



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, November 8, 2023 6:30 P.M. • Hybrid Meeting 50 Park Place, Brisbane, CA

The public may observe/participate in Commission meetings using remote public comment options or attending in person. Commissioners shall attend in person unless remote participation is permitted by law. The Commission may take action on any item listed in the agenda.

TO ADDRESS THE COMMISSION

IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectfully request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

Members of the public are encouraged to submit written comments before the meeting, to be discussed in Written Communications.

REMOTE PARTICIPATION

Members of the public may participate in the Commission meeting by logging into the Zoom Webinar listed below. Commission meetings may also be viewed live and/or on-demand via the City's YouTube Channel, [youtube.com/brisbaneca](https://www.youtube.com/brisbaneca), or on Comcast Ch. 27. Archived videos may be replayed on the City's website, brisbaneca.org/meetings. Please be advised that if there are technological difficulties, the meeting will still continue if remote participation is available.

The agenda materials may be viewed online at brisbaneca.org/meetings at least 72 hours prior to a Commission meeting.

Remote Public Comments:

Remote meeting participants may address the Commission. We also encourage you to submit public comments in writing in advance of a meeting. Aside from commenting personally while in the Zoom Webinar, the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Citizen Communications.

Email: jbondoc@brisbaneca.org, **Text:** (415) 519-9588

Join Zoom Webinar: brisbaneca.org/pr-zoom

Meeting ID: 920 4174 1911

Call-in Number: (669) 900-9128

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

1. CALL TO ORDER

2. ROLL CALL

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

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

4. APPROVAL OF MINUTES

B. October 11, 2023 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

C. Senior Programs presentation

7. OLD BUSINESS

D. Review former P&R Capital Improvement Projects (CIP) List and consider prioritization for recommendations to City Council **(Attachment)**

8. NEW BUSINESS

E. Discuss goal-setting approach for 2024

9. REPORTS

F. Chairperson

G. Subcommittees **(Attachment)**

a. Festival of Lights Subcommittee Meeting (10/24/23)

b. Public Art Advisory Committee Meeting (10/30/23)

c. Setting Subcommittee Meetings

H. Commissioners

I. Staff

10. COMMISSION MATTERS

J. Written Communications

11. ADJOURNMENT

NOTE: No meeting in December. The next regularly scheduled meeting will be January 10, 2023.



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

October 11, 2023

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

CALL TO ORDER

Chairperson Kern called the meeting to order at 6:32pm.

ROLL CALL

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

Commissioners present: Kern, Greenlee, Seawell, Sims

Commissioners absent: Commerford, Davis, Ocampo

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

ADOPTION OF AGENDA

Commissioner Sims moved, seconded by Commissioner Seawell, to approve the October 11, 2023 agenda. The motion carried 4-0.

APPROVAL OF MINUTES

B. September 13, 2023

Commissioner Greenlee moved, seconded by Commissioner Sims, to approve the September 13, 2023 minutes. The motion carried 4-0.

CITIZEN COMMUNICATIONS

Resident Michael Barnes advocated for a pump track in Brisbane.

PRESENTATIONS

C. Aquatics Programs

Recreation Coordinator Jeff Franco presented on the community pool’s offerings this year including swim lessons, water aerobics, pool parties, lap swim, staff training, and new adirondack chairs.

OLD BUSINESS

D. Event Debrief: Coastal Clean Up

Recreation Coordinator Franco recapped the 9/23/23 Coastal Cleanup Day that featured 50+ volunteers picking up 200+ pounds of recyclables and clearing roughly 500 pounds of garbage.

E. Event Debrief: Day in the Park and Derby

Commissioners and staff recapped the 10/7/23 Derby and Day in the Park, including the first Big

Wheel Race and Pie Baking Contest.

NEW BUSINESS

F. Review former P&R Capital Improvement Projects (CIP) List and consider additions/deletions as well as prioritization

Director Leek and the Commission discussed capital improvement projects in progress and those to be considered. This item will be brought back to a future meeting.

