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**Brisbane Parks and Recreation Commission Action Minutes**

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**REGULAR MEETING**

**May 22, 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, Dunn, Fryer, Lentz and Marmion  
Staff present: Deputy City Manager/Administrative Services Director Schillinger  
and Recording Secretary Carpenter

**ADOPTION OF AGENDA**

Commissioner Marmion moved, seconded by Commissioner Lentz, to approve the May 22, 2013 Agenda as presented. The motion carried 6-0.

**APPROVAL OF MINUTES**

**April 24, 2013**

Commissioner Marmion noticed an error on page 2 under Election of Officers, third paragraph, second sentence; Commissioner "Marion" should be Commissioner "Marmion".

Commissioner Lentz moved, seconded by Commissioner Fryer, to approve the April 24, 2013 Minutes as amended. The motion carried 6-0.

**CITIZEN COMMUNICATIONS**

Commissioner Lentz received an email from a Brisbane resident expressing their concerns regarding the over abundance of out-of-town rentals at the Community Park and over-usage of water in the playground area. They also suggested that Silverspot playground be considered as a rental location and they questioned the "focus on the skate park" since they feel that kids are not using that facility very often.

Director Schillinger stated that staff would bring back to the Commission a Community Park rental breakdown report, at a future meeting.

## **OLD BUSINESS**

### **City Council Facilities Subcommittee Report**

Director Schillinger reported that he brought to the City Council Facilities Subcommittee this Commission's Facility Projects Priority List and that the subcommittee is going forward with a Capital Projects List to present to the City Council.

## **NEW BUSINESS**

### **Review Parks and Recreation Department Budget**

Director Schillinger reviewed the proposed Parks and Recreation Department Budget report draft with the Commission. He stated that the department would continue with the current programs and services now provided, with the same kind of funding. Commissioners asked clarifying questions.

## **REPORTS**

### **Chairperson**

None.

### **Subcommittees**

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

##### **Sustainability Committee**

Commissioner Dunn reported that she and Commissioner Marmion attended their first Sustainability Committee Meeting and were given several documents to help bring them up to speed.

Commissioner Marmion added that there are several scheduled upcoming meetings and they will be reporting to the Parks and Recreation Commission as they go.

##### **Fund Raising**

Commissioner Cutler reported that the Fund Raising Subcommittee is planning to ask someone to attend one of their meetings to discuss how to put on a large event and to see if that is something feasible to help with costs. They would then ask other towns if their Art Festivals actually bring in money. They also discussed an endowment fund to help offset the costs of helping lower income families.

### Fund Raising (cont)

Commissioner Fryer stated that given the scale and scope of the Fund Raising Subcommittee and the fact that he is currently stretched too thin, he is withdrawing from this subcommittee.

No commissioners volunteered to fill Commissioner Fryer's spot on the Fund Raising Subcommittee, therefore this subcommittee will continue with only two commissioners.

### Concerts in the Park

Chairperson Bologoff reported that everything is set to go and that sponsor posters have been distributed to all the sponsors.

Commissioner Fryer added that the subcommittee discussed "Movies at the Marina" for 2014, possibly in conjunction with the yacht club.

### Teen Services

Commissioner Lentz reported that at the last meeting of the Teen Services Subcommittee, two subjects were discussed; the Skate Park and the Teen Center.

#### Skate Park

Commissioner Lentz said that seven or eight possible vendors were identified for the Skate Park Project. Director Schillinger said the next step is for the Public Works Department to develop specifications for a design build RFP. He said that based on cost proposals and references, the top (maybe) three candidates would be brought in for an interview and recommendations would then be presented to the City Council.

Director Schillinger noted that the Skate Park Project is one of the priority items identified by the Commission for the City Council Capital Project List.

#### Teen Center

Commissioner Lentz reported that after a long discussion (looking at the number of Teen Center participants and the facility itself), the Teen Services Subcommittee came to the conclusion that the Teen Center is not working. They are recommending to City Council to close the Teen Center and to re-allocate the funds for an after school program at Lipman Middle School and for after school recreation programs: first being the Skate Park renovation (an identified prioritized project).

The Commission discussed this issue including the success of recreation staff working at the current homework center at Lipman and the importance of keeping that connection with teens.

### Public Art

Commissioner Fryer stated that the Public Art Subcommittee is working on three separate areas for an ordinance: 1. how to collect money, 2. how to spend the money, and 3. how to determine “what is Public Art”.

Director Schillinger added that next a draft of the ordinance should be reviewed by the City Attorney.

### **Setting Subcommittee Dates**

The commission discussed which subcommittees should meet next month.

### Commissioners

#### **DEIR Informational Sessions**

Director Schillinger stated that the DEIR should be out early June. As part of the education process, consultants will attend the DEIR sessions to explain the information and how to read the various chapters.

### Staff

#### **Programs Report**

Recording Secretary Carpenter reported on current recreational program activities.

#### **Commission Rules Follow-Up**

Director Schillinger reviewed updated changes on Resolution No. 2013-12 and Ordinance No. 582.

### **COMMISSION MATTERS**

#### Written Communications

None.

#### Commission Calendar

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

**ADJOURNMENT**

Commissioner Marmion moved, seconded by Commissioner Cutler, that the meeting be adjourned. The motion carried 6-0 and the meeting adjourned at 7:50 p.m.

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