



MEETING MINUTES

**Parks and Recreation Commission
August 17, 2016**

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Youth Representative, Charlene Smith, absent. Staff: Burns and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Greenberg led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA: MSC Salazar/Gonzales** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES: MSC Nigel/Salazar** for approval of the minutes. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Information Regarding Big Lift Little Libraries Program – Director Burns explained that the Little Libraries Program is meant to promote literacy by providing free books for children up to the third grade. Currently there is one Big Lift Little Library at City Park in front of the Veterans Memorial Recreation Center, on San Mateo Avenue and, at the San Bruno Park School District office. Staff asked the Commission for input on a park selection for one of the remaining Little Libraries as well as for possible sponsors from the Commission. Commissioner Gonzales suggested putting one in the Florida Avenue Park once constructed.
 - b. Update on Additional Classes Due to Millbrae Community Center Fire – Director Burns said that the fire that occurred at the Millbrae Community Center on July 21, 2016 completely destroyed the building. The City of Millbrae will be without a Community Center for approximately 2-3 years. The City of San Bruno is providing classroom space (for the appropriate resident/non-resident fee) for contract classes/programs. Thus far, 11 classes/programs, through the end of the year, are now hosted at the Veterans Memorial Recreation Center. Additionally, the City is offering further assistance by lending tiny-tot equipment and supplies until Millbrae receives reimbursements from their insurance

company. Vice Chair Davis asked if San Bruno's buildings were properly insured for full replacement in case something like this happened within San Bruno. Director Burns replied that the staff does an inventory of assets to keep updated insurance policies and frequently reviews the inventory to insure adequate coverage.

- c. Lions Field Maintenance Status Update – Director Burns informed the Commission that there was a purchase order that encumbered \$20,000 for Lions Field maintenance. Staff is in the process of getting cost estimates for the batter's box, pitcher's mound, and second base slide area which is deteriorated due to foot traffic and sliding.

8. UNFINISHED BUSINESS:

- a. Oral Report on Status of Florida Avenue Community Engagement and Park Master Planning Process – Staff distributed letters to the Florida Avenue neighborhood to invite residents to the community meeting. Staff also sent out letters to residents after the community meetings were completed with meeting notes to provide the information given at these meetings to those who were unable to attend. Staff asked for input, comments, and suggestions for the final plan through the City website by Friday, September 16. Construction time for the Florida Avenue Park should be shorter than the Earl/Glenview Park because of its size. The demolition of the Florida property will start soon.
- b. Oral Report on Status of Earl/Glenview Community Engagement and Park Master Planning Process - Staff distributed letters to the Earl/Glenview neighborhood to invite residents to the community meetings. Staff posted all the community engagement meeting notes and plans on the City website and also included follow up letters that invited people to provide feedback and questions on the process that were unable to attend the meetings. MIG, Inc., the company used to facilitate these meetings with the community, will also be writing a draft master plan. Director Burns will present the draft master plan for the Earl/Glenview Park to the Commission during its September 21 meeting. Staff will be asking the Commission for input, questions, and/or suggestions for the draft master plan. The Commission's suggestions will then be incorporated into a staff report which will then go to the City Council at its meeting on September 27. Staff estimates construction will take approximately six months and is mindful of trying to finish construction as quickly as possible. She added that the budget for the Earl/Glenview Park is \$1,750,000.

9. EXCLUDED CONSENT: None.

- 10. ITEMS FROM STAFF:** Director Burns asked for the Commission's input regarding holding televised meetings for the Park and Recreation Commission twice a year. Commissioner Gonzales requested that the Commission still have at least one televised meeting a year because of the Community Recognition Award that they give. The Commission agreed to discuss only having one televised meeting in April and eliminate the televised meeting in October during their September meeting.

11. PUBLIC COMMENT: None.

12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

- a. Subcommittee Updates -
 1. Adopt-a-Park Program (Palmer, Gonzales) - Commissioner

Gonzales told the Commission that Michelle Hagar from Skyline College Classified Senate has volunteered to do a project that will soon be determined. Girl Scout Brownie Troop 6242 will be doing a flower planting project at Commodore Park, date to be determined.

- b. Report from Commissioners – Commissioner Melendrez wanted to comment that after attending the second Florida meeting in August, he agreed that the hiring of the consultant firm, MIG, was beneficial to the planning process. Commissioner Gonzales wanted to inform the Commission that she has become aware through Nextdoor that there will soon be organized meetings in San Bruno about residents wanting a new dog park. She also mentioned that Grundy has always had a problem with residents bringing dogs in even though that park does not allow off leash dogs. She added that residents do not like the current dog park available at Commodore Park and she feels the Commission needs to prepare for an organized group to bring this matter to one of their meetings soon. Commissioner Gonzales also stated that she is not for or against a dog park in San Bruno. Commissioner Greenberg requested that the July and August meetings be merged so there is not such a big gap in the summer between the Commission’s meetings. She also commented that she loves the Community Services Activity Guide and the activities that are being offered for fall are great. She requested that before every new publication of the Activity Guide, staff contact her about dates for Junior Giants sign ups because it changes every year. She commented that the Junior Giants speaker Michael Pritchett was fantastic at their event, and Chair Palmer added that the event was incredible and complimented Commissioner Greenberg on putting it together. Commissioner Greenberg also added that at the sign up event for Junior Giants, the Library was able to advertise for the summer reading program and were able to sign up over 300 kids. She also wanted to express her gratification with the trees planted at Commodore Park to prevent parking on the field. She commented on enjoying the new play structure at Commodore Park but wished that the entire playground area had rubberized flooring. Commissioner Greenberg also suggested that staff reevaluate how many parks workers they have on the weekends because she feels one worker is not enough. Vice Chair Davis requested staff to provide information on the updated bathroom project and the painting of the gym during next month’s regular meeting. Commissioner Salazar asked for information on the Park in Lieu fund and if any of the new developments would be contributing to it. Director Burns replied that she would provide that information during next month’s meeting.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:19 p.m.