



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, January 13th, 2020 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/93785463238?pwd=d3RnaU1HY2lETERJVXpVaWZMVENJUT09>

Meeting ID: 937 8546 3238

Passcode: 011321

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. December 7, 2020

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

None

7. OLD BUSINESS

B. Festival Tree Update

C. Current Facility Operations & Closures

8. NEW BUSINESS

D. 2021 Commission Calendar (**Attachment:** *includes a sample calendar from a previous year*)

9. REPORTS

E. Chairperson

F. Subcommittee

1. Subcommittee Meetings – reports (none)

2. Setting Subcommittee Meetings

G. Commissioners

H. Staff

10. COMMISSION MATTERS

I. Written Communications

J. Commission Calendar

11. ADJOURNMENT

(The next regularly scheduled meeting is February 10, 2021)

File Attachments for Item:

12-07-20 Minutes Draft



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

December 7, 2020

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

CALL TO ORDER

Commissioner Boggs called the meeting to order at 6:05pm.

ROLL CALL

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

ADOPTION OF AGENDA

Commissioner Bologoff moved, seconded by Commissioner Covino, to approve the December 7, 2020 agenda. The motion carried 5-0.

APPROVAL OF MINUTES

A. November 17, 2020

Commissioner Bologoff moved, seconded by Commissioner Ocampo, to approve the November 7, 2020 minutes. The motion carried 5-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

None

OLD BUSINESS

None

NEW BUSINESS

B. Commission Reorganization

- a. Commissioner Marmion nominated Commissioner Ocampo for Chairperson, seconded by Commissioner Covino. Vote carried 4-0.
- b. Commissioner Covino nominated himself for Vice Chairperson, seconded by Commissioner Marmion. Vote carried 4-0.
- c. Commissioner Marmion nominated herself for Secretary, seconded by Commissioner Bologoff. Vote carried 4-0.

REPORTS

None

COMMISSION MATTERS

Written Communications

None

Commission Calendar

The next regularly scheduled meeting is January 13, 2021

ADJOURNMENT

Chairperson Boggs moved to adjourn the meeting at 6:23pm.

File Attachments for Item:

2021 Sample Commission Calendar

ANNUAL COMMISSION CALENDAR *(FROM PREVIOUS YEARS)*

JANUARY	Review & update Commission work plan, Program presentation: Teens
FEBRUARY	Master Fee Schedule & Budget OR Capital Improvement Project List <i>(every other year for each)</i>
MARCH	Budget OR CIP follow up, Annual CPRS Conference
APRIL	New Commissioners & Subcommittee assignments
MAY	Program presentation: Childcare & Club Lipman
JUNE	Offsite: Facilities Tour Event debrief: Bike to Work Day, Program presentation: Sports
JULY	Parks & Recreation Month, City Council Liaison Meeting- Annual achievements & Work plan presentation <i>(actually done in August)</i>
<i>AUGUST*</i>	<i>Cancel for Summer Break</i>
SEPTEMBER	Event debrief: Concerts in the Park
OCTOBER	Event debrief: Lagoon Clean up, Day in the Park/Derby, Program presentation: Seniors
NOVEMBER	Program presentation: Aquatics
DECEMBER*	Commission Reorganization Event debrief: Festival of Lights