



# CITY of BRISBANE

## Parks and Recreation Commission

### Meeting Agenda

**Wednesday, March 13, 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://www.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: 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. February 14, 2024 **(Attachment)**

### **5. CITIZEN COMMUNICATIONS**

### **6. PRESENTATIONS**

C. Youth Advisory Committee/Teen Programs

### **7. OLD BUSINESS**

D. Master Fee Schedule Review **(Attachment)**

### **8. NEW BUSINESS**

E. The role of Commissioners in Parks & Recreation advocacy **(Attachment)**

### **9. REPORTS**

F. Chairperson

G. Subcommittees **(Attachment)**

a. Setting Subcommittee Meetings

H. Commissioners

I. Staff

### **10. COMMISSION MATTERS**

J. Written Communications

### **11. ADJOURNMENT**

**Reminder: The P&R Commission workshop is scheduled for Tuesday, March 19<sup>th</sup> from 6-9pm.**

**The next regularly scheduled meeting will be April 10<sup>th</sup>, 2024.**



## **Brisbane Parks and Recreation Commission Action Minutes**

### **REGULAR MEETING**

**February 14, 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: Commerford, Kern, Greenlee, Seawell, Sims

Commissioners absent: Davis, Ocampo

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

#### **ADOPTION OF AGENDA**

Commissioner Commerford moved, seconded by Commissioner Greenlee, to approve the February 14, 2024 agenda. The motion carried 5-0.

#### **APPROVAL OF MINUTES**

##### **B. January 10, 2024**

Commissioner Greenlee moved, seconded by Commissioner Commerford, to approve the January 10, 2024 minutes. The motion carried 5-0.

#### **CITIZEN COMMUNICATIONS**

None

#### **PRESENTATIONS**

None

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

##### **C. Planning and brainstorming for Mental Health Awareness Month in May**

Staff and the Commission discussed ideas for spreading mental health awareness in May and incorporating art, nature, music, and dance.

#### **REPORTS**

**D. Chairperson**

None

**E. Subcommittees**

a. Concerts in the Park Subcommittee Meeting (1/22/24)

Subcommittee members reported that the Concerts series would continue to be on Fridays in July and Sundays in August. They also went over local bands, refreshment vendors, and revenue-generating opportunities.

b. Public Art Advisory Committee Meeting (2/5/24)

Subcommittee members reported that NINEdotARTS was unable to fly into town due to inclement weather, so the meeting would be re-scheduled for March.

c. Community Park Improvements Subcommittee Meeting (2/6/24)

Staff shared the meeting highlights from the playground resurfacing meeting, sports and fitness priorities, community garden interests, trees, and the possibility of a community survey.

d. Events Subcommittee Meeting (2/12/24)

Subcommittee members reported discussions on potential projects such as a seed exchange, community cookbook, and fix-it clinic. Staff also brought up various ideas for publicizing events, including email blasts through the department's registration system and annual event magnets.

e. Setting Subcommittee Meetings

None

**F. Commissioners**

Commissioner Sims provided comments regarding how to positively address the issue of dog waste.

**G. Staff**

Supervisor Houghton shared more on Artists' Evening of Sharing, registrations for spring swim lessons and summer camp, resume and interview workshop, Senior Trip to Graton Casino, pickleball league, 6<sup>th</sup> grade basketball, little league baseball, Crocker Park Trail walking group, teen comedy movie night, and Mermaid and Pirate Pool Party.

**COMMISSION MATTERS**

**H. Written Communications**

None

**I. Commission Calendar**

The next regularly scheduled meeting is March 13, 2024.

**ADJOURNMENT**

Chairperson Kern moved to adjourn the meeting at 7:23pm.



## **PARKS & RECREATION COMMISSION AGENDA REPORT**

**Meeting Date:** 3/14/2024

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Master Fee Schedule Review and Recommendations

### **Purpose**

Act in an advisory capacity in preparation of the annual budget for Parks & Recreation.

### **Recommendation**

Review the 2023-2024 Master Fee Schedule in order to make recommendations to City Council for the upcoming budget cycle including fiscal year 2024-2025.

### **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 and discuss the attachments pertaining to existing Parks & Recreation fees (Attachment 1). The Commission may make recommendations and direct staff to research the fiscal impacts of those recommendations before prioritizing and making a recommendation to City Council.

