



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, September 11, 2024 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: Sims, Commerford, Davis, Greenlee, Kern, Ocampo, Seawell

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 10, 2024 (**Attachment**)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

C. Youth & Adult Sports Programs

7. OLD BUSINESS

D. Concerts in the Park debrief

8. NEW BUSINESS

E. City Council liaison meeting summary

9. REPORTS

F. Chairperson

G. Subcommittees (**Attachment**)

a. Public Art Advisory Committee Meetings (Held on 7/29/24, 8/26/24)

b. Setting Subcommittee Meetings

H. Commissioners

I. Staff

10. COMMISSION MATTERS

J. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting will be October 9, 2024.



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

July 10, 2024

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

CALL TO ORDER

Chairperson Sims called the meeting to order at 6:33pm.

ROLL CALL

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

Commissioners present: Sims, Commerford, Greenlee, Kern, Ocampo, Seawell

Commissioners absent: Davis

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

ADOPTION OF AGENDA

Commissioner Ocampo moved, seconded by Commissioner Greenlee, to approve the July 10, 2024 agenda. The motion carried 6-0.

APPROVAL OF MINUTES

B. May 8, 2024

Commissioner Ocampo moved, seconded by Commissioner Kern, to approve the May 8, 2024 minutes. The motion carried 6-0.

C. June 12, 2024

Commissioner Ocampo moved, seconded by Commissioner Kern, to approve the June 12, 2024 minutes. The motion carried 6-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

D. Introduction to new City Manager, Jeremy Dennis

Jeremy Dennis introduced himself to the Commission as the new City Manager.

OLD BUSINESS

E. National Parks & Recreation Month (event calendar, video, and City Council Proclamation on 7/18/24)

Staff shared July’s event calendar, video compiling highlights of the previous year, and City Council’s 7/18/24 Proclamation of July as Parks & Recreation Month.

F. Discussion and report out from June offsite facilities tour

Last month's tour of neighboring cities' recreational facilities impressed the Commission and inspired ideas for our facilities, such as space renovations and beautification.

G. Update regarding ongoing research of Parks & Recreation Foundations

Chairperson Sims and Commissioner Greenlee discussed their findings on the Parks & Recreations Foundations of San Mateo County and City of San Mateo, respectively.

NEW BUSINESS

H. Discuss existing availability and future additions of benches for Crocker Trail

Chairperson Sims brought up the idea of benches to promote the City's Age-Friendly Initiative. Community member Michael Barnes provided input regarding the possibility of bicycle skills features and active recreation stations.

REPORTS

I. Chairperson

None

J. Subcommittees

a. Joint Subcommittee Meeting – OSEC, YAC, Parks & Rec (5/15/24)

Subcommittee members went over litter reduction efforts and brainstormed how to make recycling fun.

b. Derby and Day in the Park Subcommittee Meeting (5/23/24)

Subcommittee members discussed ideas for the 10/5 Derby and Day in the Park, such as the adult big wheel race, vendors, food, live music, and contests.

c. Public Art Advisory Committee Meeting (6/17/24)

Subcommittee members shared that consultants from NINEdotARTS will be present for events toward the end of the month and also discussed art surveys, Firth Park, and hydrant restoration.

d. Setting Subcommittee Meetings

K. Commissioners

None

L. Staff

Staff shared information on summer camp & preschool, Dink & Dunk camp, swim lessons, fall after-school registration, the library's Senior Art Show, upcoming pilot program for Mission Blue court reservations, Public Art Master Plan, summer concerts, 7/20 Habitat Restoration, 7/27 Citywide Yard Sale, 8/3 Garden Show, 8/9 Giants Community Night, 8/24-8/25 Hydrant Restoration, and 10/5 Derby & Day in the Park.

COMMISSION MATTERS

M. Written Communications

The Commission acknowledged written communication from Michael Barnes.

N. Commission Calendar

The Commission elected to take August off for summer recess. The next regularly scheduled meeting will be September 11, 2024.

Parks and Recreation Commission

July 10, 2024

Page 3

ADJOURNMENT

Chairperson Sims moved to adjourn the meeting at 8:22pm.

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 4/11/2024

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
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) DAVIS, GREENLEE, OCAMPO
(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) COMMERFORD
(3) DAVIS, GREENLEE, OCAMPO

STAFF

MONROY & FRANCO
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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