



# CITY of BRISBANE

## Parks and Recreation Commission Meeting Agenda

Wednesday, May 8, 2024 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://youtube.com/brisbaneca), or on Comcast Ch. 27. Archived videos may be replayed on the City's website, [brisbaneca.org/meetings](https://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](https://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](mailto:jbondoc@brisbaneca.org), **Text:** (415) 519-9588

**Join Zoom Webinar:** [brisbaneca.org/pr-zoom](https://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.

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

### **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. April 10, 2024 (**Attachment**)

### **5. CITIZEN COMMUNICATIONS**

### **6. PRESENTATIONS**

C. Club Rec/Summer Preview/Preschool Program

### **7. OLD BUSINESS**

n/a

### **8. NEW BUSINESS**

D. Discuss ideas for National Parks & Recreation Month

E. Determine locations for the June offsite facilities tour

F. Discuss research efforts regarding Parks & Recreation Foundations

### **9. REPORTS**

G. Chairperson

H. Subcommittees

a. Public Art Advisory Committee meeting (held 4/15/2024)

b. Setting Subcommittee Meetings

I. Commissioners

J. Staff

### **10. COMMISSION MATTERS**

K. Written Communications

### **11. ADJOURNMENT**

**The next regularly scheduled meeting will be June 12<sup>th</sup>, 2024 (offsite).**



**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.

## **PARKS & RECREATION COMMISSION SUBCOMMITTEES:** Updated 4/4/2024

*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  
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  
COMMUNITY PARK IMPROVEMENTS

### **COMMISSIONERS**

(3) COMMERFORD, GREENLEE, OCAMPO  
(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  
(3) DAVIS, OCAMPO

### **STAFF**

MONROY & FRANCO  
FRANCO  
HOUGHTON  
HOUGHTON & RODAS  
FRANCO & ETHELTON (W/OSEC)  
LEEK (W/ COMMITTEE)  
HOUGHTON & MONROY  
LEEK & MONROY  
HOUGHTON & FRANCO  
HOUGHTON & NAHASS  
LEEK  
LEEK  
LEEK & HOUGHTON

### **STAFF CONTACT INFORMATION**

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