



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, March 12, 2025 at 6:30 PM • 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. Aside from commenting personally while in the Zoom Webinar, you can also use the call-in number. The public comments received will be noted for the record during Citizen Communications. We encourage you to email comments in advance of the meeting to jbondoc@brisbaneca.org since this email will not be monitored during the meeting. Emails received during the meeting will not be addressed and will not be brought to the attention of the Commission.

Join Zoom Webinar: brisbaneca.org/pr-zoom (please use the latest version: zoom.us/download)

Webinar 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: Sims, Anderson, Commerford, Davis, Greenlee, Ocampo, Seawell

1. CALL TO ORDER

2. ROLL CALL

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

4. APPROVAL OF MINUTES

A. February 12, 2025 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. Silverspot

7. OLD BUSINESS

C. Young Adult Series Survey Results and Next Steps **(Attachment)**

8. NEW BUSINESS

D. Public Art Master Plan **(Attachment)**

E. Master Fee Schedule **(Attachment)**

9. REPORTS

F. Chairperson

G. Subcommittees **(Attachment)**

a. Public Art Advisory Committee Meeting (Held on 2/18/25)

b. Setting Subcommittee Meetings

H. Commissioners

I. Staff

10. COMMISSION MATTERS

J. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting will be April 9, 2025.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 3/12/2025

From: Nicole Houghton, Recreation Supervisor

Subject: Young Adult Series

Purpose

Provide essential developmental programming for the underserved population of young adults ages 16-24.

Recommendation

Review feedback from the recent Young Adult Series community-wide survey and provide direction to staff regarding next steps.

Background

In December 2023, Parks and Recreation staff were approached by community member and IDEA Committee member, Anna Dennis, about the possibility of creating a Young Adult series for Brisbane. After meeting with Anna and brainstorming ideas, staff identified some short-term goals that could be accomplished while simultaneously exploring the feasibility of a full-fledged curriculum. In early 2024, Chairperson Sims, alongside Recreation Supervisor Nicole Houghton, facilitated an Interview and Resume Writing Workshop for residents at Mission Blue. They also presented similar content at the YAC Attack conference in Burlingame which is a leadership conference for teens focused on empowering young adults. Over the next several months, staff began researching similar programs throughout the state to get ideas and met with a Jefferson Union High School District representative, who provided insight into their Adult Learning program, and Skyline College's Career Readiness and Job Placement Team. Staff also met with Nicole Davis, creator of Fortitude Careers, to explore collaborative opportunities. Fortitude Careers already intends to host 4 cohorts in 2025 including Exploring Construction Careers, Life Mastery Skills, and Self Confidence. Finally, staff attended the 3rd annual SSFUSD & JUHSD College & Career Fair at Serramonte Mall to connect with potential students, employees, and community members.

In November 2024, staff presented a draft version of the Young Adult Series survey to the Commission for their feedback. Staff published the survey which remained open to the public from December 2024-early February 2025 for the purpose of assessing community interest for this type of programming. The survey was promoted through a variety of communication channels including but not limited to: Engage Brisbane, City website, weekly eBlast, social media, printed STAR newsletter, printed flyers at City facilities and the library, email distribution lists, P&R digital activity guide, and Chamber of Commerce Luminary.

Discussion

Life Unlocked: Mastering Adulthood is intended to be an engaging, relatable series designed to equip young adults with essential life skills as they navigate the transition into independence. Tailored for those aged 16-24, the series will be designed to cover practical topics often left out of traditional education, offering step-by-step guidance and real-world advice.

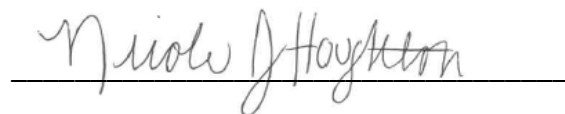
The City received 154 survey responses. A summary of the survey results can be viewed in Attachment 1. The programming types garnering the most interest included: Leadership Skill Development (including resume and relationships), Car Upkeep and Maintenance, Tech Support, and Around the house skills (including cleaning, cooking, meal planning). Survey respondents also provided seventeen recommendations for prospective people/companies to support development of the program. At this time, staff welcome additional direction from the Commission regarding establishment of this program.

