



CITY of BRISBANE

Parks and Recreation Commission

Meeting Agenda

Wednesday, April 10, 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, 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. March 13, 2024 (**Attachment**)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

C. n/a

7. OLD BUSINESS

D. Debrief from 3/19 strategic planning workshop

E. Master Fee Schedule review and recommendations (**Attachment**)

8. NEW BUSINESS

F. Commission reorganization

It is customary for the Parks & Recreation Commission to designate a new Chair, Vice Chair, and Secretary on an annual basis. This is done so that Chairperson responsibilities are rotated amongst Commissioners throughout their terms. The Commission will need to facilitate a discussion around nominations and vote in a Chair, Vice Chair, and Secretary which would be in effect for the Commissions next regular meeting.

G. Subcommittee reassignments (**Attachment**)

The attachment denotes current subcommittee assignments for each respective subcommittee. This is an opportunity for Commissioners to modify their subcommittee seats if desired.

9. REPORTS

H. Chairperson

I. Subcommittees (**Attachment**)

a. Public Art Advisory Committee meeting (held 3/18/2024)

b. Setting Subcommittee Meetings

J. Commissioners

K. Staff

10. COMMISSION MATTERS

L. Written Communications

11. ADJOURNMENT

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



Brisbane Parks and Recreation Commission Action Minutes

REGULAR MEETING

March 13, 2024

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, Davis, Greenlee, Seawell

Commissioners absent: Commerford, Ocampo, Sims

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

ADOPTION OF AGENDA

Commissioner Davis moved, seconded by Commissioner Greenlee, to approve the March 13, 2024 agenda. The motion carried 4-0.

APPROVAL OF MINUTES

B. February 14, 2024

Commissioner Greenlee moved, seconded by Commissioner Commerford, to approve the February 14, 2024 minutes. The motion carried 4-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

C. Youth Advisory Committee/Teen Programs

Recreation Coordinator Nahass Lopez and members of the Youth Advisory Committee presented on various teen programs and volunteer opportunities throughout the year.

OLD BUSINESS

D. Master Fee Schedule Review

The Commission and staff discussed the impacts of last year’s adjustments to the master fee schedule, such as park reservations. The Commission requested that this item be brought back to the next regular meeting.

NEW BUSINESS

E. The role of Commissioners in Parks & Recreation advocacy

Director Leek shared with the Commission the general responsibilities and expectations of Commissioners in representing and supporting Parks and Recreation. The Commission inquired about a multi-city commissioner workshop.

REPORTS

F. Chairperson

None

G. Subcommittees

None

a. Setting Subcommittee Meetings

None

H. Commissioners

None

I. Staff

Director Leek brought up the Concerts in the Park fundraising plan being presented to Council, completion of playground resurfacing, little league baseball, and resume and interview workshop. Supervisor Houghton mentioned the teen comedy movie night, mermaid and pirate pool party, Habitat Restoration Day, Parents Night Out, and Spring Fling.

COMMISSION MATTERS

J. Written Communications

None

K. Commission Calendar

The P&R Commission workshop is scheduled for March 19, 6pm-9pm.

The next regularly scheduled meeting will be April 10, 2024.

ADJOURNMENT

Chairperson Kern moved to adjourn the meeting at 7:22pm.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 4/10/2024

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 final recommendations 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".

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

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 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

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