



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, April 14th, 2021 at 6:30 P.M. • Virtual Meeting

This virtual meeting is compliant with the Governor's Executive Order N-29-20 issued on March 17, 2020 allowing for deviation of teleconference rules required by the Brown Act. Consistent with the Order, this virtual meeting provides a safe environment for staff, Planning Commissioners, and the public while allowing for public participation. The public may address the Commission using exclusively remote public comment options which are detailed below.

The Commission may take action on any item listed in the agenda.

The Parks & Recreation Commission Meeting will be an exclusively virtual meeting. Members of the public may view the meeting by logging into the Zoom webinar listed below or on Comcast Channel 27 and the City's YouTube channel at <http://www.youtube.com/Brisbaneca>. The agenda materials may be viewed online at www.brisbaneca.org/meetings.

Join Zoom Webinar: https://zoom.us/webinar/tJYtc-ivqjojG9X0cNfbLjBdE_G3cPO0g9F/ics?icsToken=98tyKuCqri8rHdCUuRiGRowQAo-gd-3wiH5EjfpLzBzLBSJ_SArUMsd9FeF8IPeA

Meeting ID: 920 4174 1911

Passcode: 813855

TO ADDRESS THE COMMISSION: Members of the public are encouraged to submit written comments before the meeting.

Members of the public who join the live Zoom webinar may address the Commission in the meeting when called upon by the Chairperson. Please use the "Chat" box in Zoom to alert staff that you want to address the Commission. Members of the public watching the meeting on YouTube or Channel 27 may email or text comments prior to the start of the particular agenda item to the below email and text line:

Email: jfranco@brisbaneca.org

Text: 628.219.2912

A call-in number is also available for those watching the meeting on YouTube or Channel 27 for oral communications and public hearing items:

Phone Number: +1 (669) 900-9128

Meeting ID: 920 4174 1911

After entering the meeting ID and pressing #, simply press # a second time to enter the meeting waiting room. No participant code is required. Please wait to call until the Chairperson and/or staff

announces that the phone line is open. When you are let into the meeting, press *6 on your phone to unmute yourself before addressing the Commission. To avoid feedback, please turn off the volume of the meeting broadcast on your TV or computer. You will still be able to hear the Commissioners through your phone.

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: Ocampo, Covino, Marmion, Bologoff, Greenlee, Kern, Sims

1. CALL TO ORDER

2. ROLL CALL

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

4. APPROVAL OF MINUTES

A. March 10, 2021 (**Attachment**)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. Facilities Overview

7. OLD BUSINESS

8. NEW BUSINESS

C. Review City Council goals, 2020 Citywide accomplishments, and draft 2021 Commission goals and work plan (**Attachment**)

9. REPORTS

D. Chairperson

E. Subcommittees

a. Recreational Facilities: Meeting Held March 24, 2021

b. Recreation Programs: Meeting Held March 24, 2021

F. Commissioners

G. Staff

10. COMMISSION MATTERS

H. Written Communications

I. Commission Calendar

11. ADJOURNMENT

(The next regularly scheduled meeting is May 12, 2021.)

File Attachments for Item:

A. A. March 10, 2021 Minutes Draft



Brisbane Parks and Recreation Commission **Action Minutes**

REGULAR MEETING

March 10, 2021

BRISBANE CITY HALL VIRTUAL COMMISSION MEETING, 50 PARK PL., BRISBANE, CA

CALL TO ORDER

Chairperson Ocampo called the meeting to order at 6:33pm.

ROLL CALL

Commissioners present:	Ocampo, Covino, Marmion, Bologoff, Greenlee, Kern, & Sims
Commissioners absent:	None
Staff present:	Recreation Director Leek, Recording Secretary Nahass, and Recreation Coordinator Franco

ADOPTION OF AGENDA

Commissioner Bologoff moved, seconded by Commissioner Covino, to approve the March 1, 2021 agenda. The motion carried 7-0.

