



**Brisbane Parks and Recreation Commission Action Minutes**

**REGULAR MEETING**

**April 10, 2024**

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

**CALL TO ORDER**

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

**ROLL CALL**

**A. Consider any request of a Commissioner to Attend the Meeting Remotely Under the “Emergency Circumstances” of AB 2449**

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

Commissioners absent: Ocampo

Staff present: Recreation Director Leek, Recreation Supervisor Houghton,  
Administrative Assistant Bondoc

**ADOPTION OF AGENDA**

Commissioner Greenlee moved, seconded by Commissioner Seawell, to approve the April 10, 2024 agenda. The motion carried 6-0.

**APPROVAL OF MINUTES**

**B. March 13, 2024**

Commissioner Seawell moved, seconded by Commissioner Greenlee, to approve the March 13, 2024 minutes. Commissioners Commerford and Sims abstained. The motion carried 4-0.

**CITIZEN COMMUNICATIONS**

None

**PRESENTATIONS**

None

**OLD BUSINESS**

**C. Debrief from 3/19 strategic planning workshop**

The Commission shared highlights from the 3/19 strategic planning workshop, including City Council goals, department budget information, and decided to research/pursue the feasibility of a P&R foundation. This topic will return to the Commission at a future meeting.

**D. Master Fee Schedule review and recommendations**

The Commission identified where fees could be increased to offset costs and the reliance on the City's general fund to subsidize programs and where we might be able to generate additional revenue for the City. The Commission is recommending the following master fee schedule changes to City Council:

- Facility rentals: 6% increase across the board (no change to deposits)
- Community Park Rentals: 10% increase for residents, 25% increase for nonresidents
- Aquatics: 10% increase for residents, 25% increase for nonresidents, private rentals: resident (gold) increased to \$350, nonresident (gold) increased to \$500, daily admission: \$1 increase for residents, \$2 increase for nonresidents.
- Preschool/Youth Activities: 10% increase for residents, 25% increase for nonresidents, preschool hourly: \$1 increase for residents, \$2 increase for nonresidents,
- Adult softball: increase to \$1000/team, per season
- Adult open gym: increase to \$5/person per class

The Commission also discussed researching how sibling discounts could be accommodated within the fee schedule and requested that staff highly publicize the fee waiver program to ensure access for all.

## **NEW BUSINESS**

### **E. Commission reorganization**

Commissioner Sims was voted unanimously as the new Chair, Commissioner Davis was voted unanimously as the new Vice Chair, and Commissioner Seawell was voted unanimously as the new Secretary.

### **F. Subcommittee reassignments**

The Commission discussed any desired changes to subcommittee seats.

## **REPORTS**

### **G. Chairperson**

None

### **H. Subcommittees**

#### **a. Public Art Advisory Committee meeting (3/18/24)**

Committee members met with Nine dot Arts to continue developing the City's Public Art Master Plan.

#### **b. Setting Subcommittee Meetings**

Public Art Advisory Committee meeting scheduled for 4/15/24 at 4:30pm.

### **I. Commissioners**

None

### **J. Staff**

Staff shared information regarding the new pickleball league and permanent lines at Mission Blue, lifeguard certification class, Leaders in Training application deadline, middle school track team, summer activity guide and registration dates, recognizing May as Mental Health Awareness Month, summer staff recruitments, soliciting Concerts in the

Park sponsorships, Volunteer of the Year nominations, 4/20 events (Habitat Restoration, Parents Night Out, and Spring Thing), and 5/16 Bike to Work Day.

**COMMISSION MATTERS**

**K. Written Communications**

None

**L. Commission Calendar**

The next regularly scheduled meeting will be May 8, 2024.

**ADJOURNMENT**

Chairperson Kern moved to adjourn his final meeting as Chairperson at 8:13pm.