

**CITY OF SOUTH SAN FRANCISCO
PARKS AND RECREATION COMMISSION
MINUTES FROM TUESDAY, JANUARY 16, 2024**

I. CALL TO ORDER: 7:04 p.m.

A regular meeting of the Parks and Recreation Commission of the City of South San Francisco was held on Tuesday, January 16, 2024, in the Council Chambers at the Library | Parks and Recreation Center.

II. ROLL CALL:

Present: Commissioners Battaglia, Burgo, Camacho, DeNardi, Lock and Firpo.

Absent: Commissioner Uy.

Staff: Greg Mediati, Director of Parks and Recreation
Angela Duldulao, Deputy Director of Parks and Recreation
Erin O'Brien, Business Manager
Laura Armanino, Recreation Manager
Joshua Richardson, Parks Manager
Jeanette Yoshida, Administrative Assistant II
Philip Vitale, Deputy Director of Capital Projects

III. PLEDGE OF ALLEGIANCE: Laura Armanino led the Pledge of Allegiance.

IV. AGENDA REVIEW: There are no changes to the agenda.

V. CITIZEN PARTICIPATION: None present.

VI. PRESENTATIONS

1. Capital Projects Update:

Centennial Way Park South: Deputy Director Vitale shares that the notice to proceed for construction is scheduled to be issued to A&B Construction on January 22nd. Construction notices are being mailed to nearby residents and have been shared with nearby schools. The groundbreaking event is scheduled for February 3, 9:00 a.m. – 11:00 a.m. and invitations will be sent via email, posted on the project website and included in Park and Recreation newsletters. Contractors will install temporary fencing. Construction will be completed mid-2024.

Commissioner DeNardi asks if there is a plan in place if it rains at the groundbreaking. Deputy Director Vitale responded that they would have the small tents set up and the event will still happen if it rains.

Oyster Point IIC: Deputy Director Vitale shares that on January 2nd, notice to proceed for construction was issued to GECMS, Inc. Construction notices have been mailed to nearby property owners. The contractor and staff are coordinating layout of the construction fencing road and Bay Trail closures with the Harbor District and Dominic's. Signage will be posted at the site noting closure of the upper parking lot,

roadway and a portion of the Bay Trail. A stretch of the Bay Trail will be closed during construction but there will be a temporary north-south connector pathway to reroute trail users around the construction area. Construction is anticipated to be completed mid-2024.

Orange Memorial Park Aquatic Center: Deputy Director Vitale shares that City Council approved two resolutions on December 13, 2023. The first resolution adopted the Initial Study/Mitigated Negative Declaration and the second approved Design Review Permit for the new Aquatic Center. Potholing along Orange Avenue will take place mid-January to confirm the depth of Cal Water's 60-inch water transmission line. Soil sampling has already taken place within the footprint of the new aquatic center to confirm any contaminants that may exist and provide information as part of the bid package of composition of soils. A hazardous material sampling was also conducted of the existing aquatic facility to identify materials that are present and will require remediation prior to the demolition.

The process to pre-qualify general contractors for bidding has been completed. Seven of the contractors met the requirements for prequalification and are approved to bid on the project. Bid documents for construction were released on December 21st. The bid date for submission of bids is January 30, 2024, and review of bids will be the first week of February.

The lawn along Orange Avenue will be closed and fenced in and that is where the contractor will receive deliveries and equipment, which will allow the city to keep Tennis Dr. open for parking.

Commissioner DeNardi asked for more clarification on the pre-qualification of contractors. Deputy Director Vitale explained the pre-qualification process, criteria for passing, and site walk attendance requirement.

Chair Firpo asked about the relocation of the Veterans Memorial, to which Deputy Director Vitale noted it would be relocated in a new plaza, and stored until it would be rehabbed and reinstalled. Chair Firpo then asked if there was some period of down time between the old pool closing and the new one opening. Deputy Director Vitale responded that there may be a few days for utility crossovers, but the intent is to keep the existing pool operational during construction.

