



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, October 9, 2024 at 6:30 PM • 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, 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. Aside from commenting personally while in the Zoom Webinar, you can also use the call-in number. The public comments received will be noted for the record during Citizen Communications. We encourage you to email comments in advance of the meeting to jbondoc@brisbaneca.org since this email will not be monitored during the meeting. Emails received during the meeting will not be addressed and will not be brought to the attention of the Commission.

Join Zoom Webinar: brisbaneca.org/pr-zoom (please use the latest version: zoom.us/download)

Webinar 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

3. ADOPTION OF AGENDA (Deletions, Additions, Changes)

4. APPROVAL OF MINUTES

A. September 11, 2024 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. Aquatics programs

7. OLD BUSINESS

C. Event Debrief: Coastal Clean up

D. Event Debrief: Day in the Park & Derby

E. Discussion regarding next steps for P&R Foundation

8. NEW BUSINESS

F. n/a

9. REPORTS

G. Chairperson

H. Subcommittees **(Attachment)**

- a. Festival of Lights Subcommittee Meeting (Held on 9/16/24)
- b. Derby and Day in the Park Subcommittee Meeting (Held on 9/24/24)
- c. Foundation Feasibility Ad Hoc Subcommittee Meeting (Held on 9/24/24)
- d. Seniors Subcommittee Meeting (Held on 9/25/24)
- e. Setting Subcommittee Meetings

I. Commissioners

J. Staff

10. COMMISSION MATTERS

K. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting will be November 13, 2024.



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

September 11, 2024

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

CALL TO ORDER

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

ROLL CALL

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

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

ADOPTION OF AGENDA

Commissioner Commerford moved, seconded by Commissioner Davis, to approve the September 11, 2024 agenda. The motion carried 7-0.

APPROVAL OF MINUTES

A. July 10, 2024

Commissioner Kern moved, seconded by Commissioner Greenlee, to approve the July 10, 2024 minutes. The motion carried 7-0.

CITIZEN COMMUNICATIONS

Community member Joe Sulley made public comment requesting development of the pathway from Humboldt Road to Lehning Way, while Community member Tom Heinz proposed classes on Go and 3-D printing.

PRESENTATIONS

B. Youth & Adult Sports Programs

Recreation coordinator Franco presented on current and potential future programs for youth and adult sports.

OLD BUSINESS

C. Concerts in the Park debrief

Commissioners reflected on this year's concert series. Staff shared that donations/sponsorships (around \$9,000 this year) fell short of year's past and directly fund the following year's Concert series. The Commission discussed ways to raise additional funds to preserve the quality of the series.

NEW BUSINESS

D. City Council liaison meeting summary

Commissioners met with City Council to discuss Volunteer of the Year selection as well the possibility of a non-profit arm. This led to tonight's creation of the Foundation Feasibility Ad Hoc Subcommittee.

REPORTS

E. Chairperson

Chairperson Sims shared feedback from seniors at National Night Out.

F. Subcommittees

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

Subcommittee members and staff shared discussions at the meetings, including survey results and their recommendation for integration of art on the stairway project between San Benito and Alvarado.

b. Setting Subcommittee Meetings

Festival of Lights Subcommittee meeting scheduled for 9/16/24 at 4pm.

Derby and Day in the Park Subcommittee meeting scheduled for 9/24/24 at 4:30pm.

Foundation Feasibility Ad Hoc Subcommittee meeting scheduled for 9/24/24 at 5:30pm.

Seniors Subcommittee Meeting scheduled for 9/25/24 at 1pm.

G. Commissioners

None

H. Staff

Staff shared the latest on the fall activity guide that includes an adult fitness calendar, summer swim lessons, Dink & Dunk Camp, fall Club Rec, hydrant restoration, Thanksgiving and Winter Camps, 9/21 Coastal Cleanup and Regatta Day, Sausalito senior trip, 10/5 Day in the Park and Derby, Kevin Fryer's City Hall art exhibit, 10/19 Spooky Splash, 10/28 Howl-o-Ween, Festival of Lights (moved from 12/1 to 12/8), and senior tech help with YAC.

COMMISSION MATTERS

I. Written Communications

Community members Sulley and Heinz presented documents during Citizen Communication.

ADJOURNMENT

Chairperson Sims moved to adjourn the meeting at 7:44pm.

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 9/17/2024

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
FOUNDATION FEASIBILITY AD HOC

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
(3) COMMERFORD, KERN, SEAWELL

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
LEEK

STAFF CONTACT INFORMATION

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