



MEETING MINUTES

PARKS AND RECREATION COMMISSION

January 20, 2016

1. **Call to Order:** Chair Palmer called the meeting of the San Bruno Parks and Recreation Commission to order at 6:30 p.m.
2. **Roll Call:** Commissioners Present: Chair Palmer, Vice-Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, and Zamattia. Staff: Burns and Aker.
3. **ANNOUNCEMENTS:** None.
4. **PRESENTATIONS:** None.
5. **REVIEW OF AGENDA:** None.
6. **APPROVAL OF MINUTES: MSC Nigel/Melendrez to approve the minutes of the December 2, 2015 meeting.** Commissioner Zamattia abstained.
7. **PUBLIC COMMENT: Tim and Reyna O'Brien of Florida Avenue** gave suggestions for the park proposed at the City owned property on Florida Avenue. Director Burns gave an update on the property and noted the item would be on an upcoming City Council agenda to demolition the existing structure and environmental remediation.
8. **CONDUCT OF BUSINESS:**
 - a. **Discussion and Recommendations for Limiting Vehicle Access to Commodore Park and Greenberg Field:** Director Burns provided a brief report advising the Commission that she, Chair Palmer, Commissioner Greenberg, and Fields Supervisor Barros met at Commodore Park to evaluate plans for limiting vehicle access. As a result of this review, the recommendation to the Commission is to plant trees and install bollards to restrict vehicle access along Greenberg Field and plant trees and shrubs to create a physical and visual barrier for children along Cherry Avenue. Commissioner Davis asked staff to keep children, pets, and maintenance in mind when deciding on the species of trees and shrubs to plant.
 - b. **Identification of Subcommittee Lead Commissioners:** Chair Palmer reviewed the six subcommittees and subcommittee leads as well as the responsibilities of each subcommittee which is described in the Draft Commissioner Handbook.

1. Master Fee Schedule – Palmer (Lead), Melendrez
2. Earl/Glenview Park Reconstruction – Davis, Greenberg, Zamattia (Lead)
3. Adopt-a-Park Program – Gonzales (Lead), Palmer
4. City Park Pathway Project – Davis (Lead), Nigel, Zamattia
5. Commissioner Handbook - Davis, Melendrez, Palmer (Lead)
6. Community Recognition – Greenberg (Lead), Zamattia

c. **Schedule Meeting of the Master Fee Schedule Subcommittee:** Meeting was scheduled for 6:00 p.m. on Tuesday, January 26, 2016 at the Veterans Memorial Recreation Center.

d. **Distribution of Draft Commissioner Handbook for Commission Input at February Meeting:** Chair Palmer and Commissioners Davis and Melendrez put together an updated draft of the Commissioner Handbook. The Commission briefly reviewed the Handbook and agreed to come back with any feedback or questions at February's meeting.

9. **REPORT FROM COMMISSIONERS:**

a. Subcommittee Updates (as needed) –

1. Earl/Glenview Park Reconstruction – Meeting is scheduled for 7:00 p.m. on Tuesday, February 2 at the San Bruno Senior Center.
2. Adopt-a-Park Program – Commissioner Gonzales provided a handout from the subcommittee meeting which included information regarding the current organizations involved in Adopt-a-Park Program and projects they are working on. The subcommittee is working with staff to create a flyer to distribute to local businesses and community groups

b. Report from Commissioners – Commissioner Nigel requested the Commissioners consider donating to the scholarship drive. Commissioner Greenberg wanted a follow up on the replacement of the Pacific Heights Port-a-Potty. Director Burns informed the Commission that Supervisor Barros confirmed it had been replaced. Commissioner Davis requested staff repair the new San Bruno City Park sign because it is collecting condensation. Commissioner Zamattia asked when the tennis courts would all be open again. Director Burns replied that only one of the three tennis courts was closed due to the repair and estimated the project to be complete in early spring. Commissioner Davis expressed concern about the lever of fiber in the play equipment box at City Park. Director Burns said she would follow up with staff. Commissioner Gonzales told the Commission that she was in the process of recruiting a candidate for the youth representative position on the Commission. Director Burns informed the Commission that City Council had approved the play structure acquisition for Commodore Park and construction should begin in March. Director Burns noted staff hired a company to deal with the gopher problem at City Park. Director Burns advised the Commission that the City Council would be filling the vacancy on the Parks and Recreation Commission at their Tuesday, January 26 meeting with one of the three applicants.

10. **AGENDA BUILDING:**

- Input on the development of the Capital Improvement Budget

- Review and approval of draft Commissioner Handbook
- Plan to restrict vehicle access to Commodore Park

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:00 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno