



PARKS AND RECREATION COMMISSION Ñ AGENDA

Wednesday, December 4, 2013 • 6:30pm • San Bruno City Hall, 567 El Camino Real

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 DISCUSSION. 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.

A. CALL TO ORDER / PLEDGE OF ALLEGIANCE:

B. ROLL CALL: Commissioners: Chair Palmer, Vice-Chair Davis, Greenberg, Lara, Marshall, Nigel, Pierce, Zamattia; Youth Commissioner - Vacant

C. APPROVAL OF MINUTES: October 16, 2013

D. UNFINISHED BUSINESS:

E. COMMUNICATIONS:

F. 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 rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)

G. NEW BUSINESS:

1. 2014 Meeting Schedule
2. 2013-14 Work Plan Review
3. Review of Capital Improvement Projects

H. REPORTS:

1. Staff
 - o Annual Tree Lighting Ceremony
2. Commissioners

I. AGENDA BUILDING

J. ADJOURNMENT

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



DATE: December 4, 2013
TO: Parks and Recreation Commission
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: 2013-14 Work Plan Review

The Commission presented the yearly report to the City Council at the meeting on November 12. Part of the presentation included a review of the Commissions 2013-14 work plan.

The Commissions' FY 2013-14 work plan is as follows:

- Adopt a Park Program
- Review and Advise the City Council on the newly implemented San Bruno Park School District site user fees
- Evaluate and Expand the Aquatics Program at the San Bruno Park Swimming Pool
- Park and Recreation Facility Inspection (Monte Verde Field, Buckeye Park, Pacific Heights Park, Fleetwood Park, Ponderosa Park Tot Lot and Portola Center for Performing Arts)

These are the goals the Commission and staff will work towards for the Fiscal Year 2013-14.

Staff would like to review with the Commission, if there are any additional areas in which to explore over the coming year.



DATE: December 4, 2013
TO: Parks and Recreation Commission
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: 2013-14 Capital Improvement Project Review

On November 12, the San Bruno City Council approved the Capital Improvement Projects submitted by staff. The following park and recreation projects were approved by City Council:

- **City Tree Management Program:** In order to assess the health of the City's urban forest and potential risk of injury to people and damage to property, the City commissioned a licensed arborist to complete a tree inventory on City owned property. Of the 7371 trees inventoried, 226 were identified as requiring removal or pruning. This appropriation will assist in the removal of the trees that are identified as the highest priority for removal.
- **Commodore Play Structure and Surface Replacement Project:** Commodore large play structure was the only structure not replaced when all parks were replaced with the Proposition 12 and 40 funding. Over the past several years, parts of the structure is in need of replacement and the parts are not available. In addition, due to the park's slanted angle, the wind and rain washes the wood chip ground cover away, rendering the area not safe for the children playing.
- **The Performing Arts Center** serves children in the after school program daily as well as enrichment classes in the evening, on the weekends and in the summer time. The roof needs a full replacement due to dry rot causing leaks.
- **Swimming Pool Plumbing Replacement Project:** This project will replace the plumbing which exchanges water between the large swimming pool and the water filtration and heating systems. Due to the age, the plumbing is leaking at a rate of approximately 400 gallons daily. This project will ensure the safety and integrity of the pool and surrounding areas and reduce the expense associated with refilling the swimming pool.

Each project will be subject to the standard City bidding and project management guidelines. All projects will be submitted for approval individually by the City Council.