Fiscal Impact

The fiscal impact is yet to be determined and will be contingent upon the direction provided by the P&R Commission. Some existing funding to support this program may be available within the Teens and Adults program budgets. However, additional funding support may be needed depending on the direction for the series and collaborative partnerships yet to be explored. Any potential fiscal implications should be part of future budget conversations and recommendations to City Council in Spring 2025.

Attachments

1. Young Adult Series survey results

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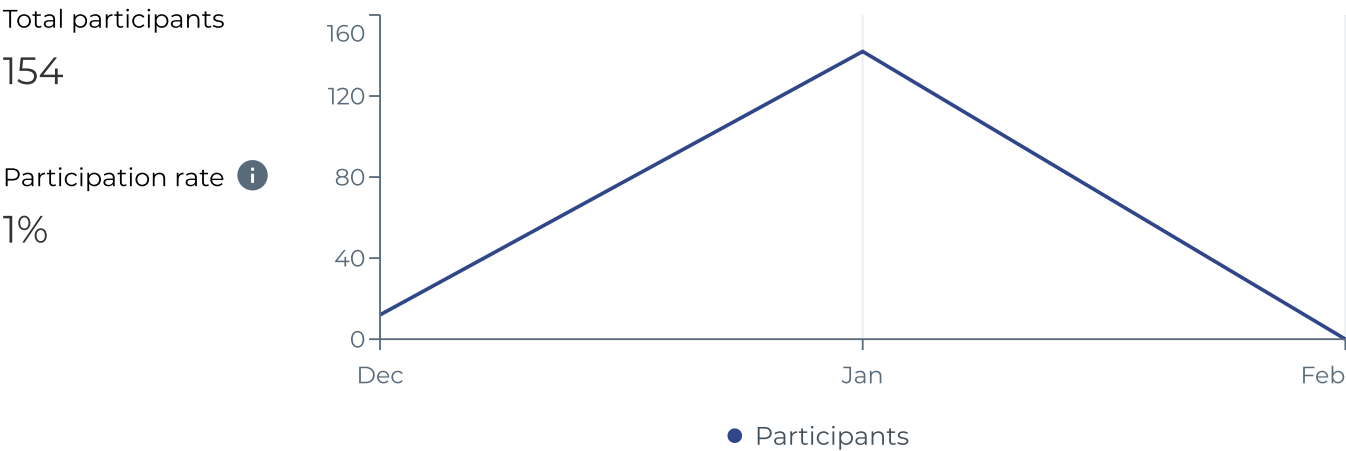
Nicole Houghton, Recreation Supervisor



Young Adult Series Survey Results

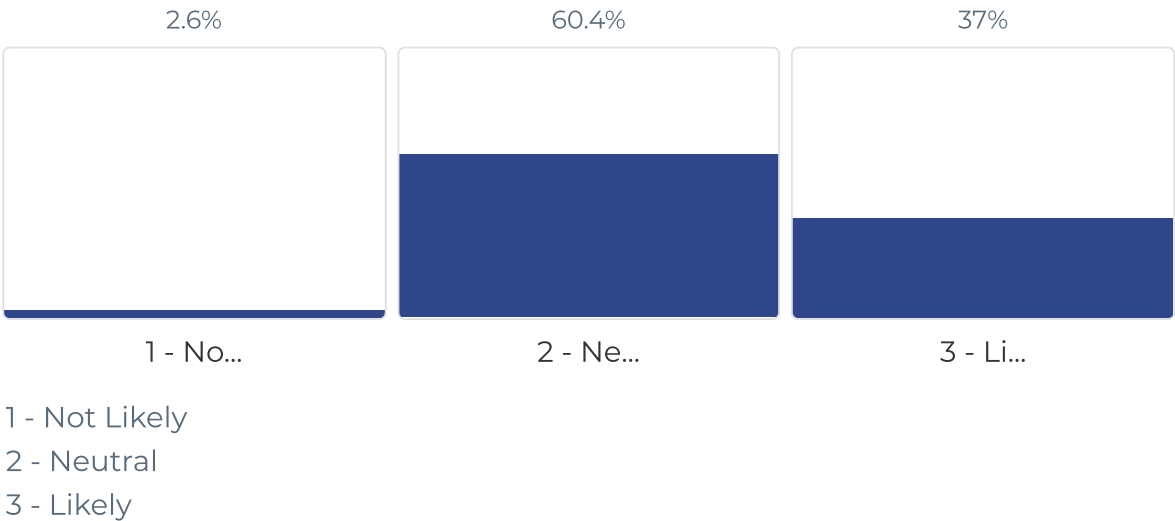
- **Project:** Young Adult Series Survey (intended for ages 16-24)
- **Period:** December 2, 2024 - February 3, 2025
- **Project manager:** Nicole Houghton

