



Brisbane Parks and Recreation Commission **Action Minutes**

REGULAR MEETING

December 4, 2013

BRISBANE CITY HALL COMMUNITY MEETING ROOM, 50 PARK PLACE, BRISBANE, CA

CALL TO ORDER

Commission Chair Bologoff called the meeting to order at 6:00 p.m.

ROLL CALL

Commissioners present: Bologoff, Cutler (arrived at 6:40 p.m.), Dunn, Fryer and Marmion
Commissioners absent: Lentz
Staff present: Deputy City Manager/Administrative Services Director Schillinger
and Recording Secretary Carpenter

ADOPTION OF AGENDA

Commissioner Marmion moved, seconded by Commissioner Dunn, to approve the December 4, 2013 Agenda as presented. The motion carried 4-0.

APPROVAL OF MINUTES

Commissioner Marmion noted a typing error on page 2, in paragraph 8 under CITY COUNCIL LIAISON, 'administrative assistance position going park-time' should read 'administrative assistance position going part-time'.

Commissioner Dunn moved, seconded by Commissioner Fryer, to approve the October 23, 2013 Minutes as amended. The motion carried 4-0.

CITIZEN COMMUNICATIONS

None.

OLD BUSINESS

Public Art

Director Schillinger stated that this is an issue that the Public Art Subcommittee has been working on for a number of months, after the idea was brought to the Parks and Recreation

Public Art (cont)

Commission for consideration. The Commission then received direction from the City Council to draft a Public Arts Ordinance. He said that the Public Arts Subcommittee reviewed a number of different ordinances and had several conversations before coming up with this draft, prepared by the city attorney.

Commissioner Fryer added that the small questions (nuts & bolts) would be handled in a resolution, which is easier to modify, once the ordinance is in place.

Director Schillinger stated that the next step, if the Commission approves the draft, is to take it to the City Council to review, if there is no further concerns/questions, it would then go to the Planning Commission to determine where in the code it should go. Finally, the draft would then go back to the City Council for introduction and adoption of the ordinance.

The Commission reviewed the ordinance draft

Commissioner Marmion moved, seconded by Commissioner Fryer, to approve the Municipal Public Art Ordinance, as written, to go to City Council for approval. The motion carried 4-0.

NEW BUSINESS

Community Pool – fees

The Commission reviewed staff's proposal for pool fees. This agenda item was tabled to January.

Goal Setting – set date

Director Schillinger explained that this item came out of the joint meeting with the City Council liaison. The City Council commented that there should be some type of annual Parks and Recreation Commission goals report. Director Schillinger suggested a workshop format for the commission to discuss goals. The Commission selected Sunday, January 26 for the workshop. Director Schillinger will look into the availability of the Brisbane Marina for the workshop.

REPORTS

Chairperson

Chairperson Bologoff reported, that a citizen mentioned to her, that the lights in the park behind the Community Center are on 24 hours. Director Schillinger stated he would notify the appropriate people.

Subcommittees

Subcommittee Meetings – reports

Facilities

Commissioner Fryer reported that the Facilities Subcommittee met, following discussion at the last commission meeting, to discuss the orchard behind the Community Garden and the small triangle area in front. He stated that one of the big concerns is that the orchard is starting to bear fruit and the subcommittee discussed the potential of having an information signboard at that spot. Director Schillinger stated that he is looking into the pricing of a 3-sided sign (that would lay out rules, etc.).

Teen Services and City Council Facilities Subcommittee

Commissioner Marmion reported that the Teen Services Subcommittee and City Council Facilities Subcommittee met to discuss the skate park. She said several kids spoke on their desires and needs for the skate park. The City Council Subcommittee viewed the existing skate park for needed repairs. She added that the Teen Services Subcommittee asked for the \$7000 for a structural design. Director Schillinger stated that staff identified the needed repairs and he is in the process of writing a staff report for the December 16 City Council Meeting.

Sustainability

Commissioner Dunn reported that the biggest challenge for this subcommittee is to determine the best way to plan on the self-sustaining needs of the future. Commissioner Marmion added that they went through the key performance factors.

Setting Subcommittee Meetings

The Commission discussed which subcommittees should meet next month.

Commissioners

Day in the Park -- evaluate

Chairperson Bologoff stated that on a whole, the event went very well, adding that there was a smaller crowd than usual.

Commissioner Marmion stated that there were some problems with the sound. She said that the subcommittee discussed possible ideas/changes for next year. She also requested a budget breakdown (to assist with next year's considerations).

Brisbane Derby – evaluate

Commissioner Marmion noted that new walkie-talkies are needed for next year's Brisbane Derby.

Festival of Lights – evaluate

Director Schillinger distributed a citizen's email commenting on their disappointment with the lack of participating groups. He stated that it was bad timing this year due to the Festival of Lights falling on the Thanksgiving weekend.

Commissioner Marmion commented that there were problems with the sound and there needs to be a change next year.

Dog Park – update

Commissioner Dunn reported on the improvements at the dog park, stating that it not only looks better, but also is safer.

Staff

Programs Report

Recording Secretary Carpenter reported on current recreational program activities.

COMMISSION MATTERS

Written Communications

None.

Commission Calendar

The Commission discussed items for the next P&R Commission Meeting.

ADJOURNMENT

Commissioner Cutler moved, seconded by Commissioner Dunn, that the meeting be adjourned. The motion carried 5-0 and the meeting adjourned at 7:31 p.m.

NOTE: A full DVD recording of this meeting is available at Parks and Recreation Department Office, City Hall.