REPORTS

G. Chairperson

None

H. Subcommittees

a. Public Art Advisory Subcommittee Meeting (9/18/23)

Subcommittee members reported discussions from the meeting, including proposals to formulate a public art master plan.

b. Derby and Day in the Park Subcommittee Meeting (10/3/23)

Subcommittee members reported discussions and shared further thoughts on the 10/7/23 Derby and Day in the Park.

c. Setting Subcommittee Meetings

Festival of Light Subcommittee meeting scheduled for 10/24/23.

I. Commissioners

Commissioner Sims revisited the idea of a Commission Day of Service. Commissioner Seawell brought up the possibility of re-purposing the community garden to address food needs.

J. Staff

Supervisor Houghton shared more on the Age-Friendly City Initiative, senior trips, Thanksgiving and Winter Camps, middle school basketball, Rumba, pickleball, senior e-fitness, playground resurfacing, lifeguard training, Underwater Pumpkin Patch, Teen Nights at the Sunrise Room, Halloween Movie Night at Mission Blue Center, Parents' Night Out, Brisbane Chamber's Halloween Spooktacular, Brisbane Dance Workshop's Halloween event at the Community Center, Howl-o-ween at the Community Park, and the 11/3 middle school dance.

COMMISSION MATTERS

K. Written Communications

None

L. Commission Calendar

The next regularly scheduled meeting is November 8, 2023.

ADJOURNMENT

Chairperson Kern moved to adjourn the meeting at 7:41pm.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 11/8/2023

From: Noreen Leek, Parks & Recreation Director

Subject: Capital Improvement Project (CIP) List Review and Recommendations

Purpose

Act in an advisory capacity regarding the Capital Improvement Projects (CIP) list for Parks & Recreation.

Recommendation

Review the existing CIP list in order to make recommendations to the City Council for their annual review.

Background

As part of the Brisbane Municipal Code 2.20.050, the "Parks & Recreation Commission shall: act in advisory capacity in preparation of the annual budget for recreation and long-range recreation and park and playground capital improvement program as well as recommend to the City Council fees or charges to be paid by residents and nonresidents for use of city recreational facilities, or for participation in city recreational programs."

This item was previously discussed at the P&R Commission meeting of 10/11/2023. Direction was provided to staff to include a project for permanent pickleball infrastructure and to research the cost of reconstructing Lipman Field with grass versus artificial turf.

Discussion

At this time, the Commission should review the CIP list for Parks & Recreation facilities. Commissioners may discuss the current list but should also identify priority projects in order to make recommendations to City Council.

Fiscal Impact

To be determined based on the P&R Commission's recommendations to City Council.

Attachments

1. Existing CIP list for P&R facilities

A handwritten signature in black ink that reads "Noreen Leek".

Noreen Leek, Parks & Recreation Director


EXISTING P&R CIP LIST FOR PARKS & RECREATION COMMISSION CONSIDERATION

Project	Location & Description	Estimated Cost	Photo
Sport Court Installation at Community Park	Install permanently affixed game infrastructure at the Community Park across the street from shopping Center on Old County Road. Bocce court, concrete Cornhole, etc.	\$50,000 (Does not include the cost of site excavation/preparation or additional fencing for safety purposes)	
Lipman Field Restroom	Add a restroom at Lipman field near the Tennis Courts.	\$150,000 (General Fund or shared cost with School District)	
Turf Renovation	Brisbane Elementary School Lower Field – Install all-weather turf surfacing.	\$2,200,000 (General Fund or shared cost with School District)	
Turf Renovation	Lipman Field – Consider installing all-weather turf surfacing OR conduct full reconstruction of existing grass field.	Artificial Turf \$2,200,000 Grass Reconstruction costs are TBD (General Fund or shared cost with School District)	
Lipman Tennis Court Resurfacing	Resurface and repair the Lipman Tennis Courts *Surface level maintenance and repairs vs. Slipsheet overlay system providing a more long-term solution	Long-term surfacing repairs \$60,000 (General Fund or shared cost with School District)	






