



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, November 13, 2024 at 6:30 PM • 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. Aside from commenting personally while in the Zoom Webinar, you can also use the call-in number. The public comments received will be noted for the record during Citizen Communications. We encourage you to email comments in advance of the meeting to jbondoc@brisbaneca.org since this email will not be monitored during the meeting. Emails received during the meeting will not be addressed and will not be brought to the attention of the Commission.

Join Zoom Webinar: brisbaneca.org/pr-zoom (please use the latest version: zoom.us/download)

Webinar 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: Sims, Commerford, Davis, Greenlee, Kern, Ocampo, Seawell

1. CALL TO ORDER

2. ROLL CALL

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

4. APPROVAL OF MINUTES

A. October 9, 2024 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

7. OLD BUSINESS

B. N/A

8. NEW BUSINESS

C. Discuss Young Adult Development Series and community-wide survey **(Attachment)**

D. Appoint a Commission representative (and an alternate) as a liaison to an ad hoc subcommittee with the Inclusion, Diversity, Equity & Accountability (IDEA) Committee

9. REPORTS

E. Chairperson

F. Subcommittees **(Attachment)**

a. Public Art Advisory Committee Meeting (Held on 10/14/24)

b. Festival of Lights Subcommittee Meeting (Held on 10/28/24)

c. Setting Subcommittee Meetings

G. Commissioners

H. Staff

10. COMMISSION MATTERS

I. Written Communications

11. ADJOURNMENT

NOTE: No meeting in December. The next regularly scheduled meeting will be January 8, 2025.



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

October 9, 2024

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

CALL TO ORDER

Chairperson Sims called the meeting to order at 6:33pm.

ROLL CALL

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

Commissioners absent: Commerford

Staff present: Recreation Director Leek, Recreation Supervisor Houghton, Aquatics Staff Nahass and Madrigal, Administrative Assistant Bondoc

ADOPTION OF AGENDA

Chairperson Sims proposed to add the 10/8 Public Art Advisory Committee Meeting to the Subcommittee Reports.

Commissioner Kerm moved, seconded by Commissioner Greenlee, to approve the October 9, 2024 agenda. The motion carried 6-0.

APPROVAL OF MINUTES

A. September 11, 2024

Commissioner Seawell moved, seconded by Commissioner Greenlee, to approve the September 11, 2024 minutes. The motion carried 6-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. Aquatics Programs

Aquatics coordinator Sara Nahass and Head Lifeguard Joseph Madrigal presented on the latest at the community pool, including parties, lessons, lifeguard training, and events.

OLD BUSINESS

C. Event Debrief: Coastal Clean-Up

Staff summarized the 9/21 Coastal Clean-up at the Brisbane Marina, which saw 35+ volunteers pick up about 250lbs of recyclables and 200lbs of waste.

D. Event Debrief: Day in the Park & Derby

Staff and Commissioners recapped and provided feedback on the 10/5 Day in the Park &

Derby, particularly on how to possibly combat the heat in the future.

E. Discussion regarding next steps for P&R Foundation

Ad hoc subcommittee members shared discussions at the 9/24 meeting, continuing to research other cities' mission statements, legacy projects, appointment of a dedicated board, and promoting through outreach and publicity.

NEW BUSINESS

F. N/A

REPORTS

G. Chairperson

None

H. Subcommittees

- a. Festival of Lights Subcommittee Meeting (Held on 9/16/24)
Subcommittee members shared discussions at the meeting for which the IDEA Committee was present, including peace as the theme, light displays, singing, cookies, and photobooth.
- b. Derby and Day in the Park Subcommittee Meeting (Held on 9/24/24)
Subcommittee members provided a debrief of the meeting and event during the agenda item "Old Business".
- c. Foundation Feasibility Ad Hoc Subcommittee Meeting (Held on 9/24/24)
Subcommittee members provided a debrief of the meeting during the agenda item "Old Business".
- d. Seniors Subcommittee Meeting (Held on 9/25/24)
Subcommittee members shared discussions at the meeting which took place right after the Senior BBQ, such as assembling a committee of seniors to gather ideas and how to more successfully relay communications to seniors.
- e. Public Art Advisory Committee Meeting (Held on 10/8/24)
Subcommittee members shared discussions at the meeting including recommending to Council a mosaic artist and metalwork artist for the Alvarado-San Benito stairway project.
- f. Setting Subcommittee Meetings
Festival of Lights Subcommittee meeting scheduled for 10/28/24 at 3:30pm.

I. Commissioners

Commissioners requested an update on previous citizen communications.

