



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**

Wednesday, November 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
2. **REVIEW OF AGENDA:**
3. **ACCEPTANCE OF THE MINUTES:** October 19, 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:**
7. **NEW BUSINESS:**
 - a. Receive 2023 Parks and Recreation Commission Meeting Schedule
 - b. Review Advertisement Plan for 2023 Community Services Recognition Award
8. **ITEMS FROM COMMISSIONERS:**
9. **ITEMS FROM STAFF:**
 - a. Jingle Around the Block and Holiday Tree Lighting Announcement
10. **ADJOURNMENT**

The next regular Parks and Recreation Commission Meeting will be on Wednesday, January 18, 2023.

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



MINUTES

Parks and Recreation Commission Meeting October 19, 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, Gonzales, Greenberg, Kuhn, Nigel, and Zastrow. Excused Absence: Martinucci. Absence: Zamattia. Staff Present: Brewer, Mottola, Sandholm, and Venezia.

Chair Palmer led the Pledge of Allegiance.

2. **REVIEW OF AGENDA: MSC Gonzales/Nigel.** Unanimous.

3. **ACCEPTANCE OF THE MINUTES:** Minutes from August 17, 2022. **MSC Gonzales/Nigel.** Unanimous.

4. **CONSENT CALENDAR:** None.

5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** None.

6. **UNFINISHED BUSINESS:** None.

7. **NEW BUSINESS:**

- a. Accept Staff Recommendation to Cancel December 21, 2022 Commission Meeting – **Superintendent Brewer** reviewed the staff report. **MSC Nigel/Palmer.** Unanimous.

- b. Discuss Annual Accomplishments for Commission Presentation – **Superintendent Brewer** presented the staff report. Commissioners discussed the presentation and what constituted an accomplishment.

8. **ITEMS FROM COMMISSIONERS:**

Commissioner Greenberg commented on Movies in the Park. She stated she did a park visit at Monte Verde.

Commissioner Nigel commented on the student scholarship. He asked if the Commission interviews would be scheduled. He asked if the CAPRCBM membership had been renewed.

Vice Chair Gonzales commended Parks Staff are doing an excellent job in the parks.

Chair Palmer stated he had visited all parks except City Park. He thanked Parks Staff for their work.

Commissioner Greenberg asked about the October 15th commissioner training.

Superintendent Brewer stated she received no additional information about it so she didn't know

if it took place.

9. **ITEMS FROM STAFF:**

- a. Oral Update – Department Summer Events Recap and Upcoming Fall Events – **Superintendent Brewer** reviewed a PowerPoint presentation. She asked the commissioners if they would like to help pass out candy at Jinxed Joyride. **Commissioner Nigel** complimented staff. **Commissioner Greenberg** stated that she would be helping at Jinxed Joyride.

Director Mottola stated that the City Manager's office would be contacting the commissioners to coordinate tours of the RAC.

Vice Chair Gonzales encouraged everyone to visit the new Millbrae Recreation Center.

Chair Palmer reviewed tonight's RAC Advisory Committee meeting.

Commissioner Nigel asked about the appointment of the Community Recognition Award committee and the application publication. He also asked if a new chair and vice chair would be reelected in November. **Superintendent Brewer** stated they would start publicizing for nominations now, but the committee wouldn't be appointed until February. She stated that reelections would take place in January.

Commissioner Greenberg asked about the youth representative requirements and the commitment. **Superintendent Brewer** stated that all high school students were eligible, the student needed to live in San Bruno, and there were usually 10 meetings a year. **Vice Chair Gonzales** stated that a selling point could be about the current exciting time due to the RAC opening.

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



2023 Parks and Recreation Commission Meeting Schedule

Wednesday, January 18, 2023

Wednesday, February 15, 2023

Wednesday, March 15, 2023

Wednesday, April 19, 2023

(Televised Meeting - Senior Center @ 7:00 p.m.- Tentative depending on status of COVID-19)

Wednesday, May 17, 2023

Wednesday, June 21, 2023

Wednesday, July 19, 2023
(To be cancelled by Commission vote)

Wednesday, August 16, 2023

Wednesday, September 20, 2023

Wednesday, October 18, 2023

Wednesday, November 15, 2023

Wednesday, December 20, 2023
(To be cancelled by Commission vote)



Date: November 16, 2022
From: Danielle Brewer, Community Services Superintendent
To: Parks and Recreation Commission
Subject: Review Advertisement Plan for 2023 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 who 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

This year, advertisement for nominations will begin in late November. Advertisement will be through both printed and online avenues to reach the full community.

There will be 11 carry-over nominations from previous years. These nominations will be considered along with any new nominations when the subcommittee meets in early March to discuss the nominees and recommend one nominee to the full Commission. The current subcommittee consists of Commissioners Greenberg, Nigel, and Zamattia.

FISCAL IMPACT:

None

ATTACHMENTS:

2023 Application



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 publicly presented to the deserving recipient at the televised Parks and Recreation Commission in April. Deadline to submit is February 28, 2023.



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: _____ Phone Number: _____ Years of Service : _____

Address: _____ Email Address: _____



Short Biography of Nominee and Nature of Service (type of program, uniqueness, number of people it benefited etc.).
Additional documents may be sent to sbcs@sanbruno.ca.gov.

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: _____