APPROVAL OF MINUTES

A. January 13 2021

Commissioner Bologoff moved, seconded by Commissioner Marmion, to approve the February 10, 2021 minutes. The motion carried 4-0, with three abstentions.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. New Commissioner Welcome/Introductions

Commissioners Greenlee, Kern, and Sims introduced themselves and were welcomed by staff and other Commissioners.

OLD BUSINESS

C. Capital Improvement Project List Review & Updates

The Commission discussed the 2021 Capital Improvement Project list, and outlined their recommendations and priorities to staff.

NEW BUSINESS

D. Subcommittee Reassignments

All Commissioners decided which Subcommittees they were going to join.

E. Setting Subcommittee Meetings

Staff and Commissioners set meetings for the Recreational Facilities and Recreation Programs Subcommittees.

REPORTS

F. Chairperson

None

G. Subcommittee

- a. Festival of Lights
- b. Joint subcommittee with Open Space and Ecology

H. Commissioners

None

I. Staff

Staff discussed aquatic program changes, preschool, and the Leprechaun Trap Contest Event, and provided an update on the Crocker Trail Master Plan.

COMMISSION MATTERS

J. Written Communications

None

K. Commission Calendar

The next regularly scheduled meeting is April 14, 2021

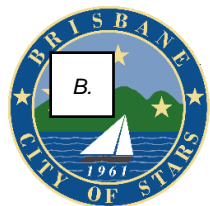
ADJOURNMENT

Chairperson Ocampo moved to adjourn the meeting at 7:50pm.

B.

File Attachments for Item:

B. C. Review City Council goals, 2020 Citywide accomplishments, and draft 2021 Commission goals and work plan



2020 Accomplishments

in an Anything but Ordinary Year

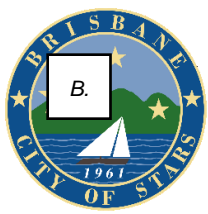
Dear Community Member,

We wanted to take this opportunity to share with you the highlights that were achieved in 2020...an anything but ordinary year. I am proud of the ways that staff swiftly pivoted, reimagined, and displayed great flexibility despite the pandemic and ever-changing environment in order to continue serving the Brisbane community, whether from the field or remotely from home. The achievements I wanted to highlight have been categorized on the following pages beneath the corresponding Council-adopted Community Result, or Value. We've also grouped them by department towards the end of this document if you wanted to view them that way, as well. Thank you for reading and we hope this will be of benefit and interest to you, as members of the community, the ones we're here to serve.

Clay Holstine, City Manager

Brisbane's Community Values/Results

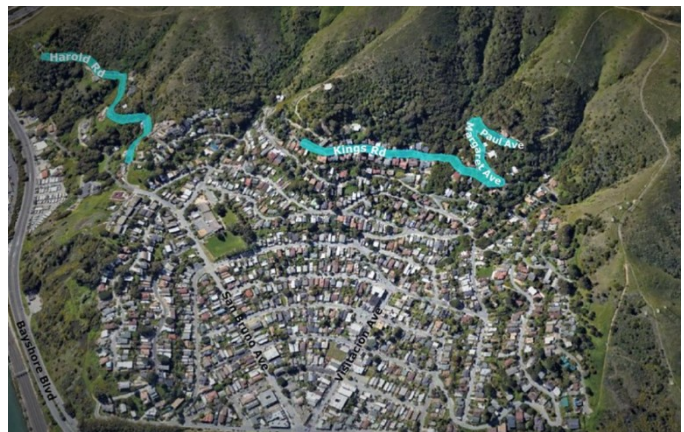
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|------------------------------------|---|
| ★ Safe Community | <i>Residents and visitors will experience a sense of safety</i> |
| ★ Community Building | <i>Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation</i> |
| ★ Ecological Sustainability | <i>Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability</i> |
| ★ Fiscally Prudent | <i>Brisbane's fiscal vitality will reflect sound decisions which also speak to the values of the community</i> |
| ★ Economic Development | <i>Brisbane will work with the businesses and residents to provide for economic vitality/diversity</i> |

