



**Brisbane Parks and Recreation Commission *Action Minutes***

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**REGULAR MEETING**

**April 11, 2018**

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

**CALL TO ORDER**

Commission Chairperson Fryer called the meeting to order at 6:30pm.

**ROLL CALL**

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

Staff present: Recreation Manager Leek and Recording Secretary Vaccaro

**ADOPTION OF AGENDA**

Commissioner Bologoff moved, seconded by Commissioner Marmion, to approve the April 11, 2018 Agenda. The motion carried 7-0.

**APPROVAL OF MINUTES**

**March 14, 2018**

Commissioner Bologoff moved, seconded by Commissioner Boggs, to approve the March 14, 2018 Minutes. Commissioner Marmion abstained. The motion carried 6-0.

**CITIZEN COMMUNICATIONS**

None

## **OLD BUSINESS**

### **A. Master Fee Schedule Review**

Recreation Manager Leek, at the request of the Commission, brought back the Master Fee Schedule with projections of a 3% fee increase across the board. The Commission and Staff discussed the fee increases and how they would like to proceed going forward. Also, included with the updated projections, were fees that have been unchanged in the last 2-5 years. The Commission discussed possible recommendations regarding changes to the Master Fee Schedule. Commissioner Needham suggested rounding numbers up to the closest dollar, rather than by cents. He suggested rounding up anything above .50-.75 cents and moving all fees that haven't been changed in the past 5 years up by \$1.00. Commission Chair Fryer asked if there were a way to preserve the fractions of dollars and add the 3% increase onto that, rather than the rounded down numbers shown on the Master Fee Schedule. Mission Blue Center rental increases were discussed. Commissioner Covino suggested that instead of a flat 3% increase over all fees, we should have an average increase, due to some fees needed to be increased more than others, i.e. Mission Blue Center. He recommended a 3% increase for each year of the 2-year budget cycle, rather than 1.5% for each year. The Commission proposes to increase all fees that have not been raised in the past 5 years by \$1.00.

### **B. Budget Recommendations**

Recreation Manager Leek summarized the Commission's current asks for new budget items. Commission Chair Fryer was interested in seeing improvements to the Sunrise Room and the drop down screen at Mission Blue come to fruition. Commissioner Covino would like to see budgetary monies in place for upcoming pop-up events. He gave examples of possible pop-up activities he would like to see. The Commission will ask City Council for an additional \$6,000 for pop-up events in the budget. The Commission also discussed improvements to Firth Park and the painting of a mural on the BES bathroom. Commissioner Ocampo suggested possibly involving the summer camp "Project Give Back" in the commission of the mural.

## **NEW BUSINESS**

### **A. Draft New Work Plan and Calendar from Goal Setting Meeting**

Recreation Manager Leek summarized the Commissions priorities for a new work plan for the upcoming year. The top priorities were facility improvements and enhanced programming. Commissioner Covino would like to have the names of the parks specified when talking about park maintenance, rather than just designate them all as parks. Recreation Manager Leek presented the Commission with their calendar for the upcoming year.

## **B. Subcommittee Assignments**

The Commission discussed and chose new Subcommittee assignments.

## **REPORTS**

### **Chairperson**

Commission Chair Fryer welcomed back Commissioner Covino and Commissioner Bologoff and thanked them for reapplying. He also welcomed new Commissioner Ocampo.

### **Subcommittees**

#### **Subcommittee Meetings – reports**

##### **Recreational Facilities**

Commissioner Covino stated the subcommittee spoke about the possibility of replacing the existing signboards near the Community Park with electronic signboards. They believe that the current paper signboards are environmentally insensitive and the electronic signboards would be much more eco-friendly. The electronic signboards would also have the ability to have many signs up in a given day, where the paper signs will not. This subcommittee will collaborate with the Open Space and Ecology Committee (OSEC), to work in tandem with us on the proposal and recommendation to City Council. They will also be branding and marketing this idea to the community.

#### **Setting Subcommittee Meetings**

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

### **Commissioners**

Commissioner Marmion reported that she received a phone call from a resident that frequents the Dog Park and expressed their concern about the lack of maintenance at the park.

### **Staff**

#### **Programs Report**

Staff discussed current and upcoming programs.

## **COMMISSION MATTERS**

### **Written Communications**

None

### **Commission Calendar**

The Commission discussed items for the next Commission meeting.

## **ADJOURNMENT**

Commission Chairperson Fryer moved that the meeting be adjourned at 8:14pm.