



# City of Santa Rosa

Finley Center  
2060 W. College Avenue  
Cypress Room

## BOARD OF PARKS AND RECREATION REGULAR MEETING AGENDA AND SUMMARY REPORT OCTOBER 22, 2025

4:00 P.M.

**MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE  
MEETING BY ATTENDING IN-PERSON FROM THE  
CYPRESS ROOM, 2060 W. COLLEGE AVE., SANTA ROSA.**

**THE PUBLIC CAN ALSO VIEW OR LISTEN TO THE MEETING LIVE AT:**

- 1. [HTTPS://SANTA-ROSA.LEGISTAR.COM/CALENDAR](https://santa-rosa.legistar.com/calendar). CLICK ON THE  
"IN PROGRESS" LINK TO VIEW;**
- 2. VIA ZOOM BY VISITING,  
[HTTPS://SRCITY-ORG.ZOOM.US/J/81396941017](https://srcity-org.zoom.us/j/81396941017), OR BY DIALING  
877-853-5257 AND ENTERING WEBINAR ID: 813 9694 1017**
- 3. COMCAST CHANNEL 28, AT&T U-VERSE CHANNEL 99; AND**
- 4. VIA YOUTUBE AT [HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)**

**IN THE EVENT A BOARD MEMBER PARTICIPATES REMOTELY BASED  
ON JUST CAUSE OR EMERGENCY CIRCUMSTANCES PURSUANT  
TO AB 2449, THE BOARD WILL ALSO ALLOW FOR PUBLIC  
COMMENT THROUGH THE ZOOM LINK OR DIAL-IN NUMBER ABOVE.**

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CYPRESS ROOM, 2060 W. COLLEGE AVE., SANTA ROSA.**

**DEADLINES AND INSTRUCTIONS FOR PUBLIC COMMENT  
ARE SET FORTH BELOW.**

**Email public comment: To submit an emailed public comment to the Board of Parks and Recreation, please send to: [bpr-comment@srcity.org](mailto:bpr-comment@srcity.org) by 4:00 p.m. the Monday before the meeting. Emailed public comments will be added to the record prior to the start of the meeting and will be distributed to the Boards of Parks and Recreation members and uploaded to the agenda prior to the start of the meeting for public access. Please note that all emails sent to the City are considered public records and subject to disclosure under the California Public Records Act.**

**BOARD MAY RECESS DURING THE EVENING FOR BREAKS.**

RECEIVED WRITTEN CORRESPONDENCE.

**Attachments:** [Public written communication](#)

**1. CALL TO ORDER AND ROLL CALL**

**2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)**

To consider and take action on any request from a Board Member to participate in a meeting remotely due to Just Cause or Emergency Circumstances pursuant to AB 2449 (Government Code Section 54953(f)).

**3. PUBLIC COMMENT ON NON-AGENDA MATTERS**

This is the time when any person may address matters not listed on this agenda, but which are within the subject matter of the jurisdiction. The public may comment on agenda items when the item is called. Each speaker is allowed up to three minutes.

**4. APPROVAL OF MINUTES**

4.1 AUGUST 27, 2025, Regular Meeting Minutes

**Attachments:** [Draft Minutes](#)

**5. RECREATION AND PARKS UPDATES**

This time is reserved for City staff to provide a briefing on issues of interest.

No action will be taken on these matters except to possibly place a particular items on a future agenda for consideration.

**5.1 UPCOMING EVENTS & PARK PROJECTS**

**Attachments:** [Upcoming Events & Park Projects 10.22.25](#)

**6. CHAIR/BOARD MEMBERS REPORTS AND COMMITTEE UPDATES**

The Chair and Board Members may provide brief updates relevant to their district, Recreation and Parks, a committee they are on, or updates relevant to the subject matter within the jurisdiction of the Board of Parks and Recreation.

**7. SCHEDULED ITEMS**

**7.1 REPORT - VICE CHAIR NOMINATION AND ELECTION**

**BACKGROUND:** The Board will nominate, discuss, and vote to elect a member of the Board of Parks and Recreation to serve as Vice Chair.

**RECOMMENDATION:** The Board shall, by motion, elect a Vice Chair.

**7.2 REPORT - LETTER OF SUPPORT REQUEST**

**BACKGROUND:** The Southeast Greenway Campaign requests the Board of Parks and Recreation's provide a letter of support for the City of Santa Rosa's grant application to Caltrans Sustainable Transportation Planning Grant (STPG). The grant will support the master planning effort for the Santa Rosa Southeast Greenway project.

**RECOMMENDATION:** Discussion and motion.

**Attachments:** [Letter of Support Template](#)

**7.3 REPORT - 2026 RECREATION FEES UPDATE**

**BACKGROUND:** Deputy Director of Recreation, Jeff Tibbets, will present the Council approved Recreation Fee schedule for 2026 and the updated methodology to determine the fees. The Recreation Division provides a wide range of fee-based services, including facility use, admissions, and program activities. Fees have been updated to adjust to increasing expenses, support greater cost recovery, and

improve operational efficiencies.

RECOMMENDATION: Information

**Attachments:** [2026 Recreation Fee Schedule Presentation](#)  
[2026 Recreation Fee Schedule](#)  
[Current Fee Schedule](#)

#### 7.4 REPORT - BOARD OF PARKS AND RECREATION BYLAW UPDATES

BACKGROUND: Assistant Parks Planner, Emily Ander, will present updates to the Board Bylaws for discussion including meeting frequency, meeting start time, and administrative changes.

RECOMMENDATION: Discussion

**Attachments:** [Board Bylaws Update Presentation](#)  
[Board Bylaws – Final Version](#)  
[Board Bylaws – Redlined Version](#)

### 8. WRITTEN AND/OR ELECTRONIC COMMUNICATIONS

### 9. FUTURE AGENDA ITEMS

This schedule is tentative and subject to change pending final publication and posting of the Meeting Agenda. This time is reserved for discussion whether to place matters on a future agenda for further discussion.

### 10. ADJOURNMENT

Next meeting will be held on December 10, 2025 at 4 pm

*The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available by calling the Parks office at (707) 543-3770 (TTY Relay at 711). Requests should be submitted as far in advance as possible, but no later than two (2) business days before the scheduled meeting.*

*This information can also be accessed via the internet at: <http://srcity.org>. Any writing or documents provided to a majority of the Board of Parks and Recreation regarding any item on this agenda will be made available for public inspection at the Parks Office, 55 Stony Point Road, Santa Rosa, CA during regular business hours by contacting the Parks office at 707-543-3770 (TTY Relay at 711) or [bpr-comment@srcity.org](mailto:bpr-comment@srcity.org). Requests should be submitted as far in advance as possible, but no later than two (2) business days before the scheduled meeting.*