



# CITY of BRISBANE

## Parks and Recreation Commission Meeting Agenda

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Wednesday, February 11, 2026 at 6:30 PM • 50 Park Place, Brisbane, CA

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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. 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](mailto: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](https://brisbaneca.org/pr-zoom) (please use the latest version: [zoom.us/download](https://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.

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**Commissioners: Davis, Anderson, Gornitsky, Greenlee, Ocampo, Seawell, Sims**

### **1. CALL TO ORDER**

### **2. ROLL CALL**

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

### **4. APPROVAL OF MINUTES**

A. January 14, 2025 **(Attachment)**

### **5. CITIZEN COMMUNICATIONS**

### **6. PRESENTATIONS**

n/a

### **7. OLD BUSINESS**

B. Parcel R Park Planning Recommendations **(Attachment)**

### **8. NEW BUSINESS**

n/a

### **9. REPORTS**

C. Chairperson

D. Subcommittees **(Attachment)**

- a. Concerts in the Park Subcommittee Meeting (Held on 1/26/26)
- b. Public Art Advisory Committee Meeting (Held on 1/26/26)
- c. Ad Hoc Parcel R Park Planning Meetings (Held 1/28/26 & 2/4/26)
- d. Setting Subcommittee Meetings

E. Commissioners

F. Staff

### **10. COMMISSION MATTERS**

G. Written Communications

### **11. ADJOURNMENT**

**NOTE: The next regularly scheduled meeting will be March 11, 2026.**



**Brisbane Parks and Recreation Commission Action Minutes**

**REGULAR MEETING**

**January 14, 2026**

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

**CALL TO ORDER**

Vice Chairperson Seawell called the meeting to order at 6:36pm.

**ROLL CALL**

Commissioners present: Anderson, Gornitsky, Greenlee, Ocampo, Seawell, Sims

Commissioners absent: Davis

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

**ADOPTION OF AGENDA**

Vice Chairperson Seawell proposed moving Item E (Concerts in the Park Fundraising Strategy) to after Item D (Sierra Point Park Planning). Commissioner Ocampo moved, seconded by Commissioner Anderson, to adopt the January 14, 2026 agenda. The motion passed 6-0.

**APPROVAL OF MINUTES**

**A. November 12, 2025**

Commissioner Anderson moved, seconded by Commissioner Greenlee, to approve the November 12, 2025 minutes. Commissioners Gornitsky and Ocampo were not present for the meeting and abstained to vote. The motion passed 4-0.

**CITIZEN COMMUNICATIONS**

None

**PRESENTATIONS**

**B. Acknowledgement for Renee Commerford, Outgoing Commissioner**

Staff and the Commission honored Renee Commerford for her 4 years of enthusiasm and volunteerism as Commissioner. She aspires to remain involved in the community. After presenting her with a formal acknowledgment and parting gifts, Director Leek also welcomed incoming Commissioner Christine Gornitsky.

**OLD BUSINESS**

**C. Festival of Lights Debrief**

Recreation Coordinator Rodas recapped the additions incorporated into the December 7, 2025 Festival of Lights, thanked everyone involved for their contributions, and solicited

feedback for the 40<sup>th</sup> Annual Festival of Lights scheduled for December 6, 2026.

## **NEW BUSINESS**

### **D. Sierra Point Park Planning**

Director Leek provided background on the project, with Councilmember Kern and Public Works Director Bozorginia sharing further context. They fielded questions and comments from the Commission and the public on next steps including their desire to formulate an ad hoc subcommittee. The Sierra Point Park Ad Hoc Subcommittee is now comprised of Commissioners Davis, Seawell, and Sims. This item will return to the Commission at their next meeting.

### **E. Concerts in the Park Fundraising Strategy**

Recreation Coordinator Franco shared suggestions to increase revenue that has waned in recent years for the summer concerts series, with the Commission and public also brainstorming ideas.

### **F. Outline 2026 Annual Commission Calendar**

The Commission examined the draft calendar for the year, and proposed a March date for the annual commissioner workshop. Staff will work to schedule a date based on Commissioner availability.