Participants timeline



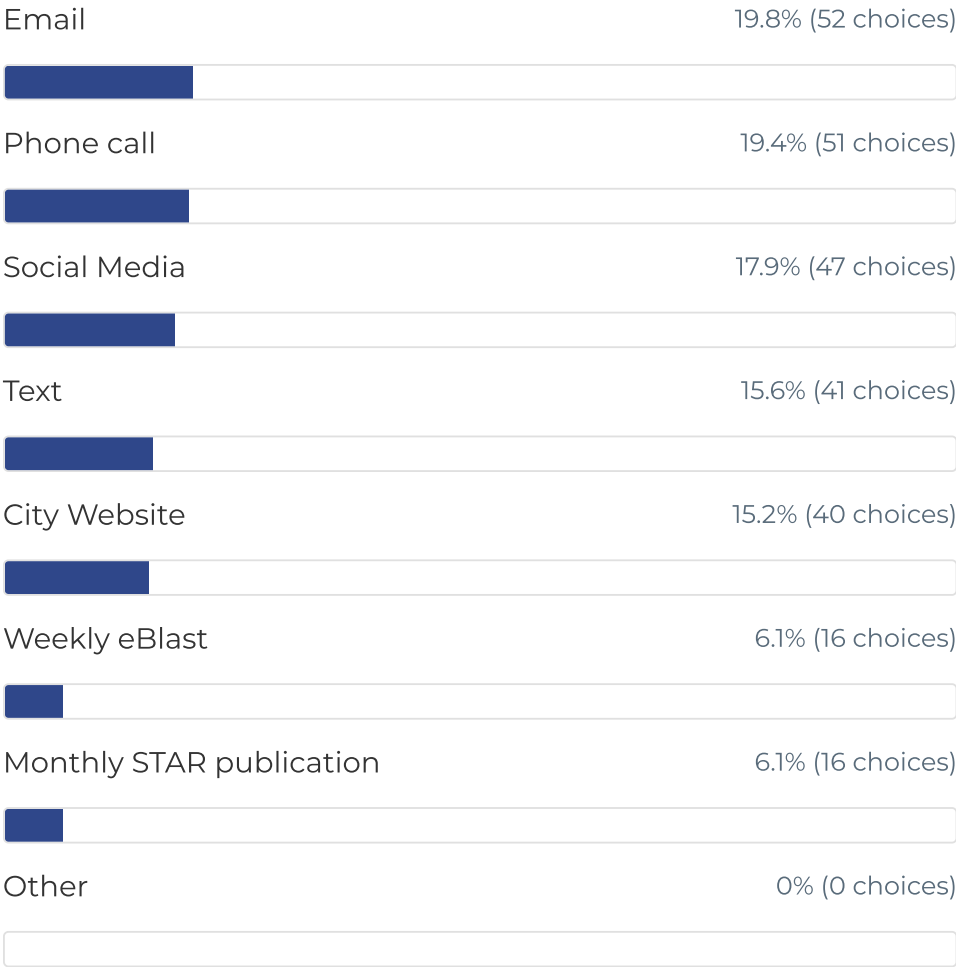
How interested are you in a *Life Unlocked* Young Adult Development Series?

