



**GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\*  
CORONAVIRUS COVID-19  
AND SAN MATEO COUNTY HEALTH DIRECTIVE  
FROM MARCH 14, 2020**

*On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Parks and Recreation Commission.*

*If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at [sbcs@sanbruno.ca.gov](mailto:sbcs@sanbruno.ca.gov). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Parks and Recreation Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Parks and Recreation Commission and filed with the agenda packet becoming part of the public record for that meeting.*

*Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Amy Bohlen, Executive Assistant, 48 hours prior to the meeting at (650) 616-7180 or by email at [sbcs@sanbruno.ca.gov](mailto:sbcs@sanbruno.ca.gov). Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.*

**AGENDA  
SAN BRUNO PARKS AND RECREATION COMMISSION**

**February 16, 2022  
6:30 p.m.**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/85284276251?pwd=ZUN1WFFlY2U1c3Q3RWtFTWtIMWdqUT09>

Meeting ID: 852 8427 6251

Passcode: 439025

One tap mobile 1-669-900-9128 US (San Jose)

## **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 COMMENT. 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.**

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1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE:** Chair Mike Palmer, Vice Chair Kris Gonzales, Lorry Greenberg, Tom Kuhn, Jessica Martinucci, David Nigel, Lucy Zamattia, Michael Zastrow, Adam Zbriger, Youth Representative
2. **REVIEW OF AGENDA:**
3. **ACCEPTANCE OF THE MINUTES:** November 17, 2021
4. **CONSENT CALENDAR:**
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 raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **UNFINISHED BUSINESS:**
7. **NEW BUSINESS:**
  - a. Election of Officers 2022
  - b. Establish Subcommittee and Meeting for Community Recognition Award Nomination Review
8. **ITEMS FROM COMMISSIONERS:**
9. **ITEMS FROM STAFF:**
  - a. Fall and Winter Programming Recap
10. **ADJOURNMENT**

The next regular Parks and Recreation Commission Meeting will be via Zoom on Wednesday, March 16, 2022.

**\*\* POSTED PURSUANT TO LAW \*\***



## MINUTES

### Parks and Recreation Commission Meeting November 17, 2021

1. **Call to Order/Roll Call/Pledge of Allegiance:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Greenberg, Kuhn, Martinucci, Nigel, Zamattia, Zastrow, and Zbriger. Excused Absence: Gonzales. Staff Present: Brewer, Mottola, and Venezia.

**Commissioner Nigel** led the Pledge of Allegiance.

2. **REVIEW OF AGENDA: MSC Greenberg/Martinucci.** Unanimous.

3. **ACCEPTANCE OF THE MINUTES:** Minutes from October 20, 2021. **MSC Nigel/Zastrow.** Unanimous.

4. **CONSENT CALENDAR:** None.

5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** None.

6. **UNFINISHED BUSINESS:** None.

7. **NEW BUSINESS:**

- a. Review Advertisement for 2022 Community Services Recognition Award – **Superintendent Brewer** stated that application now includes a line for years of service which was a recommendation from the sub-committee. The application is pdf writable. There are eight carryover nominations from past years.

**Commissioner Nigel** asked if the nominations that were submitted in the past need to be updated with years of service. **Superintendent Brewer** stated that she has updated them. Applications are due by February 28, 2022.

**Chair Palmer** complimented the sub-committee, Commissioners Nigel, Zamattia, and Greenberg, on the job they did last year and he also expressed his wishes that they continue on the sub-committee moving forward.

**Commissioner Greenberg** asked how this will be advertised. **Superintendent Brewer** stated that it will be advertised in the activity guide, newsletter, City Manager's newsletter, all of the different social media, CityNet, and a direct email to all of the youth groups and non-profit groups. It will be advertised at multiple times.

**Commissioner Zastrow** suggested that it is be posted on the park bulletin boards.

- b. Review 2022 Parks and Recreation Commission Meeting Dates – **Superintendent Brewer** reviewed the meeting dates.

**Commissioner Greenberg** thought that last year there were more people on the zoom meeting for the recognition award and would like to see it continue this way.

