



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, February 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/98245026689?pwd=NjFXTTBUM1V6aWpUQzhCTktLQnhQQT09>

Meeting ID: 982 4502 6689

Passcode: 021021

Dial by your location: +1 669 900 9128 US (San Jose)

Commissioners: Ocampo, Covino, Marmion, Boggs, Bologoff, and Needham

1. CALL TO ORDER

2. ROLL CALL

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

4. APPROVAL OF MINUTES

A. January 13, 2021 (**Attachment**)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

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

7. OLD BUSINESS

C. 2021 Commission Calendar Adoption (**Attachment**)

8. NEW BUSINESS

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

E. CPRS Annual Conference

9. REPORTS

F. Chairperson

G. Subcommittees

1. Subcommittee Meeting Reports:

a. Concerts in the Park (*held on 1/20/2021*)

b. Events (*held on 1/26/2021*)

c. Recreation Programs (*held on 1/29/2021*)

2. Setting Subcommittee Meetings

H. Commissioners

I. Staff

10. COMMISSION MATTERS

J. Written Communications

K. Commission Calendar

11. ADJOURNMENT

(The next regularly scheduled meeting is March 10, 2021.)

File Attachments for Item:

January 13, 2021 Minutes Draft



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

January 13, 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, Marmion, and Needham
Commissioners absent:	None
Staff present:	Recreation Manager Leek, Recording Secretary Nahass, and Recreation Coordinator Franco

ADOPTION OF AGENDA

Commissioner Bologoff moved, seconded by Commissioner Boggs, to approve the January 13, 2021 agenda. The motion carried 6-0.

APPROVAL OF MINUTES

A. December 7, 2020

Commissioner Bologoff moved, seconded by Commissioner Covino, to approve the December 7, 2020 minutes. The motion carried 6-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

None

OLD BUSINESS

B. Festival Tree Update

Staff discussed removal of new Festival Tree and reconvening the Festival Tree Ad Hoc Subcommittee with the representatives from Open Space and Ecology.

C. Current Facility Operations & Closures

Staff discussed current programs and identified specific facility operations and closures.

NEW BUSINESS

D. 2021 Commission Calendar

The Commission and staff discussed updates to the 2021 Commission calendar. This item will come back to the Commission for adoption at the February meeting.

REPORTS

E. Chairperson

Chairperson Ocampo discussed current and future social media, virtual programming, and the #smileBrisbane campaign.

F. Subcommittee

The Commission discussed which subcommittees should meet prior to the next meeting.

G. Commissioners

None

H. Staff

Staff discussed potential plans for upcoming Habitat Restoration events and the changes needed for COVID-19 safety. Staff provided additional information regarding upcoming virtual events and activities.

COMMISSION MATTERS

I. Written Communications

None

J. Commission Calendar

The next regularly scheduled meeting is February 10, 2021

ADJOURNMENT

Chairperson Ocampo moved to adjourn the meeting at 7:27pm.

File Attachments for Item:

2021 Commission Calendar Adoption

2021 COMMISSION CALENDAR

ANNUAL COMMISSION CALENDAR

JANUARY (1/13)	Set Annual Commission Calendar
FEBRUARY (2/10)	Finalize Commission Calendar Capital Improvement Project List Review & Updates <i>(Swearing in of new P&R Commissioners at City Council meeting on 2/18)</i>
MARCH (3/10)	New Commissioners seated, Finalize CIP recommendations & list, Subcommittee reassignments <i>Annual CPRS Virtual Conference (March 22-26)</i>
APRIL (4/14)	<i>Presentation: Facilities report</i> <i>Tentative: Presentation of Master Plan for Crocker Trail</i> Review/update Commission work plan & goals
MAY (5/12)	<i>Program presentation: Teens/YAC</i> <i>Program presentation: Childcare & Club Lipman</i> Discuss ideas for National Parks & Recreation Month
JUNE (6/9)	Offsite: Facilities Tour (locations TBD) <i>Tentative event debrief: Bike to Work Day,</i>
JULY (7/14)	<i>National Parks & Recreation Month</i> City Council Liaison Meeting- Annual achievements & Work plan presentation
AUGUST* (8/11)	<i>TENTATIVE: Cancellation for Summer Break?</i>
SEPTEMBER (9/8)	<i>Program presentation: Sports</i> <i>Tentative event debrief: Concerts in the Park</i>
OCTOBER (10/13)	<i>Program presentation: Seniors</i> <i>Tentative event debrief: Lagoon Clean up, Day in the Park/Derby</i>
NOVEMBER (11/10)	<i>Program presentation: Aquatics</i>
DECEMBER* (12/8)	Commission Reorganization <i>Event debrief: Festival of Lights</i>






File Attachments for Item:

Capital Improvement Project List Review & Updates






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	

STAFF RECOMMENDATIONS

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

Project	Location & Description	Estimated Cost	Photo
TBD			