ATTACHMENT 1

Lipman Tennis Court Lighting Upgrade	Upgrade lighting system for Lipman Tennis Courts to include push button for operation	\$120,000 (General Fund or shared cost with School District)	
Turf Renovation	Mission Blue Field - Install all-weather turf surfacing.	\$2,200,000 (General Fund)	
Mission Blue Sports Complex Upgrades	Upgrade Mission Blue sports complex including: new batting cages, new scoreboard face, baseball pitching machine, volleyball court amenities (i.e. shade, seating)	\$20,000+ (General Fund)	
New message boards for Community Park	Replace the old message boards at the Community Park that are used to notify the public of picnic rentals, policies, and events.	\$2,500 (General Fund)	
New Tables on Pool Deck for the Community Pool	Replace tables that are 20+ years old.	\$20,000 (General Fund)	

ATTACHMENT 1

Sunrise Room	Replace old and broken roll up blinds with new Fire Code approved blinds.	\$10,000 (General Fund)	
Bankshot Basketball Court	Consider installing a Bankshot basketball court in town (Teen Center Site, Marina, Mission Blue) that encourages play for individuals of all abilities.	\$100,000 (Depending on site preparation work that may need to be conducted prior to install.) (General Fund)	
Update City Signage	Update various wooden signs located throughout town with sanding, staining, paint, and new City logos. Consider purchasing & installing new signage where necessary.	\$2,000-\$5,000 (General Fund)	
Permanent Pickleball infrastructure	Resurface existing Tennis Courts at Mission Blue to make repairs and incorporate permanent lines for pickleball courts.	TBD	

In Process

Project	Location & Description	Estimated Cost	Photo
Being considered by City Council infrastructure subcommittee:			
Mission Blue Center Facility Upgrades	Determine feasibility for an expanded and upgraded kitchen, bathroom sink renovations, replace rotten exterior beams, outdoor landscaping, exterior door replacement, etc.	\$45,000 for consultant services	
Library/Community Center Study	Determine how the former library space could be renovated to maximize community benefit.	\$45,000 for consultant services	
Being worked on between P&R staff and the City's Environmental Sustainability Manager			
New Boiler for Community Pool	Replace the original gas boiler with a more energy-efficient one.	TBD	
Being worked on by P&R staff			
Crocker Trail Master Plan – Next Steps (CEQA)	The next step before implementation is to conduct an environmental CEQA analysis	CEQA \$60,000-\$80,000 Implementation TBD (General Fund & alternate funding sources/grants)	
Community Park Playground Resurfacing	Resurfacing of the Community Park Playground	\$144,000 (Prop 68 per capita grant funding with 20% match from the City)	

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 4/19/23

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.

SUBCOMMITTEE

BRISBANE DERBY / DAY IN THE PARK
BEAUTIFICATION AD HOC
CONCERTS IN THE PARK
EVENTS
FESTIVAL OF LIGHTS
HABITAT RESTORATION
PUBLIC ART ADVISORY
RECREATION PROGRAMS
RECREATIONAL FACILITIES
SENIORS
TEEN SERVICES (YAC)
TRAILS DEVELOPMENT
SIERRA POINT PARK AD HOC

COMMISSIONERS

(3) COMMERFORD, GREENLEE, OCAMPO
(1) GREENLEE
(3) DAVIS, OCAMPO, SIMS
(3) GREENLEE, KERN, SEAWELL
(3) DAVIS, OCAMPO, SIMS
(3) COMMERFORD, OCAMPO, SIMS
(2) GREENLEE, SEAWELL
(3) COMMERFORD, OCAMPO, SIMS
(3) KERN, OCAMPO, SEAWELL
(3) DAVIS, KERN, SIMS
(3) COMMERFORD, KERN, SIMS
(3) COMMERFORD, GREENLEE, KERN
(1) DAVIS

STAFF

MONROY & FRANCO
SCHILLINGER (W/ CITY COUNCIL)
FRANCO
HOUGHTON & NAHASS
HOUGHTON & MONROY
FRANCO & ETHERTON (W/OSEC)
SCHILLINGER (W/ COMMITTEE)
LEEK & HOUGHTON
LEEK & FRANCO
HOUGHTON & NAHASS
HOUGHTON & NAHASS
LEEK
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