## **REPORTS**

### **G. Chairperson**

Following outgoing Commissioner Commerford's acknowledgement, Vice Chairperson Seawell proposed honoring community volunteers under "Presentations" every meeting.

### **H. Subcommittees**

#### **a. Public Art Advisory Committee Meeting (Held on 11/17/25)**

Subcommittee members were provided a Master Plan Update and interactive map of public art. Economic Vitality Director Mitch Bull spoke on the possibility of collaborating with local businesses on public art.

#### **b. Setting Subcommittee Meetings**

Concerts in the Park Subcommittee Meeting scheduled for 4/26/26 at 4:30pm.

Sierra Point Ad Hoc Subcommittee Meetings scheduled for 1/28/26 and 2/4/26 at 5pm.

### **I. Commissioners**

Commissioner Greenlee brought attention to the 1/31/26 Doggy Dip at the pool.

### **J. Staff**

Staff shared the latest on the following:

- 1/31 Doggy Dip and subsequent 2-week pool closure for maintenance
- 1/31 Artists' Evening of Sharing, featuring 14 artists
- Summer camp registration, open for residents 2/3 and non-residents 2/17
- 2/18 4pm-7pm reception for Kevin Fryer's City Hall art showcase
- Lifeguard recruitment and Leaders-in-Training applications

- 58(!) artful bench proposals, to be reviewed by the Public Art Advisory Committee on 1/26
- Youth Art Show at the library until 2/17
- MOB Shop 2/6-2/7, with 2/7 also featuring Parents' Night Out
- 10<sup>th</sup> anniversary for Brisbane Village Helping Hands on 2/7 at the Sunrise Room
- 2/12 middle school dance

#### **COMMISSION MATTERS**

##### **K. Written Communications**

None

#### **ADJOURNMENT**

Vice Chairperson Seawell moved to adjourn the meeting at 8:24pm. The next regularly scheduled meeting will be February 11, 2026.



## PARKS & RECREATION COMMISSION AGENDA REPORT

**Meeting Date:** 2/11/2026

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

**Subject:** Parcel R Park Planning Recommendations

### **Recommendation**

Staff recommend that the Commission receive an update on recent park planning efforts, including meetings of the ad hoc subcommittee; engage in a discussion regarding site prioritization; and provide a formal recommendation to the Council subcommittee for park development at Parcel R.

### **Background**

The Commission discussed this item at their 1/14/2026 meeting and received a project overview to date from staff (Attachment 1). Given the tight timeline, the Commission decided to establish an ad hoc subcommittee to study the site as well as its constraints and opportunities more in depth before bringing the item back to the full commission for discussion.

The ad hoc subcommittee met at Parcel R on 1/28/2026 to walk the site, ask questions of City staff, and to begin their visioning for the future of the site. They also met on 2/4/2026 to coalesce their thoughts in preparation for the conversation with the full Commission. Their meeting notes are incorporated as Attachment 2.

On 2/5/2026, the City Council approved a contract and scope amendment (Attachment 3) for CMG Landscape Architecture to develop conceptual designs within the footprint of Parcel R and analyze the estimated cost for such design. The goal is to create a concept design that will reflect feasible park amenities and landscaping within Parcel R based on community input.

### **Discussion**

The Commission should review the information provided and facilitate a discussion to identify key priorities and recommendations for the site. In light of budgetary and site constraints, decision-making should take into account geographic and financial limitations, accessibility compliance, placemaking, broad appeal across diverse user groups, longevity, durability and maintenance requirements, and overall connectivity. To maintain the project schedule, the Commission should reach consensus and take a majority vote on its recommendation to the Council subcommittee, enabling the Consultant to proceed with the development of conceptual designs.

### **Attachments**

Attachment 1 Staff Report from 1/14/2026 P&R Commission Meeting

Attachment 2 Parcel R Ad Hoc P&R Commission Subcommittee Meeting Notes from 2/4/2026

Attachment 3 CMG Amended Proposal

*Noreen Leek*

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Noreen Leek, Parks & Recreation Director



## PARKS & RECREATION COMMISSION AGENDA REPORT

**Meeting Date:** 1/14/2026

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

**Subject:** Sierra Point Park & Open Space Master Plan Overview of Process to Date and Framework for Next Steps

### Recommendation

Receive an update regarding the process for the Sierra Point Park & Open Space Master Plan in preparation for providing input and a formal recommendation to the City Council.

