



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, March 10th, 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, Parks and Recreation 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.

PUBLIC MEETING VIDEOS

Members of the public may view the meeting by logging into the Zoom Meeting listed below. Public meetings can also be viewed live and/or on-demand via the City's YouTube channel, www.youtube.com/brisbaneca, or on Comcast Channel 27. Archived videos can be replayed on the City's website via the All Meetings page (<http://brisbaneca.org/city-government/meetings>)

TO ADDRESS THE COMMISSION:

When an item you're interested in appears on the agenda, you may address the Commission at that time. If the matter you are interested in is not on the Commission's agenda but is a matter that is within the Commission's subject matter jurisdiction, you may address it under Citizen Communications. Meeting participants are encouraged to submit public comments in advance of the meeting.

REMOTE PUBLIC COMMENTS:

Aside from commenting while in the Zoom meeting, the following email and text line will be monitored during the meeting and public comments received will be read into the record under Citizen Communications.

Email: jfranco@brisbaneca.org

Text: 628.219.2912

Zoom link: <https://zoom.us/j/92041741911?pwd=Vlc5c3F1RFUxQVcyMmtWRU5xTHE5QT09>

Webinar ID: 920 4174 1911

Passcode: 813855

Phone: +1 (669) 900-9128

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. February 10, 2021 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. New Commissioner Welcome/Introductions

7. OLD BUSINESS

C. Capital Improvement Project List Review & Updates **(Attachment)**

8. NEW BUSINESS

D. Subcommittee Reassignments

E. Setting Subcommittee Meetings

9. REPORTS

F. Chairperson

G. Subcommittees

a. Festival of Lights: Joint subcommittee meeting with OSEC held 2/24/2021.

H. Commissioners

I. Staff

10. COMMISSION MATTERS

J. Written Communications

K. Commission Calendar

11. ADJOURNMENT

(The next regularly scheduled meeting is April 14, 2021.)

A.

File Attachments for Item:

A. EnterTextHere



Brisbane Parks and Recreation Commission **Action Minutes**

REGULAR MEETING

February 10, 2021

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

CALL TO ORDER

Chairperson Ocampo called the meeting to order at 6:35pm.

ROLL CALL

Commissioners present:	Ocampo, Covino, Boggs, Bologoff, and Marmion
Commissioners absent:	Needham
Staff present:	Recreation Manager Leek, Recording Secretary Nahass, and Recreation Coordinator Franco

ADOPTION OF AGENDA

Commissioner Bologoff moved, seconded by Commissioner Covino, to approve the February 10, 2021 agenda. The motion carried 5-0.

APPROVAL OF MINUTES

A. January 13 2021

Commissioner Bologoff moved, seconded by Commissioner Covino, to approve the January 13, 2021 minutes. The motion carried 5-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. Recognition/acknowledgement for the outgoing Commissioners (Boggs, Needham, and Fryer)

Commissioners and Staff thanked and acknowledged outgoing Commissioners for their time and accomplishments on the Commission.

OLD BUSINESS

C. 2021 Commission Calendar Adoption

Commissioner Bologoff moved, seconded by Commissioner Covino, to adopt the 2021 Commission calendar. The motion carried 5-0.

NEW BUSINESS

D. Capital Improvement Project List Review & Updates

Staff and Commission discussed the 2019 Capital Improvement Project List, and which projects should be included in the future Capital Improvement Project List. The item will be brought back to the March Commission meeting for additional discussion prior to finalizing and prioritizing recommendations.

E. CPRS Annual Conference

Staff informed Commissioners about the upcoming virtual CPRS conference.

REPORTS

F. Chairperson

None

G. Subcommittee

- a. The Concerts in the Park Subcommittee met on January 20 and February 3, 2021 to discuss the 2021 Concerts in the Park series.
- b. The Events Subcommittee met in January 26, 2021 and discussed COVID-19 safe events for the spring of 2021.
- c. The Recreation Programs Subcommittee meeting was canceled.

