



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, January 10, 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. 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. November 8, 2023 (**Attachment**)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

C. n/a

7. OLD BUSINESS

D. Event debrief: Festival of Lights

E. 2024 Strategic planning workshop (**Attachment**)

Finalize topics of discussion for the workshop on 2/3 from 10am-1pm.

8. NEW BUSINESS

F. 2024 P&R Commission Calendar (**Attachment**)

Review the draft 2024 Commission calendar and consider additions, edits, and deletions.

9. REPORTS

G. Chairperson

H. Subcommittees (**Attachment**)

- a. Festival of Lights Subcommittee Meeting (11/16/23)
- b. Public Art Advisory Committee Meeting (11/20/23)
- c. Community Park Improvements Subcommittee Meeting (12/5/23)
- d. Setting Subcommittee Meetings

I. Commissioners

J. Staff

10. COMMISSION MATTERS

K. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting will be February 14, 2023 (Valentine's Day).



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

November 8, 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: Commerford, Davis, Kern, Greenlee, Ocampo, Seawell, Sims

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

ADOPTION OF AGENDA

Commissioner Ocampo moved, seconded by Commissioner Sims, to approve the November 8, 2023 agenda. The motion carried 7-0.

APPROVAL OF MINUTES

B. October 11, 2023

Commissioner Greenlee moved, seconded by Commissioner Sims, to approve the October 11, 2023 minutes. The motion carried 7-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

C. Senior Programs

Recreation Coordinator Sara Nahass and Senior Recreation Leader Teresa Madrigal, with input from volunteer Paul Bouscal, presented on this year’s senior programs and services, such as the senior club’s weekly schedule, events, and trips.

OLD BUSINESS

D. Review former P&R Capital Improvement Projects (CIP) List and consider additions/deletions as well as prioritization

The Commission discussed prioritizing capital improvement projects, namely the Lipman Field restroom, turf renovations, permanent pickleball infrastructure, Sunrise Room blinds, and City signage.

NEW BUSINESS

E. Discuss goal-setting approach for 2024

Director Leek suggested a strategic planning session for the Commission to approach the new year, including a review City finances and possible day of service.

REPORTS

F. Chairperson

None

G. Subcommittees

a. Teen Services (YAC) (11/1/23)

Subcommittee members sat in on the YAC meeting at the Sunrise room and reported discussions, such as career preparedness, water fountains, and internships.

b. Festival of Lights Subcommittee Meeting (10/24/23)

Subcommittee members reported discussions from the meeting for the 12/3 Festival of Lights, which will feature caroling, giveaways, and interactive elements.

c. Public Art Advisory Committee Meeting (10/30/23)

Subcommittee members reported discussions from the meeting and shared that Nine Dot Arts has been selected to execute the City's Public Art Master Plan.

d. Setting Subcommittee Meetings

Festival of Light Subcommittee meeting scheduled for 11/6/23 at 4pm.

Inaugural Community Park Improvements Subcommittee meeting scheduled for 12/5/23 at 4pm.

H. Commissioners

None

I. Staff

Supervisor Houghton shared more on the Age-Friendly City Initiative and AARP surveys, Filoli senior trip, Thanksgiving and Winter Camps, middle school basketball, lifeguard training, Parents' Night Out, teen drop-in programs at the Sunrise Room, BDW Craft Fair, polar bear plunge at the pool, and Artists' Evening of Sharing in February.

COMMISSION MATTERS

J. Written Communications

The Commission acknowledged written communications from Linda Seekins and Dana Dillworth.

K. Commission Calendar

The next regularly scheduled meeting is January 10, 2023.

ADJOURNMENT

Chairperson Kern moved to adjourn the meeting at 8:11pm.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 1/10/2024

From: Noreen Leek, Parks & Recreation Director

Subject: Strategic Planning Workshop – Topics of Interest

Recommendation

Review the list of topics that have been previously discussed by the Commission and identify priorities to provide direction to staff for the purpose of preparing the strategic planning workshop scheduled for Saturday, February 3rd, 2024.

Background & Discussion

Throughout 2023, and as part of the goal-setting process, the P&R Commission has discussed a variety of topics as potential investments of their time in the new year. In addition to general business responsibilities of the Commission, the collective group has expressed a desire to tackle one or more large-scale projects in the new year. At this time, staff is requesting that the Commission narrow down the list of prospective projects so that they can structure the Commission's upcoming workshop in a way that ensures focus and an ability to achieve desired outcomes. Although Commissioners can elect to add to or modify the list, below is a summary of the topics previously discussed as items of interest:

- CIP projects list – how to move projects forward (i.e. Lipman field, Sunrise Room blinds, etc.)
- Alternate funding strategies
- Age-Friendly City initiatives
- Park Development Impact Fees
- Commission/Committee Day of Service
- Crocker Trail master plan implementation
- Ad Hoc subcommittee with IDEA
- Special Events: new event ideas, improving existing events, and capturing more revenue
- P&R Fee analysis/study
- Improving the channels of communication between Council, Commissions, Staff, Public
- Mental Health in our community
- Revisiting City Council results
- Consideration of a "Legacy Project"
- Long-term facility maintenance planning
- Sustainability as it relates to P&R
- Exploring the feasibility of a P&R Foundation (501c3)
- Advocacy for P&R – what does that look like to you?

The Commission should discuss and provide direction to staff regarding the focus for the workshop.

Noreen Leek, Parks & Recreation Director

2024 COMMISSION CALENDAR

JANUARY (1/10)	<i>Event debrief: Festival of Lights</i>
SATURDAY FEBRUARY 3 – STRATEGIC PLANNING WORKSHOP (10AM-1PM)	
FEBRUARY (2/14)	Annual CPRS Conference (February 27-March 1) Debrief from Strategic Planning Workshop
MARCH (3/13)	Program presentation: YAC/Teens Master Fee Schedule review
APRIL (4/10)	Program presentation: Commission reorganization Subcommittee reassignments MFS & Budget recommendations
MAY (5/8)	Program presentation: ClubRec/Summer Preview/ Preschool Discuss ideas for National Parks & Recreation Month Determine locations for offsite facilities tour – June meeting
JUNE (6/12)	Offsite: Facilities Tour
JULY (7/10)	Program Presentation: National Parks & Recreation Month - Proclamation at City Council meeting
AUGUST* (8/14)	Cancellation for Summer Break?
SEPTEMBER (9/11)	Program presentation: Sports City Council Liaison Meeting- Annual achievements & Work plan presentation <i>Event debriefs: Concerts in the Park</i>
OCTOBER (10/9)	Program presentation: Aquatics <i>Event debriefs: Lagoon Clean up, Day in the Park/Derby</i>
NOVEMBER (11/13)	Program presentation: Seniors
DECEMBER* (12/11)	

**Additional Program Presentations: Silverspot, Club Lipman, Cosponsorships?*

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 11/30/2023

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
COMMUNITY PARK IMPROVEMENTS

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
(3) DAVIS, OCAMPO

STAFF

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

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