154/154 - Linear scale - required



What do you feel are the most effective ways to receive information? (check all that apply)

154/154 - Multiple choice - choose many - required



What type of programming would you be interested in? (check all that apply)

154/154 - Multiple choice - choose many - required

Navigating a tool box 0.7% (3 choices)



Gardening Techniques 0.7% (3 choices)



Drug Safety & Prevention Course 0.7% (3 choices)

Independent Living - hanging a photo on the wall,
plumbing, safety, assembling furniture... 1% (4
choices)

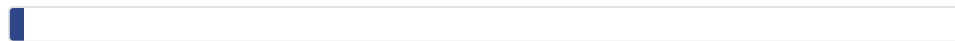
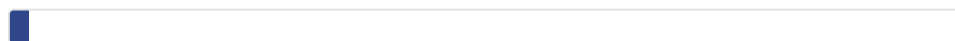
Wilderness Survival 101 1.2% (5 choices)



Community Service / Volunteering 1.5% (6 choices)



Safety: CPR / First Aid / Water / Fire Extinguisher 1.5% (6 choices)

Socialization & Belonging - Awareness & Difficult
Conversations 2% (8
choices)

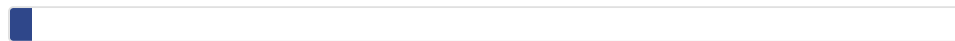
Nutrition Basics 2% (8 choices)



BBQ Safety and Skills 2% (8 choices)



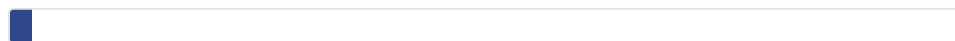
Understanding how I operate - StrengthsFinder 2.4% (10 choices)



Insurance 101 - Health, Auto, Renters... 2.4% (10 choices)



Etiquette and Manners 2.4% (10 choices)



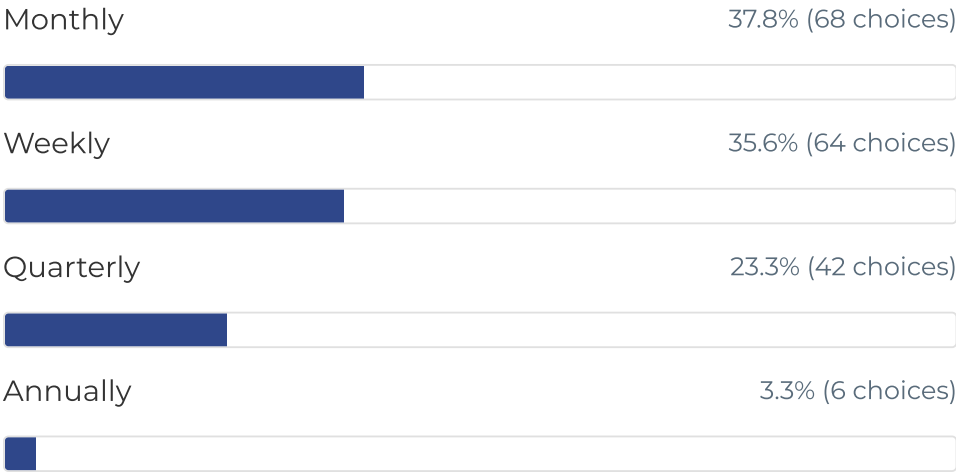
Navigating kitchen basics 2.7% (11 choices)