### Background

In June 2021, the City issued a solicitation for Letters of Interest from qualified Landscape Architects and Park Planning firms to develop an open space and parks master plan at Sierra Point. The vision for the project included passive and active recreational opportunities intended to engage the public and promote integration with the surrounding areas including the Marina, the San Francisco Bay Trail, and adjacent businesses. Key components for the desired plan included: connectivity, stewardship and sustainability, art, and recreation.

Although the City received 15 responses from interested firms, three short-listed consultants were interviewed by the Council subcommittee, and the contract was ultimately awarded to CMG Landscape Architecture. At the heart of CMG's practice is attention to public space, how the built environment shapes human interaction, and the way innovation can foster a thriving natural world.

A master planning subcommittee was formed consisting of representatives from the Brisbane City Council, Parks and Recreation Commission, Open Space and Ecology Committee, Complete Streets Safety Committee, IDEA Committee, and Public Art Advisory Committee. The project kicked off in the Fall of 2022 with its Discovery Phase. The first task was to conduct a comprehensive site analysis. Past studies and reports were reviewed, along with the Sierra Point Design Guidelines. City staff reviewed with the consultants various site constraints, including the SF Bay Conservation and Development Commission's (BCDC) regulations regarding the shoreline, the need to preserve parking, local weather/wind conditions, infrastructure, and the marina and yacht club operations to be maintained. In addition to meetings with the formal planning subcommittee, public outreach at this stage included a pop-up workshop at the annual Day in the Park event, as well as an online survey shared throughout the Brisbane community. The survey sought to understand how people currently engage with Sierra Point and their priorities for its future.

Based on stakeholder engagement and community input, guiding principles and goals for the Sierra Point Master Plan were established to function as a framework for plan development to ensure alignment with stakeholder criteria. These principles describe an inclusive public destination, founded on health, wellness and community cohesion, and serve as an expression of Brisbane's identity. The guiding principles include the following:

1. Sierra Point will be a diverse & inclusive place that is authentic to Brisbane.
2. Sierra Point will have a unique identity, accentuated by art, that inspires community pride.
3. Sierra Point will be a beautiful, durable place to enjoy every day and in all seasons.
4. Sierra Point will include varied amenities for daily use in a natural setting.
5. Sierra Point will be a healthy, safe space of respite and a place to meet your neighbors.
6. Sierra Point will demonstrate best practices for sustainable, resilient waterfront open space.

The CMG team then drafted the first section of their report, Task 1: Discovery. This document collects, collates, and presents results of CMG's preliminary engagement with stakeholders, a review of project materials and resources, and site observations. While it does not and cannot capture every detail of the conditions of Sierra Point, it provides the basis for the development of the plan. Technical constraints, stakeholder ambitions, and open space improvement opportunities were defined, and a link to the Task 1: Discovery Report can be found [here](#).

The Discovery phase provided the basis for Task 2: Exploration. This task included initial development of alternative approaches to open space master plan concepts, and coordination with stakeholders. The draft conceptual plans created by CMG in early 2023 intended to illustrate opportunities and solicit stakeholder feedback for the creation of a preferred plan. The Exploration phase included additional public engagement opportunities, including an open house workshop, an online survey, a stakeholder meeting at the Sierra Point yacht Club, and tabling at the Community Park Farmer's Market. Preliminary work conducted in this phase was presented to the City Council in March and CMG's presentation can be found [here](#).

In late 2023, the City Council elected to place the park planning effort on pause so that they could further study the imminent effects of sea level rise to the marina and adjacent properties. The sea level rise study was completed in late 2024 and can be found online [here](#). The City of Brisbane has also initiated work on the Brisbane Lagoon Watershed Sea Level Rise Adaptation Plan that will identify strategies to protect Brisbane residents and infrastructure from flooding due to changes in precipitation and tides caused by climate change. This project is expected to be ongoing through 2026.

