



# CITY of BRISBANE

## Parks and Recreation Commission

### Meeting Agenda

Wednesday, July 10, 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](https://www.youtube.com/brisbaneca), or on Comcast Ch. 27. Archived videos may be replayed on the City's website, [brisbaneca.org/meetings](https://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](https://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](mailto:jbondoc@brisbaneca.org), **Text:** (415) 519-9588

**Join Zoom Webinar:** [brisbaneca.org/pr-zoom](https://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.

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

### **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. May 8, 2024 (**Attachment**)

C. June 12, 2024 (**Attachment**)

### **5. CITIZEN COMMUNICATIONS**

### **6. PRESENTATIONS**

D. Introduction to new City Manager, Jeremy Dennis

### **7. OLD BUSINESS**

E. National Parks & Recreation Month (event calendar, video, and City Council Proclamation on 7/18/24) (**Attachment**)

F. Discussion and report out from June offsite facilities tour

G. Update regarding ongoing research of Parks & Recreation Foundations

### **8. NEW BUSINESS**

H. Discuss existing availability and future additions of benches for Crocker Trail

### **9. REPORTS**

I. Chairperson

J. Subcommittees

a. Joint Subcommittee Meeting – OSEC, YAC, Parks & Rec (Held on 5/15/24)

b. Derby and Day in the Park Subcommittee Meeting (Held on 5/23/24)

c. Public Art Advisory Committee Meeting (Held on 6/17/24)

d. Setting Subcommittee Meetings

K. Commissioners

L. Staff

### **10. COMMISSION MATTERS**

M. Written Communications

### **11. ADJOURNMENT**

The next regularly scheduled meeting is August 14<sup>th</sup>, unless the Commission elects to take the month off for Summer recess as has been past practice.



**Brisbane Parks and Recreation Commission Action Minutes**

**REGULAR MEETING**

**May 8, 2024**

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

**CALL TO ORDER**

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

**ROLL CALL**

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

Commissioners present: Sims, Kern, Ocampo, Seawell

Commissioners absent: Commerford, Davis, Greenlee

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

**ADOPTION OF AGENDA**

Commissioner Kern moved, seconded by Commissioner Ocampo, to approve the May 8, 2024 agenda. The motion carried 4-0.

**APPROVAL OF MINUTES**

**B. April 10, 2024**

Commissioner Kern moved, seconded by Commissioner Seawell, to approve the April 10, 2024 minutes. The motion carried 4-0.

**CITIZEN COMMUNICATIONS**

None

**PRESENTATIONS**

**C. Club Rec/Summer Preview/Preschool Program**

Recreation Coordinator Angela Rodas reviewed details and current enrollment for the after-school and preschool programs, as well as upcoming activities, events, and summer camp.

**OLD BUSINESS**

None

**NEW BUSINESS**

**D. Discuss ideas for National Parks & Recreation Month**

The Commission brainstormed ideas for July, including a parks and recreation calendar,

passport and photo opportunities, day-in-the-life pinboard or other art component, and park patches.

**E. Determine locations for the June offsite facilities tour**

The Commission requested a public art inventory and also opted to tour facilities of neighboring cities: South San Francisco Community Center and Library, Millbrae Community Center, and Burlingame Community Center.

**F. Discuss research efforts regarding Parks & Recreation Foundations**

Commissioner Seawell shared his conversations with Burlingame and findings regarding their foundation. Commissioner Kern provided the same overview following his conversation with Redwood City foundation representatives.

**REPORTS**

**G. Chairperson**

None

**H. Subcommittees**

a. Public Art Advisory Committee meeting (4/15/24, 5/6/24)

Director Leek reported further discussions on the Public Art Master Plan with consultants NINEdotARTS and upcoming outreach efforts at the Farmers' Market, Concert in the Park, and Citywide Yard Sale in July.

b. Setting Subcommittee Meetings

Joint Subcommittee Meeting (OSEC, YAC, and Parks & Recreation) scheduled for 5/15/24 at 6pm.

Derby and Day in the Park Subcommittee Meeting scheduled for 5/23/24 at 5:30pm.

Public Art Advisory Committee Meeting scheduled for 6/17/24 at 4:30pm.

**I. Commissioners**

Commissioner Kern thanked Supervisor Houghton for notifying the Commission of the 5/2/24 City Council Meeting.

