



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**

**March 16, 2022
6:30 p.m.**

Join Zoom Meeting

<https://us06web.zoom.us/j/85284276251?pwd=ZUN1WFFlb2U1c3Q3RWtFTWtIMWdqUT09>

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, Tom Kuhn, Jessica Martinucci, David Nigel, Lucy Zamattia, Michael Zastrow, Adam Zbriger, Youth Representative
2. **REVIEW OF AGENDA:**
3. **ACCEPTANCE OF THE MINUTES:** February 16, 2022
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. Receive Report and Vote on Nomination for 2022 Community Recognition Award
7. **NEW BUSINESS:**
8. **ITEMS FROM COMMISSIONERS:**
9. **ITEMS FROM STAFF:**
 - a. Update on Status of Florida Park (Oral)
 - b. Receive Report on Upcoming Spring Events
10. **ADJOURNMENT**

The next regular Parks and Recreation Commission Meeting will be via Zoom on Wednesday, April 20, 2022.

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



MINUTES

Parks and Recreation Commission Meeting February 16, 2022

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, Kuhn (arrived at 6:40pm), Martinucci, Nigel, Zamattia, Zastrow, and Zbriger. Staff Present: Brewer and Venezia.
Commissioner Zastrow led the Pledge of Allegiance.
2. **REVIEW OF AGENDA: MSC Gonzales/Zastrow.** Unanimous.
3. **ACCEPTANCE OF THE MINUTES:** Minutes from November 17, 2021. **MSC Nigel/Martinucci.** Unanimous.
4. **CONSENT CALENDAR:** None.
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** None.
6. **UNFINISHED BUSINESS:** None.
7. **NEW BUSINESS:**
 - a. Election of Officers 2022 – **Chair Palmer** explained that the Commission’s By-Laws state that elections will take place in January, but since there was no meeting, it was postponed until February.
Commissioner Nigel nominated Chair Palmer for chair. **MSC Nigel/Martinucci.** Unanimous.
Commissioner Palmer nominated Vice Chair Gonzales for vice chair. **MSC Palmer/Martinucci.** Unanimous.
 - b. Establish Subcommittee and Meeting for Community Recognition Award Nomination Review
Superintendent Brewer reported that there were ten applications at the time of printing. Now there are 12. **Commissioners Greenberg, Nigel, and Zamattia** all stated that they would like to continue on the subcommittee. **Superintendent Brewer** will reach out to the subcommittee to set up a meeting. **Vice Chair Gonzales** stated that she had seen the notice published on several different applications and more people are now aware.
8. **ITEMS FROM COMMISSIONERS:**

Commissioner Greenberg asked if soccer played at Crestmoor Field. **Superintendent Brewer** said soccer did play at Crestmoor Field. They also use Lions Field. The leagues worked it out with the school district. The City no longer schedules or maintains Crestmoor, Parkside, or Belle Air. They have all gone back to the school district.

Commissioner Greenberg visited 7th & Walnut Park and 7th Avenue Park. She wrote feedback from residents in her report.

Commissioner Greenberg asked about the activity guide online. She prefers hard copies. **Superintendent Brewer** stated that there are approximately 15,000 hits online which are about the same number of guides that were previously printed. There are talks about doing a hybrid, but not this year since everything with Covid is constantly changing and with no facility.

Commissioner Martinucci suggested making the online activity guide a pdf. **Superintendent Brewer** stated that she believes it is a pdf.

Vice Chair Gonzales congratulated Commissioner Nigel for having a scholarship named after him. She stated that she and Chair Palmer are on the RAC sub-committee and are kept up to date on the progress. She asked if Project Manager, Rod Macaraeg could send a brief update every month. **Superintendent Brewer** will speak to Director Mottola about this being a standing agenda item.

Commissioner Nigel requested an update on Florida Avenue Park at the next meeting. He stated that he went on park visits with Chair Palmer and has completed 19 of the 20. He asked everyone to spread the word about the Community Foundation Scholarships. He thanked those who sent him checks to raise money for the State Scholarship. **Chair Palmer** asked about the Community Foundation Scholarship and if applicants needed to be a resident of San Bruno or just attend school in San Bruno. **Commissioner Nigel** stated that either one is acceptable.

Commissioner Kuhn stated he completed five park visits. He expressed his appreciation of the Parks staff.

9. **ITEMS FROM STAFF:**

- a. Fall and Winter Programming Recap – **Superintendent Brewer** gave a PowerPoint presentation. Reservations for picnic areas can now be done online or in the office. She reviewed the in-person and online programming. Adult softball league was brought back in the fall. Youth sports have been challenging mainly due to cancelled games because of Covid. She reviewed the fall and holiday events.

Commissioner Nigel asked where the Jinxed Joyride event would be moved to since Tanforan Mall would eventually not be there. **Superintendent Brewer** said she didn't know, but a new location would be found. **Vice Chair Gonzales** stated that she heard in a different meeting that it would be at least 18 months before anything happened at Tanforan.

Commissioner Kuhn stated that he knew some of the owners and could reach out if necessary.

Commissioner Greenberg asked if the park rules state that confetti is not allowed.

Superintendent Brewer thought it was on the rental permit. **Parks Manager Venezia** stated that it depended on the party and was hit or miss when it was a problem.

Commissioner Greenberg stated that she does like online registration. She asked for the breakdown of softball teams. **Superintendent Brewer** stated they were all men's teams.

