



# CITY of BRISBANE

## Parks and Recreation Commission

### Meeting Agenda

**Wednesday, March 8th, 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](https://www.youtube.com/brisbaneca), or on Comcast Ch. 27. Archived videos may be replayed on the City's website, [brisbaneca.org/meetings](https://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](https://brisbaneca.org/meetings) at least 72 hours prior to a Commission meeting.

##### **Remote Public Comments:**

Remote meeting participants may address the City Council. 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](mailto:jbondoc@brisbaneca.org), **Text:** (415) 519-9588

**Join Zoom Webinar:** [brisbaneca.org/pr-zoom](https://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.

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**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. January 11, 2023 (**Attachment**)

### **5. CITIZEN COMMUNICATIONS**

### **6. PRESENTATIONS**

B. Silverspot Cooperative Nursery School

### **7. OLD BUSINESS**

C. Report out from P&R Commission retreat (held 3/4/23)

### **8. NEW BUSINESS**

D. Establish and adopt 2023 Commission calendar

### **9. REPORTS**

E. Chairperson

F. Subcommittees (**Roster Attached**)

a. Concerts in the Park Subcommittee Meeting (held 1/18/23)

b. Public Art Advisory Subcommittee Meetings (held 1/23/23, 2/27/23)

c. Events Subcommittee Meeting (held 1/24/23)

d. Events/LUNAFEST Subcommittee Meeting (held 2/21/23)

e. Setting Subcommittee Meetings

G. Commissioners

H. Staff

### **10. COMMISSION MATTERS**

I. Written Communications

### **11. ADJOURNMENT**

**The next regularly scheduled meeting will be April 12, 2023.**



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

### **REGULAR MEETING**

**January 11, 2023**

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

#### **CALL TO ORDER**

Chairperson Greenlee called the meeting to order at 6:44pm.

#### **ROLL CALL**

Commissioners present: Commerford, Greenlee, Davis, Kern, Ocampo, Seawell, Sims  
Absent: Davis  
Staff present: Recreation Director Leek, Administrative Assistant Bondoc

#### **ADOPTION OF AGENDA**

Chairperson Greenlee added the 12/3/22 Public Art Advisory Subcommittee meeting.  
Commissioner Ocampo moved, seconded by Commissioner Sims, to approve the February 8, 2023 agenda. The motion carried 5-0.

#### **APPROVAL OF MINUTES**

##### **A. November 9, 2022**

Commissioner Sims moved, seconded by Commissioner Greenlee, to approve the November 9, 2022 minutes. The motion carried 4-0.

#### **CITIZEN COMMUNICATIONS**

Brisbane resident Nick Corman spoke regarding the 2023 Concerts in the Park series.

#### **PRESENTATIONS**

None

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

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

Commissioner's selected Saturday, March 4<sup>th</sup> for their retreat and provided input to staff to guide agenda development.

#### **REPORTS**

##### **C. Chairperson**

Chairperson Greenlee commented on the recent storms and damage to parks and trails.

**D. Subcommittees**

- a. Public Art Advisory Subcommittee meeting (held on 12/3/22)  
Subcommittee members reported discussions held at the meeting.
- b. Setting Subcommittee Meetings  
Concerts in the Park Subcommittee meeting scheduled for 1/18/23 at 4:30pm.  
Events Subcommittee meeting scheduled for 1/24/23 at 6:45pm.

**E. Commissioners**

None

**F. Staff**

Staff provided information on the winter camps, 2<sup>nd</sup>-5<sup>th</sup> grade & middle school basketball, Piranha Swim Club, 1/19 Senior Trip to Cache Creek, Sierra Point Open Space & Parks Master Plan, summer recruitments for lifeguards and recreation leaders, transition to hybrid meeting in February then in-person in March, 1/20 Youth Advisory Committee dance at Mission Blue Center, 1/28 Artists' Evening of Sharing at Mission Blue Center, 2/4 Habitat Planting Day, 2/10 Parents' Night Out, 2/10-2/11 Mothers of Brisbane shop at Mission Blue Center, and 2/10 Sweetheart Pickleball.

**COMMISSION MATTERS**

**G. Written Communications**

None

**H. Commission Calendar**

The next regularly scheduled meeting is February 8, 2023.

**ADJOURNMENT**

Chairperson Greenlee moved to adjourn the meeting at 7:28pm.

## **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 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**

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