## **Discussion**

The City has a Park Development Fund which was established as a direct result of various commercial development agreements at Sierra Point. The amounts received, less amounts committed, have an approximate fund balance of \$1,900,000. It is important to note that a portion of these funds are tied directly to what is commonly referred to as "Parcel R" (Attachment 1), whereas the remaining funds can be used anywhere at Sierra Point on publicly owned land. A more significant portion of the fund is restricted by the Mitigation Fee Act which has a five-year use limit. The time frame began when the funds were actually received by the City in 2020. If these funds are not utilized within the 5-year timeframe, the City will be responsible for justifying an extension and identifying how the funds will be allocated within a reasonable time period or must return the funds to the developers. In summary, the City is required to adopt a plan for use of the funds and submit a Letter of Intent by June 30, 2026. Process milestones established by the Council subcommittee and staff are outlined in Attachment 2.

A site plan is also a necessary step towards securing alternative funding sources to support phased implementation in the future. The City's Municipal Code identifies specific roles and responsibilities of Parks and Recreation Commissioners which include the following:

- 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;
- Make recommendations concerning beautification development and improvement of parks, beaches and recreation services;

As such, the Commission is being asked to provide input and a formal recommendation for park development to the City Council in order to meet the deadline imposed by the Mitigation Fee Act.

The Council subcommittee has met regarding this project and has provided a Project Requirements Document (PRD) to serve as a framework for the Commissions discussion (Attachment 3). Attachment 4 provides illustrative examples of other parks that have a similarly sized footprint to Parcel R, approximately 1.5 acres.


## **Attachments**

Attachment 1 Aerial Image denoting Parcel R

Attachment 2 Process milestones (DRAFT)

Attachment 3 Project Requirements Document (PRD) from Council Subcommittee

Attachment 4 Comparison of similarly sized parks



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Noreen Leek, Parks & Recreation Director

Aerial Image Denoting Parcel R



0 50 100 200 300 400 Feet



**P A R C E L R**



10/15/2025

## Process Milestones (DRAFT)

### Schedule outline:

- Starting 11/19 - CMG coordination with staff on proposal for amendment
- 1/14 - Parks & Rec Commission Overview
  - *Frank and Cliff in attendance*
- 1/15 or 2/5 City Council mtg: CMG Contract Amendment for fund allocation
- 2/11 - Parks & Rec Commission input & recommendation
- Feb/March Council Subcommittee Meeting
  - *65% from CMG due 2/25*
- 4/16 – Council Subcommittee Meeting
  - *95% from CMG due 4/9, with cost estimation*
- 5/7 – Formal Recommendation to full City Council
  - *4/23 - Staff Report Due*
- 6/30 - Intent letter due to HealthPeak (legal needed to advise prior)

Parcel R

## Project Requirements Document (PRD)

Sierra Point Public Space (Phase 1): Parcel R Park Development

To: Brisbane Parks and Recreation Commission

Subject: Development Requirements and Resource Integration

### 1. Project Objective

To evaluate all non-Marina properties at Sierra Point owned by the City of Brisbane for passive and recreational uses. Though a broader view will be taken of all properties, an emphasis on Parcel R will be the focus, with the goal of creating a signature outdoor destination that bridges the Brisbane Marina and the greater community, balancing active recreation with the unique environmental and social needs of the waterfront.

### 2. Foundational Guardrails

- Development Area: Focus should reside within the Parcel R footprint (though consideration can be given to the broader space as input to the future Sierra Point Master Plan).
- Budgetary Cap: Total project costs (design through construction including 5 years of future basic maintenance) must not exceed \$2M.
- Universal Design: The park plan should consider ADA accessibility where applicable, ensuring all residents, regardless of mobility, can enjoy the space.
- Revenue Generation: The design must include a permittable/rentable space (e.g., a pavilion, event lawn, or picnic area) to help fractionally offset a portion of the long-term operational costs.
- Futureproofing: Design must integrate seamlessly with future development of adjacent city and privately owned parcels.
- Infrastructure: Proposals must include necessary infrastructure improvements (lighting, drainage, marinegrade materials, potential sea level rise accommodations) to ensure longevity in a saltwater environment.

### 3. Stakeholder Alignment

The final park design must demonstrate high utility and appeal for three primary groups:

1. Residents: As a primary "third space" for leisure and gathering.
2. Marina Boaters: As a functional extension of the marina lifestyle.
3. Local Employees: As a midday respite and outdoor workspace.

