



GOVERNOR'S EXECUTIVE ORDER N-29-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 14, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Parks and Recreation Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at sbcs@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Parks and Recreation Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Parks and Recreation Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Amy Bohlen, Executive Assistant, 48 hours prior to the meeting at (650) 616-7180 or by email at sbcs@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**AGENDA
SAN BRUNO PARKS AND RECREATION COMMISSION**

**February 15, 2023
6:30 p.m.**

Join Zoom Meeting

<https://us06web.zoom.us/j/85284276251?pwd=ZUN1WFFlb2U1c3Q3RWtFTWtlMWdqUT09>

Meeting ID: 852 8427 6251

Passcode: 439025

One tap mobile 1-669-900-9128 US (San Jose)

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE:** Chair Mike Palmer, Vice Chair Kris Gonzales, Lorry Greenberg, Jessica Martinucci, David Nigel, Lucy Zamattia, Michael Zastrow, Youth Representative Wesley Liu
2. **REVIEW OF AGENDA:**
3. **ACCEPTANCE OF THE MINUTES:** January 18, 2023
4. **CONSENT CALENDAR:**
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **UNFINISHED BUSINESS:**
 - a. Continue Discussion on Recreation and Aquatic Center Implementation Plan Presentation from January 18, 2023
7. **NEW BUSINESS:**
 - a. Establish Subcommittee for Community Recognition Award Nomination Review
8. **ITEMS FROM COMMISSIONERS:**
9. **ITEMS FROM STAFF:**
10. **ADJOURNMENT**

The next regular Parks and Recreation Commission Meeting
will be via Zoom on Wednesday, March 15, 2023.

**** POSTED PURSUANT TO LAW ****



MINUTES

Parks and Recreation Commission Meeting January 18, 2023

1. **Call to Order/Roll Call/Pledge of Allegiance:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Gonzales, Greenberg, Liu, Nigel, Zamattia, and Zastrow. Excused Absence: Martinucci. Staff Present: Mottola, Sandholm, and Venezia.
Commissioner Zastrow led the Pledge of Allegiance.
2. **REVIEW OF AGENDA: MSC Liu/Gonzales.** Unanimous.
3. **ACCEPTANCE OF THE MINUTES:** Minutes from November 16, 2022. **MSC Gonzales/Liu.** 6-0-1.
4. **CONSENT CALENDAR:** None.
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** None.
6. **UNFINISHED BUSINESS:** None.
7. **NEW BUSINESS:**
 - a. Conduct Election of Parks and Recreation Commission Officers for 2023 – **Commissioner Nigel** nominated Chair Palmer for chair. **MSC Nigel/Gonzales.** Unanimous.
Commissioner Greenberg nominated Vice Chair Gonzales for vice chair. **MSC Greenberg/Palmer.** Unanimous.
 - b. Presentation - Recreation and Aquatic Center Implementation Plan Overview – **Director Mottola** presented. Areas covered were implementation plan objectives, facility program areas, schedule of expanded and new programs, budgeting methodology, topline expense to revenue, revenue centers, fees, staffing requirements, target dates, team action plan, and next steps.
Commissioner Zastrow asked about added time and staffing for the Parks Department. **Director Mottola** stated that staffing was being realigned and work was being assessed.
Commissioner Liu asked about a separate membership cost for the fitness center for nonresidents. **Director Mottola** stated that if nonresidents could be accommodated, there would be an upcharge. **Deputy Director Sandholm** stated that they wanted to make sure they could control the use of the facility and understand the use patterns so San Bruno residents could have access first.
Commissioner Liu asked about the youth and adult sports cost recovery. **Director Mottola** stated that the model needed to change, and the programs and needs of the community were

being evaluated. **Commissioner Nigel** spoke about fees. **Director Mottola** spoke about equity of access, last summer's grant program through the County, and ideas for partnering with SBCF.

Vice Chair Gonzales asked about discounts for people interested in both pool programs and gym use. **Director Mottola** stated the plan was to see the pattern of use and then define packages. **Chair Palmer** expressed his support for a soft opening to see the use patterns of the new facility.