**J. Staff**

Staff reported on the new track team at Lipman, Lipman pickleball team, Mission Blue Center pilates, Community Park soccer for tots, Sunrise Room teen events, Walt Disney Museum senior trip, 6/11 open registration for fall Club Rec and preschool, Mental Health Awareness month activities, What Makes You Smile art campaign, summer staff training, Concerts in the Park sponsorships, 5/16 Bike to Work Day, BDW spring performance, preschool graduation, and Friday night rec swim.

**COMMISSION MATTERS**

**K. Written Communications**

None

**L. Commission Calendar**

The next regularly scheduled meeting will be June 12, 2024 (offsite).

**ADJOURNMENT**

Chairperson Sims moved to adjourn the meeting at 7:36pm.



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**Brisbane Parks and Recreation Commission *Action Minutes***

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**OFF-SITE MEETING**

**June 12, 2024**

*MEETING PLACE, 50 PARK PL., BRISBANE, CA*

**Offsite Facilities Tour at the South San Francisco Community Center and Library, Millbrae Community Center, and Burlingame Community Center.**

The Commission and staff left Brisbane City Hall at 5:30pm and proceeded to tour the aforementioned facilities.

The next regularly scheduled meeting is July 10, 2024.



# July

# = PARKS & RECREATION MONTH

Are you ready for the best month of the year? This July, we are celebrating the people, spaces, events and programs that create a sense of belonging in Brisbane. Join us and the National Recreation and Park Association as we uplift #WhereYouBelong! #ParkandRecMonth #ParkandRecMonth24



## P&R MONTH KICK OFF!

This P&R Month, let's unite and highlight the many ways that P&R programs and services embody the essence of belonging. #whereyoubelong  
**Follow us on social media!**



## PICKLEBALL @ MISSION BLUE

Curious about the sport that is sweeping the nation? Come see what it's all about and play pickleball on Wednesday nights at 7pm at Mission Blue. All ages and abilities are welcomed!



## WALKING GROUP

Get outside and move your body! Join our walking group as they walk the Crocker Trail Loop on 7/8 and 7/22 starting at 9am. Meet in front of the Sunrise Room (2 Visitation Ave).



## DINK & DUNK CAMP

**NEW** this Summer for 6th-8th graders. Session 1: 7/8-7/12, Session 2: 7/15-7/19 from 9am-4pm. Advance registration is required.

**Register @ [brisbaneca.org](https://brisbaneca.org).**



## SENIOR TRIP TO PIER 39

Enjoy a trip to Pier 39 on 7/9 from 10am-3pm. The price of the trip includes transportation in a City Vehicle, which departs from the Sunrise Room.

**Register @ [brisbaneca.org](https://brisbaneca.org).**



## CONCERTS IN THE PARK

A Summer staple brought to you by the P&R Department & P&R Commission:

**FRIDAYS 6-8:30PM**

7/12 - Pride & Joy

7/19 - DJ Sharon sponsored by the Lion's Club

7/26 - Native Elements

**SUNDAYS 2-4:30PM**

8/4 - Local Band: Con Kimba

8/11 - Mercy & the Heartbeat



## COMMUNITY POOL PARTY

The Summer's second community pool party will be held on 7/19 from 2:30-5:30pm and it's bound to be "Out of this World!"

**\*Entrance fee required.\***



## HABITAT RESTORATION

Volunteers of all ages wanted! This restoration effort will take place at the Colma Creek Headwaters on 7/20 from 9am-Noon. Volunteers will receive a free T-shirt and lunch.



## OIL PAINTING WORKSHOP

This workshop for new artists (or those wanting to try oil painting) will take place on 7/20 from 9am-3pm. All materials are included with the cost of registration.

**Register @ [brisbaneca.org](https://brisbaneca.org).**



## E-FITNESS @ SUNRISE ROOM

Calling all adults ages 55+! Come try exercising with the Nintendo Switch & have fun while staying active! This program is held at the Sunrise Room on 7/25 from 2:30-4pm.



## SMORE'S AT THE PARK

To wrap up P&R month, we're celebrating with Smore's at the Community Park! Join us on 7/31 between 6-7PM for some summery goodness. All ages, FREE while supplies last! Adults: Feel free to bring a beverage to pair with the chocolate ;)

