



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, January 12th, 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:

<https://us06web.zoom.us/j/92041741911pwd=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, **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, Greenlee, Kern, Sims

1. CALL TO ORDER

2. ROLL CALL

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

4. APPROVAL OF MINUTES

A. November 10, 2021 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

7. OLD BUSINESS

B. Debrief 2021 Festival of Lights Event

C. 2022 Community-wide needs assessment survey **(Attachment)**

Review and approve categories for survey and begin outlining specific questions.

8. NEW BUSINESS

D. Establish 2022 annual Commission calendar **(Attachment)**

9. REPORTS

E. Chairperson

F. Subcommittees

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

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

c. Setting Subcommittee Meetings

G. Commissioners

H. Staff

10. COMMISSION MATTERS

I. Written Communications

J. Commission Calendar

11. ADJOURNMENT

The next regularly scheduled meeting is February 9, 2022.



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

November 10, 2021

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

CALL TO ORDER

Chairperson Ocampo called the meeting to order at 6:31pm.

ROLL CALL

Commissioners present: Ocampo, Greenlee, Kern, & Sims

Commissioners absent: Bologoff

Staff present: Recreation Director Leek, Recording Secretary Nahass López,
Recreation Coordinator Franco, Recreation Coordinator Monroy,
and Administrative Assistant Bondoc

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

A. October 13, 2021

Commissioner Sims moved, seconded by Commissioner Ocampo, to approve the October 13, 2021 minutes. The motion carried 4-0.

CITIZEN COMMUNICATIONS

Resident Sarah Duffy, with support from residents Haley Henderson and Thu Viray, proposed a parent-family advisory group and forum to support and advise the Commission on after-school enrichment.

PRESENTATIONS

B. Introduction to new P&R Administrative Assistant – Jovi Bondoc

C. Overview of the department's sports programs

Staff presented updates on the City's sports programs.

OLD BUSINESS

None

NEW BUSINESS

- D. Commissioners reviewed the 2017 needs assessment survey and discussed topics of interest to aid in establishing the 2022 community-wide survey. The Commission will revisit this agenda item at their next meeting to begin forming the survey.

REPORTS

E. Chairperson - None

F. Subcommittees

- a. Festival of Lights Subcommittee meeting (held on October 21, 2021)

Subcommittee members reported discussions held at Festival of Lights Subcommittee meeting.

- b. Setting Subcommittee Meetings

Recreation Programs Subcommittee meeting scheduled for November 22, 2021, at 5:30pm.

G. Commissioners – None

H. Staff

Staff reported updates on the Dog Park resurfacing project and Lipman field maintenance.

COMMISSION MATTERS

I. Written Communications

Written communication from Sarah Duffy acknowledged as received and discussed under Citizen Communications.

J. Commission Calendar

The Commission elected to cancel their December 8th meeting. The next regularly scheduled meeting is January 12, 2022.

ADJOURNMENT

Chairperson Ocampo moved to adjourn the meeting at 7:44pm.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 1/12/2022

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 meeting of November 10th, 2021, 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

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.

This item will come back to the full Commission to finalize the survey at the February meeting.

Fiscal Impact

N/A

Attachments

N/A

A handwritten signature in cursive script that reads "Noreen Leek". The signature is written in dark ink and is positioned above a horizontal line.

Noreen Leek, Parks & Recreation Director

2021 COMMISSION CALENDAR

ANNUAL COMMISSION CALENDAR

JANUARY (1/13)	Set Annual Commission Calendar
FEBRUARY (2/10)	Finalize Commission Calendar Capital Improvement Project List Review & Updates <i>(Swearing in of new P&R Commissioners at City Council meeting on 2/18)</i>
MARCH (3/10)	New Commissioners seated, Finalize CIP recommendations & list, Subcommittee reassignments Annual CPRS Virtual Conference (March 22-26)
APRIL (4/14)	Presentation: Facilities report Review/update Commission work plan & goals
MAY (5/12)	Program presentation: Teens/YAC Program presentation: Childcare & Club Lipman Presentation of Master Plan for Crocker Trail Discuss ideas for National Parks & Recreation Month
JUNE (6/9)	Offsite: Facilities Tour (locations TBD) <i>Tentative event debrief: Bike to Work Day,</i>
JULY (7/14)	National Parks & Recreation Month
AUGUST* (8/11)	Cancellation for Summer Break
SEPTEMBER (9/8)	Program presentation: Childcare City Council Liaison Meeting- Annual achievements & Work plan presentation
OCTOBER (10/13)	Program presentation: Aquatics <i>Tentative event debrief: Lagoon Clean up, Day in the Park/Derby, Concerts in the Park, LUNAFEST</i>
NOVEMBER (11/10)	Program presentation: Sports
DECEMBER* (12/8)	Cancelled for Winter Break Commission Reorganization <i>Event debrief: Festival of Lights</i>