



Brisbane Parks and Recreation Commission *Action Minutes*

SPECIAL MEETING

August 15, 2012 – 5:00PM

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

CALL TO ORDER

Commission Vice-Chair Dunn called the meeting to order at 5:00 p.m.

ROLL CALL

Commissioners present:	Dunn, Fryer, Hart, Lentz and Marmion
Commissioners absent:	Bologoff and Cutler
Staff present:	Deputy City Manager/Administrative Services Director Schillinger and Recording Secretary Carpenter

COMMISSION PROCEDURES

The Parks and Recreation Commission received a packet of documents addressing the duties and responsibilities of a commissioner and procedures for conducting a commission meeting. The packet contained the following documents:

- Ordinance Creating Parks and Recreation Commission
- Robert's Rules of Order
- Brown Act
- Conduct of Meetings

Deputy City Manager/Administrative Services Director Schillinger stated that the City Council liaisons to the Parks and Recreation Commission (council members Lentz and Richardson) would like to meet with the Parks and Recreation Commission at a meeting in the near future.

The commission discussed with staff procedures for conducting Parks and Recreation Commission meetings.

Commission Vice-Chair Dunn moved, seconded by Commissioner Fryer, to take a four-minute break before starting the regular Parks and Recreation Commission meeting. The motion carried 5-0.

REGULAR MEETING

August 15, 2012

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

CALL TO ORDER

Commission Vice-Chair Dunn called the meeting to order at 6:00 p.m.

ROLL CALL

Commissioners present:	Dunn, Fryer, Hart, Lentz and Marmion
Commissioners absent:	Bologoff and Cutler
Staff present:	Deputy City Manager/Administrative Services Director Schillinger, Administrative Management Analyst Cheung and Recording Secretary Carpenter

ADOPTION OF AGENDA

Commissioner Hart moved, seconded by Commissioner Marmion, to approve the agenda as presented. The motion carried 5-0.

APPROVAL OF MINUTES

July 18, 2012

Commissioner Fryer moved, seconded by Commissioner Lentz, to approve the July 18, 2012 minutes as written. The motion carried 4-0-1.

CITIZEN COMMUNICATIONS

None

OLD BUSINESS

Sustainability Goals for the Baylands

Director Schillinger summarized who is on the committee, the committee's goals and the background for developing the Sustainability Goals for the Baylands document. He said that the commission's updated comments will be presented at the August 27, 2012 City Council meeting.

NEW BUSINESS

Cost Analysis for the Brisbane Community Pool

Director Schillinger recapped that the City Council has asked the Parks and Recreation Commission to look at the fees and usage of all the recreation programs. This particular item pertains to the Brisbane Community Pool.

Administrative Management Analyst Cheung gave a power point presentation on the overview of the analysis for the Brisbane Community Pool. The presentation included: A. User Fee Cost Recovery Goals; B. Cost Recovery Levels of the Pool; C. Revenue and Cost per Person; and D. Pool Fee Comparison.

Commissioner Hart moved, seconded by Commissioner Fryer, that the pool fees discussion be moved to the Recreational Programs Subcommittee. Motion carried 5-0.

REPORTS

Chairperson

Commission Vice-Chair Dunn recommended that this commission ‘think out of the box’ when addressing community issues.

Subcommittees

Brisbane Derby

Commissioner Marmion will report on the Brisbane Derby at the next commission meeting.

Youth Advisory Committee

Commissioner Fryer reported that the Youth Advisory Committee is planning a second meeting that will involve Carine Risley from the Brisbane Library and members of the Mothers of Brisbane to further discuss the Brisbane Teen Center and teen programming.

Commissioners

None.

Staff

Programs Report

The Commission reviewed the quarterly (April-June 2012) Recreation Programs, Events and

Facilities Report. Recording Secretary Carpenter reported on current recreational program activities.

Community Park Playground Structure – update

Director Schillinger reported that the new play structure should be completed by Day in the Park (October 6, 2012).

COMMISSION MATTERS

Commission Meetings Frequency

Commission Vice-Chair Dunn asked the other commissioners to consider increasing the commission meetings frequency.

Dates/Times for Concerts in the Park

Director Schillinger suggested that the Concerts in the Park Subcommittee look into the date/times for the concert series next year.

Dog Park Capacity Limitations

Director Schillinger suggested that the Facilities Subcommittee meet to discuss this issue.

Written Communication

None.

Commission Calendar

The Commission discussed items for the next Parks and Recreation Commission Meeting agenda.

ADJOURNMENT

Commissioner Hart moved, seconded by Chairperson Marmion, that the meeting be adjourned. The motion carried 5-0 and the meeting adjourned at 8:09 p.m.

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