



# CITY of BRISBANE

## Parks and Recreation Commission

### Meeting Agenda

Wednesday, April 13th, 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:** [www.brisbaneca.org/parks-rec-webinar](http://www.brisbaneca.org/parks-rec-webinar)

**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@brisbaneca.org](mailto:jbondoc@brisbaneca.org), **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.

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

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**4. APPROVAL OF MINUTES**

A. March 16, 2022 (**Attachment**)

**5. CITIZEN COMMUNICATIONS**

**6. PRESENTATIONS**

B. YAC Introductions and Presentation

**7. OLD BUSINESS**

C. Finalize and adopt needs assessment survey (**Attachment**)

**8. NEW BUSINESS**

D. Commission reorganization

*It is customary for the Parks & Recreation Commission to designate a new Chair, Vice Chair, and Secretary on an annual basis. This is done so that Chairperson responsibilities are rotated amongst Commissioners throughout their terms. The Commission will need to facilitate a discussion around nominations and vote in a Chair, Vice Chair, and Secretary which would be in effect for the Commissions next regular meeting.*

E. Subcommittee reassignments (**Attachment**)

*The attachment denotes current subcommittee assignments and available seats for each respective subcommittee. This is an opportunity for both new Commissioners to opt into subcommittees and for those Commissioners previously assigned to modify their subcommittee seats if desired.*

**9. REPORTS**

F. Chairperson

G. Subcommittees

- a. LUNAFEST Subcommittee meeting (held on 3/22/22)
- b. Public Art Advisory Committee meetings (held on 3/29 and 4/5)
- c. Setting Subcommittee Meetings

H. Commissioners

I. Staff

**10. COMMISSION MATTERS**

J. Written Communications

K. Commission Calendar (**Attachment**)

**11. ADJOURNMENT**

**The next regularly scheduled meeting is May 11, 2022.**



**Brisbane Parks and Recreation Commission Action Minutes**

**REGULAR MEETING**

**March 16, 2022**

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

**CALL TO ORDER**

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

**ROLL CALL**

Commissioners present: Ocampo, Commerford, Davis, Greenlee, Kern, Seawell, & Sims  
Staff present: Recreation Director Leek and Administrative Assistant Bondoc

**ADOPTION OF AGENDA**

Commissioner Commerford moved, seconded by Commissioner Greenlee, to approve the March 16, 2022 agenda. The motion carried 7-0.

**APPROVAL OF MINUTES**

**A. February 9, 2022**

Commissioner Kern moved, seconded by Commissioner Greenlee, to approve the February 9, 2022 minutes. The motion carried 4-0. New Commissioners Commerford, Davis, and Seawell were not present for the 2/9/22 meeting and thus abstained from voting.

**CITIZEN COMMUNICATIONS**

None

**PRESENTATIONS**

B. Welcome and introduction of new P&R Commissioners

**OLD BUSINESS**

C. Adopt 2022 annual Commission calendar

a. Commissioner Greenlee moved, seconded by Commissioner Kern to approve.  
The motion carried 7-0.

D. 2022 community-wide needs assessment survey

b. Commissioners provided suggestions for questions to frame the survey based on the categories selected. Commissioner Sims volunteered to assist staff with survey structuring. This item will return to the Commission at their next meeting for final edits and adoption.

## **NEW BUSINESS**

None

## **REPORTS**

### **E. Chairperson**

Chairperson provided community feedback regarding electric signboards.

### **F. Subcommittees**

- a. Recreational Facilities Subcommittee meeting (held on 3/2/22)  
Subcommittee members reported discussions held at Recreation Facilities Subcommittee meeting regarding field conditions.
- b. Public Art Advisory Committee meeting (held on 12/14/21)  
Committee member reported discussions held at Public Art Advisory Committee meeting.
- c. Setting Subcommittee Meetings:
  1. LUNAFEST Subcommittee meeting scheduled for 3/22/22.
  2. Public Art Advisory Committee meetings scheduled for 3/29/22 and 4/5/22.
  3. Future subcommittee meetings will be postponed until after the Commission reorganization and subcommittee reassignments during the next Commission meeting on 4/13/22.

### **G. Commissioners – None**

### **H. Staff**

Staff reported updates on the 3/26/22 YAC Attack, LIT program and application process, \$8,300 grant courtesy of the San Mateo County Summer 2022 Enrichment Grant Program, digital activity guide, virtual Artists' Evening of Sharing on 3/19/22, and LUNAFEST on 6/11/22 at Mission Blue Center.

