



**SAN BRUNO PARKS & RECREATION COMMISSION  
MINUTES**

February 19, 2014

- A. Chair Palmer** called the regular scheduled meeting of the San Bruno Parks and Recreation Commission to order at 6:30 p.m.

**Youth Commissioner Chin led the Pledge of Allegiance.**

- B. PRESENT AT MEETING** – Commissioners: Chair Palmer, Vice-Chair Davis, Greenberg, Lara, Nigel, Marshall and Pierce. Excused: Zamattia. Staff: Burns and Brewer.

- C. MINUTES:** MSC Nigel/Marshall to approve the Minutes of the January 15, 2014.

- D. UNFINISHED BUSINESS:** None

- E. COMMUNICATIONS:** None

- F. PUBLIC COMMENT:** None

**G. NEW BUSINESS:**

- 1. Welcome New Youth Commissioner:** Newly appointed **Youth Commissioner Brittany Chin** introduced herself to the Commission. She is a Junior at Capuchino High School. She is a varsity cheer leader, plays badminton and is an IB Diploma student with a 4.3 grade point average. She also volunteers her time with the Junior Giants. She was welcomed by the Commission. **Commissioner Pierce** told her that part of her obligation on the Commission is to help them keep things current and in the vision of the youth of the community.
- 2. Front Office Security:** Report was accepted as submitted. **Vice Chair Davis** noted that staff should be trained on notifying co-workers in case something happens in the front office. **Chair Palmer** felt this was a great idea and said it was important to keep the staff safe.
- 3. Community Recognition Award:** Report was accepted as submitted. **Chair Palmer** appointed **Commissioners Nigel, Pierce and Zamattia** to the Sub Committee to meet with staff.
- 4. Review of Commission Handbook:** **Chair Palmer** suggested the handbook be reviewed every two years unless there are needed changes. **Interim Director Burns** asked if the review should be placed in the Commissions Bi-Laws or if it should be reviewed at the request of the Chairperson. **Chair Palmer** felt the review should be at the request of the Chairperson.

**H. REPORTS:**

**1. Staff Reports:**

**Superintendent Brewer**

- Notified the Commission of the upcoming Narita Sister City visit. **Interim Director Burns** thanked Commissioner Greenberg for procuring 25 donated tickets from the Giants for the Narita delegation to enjoy the Giants vs. Athletics game.

- **Interim Director Burns** gave an overview of the upcoming Centennial activities. **Commissioner Greenberg** asked what the Commission's role would be for the centennial activities. **Interim Director Burns** stated that the Council Sub Committee would be holding a follow up community meeting and more information would be available at that time. **Commissioner Lara** noted he received a phone call from an attorney who grew up in San Bruno and would like to write a story about the City possibly in conjunction with the Centennial. **Interim Director Burns** stated that she too had spoken with Mr. Constantino and would be following up with him directly on his ideas for celebrating the City's Centennial.
- **Interim Director Burns** reported that **Commissioner Zamattia** attended the Cultural & Arts Commission meeting and asked for advice and assistance regarding the front of the pool house. A "paint by number" mural is a possibility to be part of the Community in the Park day in conjunction with the Centennial. **Commissioner Pierce** asked what were the next steps regarding a concept. **Interim Director Burns** informed the Commission that Staff would find an artist, with the assistance of the Culture & Arts, who could work with the Parks & Recreation Commission to develop a concept and design for the pool house.

**2. Commissioner's Report:**

- **Commissioner Nigel** stated he would be attending the 2014 CPRS Conference in Ontario, CA in March. As always he is chairing the CAPRCBM scholarship committee and raising money for three scholarships for college students.
- **Chair Palmer** asked how the progress of the City and San Bruno Park School District Joint Use Agreement is going. **Interim Director Burns** noted the Council and School Board extended the agreement until mid-May and a new agreement will be to both governing boards before the end of the extension. **Vice Chair Davis** asked if it was logical for the City to continue maintaining the Master Field Schedule for the School District Fields. **Interim Director Burns** noted it would likely be in the City's and community groups best interest to continue to maintain the schedule for the fields to ensure continuity and communication.

**I. AGENDA BUILDING:**

1. Photo of newly formed Commission for Summer Activity Guide
2. Review of the Brown Act
3. Commission's Centennial Involvement
4. City Sponsorship of Relay for Life
5. Master Fee Schedule Increases

**J. ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:31pm.

Respectfully Submitted,

Danielle Brewer  
Community Services Superintendent