



**SAN BRUNO PARKS & RECREATION COMMISSION
MINUTES**

February 18, 2015

1. **Chair Palmer** called the meeting of the San Bruno Parks and Recreation Commission to order at 6:30 p.m.
2. **PRESENT AT MEETING** – Commissioners: Chair Palmer, Vice-Chair Pierce, Davis, Gonzales, Greenberg, Melendrez, Zamattia, and Chin. Staff: Burns, Brewer, and Bohlen. City Council Liaison: Medina. Public: Gretter. Excused: Commissioner Nigel.
3. **ANNOUNCEMENTS:** None
4. **PRESENTATIONS:** None
5. **REVIEW OF AGENDA:** None
6. **APPROVAL OF MINUTES:** **MSC Davis/Greenberg** to approve the Minutes of the January 21, 2015 meeting. Chair Palmer abstained.
7. **PUBLIC COMMENT:** None
8. **CONDUCT OF BUSINESS:**
 - a. **Adopt-a-Park Program:** **Commissioner Davis** had some suggestions on reformatting agreement and volunteer application as well as adding more information to what volunteers can do. **Commissioner Pierce** asked when this would go to Council. **Director Burns** asked for a motion to approve and move to Council meeting on March 10, 2015. **MSC Gonzales/Palmer**.
 - b. **Memorial Recognition Plaque:** **Director Burns** asked for guidance on inscription. **Commissioner Greenberg** suggested a longer inscription. **Commissioner Davis** suggested a more descriptive and less poetic inscription that would acknowledge tributes for both living people and those that have passed. **Superintendent Brewer** stated that one order has been received. **Chair Palmer** asked for ideas to be given to Director Burns for March 18th meeting. **Director Burns** would like to put information about plaques in the next addition of the Focus.
 - c. **Park and Recreation Commissioners Handbook:** **Superintendent Brewer** gave an overview of proposed changes. **Commissioner Greenberg** suggested the annual commission calendar be inserted annually and made the last page. **Chair Palmer and Commissioner Davis** volunteered to be on the sub-committee and will meet with **Director Burns and Superintendent Brewer** to review the handbook in depth.

- d. **Florida Avenue Property Acquisition: Director Burns** presented a written timeline of Florida Avenue property as requested by the Commission at the last meeting. Still concern within the Commission that they weren't included in the purchase decision. Discussion about park-in-lieu fees and how to move forward more constructively with letting Council know the needs of the Community Services department.
- e. **Community Recognition Award Sub-Committee Members: Commissioners Gonzales, Greenberg, and Zamattia** volunteered to comprise sub-committee. **Superintendent Brewer** will initiate meetings.
- f. **Fees and Charges Sub-Committee Members: Chair Palmer and Commissioner Melendrez** volunteered to comprise sub-committee. **Superintendent Brewer** will initiate meetings.

9. REPORT FROM COMMISSIONERS:

- a. **Commissioner Davis** received an email from Win Jew regarding status and funding for pathway project through City Park. **Director Burns** said that there are no resources until 15/16 budget and she will call Mr. Jew tomorrow.
- b. **Commissioner Davis** explained the 911 call at the Recreation Center gym from Tuesday night, February 17, 2015. **Vice Mayor Medina** suggested taking the defibrillator from the pool to the Recreation Center. **Director Burns** will make the request to buy one for the Recreation Center.

10. AGENDA BUILDING:

- Community Recognition Plaque – proper language
- Park Path
- Community Recognition Nominations

11. ADJOURNMENT: With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:42pm.

Respectfully Submitted,

Amy Bohlen
Accounting and Customer Service Representative