



# CITY of BRISBANE

## Parks and Recreation Commission

### Meeting Agenda

**Wednesday, July 12, 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://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 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](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: 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. May 10, 2023 **(Attachment)**

### **5. CITIZEN COMMUNICATIONS**

### **6. PRESENTATIONS**

n/a

### **7. OLD BUSINESS**

C. Garden Tour debrief

D. Offsite facilities tour debrief

E. National Parks & Recreation Month calendar of events **(Attachment)**

### **8. NEW BUSINESS**

n/a

### **9. REPORTS**

F. Chairperson

G. Subcommittees **(Attachment)**

a. Events Subcommittee Meeting (5/24/23, 6/27/23)

b. Derby and Day in the Park Subcommittee Meeting (6/6/23)

c. Public Art Advisory Subcommittee Meeting (6/26/23)

d. Setting Subcommittee Meetings

H. Commissioners

I. Staff

### **10. COMMISSION MATTERS**

J. Written Communications

### **11. ADJOURNMENT**

**Consider cancellation of the next regularly scheduled meeting (August 9, 2023) to align with Council recess. If cancelled, the Commission would meet next on September 13, 2023.**



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

### **REGULAR MEETING**

**May 10, 2023**

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

#### **CALL TO ORDER**

Chairperson Kern called the meeting to order at 6:31pm.

#### **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, Seawell, Sims

Staff present: Recreation Director Leek, Recreation Supervisor Houghton, Recreation Coordinators Rodas and Nahass, Administrative Assistant Bondoc

#### **ADOPTION OF AGENDA**

Commissioner Ocampo moved, seconded by Commissioner Seawell, to approve the May 10, 2023 agenda. The motion carried 7-0.

#### **APPROVAL OF MINUTES**

##### **B. April 19, 2023**

Commissioner Commerford moved, seconded by Commissioner Greenlee, to approve the April 19, 2023 minutes. The motion carried 7-0.

#### **CITIZEN COMMUNICATIONS**

None

#### **PRESENTATIONS**

##### **C. Youth Programs: Club Rec/Summer Preview/Preschool**

Recreation Coordinators Nahass and Rodas provided an overview of current youth programs such as seasonal camps and Parents’ Night Out.

#### **OLD BUSINESS**

##### **D. Master Fee Schedule Review and Recommendations**

Commissioners deliberated on updates to fees related to childcare, aquatics, and facilities and recommended to Council revisions to existing facility rental rates, childcare rates, and aquatics rates.

#### **NEW BUSINESS**

##### **E. Discuss ideas for National Parks and Recreation Month**

Commissioners brainstormed possibilities for National Parks and Recreation Month in July.

**F. Select locations for offsite June facilities tour**

Commissioners selected the community pool and Lipman gym, field, and tennis courts, as well as Firth Park, for the 6/14 offsite facilities tour.

**REPORTS**

**G. Chairperson**

None

**H. Subcommittees**

a. Public Art Advisory Subcommittee Meeting (5/1/23)

Subcommittee members reported discussions from the meeting.

b. LUNAFEST Subcommittee Meetings (4/20/23, 5/1/23)

Subcommittee members reported discussions from the meeting for the final LUNAFEST.

c. Events Subcommittee Meeting (4/24/23)

Subcommittee members reported discussions from the meeting, including the Secret Garden Tour.

d. Recreational Facilities Subcommittee Meeting (4/27/23)

Subcommittee members reported discussions from the meeting such as the idea for installing fitness stations.

e. Setting Subcommittee Meetings

Events Subcommittee meeting re-scheduled from 5/15/23 to 5/24/23 at 4:30pm.

Derby and Day in the Park Subcommittee meeting scheduled for 6/6/23 at 4:30pm.

Public Art Advisory Subcommittee meeting scheduled for 6/26/23 at 3pm.

**I. Commissioners**

Commissioner Davis commended the Teen Technology support for Seniors program.

**J. Staff**

Staff provided information the 5/6 LUNAFEST, 6/13 youth program registration, summer staff training, pickleball, Mental Health Month, Water Safety Month, 5/13 PNO, 5/17 Senior Trip, 5/18 Bike to Work Day, 5/20-5/21 BDW spring performance, 6/19 preschool graduation, 6/10 Secret Garden Tour, and concerts sponsorships.

**COMMISSION MATTERS**

**K. Written Communications**

None

**L. Commission Calendar**

The next regularly scheduled meeting is June 14, 2023 (offsite).

**ADJOURNMENT**

Chairperson Kern moved to adjourn the meeting at 8:37pm.

# JULY 2023



SUN

MON

TUE

WED

THU

FRI

SAT

## NATIONAL RECREATION PARKS ASSOCIATION (NRPA) JULY IS PARKS & REC MONTH

Follow us on Instagram & Facebook, stay informed on all the fun this month!

Nature Adventure. Head for a walk along Quarry or Crocker Trail.

2

Join us for drop-in Pickleball at Lipman Gym every T & Th 6PM-8:30PM \$5 each night (except 7/4)

3

4th of July! City offices closed. Modified pool schedule

4

Tech help with Youth Advisory Committee @ 4PM Sunrise Room, FREE

5

Picnic at the Park 4PM-6PM (join staff every Thursday), FREE

6

Teen Glow in the Dark Swim, 8PM-9:30PM \$4 for residents

7

Pick a spot in town you have yet to explore and snap a picture! Tag us!

8

Try to locate painted hydrants in town, tag our Department!

9

Drop in for Adult Lap Swim 7AM-9:45AM \$6 Residents

10

Summer City Staff Gathering in Community Park

11

### Shark Week at Community Pool 7/11-7/18

Save the Date: Brisbane Garden Show . Saturday, 8/26/2023

12

Drop In Teen Night at the Sunrise Room 5-8PM, FREE

13

1st Concerts in the Park of the series! Pride & Joy!

14

Fuel your heart do a random act of kindness today!

15

Explore the Bay Trail at the Marina.

16

Temporary Tattoos and Chews pop up event at the Sunrise Room 4PM-6PM, FREE

17

Play some tennis at Mission Blue tennis courts today!

18

Drop in for a Water Aerobics class 10AM-11AM \$10 residents

19

Space Exploration Day & Chalk in the Park with Leesa 4-6PM

20

Concerts in the Park: Lions Club Dance Party

21

City Wide Yard Sale event 10AM-3PM

22

Summer Habitat Restoration 9:30AM-12:30PM @ Buckeye Canyon

23

Mindful Monday, put aside 15 minutes for journaling and self reflection today!

24

Take a hike on San Bruno Mountain & enjoy the views!

25

Bark in the Park 5:30-6:30PM Dog Park

26

FAQ with staff for Day in the Park / Derby on 10/7/2023 at Gazebo 4PM-6PM

27

Concerts in the Park: Livewire!

28

Mutt Strut go on a walk in town with your pup, don't forget your leash and poop bags!

29

Come to the pool for Rec Swim 1:00PM-4:00PM Drop-in fees apply.

30

SMORE's at Community Park 6PM-7PM, FREE Adults: Bring your own wine!

31

CONCERTS IN THE PARK CONTINUES - FIRST 2 SUNDAYS IN AUGUST

#SMILEBRISBANE

@BRISBANECALREC



@BRISBANEREC

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

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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) 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 & ETHERTON (W/OSEC)  
SCHILLINGER (W/ COMMITTEE)  
LEEK & HOUGHTON  
LEEK & FRANCO  
HOUGHTON & NAHASS  
HOUGHTON & NAHASS  
LEEK  
LEEK

### **STAFF CONTACT INFORMATION**

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