



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**

**June 15, 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:** May 18, 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. Accept Staff Recommendation to Relocate the August 17, 2022 Commission Meeting
 - b. Accept Staff Recommendation to Cancel July 20, 2022 Commission Meeting
8. **ITEMS FROM COMMISSIONERS:**
9. **ITEMS FROM STAFF:**
 - a. RAC Communications
10. **ADJOURNMENT**

The next regular Parks and Recreation Commission Meeting will be on Wednesday, August 17, 2022.

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



MINUTES

Parks and Recreation Commission Meeting May 18, 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, Martinucci, Nigel, Zamattia, Zastrow, and Zbriger. Staff Present: Brewer, Mottola, and Venezia.

Commissioner Zamattia led the Pledge of Allegiance.

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

3. **ACCEPTANCE OF THE MINUTES:** Minutes from April 20, 2022. **MSC Martinucci/Gonzales.** Unanimous.

4. **CONSENT CALENDAR:** None.

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

6. **UNFINISHED BUSINESS:** None.

7. **NEW BUSINESS:**

- a. Memorial Recognition Subcommittee Appointment – **Superintendent Brewer** presented the staff report. **Chair Palmer** asked for volunteers. **Commissioner Kuhn** stated he would be interested. Chair Palmer and Commissioner Kuhn will make up the subcommittee.

- b. Information Regarding Summer Access Scholarship Program – **Superintendent Brewer** presented the staff report. She gave kudos to Kelsey Clyma, Recreation Services Coordinator, for writing the grant. This County grant will allow a \$1,000 scholarship per qualifying child for summer programs. 20 scholarships have been awarded so far. **Director Mottola** explained that our existing scholarship is limited to \$200 per family per trimester of the calendar year. This is a substantial difference and a much needed type of adjustment for the summer program. The real equity of access to programs is important. Many of the summer camps are learning through play based.

Commissioner Greenberg asked about summer camp locations. **Director Mottola** stated that the first week of camp will be at Commodore Park and everything else will be at Parkside.

Vice Chair Gonzales congratulated Kelsey Clyma for this amazing opportunity for families in the community. **Chair Palmer** echoed Vice Chair Gonzales' words.

Commissioner Kuhn asked if scholarships had been awarded and if applications were still being submitted. He asked about the deadline to enroll in camps. **Superintendent Brewer** stated that applications were still coming in. She stated that between 20 – 25 have been awarded. She stated that there were still openings for camps and that the deadline was when

it is booked or it started. The scholarship information was still being advertised through social media and emails.

Chair Palmer asked about the infrastructure part of the grant. **Director Mottola** stated that some hotspots and additional canopies would be purchased for outdoor camps.

Commissioner Zastrow asked about the cost of camps. **Superintendent Brewer** stated that the \$1,000 would cover approximately 75% of the cost if all weeks are needed during the summer.

8. **ITEMS FROM COMMISSIONERS:**

- a. RAC Communications – **Chair Palmer** showed the presentation from tonight's earlier RAC Advisory Committee Meeting.

Vice Chair Gonzales and **Commissioner Martinucci** presented the idea of a park scavenger hunt to get the community involved with visiting all of the parks. The commissioners discussed the idea and were in favor of developing it. **Director Mottola** thought this was a brilliant idea to get people to go explore. **Chair Palmer** agendaized until next month's meeting.

Commissioner Nigel stated he just completed his 52nd year on the commission. Commissioners congratulated him.

Commissioner Greenberg completed a park visit to Buckeye Park. She spoke to people visiting the park and asked for their thoughts and suggestions. She reminded everyone that the renovation at Greenberg field would begin on May 23rd. **Chair Palmer** asked if there would be a ribbon cutting ceremony at the start. **Commissioner Greenberg** stated that there was talk that it would be at the completion of the project.

Vice Chair Gonzales stated that the parks looked great. She and Commissioner Martinucci visited 6-7 parks. She thanked Dan and staff. Other commissioners agreed.

