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 respectively 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.
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.
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.

<table>
<thead>
<tr>
<th>SUBCOMMITTEE</th>
<th>COMMISSIONERS</th>
<th>STAFF</th>
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<tbody>
<tr>
<td>BRISBANE DERBY / DAY IN THE PARK</td>
<td>(3) COMMERFORD, GREENLEE, OCAMPO</td>
<td>MONROY &amp; FRANCO</td>
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<tr>
<td>BEAUTIFICATION AD HOC</td>
<td>(1) GREENLEE</td>
<td>SCHILLINGER (W/ CITY COUNCIL)</td>
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<td>CONCERTS IN THE PARK</td>
<td>(3) DAVIS, OCAMPO, SIMS</td>
<td>FRANCO</td>
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<td>EVENTS</td>
<td>(3) GREENLEE, KERN, SEAWEll</td>
<td>HOUGHTON &amp; NAHASS</td>
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<td>FESTIVAL OF LIGHTS</td>
<td>(3) DAVIS, OCAMPO, SIMS</td>
<td>HOUGHTON &amp; MONROY</td>
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<td>HABITAT RESTORATION</td>
<td>(3) COMMERFORD, OCAMPO, SIMS</td>
<td>FRANCO &amp; ETHERTON (W/OSEC)</td>
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<td>PUBLIC ART ADVISORY</td>
<td>(2) GREENLEE, SEAWEll</td>
<td>SCHILLINGER (W/ COMMITTEE)</td>
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<td>RECREATION PROGRAMS</td>
<td>(3) COMMERFORD, OCAMPO, SIMS</td>
<td>LEK &amp; HOUGHTON</td>
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<td>RECREATIONAL FACILITIES</td>
<td>(3) KERN, OCAMPO, SEAWEll</td>
<td>LEK &amp; FRANCO</td>
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<td>SENIORS</td>
<td>(3) DAVIS, KERN, SIMS</td>
<td>HOUGHTON &amp; NAHASS</td>
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<td>TEEN SERVICES (YAC)</td>
<td>(3) COMMERFORD, KERN, SIMS</td>
<td>HOUGHTON &amp; NAHASS</td>
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<td>TRAILS DEVELOPMENT</td>
<td>(3) COMMERFORD, GREENLEE, KERN</td>
<td>LEK</td>
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<td>SIERRA POINT PARK AD HOC</td>
<td>(1) DAVIS</td>
<td>LEK</td>
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