Commissioner Camacho asked for clarification on the location of contractor parking. Deputy Director Vitale explained the location of contractor parking near the main parking lot and outlined the construction staging area location on the current open lawn between the existing pool and Fernekes Building.

2. 2024 Special Event Calander Update:

Manager Armanino shares the calendar and gives a brief update on some of the special events. Some items to note are that during pool construction, the events that are normally held at Orange Memorial Park may be pivoted to other locations based on the budget, location available and costs to prepare the new location.

Chair Firpo thanked Laura for the presentation, noting it is very helpful in planning for the year.

3. Administrative Updates:

Manager Armanino reports that the Nutcracker's three performances and the Santa Comes to Town event hosted for the first time at the Library | Parks and Recreation Center were very successful.

4. Calendar of Events

Director Mediati gives a brief update of the Calendar of Events. He adds that the Easter Bunny Photo Hop event scheduled on March 23 will be at Orange Memorial Park but might be in the meadow area. Manager Armanino adds that depending on what staging at that time looks like and what part of the field is open the location may stay in the same area as in the past.

Chair Firpo asks if there is staging done at the park will they be required to replace the grass to which Director Mediati responded yes, while a temporary inconvenience there will be a new lawn as an added benefit of the project. Manager Armanino adds that they will also need to replace the irrigation too.

VII. FRIENDS OF PARKS AND RECREATION

No updates at this time.

VIII. BEAUTIFICATION COMMITTEE

No updates at this time.

IX. ADMINISTRATIVE BUSINESS

1. Motion to approve meeting minutes from October 17, 2023

Approved by motion.

Motion: Commissioner Camacho / Seconded: Commissioner Lock.

All voted in favor, other than Chair Firpo, who abstained due to absence at the October meeting.

2. Election of Officers

Director Mediati thanks Commissioner Firpo for his time and leadership

Chair Firpo asks for nominations for the new Chairperson. Commissioner Battaglia nominated Commissioner DeNardi with a second from Commissioner Burgo. All voted in favor.

Newly appointed Chair DeNardi asks for nominations for Vice Chair. Commissioner Battaglia announces that she is not interested in being nominated for Vice Chair at this time. Commissioner Camacho nominated Commissioner Burgo, seconded by Commissioner Lock. All voted in favor.

Chair DeNardi asks for nominations for Secretary. Commissioner Firpo nominated Commissioner Camacho, seconded by Vice Chair Burgo. All voted in favor.

X. ITEMS FROM THE COMMISSION

Commissioner Lock shares that 2023 was a great year for South San Francisco due to all the work done by staff. The activity guide's Year in Review did a great job summarizing a lot of the key events. He shared that he hears lots of appreciation from residents, and notes 2024 is starting off great. He wished all a Happy New Year.

Vice Chair Burgos asks Deputy Director Vitale if he knows where the fitness equipment will be on the trail. Deputy Director Vitale responds that he believes it will be adjacent to the bike pump track area which is on the southern side. Director Mediati adds that he believes there are two areas, one near the skate park and the other near the playground. Vice Chair Burgo then asks if there are any updates on Linden Park in terms of the name and any community engagement. Director Mediati responds that City Council, as part of the handbook, wanted to revisit the naming protocol for city facilities and parks, and believes they have started that conversation. They have adopted that handbook but have not necessarily adopted any written update to the naming administrative instruction. Once there is direction from City Council, they will bring back to the Commission.

Deputy Director Vitale shares that for Linden Park, they have been working with the consultants to compile a list of contact list of community groups and individuals in the area and will review that with City Councilmembers and some key community groups in the next month. The engagement strategy will also be reviewed with some of those key stakeholders. In the next month or two Deputy Director Vitale would be able to share the engagement strategy with the Commission. Director Mediati adds that they are starting with what the design team calls phase zero, which is pre-engagement to make sure to identify all key community groups are involved.

