



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, February 14, 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, 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: 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. January 10, 2024 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

C. None

7. OLD BUSINESS

D. n/a

8. NEW BUSINESS

E. Planning and brainstorming for Mental Health Awareness Month in May **(Attachment)**

9. REPORTS

F. Chairperson

G. Subcommittees **(Attachment)**

- a. Concerts in the Park Subcommittee Meeting (1/22/24)
- b. Public Art Advisory Committee Meeting (2/5/24)
- c. Community Park Improvements Subcommittee Meeting (2/6/24)
- d. Events Subcommittee Meeting (2/12/24)
- e. Setting Subcommittee Meetings

H. Commissioners

I. Staff

10. COMMISSION MATTERS

J. Written Communications

11. ADJOURNMENT

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



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

January 10, 2024

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

CALL TO ORDER

Chairperson Kern called the meeting to order at 6:32pm.

ROLL CALL

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

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

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

ADOPTION OF AGENDA

Commissioner Commerford moved, seconded by Commissioner Ocampo, to approve the January 10, 2024 agenda. The motion carried 7-0.

APPROVAL OF MINUTES

B. November 8, 2023

Commissioner Commerford moved, seconded by Commissioner Greenlee, to approve the November 8, 2023 minutes. The motion carried 7-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

None

OLD BUSINESS

C. Event debrief: Festival of Lights

The Commission shared their thoughts on the activities and interactive exhibits featured in the highly attended and very successful 2023 Festival of Lights.

D. 2024 Strategic planning workshop

The Commission discussed the main topics of interest for the 2024 strategic planning workshop, including a review of finances and CIP projects list.

NEW BUSINESS

E. 2024 P&R Commission Calendar

The Commission looked over the draft calendar and considered topics for each monthly meeting of the year, such as adding mental health in February and public art in June.

REPORTS

F. Chairperson

None

G. Subcommittees

- a. Festival of Lights Subcommittee Meeting (11/16/23)
Subcommittee members were able to share their feedback under “Old Business”.
- b. Public Art Advisory Committee Meeting (11/20/23, 1/8/24)
Subcommittee members reported discussions on the hydrant project, coordinating projects with Public Works, Firth Park, and meeting with Nine dot Arts.
- c. Community Park Improvements Subcommittee Meeting (12/5/23)
Subcommittee members reported discussions from the on-site meeting on Community Park improvements and the process moving forward.
- d. Setting Subcommittee Meetings
Concerts in the Park Subcommittee meeting scheduled for 1/22/24 at 4pm.
Community Park Improvements Subcommittee meeting scheduled for 2/6/24 at 6pm.
Events Subcommittee meeting scheduled for 2/12/24 at 5pm.

H. Commissioners

None

I. Staff

Supervisor Houghton shared more on baseball registration, Rumba, Crocker Trail walking group, summer camp registration, senior trips, 1/12 middle school dance, upcoming Parents’ Nights Out, 1/26-1/27 MOB shop, 2/5 Artists’ Evening of Sharing, sweetheart pickleball, family pajama dance party, playground resurfacing, 2/12-2/19 annual pool closure, and 2/10 resume and interview workshop.

COMMISSION MATTERS

J. Written Communications

None

K. Commission Calendar

The next regularly scheduled meeting is February 14, 2024.

ADJOURNMENT

Chairperson Kern moved to adjourn the meeting at 7:27pm.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 2/14/2024

From: Nicole Houghton, Recreation Supervisor

Noreen Leek, Parks & Recreation Director

Subject: 2024 Mental Health Awareness Month

Purpose

Proactively advocate for and improve the mental health and well-being of all Brisbane residents by emphasizing May as mental health awareness month.

Recommendation

Consider programs and activities to support mental health awareness month in May.

Background

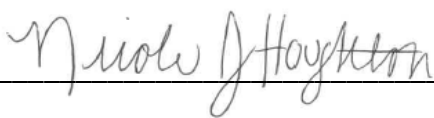
In alignment with two of the Council's goals focusing on Safe Community and Community Building the Parks and Recreation Commission has indicated a desire to dedicate efforts towards improving the mental well-being of residents. Mental Health Awareness Month has been observed in May in the United States since 1949 to increase awareness of the importance of mental health and wellness in Americans' lives and to celebrate recovery from mental illness. For the past several years, Brisbane's City Council has formally proclaimed May as Mental Health Month. Every May, Brisbane joins other cities throughout San Mateo County to light up city buildings with lime green lights to show residents that they are not alone in facing mental health and substance use challenges. Throughout the month mental health resources are shared through various City communication channels including the City Manager's E-blast and social media outlets.

Discussion

City staff was approached by a local Brisbane artist, Shelly Lui in December 2023. Lui inquired about showcasing some of her work in the City Hall gallery. Her art is inspired by mental health affirmations, and she creates short poems to accompany each art piece. Staff is suggesting that we feature Lui's artwork in May and organize a thoughtful event around mental health and wellbeing while coordinating with other various community stakeholders. The initial thought was to create a Mental Health Open House on Wednesday, 5/1 in the evening at City Hall. Staff recognize that there may also be opportunities to engage other partners to appeal to a broader audience and ensure the event's success. This may include the Inclusion, Diversity, Equity & Accountability (IDEA) Committee, the Brisbane Library, the Youth Advisory Committee, the Police department, the Age-Friendly Cities Task Force, etc. Since this would be an inaugural event, staff welcomes the Commissions input, ideas, and support. We would also like to hear from the Commission if they have other suggestions for mental health month as a whole.

Fiscal Impact

To be determined based on the P&R Commission's recommendations. Some funding to support an event may be available within the P&R Special Events budget.



Nicole Houghton, Recreation Supervisor



Noreen Leek, Parks & Recreation Director

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 11/30/2023

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
COMMUNITY PARK IMPROVEMENTS

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
(3) DAVIS, OCAMPO

STAFF

MONROY & FRANCO
LEEK (W/ CITY COUNCIL)
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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