### **Fiscal Impact**

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

### **Attachments**

1. 2023-2024 Master Fee Schedule

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

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Noreen Leek, Parks & Recreation Director

Parks and Recreation Fees	2022/23 Adopted Fee	2023/24 Adopted Fee	Basis
Facility Rentals: Alcohol Surcharge Fee (rental with 100 or more persons) Athletic Fields Lights Non Profit Closed to Public - Brisbane Non Profit - Non Brisbane Non Profit Residential Non-Residential Game Preparation Mission Blue Center Residential 1 Room - Weekday Entire Facility - Weekday 1 Room - Weekend Entire Facility - Weekend Non-Residential 1 Room - Weekday Entire Facility - Weekday 1 Room - Weekend Entire Facility - Weekend Refundable Deposit Community Center Rental: Resident Community Center Rental: Non-Resident Refundable Deposit Volleyball Courts: Resident Volleyball Courts: Non-Resident			\$100 per event for any rental facility [NEW]  \$28 \$29 per hour \$17 \$18 per hour \$28 \$29 per hour \$44 \$46 per hour \$77 \$80 per hour \$28 \$29 per game  \$174 \$181 per hour \$269 \$280 per hour \$217 \$226 per hour \$337 \$350 per hour  \$265 \$276 per hour \$392 \$408 per hour \$324 \$337 per hour \$496 \$516 per hour \$500 \$500 \$82 \$85 per hour \$100 \$104 per hour \$200 \$200 \$27 \$28 per hour \$32 \$33 per hour
Community Park Rentals: Area 1, 2 and 3 (4 tables): Resident Area 1, 2 and 3 (4 tables): Non-Resident Refundable Deposit Lawn Area: Resident under 50 people Lawn Area: Resident under 100 people Lawn Area: Resident over 100 people Lawn Area: Non-Resident under 50 people Lawn Area: Non-Resident under 100 people Lawn Area: Non-Resident over 100 people Gazebo Area: Resident Gazebo Area: Non-Resident Refundable Deposit	\$100 \$200 \$50 \$45 \$120 \$225 \$90 \$240 \$450 \$73 \$90 \$200	\$104 \$208 \$50 [NEW] \$47 \$125 \$234 \$94 \$250 \$468 \$73 \$94 \$200	per day per day [NEW] per day (previously per hour with 3 hour minimum) per day (previously per hour with 3 hour minimum) per day (previously per hour with 3 hour minimum) per day (previously per hour with 3 hour minimum) per day (previously per hour with 3 hour minimum) per day (previously per hour with 3 hour minimum) per hour per hour

Parks and Recreation Fees, cont.		2022/23 Adopted Fee	2023/24 Adopted Fee	Basis
Aquatics:				
Daily Admission: Adult Resident		\$6	\$6	per person
Daily Admission: Adult Non-Resident		\$9	\$9	per person
Daily Admission: Adult Non-Resident Summer		\$11	\$11	per person
Monthly Pass: Adult Resident		\$60	\$60	per pass
Monthly Pass: Adult Non-Resident		\$90	\$90	per pass
Daily Admission: Youth/Senior Resident		\$4	\$4	per person
Daily Admission: Youth/Senior Non-Res.		\$6	\$6	per person
Monthly Pass: Senior Resident		\$40	\$40	per pass
Monthly Pass: Senior Non-Resident		\$60	\$60	per pass
Swim Lessons (8): Resident		\$73	\$80	per lesson package / \$10 per class
Swim Lessons (8): Non-Resident		\$93	\$96	per lesson package / \$12 per class
Semi-Private Swim Lessons (4): Resident		\$112	\$116	per lesson package
Semi-Private Swim Lessons (4): Non Resident		\$142	\$148	per lesson package
Private Swim Lesson (4): Resident		\$156	\$162	per lesson package
Private Swim Lesson (4): Non-Resident		\$198	\$206	per lesson package
Private Rentals: Resident (silver)		\$135	\$155	per party package
Private Rentals: Resident (gold)		\$273	\$314	per party package
Private Rentals: Non-Resident (silver)		\$172	\$198	per party package
Private Rentals: Non-Resident (gold)		\$346	\$398	per party package
Summer Pass: Resident	discontinue		discontinue	
Summer Pass: Non-Resident	discontinue		discontinue	
Lifeguard Certification Class		\$208	\$216	per person, per session
Piranha Swim Club: Resident		\$5	\$5	per person, per class
Piranha Swim Club: Non-Resident		\$7	\$7	per person, per class
Preschool/Youth Activities:				
Club Rec Monthly		\$1,714	\$1,783	per person, per 10 months
Club Rec Monthly: Non-Resident		\$2,097	\$2,181	per person, per 10 months
Daily Camp Fee		\$35	\$39	per person, per day
Daily Camp Fee: Non-Resident		\$42	\$48	per person, per day
Preschool:Resident		\$5	\$6	per person, per hour
Preschool:Non-Resident		\$7	\$8	per person, per hour
Club Rec: Enrichment Clubs		\$5 - \$50	\$5 - \$50	per person, per activity
Youth Classes	Based on cost of class		Based on cost of class	per person, per activity
Youth Sports		\$75	\$78	per person, per season
Processing Fee	Based on cost of class		Based on cost of class	Per class session or sports
Transaction Fee - Drop in Class		\$1	\$1	Per class for drop in only
Transaction Fee - For classes under \$100		\$10	\$10	Per class session or sport
Transaction Fee - For Classes \$100 and over		\$21	\$22	Per class session or sport

