



# CITY of BRISBANE

## Parks and Recreation Commission

### Meeting Agenda

**Wednesday, March 16th, 2022 at 6:30 P.M. • Virtual Meeting**

*This meeting is compliant with the Ralph M. Brown act as amended by California Assembly Bill No. 361 effective September 16, 2021 providing for a public health emergency exception to the standard teleconference rules required by the Brown Act. The purpose of this is to provide a safe environment for the public, staff and Commissioners, while allowing for public participation. The public may address the Commission 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](http://www.brisbaneca.org/meetings).

#### **Join Zoom Webinar:**

<https://us06web.zoom.us/j/92041741911?pwd=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:** [jbondoc@ci.brisbane.ca.us](mailto:jbondoc@ci.brisbane.ca.us), **Text:** 415.519.9588

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 (253) 215-8782, **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.

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

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**4. APPROVAL OF MINUTES**

A. February 9, 2022 **(Attachment)**

**5. CITIZEN COMMUNICATIONS**

**6. PRESENTATIONS**

B. Welcome and introduction of new P&R Commissioners

**7. OLD BUSINESS**

C. Adopt 2022 annual Commission calendar **(Attachment)**

D. 2022 Communitywide needs assessment survey **(Attachment)**

**8. NEW BUSINESS**

E. n/a

**9. REPORTS**

F. Chairperson

G. Subcommittees

a. Recreational Facilities Subcommittee meeting (held on 3/2/22)

b. Public Art Advisory Committee (held on 3/8)

c. Setting Subcommittee Meetings

\*LUNAFEST Subcommittee meeting scheduled for 3/22/22.

\*Public Art Advisory meeting scheduled for 3/29/22 and 4/5/22.

H. Commissioners

I. Staff

**10. COMMISSION MATTERS**

J. Written Communications

K. Commission Calendar

**11. ADJOURNMENT**

**The next regularly scheduled meeting is April 13, 2022.**



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

### **REGULAR MEETING**

**February 9, 2022**

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

### **CALL TO ORDER**

Chairperson Ocampo called the meeting to order at 6:35pm.

### **ROLL CALL**

Commissioners present: Ocampo, Greenlee, Kern, & Sims

Staff present: Recreation Director Leek, Recreation Coordinator Nahass López,  
and Administrative Assistant Bondoc

### **ADOPTION OF AGENDA**

Chairperson Ocampo added the 2/1/22 Public Art Advisory Subcommittee and 2/8/22 LUNAFEST Subcommittee meetings under Reports.

Commissioner Greenlee moved, seconded by Commissioner Sims, to approve the February 9, 2022 agenda as amended. The motion carried 4-0.

### **APPROVAL OF MINUTES**

#### **A. November 10, 2021**

Commissioner Greenlee moved, seconded by Commissioner Sims, to approve the November 10, 2021 minutes. The motion carried 4-0.

### **CITIZEN COMMUNICATIONS**

Resident Tony Byun expressed concerns regarding the condition of Lipman Field.

### **PRESENTATIONS**

None

### **OLD BUSINESS**

#### **B. Debrief 2021 Festival of Lights event**

Staff and Commissioners shared an overview of the event.

#### **C. 2022 community-wide needs assessment survey**

Commissioners affirmed survey categories and requested for this item to be brought back to next month's meeting after having a chance to review the 2017 survey results.

## **NEW BUSINESS**

### **D. Establish 2022 annual Commission calendar**

Commissioners reviewed last year's calendar and made suggestions for the 2022 calendar. This item will be brought back to the next Commission meeting.

## **REPORTS**

### **E. Chairperson - None**

### **F. Subcommittees**

#### **a. Recreation Programs Subcommittee meeting (held on 11/22/21)**

Staff reported discussions held at Recreation Programs Subcommittee meeting.

#### **b. Parks & Recreation and Open Space & Ecology Joint Subcommittee meeting (held on 12/14/21)**

Staff reported discussions held at Parks & Recreation and Open Space & Ecology Joint Subcommittee meeting.

#### **c. Concerts in the Park Subcommittee meeting (held on 2/3/22)**

Subcommittee members reported discussions held at Concerts in the Park Subcommittee meeting.

#### **d. Public Art Advisory Subcommittee meeting (held on 2/1/22)**

Subcommittee member Greenlee reported discussions held at Public Art Advisory Subcommittee meeting.

#### **e. LUNAFEST Subcommittee meeting (held on 2/8/22)**

Subcommittee members reported discussions held at LUNAFEST Subcommittee meeting.