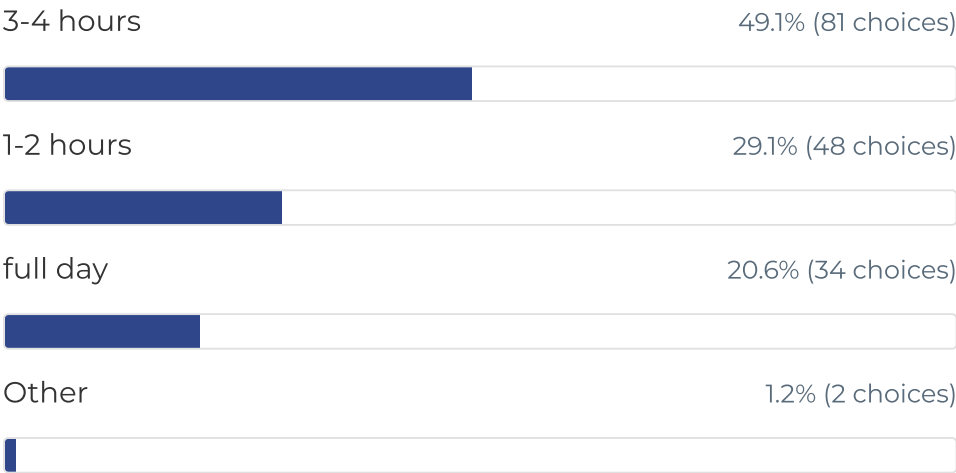
If you like the idea of the series, how often would you attend a class or session?

154/154 - Multiple choice - choose many - required



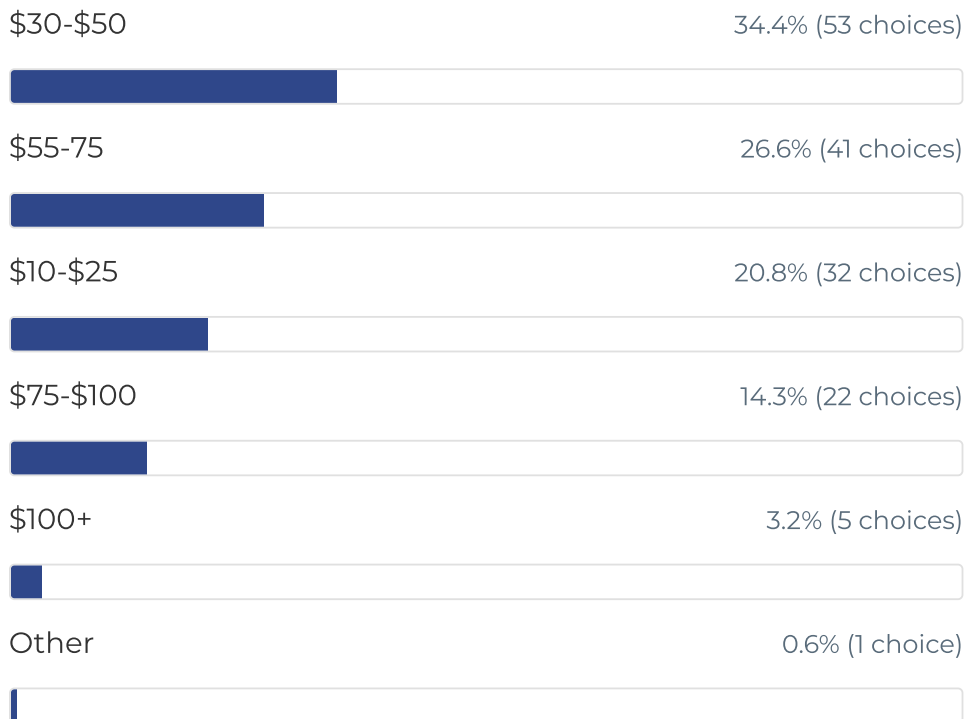
How long should classes be in length?

154/154 - Multiple choice - choose many - required



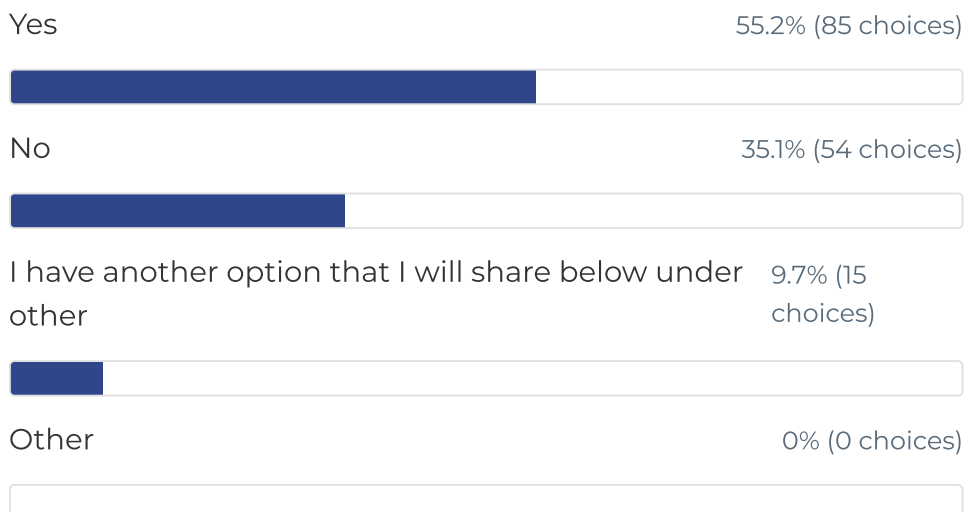
How much would you be willing to pay per individual class?