J. Staff

Staff shared the latest on the Thanksgiving and Winter Camps, 10/7 Sound Bath class in the Sunrise Room, seniors-preschool connection with the 10/24 Grand Friends, court reservations through REC, trash grabber program, Loneliness to Light event by Center for Age-Friendly Excellence, 10/19 events (Parents Night Out, Spooky Splash, and Lions

Club Pumpkin Patch), 10/28 Howl-o-Ween, 12/8 Festival of Lights, and City Council's allocation of funds for Mission Blue improvements and environmental study of Crocker Trail.

COMMISSION MATTERS

K. Written Communications

Community member Victoria reached out via webform submission about the possibility of rainbow bridge memorial for pets in Brisbane.

ADJOURNMENT

Chairperson Sims moved to adjourn the meeting at 8:07pm. The next regularly scheduled meeting will be November 13, 2024.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 11/13/2024

From: Nicole Houghton, Recreation Supervisor

Noreen Leek, Parks & Recreation Director

Subject: Young Adult Series

Purpose

Provide essential developmental programming for the underserved population of young adults ages 16-24.

Recommendation

Consider the idea of a young adult development series and provide feedback to staff regarding the initial community-wide survey to gauge public interest.

Background

In December 2023 Parks and Recreation staff were approached by resident and IDEA Committee member, Anna Dennis, about the possibility of creating a young adult series for Brisbane. After meeting with Anna and brainstorming ideas, staff identified some short-term goals that could be accomplished while simultaneously exploring the feasibility of a full-fledged curriculum. In early 2024, Chairperson Sims, alongside Recreation Supervisor Nicole Houghton, facilitated an Interview and Resume Writing Workshop for residents at Mission Blue. They also presented similar content at the annual YAC Attack conference in Burlingame which is a leadership conference focused on empowering young adults. Over the next several months, staff began researching similar programs throughout the state to get ideas and met with a Jefferson Union High School District representative, who provided insight into their Adult Learning program, industry mentorship and Skyline College's Career Readiness and job placement team. Staff also met with Nicole Davis, creator of Fortitude Careers, to explore collaborative opportunities. Fortitude Careers already intends to host 4 cohorts in 2025 including Exploring Construction Careers, Life Mastery Skills, and Self Confidence. This program could be a wonderful opportunity for Brisbane residents. Staff will continue to explore additional collaboration with Fortitude Careers in the coming months. Finally, staff attended the 3rd annual SSFUSD & JUHSD College & Career Fair at Serramonte Mall to connect with potential students, employees, and community members.

Discussion

Life Unlocked: Mastering Adulthood is an engaging, relatable series designed to equip young adults with essential life skills as they navigate the transition into independence. Tailored for those aged 16-24, the series will be designed to cover practical topics often left out of traditional education, offering step-by-step guidance and real-world advice. Staff intends to publish a survey for the purpose of assessing community interest for this type of programming. The survey would be promoted through a variety of our communication channels including but not limited to: City website, weekly eBlast, social media, printed STAR newsletter, printed flyers at City facilities and the Library, surveys dropped off at the Ridge and Mobile Home Park, email distribution lists, P&R digital activity guide, and Chamber of Commerce Luminary. Survey responses would be collected starting early December through the end of January

2025. A draft survey is enclosed as Attachment 1 for the Commissions consideration. In addition, staff would like to hear from the Commission their ideas around program structure and content. The Commission should consider whether the program is best structured as either:

- an annual cohort with a foundational core curriculum to build a sense of community amongst participants (i.e. 4 classes annually), alongside a series of “elective” classes that both they (and the broader community) could opt into, or
- classes could be offered individually for opt-in enrollment, similar to the existing structure of contract classes.

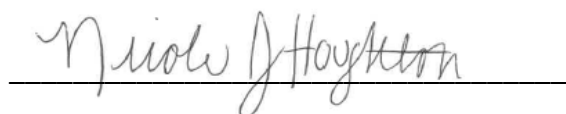
Prospective partners for the series could include: the Brisbane Chamber of Commerce, local Brisbane businesses, local schools (Skyline, SF State, CSM, Jefferson Union High School District, Commission/Committee Members, Innovation Committee, IDEA Committee, neighboring agencies (South San Francisco, Daly City, SF – Visitacion Valley, Colma), Non-Profit groups (Fortitude Careers) and local Brisbane residents. Additional ideas for consideration could include: career days, job shadowing, and integration with the Youth Advisory Committee.

Fiscal Impact

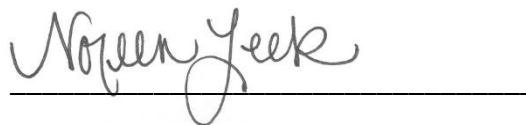
The fiscal impact is yet to be determined based on the P&R Commission’s recommendations. Some existing funding to support this program may be available within the Teens and Adults program budgets. However, additional funding support may be needed depending on the direction for the series and collaborative partnerships yet to be explored. Any potential fiscal implications should be part of future budget conversations and recommendations to City Council in Spring 2025.

