



“The City with a Heart”

Mike Palmer, Chair
Kris Gonzales, Vice Chair
Lorry Greenberg
Jessica Martinucci
David Nigel
Lucy Zamattia
Michael Zastrow
Wesley Liu, Youth Representative

SAN BRUNO PARKS AND RECREATION COMMISSION
November 15, 2023
6:30 PM

IN PERSON* MEETING LOCATION San Bruno City Hall 567 El Camino Real, Conference Room 115 San Bruno, CA 94066 *Please turn off all electronic devices before the start of the meeting to prevent disruptions*	Zoom Link: https://sanbruno-ca-gov.zoom.us/j/86430126407 Phone Line: 1-669-444-9171 Webinar ID: 864 3012 6407 Webinar Password: 761562 *Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public. **No public comment accepted via Zoom
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PUBLIC COMMENT: In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it into Damian Sandholm. Public comment may also be emailed to dsandholm@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Damian Sandholm 48 hours prior to the meeting at (650) 616-7180 or via email at dsandholm@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Parks and Recreation Commission less than 72 hours prior to that meeting are available for public inspection at the City Clerk’s Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City’s Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

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- 1. CALL TO ORDER**
 - 2. ROLL CALL:** Chair Mike Palmer, Vice Chair Kris Gonzales, Lorry Greenberg, Jessica Martinucci, David Nigel, Lucy Zamattia, Michael Zastrow, Youth Representative Wesley Liu
 - 3. PLEDGE OF ALLEGIANCE:**
 - 4. REVIEW OF AGENDA:**
 - 5. ACCEPTANCE OF THE MINUTES:** October 18, 2023
 - 6. CONSENT CALENDAR:**

7. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA: *Individuals allowed three minutes. It is the Parks and Recreation Commission's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Parks and Recreation Commission from discussing or acting upon any matter not agendaized pursuant to State Law.*

8. NEW BUSINESS:

- a. Receive 2024 Parks and Recreation Commission Meeting Schedule
- b. Review Advertisement Plan for 2024 Community Recognition Award
- c. Accept Staff Recommendation to Cancel December 20, 2023, Commission Meeting

9. UNFINISHED BUSINESS:

- a. Continue Discussion on Recreation and Aquatic Center Implementation Plan Presentation from January 18, 2023

10. ITEMS FROM COMMISSIONERS:

- a. RAC Construction Advisory Committee Meeting Recap

11. ITEMS FROM STAFF:

- a. Library Quarterly Program Update – Presentation
- b. Extraordinary Service Award Recognition Ceremony Update
- c. Jingle Around the Block and Holiday Tree Lighting Announcement

12. ADJOURNMENT

**The next regular Parks and Recreation Commission Meeting
will be on Wednesday, January 17, 2024.
(Pending Cancellation of December 20, 2023 Meeting)**

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on November 10, 2023, by 6:00 p.m.



Lupita Huerta, City Clerk



MINUTES

**Parks and Recreation Commission
Meeting
October 18, 2023**

1. **CALL TO ORDER:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:31 p.m.
2. **ROLL CALL:** Commissioners Present: Chair Palmer, Vice Chair Gonzales, Liu, Martinucci, Nigel, Zamattia, and Zastrow. Excused Absence: Greenberg. Staff Present: Harden, Karlen, Sandholm, and Venezia.
3. **PLEDGE OF ALLEGIANCE:** **Community Services Director Travis Karlen** led the Pledge of Allegiance.
4. **REVIEW OF AGENDA:** **MSC Gonzales/Zastrow.** 7-0.
5. **ACCEPTANCE OF THE MINUTES:** Minutes from September 20, 2023. **MSC Nigel/Zastrow.** 7-0.
6. **CONSENT CALENDAR:** None.
7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** None.
8. **NEW BUSINESS:**
 - a. Introduction of Community Service Director, Travis M. Karlen - **Chair Palmer** introduced new **Community Service Director Travis Karlen.** **Director Karlen** gave an overview of his resume and background and was greeted by all the Parks Commissioners.
9. **UNFINISHED BUSINESS:**
 - a. Continuing Discussion on Recreation and Aquatic Center Implementation Plan Presentation from January 18, 2023.
10. **ITEMS FROM COMMISSIONERS:**
 - a. RAC Construction Advisory Committee Meeting Recap - **Chair Palmer** presented.

