



Brisbane Parks and Recreation Commission **Action Minutes**

REGULAR MEETING

April 9, 2025

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

CALL TO ORDER

Chairperson Sims called the meeting to order at 6:36pm.

ROLL CALL

Commissioners present: Sims, Anderson, Commerford, Davis, Greenlee, Ocampo

Commissioners absent: Seawell

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

ADOPTION OF AGENDA

Commissioner Ocampo moved, seconded by Commissioner Davis, to adopt the April 9, 2025 agenda. The motion carried 6-0.

APPROVAL OF MINUTES

A. February 12, 2025 and March 12, 2025

Commissioner Davis moved, seconded by Commissioner Commerford, to approve the February 12, 2025 and March 12, 2025. The motion carried 6-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. Youth Advisory Committee / Teen Programs

Recreation Coordinator Sara Nahass Lopez and the Youth Advisory Committee presented a yearly review of teen activities including special events, middle school dances, teen nights, intergenerational programming, and future initiatives.

OLD BUSINESS

C. Debrief from Commissioner Workshop

The Commission shared discussions from the 3/15/25 Commissioner Workshop, including the master fee schedule, impact reports, and non-profit foundation establishment.

D. Master Fee Schedule and Budget Recommendations

The Commission agreed with staff recommendations to maintain current facility rental rates at this time. The Commission provided input and recommendations for specific fee

increases for community park reservations, aquatics fees, youth program fees, and special events. The Commission also recommended opted additional increases to adult non-resident monthly swim passes and non-resident private pool rentals.

NEW BUSINESS

E. Informational report regarding development impact fees

Director Leek provided an update regarding the City's process for future consideration of development impact fees.

F. Commission Reorganization

The Commission voted unanimously to designate new roles: Trudi Davis as Chairperson, Tom Seawell as Vice Chairperson, and Renee Commerford as Secretary.

G. Subcommittee Reassignments

The Commission updated their subcommittee assignments.

REPORTS

H. Chairperson

Chairperson Sims requested an update on pickleball reservations.

I. Subcommittees

a. Public Art Advisory Committee Meeting (Held on 3/17/25)

Subcommittee members reported on the Alvarado-San Benito stairway project's progress, consideration of other stairway projects, and the City Council's adoption of the Public Art Master Plan.

b. Setting Subcommittee Meetings

Concerts in the Park Subcommittee Meeting scheduled for 4/22/25 at 5pm.

Events Subcommittee Meeting scheduled for 4/23/25 at 5pm.

Foundation Feasibility Ad Hoc Subcommittee Meeting scheduled for 4/24/25 at 5pm.

J. Commissioners

None

K. Staff

Staff shared the latest on Spring Break Camp, Youth Storytellers Club, the summer activity guide, Leaders in Training applications, open recruitments, teen nights, park restroom and playground maintenance for the first week of May, Sound Bath at the pool, Mental Health Month activities, Brisbane Dance Workshop Spring performance at Mission Blue Center, Mermaids and Pirates Rec Swim, and the Life Unlocked young adult series.

COMMISSION MATTERS

L. Written Communications

None

ADJOURNMENT

Chairperson Sims moved to adjourn the meeting at 8:04pm. The next regularly scheduled meeting will be May 14, 2025.