



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, May 11th, 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.

Join Zoom Webinar: 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, **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: Greenlee, Commerford, Davis, Ocampo, Seawell, Sims

1. CALL TO ORDER

2. ROLL CALL

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

4. APPROVAL OF MINUTES

A. April 13, 2022 (**Attachment**)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. Childcare programs (Preschool, Club Rec, Camps)

7. OLD BUSINESS

C. Needs Assessment Survey Progress

8. NEW BUSINESS

D. Discuss Ideas for National Parks & Recreation Month

E. Discuss offsite facilities tour locations for June meeting

9. REPORTS

F. Chairperson

G. Subcommittees

- a. Concerts in the Park Subcommittee meeting (held on 4/25/22)
- b. Public Art Advisory Committee meeting (held on 4/26/22)
- c. Recreation Programs Subcommittee meeting (held on 4/27/22)
- d. Events Subcommittee: LUNAFEST meeting (held on 5/3/22)
- e. 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 June 8, 2022 (offsite).



Brisbane Parks and Recreation Commission Action Minutes

REGULAR MEETING

April 13, 2022

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

CALL TO ORDER

Chairperson Ocampo called the meeting to order at 6:34pm.

ROLL CALL

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

ADOPTION OF AGENDA

Commissioner Davis moved, seconded by Commissioner Sims, to approve the April 13, 2022 agenda. The motion carried 7-0.

APPROVAL OF MINUTES

A. March 16, 2022

Commissioner Sims moved, seconded by Commissioner Davis, to approve the March 16, 2022 minutes. The motion carried 7-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. YAC Introductions and Presentation

OLD BUSINESS

- C. Finalize and adopt needs assessment survey**
- a. Commissioners shared feedback and recommendations regarding the 2022 community-wide needs assessment survey drafted by Director Leek and Commissioner Sims, including discussions on programs, facilities, and demographics.
 - b. Commissioners agreed to adopt the survey and make them publicly available in both hard-copy and digital form starting in May.

NEW BUSINESS

- D. Commission reorganization
 - a. Commissioner Sims moved, seconded by Commissioner Commerford, to nominate Commissioner Greenlee as new Chairperson. The motion carried 7-0.
 - b. Commissioner Ocampo moved, seconded by Commissioner Sims, to nominate Commissioner Kern as new Vice Chairperson. The motion carried 7-0.
 - c. Commissioner Sims moved, seconded by Commissioner Ocampo, to nominate Commissioner Sims as new Secretary. The motion carried 7-0.
- E. Subcommittee reassignments
 - a. Commissioners elected to assign and reassign themselves to various subcommittees.

REPORTS

F. Chairperson

None

G. Subcommittees

- a. LUNAFEST Subcommittee meeting (held on 3/22/22)
Subcommittee members reported discussions held at meeting. LUNAFEST is scheduled for 6/11/22 at Mission Blue Center.
- b. Public Art Advisory Committee meetings (held on 3/29/22 and 4/5/22)
Subcommittee member reported discussions held at meetings.
- c. P&R and OSEC Joint Subcommittee meeting (held on 4/11)
Subcommittee members reported discussions held at meeting.
- d. Setting Subcommittee Meetings
LUNAFEST Subcommittee meeting to be scheduled for 5/22.
Concerts in the Park Subcommittee meeting scheduled for 4/25/22 at 4pm.
Public Art Advisory Committee meeting scheduled for 4/26/22 at 4:30pm.
Recreation Programs Subcommittee meeting scheduled for 4/27/22 at 4pm.

H. Commissioners

Commissioner Greenlee shared community feedback regarding youth summer program registrations.

I. Staff

Staff reported updates on spring break camp, digital activity guide, Volunteer of the Year nominations, May events (featuring lifeguard certification class, fire hydrant restoration event, BDW's spring performance, water safety and Bike to Work Month), 10/15/22 commissioner workshop, and a special thank you to Commissioner Ocampo for her time as Chairperson.

COMMISSION MATTERS

J. Written Communications

None

K. Commission Calendar

The next regularly scheduled meeting is May 11, 2022.

ADJOURNMENT

Chairperson Ocampo moved to adjourn the meeting at 8:25pm.

2022 COMMISSION CALENDAR

JANUARY (1/12)	Review/update Commission work plan & goals
FEBRUARY (2/19)	Consider Commission Calendar <i>(Swearing in of new P&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>