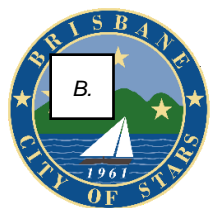


2020 Accomplishments *in an Anything but Ordinary Year*

Safe Community

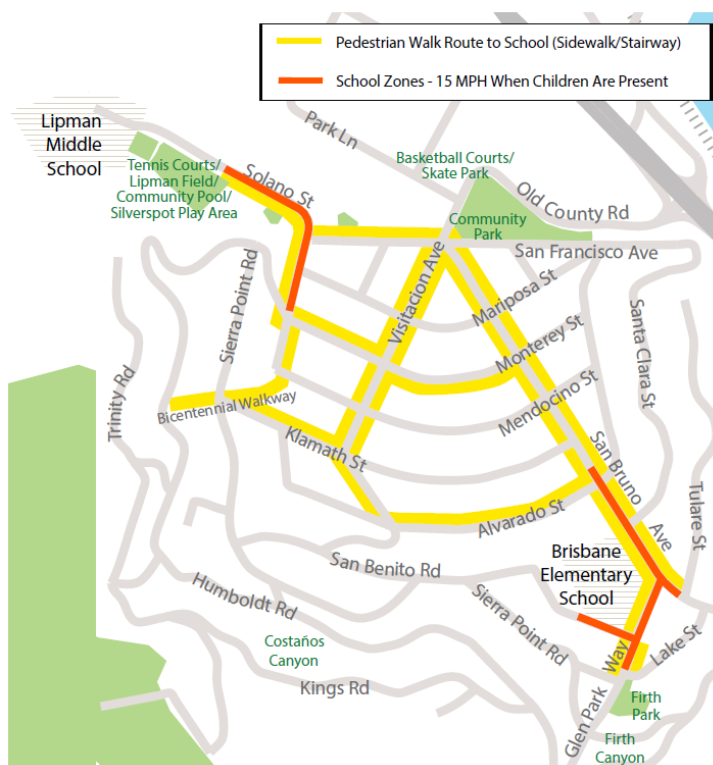
1. The Police Department completed a technology upgrade of their mobile car computers which now allows officers to write their reports in their vehicles, thus spending more time visible out in the community than in the station.
2. Officers attended and prepared an Operation Plan in partnership with the event coordinators for a Black Lives Matter peaceful demonstration event at the Community Park to ensure safety for all attendees, which was well-attended and very peaceful.
3. Police, Fire, and the Department of Public Works (DPW) all participated in Parks and Rec's Light Parade, which was a new component of this year's Festival of Lights.
4. Both departments also sent personnel on Mutual Aid requests to the raging fires in Pescadero, Santa Cruz, and Monterey to assist with residential evacuations and structure protection.
5. North County Fire Authority updated the evacuation plan for Brisbane, as well as coordinated with the County on moving forward with an online countywide electronic platform slated to be operation in 2021.
6. Firefighters continued safety inspections of land parcels through the "Vegetation Abatement and Management Program" as well as completed annual life-safety and fire code compliance inspections and plan check reviews.
7. DPW finished the Water Main Replacement Project, Phase 2, improving fire flow and water pressure for the upper streets of Kings, Margaret, Paul, and Harold.

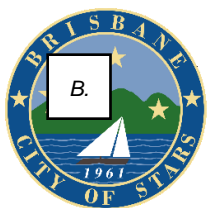




2020 Accomplishments *in an Anything but Ordinary Year*

8. DPW also made safety improvements on Guadalupe Canyon Parkway, which included modified striping plans and added rumble strips to prevent shoulder “run-offs” and median head-on accidents.
9. DPW finalized designs of Utility Station Shore Power – a plan to get ready for future public safety power shutoffs that exceed the designed run times for our utility stations’ backup power.
10. DPW installed a retaining wall on the 400 block of Kings, mitigating concerns for a failing slope.
11. DPW updated the Sewer System Management Plan (as required by State) to minimize the potential for sewage overflows.
12. As part of the Safe Routes to Schools project, DPW oversaw improvements along the City’s official Walk Routes, which were chosen based on sidewalk clearance, visibility, and observed walking trends. The improvements included: new curb ramps, re-striping intersections with high-visibility “piano key”-style crosswalks, adding related signage, and inseting wayfinding markers along the Walk Routes to Schools. The Walk Routes are intended to provide designated routes for students, families, and other pedestrians to get around Central Brisbane on foot as safely and comfortably as possible. On several street segments near BES and Lipman, a new 15 MPH speed limit will be in effect only when children are present at the start and end of the school day.