## **COMMISSION MATTERS**

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

### **J. Commission Calendar**

The next regularly scheduled meeting is April 13, 2022.

## **ADJOURNMENT**

Chairperson Ocampo moved to adjourn the meeting at 7:57pm.

# 2022 Communitywide Needs Assessment Survey

Thank you for participating in our Parks & Recreation survey. By taking less than five minutes to fill out this survey, you will help the City understand how to best focus our time and resources to serve Brisbane residents. Your responses will guide our direction in the coming years so that we can provide the best possible recreational activities and support to those who live here.

1. On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate the overall state of Brisbane's Parks & Recreation FACILITIES (e.g., swimming pool, Mission Blue, Community Center, sports courts, etc.)?
  - 1 - Poor
  - 2 - Somewhat Poor
  - 3 - OK
  - 4 - Good
  - 5 - Excellent
2. Among the following Parks & Recreation facilities, what are the **TOP 2** you would you like to see the Parks & Recreation Department focus on for upgrades and enhancements?
  - a. Hiking/jogging trails [Please specify which one]
  - b. Skate park
  - c. Basketball courts
  - d. Volleyball courts
  - e. Mission Blue Center
  - f. Community Center
  - g. Senior Center (Sunrise Room)
  - h. Swimming Pool/Aquatics Center
  - i. Community Park
  - j. Dog park
  - k. Other (Please list)
3. If you have used the Brisbane swimming pool/aquatics center in the last 12 months, how would you rate your experience, and why?
  - a. Good [List reason]
  - b. OK [List reason]
  - c. Poor [List reason]
  - d. Not-applicable: I have not used the Brisbane swimming pool in the last 12 months
4. Looking several years into the future, which types of facility enhancements would you be most interested in having the City of Brisbane invest in?
  - a. Installing a bocce ball/multi-use sport court
  - b. Revitalizing Mission Blue
  - c. Providing additional facilities at the Marina/Sierra Point
  - d. Something else (Please list)

5. On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate the overall quality of Brisbane's Parks & Recreation Department PROGRAMS (e.g., pre-school, summer camps, senior programs, fitness programs, etc.)?
- 1 - Poor
  - 2 – Somewhat Poor
  - 3 - OK
  - 4 - Good
  - 5 – Excellent
6. Which of the following PROGRAM AREAS that Parks & Recreation oversees would you prioritize for improvement in the coming 2 years? [Please rank your **TOP 2** choices]
- a. Programs for children (12 and under)
  - b. Programs for teens (13 – 18)
  - c. Programs for families
  - d. Special Events (Festival of Lights, Concerts in the Park, etc.)
  - e. Senior Programs
  - f. Adult fitness and enrichment (e.g., yoga, art, etc.)
  - g. Other (Please list)
7. When it comes to senior activities and engagement, which of the following proposed activities do you think would be most desirable? (Rank your TOP THREE choices.)
- a. Volunteering opportunities
  - b. Visual/performing arts programs
  - c. Social events/dances
  - d. Day trips to places of interest (e.g., museums, gardens, sporting events)
  - e. Photography/film-making classes
  - f. Technical support/training
  - g. Other (Please list)
  - h. Don't know
8. When it comes to activities for youth/teens (ages 12 – 18), which of the following do you think would be most desirable? (Rank your TOP THREE choices)
- a. Team sports
  - b. Cooking/nutrition classes
  - c. Photography/film-making classes
  - d. Classes/activities to support emotional well-being (e.g., meditation, managing emotions)
  - e. Art/craft classes
  - f. More life skills classes
  - g. Other (please list)
  - h. Don't know
9. When it comes to activities and support for children in the community (ages 11 and under), which of the following do you think would be most desirable? (Rank your TOP THREE choices)
- a. Additional group sport activities (specify which ones through comments)

- b. More summer camp offerings (specify types of camps through comments)
- c. More daycare/longer daycare hours
- d. More community “date nights” with childcare for parents
- e. Additional enrichment/creative classes
- f. Other (please list)
- g. Don’t know

10. If you currently have a child enrolled in the City-sponsored preschool or afterschool program, how would you rate the communication you receive from the providers of that care?

