairperson Kern moved to adjourn the meeting at 7:25pm.

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 4/19/23

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

STAFF

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

STAFF CONTACT INFORMATION

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