#### 4. Available Resources & Data Integration

The Commission should utilize the following baseline data and resources to inform their recommendations:

- Community Survey Results: Features must reflect the specific amenities prioritized by Brisbane residents in previous outreach efforts.

- CMG Consultant Report: Proposals must adhere to CMG's "right-sized" recommendations, ensuring amenities are appropriate for the specific scale and ecological sensitivity of the Parcel R site.
- Brisbane General Plan: Chapter 7 (Open Space) and Chapter 8 (Recreation and Community Services).

## Comparison of Similarly Sized Parks (1.5 acre outlines)

### PRESIDIO TUNNEL TOPS

A portion of Presidio Tunnel Tops at the parade ground; includes lawn, planting, fire pit space, picnicking.



A portion of Presidio Tunnel Tops at Mason Street; includes amphitheater, planting, playground.



A portion of Presidio Tunnel Tops at bluff top; includes lawns and overlooks.



## CHINA BASIN

A portion of China Basin Park; includes plaza, overlooks, beach and multi-use trail.

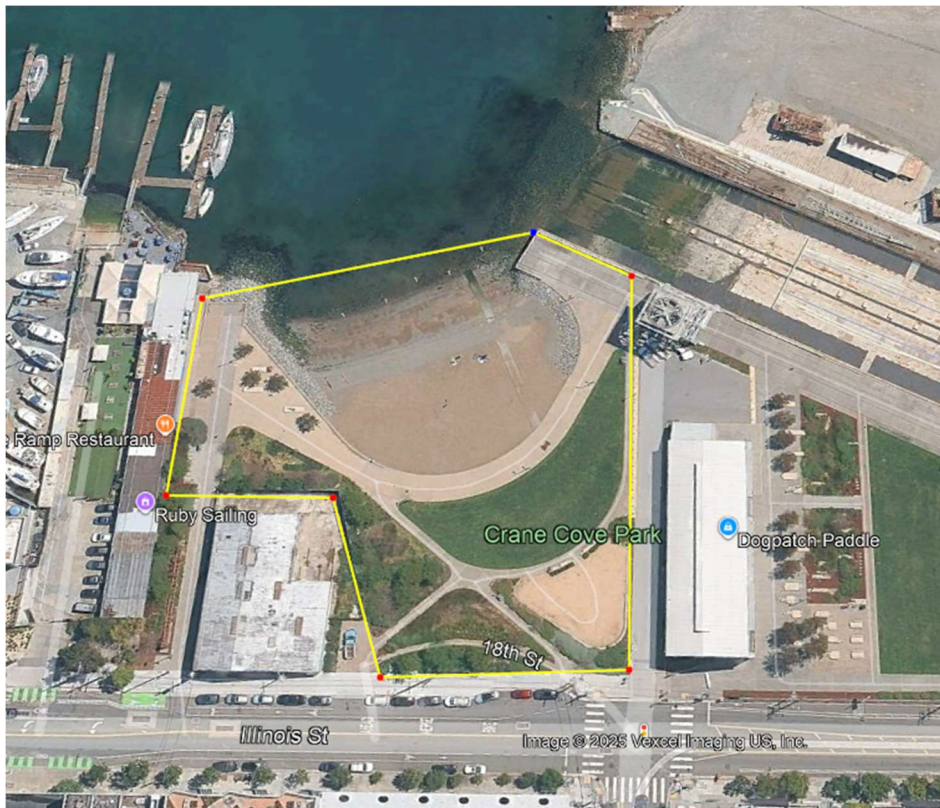


A portion of China Basin Park; includes overlooks, lawn dog park and planting.