Parks and Recreation Fees, cont.		2022/23 Adopted Fee	2023/24 Adopted Fee	Basis
Adult Sports:				
	Adult Basketball			per team, per season
	Adult Volleyball			per team, per season
	Adult Softball	\$799	\$831	per team, per season
	Adult Open Gym	\$4	\$4	per person, per class
Teens:				
	Teen Programs	\$10 - \$100	\$10 - \$100	per person, per activity
	Middle School Dances	\$5	\$5	per person, per activity
Seniors				
	Senior Programs		\$5 - \$200	per person, per activity
Special Events:				
	Derby Kit	\$28	\$29	per derby kit
	Pop-Up Events	\$5 - \$100	\$5 - \$100	per person, per activity
	Day in the Park - Event Tickets	\$1	\$1	per ticket
	Community Night with the Giants Tickets	\$20	\$20	per ticket
	Concerts in the Park - Sponsorships	\$100 - \$2,500	\$100 - \$2,500	
	Parents Night Out Events	\$25	\$25	per person, per activity
	LUNAFEST - Event Tickets	\$20 - \$100	\$20 - \$100	per ticket
	LUNAFEST - Sponsorships	\$100 - \$5,000	\$100 - \$5,000	





## **PARKS & RECREATION COMMISSION AGENDA REPORT**

**Meeting Date:** 3/14/2024

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** The Role of Commissioners in Parks & Recreation Advocacy

### **Purpose**

Engage and inspire a healthier community by providing fun, inclusive, innovative and safe parks, facilities and programs.

### **Recommendation**

Identify the role of Commissioners in Parks & Recreation advocacy for Brisbane.

### **Background**

Brisbane's Municipal Code, Chapter 2.20 (*Attachment 1*) outlines the duties and responsibilities of Parks & Recreation Commissioners. A recurring theme throughout this foundational document is the responsibility of advocacy for parks and recreation programs, facilities, events, and services. Parks and recreation facilities are public assets that offer spaces for activity, interaction, and enrichment. By championing these resources, Commissioners play a vital role in promoting public health and well-being, enhancing the overall quality of life for residents, preserving green spaces, and ensuring equitable access to recreational opportunities for all members of our community.

At the P&R Commission retreat in March 2023, the Commission briefly discussed the importance of advocacy and as part of the 2024 goal setting process, it was recommended that the conversation be agendaized for a future meeting.

### **Discussion**

At this time, Commissioners may analyze and discuss the role that they play in advocacy. Considerations may include any of the following areas:

- Collaboration with community stakeholders (residents, businesses, non-profit organizations) to gather input and support for initiatives and projects.
- Advocating for recreation-related policies.
- Serving as liaisons to City Council.
- Prioritizing the existing needs and potential enhancement of the current P&R system of open space, parks, and facilities.
- Public outreach efforts and improving visibility to create community awareness.
- Highlighting the benefits of P&R to garner broader support.
- Remaining informed and knowledgeable of trends within the field of parks and recreation.
- Supporting the efforts of parks and recreation department staff.