Chair Palmer brought Helen Kiefer her Community Recognition Award plaque. He was impressed by all of her work. **Commissioner Martinucci** stated that she enjoyed having these awards presented on zoom so family and friends from out of the area could attend.

9. **ITEMS FROM STAFF:**

- a. Recreation Division Staffing Update – **Director Mottola** presented an overview of the status of staffing levels within the Recreation and Senior division. It was born out of necessity as well as best practices that a more unified division of Recreation and Seniors was created. She reviewed program delivery pre-Covid, through Covid, and current. **Director Mottola** acknowledged all of Superintendent Brewer's excellent work with the Senior lunch program during Covid. She stated that the new deputy director would be starting in mid-June. The position was needed due to the growth of the RAC and new programs. Staffing was the lowest it has been since 2019 with four staff. She reviewed the body of work that would be needed to open the RAC. Program plans with recommended fees would be upcoming for the Commission to review before going to Council. This work would need to be done by December so a mid-year resource request could happen. It will be an exciting and heavy workload over the next six months. She acknowledged the extraordinary effort that was put out on a daily basis in order to serve the community.

Chair Palmer thanked Director Mottola for her comprehensive report. He gave kudos to the staff for all of their work.

Commissioner Zamattia stated she was impressed by how much staff does and thanked staff.

Superintendent Brewer announced that Community Day would be taking place on Sunday,

June 5th after the Posy Parade. It would happen on San Mateo Avenue from noon – 5pm. She reviewed the day's events. She asked if the commission would like to staff a table for the event. Since there was interest, she stated that she would send out an email and then put together a schedule. **Vice Chair Gonzales** asked if there could be printed information for the table about the RAC. Commissioners discussed the look of the table and giveaways.

10. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:51 p.m.

DRAFT



Date: June 15, 2022
From: Danielle Brewer, Community Services Superintendent
To: Parks and Recreation Commission
Subject: Accept Staff Recommendation to Relocate the August 17, 2022 Commission Meeting

BACKGROUND:

From time to time, the Parks and Recreation Commission has held offsite meetings to tour parks or projects. For the past few months, the Community Services Department has been working with nonprofit partners to complete projects that enhance the user experience at our parks and sports fields. Staff is proposing to relocate the August 17, 2022 meeting of the Commission to tour these projects.

DISCUSSION:

The Community Services Department has been working with projects at San Bruno City Park, Lions Field, and Greenberg Field that have been made possible through the generosity of our non-profit partners. Many of the projects will be completed by the August Parks and Recreation Commission Meeting.

Staff is proposing to relocate the meeting so that the Commission can experience the projects in person. If Commission concurs with the proposal to move the meeting offsite, the meeting will begin at San Bruno City Park and travel from there to Lions Field and from Lions Field to Greenberg Field.

Any conduct of business will take place at Greenberg Field and Commodore Park Picnic Area 1 and 2. The meeting will be agendized so members of the public would be appropriately noticed and invited to join the tour and the meeting at Commodore Park. We think this will be a wonderful opportunity to say thanks to our local nonprofits for everything they do to support Parks and Recreation and would like to invite representatives from our funding partners for these projects to join us.

RECOMMENDATION:

Staff recommends that the Commission moves the location of its August 17, 2022 meeting.

FISCAL IMPACT:

None



Date: June 15, 2022
From: Danielle Brewer, Community Services Superintendent
To: Parks and Recreation Commission
Subject: Accept Staff Recommendation to Cancel July 20, 2022 Commission Meeting

BACKGROUND:

The Commission has traditionally cancelled their meeting for July. This had been the practice since 2002. If there are any time sensitive items for a July meeting, staff will recommend the Commission hold the meeting or schedule a special meeting to conduct the pertinent business.

DISCUSSION:

At this time, it is not anticipated there will be time sensitive items brought to the commission in July. Any business that is brought forward will be discussed in August.

RECOMMENDATION:

Staff recommends that the Commission cancel its July 20, 2022 meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

None