



**MEETING MINUTES**

**Parks and Recreation Commission  
April 20, 2016**

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 7:00 p.m. Commissioners Present: Chair Palmer, Vice-Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Staff: Burns, Brewer, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Melendrez led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA: MSC Nigel/Gonzales** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES: MSC Melendrez/Nigel** for approval of the March 16, 2016 meeting minutes. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Presentation of Community Recognition Award – Ken Kreisel presented the Community Recognition Award to Tony and Elisa Geraldi for 25 years of service to the Senior Center Nutrition Program and San Bruno community. Tony and Elisa expressed their thanks for the honor, and that it was their pleasure to work for a community they consider family. The Commission expressed their appreciation and admiration for the recipients of the award and presented them with a plaque.
  - b. Summer Recreation Program Preview – Superintendent Brewer gave the Commission a review of all the programs the Recreation office would be offering for summer 2016. Staff will bring back the traditional summer camps as well as the popular aquatics programs, and adding a few specialty camps as well. She also introduced a camp video that would run on San Bruno Cable as part of an advertising strategy that Recreation Services Supervisor, Danielle Kranitz, filmed in collaboration with San Bruno Cable. The Commission congratulated staff on the video and appreciated the great success of the camp program over the years.
8. **UNFINISHED BUSINESS:**

- a. Review and Approval of Parks and Recreation Commission Handbook – Commissioner Nigel thanked the committee for the new streamlined structure of the handbook. Commissioner Salazar addressed a link that was no longer valid in the Brown Act section of the handbook and Commissioner Nigel also addressed an edit on page 11 of the handbook. **MSC Greenberg/Davis** to approve the handbook after the corrections were made. Approved unanimously. Commissioner Salazar asked staff where the handbook will be posted or available to the public and Director Burns responded that she would ask the City’s Information Technologies department if it could go on the homepage for the Parks and Recreation Commission on the City website.

**9. EXCLUDED CONSENT:** None.

**10. ITEMS FROM STAFF:**

- a. Community Day in the Park Planning Update – Superintendent Brewer updated the Commission on the progress of the upcoming Community Day in the Park. The City is working in partnership with the San Bruno Community Foundation as well as the Lions Club. There will be food, live music, and a car show as well as rides. Wristbands for the rides will be available for sale at the Recreation office and City Hall for \$10 before the event and \$20 the day of. Director Burns added that Community Commissions, Committees, and Boards will have information tables during the event and asked the Commission if they would have one as well. The Commission replied that they will have a table present at Community Day in the Park.
- b. Director Burns wanted to let the Commission know that during May’s Park and Recreation Commission meeting, there would be a staff report regarding changing the software company currently used for class registration and reservations. They were also hoping to present it to City Council in May.

**11. PUBLIC COMMENT:** None.

**12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates
  1. Master Fee Schedule – None.
  2. Glenview/Crestmoor Park Reconstruction – Commissioner Zamattia reported that about 30 residents were at the second meeting for the Glenview/Crestmoor Park reconstruction planning at the San Bruno American Legion hall on Monday, March 21, 2016. Residents reviewed the design concepts that were presented during the first meeting and they were given maps to look at specific locations for some of the amenities. The third meeting will be on Thursday, May 12 at 6:30 p.m. in Room 115 at City Hall.
  3. Adopt-a-Park Program – Commissioner Gonzales reported that the first planting project at Grundy Park scheduled for April 9<sup>th</sup> was rained out would need to be rescheduled. Commissioner Gonzales said they were still able to create a better volunteer list on that day for future projects, such as the tree planting project on Arbor Day. Commissioner Davis asked about how organizations adopt parks and Commissioner Gonzales replied that several community groups have already adopted parks but that they were

trying to build a bigger community of people to adopt neighborhood parks so that when work needs to be completed they can call upon that organization to complete it.

4. City Park Pathway Project – None.
5. Commissioner Handbook – None.

- b. Commissioner Greenberg reported that the Junior Giants fliers had been distributed through San Bruno schools and that their sign - ups were scheduled for Saturday, April 30<sup>th</sup> at the San Bruno Library. She also commented that she loves the summer Activity Guide and appreciates all the different camps offered to kids. She also appreciated the Youth Activities Committee ad that was in the guide. She commented that some residents had questioned her about trees being planted on Peachwood and she asked staff if they had any updates on when that would take place. Director Burns replied that the City has been working with a representative of the Home Owners Association who removed the trees on Peachwood to replace them, they are hoping to have them done soon. Commissioner Nigel thanked Commissioner Salazar for the articles he shared about Lorry and Bob Greenberg. He also asked for community participation for the upcoming Relay for Life and that he would be attending in honor of his sister. He also encouraged the Commission and residents to attend the San Bruno Community Foundation meetings which are held at the Senior Center every 1<sup>st</sup> Wednesday of the month at 7 p.m. Vice-Chair Davis wanted to announce that the Relay for Life was being held Saturday, April 30<sup>th</sup> at Capuchino High School at 9 a.m. She encouraged everyone to go and walk a lap for a good cause.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:52 p.m.

Respectfully Submitted,

Ludmer Aker  
Executive Assistant  
City of San Bruno