If desired, Commissioners may identify ways in which they can expand upon current advocacy efforts as they prepare for the upcoming strategic planning workshop and outline goals for the next year.

### **Fiscal Impact**

n/a

**Attachments**

1. Chapter 2.20 Municipal Code Excerpt – PARKS & RECREATION COMMISSION



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Noreen Leek, Parks & Recreation Director

## Chapter 2.20 - PARKS AND RECREATION COMMISSION<sup>[1]</sup>

### **2.20.010 - Established—Composition.**

A city parks and recreation commission is established to consist of either five (5) members or seven (7) members, as determined from time to time by the city council. Members of the parks and recreation commission shall be appointed by majority vote of the city council.

(Ord. 70 § 1, 1964).

(Ord. No. 559, § 1, 5-16-11; Ord. No. 570, § 1, 3-5-12)

### **2.20.020 - Reserved.**

**Editor's note**— Ord. No. 593, [§ 1](#), adopted January 15, 2015, repealed [§ 2.20.020](#), which pertained to members not to hold other offices—residence and derived from Ord. No. 70, 1964; Ord. No. 509, 2006 and Ord. No. 559, adopted May 16, 2011.

### **2.20.030 - Meetings—Officers.**

Within thirty (30) days after their appointment the members of the commission shall meet in regular session and elect from their members a chairman and vice-chairman. Their duties shall respectively be such as are usually carried by such officers. Officers shall hold office for one calendar year, or until their successor is elected.

(Ord. 70 § 4(part), 1964).

(Ord. No. 582, § 1, 5-6-13)

### **2.20.040 - Rules and regulations—Quorum.**

The commission shall adopt rules and regulations to govern procedure, which shall be consistent with any applicable rules and procedures adopted by the city council, and shall by record vote set a time for regular meetings which shall be held at least once each month. A majority of the members shall constitute a quorum.

(Ord. 70 § 4(part), 1964).

(Ord. No. 582, § 1, 5-6-13)

### **2.20.050 - Duties and responsibilities.**

The commission shall:

A. Act in advisory capacity to city council on all matters pertaining to the city recreation and park department;

- B. Aid in coordinating recreation and park services with any program of governmental agencies and voluntary civic organizations;
- C. Review recreational services, facilities, and parks that exist or may be needed, and advise the city council at the first semiannual joint meeting;
- D. Act in advisory capacity in preparation of annual budget for recreation and long-range recreation and park and playground capital improvement program;
- E. Assist in promoting the public recreation program in public schools, parks, buildings, or other appropriate avenues;
- F. 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;
- G. Hold hearings as directed by the city council on matters pertaining to planning and development of parks and recreation programs and capital expenditures relating to recreation and facilities;
- H. Gather community opinions, needs and perceptions regarding recreational opportunities and needs;
- I. Make recommendations concerning beautification development and improvement of parks, beaches and recreation services;
- J. In accordance with [Section 12.12.020](#), to recommend as a protected tree any species of native or non-native tree, in addition to those identified in Paragraph (1) of the definition of "Protected tree," as adopted by the city council, based upon its finding and determination that such species uniquely contributes to the scenic beauty of the city or provides special benefits to the natural environment or wildlife;
- K. Recommend policies on recreation and park service for approval of city council;
- L. Make studies and recommend rules and regulations for adoption by the city council for the use and enjoyment of all public parks and recreational facilities including playgrounds, play fields, recreational centers, swimming pools, marina recreational areas, ball diamonds, basketball courts, and any other areas requiring regulation from time to time;
- M. Participate in the development and implementation of public events on behalf of the city and sponsored by the recreation department and/or the parks and recreation commission.

(Ord. 425 § 1, 1998; Ord. 287 § 1, 1982; Ord. 70 § 5, 1964).

(Ord. No. 559, § 3, 5-16-11)

## **PARKS & RECREATION COMMISSION SUBCOMMITTEES:** Updated 11/30/2023

*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  
COMMUNITY PARK IMPROVEMENTS

### **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  
(3) DAVIS, OCAMPO

### **STAFF**

MONROY & FRANCO  
LEEK (W/ CITY COUNCIL)  
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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