



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, September 8th, 2021 at 6:30 P.M. • Virtual Meeting

This meeting is compliant with the Governors Executive Order N-08-21 issued on June 21, 2021 allowing for deviation of teleconference rules required by the Brown Act. The purpose of this is to provide the safest environment for staff, Commissioners and the public while allowing for public participation. The public may address the council using exclusively remote public comment options. The Commission may take action on any item listed in the agenda.

The Parks & Recreation Commission Meeting will be an exclusively virtual meeting. Members of the public may view the meeting by logging into the Zoom webinar listed below or on Comcast Channel 27 and the City's YouTube channel at <http://www.youtube.com/Brisbaneca>. The agenda materials may be viewed online at www.brisbaneca.org/meetings.

Join Zoom Webinar:

<https://us06web.zoom.us/j/92041741911pwd=MUVUZ0hyMnEzb2lGTDJxZTVoRFBiZz09>

Meeting ID: 920 4174 1911, **Passcode:** 123456

TO ADDRESS THE COMMISSION: Members of the public are encouraged to submit written comments before the meeting.

Members of the public who join the live Zoom webinar may address the Commission in the meeting when called upon by the Chairperson. Please use the "Chat" box in Zoom to alert staff that you want to address the Commission. Members of the public watching the meeting on YouTube or Channel 27 may email or text comments prior to the start of the particular agenda item to the below email and text line:

Email: jfranco@brisbaneca.org, **Text:** 628.219.2912

A call-in number is also available for those watching the meeting on YouTube or Channel 27 for oral communications and public hearing items:

Phone Number: +1 (669) 900-9128, **Meeting ID:** 920 4174 1911

After entering the meeting ID and pressing #, simply press # a second time to enter the meeting waiting room. No participant code is required. Please wait to call until the Chairperson and/or staff announces that the phone line is open. When you are let into the meeting, press *6 on your phone to unmute yourself before addressing the Commission. To avoid feedback, please turn off the volume of the meeting broadcast on your TV or computer. You will still be able to hear the Commissioners through your phone.

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: Ocampo, Greenlee, Bologoff, Kern, Sims

1. CALL TO ORDER

2. ROLL CALL

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

4. APPROVAL OF MINUTES

A. July 14, 2021 (Attachment)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. Overview of the department's childcare programs

7. OLD BUSINESS

C. Commission reorganization

Given Commissioner Marmion's resignation due to relocation, the Commission will need to appoint a new Vice Chair.

D. Garden Show Recap

8. NEW BUSINESS

E. Workplan review and establish talking points for Liaison Meeting with City Council Subcommittee on 9/10 @ 10:00am. (Attachment)

9. REPORTS

F. Chairperson

G. Subcommittees

a. Events: Meeting Held July 20, 2021

b. Day in the Park & Derby: Meeting Held July 26, 2021

c. LUNAFEST: Meeting Held June 26, 202

d. Setting Subcommittee Meetings

H. Commissioners

I. Staff

10. COMMISSION MATTERS

J. Written Communications

K. Commission Calendar

11. ADJOURNMENT

The next regularly scheduled meeting is October 13, 2021.

A.

File Attachments for Item:

A. EnterTextHere



Brisbane Parks and Recreation Commission **Action Minutes**

REGULAR MEETING

July 14, 2021

BRISBANE CITY HALL VIRTUAL COMMISSION MEETING, 50 PARK PL., BRISBANE, CA

CALL TO ORDER

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

ROLL CALL

Commissioners present:	Ocampo, Marmion, Bologoff, Greenlee, Kern, & Sims
Commissioners absent:	None
Staff present:	Recreation Director Leek, Recording Secretary Nahass López, and Recreation Coordinator Franco

ADOPTION OF AGENDA

Commissioner Bologoff moved, seconded by Commissioner Marmion, to approve the July 14, 2021, agenda. The motion carried 6-0.

APPROVAL OF MINUTES

A. May 12, 2021

Commissioner Bologoff moved, seconded by Commissioner Greenlee, to approve the May 12, 2021 minutes. The motion carried 5-0.

B. June 9, 2021

Commissioner Marmion moved, seconded by Commissioner Greenlee, to approve the May 12, 2021 minutes. The motion carried 5-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

C. Introduction of new Recreation Coordinator, Scott Morris

Director Leek and Scott Morris introduced Mr. Morris as the department's new Recreation Coordinator.

OLD BUSINESS**D. National Parks & Recreation Month 2021**

Staff presented updates on the weekly special events in July 2021. Staff and Commissioners watched a video recapping the department's work from March of 2020 – July 2021 and further discussed the work and accomplishments made throughout the year.