Attachments

1. DRAFT Young Adult Series survey



Nicole Houghton, Recreation Supervisor



Noreen Leek, Parks & Recreation Director

Young Adult Series Survey

Life Unlocked: Mastering Adulthood

Life Unlocked: Mastering Adulthood is an engaging, relatable series designed to equip young adults with essential life skills as they navigate the transition into independence. Tailored for those aged 16-24, the series covers practical topics often left out of traditional education, offering step-by-step guidance and real-world advice.

Each session dives into a specific aspect of adulthood, such as managing personal finances, building healthy relationships, navigating mental health challenges, cooking simple meals, developing career strategies, and mastering time management. Featuring relatable coaches and interactive sessions, the series creates a safe, non-judgmental space to learn, grow, and build confidence for the road ahead.

Life Unlocked empowers young adults to thrive as they transition into the next phase of their lives, arming them with the tools and knowledge they need to succeed in their personal and professional journeys.

We want *Life Unlocked* to be as helpful and relevant as possible for young adults. That's where you come in! We're asking the community to complete a quick survey to tell us what life skills and topics you'd like to see in the series. Whether it's budgeting, basic car maintenance, interview skills, or anything in between, your input will help shape a program that meets real needs and interests. Your voice matters, and this is your chance to make sure *Life Unlocked* addresses the skills that matter most to you and your peers. Let's create something great together!

Survey

- 1. How interested are you in a *Life Unlocked* Young Adult Development Series?**
(Scale of 1-10)
- 2. What do you feel are the most effective ways to receive information?**
(Email, Text, Phone call, Social Media, Weekly eBlast, Monthly STAR publication, City Website, Other)
- 3. What type of programming would you be interested in? (check all that apply)**
 - a. Kitchen basics
 - b. Sewing & Clothes Maintenance 101: washing, drying, ironing
 - c. Cleaning 101
 - d. Personal Hygiene
 - e. Meal planning and cooking for 1
 - f. Tech Support
 - g. Public Speaking & Toast Masters
 - h. I own a car, now what? - Upkeep & Maintenance: changing tire, fill with air, check oil
 - i. Leadership skill development
 - j. Financial Literacy

- k. Understanding how I operate – StrengthsFinder
 - l. Wilderness Survival 101
 - m. Etiquette and Manners
 - n. BBQ safety and skills
 - o. What tool is this and how do I use it?
 - p. Independent living – hanging a photo on the wall, cleaning, safety
 - q. Gardening & Nutrition Basics
 - r. Assembling furniture
 - s. Socialization and Belonging
 - t. Safety: CPR / first aid / water / fire extinguisher
 - u. Entrepreneurship: make, market, and budget
 - v. Community Service/Volunteering
 - w. Other: _____
-

4. If you like the idea of the series, how often would you attend a class or session?

(Weekly, Monthly, Quarterly, Annually)

5. How long should classes be in length?

(1-2 hours, 3-4 hours, full day, other)

6. How much would you be willing to pay per individual class?

(\$10-\$100, other)

7. Would you be interested in a core curriculum that could be structured for a cohort and serve as a foundation for the program to build a sense of community amongst participants (i.e. 4 classes annually), alongside a series of “elective” classes that both the cohort, and the broader community, could opt into?

(Yes, No, I have another solution that I will share below under other)

8. Would you be interested in a “certificate-based” program? If the City could issue a certificate for participation in “X” number of hours that could be used as a “resume booster”?

(Yes, No, I have another solution that I will share below under other)

9. Do you know someone that might be a good fit to lead a session in our series? If so, please provide their name and contact information below.

10. Additional comments or ideas for the program?

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 9/17/2024

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
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
FOUNDATION FEASIBILITY AD HOC

COMMISSIONERS

(3) DAVIS, GREENLEE, OCAMPO
(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
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(3) COMMERFORD, GREENLEE, KERN
(1) COMMERFORD
(3) DAVIS, GREENLEE, OCAMPO
(3) COMMERFORD, KERN, SEAWELL

STAFF

MONROY & FRANCO
FRANCO
HOUGHTON
HOUGHTON & RODAS
FRANCO & ETHELTON (W/OSEC)
LEEK (W/ COMMITTEE)
HOUGHTON & MONROY
LEEK & MONROY
HOUGHTON & FRANCO
HOUGHTON & NAHASS
LEEK
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LEEK & HOUGHTON
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