154/154 - Multiple choice - choose many - required



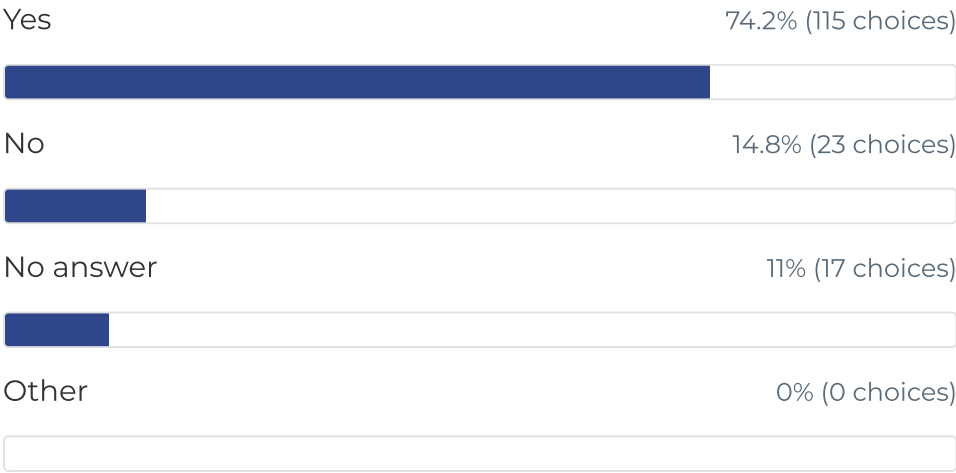
Would you be interested in a core curriculum that could be structured for a cohort and serve as a foundation for the program to build a sense of community amongst participants (i.e. 4 classes annually), alongside a series of “elective” classes that both the cohort, and the broader community, could opt into?

154/154 - Multiple choice - choose many - required

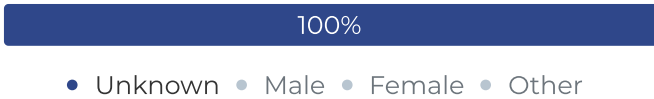


Would you be interested in a “certificate-based” program? If the City could issue a certificate for participation in “X” number of hours that could be used as a “resume booster”?

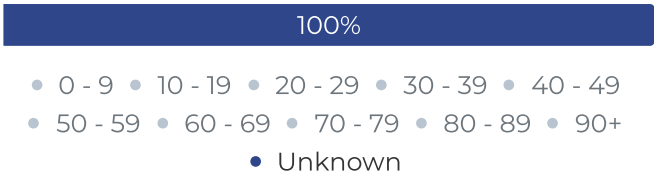
137/154 - Multiple choice - choose many - optional



Gender



Year of birth





PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 3/12/2025

From: Noreen Leek, Parks & Recreation Director

Subject: Public Art Master Plan

Purpose

To increase citizens' appreciation of art, improve quality of life, and to enhance Brisbane's identity as a unique community within the greater Bay Area.

Recommendation

Receive a copy of the DRAFT Public Art Master Plan (Attachment 1) in advance of City Council consideration at the 3/20/2025 meeting.

