



**PARKS AND RECREATION COMMISSION  
AGENDA**

**Regular Meeting**

**Wednesday, June 15, 2016 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real – Room 115**

**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.**

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF THE AGENDA:**
4. **APPROVAL OF THE MINUTES:** May 18, 2016
5. **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.)
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:** None.
8. **UNFINISHED BUSINESS:**
  - a. Update on Parks and Facilities Projects
  - b. Florida Avenue Park Planning Next Steps
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
  - a. Community Day in the Park Update - Oral Report
  - b. Commission Direction on Cancellation of July Meeting
11. **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.)
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
  - a. Subcommittee Updates (as needed)
    1. Glenview/Crestmoor Park Reconstruction (Davis, Greenberg, Zamattia) – None
    2. Adopt-a-Park Program (Palmer, Gonzales) – Oral Update
  - b. Report from Commissioners
13. **ADJOURNMENT**



**MEETING MINUTES**

**Parks and Recreation Commission  
May 18, 2016**

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:32 p.m. Commissioners Present: Chair Palmer, Gonzales, Greenberg, Melendrez, Nigel, and Salazar. Commissioners Absent: Davis and Zamattia. Staff: Burns and Brewer.
2. **PLEDGE OF ALLEGIANCE:** Chair Palmer led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Nigel/Melendrez** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Gonzales/Melendrez** for approval of the April 20, 2016 meeting minutes. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Presentation of Recommended Software System for Recreation Registration and Reservations – Superintendent Brewer reported that staff has completed its review and selection of a new software platform for registrations and reservations. This new software will be less expensive and more user friendly. Staff has proposed the migration in the proposed Fiscal Year 2016-17 Operating Budget. Patrons will now be able to register on line without the convenience fee charged by the current software provider.. Commissioner Melendrez asked when the new program would be launched. Superintendent Brewer replied that if approved in the budget, a contract could be executed with the company in July, training for staff will occur in late fall and the system will go live in time for the Winter/Spring registration cycle.
  - b. Formation of Subcommittee for Florida Property – Director Burns informed the Commission what would be happening over the next few months regarding the property on Florida Avenue the City acquired for the purpose of building a park. The City Council would soon be reviewing a request to award a contract for the demolition of the current house on Florida Avenue that would take approximately 4 months to complete. During that time there would be a community engagement

process to develop a master plan for the park. She also requested the Commission form a subcommittee. Commissioner Salazar volunteered to be the lead on the subcommittee and Commissioner Melendrez also volunteered to be on it. The Commissioners were appointed to the subcommittee by Chairperson Palmer.

**8. UNFINISHED BUSINESS:**

9. **EXCLUDED CONSENT:** None.

**10. ITEMS FROM STAFF:**

- a. Community Day in the Park Planning Update – Director Burns and Superintendent Brewer updated the Commission on the format for the upcoming event. Commissioner Greenberg asked how presales on the wristbands were going and Superintendent Brewer replied that they were strong.

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 Greenberg reported that the meeting was smaller than the first two and included a presentation of plans for the placement of park amenities. There were three design concepts presented which are available for viewing on the City website. During the third meeting residents were asked to vote for their preferred design concept and they agreed on design concept number 2. Director Burns said that the purpose of the community meetings was to get design ideas to complete the master plan which will to the Commission for input and City Council for comments and approval. Commissioner Burns said she thought the draft master plan would be available for the Commission's input at the July meeting.
  3. Adopt-a-Park Program – Commissioner Gonzales reported that Chair Palmer met with Dave Stagnaro of the Eagle Scouts and that they would be doing a project at Lara Field over Memorial Day weekend. She also reported 12 trees were planted at Grundy Park during Operation Clean Sweep, and San Bruno Youth Baseball would be doing ongoing projects at Commodore and Pacific Heights Park.
  4. Commissioner Handbook – Director Burns stated the URL's had been removed from the handbook to ensure the information is current and not outdated or inaccurate. Commissioner Greenberg requested the handbook include revision dates in chronological order on the front page of the handbook.
  5. Community Recognition – None.
- b. Report from Commissioners – Commissioner Greenberg asked for an update on the Youth Representative for the Commission and Director Burns replied that Charlene Smith had been approved at the last City Council meeting and she would be present at the next meeting. Commissioner Greenberg also wanted to

announce that Junior Giants would be a part of the Summer Reading Program being offered by the San Bruno Library and that they would be signing up for the program during the June 18<sup>th</sup> Junior Giants meeting to sign up the kids and give them free books. Commissioner Nigel announced that the San Bruno Community Foundation would be presenting four \$20,000 scholarships on Wednesday, June 1. Commissioner Gonzales asked for clarification on the role of the Parks and Recreation Commissioners at Community Day in the Park and Chair Palmer said that if she wanted to answer questions on behalf of the Commission she was welcome to wear her badge but that he didn't think a table would be needed because staff would be present on behalf of the Community Services Department.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:03 p.m.