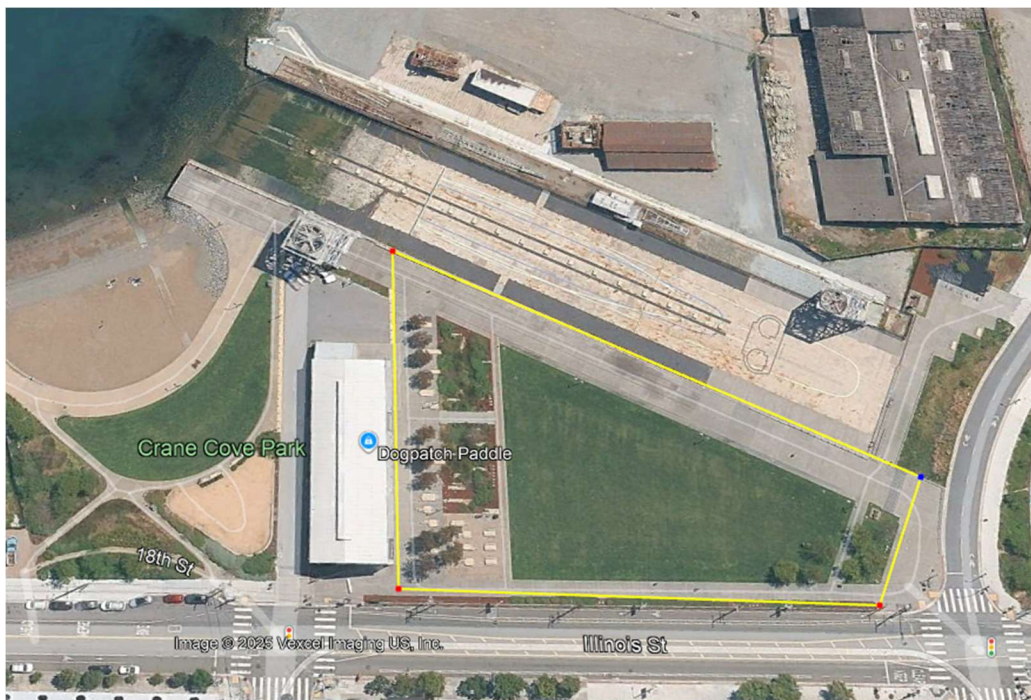


## CRANE COVE PARK

A portion of Crane Cove Park; includes beach, picnic, lawn and dog park and planting.



A portion of Crane Cove Park; includes picnic, lawn, plaza and planting.



**MCLAREN PARK**

McLaren Park Redwood Playground; includes picnic areas, bathroom, playground and lawn.



# Parcel R Ad Hoc P&R Commission Subcommittee

*February 4, 2026 Meeting notes*

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## Summary

The park planning effort for Parcel R envisions the site as a welcoming gateway to the marina and a key public-facing open space. The approximately 1.5-acre area of higher ground—located outside the BCDC 100-foot shoreline band and areas of immediate sea level rise risk—provides a strategic opportunity for near-term activation and long-term flexibility.

The project should prioritize improved connectivity and access, including ADA-compliant and continuous pathways, with an emphasis on phased, low-cost placemaking strategies that avoid significant upfront capital investment. Amenities should be broadly appealing, adaptable, and designed to support future development or expansion as conditions and funding allow.

The park is intended to serve a diverse user base, including families and children, anglers, marina slip holders, cyclists, runners and walkers, and nearby employees, reinforcing Parcel R as a vibrant, inclusive, and functional destination.

## Programming and Infrastructure Concepts for Consideration

- Clear and improved signage to define the park and establish a strong sense of place
- Historical and educational signage that reflects the site's heritage and educates visitors
- Ample seating throughout the site, oriented to views and activity areas, bench berm
- Observation/lookout points with views to the north and south along the Bay
- Incorporation of a parallel Bay Trail to improve near-term connectivity and provide a long-term alternative to the existing trail impacted by sea level rise. Finish the existing path that leads to nowhere.
- Attention to site cohesiveness, grading transitions, and ADA accessibility
- Landscaping that prioritizes native, seawater-tolerant plant species
- Design elements that support site stabilization and long-term resilience
- Durable, low-maintenance materials capable of withstanding coastal conditions
- Rentable picnic areas and other modest revenue-generating amenities
- Small-scale amphitheater/plaza (approximately 30–50 people), strategically positioned to provide both seating and site stabilization, that can serve as a gathering spot
- Integration of public art to enhance character and visual interest

