



PARKS AND RECREATION COMMISSION Ñ AGENDA

Wednesday, February 19, 2014 • 6:30pm • 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.

A. CALL TO ORDER / PLEDGE OF ALLEGIANCE:

B. ROLL CALL: Commissioners: Chair Palmer, Vice-Chair Davis, Greenberg, Lara, Marshall, Nigel, Pierce, Zamattia; Youth Commissioner - Vacant

C. APPROVAL OF MINUTES: January 15, 2014

D. UNFINISHED BUSINESS:

E. COMMUNICATIONS:

F. 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.)

G. NEW BUSINESS:

1. Welcome New Commissioner Brittany Chin
2. Disk Golf Program
3. Front Office Security
4. Community Recognition Award
5. Commission Handbook Review

H. REPORTS:

1. Staff
2. Commissioners

I. AGENDA BUILDING

J. ADJOURNMENT

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



DATE: February 19, 2014
TO: Parks & Recreation Commission
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Front Office Security

The Recreation Center is a highly active facility seven days a week. Throughout the course of a day, money is collected for class registration and facility reservations. In addition, there are often sensitive materials such as personnel issues or programming information on staff's desks.

In an effort to keep the staff in the front office safe, the money secure and the issues confidential, the City will be installing a key pad entry on the doors entering the Recreation Center's office area. The key pad will have a unique code and to insure the confidentiality of the code, and thereby the security of money and staff, only a limited number of staff will be issued the code. Visitors who have a business purpose requiring access to the office space behind the counter will be welcomed behind the counter by staff.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: February 19, 2014
TO: Parks & Recreation Commission
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Community Recognition Award

The deadline to receive applications for the 2014 Community Recognition Award was Tuesday, February 4, 2014. Staff would like to arrange a meeting with the Sub-Committee to review applications and prepare a recommendation to the full commission at the March 19 meeting.

We received one nomination this year. We will also move forward with reviewing the four nominations received last year that were not selected.

Award will be presented to the community member chosen at the April 16 televised meeting.



DATE: February 19, 2014
TO: Parks & Recreation Commission
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Review of Commission Handbook

In February 2011, the Parks & Recreation Commission adopted a Commission Handbook that outlines a wide variety related to being a City Commissioner. Among the topics included in the Handbook are:

- Ralph M. Brown Act Summary
- Purpose of the Parks and Recreation Commission
- Relationship with Fellow Commission Members
- Relationship with the City Council
- Relationship with Parks and Recreation Staff
- Commission Relationships with the Public
- Commission Responsibilities
- The Commission Meeting
- Committee Guidelines
- Annual Commission Calendar
- General Responsibilities

The Commissioners asked to review it again each February for any revisions needed. Staff will revise page 17 of the handbook with the updated meeting dates for 2014. This page will be available at the Commission Meeting and can be added to the Commission Handbook.



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