Respectfully Submitted,

Ludmer Aker  
Executive Assistant  
City of San Bruno



**CITY OF SAN BRUNO**  
COMMUNITY SERVICES DEPARTMENT

---

**DATE:** June 15, 2016  
**TO:** Parks and Recreation Commission  
**FROM:** Kerry Burns, Community Services Director  
**SUBJECT:** Update on Parks and Facilities Projects

**BACKGROUND:**

The Community Services staff have been working to complete various projects over the past few months. Provided is a status update on the projects.

**DISCUSSION:**

The repair on the tennis court wall is now complete. The contractors did a complete rebuild of the wall including the façade and supporting structure. The wall was rebuilt with all new pressure treated studs and plywood. It was also painted. Staff has replaced the net on the tennis court near the wall. The work scope was longer than first anticipated due to the deteriorated nature of the supporting structure of the wall.

The planting of trees at Commodore Park is scheduled for this week. The bollards are ordered and are anticipated to arrive by the end of June. It is anticipated the bollards will be installed by the middle of July. The purpose of the trees and bollards is to create a barrier to prevent vehicles from entering the park.

The 2015-16 Capital Improvement Project budget included funding to paint the interior of the Recreation Center including the gymnasium and office. Staff has met with a colorist who will assist with a color scheme for the gymnasium and interior spaces at the Recreation Center. Once the colors are chosen, Public Services will assist staff in preparing a request for bids for distribution. It is anticipated the painting will begin in late fall 2016.

**ATTACHMENTS:**

None



## **FLORIDA PARK CONSTRUCTION PLANNING MEETING**

**Wednesday, June 22, 2016**

**6:30 p.m. to 8:30 p.m.**

Bay Area Entrepreneur Center  
458 San Mateo Avenue  
San Bruno, CA 94066

**You are invited to attend a meeting to plan  
the new neighborhood park to be located at 324 Florida Avenue.**

This first of two planning meetings will include a presentation of park design concepts and small group discussions to identify the amenities, priority activities and, suggestions you would like to propose for the park. There will also be an opportunity to share issues and concerns concerning the design.

Residents of the neighborhood are invited and encouraged to attend this meeting. City staff and project representatives will be present to address questions and comments from interested parties.

Although not necessary to attend, please RSVP if you can to [kburns@sanbruno.ca.gov](mailto:kburns@sanbruno.ca.gov) or by calling the City of San Bruno at **(650) 616-7185**.

We look forward to seeing you at the Bay Area Entrepreneur Center on  
Wednesday, June 22, 2016!



## **Reunión de Planificación Para la Construcción de el Parque en la Avenida de Florida**

**Miércoles, 22 de Junio de 2016**

**6:30 p.m. a 8:30 p.m.**

Bay Area Entrepreneur Center

458 San Mateo Avenue

San Bruno, CA 94066

**Les invitamos a una reunión para planificar el nuevo parque de la vecindad  
ubicado en la Avenida de Florida de 324.**

Esta primera de dos reuniones de planificación incluirá una presentación de conceptos de diseño de parque y discusiones en grupo pequeño a identificar los servicios, las actividades prioritarias y sugerencias que gustaría proponer para el parque. También será una oportunidad para compartir problemas e inquietudes sobre el diseño.

Residentes de la vecindad se invita y anima a asistir en esta reunión. Representantes de la ciudad estará presentes para responder a preguntas y comentarios de las partes interesadas.

Aunque no es necesario, por favor responder a la invitación si usted asistirá a [kburns@sanbruno.ca.gov](mailto:kburns@sanbruno.ca.gov) o llamando a la ciudad de San Bruno en **(650) 616-7185**.

¡Esperamos verles en el Bay Area Entrepreneur Center en Miércoles, 22 de Junio de 2016!



**CITY OF SAN BRUNO**  
COMMUNITY SERVICES DEPARTMENT

---

**DATE:** June 15, 2016  
**TO:** Parks and Recreation Commission  
**FROM:** Kerry Burns, Community Services Director  
**SUBJECT:** Commission Direction on Cancellation of July Meeting

**BACKGROUND:**  
Historically the July Parks and Recreation Commission Meeting has been cancelled.

**DISCUSSION:**  
Staff is seeking the Commission's guidance on whether or not it wishes to cancel the July meeting. Information regarding the Earl/Glenview Park Planning process will be presented at the Commission's August meeting.

**ATTACHMENTS:**  
None