- Integrated play elements that encourage informal play without requiring full playground infrastructure (ie: slide & climbing wall)
- Incorporate aesthetically pleasing wind barriers that enhance comfort in exposed areas, using a “play with the wind” approach inspired by kinetic art
- Low-cost bike trail features to support cycling and active use
- Consideration of relocation or construction of public restrooms to serve site users, in the interim explore temporary restroom options
- Provision of accessible utilities (water and electrical) to support future programming and special events, as well as water fountain / bottle filler
- Site should support proper drainage
- Designated areas for food trucks to serve weekend and special event users, potentially accommodated outside Parcel R using adjacent existing hardscape areas
- Shade canopies may be considered a lower priority due to wind and cooler conditions

### **Additional Context Regarding Approach and Site Constraints**

Additional considerations for the project include a phased implementation approach informed by consultant-provided feasibility analyses and cost estimates, recognizing that initial improvements may be delivered in stages with opportunities to pursue additional funding over time.

Regional coordination with OneShoreline and the Marina may be required, particularly where Bay Trail alignments are affected, and could present opportunities for partnership funding. Planning should account for the broader Sierra Point context to ensure all public land functions as a cohesive and well-integrated system.

Site constraints such as ground squirrel mitigation should be addressed early (explore adding signage about the need to mitigate), along with potential reconfiguration of adjacent roadways to improve pedestrian and bicycle access and safety, including resolving incomplete crosswalks and unsafe circulation around Parcel R. Evaluate site constraints related to existing trees.

The subcommittee agrees that a dog park is likely not needed in this space.

Consideration should also be given to updating or enhancing access to existing fitness clusters throughout the site to improve connectivity and user experience.

# Landscape Architecture Services Proposal

**For**

**City of Brisbane, CA**

**Sierra Point Parcel R Concept Plan**

**To**

**Noreen Leek**

**Director, Parks & Recreation**

January 9, 2026



## **PROJECT UNDERSTANDING**

CMG Landscape Architecture has been requested to provide landscape architecture services for the City of Brisbane Parks and Recreation Department. CMG will be contracted to the City of Brisbane for this work.

The Sierra Point Parcel R Concept Design will establish open space improvements for Parcel R. The Parcel R Concept Design will be based on prior site analysis made for the Sierra Point Open Space Master Plan, and a confirmed list of acceptable parcel R park uses provided by the City. Iterative development of a single Concept Plan will be reviewed by the City Council Sub-Committee at 65% and 95% complete and presented to City Council at 100% complete. Civil engineering recommendations for new construction shall be described sufficiently for pricing. A cost estimate of the 95% Concept Plan shall be provided. Optional site survey services are described below.

## **SCHEDULE**

- Task 1: February 11<sup>th</sup> Parks and Recreation Commission – Input and Recommendation Support
- Task 2: February 25<sup>th</sup> 65% Concept Design
- Task 3: Mid-March City Council Subcommittee Meeting
- Task 4: April 9<sup>th</sup> 95% Concept Design
- Task 5: April 16<sup>th</sup> City Council Subcommittee Meeting
- Task 6: April 28<sup>th</sup> 100% Concept Design (submittal for Staff Report)
- Task 7: May 7<sup>th</sup> City Council Presentation

## **PROJECT AREA**

See Attachment D

## **SCOPE OF SERVICES**

1. Support PR and PW in presentation content development for Commission and Council meetings.
2. Attend coordination meetings with P&R and PW as necessary.
3. Attend Council Sub-committee and Council meetings.
4. Establish vision, goals and confirm program and priorities for landscape improvements.
5. Develop 65%, 95% and 100% Concept Plans.
6. Provide cost estimation for 95% Concept Plan
7. Produce Parcel R Concept Plan graphics.

Optional Service:

1. Boundary Analysis of Parcel R.
2. Topographic Survey of Parcel R

### Exclusions to Scope of Services

The following services and items are excluded for this fee estimate.

1. Documents and materials, including legal, topographic, utility surveys, geotechnical reports, soils testing, environmental studies, cultural resource reports.
2. Geotechnical services and recommendations related to the existing landfill.
3. Structural, Mechanical, and electrical engineering.
4. Environmental and archaeological services
5. Historic analysis
6. Signage and environmental graphics
7. Permitting
8. Presentations and meetings not described below; these shall be provided as additional services.

