



## MEETING AGENDA

### PARKS AND RECREATION COMMISSION

Wednesday, January 21, 2015 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real

#### 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.**

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1. **CALL TO ORDER:**
2. **ROLL CALL/ PLEDGE OF ALLEGIANCE:**
3. **ANNOUNCEMENTS:**
4. **PRESENTATIONS:**
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES: December 3, 2014**
7. **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.)
8. **CONDUCT OF BUSINESS:**
  - a. West Bay Rams POP Warner Football E-mail Correspondence
  - b. Review and Approval of Adopt A Park Program
  - c. Overview and Status Update on Acquisition of Florida Avenue Property
  - d. Selection of Location for Installation of Centennial Tile Project
  - e. Review Existing Memorial Recognition Program
9. **REPORT FROM COMMISSIONERS:**
10. **AGENDA BUILDING:**
11. **ADJOURNMENT:**

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



**DATE:** January 21, 2015  
**TO:** Parks & Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Review and Approval of Adopt-A-Park Program

**BACKGROUND:**

The proposed Adopt-A-Park Program was presented for the Commission's consideration at its December 3, 2014 Meeting. In order to ensure the full Commission had an opportunity to review and have input on the Program, the Commission requested the proposed Program be placed on its January 2015 agenda for further discussion.

**DISCUSSION:**

The proposed Adopt a Park Program provides an opportunity for community volunteers to assist in the care and maintenance of City parks, playgrounds and open space areas. As outlined in the attached Program materials, individuals, local businesses, schools, church groups, service clubs, youth groups and Scouts are invited to participate. Most City parks may be adopted and volunteers can provide a wide range of services including painting, cleaning, planting and maintenance of landscape areas, as well as donate funds for the purchase of supplies and materials. The proposed Program provides all the information on how to get started as well as the guidelines and agreement between the City and volunteer.

Pending action from the Parks and Recreation Commission, the proposed Program would go to the City Council for consideration and action.

**FISCAL IMPACT:**

Minimal cost would be incurred by the City through the implementation of the Program. Minimal costs may be incurred for supplies and materials. Although this program would not generate cost savings, it would reduce the time required for City Staff to attend to certain activities assumed by volunteers, thereby allowing staff to spend time on other activities.

**ATTACHMENTS:**

Proposed Adopt a Park Program



**CITY OF SAN BRUNO  
COMMUNITY SERVICES DEPARTMENT**

# **ADOPT A PARK PROGRAM**



**Community Services Department**

251 City Park Way

San Bruno, CA 94066

Phone: (650) 616-7180      [adoptapark@sanbruno.ca.gov](mailto:adoptapark@sanbruno.ca.gov)

to



# What is Adopt a Park?

Adopt a Park is a City of San Bruno program that allows community volunteers assist in the care and maintenance of City parks, playgrounds and open space areas. Adopt a Park maximizes our community’s resources with a focus on protecting our outdoor facilities.

## Who can Adopt a Park?

- Individuals
- Local businesses
- Schools
- Church groups
- Service clubs
- Youth groups
- Scouts

## What facilities can be adopted?

Most of the City’s parks, picnic areas, athletic fields, playgrounds and open space areas can be adopted. In this packet, you will find a list and descriptions of San Bruno Parks and Facilities eligible for adoption.

## What can volunteers do?

- Painting and Cleaning – benches, buildings, fences, etc.
- Planting and maintenance of landscape areas
- Clean-up of City picnic areas and playgrounds
- Donate funds for purchase of supplies and maintenance of the above areas

***(Tasks requiring power tools or equipment will not be allowed without specific written permission of the City’s Community Services Director)***

## How do we get started?

- To adopt a City facility, please contact the San Bruno Community Services Department at (650) 616-7180 or [adoptapark@sanbruno.ca.gov](mailto:adoptapark@sanbruno.ca.gov)
- City staff will work with the group or individual to locate appropriate volunteer assignments or donation opportunities.
- Each individual working on City property will be required to register as a City volunteer.
- City staff will provide training and some supply materials necessary for the type of work to be performed, as well as removing any gathered trash or materials to be recycled.

## Recognition of Volunteers and Donors

Below are a few examples of recognition of volunteers and donors.