2020 Accomplishments *in an Anything but Ordinary Year*

Community Building

13. Brisbane's Parks & Recreation Department was one of the very first agencies in the District & State to launch their virtual recreation platform in response to the pandemic. The #smileBrisbane campaign sought to achieve much more than online class resources and activity ideas for Brisbane residents. #smileBrisbane is an initiative focused on continued service to residents intending to combat social isolation, engage the community, address food insecurity, support community health & wellness, and unify residents during this trying time. The Parks & Recreation Department has received two awards from the California Parks & Recreation Society for the #smileBrisbane campaign and their solidarity poster series.
14. Nine (9) City events and programs were re-imagined this year, so that they could be experienced safely while also bringing a semblance of normalcy to community members, and important resources. They were:
 - i. Senior Lunches, with the help of the Lions and Samaritan House, were distributed not just once, but twice a week via drive-thru pickup and delivery to those that needed assistance.
 - ii. The LUNAFEST film festival, which was held virtually, raised more than \$24,000 and 13 young women pursuing careers in male-dominated fields were awarded scholarships by the Brisbane Lions Club, a key event partner with this year being no different.

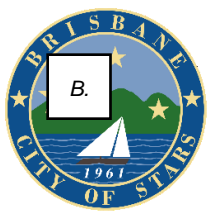
SHOW US YOUR SMILE

Make a sign that says "Smile Brisbane." Then send us a photo of you smiling in front of your new sign!



#smileBrisbane

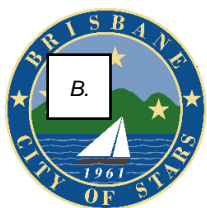




2020 Accomplishments *in an Anything but Ordinary Year*

- iii. A socially-distanced Easter Egg Hunt, where paper eggs were posted up around town and a map provided for those hunting to take a photo with the eggs and tag us using #smileBrisbane.
- iv. The City's traditional Fire Hydrant Painting & Restoration event, which was moved to the fall, allowed residents the opportunity to participate in a socially-distanced event while flexing their creativity muscles and sprucing up some hydrants.
- v. During October (Fire Prevention Month), crews recorded a series of "Storytime at Station 81" where, in lieu of in-person tours at City Hall and their annual Open House event, they read stories, provided Safety Tips, and gave a tour of the engine.
- vi. As part of "Spooktober", treat bags were prepared & distributed during a Farmers' Market, with the cornhole boards set up near the Gazebo. Players were provided with their town bean bags to toss & take home.
- vii. The Veteran's Flag-Raising Ceremony was live-streamed from the Park, with former Councilmember Conway on-site, along with our officers and a handful of community members.
- viii. A Library Dedication Ceremony was held and also live-streamed from the new 163 Visitation site, where the full City Council, as well as County Supervisor Canepa and former Supervisor Tissier were in attendance for the occasion.
- ix. The Festival of Lights, recorded using several mobile devices and streamed via Zoom on the City's YouTube and Ch. 27,





