



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

September 12, 2018

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

CALL TO ORDER

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

ROLL CALL

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

Staff present: Recreation Manager Leek, Recreation Coordinator Franco,
Recreation Intern Walker and Recording Secretary Vaccaro

ADOPTION OF AGENDA

Commissioner Bologoff moved, seconded by Commissioner Fryer, to approve the September 12, 2018 Agenda. The motion carried 6-0.

APPROVAL OF MINUTES

July 11, 2018

Commissioner Bologoff moved, seconded by Commissioner Fryer, to approve the July 11, 2018 Minutes. The motion carried 6-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

A. Event Debrief for Concerts in the Park

Recreation Coordinator Franco gave the Commission a brief summation of this summer's event and a look into what may be coming for next year's Concert in the Park.

OLD BUSINESS

A. Budget Action Items

Recreation Manager Leek brought back the Commission's budgetary asks of City Council and what was approved for this year's budget. City Council approved Firth Park improvements, Sunrise Room improvements, new special pop-up events, replacement of the portable sound system. City Council also approved a drop-down screen, full sound system replacement and light board replacement at Mission Blue.

NEW BUSINESS

A. Fee Waiver Policy

Recreation Intern Walker discussed the need for a formal fee waiver policy for lower income youth in the city. She spoke about the department's current "honor" system regarding the policy and how we would go about establishing a more structured and formal system going forward. She researched other cities in the county to see how they serve their low-income youth. She explained that Milpitas and Half Moon Bay had very well established programs. Milpitas approved a specific dollar amount in their budget to go toward low-income families with a cap on each household. Half Moon Bay's program is more of a scholarship program. She said that by looking at the Brisbane School District lunch assistance program, we could get a better idea of those families that would qualify for our program. She detailed the three (3) option possibilities for the program and asked the Commission to review the options and discuss at a future Commission meeting, with the ultimate goal of making a recommendation to City Council.

REPORTS

Chairperson

None

Subcommittees

Subcommittee Meetings – reports

Liaison Meeting with City Council

Commissioner Marmion and Commission Chair Covino met with Council Member Cunningham and Council Member Davis to present the highlights of the Parks and Recreation Commission's annual report. Commissioner Marmion gave a brief summary of those accomplishments to the Commission and staff present.

Setting Subcommittee Meetings

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

Commissioners

Commissioner Fryer announced that there is finally a Public Arts Committee which is made up of two (2) Parks and Recreation Commissioners, two (2) City Council Members and 3 members of the public that have been appointed by the City Council. All recommendations made by this Committee will then go to the Parks and Recreation Commission and then on to City Council for approval. A new art installation in a business building out at Sierra Point was discussed.

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 Covino moved that the meeting be adjourned at 7:47pm.