



**SAN BRUNO PARKS & RECREATION COMMISSION
MINUTES**

December 3, 2014

1. **Vice-Chair Pierce** called the meeting of the San Bruno Parks and Recreation Commission to order at 6:30 p.m.
2. **PRESENT AT MEETING** – Commissioners: Vice-Chair Pierce, Gonzales, Greenberg, Melendrez, Nigel and Youth Representative Chin. Staff: Burns, Barros and Mattias. Excused: Chair Palmer, Davis, and Zamattia.
Vice-Chair Pierce welcomed newly appointed PRC Commissioners Gonzales and Melendrez. Introductions took place and new commissioners gave a brief backgrounds. Commissioner Melendrez led the Pledge of Allegiance. Vice-Chair Pierce asked for a moment of silence for Chair Palmer's father.
3. **ANNOUNCEMENTS:** None
4. **PRESENTATIONS:** None
5. **REVIEW OF AGENDA:**
Director Burns noted that Commissioner Davis had questions regarding the vacant lot on Florida, she has held request until the January meeting.
6. **APPROVAL OF MINUTES: MSC Nigel/Greenberg to approve the Minutes of the October 15, 2014 meeting.** Commissioner Gonzales and Melendrez abstained.
7. **PUBLIC COMMENT:** None
8. **CONDUCT OF BUSINESS:**
 - a. **2015 Meeting Schedule** was reviewed.
 - Director Burns noted that Commissioner Handbooks will be updated in February.
 - Vice-Chair Pierce asked to add Council Member Medina's name next to Council Liaison on bottom of sheet.
 - PRC would like to request that the Annual Presentation to City Council be put on the November 10th Council Meeting if possible.
 - b. **Adopt-a-Park Program: Director Burns** noted that since the full commission wasn't in attendance, this item will be brought back in January's meeting. **Parks Supervisor Barros** will be the Staff Liaison responsible for this Program. He reviewed the programs; Guidelines, Regulations, Application / who is eligible and noting that he would like to see a one year obligation term dedicated to Park/Field not just the project from group(s)/Individuals. He would like to start with City parks and athletic fields then move on to other facilities.

Comments/Concerns that were reviewed:

- Crestmoor Fields not on list
- Insurance
- Staff Supervision
- Cost/Training
- Signage of Adoption
- Advertisement of Program
- List for Individuals who would like to help
- Unacceptable work from groups

Commissioners noted that this was an excellent report and are very excited about program! **Director Burns** invited Commissioners to attend the City Council Meeting in support of Program.

9. REPORT FROM COMMISSIONERS:

- Commissioner Nigel** was very happy with the Annual Report to City Council, felt it was very professionally done and thanked Commissioners for attending the City Council Meeting. **Commissioner Greenberg** also noted that the Commission did an excellent job and would like to have a hard copy of the Slide Presentation.
- Vice-Chair Pierce** asked for an update on the Recognition Program. **Commissioner Nigel** would like in the new year to collect funds for plaques to honor the late Commissioners Bob Greenberg & Tom Lara. **Commissioner Greenberg** would like to have cost of plaques on back page of recognition pamphlet.
- Commissioner Melendrez** noted that the extension of the Concerts and Movies in the Park were a great idea! **Director Burns** said that the Cultural and Arts Commission is working on getting food trucks in the park during the Concerts/Movies for next year!
- Vice-Chair Pierce** invited everyone to the annual Tree Lighting event at the Recreation Center on Thursday, December 4th @ 5:30pm. Also, Capuchino Tree Planting on Thursday, December 4th @ 3pm. **Director Burns** noted that there were still tickets available for the Centennial Gala on December 6th.

10. AGENDA BUILDING:

- Lot on Florida Avenue
- Recognition Program
- Adopt-A-Park Program

11. ADJOURNMENT: With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:35pm.

Respectfully Submitted,

Jackie Mattias
Executive Assistant