#### **f. Setting Subcommittee Meetings**

Concerts in the Park Subcommittee to be scheduled with new Commissioners at March Parks and Recreation Commission meeting.

Recreational Facilities Subcommittee meeting scheduled for 2/23/22 or 3/2/22 at 4:30pm.

LUNAFEST Subcommittee meeting scheduled for 3/22/22.

### **G. Commissioners – None**

### **H. Staff**

Staff reported updates on Parks and Recreation Commission seats, summer program planning, Dog Park reopening, CPRS 2022 Conference, Parent's Night Out, and Artists' Evening of Sharing.

## **COMMISSION MATTERS**

### **I. Written Communications - None**

**J. Commission Calendar**

The next regularly scheduled meeting is March 16, 2022.

**ADJOURNMENT**

Chairperson Ocampo moved to adjourn the meeting at 7:56pm.

## 2022 COMMISSION CALENDAR

JANUARY (1/12)	Review/update Commission work plan & goals
FEBRUARY (2/19)	Consider Commission Calendar <i>(Swearing in of new P&amp;R Commissioners at City Council meeting on 2/17)</i>
MARCH (3/16)	Finalize/Adopt Commission Calendar New Commissioners seated Needs assessment survey – finalize questions and adopt survey Annual CPRS Conference (March 8-11)
APRIL (4/13)	Program presentation: YAC/Teens Commission reorganization Subcommittee reassignments Review needs assessment survey results Budget review and recommendations
MAY (5/11)	Program presentation: ClubRec/Summer Preview/Club Lipman/Preschool Identify priorities from needs assessment survey Discuss ideas for National Parks & Recreation Month
JUNE (6/8)	Offsite: Facilities Tour (locations TBD) Event debrief: Bike to Work Day
JULY (7/13)	National Parks & Recreation Month *Proclamation at City Council meeting Event debrief: LUNAFEST
AUGUST* (8/10)	TENTATIVE: Cancellation for Summer Break?
SEPTEMBER (9/14)	Program presentation: Sports City Council Liaison Meeting- Annual achievements & Work plan presentation Event debrief: Concerts in the Park
OCTOBER (10/12)	Program presentation: Aquatics Event debrief: Lagoon Clean up, Day in the Park/Derby, Concerts in the Park
NOVEMBER (11/9)	Program presentation: Tentative: Seniors
DECEMBER* (12/14)	Event debrief: Festival of Lights



## **PARKS & RECREATION COMMISSION AGENDA REPORT**

**Meeting Date:** 3/16/2022

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** 2022 Community-wide Needs Assessment Survey

### **Purpose**

To engage residents, solicit input, and identify priorities for the future of Parks & Recreation.

### **Recommendation**

Establish categories and begin formulating questions for the community-wide needs assessment survey.

### **Background**

While establishing a workplan and identifying priorities in 2021, the Commission agreed that a community-wide needs assessment would prove to be a valuable tool for future planning. The last needs assessment survey was conducted in 2017. The survey strives to identify deficiencies or gaps in services, to outline changing needs and shifting trends, and to gain a clear understanding of how the City can best serve residents in a post-pandemic world. It will alleviate the need to make assumptions about program/service desires and will ensure that the community plays an integral role in future planning for parks & recreation.

### **Discussion**

This item was discussed at the Commission meetings of November 10, 2021, and February 9, 2022 and Commissioners began identifying categories for formulating the survey. In addition to the suggestion that the survey cross references the workplan, the following categories were proposed:

- Innovation/New ideas
- Senior/active adult programs and services
- Recreation Facilities
- Citizen engagement
- Teen Services
- Post-Pandemic World – what do people want?
- Health & Fitness
- Childcare
- Volunteer Opportunities
- Special Events

At this time, the Parks & Recreation Commission should do the following:

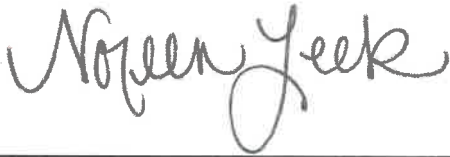
1. Review and approve survey categories. Make additional suggestions if desired.
2. Propose questions to be asked under each category.

**Fiscal Impact**

N/A

**Attachments**

N/A

A handwritten signature in dark ink, reading "Noreen Leek". The signature is written in a cursive style with a large, looped "N" and a stylized "Leek".

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Noreen Leek, Parks & Recreation Director