Vice Chair Burgo asks if there is going to be a name change Concert in the Park. Director Mediati responds that it is something that can be considered.

Vice Chair Burgo asked if there will be any planned bench dedications for Shane Looper. Director Mediati shares that an art bench dedicated to her was received and installed at LPR on the third floor. Vice Chair Burgo shares that she attended the sports field and LPR openings and they were both wonderful events.

Secretary Camacho thanks Commissioner Firpo for his time as chairperson. She agrees with Commissioner Lock's comment on the Year in Review and all the great things that happened in 2023 and thanks staff for all their hard work. While looking at the administrative updates, she really enjoyed seeing that Westborough Middle School students were helping maintain the Westborough Preschool's garden. Secretary Camacho shares that she is on IPP, and they are looking for groups to adopt areas and asks if anyone on the commission has ideas for groups that may want to volunteer for any of the park spaces to please contact Greg Mediati or Joshua Richardson. Secretary Camacho also announces that she will miss next month's meeting.

Commissioner Battaglia thanks all staff for all their work in 2023 and would like to thank City Council for reappointing her back to the commission. She recognized that it was a difficult year for City staff, with lots of hard work.

Commissioner Firpo shares that he appreciates everyone during his time as chair and was fortunate to speak on behalf of the commission at several events, highlighting the opening of the Orange Park Sports Field, Library | Parks and Recreation Center, the Fun Run, and others. He appreciated the support of the Commissioners, and for those who attended and supported these functions. Commissioner Firpo shares that the amount of work that went into that project was incredible, and it is nice to see so many people enjoying it at all times of the day. He appreciates all the staff work with all the projects.

Chair DeNardi thanks Commissioner Firpo for his dedication to the community, and notes the community is lucky to have Steve and other dedicated commissioners. She hopes staff were able to have some downtime during the two-month break and congratulated Manager Richardson on his new baby. Chair DeNardi shares that she's noticed visitors from surrounding cities coming to visit the new building and enjoy participating in multi-generational programs. Chair DeNardi liked that people can park in the tanbark area and asked if parking at MSB is still available. Director Mediati shares that parking will be available at MSB for the foreseeable future but clarifies that the tanbark area is not City property. He reports that other strategies are being looked at to address parking. Chair DeNardi states that the Nutcracker was amazing and loved that there were designated reserved seats at the end of each row for people in wheelchairs, using canes, or walkers. She suggests next time having assistance with making people aware that these seats are available or having this information shared at the door.

Chair DeNardi appreciated seeing the bridge at Orange Memorial Park fixed with new wood decking. She shares that she observed the Buri Buri pickleball court is always busy and that a lot of people are enjoying the pilot court at Orange Memorial Park Court 5. Chair DeNardi reports that a pickleball player at Orange Park reported that she has noticed that sometimes at Buri Buri courts people stay longer than the closing time and recommends having lights on timers.

Chair DeNardi shares that she enjoyed Santa Comes to Town, even despite the rain, and that people she spoke to heard about the event through social media and flyers in the kiosks. Suggests possibly looking into actors who professionally play Santa for the future. Chair DeNardi asks how the free shuttle for that event worked out. Director Mediati responded that approximately 50 people used the shuttle. Chair DeNardi thought the Wreath Workshop event was a success. She thought that the setup for the City Council reorganization was great. She closed with thanking staff and her fellow Commissioners for all their work.

XI. **ITEMS FROM STAFF**

Manager Richardson gives an update on Brentwood Park. They are moving forward with design for the irrigation, and hoping to complete this work in time for Arbor Day to coincide with tree planting work, but is not sure yet.

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XII. **ADJOURNMENT:** 7:57 p.m.
Respectfully submitted by Jeanette Yoshida, Administrative Assistant II

Next Meeting: February 20, 2024.