



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, October 11, 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. September 13, 2023 (**Attachment**)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

C. Aquatics Programs

7. OLD BUSINESS

D. Event Debrief: Coastal Clean Up

E. Event Debrief: Day in the Park and Derby

8. NEW BUSINESS

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

9. REPORTS

G. Chairperson

H. Subcommittees (**Attachment**)

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

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

c. Setting Subcommittee Meetings

I. Commissioners

J. Staff

10. COMMISSION MATTERS

K. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting will be November 8, 2023.



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

September 13, 2023

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

CALL TO ORDER

Chairperson Kern called the meeting to order at 6:30pm.

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

Commissioners absent: Ocampo, Sims

Staff present: Recreation Director Leek, Recreation Coordinators Monroy and Franco, Administrative Assistant Bondoc

ADOPTION OF AGENDA

Commissioner Commerford moved, seconded by Commissioner Greenlee, to approve the September 13, 2023 agenda. The motion carried 5-0.

APPROVAL OF MINUTES

B. July 12, 2023

Commissioner Commerford moved, seconded by Commissioner Greenlee, to approve the July 12, 2023 minutes. Commissioner Seawell abstained. The motion carried 4-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

C. Michelle Chan – Club Lipman

Lipman Middle School’s Michelle Chan presented on the after-school program’s offerings and community feedback.

D. Ricardo Monroy – Youth & Adult Sports

Recreation Coordinator Ricardo Monroy summarized the department’s athletics, including youth basketball and baseball, adult softball, and pickleball.

OLD BUSINESS

E. Summer Highlights

Director Leek shared a video to recap summer activities, such as the community pool, preschool, summer camp, teen programs, and senior programs.

F. Concerts in the Park Debrief

Recreation Coordinator Franco presented on this year's Friday and Sunday concerts in the community park, including vendors and cabana rentals.

G. Sierra Point Open Space and Parks Process Update

Director Leek informed the Commission that this item will be further discussed at the 9/21 City Council meeting.

NEW BUSINESS

H. City Council Liaison Meeting Summary

Chairperson Kern summarized the 9/7 City Council liaison meeting, during which the Volunteer of the Year was confidentially selected.

REPORTS

I. Chairperson

None

J. Subcommittees

- a. Public Art Advisory Subcommittee Meeting (7/17/23)
Subcommittee members reported discussions from the meeting and potential future projects like the Public Art Master Plan, and updating Firth Park and Fire Hydrants.
- b. Derby and Day in the Park Subcommittee Meeting (8/29/23)
Subcommittee members reported discussions from the meeting, such as games, activities, and food and drink planned for the 10/7 Day in the Park.
- c. Setting Subcommittee Meetings
Seniors Subcommittee meeting will be scheduled for a future date.

K. Commissioners

Commissioner Seawell shared an update from a meeting with Chamber CEO Madison Davis regarding the future of LUNAFEST film festival.

L. Staff

Director Leek discussed the fall activity guide and the department's latest offerings, including sports, teen nights, 10/7 Derby and Day in the Park, 9/15 Fall Friday Night Rec Swim, fall staff recruitment, and 9/23 Coastal Cleanup.

COMMISSION MATTERS

M. Written Communications

None

N. Commission Calendar

The next regularly scheduled meeting is October 11, 2023.

ADJOURNMENT

Chairperson Kern moved to adjourn the meeting at 7:53pm.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 10/11/2023

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."

Discussion

At this time, the Commission should review the existing CIP list for Parks & Recreation facilities. Commissioners may discuss the current list but should also:

- 1) discuss any potential additions, and
- 2) identify top priorities

The Commission may direct staff to research the fiscal impacts of new projects before making a formal recommendation to City Council.

Fiscal Impact

To be determined based on the P&R Commission's recommendation 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 - Install all-weather turf surfacing.	\$2,200,000 (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)	

In Process


Project	Location & Description	Estimated Cost	Photo
Being reviewed 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	
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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	
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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)	
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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 & ETHELTON (W/OSEC)
SCHILLINGER (W/ COMMITTEE)
LEEK & HOUGHTON
LEEK & FRANCO
HOUGHTON & NAHASS
HOUGHTON & NAHASS
LEEK
LEEK

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