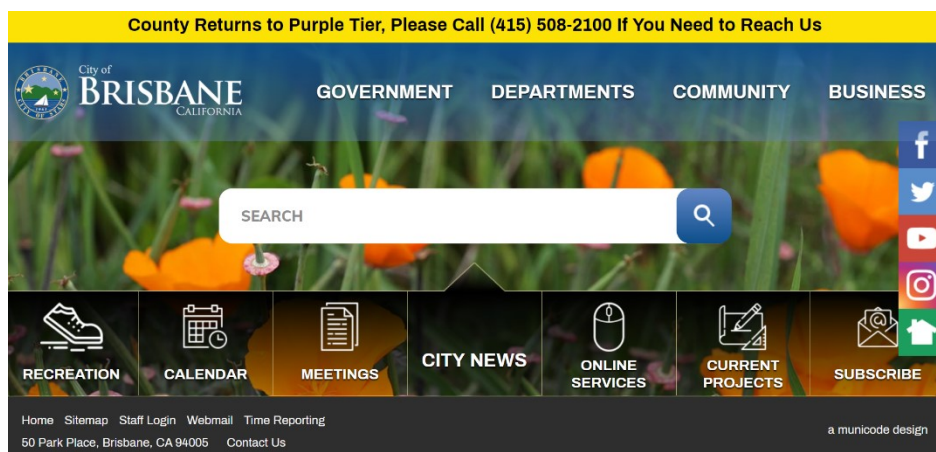
2020 Accomplishments *in an Anything but Ordinary Year*

included a car Light Parade through town for residents to take in from the safety of their homes, along with the traditional tree lighting by Volunteers of the Year Vicki Lewis, Joe Sulley, and Mayor O'Connell, North Pole Parcels for purchase (which sold out), and Leanne Borghesi singing all the songs and more that the traditional carolers would have while coming down Visitation.



15. IT staff converted the city to Microsoft 365 to ensure employees can stay connected remotely, and set up a system to ensure that employees can work remotely by providing laptops, cell phones, and LogMeIn connections.

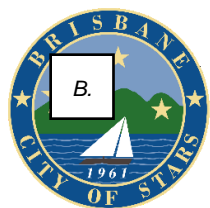
16. At a time when many cities were putting website redesigns on the backburner, we felt that it was crucial for ours to proceed forward, knowing that many residents would be visiting the site for local information and resources concerning



the pandemic. Communications staff completed the redesign in the spring with Municode for less than \$15K, whose codification services we happened to be already using for housing & updating the City's Municipal Code. We now have a more streamlined meeting & agenda management system, mobile-friendly website, and municipal code library with further cross-enhancements easily possible in the future.

17. Realizing that we would be conducting virtual meetings well into 2020, Communications staff made it a priority to address the background buzzing on Ch. 27. The issue was resolved with staff troubleshooting with MCTV from the Council Chambers. Another item that was able to be upgraded free of cost was the video quality of meetings & events shown on our YouTube channel. We began streaming meetings directly from Zoom to YouTube in the fall which has allowed for





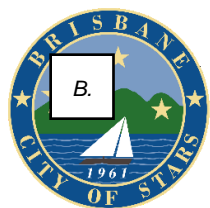
2020 Accomplishments *in an Anything but Ordinary Year*

sharper, HD video quality (without the nascent buzz)! Check out the difference here:
youtube.com/BrisbaneCA.

Ecological Sustainability

18. The City received the Reach Code Award for Innovation from Sustainable San Mateo County for adoption of local green building codes resulting in safer & more comfortable buildings, increase EV charging infrastructure, and reduce emissions.
19. The Open Space and Ecology Committee hosted Brisbane's first Recycled Arts & Crafts Contest. Nearly 30 community members submitted their projects, highlighting reuse opportunities and demonstrating that one man's trash can truly be another person's treasure!
20. As part of the Safe Routes to Schools Project was a Green Infrastructure component. This included implementing bio-retention basins, or bioswales, that use native & drought-tolerant plants to help treat stormwater. These basins were installed at various locations along the Walk Routes and serve a dual purpose – stormwater capture and flood prevention, as well as safer intersections by way of the bulb-outs which provide for safe crossings and greater visibility into the intersections used frequently for walking to school. A "mature" bioswale can be seen at City Hall, where adjacent to the parking lot is one of the County's first demonstration projects (also shown here).
21. DPW began the implementation phase of the Brisbane Building Efficiency Program, which was created in 2019 to help make local buildings more energy & water efficient and curb emissions driving climate change. Most owners of local buildings 10,000 square feet or more must benchmark their building and report results to the City annually starting May 15, 2021. BiRite Foodservice Distributors became the first building to do so in November 2020 by completing their compliance effort.