Commissioner Greenberg asked about memberships for seniors and about learning use patterns from other cities. **Director Mottola** stated that Deputy Director Sandholm had the knowledge of trends due to his background. **Deputy Director Sandholm** spoke about the community use of pools.

Commissioner Greenberg asked if the brochure would be printed as a magazine again and if it was included in the costs. **Director Mottola** stated that the activity guide was a great marketing tool, the plan was to print and mail it to all households, and it was in the costs.

Chair Palmer thanked staff for the presentation and asked if questions on the presentation could be an agenda item at the next meeting. **Director Mottola** stated that questions could be emailed to the Chair so staff could focus and have more information.

8. ITEMS FROM COMMISSIONERS:

Chair Palmer announced that Commissioner Kuhn had moved over to the Planning Commission so there was one open space. **Commissioner Zastrow** asked for the timeline until a new commissioner would be named. **Director Mottola** stated she would check with the City Clerk.

Commissioner Gonzales asked about the Community Service Award. **Chair Palmer** stated that at the February meeting the subcommittee would be created and their recommendations would be brought back at the March meeting for the April award. She asked about the protocol for the Extraordinary Service Award. **Director Mottola** stated that she would research and report back at the next meeting. **Chair Palmer** and **Commissioner Greenberg** thought there was no timeframe on awarding this one.

Commissioner Nigel thanked staff for a very comprehensive presentation.

Commissioner Greenberg stated she went to the tree lighting and wanted it to stay on San Mateo Avenue and not move back to the park. She thought the singing was special. She went to see Jingle Around the Block at the Fire Station. She liked the new twists that happened due to Covid and thought that these changes should remain. She asked about storm drain adoption and the department that cleaned them. **Director Mottola** stated that it was the Public Works Department.

Commissioner Zastrow thanked staff for the report. He thanked Dan and his team for their great work.

9. ITEMS FROM STAFF:

Director Mottola stated commissioners would be receiving an email from the City Clerk's office about upcoming AB1234 ethics training.

Deputy Director Sandholm introduced the two new coordinators, Meghan Rosin and Lynne Handlos. He stated that 35 applications were received for the Recreation Supervisor position. Interviews would take place in early February.

10. ADJOURNMENT: With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:25pm.



DATE: February 15, 2023
TO: Parks and Recreation Commission
FROM: Ann Mottola, Community Services Director
Damian Sandholm, Community Services Deputy Director
SUBJECT: Establish Subcommittee for Community Recognition Award Nomination Review

BACKGROUND:

Each year, the Parks and Recreation Commission accepts applications for the Community Recognition Award to recognize individuals who have demonstrated hard work and dedication to the San Bruno community.

The criteria for nomination includes:

1. A person who has given unselfishly to the City or community.
2. A person who has performed an outstanding task for the City or community.
3. A person who shows service to the City, its citizens, and the community.
4. A person who goes above and beyond the call of duty for the City and community.

The deadline for nominations is Tuesday, February 28, 2023. The nomination form is available on the City website and has been advertised across the Department's social media platforms. In addition, staff has sent the form to all the service groups in the community.

DISCUSSION:

The Community Services Department has received 2 applications to date for the Community Recognition Award. Once the application period is closed on February 28, 2023, Staff will provide the three-member Community Recognition Award Subcommittee with the nominee applications for review. Staff will also arrange for a Zoom meeting in early March for the Subcommittee to discuss and recommend one nominee to the full Commission at the March 15, 2023, Commission meeting. The award will be publicly presented to the deserving recipient at the Parks and Recreation Commission Meeting in April.

The standing Subcommittee members for the Community Recognition Award are Commissioner Greenberg, Commissioner Nigel, and Commissioner Zamattia. The Commission may choose to recommend new Subcommittee members or may recommend that the standing members continue to serve on the Subcommittee.

FISCAL IMPACT:

None

RECOMMENDATION:

Establish a Subcommittee to review the Community Recognition Award nominations.

ATTACHMENTS:

None