**Superintendent Brewer** stated that there were people from out of state and she will look into doing a hybrid if meetings return to in person in April.

**Commissioner Nigel** stated that there was such a good turnout because he taught Brian and his sister and he called them personally to have them contact all of their family members. He remembers more than 20 viewing the meeting. The personal touch is important. One benefit was that scholarships were promoted and there were some donations from the Hafter family.

8. **ITEMS FROM COMMISSIONERS:**

**Commissioner Nigel** congratulated and thanked Chair Palmer on his magnificent report to the City Council. He loved doing the Jinxed Joyride and thought it was well organized. He congratulated Superintendent Brewer and staff.

**Commissioner Greenberg** congratulated Commissioner Nigel on the naming of the CAPRCBM scholarship award after him. She loved the Jinxed Joyride and she was proud to work with the high school kids at the event. She visited Centennial Plaza and Posy Park. There is artwork there that is peeling and chipping and needs to be refreshed. The sign at Centennial Plaza is not very welcoming. Maybe the Culture and Arts Commission should be engaged to view it? The Posy Park mosaic artwork needs signage so people know what they are looking at. **Chair Palmer** suggested that she attend one of their meetings. **Superintendent Brewer** stated that she would talk to Director Mottola and thinks there is already a plan. **Director Mottola** stated there will be an update shortly.

**Chair Palmer** stated that the City Attorney will be offering the Brown Act presentation again in January for those who missed it. It is always a good refresher.

9. **ITEMS FROM STAFF:**

- a. Jingle Around the Block and Holiday Tree Lighting Announcement – **Superintendent Brewer** stated that they will be on Friday, December 3<sup>rd</sup>. It will most likely be moved to Friday going forward from here on out. The route for Jingle Around the Block has been put together and Santa will be on the fire truck. The fire department is currently working on the Santa tracker. A stop will be made at Centennial Plaza to light a tree. There won't be refreshments, arts and crafts, or pictures with Santa. There will be some entertainment and the tree lighting with some words from the Mayor.

**Commissioner Greenberg** stated that she thinks this is an ideal location because there is plenty of parking in the back parking lot.

**Superintendent Brewer** stated that there will be letters from Santa and phone calls from Santa this year. No visits from Santa in the homes in order to stay cautious.

**Chair Palmer** wished everyone a happy and safe Thanksgiving and holiday season.

10. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 6:56 p.m.



**DATE:** February 16, 2022  
**TO:** Parks and Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Election of Officers for 2022

**BACKGROUND:**

According to the Parks and Recreation Commission By-Laws, the Commission shall elect a Chair and Vice-Chair in January each year. This year the elections will happen in February as the Commission did not hold a meeting in January.

**DISCUSSION:**

The Commission will discuss and elect a Chair and Vice-Chair from amongst its members for 2022.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.



**Date:** February 16, 2022  
**From:** Danielle Brewer, Community Services Superintendent  
**To:** Parks and Recreation Commission  
**Subject:** Establish Subcommittee Meeting for Community Recognition Award Nomination Review

### **Background**

Each year, the Parks and Recreation Commission accepts applications for the Community Recognition Award to recognize individuals who have demonstrated hard work and dedication to the San Bruno community.

The criteria for nomination 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.

The deadline for nominations is Monday, February 28, 2022. The nomination form is available on the City website and has been advertised across the Department's social media platforms. In addition, staff has sent the form to all the service groups in the community.

### **Discussion**

The Community Services Department has received 10 applications to date for the Community Recognition Award. Once the application period is closed on February 28, 2022, Staff will provide the three-member Community Recognition Award Subcommittee with the nominee applications for review. Staff will also arrange for a Zoom meeting in early March for the Subcommittee to discuss and recommend one nominee to the full Commission at the March 16, 2022, Commission meeting. The award will be publicly presented to the deserving recipient at the Parks and Recreation Commission Meeting in April.

The standing Subcommittee members for the Community Recognition Award are Commissioner Greenberg, Commissioner Nigel, and Commissioner Zamattia. The Commission may choose to recommend new Subcommittee members or may recommend that the standing members continue to serve on the Subcommittee.

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

None