- Acknowledgement in the Community Services Department’s Recreation Activity Guide
- Acknowledgement in the City’s FOCUS Newsletter
- Inclusion on or in the vicinity of the City Park’s signage
- Plaque of current Adopt A Park volunteers to be placed in City Hall
- Other \_\_\_\_\_

City staff and the volunteer(s) or donors will discuss these options prior to final placement

# PARKS USE REGULATIONS

*The following are excerpts of the regulations governing use of the City of San Bruno's Parks. The full text of these Use Regulations can be found in Chapter 9 of the City's Municipal Code.*

## **9.20.030 Fires and barbecues.**

No person shall light a fire or barbecue within any park or recreation area except on city installed or provided barbecue grills. No person responsible for a barbecue shall leave the fire unattended. When the user has finished with the fire, it shall be completely extinguished.

## **9.20.040 Prohibited acts.**

- 
- A. No person shall pick flowers, foliage or fruit, or in any way mutilate or injure any tree, shrub, plant, fern, grass turf, railing, seat, fence, structure or any other thing.
  - B. No person shall climb any tree, stone, fence, wall, building in any recreation area.
  - C. No person shall place rubbish in any park except in a receptacle designed for that purpose.
  - D. No person shall transport, dump, disturb or remove any rock, rubble, dirt, sand, fill or other similar material into or in any park or recreation area.
  - E. No person shall remove, damage or destroy any object of interest or value in any park.
- 

## **9.20.045 General noise regulation.**

It shall be unlawful for any person to willfully make any loud noise which disturbs the peace or quiet of any park, open space or recreation area or which causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area, or using the park facilities.

## **9.20.050 Concessions.**

No person shall engage in the business of soliciting, selling or peddling of any liquids or edibles for human consumption, distribute circulars, or hawk, peddle or vend any goods, wares or merchandise of any kind in any recreation area, except by specific permit.

## **9.20.060 Cameras.**

Still and motion picture cameras may be freely used for general purposes in any recreation area. Filming of motion pictures requiring the use of artificial or special settings or special equipment, or involving the performance of a professional cast, first requires a permit.

## **9.20.070 Hours.**

The City parks shall be closed every evening from 10:00pm to 5:00am.

## **9.20.080 No drinking alcoholic beverages in designated locations.**

Unless authorized by permit from the Community Services Department or where the consumption of alcohol is specifically authorized by the City, no person shall drink any alcoholic beverage in any City park or recreation area.

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# ADOPT A PARK SAFETY GUIDELINES

*Volunteer work in City Parks should be done in a manner following these safety guidelines:*

- Follow all of the City of San Bruno's Parks Use Rules and Regulations
- Lift all objects with your legs, not with your back.
- Wear light or bright colored clothing, hard-soled shoes and if possible sturdy work gloves.
- Use sun block or wear a hat.
- Call Parks and Recreation Department staff at (650) 616-7180 immediately if you notice a safety hazard, such as broken equipment. If staff cannot be reached, call the San Bruno Police Department at (650) 616-7100.
- Tie bags after disposing of in containers.
- Work only during park hours and always with at least two people in the group.
- Make sure all the volunteers are following these safety precautions.
- Take breaks, drink liquids, and dress appropriately for the weather. Be careful to not overexert yourself.
- Do not bring small children on projects unless they can be closely supervised.
- Never pick up material that you suspect might be hazardous. Immediately contact the Police Department if you find drug paraphernalia such as needles. Immediately contact the Fire Department if you find bio-waste such as bloody objects.
- Only pick up litter close to the edge of any roadways if oncoming traffic is clearly visible. Remember to stay on the right-of-way facing traffic.

## **Individual Volunteers**

- Individuals interested in volunteering for the Adopt-a-Park program need to register with the Community Services Department at (650) 616-7180.
- Adopt-a-Park workdays will be established during the year with all volunteers working together with City staff.
- City staff will supply all necessary training and equipment.

## **Non-Profit Organizations**

- Non-profit organizations interested in adopting a park, picnic area, athletic field, or other City facility need to contact the Community Services Department at (650) 616-7180.
- After receiving training on specific tasks from City staff, organizations with insurance coverage and adult supervision will be allowed to establish their own schedules on approved projects.