Background

As outlined in the City's Art in Public Places Ordinance, public art has the power to energize our public spaces, arouse our thinking, and transform the places where we live, work, and play into more welcoming and beautiful environments that invite interaction. By its presence alone, public art can heighten our awareness, question our assumptions, transform a landscape, or express community values, and for these reasons it can have the power, over time, to transform a city's image. Public art helps define a community's identity and reveal its unique character.

The Public Art Master Plan was developed over the past year in partnership with NINE dot ARTS. They worked collaboratively with the City's Public Art Advisory Committee and City Staff to ensure broad public outreach and involvement to curate a vision for Brisbane's public art.

The Master Plan will provide long-term direction to the Public Art Advisory Committee and the City Council on the planning and processes necessary to further develop, administer and maintain a dynamic public art program in the City of Brisbane. The Master Plan for Public Art in Brisbane includes integration of art in both existing and to be built public spaces.

Attachments

1. Public Art Master Plan DRAFT – *Given the file size, please access the document on the City website using the link below:*

<https://www.brisbaneca.org/bc-artadvisory/page/public-art-master-plan>

Noreen Leek, Parks & Recreation Director



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 3/12/2025

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 2024-2025 Master Fee Schedule in order to make recommendations to City Council for the upcoming budget cycle including fiscal year 2025-2026.

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. 2024-2025 Master Fee Schedule

A handwritten signature in black ink that reads "Noreen Leek". The signature is written in a cursive style with a large, looping "N" and "L".

Noreen Leek, Parks & Recreation Director

Parks and Recreation Fees	2023/24 Adopted Fee	2024/25 Adopted Fee	Basis
Facility Rentals:			
Alcohol Surcharge Fee (rental with 100 or more persons)	\$100	\$106	per event for any rental facility
Athletic Fields			
Lights	\$29	\$31	per hour
Non Profit Closed to Public			
- Brisbane Non Profit	\$18	\$19	per hour
- Non Brisbane Non Profit	\$29	\$31	per hour
Residential	\$46	\$49	per hour
Non-Residential	\$80	\$85	per hour
Game Preparation	\$29	\$31	per game
Mission Blue Center			
Residential			
1 Room - Weekday	\$181	\$192	per hour
Entire Facility - Weekday	\$280	\$297	per hour
1 Room - Weekend	\$226	\$239	per hour
Entire Facility - Weekend	\$350	\$371	per hour
Non-Residential			
1 Room - Weekday	\$276	\$292	per hour
Entire Facility - Weekday	\$408	\$432	per hour
1 Room - Weekend	\$337	\$357	per hour
Entire Facility - Weekend	\$516	\$547	per hour
Refundable Deposit	\$500	\$500	
Community Center Rental: Resident	\$85	\$90	per hour
Community Center Rental: Non-Resident	\$104	\$110	per hour
Refundable Deposit	\$200	\$200	
Volleyball Courts: Resident	\$28	\$30	per hour
Volleyball Courts: Non-Resident	\$33	\$35	per hour
Community Park Rentals:			
Area 1, 2 and 3 (4 tables): Resident	\$104	\$114	per day
Area 1, 2 and 3 (4 tables): Non-Resident	\$208	\$260	per day
Refundable Deposit	\$50	\$50	
Lawn Area: Resident under 50 people	\$47	\$51	per day
Lawn Area: Resident under 100 people	\$125	\$137	per day
Lawn Area: Resident over 100 people	\$234	\$257	per day
Lawn Area: Non-Resident under 50 people	\$94	\$117	per day
Lawn Area: Non-Resident under 100 people	\$250	\$312	per day
Lawn Area: Non-Resident over 100 people	\$468	\$585	per day
Gazebo Area: Resident	\$73	\$80	per hour
Gazebo Area: Non-Resident	\$94	\$118	per hour
Refundable Deposit	\$200	\$200	