## PROCEDURE

For landscape development of the Parcel R open space, we anticipate the project will proceed in tasks as follows. Tasks may be altered as necessary for coordination with the client and consultant team. The following is based on the current understanding of schedule and scope of work:

### *Task 1: Parks & Rec. Commission Presentation Support*

CMG will provide as needed support to PR and PW for presentations to the Parks and Recreation Council Subcommittee. Task 1 includes work to date in support of the City's organization of the project—meetings, research of comparable park precedents and correspondence.

### *Task 2: 65% Concept Plan*

This task includes development of a Draft Concept Plan for Parcel R and adjacent area and coordination with and review by the client. The Draft Concept Plan will be based on prior site analysis and confirmed program preferences provided by the client. We anticipate that not all preferred uses will fit within the project area, so sketch plans illustrating alternative uses and layout might be prepared for client review and direction.

The 65% Concept Plan will illustrate organization and layout of the landscape, recreational amenities, and site features, and indicate ecological character. Upon client acceptance of the 65% Concept Plan, rough order of magnitude pricing will be developed, to be finalized based on the 95% Concept Plan.

#### Deliverables:

- Sketch alternative concept plans
- 65% (Preferred) Concept Plan
  - Annotated illustrative plan
  - Site sections
  - Up to 3 sketched views

#### Meetings & Presentations:

- Client coordination.
- Sub-consultant coordination.
- Mid-March Council Sub-Committee Meeting

### *Task 3: 95% Concept Plan*

Based on client and Council Sub-Committee review and feedback on the 65% Concept Plan, this task includes refinement of the preferred Concept Plan to 95% complete. The civil engineer will describe new utilities necessary to serve park improvements, sufficiently for pricing.

#### Deliverables:

- 95% Concept Plan
  - Annotated illustrative plan.
  - Site sections.
  - Up to 3 rendered views.
- 95% Concept Plan Cost Estimate.

#### Meetings & Presentations:

- Client coordination.
- Sub-consultant coordination.
- 4/16 Council Sub-Committee Meeting.

### *Task 4: 100% Concept Plan*

Based on client and Council Sub-Committee review and feedback on the 95% Concept Plan, this task includes refinement of the preferred Concept Plan to 100% complete.

#### Deliverables:

- 100% Concept Plan
  - Annotated illustrative plan
  - Site sections
  - Up to 3 rendered views

#### Meetings & Presentations:

- Client coordination.
- 5/07 Council Meeting

## COMPENSATION

Fees shall be provided on a lump sum basis as per the schedule below:

<b>CMG Landscape Architecture</b>	
<i>Task 1: Presentation Support</i>	\$1,266
<i>Task 2: 65% Concept Design</i>	\$28,050
<i>Task 3: 95% Concept Design</i>	\$28,320
<i>Task 4: 100% Concept Design</i>	\$11,610
<b>Sub-Total</b>	<b>\$68,386</b>
<b>Cost Estimation</b>	
<i>95% Concept Design pricing</i>	\$5,000
<b>Sub-Total</b>	<b>\$5,000</b>
<b>Total</b>	<b>\$73,386</b>

### Additional Services

Additional services shall be charged at hourly rates as defined in Attachment A.

### Reimbursable Expenses

Reimbursable expenses such as travel, printing, photography, delivery, fax, telephone, and other direct expenses shall be billed at direct cost plus 10% over and above the Basic Service Fee; estimated to be ~\$300.

### Invoices

Invoices shall be prepared monthly for progress payments based on time and materials.

Accounts are payable net 60 days from date of invoice. A service charge of 1.25% of invoice amount per month shall be applied to all accounts not paid within 90 days of invoice date.

### Approval

This agreement is between CMG and the City of Brisbane. Noreen Leek, Brisbane Director of Parks and Recreation Department, will provide client direction.

## **PARKS & RECREATION COMMISSION SUBCOMMITTEES:** Updated 1/14/2026

*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  
FOUNDATION AD HOC  
IDEA AD HOC  
ECONOMIC VITALITY

### **COMMISSIONERS**

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

### **STAFF**

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

### **STAFF CONTACT INFORMATION**

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