



**PARKS AND RECREATION COMMISSION • AGENDA**

**Wednesday, March 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.**

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**A. CALL TO ORDER / PLEDGE OF ALLEGIANCE:**

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

**C. APPROVAL OF MINUTES:** February 19, 2014

**D. UNFINISHED BUSINESS:**

1. Community Recognition Award

**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. Master Fee Schedule Update for Fiscal Year 2014-15
2. San Bruno Lions Request to Improve the Portola Performing Arts Center

**H. REPORTS:**

1. Staff
  - a. Parks and Recreation Commission Participation in the Planning and Delivery of the Community Day at the Park
  - b. Commission Photograph (please remain after the conclusion of the meeting for a group photograph)

2. Commissioners

**I. AGENDA BUILDING**

**J. ADJOURNMENT**

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



**DATE:** March 19, 2014  
**TO:** Parks & Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Master Fee Schedule Update for Fiscal Year 2014-15

Each year staff evaluates the Master Fee Schedule to ensure the City is charging a reasonable fee for the community's participation in recreation related programs and services. Staff evaluates each program by assessing its direct and indirect costs as well as market comparability by looking at the fees charges by surrounding jurisdictions. As a result of a review of current program fees, staff has found one fee which requires adjustment to reflect the expenses incurred by the City though its contract instructor.

Class or Program	Current Fee*	Proposed Increase	Proposed New Fee
Tennis & Swim Camp	\$136	\$20	\$156

\*Based on Resident Rate. Non-San Bruno Resident rate is 25% with a cap of \$15.

As you may recall, the Commission previously made a recommendation to increase the Alcohol Permit fee associated with picnic rentals from \$10 to \$15. This change has not yet been incorporated in the City's Master Fee Schedule but will be recommended when the Master Fee Schedule is brought forward by the Finance Department to the City Council in May. If approved by the City Council, the change to both fees would go into effect with the 2014 Fall Activity Guide.



**DATE:** March 19, 2014  
**TO:** Parks & Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** San Bruno Lions Club Proposal

Following on the completion of its successful project to refurbish and reroof the Beckner Picnic Shelter, the San Bruno Lions Club has approached staff to perform a new community project at the Portola Performing Arts Center.

The City's 2013-14 Capital Improvement Program Budget includes funding for the replacement of the Portola Performing Arts Center roof. The Lions Club would like to work with the City to expand the scope of improvements to the Center by making the following additional repairs:

- Replacement of all windows;
- Upgrade to lights and fixture;
- New kitchen tile counter, sink and faucet;
- Replacement of the heater vent pipe;
- Demolition and repair of the exterior brick chimney;
- Landscape clean-up; and,
- Exterior and interior painting.

The above tasks will be accomplished through member and materials donations and donation of volunteer time.

Consistent with the process previously utilized to seek City Council approval of the San Bruno Lions Club work performed at the Beckner Picnic Shelter, staff is seeking input from the Parks and Recreation Commission. If the Commission wishes to recommend this project to the City Council, staff would prepare a report forwarding the Commission's recommendation for the City Council's consideration at the March 25, 2014 City Council Meeting.