# ADOPT A PARK AGREEMENT

Name of Individual or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization's Contact: \_\_\_\_\_ Day Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

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Adopt-A-Park Location Requested: \_\_\_\_\_

Type of Adoption:

- Litter Removal     Vegetation Control     Flower or Tree Planting
- Graffiti Removal     Painting or Cleaning     Other \_\_\_\_\_

Proposed Work Schedule \_\_\_\_\_

## TERM AND CONDITIONS

**TERM:** Subject to the City of San Bruno's right to terminate, this agreement shall be in full effect for one year beginning \_\_\_\_\_

### CONDITIONS:

- A) The above named individual(s) or organization shall develop and follow a regular schedule of maintenance of the Adopt A Park Location as agreed upon by the City of San Bruno's Community Services Department and report any hazards to the City staff.
- B) The contact person shall report all hours volunteered to the Adopt-A-Park Coordinator.
- C) Each individual volunteer working in a City Park must sign the City of San Bruno's Adopt-A-Park Volunteer Application.
- D) The above named individual(s) or organization is allowed access to the City property location shown above for the purpose of carrying out the terms of this agreement.
- E) The City of San Bruno reserves the right to terminate this agreement at any time.

I have read the above information and hereby agree to accept the above Term and Conditions

\_\_\_\_\_  
Adopt-A-Park Participant Signature

\_\_\_\_\_  
Community Services Director

\_\_\_\_\_  
Adopt-A-Park Participant – Printed Name

\_\_\_\_\_  
Date



# ADOPT A PARK VOLUNTEER APPLICATION

## General Release and Waiver for Volunteers

Before you can volunteer to work on City property, you are required to read the following information and then sign the Release and Waiver. The Release and Waiver imposes obligations on you and limits your legal rights, so you must understand it fully before you sign. If you have any questions, please ask us before you sign.

**Please Return to:**

Community Services Department  
567 El Camino Real  
San Bruno, CA 94066

**Safety** -- In order to clean up our City, we may be using equipment, such as litter-grabbers, plastic bags, latex gloves and other equipment. Mishandling or misusing these items could cause you injury, and it is possible that you may have an allergy to latex that could cause a severe reaction. You may also be working in streets where cars are moving, cleaning gutters, stepping on and off curbs, etc. You will be given common-sense instructions before heading out, but ultimately responsibility for safety is yours.

**Personal Injury** -- if you are injured while volunteering for the City, Workers Compensation will cover you as authorized by California Labor Code Sec. 3363.5 and San Bruno Municipal Code Sec. 5.16.140. Workers Compensation is 'no fault'. This means you will receive benefits no matter who was at fault for the accident. These benefits include medical care, temporary disability benefits, and permanent disability benefits, if necessary. The City pays for this coverage; there is no cost to you as a volunteer, however, because you are covered by Workers Compensation, should you be injured, State law does not allow you to sue the City for your injury. You also agree to release the City of San Bruno and all its employees and officers, and you waive all claims against them for personal injury (including death) incurred as a result of the negligence of any employee, agent or servant of the City of San Bruno during your involvement with the Adopt a Park program.

**Personal Property Damage** --The environment in which we will work may damage your personal property, especially your clothing. If your property is damaged, you agree to hold the City harmless. This means you will not file any claims against the City for any personal property damage related to your volunteer work for Adopt a Park, even if the damage is caused by the negligence of a City employee. We strongly urge you to use common sense and care.

**Injury to Third Persons and Their Property** -- In addition to your own safety and that of other volunteers, we want you to take every step possible to protect the safety of other residents and visitors to our City. You must take every reasonable precaution to prevent injury to others and to prevent damage to their property. If such injury or damage does occur, you agree to indemnify the City. This means that, if the injured party sues the City, you will reimburse the City for any money paid out to the injured party.

**The attached form must be signed prior to beginning any volunteer work on City property. If the volunteer is under 18 years old, that child's parent or guardian must fill out the form. Volunteers under the age of 18, must be supervised by a parent, guardian or responsible adult.**

# ADOPT A PARK VOLUNTEER APPLICATION



## General Release and Waiver

I have read the information sheet and the above background to the Volunteer's Release and Waiver and each paragraph contained therein. I understand all the provisions in the Release and Waiver. I understand that I am eligible for Worker's Compensation benefits, but I will not under any circumstances receive any other type of compensation.

I further understand that accidents and injuries can arise out of the event. Knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned below who, through negligence or carelessness, might otherwise be liable to me or my heirs or assigns for damages.