H. Commissioners

None

I. Staff

Staff discussed COVID-19 safe events for the spring of 2021.

COMMISSION MATTERS

J. Written Communications

None

K. Commission Calendar

The next regularly scheduled meeting is March 10, 2021

ADJOURNMENT

Chairperson Ocampo moved to adjourn the meeting at 7:29pm.

B.



File Attachments for Item:






B. EnterTextHere

PARKS & RECREATION CAPITAL IMPROVEMENT PROJECTS

UPDATES FROM 2019 CIP LIST

These projects previously recommended by the Parks & Recreation Commission/staff were prioritized by the City Council or City Manager and funding was allocated. Status updates regarding their completion are provided below.






COMPLETED		
Project Description	Status Update	Photo
Installation of new AED'S in City facilities (BES Modular, Sunrise Room, Mission Blue, Community Center, City Hall)	Complete	
Updated Sound System at the Community Center	Complete	
Community Park – Playground Compliance Updates & Surfacing Repairs	Complete	
New Projector for Mission Blue Center	Complete	
Tennis Court Resurfacing at Mission Blue	Complete	




IN PROGRESS			
Project	Location & Description	Status Update	Photo
Signboard Upgrades	Community Park & Mission Blue: Upgrade the existing signboards to be more environmentally friendly and cost-effective.	Unit production and site preparation are complete. Waiting on electrical installation at the Ridge location before units and Wi-Fi hot spots can be installed. Targeted completion by end of March 2021.	
Master Plan for Crocker Trail and Old Quarry Road	Hire a consultant to create a master plan for a linear park along Crocker Trail and Old Quarry Road.	RRM was hired as the consultant in early 2020 and has been working with staff, the Technical Advisory Committee, and community to draft the plan. It will come back to the full Commission this Spring before final recommendation to City Council.	
Dog Park Lighting	Place lighting at the north end of the Dog Park.	The Public Works Department is overseeing this project and working directly with PG&E.	
New Childcare Modular at Brisbane Elementary School	New larger modular at existing site + restroom to accommodate the demand for the preschool and after school programs.	Waiting on final electrical connections, fire alarm installation, and inspections before occupancy. Staff anticipates moving in within the next couple of months.	
Quarry Road Lighting	Install security lighting along Old Quarry Road.	On hold until the Master Plan is complete.	

2019 COMMISSION LIST OF OUTSTANDING ITEMS FOR REVIEW & CONSIDERATION

These projects were discussed in the past by the Parks & Recreation Commission.

Note: Figures are outdated and will require updating to reflect 2020 pricing.

Project	Location & Description	Estimated Cost	Photo
Mission Blue Center Facility Upgrades	Determine feasibility for a commercial kitchen conversion, create a doorway from kitchen to conference room, bathroom sink renovations, outdoor landscaping, exterior door replacement, etc.	TBD (General Fund)	
Lipman Field Restroom	Add a restroom at Lipman field near the Tennis Courts.	\$100,000 (General Fund)	
Bocce Ball Courts	Community Park across the street from shopping Center on Old County Road. Install two courts potentially near restrooms.	\$40,000 (General Fund)	
Turf Renovation	Brisbane Elementary School Lower Field - Renovate field & smooth out to reduce ponding.	\$500,000 (General Fund)	
Turf Renovation	Lipman Field - Install new turf, consider all-weather/artificial option.	\$800,000+ (General Fund)	

Marina Kayak Launch	Install a launch for kayaks at the Brisbane marina.	\$620,000 (General Fund)	
Library/Community Center Study	Determine how the existing library space could be utilized once the new library is opened.	TBD	
Update City Signage	Update various wooden signs located throughout town with sanding, staining, paint, and new City logos.	TBD	

STAFF RECOMMENDATIONS

Projects identified by P&R Department staff as top priorities.

Project	Location & Description	Estimated Cost	Photo
TBD			