Commissioner Liu stated that October was domestic violence month and down syndrome month. **Commissioner Liu** stated that he was working with Supervisor Corzo on a family Justice Center. Last Saturday was the NAMI walk, raising awareness for mental wellness.

Commissioner Nigel commemorated **Chair Palmer** for his incredible service. He stated that CAPRCBM had been dissolved and would be absorbed by the advocacy portion of CPRS.

Commissioner Martinucci voiced concerns regarding Diamond #3 and the eucalyptus trees that were removed that had provided protection from cars from driving off Crystal Springs. She asked if there were any plans for a guardrail along Crystal Springs above Diamond #3.

Vice Chair Gonzalez asked about the fences at Florida and Lomita Parks. **Parks Manager Venezia** confirmed that the fence at Florida Park had been repaired and the fence at Lomita Park was on private property. **Vice Chair Gonzalez** mentioned there was a lack of recycling bins throughout the city's parks.

Chair Palmer welcomed new **Community Services Director Travis Karlen** and stated that he appreciated the work and care of the **Parks Manager Venezia** and the maintenance team.

11. ITEMS FROM STAFF:

- a. Extraordinary Service Award Recognition Ceremony Update - **Deputy Director Sandholm** stated he was working with the City Manager's office on the plans.

12. ADJOURNMENT: With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:31



2024 Parks and Recreation Commission Meeting Schedule

Wednesday, January 17, 2024

Wednesday, February 21, 2024

Wednesday, March 20, 2024

Wednesday, April 17, 2024

(Televised Meeting – Tentative, Recreation and Aquatic Center @ 7:00 p.m.)

Wednesday, May 15, 2024

Wednesday, June 19, 2024

Wednesday, July 17, 2024

(To be cancelled by Commission vote)

Wednesday, August 21, 2024

Wednesday, September 18, 2024

Wednesday, October 16, 2024

Wednesday, November 20, 2024

Wednesday, December 18, 2024

(To be cancelled by Commission vote)



CITY OF SAN BRUNO

Community Services Department

Date: November 15, 2023
From: Damian Sandholm, Community Services Deputy Director
To: Parks and Recreation Commission
Subject: Review Advertisement for 2024 Community Recognition Award

Background

Annually, the Parks and Recreation Commission accepts applications for the Community Recognition Award. The nominees are individuals who volunteer in San Bruno who deserve recognition for all the hard work and dedication demonstrated.

The criteria for nominations includes:

1. A person who has given unselfishly to the City or community.
2. A person who has performed an outstanding task for the City or community.
3. A person who shows service to the City, its citizens, and the community.
4. A person who goes above and beyond the call of duty for the City and community.

Discussion

This year, advertisement for nominations will begin in late November. Advertisement will be through both printed and online avenues to reach the full community.

There will be 15 carry-over nominations from previous years. These nominations will be considered along with any new nominations when the subcommittee meets in early March to discuss the nominees and recommend one nominee to the full Commission. The current subcommittee consists of Commissioners Greenberg, Nigel and Zamittia.

FISCAL IMPACT:

None

ATTACHMENTS:

2024 Application



Date: November 15, 2023
From: Damian Sandholm, Community Services Deputy Director
To: Parks and Recreation Commission
Subject: Accept Staff Recommendation to Cancel December 20, 2023, Commission Meeting

BACKGROUND:

The Commission has historically cancelled their meeting in the month of December since 2002. If there are any time sensitive items, Staff will recommend the Commission hold the December meeting or schedule a special meeting to discuss pertinent business.

DISCUSSION:

At this time, it is not anticipated there will be time sensitive items brought to the commission in December. Any business that is brought forward will be discussed in January.

RECOMMENDATION:

Staff recommends that the Commission cancel its December 20, 2023, meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

None.