- a. Excellent
- b. Good
- c. OK
- d. Poor
- e. Not-applicable – I don’t have a child enrolled in preschool or after school care

11. If the City were to cosponsor additional community fitness classes, which would you be most likely to attend? [Select All]

- a. Yoga
- b. Pilates
- c. Zumba
- d. Strength training
- e. Meditation/mindfulness
- f. Other (Please list)

12. Brisbane is exploring the feasibility of offering sports equipment for rent. Please check all sporting equipment you or your family would be interested in renting:

- a. Tennis equipment
- b. Pickleball equipment
- c. Basketball equipment
- d. Baseball/softball equipment
- e. Skates/skateboards/padding
- f. Volleyball equipment
- g. Something else (please list)

13. Overall, how informed do you feel about the Parks & Recreation activities happening in the city of Brisbane? Would you say you feel ...

- a. Well informed
- b. Somewhat informed
- c. Not informed

14. Which of the following do you reference to learn about City activities and events? [Check all that apply]

- a. City STAR Monthly Newsletter
- b. Chamber of Commerce Luminary Publication



- c. Parks & Recreation Activity Guide
- d. City signs/signboards
- e. Weekly Blast - City Manager's e-newsletter
- f. City website/calendar
- g. Social media (Facebook, Twitter, Instagram, NextDoor)
- h. Other (Please list)

15. If you were to offer one suggestion on how to improve our City's Parks & Recreation programs, events or facilities, what would it be? [Write-in response]

16. Do you have anything else to add? [Write-in response]

17. Please share your gender:

- a. Male
- b. Female
- c. Non-binary
- d. Other
- e. Prefer not to state

18. Do you have members of your household who are ... (check all that apply)

- a. Children (Ages 11 and under)
- b. Youth (Ages 12 – 18)
- c. Adults
- d. Seniors (Ages 65+)

Thank you so much for your time! We really appreciate your insights, which will help shape our program offerings and focus areas in the coming years.

## **PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 2/10/2022**

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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.

<b><u>SUBCOMMITTEE</u></b>	<b><u>COMMISSIONERS</u></b>	<b><u>STAFF</u></b>
BRISBANE DERBY / DAY IN THE PARK	(3) OCAMPO, KERN	MONROY & FRANCO
BEAUTIFICATION AD HOC	(1) GREENLEE	SCHILLINGER (W/ CITY COUNCIL)
CONCERTS IN THE PARK	(3) OCAMPO, SIMS	FRANCO
EVENTS	(3) GREENLEE, KERN	LEEK & NAHASS
FESTIVAL OF LIGHTS	(3) GREENLEE, SIMS	MONROY
HABITAT RESTORATION	(3)	FRANCO & ETHERTON (W/OSEC)
PUBLIC ART ADVISORY	(2) GREENLEE	SCHILLINGER (W/ COMMITTEE)
RECREATION PROGRAMS	(3) KERN, SIMS	LEEK
RECREATIONAL FACILITIES	(3) GREENLEE, KERN	LEEK & FRANCO
SENIORS	(3) OCAMPO, SIMS	MORRIS & NAHASS
TEEN SERVICES (YAC)	(3) OCAMPO, SIMS	NAHASS
TRAILS DEVELOPMENT	(3) KERN	LEEK
SIERRA POINT PARK AD HOC	(1)	LEEK

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## 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 Finalize and adopt needs assessment survey, determine timeframes & outreach
MAY (5/11)	Program presentation: ClubRec/Summer Preview/Club Lipman/Preschool Budget review and recommendations Review needs assessment survey results, Identify priorities from needs assessment survey Discuss ideas for National Parks & Recreation Month
JUNE (6/8)	Offsite: Facilities Tour (locations TBD) <i>Event debrief: Bike to Work Day</i>
JULY (7/13)	National Parks & Recreation Month <i>*Proclamation at City Council meeting</i> <i>Event debrief: LUNAFEST</i>
AUGUST* (8/10)	<i>TENTATIVE: Cancellation for Summer Break?</i>
SEPTEMBER (9/14)	Program presentation: Sports City Council Liaison Meeting- Annual achievements & Work plan presentation <i>Event debrief: Concerts in the Park</i>
OCTOBER (10/12)	Program presentation: Aquatics <i>Event debrief: Lagoon Clean up, Day in the Park/Derby, Concerts in the Park</i>
NOVEMBER (11/9)	Program presentation: Tentative: Seniors
DECEMBER* (12/14)	<i>Event debrief: Festival of Lights</i>