I hereby release the City of San Bruno and all its employees and officers and waive all claims against them for personal injury (including death) and/or property damage, including such injury and/or damage incurred as a result of the negligence of any employee, agent, servant, or volunteer of the City of San Bruno. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

I also hereby agree to indemnify the City of San Bruno against any claims made by third parties against the City due to my intentional or negligent acts.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature of Parent or Guardian (If volunteer is less than 18 years old)

\_\_\_\_\_  
Date

# San Bruno Park & Facility Descriptions

## Small Parks/Tot Lots

### **Catalpa Tot Lot**

**Catalpa near Rollingwood Drive - .5 Acre**

This neighborhood tot lot offers a play area as well as a basketball court.

### **Fleetwood Tot Lot**

**Fleetwood near Rollingwood Drive - .5 Acre**

Fleetwood Tot Lot offers benches, a play area, and a basketball court.

### **Herman Tot Lot**

**Diamond and Herman Streets - .25 Acres**

This small neighborhood park is home to a play area.

### **Lomita Park**

**500 San Anselmo Avenue - .25 Acres**

This small neighborhood park is home to a picnic and play area, perfect for a family outing.

### **Ponderosa Park**

**Pacific Heights @ Seacliff Way - .25 Acres**

Hidden in the hills above Pacifica, this park features benches, a water faucet, grass area and a play area.

### **Posy Park**

**San Mateo Avenue & Huntington Avenue - .5 Acres**

Located adjacent to the new train station, this park features trees, benches and a water fountain. This is the perfect relaxation spot after shopping and before hopping on the train.

### **7<sup>th</sup> Avenue Park**

**7<sup>th</sup> Avenue at Angus Avenue - .5 Acres**

This small neighborhood park features benches and a play area.

### **7<sup>th</sup> & Walnut Park**

**7<sup>th</sup> Avenue at Walnut Avenue - 1 Acre**

This small neighborhood park features benches, a basketball court and a play area.

## Medium Parks

### **Bayshore Circle Park**

**North Bayshore Circle – 1.0 Acre**

This neighborhood park features a basketball court and play area.

### **Lions Park**

**End of 1<sup>st</sup> Avenue – 3 Acres**

Located next to Lions Field, this park features a play structure, grass area and the adjacent ball field. This park is a perfect place for children to play and eat while baseball games are played.

## Large Parks

### **Buckeye Park**

**Rosewood near Madison Avenue – 7.0 Acres**

Nestled in the hillside of San Bruno, Buckeye Park offers a beautiful setting for a picnic or just a lazy day in the park.

### **City Park**

**Crystal Springs at Oak Avenue – 31 Acres**

The largest of the San Bruno Parks, City Park is home to a seasonal swimming pool, 3 athletic fields, 13 reservable picnic areas, 4 tennis courts, 3 play areas, and the Veterans Memorial Recreation Center.

### **Commodore Park & Commodore Dog Park Commodore Avenue and Cherry Avenue - 4.0 Acres**

As one of the City's larger parks, Commodore features play areas, a baseball diamond (Greenberg Field), picnic tables, BBQ pits, restroom facilities and a fully enclosed dog exercise area located at the eastern end of the park.

### **Forest Lane Park**

**Forest Lane at Green Avenue – 4 Acres**

This park features a grassy area, basketball court, play area and picnic tables.

### **Grundy Park**

**Cherry Avenue & Oak Avenue - 4.0 Acres**

Named after San Bruno's first Mayor, Grundy Park features a large open lawn area, two play areas, one reservable picnic site and a restroom.

### **Pacific Heights Park**

**Longview Drive and Goodwin Drive – 5 Acres**

Pacifica Heights features benches, play area, a baseball diamond, a basketball court and a walking trail.

## **Athletic Fields & Courts**

### **Greenberg Field**

**Commodore Avenue and Cherry Avenue**

This non lighted field, named after a long time Park and Recreation Commissioner and baseball league volunteer, hosts baseball and softball games for the youth Farm Leagues, Junior Giants and Girls softball. When not reserved for scheduled activities, the public can rent the field for birthday parties or family pickup games.

### **Monte Verde Field**

**Oakmont at Evergreen Drs. – 5 Acres**

This large open grass area perfect for soccer. It is used by the local youth soccer organizations for practices and games.