NEW BUSINESS - None**REPORTS****E. Chairperson - None****F. Subcommittees****a. LUNAFEST**

Commissioners Marmion and Kern reported the discussion held at the LUNAFEST Subcommittee meeting on June 26, 2021.

b. Day in the Park/Derby

Commissioner Bologoff reported the discussion held at the Day in the Park/Derby Subcommittee meeting on April 21, 2021.

c. Setting Subcommittee Meetings

Day in the Park & Derby was scheduled for July 26, 2021 at 5:30pm.

Events was scheduled for July 20, 2021 at 4:30pm.

G. Commissioners

Commissioner Marmion stated her resignation from the Parks & Recreation Commission due to her relocation out of state.

H. Staff – Provided information regarding upcoming programs and events.**COMMISSION MATTERS****I. Written Communications****J. Commission Calendar**

The next regularly scheduled meeting was August 11, 2021. The Commission elected to skip the August meeting for summer break and will return on September 8, 2021.

ADJOURNMENT

Chairperson Ocampo moved to adjourn the meeting at 7:15pm.

B.

File Attachments for Item:

B. EnterTextHere

B. Parks & Recreation Commission Workplan

2021

Goal	Strategy	Activities/Tasks (Action items)	Status	Time Frame for Completion	% Complete	Supporting which City Council goal(s)	Notes (incl. financial implications)
Innovative and Adaptive Programming							
	Focus on Outdoor Opportunities					Community Building	
		Explore feasibility of park equipment rentals	Not Started	1 year	0%		
		Explore using Gazebo or Mission Blue patio/grass area for additional outdoor programming	Not Started	Ongoing	0%		
		Pop up events	In Progress	Ongoing	100%		National P&R Month (Mini Golf, Pickleball, etc.), Garden Show
		Partner with San Bruno Mountain Watch for wildlife walks	Not Started	6 months	0%		
	Consider expansion of the preschool program and explore licensing potential					Community Building	
		Outline licensing requirements	Not Started	Long Term	0%		
		Determine community interest/need	Not Started	Long Term	0%		
	#SmileBrisbane campaign evolution					Community Building & Safe Community	
		Explore workshops/classes (Priority: physical & mental health)	Not Started	Ongoing	0%		
		#GetOutsideBrisbane	Not Started	Ongoing	0%		
	Collaborate with neighboring agencies or private organizations to bring more recreational opportunities & competitive sports to Brisbane residents					Community Building	
		Youth Sports (consider paying coaches)	Not Started	3 months	0%		
		Adult & Senior Classes	Not Started	Ongoing	0%		
		Master Class	Not Started	Ongoing	0%		
	Consider a post-pandemic needs assessment survey (Last one was done in 2017)					Community Building & Safe Community	
		Needs Assessment Survey	Not Started	1 year	0%		
	Create a plan to address mental health and physical wellness within the community					Community Building & Safe Community	
		Youth, Teens, Adults, Seniors	Not Started	Ongoing	0%		
	Consider new opportunities for senior programming					Community Building	
		Age Bold	Not Started	6 months	0%		
Goal	Strategy	Activities/Tasks (Action items)	Status	Time Frame for Completion	% Complete	Supporting which City Council goal(s)	Notes (incl. financial implications)
Facility Improvements							
	Walkways					Community Building & Safe Community	
		Auditing and maintenance	In Progress	Ongoing	25%		Resume quarterly audits of all P&R facilities & work with PW department to determine maintenance needs & priorities.
	Beautification					Community Building	
		Consider feasibility of BES Field Restroom mural	Not Started	1 year	0%		
		Participation on the Beautification Committee	In Progress	Ongoing	50%		
		Determine beautification efforts within P&R purview and develop plan for addressing them.	Not Started	Ongoing	0%		
	Implement new recreational opportunities at Sierra Point/Marina					Community Building	
		Participation on the Open Space and Parks Master Plan for Sierra Point Committee	Not Started	1 year	0%		
		Consider other opportunities that can be implemented in the short term for residents to recreate at Sierra Point/marina.	Not Started	1 year	0%		
	Complete Outstanding Facility Projects					Community Building & Safe Community	

Goal	Strategy	Activities/Tasks (Action items)	Status	Time Frame for Completion	% Complete	Supporting which City Council goal(s)	Notes (incl. financial implications)
B.		City signboards conversion to E Ink	Complete		<div><div>100%</div></div>		Final installation on 8/24/2021. Content management in progress.
		Dog Park Resurfacing (Park reopening event?)	In Progress	3 months	<div><div>50%</div></div>		
		Facility Maintenance List & Prioritization				Community Building & Safe Community	
		Audit facilities, determine needs, prioritize	In Progress	Ongoing	<div><div>25%</div></div>		Resume quarterly audits of all P&R facilities & work with PW department to determine maintenance needs & priorities.
		Draft a facilities maintenance plan	Not Started	Long Term	<div><div>0%</div></div>		