2020 Accomplishments *in an Anything but Ordinary Year*

22. The Baylands continues to be a major project of the City. We worked diligently throughout the year safeguarding the City's position on environmental and legal issues, including all aspects of density, cleanup/remediation, and the financial impacts of growth. The City's comments on the Draft Feasibility Study/Remedial Action Plan for OU-2 and OU-SM were submitted to the State Water Board and Department of Toxic Substances Control as part of the agencies' public comment period for the plans and can be found on our website.
23. The City also firmly opposed the California High-Speed Rail Authority's proposal to locate a railyard in Brisbane, providing extensive comments, as did many of our citizens and other groups. We are waiting now for those comments to be addressed in any Final EIR and planning documents by the Authority. The City's full response can also be found on our website, www.brisbaneca.org.



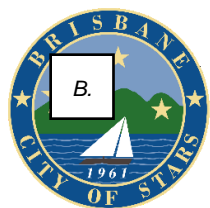
Fiscally Prudent

24. The Finance Department prepared a high-level 2-year budget for fiscal years 2020/21 and 2021/22 which the Council adopted on June 4th, meeting the June 30th deadline. The budgets for both years were balanced within the available resources.
25. Finance staff also tracked expenditures for COVID-19 in order to apply for reimbursement from the State and Federal government when possible.
26. The City's Community Development Department (CDD) obtained a funding grant for \$215,000 to assist in implementing state housing requirements.
27. DPW received over \$245,000 from the City/County Association of Governments to help complete the combined Safe Routes to Schools/Green Infrastructure Project.
28. Thanks to our mix of businesses in town being more construction-related and businesses that sell products to other businesses (B2B) vs. businesses that sell finished products and services directly to consumers (B2C), such as shopping malls, Sales Tax, which is the City's largest revenue source, is up about \$1,000,000 more than what the Finance Director would have anticipated. And as a direct result of COVID, Brisbane became a larger percentage of the County's overall countywide sales tax

Sales Tax – Up To \$1,000,000 – More Construction and Business to Business than Retail Oriented – Also, Larger Percentage of Overall County

Property Tax – Up to \$400,000 – Staff was very conservative not anticipating increases – Received increases from new construction on Sierra Point

Business Taxes – Did not anticipate value of Cannabis Delivery in Town since this is a new businesses category – Up to \$350,000



2020 Accomplishments *in an Anything but Ordinary Year*

collection (normally, we're about 3% of the County's overall sales tax, but in recent quarters, we've been closer to 5-6%).

29. Another area we've been doing better is in Property Tax, where the City is up \$400,000 more than what was anticipated due to the new construction happening at Sierra Point. Staff was very conservative in making their projections and hadn't projected any increases in this area due to not being sure how COVID would affect property taxes. You're probably aware that property taxes get paid to a variety of agencies, of which the City is one; we receive approximately 20% of the property tax paid for on a house. And with construction being an "essential businesses", it was able to continue after just a short delay at the start of the pandemic, with the healthcare campuses coming along nicely as you may have noticed when visiting the Brisbane Marina.



Economic Development

30. CDD implemented an enhanced and expanded range of online customer services including planning submittals and building permit processing from the City's new website.
31. With Healthpeak's "The Shore" nearing completion on Sierra Point Parkway, DPW is overseeing project compliance, including their design and installation of offsite improvements such as a new sewer line in Sierra Point Parkway and sewage lift station #4.
32. With Phase 3's "GENESIS Marina" project breaking ground at nearby 3500 Marina Blvd., DPW with CDD staff confirmed that the project complies with requirements of the Development Agreement and Mitigation & Monitoring Reporting Plan.
33. Out at 501 Tunnel, DPW participated in a Bi-County review of the planned major remodel at the Recology facility.
34. The City continues to subsidize G3 for the purchase of supplies from Brisbane Hardware for all of their beautification efforts done along our downtown drag, Visitacion Ave., whose holiday decorations brought a lot of joy and cheer to our local restaurants, businesses, as well as community members.