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



Date: March 16, 2022
From: Danielle Brewer, Community Services Superintendent
To: Parks and Recreation Commission
Subject: Receive Report and Vote on Nomination for 2022 Community Recognition Award

Background

Each year, the Parks and Recreation Commission accepts applications for the Community Recognition Award. The nominees are individuals who volunteer in San Bruno and deserve recognition for all the hard work and dedication demonstrated.

The Criteria for nominations 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.

Discussion

The standing subcommittee members, Commissioner Greenberg, Commissioner Nigel and Commissioner Zamattia, met on Friday, March 4 and Monday, March 7 via Zoom and by phone to discuss the submitted nominations. They came to a unanimous decision to nominate Helen Kiefer for the 2022 Community Recognition Award. Helen is a volunteer for the San Bruno 4H Club and has been active for over 25 years. She checks on the farm animals, feeds them, cares for them, and ensures their stalls have heat daily. She also tends to the garden's growing pumpkins and other fruits and vegetables and helps sell them at the 4H Farm run fruit stands at flea markets and garage sales. She shares her knowledge with the 4H members all out of the love of children and animals.

The Commission can accept the nomination from the subcommittee or they can ask the committee to come back with an alternate nomination. If the nomination is accepted, arrangements will be made to invite Helen to the April Parks and Recreation Commission Meeting via Zoom.

FISCAL IMPACT:

None

ATTACHMENTS:

Nomination Form



Community Recognition Award Application

Do you know a volunteer in the San Bruno community who is deserving of recognition for all the hard work and dedication he/she has demonstrated? If your answer is yes, please nominate him/her for a Community Recognition Award. The San Bruno Parks and Recognition Commission will review application and the award will be publically presented to the deserving recipient at the televised Parks and Recreation Commission in April. Deadline to submit is February 3, 2020.



Criteria

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 the community.



Individual or Organization to be Nominated

Name: Helen Kiefer Phone Number: _____

Address: _____ Email Address: _____



Short Biography of Nominee and Nature of Service (type of program, uniqueness, number of people it benefited etc.)

Helen volunteers her time at the San Bruno 4H Farm. She does it quietly and joyfully. She's wonderful with the animals and children. Having grown up on a farm, she could do this stuff in her sleep because of the farm's small scale. Literally, she visits every single day 24/7/365 feeding the animals, cleaning stalls, and have heat. She tends to the gardens andpropoogates crops. The seedlings we sell are our biggest fundraiser, which helps offset costs for the animals. As a working parenat, it is so reassuring knowing Helen is looking out for the animals and farms.

Nominations can be submitted by mail to:

San Bruno Community Services Department
Attn: Community Recognition Award
567 El Camino Real, San Bruno, Ca 94066

Nominations can be submitted by email to:

SBCS@sanbruno.ca.gov
Visit sanbruno.ca.gov to download a fillable pdf form.

Submitted by: _____

Date: 02/01/2021

Sent: Tuesday, February 2, 2021 7:33 AM
To: SBCS <sbc@sanbruno.ca.gov>
Subject: Community Recognition Award - Ms. Helen Keifer

Dear Review Committee,

I am nominating Ms. Helen Kiefer for the Community Recognition Award. I know Helen through our shared involvement with San Bruno 4H club and farm.

Helen volunteers her time in support of the farm, which is a local treasure! She literally works on the farm daily - 24/7/365, to ensure the animals are fed and watered, the stalls have heat, the crops are watered. She's taught my son and lots of other San Bruno children so much.

She also raises plant seedlings that the 4H club can sell to the public. It helps offset the costs of operating the farm.

She is wonderful with the animals and children, sharing knowledge of animal husbandry and growing crops. She does it all out of her love of kids and animals. I think she deserves recognition.

I don't have her home address. I don't want to tip her off to the nomination and ask for it. Please consider her nomination. If selected, we can ask her for the information.

I've attached the nomination form to this e-mail.

--
Regards,

Melissa Rohlfs



DATE: March 16, 2022
TO: Parks and Recreation Commission
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Upcoming Spring Events

DISCUSSION:

The Recreation Division will be offering spring special events:

- **Pancake Breakfast & Egg Hunt**
Saturday, April 9 (9:00 AM – 10:30 AM Breakfast, 11:00 AM Egg Hunt)
On April 9th, the Community Services Department's Recreation Division will partner with the Lions Club on a spring event. The day will kick off at 9:00 AM with a pancake breakfast prepared by the Lions Club. Following breakfast, Recreation will host an Egg Hunt. Peter Cottontail will be making an appearance at the hunt while children participate in crafts and outdoor activities. The Egg Hunt countdown will happen at 11:00 AM with four egg hunt areas designated by age between Lara Field and Diamond #2. The Egg Hunt is for participants ages 8 and under.
- **You've Been Egged**
Sunday, April 10 & Saturday, April 16
On Sunday, April 10th and Saturday, April 16th, Peter Cottontail will make special deliveries to your front door. Delivered baskets will be filled with fun springtime activities for the whole family including a colorable headband, a dozen filled plastic eggs, crayons, and other fun holiday themed items.
- **CommUNITY Day**
Sunday, June 5 (12:00 PM – 5:00 PM)
On Sunday, June 5th, the City is hosting CommUNITY Day, with an afternoon of fun, foods, and activities that celebrate the diverse culture of San Bruno. Families can enjoy culturally diverse live performances and music, arts and crafts sales and tutorials, and an exciting children's fun zone. A food map featuring global cuisine that can be found on San Mateo Avenue will also be provided, highlighting the international cuisines offered in our downtown. The event will follow the annual San Bruno Lions Posy Parade which will begin at the north end of San Mateo Avenue at approximately 11:00 AM.

ATTACHMENTS:

None