### **Pacific Heights Field**

**Longview Drive and Goodwin Drive**

This non lighted field is home to the youth baseball and softball organizations. The field is sized to allow for play for sports leagues with players up to the age of 14 years old.

### **San Bruno Park Diamond #2**

**Crystal Springs at Oak Avenue**

This is one of three lighted fields at San Bruno City Park. It is home to San Bruno Youth Baseball League and the San Bruno Girls Softball League. The City of San Bruno also holds many events on the field including the adult softball games, youth flag football games and the youth triathlon.

### **San Bruno Park Diamond #3**

**Crystal Springs at Oak Avenue**

This is one of three lighted fields at San Bruno City Park. It is home to San Bruno Youth Baseball League and the San Bruno Girls Softball League. The City of San Bruno also holds events on the field including Concerts in the Park and Operation Clean Sweep.

### **San Bruno Tennis Courts**

**Crystal Springs at Oak Avenue**

These unlighted tennis courts hosts the recreational tennis classes. The courts are open and free to the community on a first come first served basis. The courts can be reserved by individuals or leagues for a fee.

## **Indoor Facilities**

### **Bell Air Firehouse**

**End of 3<sup>rd</sup> Avenue**

This small satellite recreation center is home to the after school program at Belle Air School. It also can host meetings and recreational classes.

### **Portola Performing Arts Center**

**Avaidor Avenue @ Portola Elementary School**

This small satellite recreation center is home to the after school program at Portola Elementary School. It also can host meetings and recreational classes.

### **San Bruno Senior Center**

**1555 Crystal Springs Road**

This energetic and active Senior Center hosts daily activities for adults 50+. Individual rooms at this facility can be adopted by individuals or groups. Types of rooms in the Senior Center include: Library, Computer Room, Game Room, Crafts Room, Ceramics Room and Multi-Use Room.

### **San Bruno Library**

**701 Angus Avenue West**

The library has thousands of visitors per year. Individuals or groups can adopt areas of the Library such as the reading room and the children's room. All adoptions of the Library must be approved by the Friends of the Library organization in addition to staff.

### **Veterans Memorial Recreation Center**

**251 City Park Way**

This multi-use facility is the main recreation center in the community and hosts the majority of the recreation activities including year round recreation classes, seasonal camps, youth and adult sports and special events. Individual rooms at this facility can be adopted by individuals or groups.

# Frequently Asked Questions

## **Who administers the Adopt a Park Program?**

The City of San Bruno Community Services Department administers the Adopt a Park program. All projects will be subject to approval by the Department. In some cases, approval by the the Park and Recreation Commission or City Council may be necessary.

## **What if the park or facility I want to adopt is already adopted?**

Parks and Facilities are offered on a first come, first served basis. If the site you want is already adopted, you can be placed on the site waiting list. When the existing adopted gives up the site, it is offered to the first group or individual on the waiting list.

## **How much does it cost to adopt a park?**

Cost to adopt a park varies on the size of the park and the scope of work the individual or group plans. Most supplies needed for adoptions must be purchased by the adopter. Some equipment may be available such as litter removal pickers and trash bags. City staff will approve purchase of supplies such as paint color and landscape material.

## **Who provides Adopt a Park quality assurance?**

All work performed by the adopting group will be subject to Community Services Department staff inspection. Staff will assure work is done to the City standards and sign off prior to the completion of the project.

## **How long does the adoption period last?**

Length of the adoption is at the digression of the City and the adopting individual or group. The City can cancel the agreement at any time. There is no penalty for the adopter to cancel the agreement. However, if the adopter chooses to terminate the agreement, the location will be made available to others interested in adoption.



**DATE:** January 21, 2015  
**TO:** Parks and Recreation Commission  
**FROM:** Kerry E. Burns, Community Services Director  
**SUBJECT:** Selection of Location for Installation of Centennial Tile Project

**BACKGROUND:**

As part of last year's Centennial celebration, the community was invited to paint four inch by four inch (4" x 4") ceramic tiles celebrating San Bruno and commemorating the Centennial. There are approximately 400 completed tiles. Over the past year, the Parks and Recreation Commission and the Culture and Arts Commission have discussed various locations for the installation of these tiles. To date, no specific location for their installation has been determined.