Parks and Recreation Fees, cont.		2023/24 Adopted Fee	2024/25 Adopted Fee	Basis
Aquatics:				
Daily Admission: Adult Resident	\$6	\$7	per person	
Daily Admission: Adult Non-Resident	\$9	\$11	per person	
Daily Admission: Adult Non-Resident Summer	\$11	\$14	per person	
Monthly Pass: Adult Resident	\$60	\$66	per pass	
Monthly Pass: Adult Non-Resident	\$90	\$113	per pass	
Daily Admission: Youth/Senior Resident	\$4	\$5	per person	
Daily Admission: Youth/Senior Non-Res.	\$6	\$8	per person	
Monthly Pass: Senior Resident	\$40	\$44	per pass	
Monthly Pass: Senior Non-Resident	\$60	\$75	per pass	
Swim Lessons (8): Resident	\$80	\$88	per lesson package / \$11 per class	
Swim Lessons (8): Non-Resident	\$96	\$120	per lesson package / \$15 per class	
Semi-Private Swim Lessons (4): Resident	\$116	\$128	per lesson package	
Semi-Private Swim Lessons (4): Non Resident	\$148	\$185	per lesson package	
Private Swim Lesson (4): Resident	\$162	\$178	per lesson package	
Private Swim Lesson (4): Non-Resident	\$206	\$258	per lesson package	
Private Rentals: Resident (silver)	\$155	\$171	per party package	
Private Rentals: Resident (gold)	\$314	\$350	per party package	
Private Rentals: Non-Resident (silver)	\$198	\$248	per party package	
Private Rentals: Non-Resident (gold)	\$398	\$500	per party package	
Lifeguard Certification Class	\$216	\$238	per person, per session	
Piranha Swim Club: Resident	\$5	\$6	per person, per class	
Piranha Swim Club: Non-Resident	\$7	\$9	per person, per class	
Youth Activities:				
Club Rec Monthly	\$178	\$196	per person, per month	
Club Rec Monthly: Non-Resident	\$218	\$273	per person, per month	
Daily Camp Fee	\$39	\$43	per person, per day	
Daily Camp Fee: Non-Resident	\$48	\$60	per person, per day	
Preschool:Resident	\$6	\$7	per person, per hour	
Preschool:Non-Resident	\$8	\$9	per person, per hour	
Club Rec: Enrichment Clubs	\$5 - \$50	\$5 - \$70	per person, per activity	
Youth Classes	Based on cost of class	Based on cost of class	per person, per activity	
Youth Sports	\$78	\$86	per person, per season	
Processing Fee	Based on cost of class	Based on cost of class	Per class session or sports	
Late Pick-up Fee		\$1	Per minute	
Administrative				
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	\$22	\$22	Per class, session or sport	
Processing Fee for Refunds (new)	n/a	\$7	Per transaction	

Parks and Recreation Fees, cont.	2023/24 Adopted Fee	2024/25 Adopted Fee	Basis
Adult Sports:			
Adult Softball	\$831	\$1,000	per team, per season
Adult Open Gym	\$4	\$5	per person, per class
Teens:			
Teen Programs	\$10 - \$100	\$10 - \$100	per person, per activity
Middle School Dances	\$5	\$5 - \$20	per person, per activity
Seniors			
Senior Programs	\$5 - \$200	\$5 - \$200	per person, per activity
Special Events:			
Derby Kit	\$29	\$40	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	\$25	per ticket
Concerts in the Park - Sponsorships	\$100 - \$2,500	\$100 - \$2,500	per sponsorship
Parents Night Out Events	\$25	\$25 - \$50	per person, per activity

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 2/3/2025

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
FOUNDATION FEASIBILITY AD HOC
IDEA AD HOC

COMMISSIONERS

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

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
LEEK
LEEK

STAFF CONTACT INFORMATION

NOREEN LEEK	nleek@ci.brisbane.ca.us	415-508-2141
NICOLE HOUGHTON	nhoughton@ci.brisbane.ca.us	415-508-2144
JOVI BONDOC	jbondoc@ci.brisbane.ca.us	415-508-2134
JEFF FRANCO	jfranco@ci.brisbane.ca.us	415-657-4321
RICARDO MONROY	rmonroy@ci.brisbane.ca.us	415-508-2143
SARA NAHASS LÓPEZ	snahass@ci.brisbane.ca.us	415-508-2135
ANGELA RODAS	arodas@ci.brisbane.ca.us	415-254-0353