DRAFT

**Brisbane Parks and Recreation Commission Action Minutes**

**REGULAR MEETING**

**October 11, 2017**

*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

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| Commissioners present: | Fryer, Covino, Bologoff, Marmion and Jimenez<br>Commissioner Lentz absent |
| Staff present: | Administrative Services Director Schillinger and Recording Secretary Vaccaro |

## ADOPTION OF AGENDA

Commission Chair Fryer asked that a change be made under VIII. Reports, Subcommittee Meetings – reports, a. Day in the Park to reflect that the event had already taken place. The change was made from final preparations to observations. Commissioner Bologoff moved, seconded by Commissioner Jimenez, to adopt the October 11, 2017 Agenda as amended. The motion carried 5-0.

## APPROVAL OF MINUTES

### August 9, 2017

Commissioner Marmion moved, seconded by Commissioner Bologoff, to approve the August 9, 2017 Minutes. The motion carried 5-0.

### September 13, 2017

Commissioner Bologoff moved, seconded by Commissioner Jimenez, to approve the September 13, 2017 Minutes. The motion carried 4-1. Commissioner Marmion abstained from the vote.

## CITIZEN COMMUNICATIONS

Brisbane resident Jennifer Bousquet and her children spoke to the Commission about how much they enjoyed this year's Day in the Park.

Brisbane resident Camille Salmon came to represent Brisbane Dance Workshop. She spoke regarding the use of the Community Center once the new library is built and the old library, which is currently above the Community Center, is no longer in use. BDW hopes to continue to hold classes in the facility. She also spoke regarding the possibility of having children that are currently in the Club Rec Afterschool Program walked to their BDW dance classes. She believes there is more investigation that needs to take place before this can happen.

## OLD BUSINESS

### A. Use of Funds from the Property Near 280 South Hill

Administrative Services Director Schillinger updated the Commission on how the funds were to be allocated. Portions of the funds were used for the Master Plan of the city walkways. The remaining amount has been on hold waiting for the Master Plan to be finished. Now that the Master Plan is complete and a Committee now needs to be formed. Prior to the formation of this Committee, the Parks & Recreation Commission needs to have a discussion on potential uses the Commission would like to see for that money. The Commission would most like to see the funds used for trails and facilities. Commissioner Jimenez would like to bring the CIP list back to the next meeting to be looked at for possible ideas for the use of the funds.

### B. Discussion of Report Out from the Subcommittee Regarding the City's Afterschool Program

Administrative Services Director Schillinger reported to the Commission what had come out of the subcommittee meeting with the Afterschool Program parents. The program is under-staffed at this time due to a larger enrollment than anticipated, as well as several Recreation Leaders leaving the program after the summer camp ended. He discussed the difficulty in getting new hires due to the salary challenges, as well as the difficulty of getting into Brisbane via public transportation. The City Council has approved salary increases for both the Recreation Leaders as well as the Recreation Supervisors. Parks & Recreation Staff would like to see the program eventually run with at least seven (7) adults and three (3) additional leaders for back up. The Afterschool Program fee structure was reviewed. Weekly vs. daily program scheduling structures were discussed, as well as registration deadlines.

Brisbane resident Elna Miller spoke to the Commission regarding her thoughts on the program. She has two (2) children in the program and uses it quite frequently. She mentioned that the communication between staff and parents has improved, as well as the program structure. She is very interested in adding enrichment programs.

Brisbane resident Lori Liu spoke to the Commission regarding her thoughts on the program. She has two (2) children at BES, neither of which are in the program. She would like to see K-2 separated from the older children. She also supports enrichment programs.

The Commission discussed whether to recommend the new fee structure of $160/month, proposed in the Staff Report prepared by Administrative Services Director Schillinger. Commissioner Bologoff moved, seconded by Commissioner Covino, to accept the new fee schedule as proposed in the Agenda Staff Report. The motion carried 4-1. Commissioner Marmion opposed. She would like the fee increase to be $180.00/month.

## NEW BUSINESS

### A. Review of Afterschool Program Fee Structure

Discussed under Old Business (B).

### B. Residency Requirements for the YAC

The Commission discussed whether the Youth Advisory Committee should be open to students that only reside in Brisbane, or also include students that reside outside of Brisbane, but attend Brisbane schools. Commissioner Covino spoke on the subject of inclusion and the different ideas and concepts that would bring. Commissioner Marmion moved, seconded by Commissioner Jimenez, to accept the qualifications for the YAC to extend to non-resident students, but only if they attend Brisbane schools. The motion carried 4-1. Commissioner Bologoff opposed.

## REPORTS

### Chairperson

Commission Chair Fryer announced the resignation of Commissioner Lentz, due to family obligations outside the country.

### Subcommittees

### Subcommittee Meetings – reports

Day in the Park

The Commission provided their observations of the event.

Concerts in the Park

Commissioner Jimenez gave a wrap-up of the event. The budget for the 2018 event will be approximately $15,000. Possible food truck at each individual concert.

Recreation Programs

Discussed under Old Business (B).

**Setting Subcommittee Meetings**

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

**Commissioners**

Commissioner Marmion received phone calls from concerned residents regarding the current renovation on the Dog Park. They were concerned that the project was not being closely supervised or being renovated properly. Phone calls were made and the corrections have now taken place.

Commissioner Jimenez received an email asking whether support animals were allowed while attending events in our facilities. Administrative Services Director Schillinger will bring the question to the City Council and report back.

**Staff**

**Programs Report**

Staff discussed 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 9:12pm.