**DISCUSSION:**

When installed, the approximately 400 ceramic tiles painted by the community will occupy a space of approximately eight feet by eight feet (8' x 8'). Both the Parks and Recreation Commission and Culture and Arts Commission have previously considered two locations for the installation of these ceramic tiles; in front of the Recreation Center or Swimming Pool building and office. A third location was suggested at the most recent Culture and Arts Commission meeting. As part of the development of the City's Capital Improvement Program budget, the Community Services Department submitted for consideration a project to replace the two restroom buildings at City Park. The existing restroom buildings would be demolished, new plumbing and electrical wiring installed, and new restroom facilities constructed. The new facilities would have updated fixtures, flooring, and partitions. The Culture and Arts Commission suggested the ceramic tiles be installed on the exterior walls of the lower restroom, near Lara Field. If the new restroom building project is approved by the City Council, installation of the ceramic tiles could occur as part of this construction project.

**FISCAL IMPACT:**

Action on this item to select an installation location for the ceramic tiles would have no fiscal impact. If the Parks and Recreation Commission concurred with the location identified by the Culture and Arts Commission for the installation of the tiles on the exterior wall of the new restroom building near Lara Field, the project budget would include funding for their installation. In the event an alternate location is chosen, funding for the installation will be requested by the Community Services Department as part of the Fiscal Year 2015-16 Operating Budget.

**ATTACHMENTS:**

None.



**DATE:** January 21, 2015  
**TO:** Parks and Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Review Existing Memorial Recognition Program

**BACKGROUND:**

The Memorial Recognition Program was rolled out to the community approximately one year ago. The Program is promoted in the Community Services Activity Guide, on the City of San Bruno Website and at the front counters in the Community Center, City Hall and the Library.

**DISCUSSION:**

The Parks and Recreation Commission recently expressed an interest in identifying additional ways to promote the Memorial Recognition Program. Staff is seeking the Commission's input and suggestions.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

Service Recognition Program information from the Community Services Activity Guide.

# Service Recognition Program

The San Bruno City Council confers an honor of service recognition upon people and organizations that have served the community in a significant way. There are two approved levels of service recognition, Special Service and Extraordinary Service. Nominees for service recognition must meet the nomination and service criteria described below in order to be considered for this honor. No organization may submit more than two nominations per year and people who are bestowed with service recognition may only receive it once within a specific category.

## Recognition of Special Services

- At least one recognized San Bruno organization must complete a nomination form.
- The nominee must have a minimum of fifteen (15) years dedicated service to San Bruno.
- The service rendered must demonstrate positive impact on the citizens of San Bruno.
- The nominee must be viewed as an appropriate role model in the community.
- The nominee must demonstrate significant contributions to the community by developing new programs, providing leadership for the enhancement of existing programs, or by providing new or improved facilities.

## Recognition of Extraordinary Services

- At least two recognized San Bruno organizations must complete a nomination form.
- The nominee must have a minimum of twenty-five (25) years of dedicated service to San Bruno.
- The service rendered must demonstrate a positive impact on the citizens of San Bruno.
- The nominee must be viewed as an appropriate role model in the community.
- The nominee must demonstrate significant contributions to the community by developing new programs, providing leadership for the enhancement of existing programs, or by providing new or improved facilities.
- The nominee must demonstrate active involvement in multiple community programs influencing the lives of many San Bruno citizens.

## Selection Process:

- Nomination forms may be obtained and submitted by recognized community organizations on an ongoing basis through the City Clerk's office, located at 567 El Camino Real, San Bruno, CA 94066.
- Annually in February, a committee comprised of two members from each City Commission (Culture and Arts, Planning, and Parks and Recreation) will review the applications. The review committee can request information from City boards, committees, commissions and other community organizations to assist them in making their recommendation.
- Five affirmative votes from the committee are required to recommend the nominee to the City Council.
- Three affirmative Council votes are required for passage.

## Personal Tribute

Cost to purchase a Personal Tribute plaque: \$400

In tribute and remembrance, a loved one may be honored with a 3" x 3" commemorative bronze plaque on the San Bruno Recognition Sculpture in City Park. Plaques are inscribed with the honoree's first and last name with the date of the recognition and with either "In Honor Of" or "In Memory Of".

## Nomination and Selection Procedures

Individuals and organizations can obtain a pamphlet from the the City Clerk's office or the Community Services Department that contains the current guidelines for making a personal tribute. The City of San Bruno reserves the right to approve any and all requests to participate in the Personal Tribute program.

