



PARKS AND RECREATION COMMISSION • AGENDA

Wednesday, March 20, 2013 • 6:30pm • San Bruno City Hall, 567 El Camino Real, Room 115

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 five (5) minutes for individual comments.

A. CALL TO ORDER / PLEDGE OF ALLEGIANCE:

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

C. APPROVAL OF MINUTES: February 20, 2013 Meeting

D. UNFINISHED BUSINESS:

1. Staff Report on City Park Pathway Safety Improvement Project
2. Staff Report on Swimming Pool Fence Project
3. Committee Report on Community Recognition Award Applications
4. Review of Commission Handbook
5. Beckner Shelter Lions Club Project Update

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. Adopt A Park
2. 2012 Fall-Winter Financial Report
3. Review of Master Fee Schedule

H. REPORTS:

1. Staff
2. Commissioners

I. AGENDA BUILDING

J. ADJOURNMENT



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT
Facilities / Library / Parks / Recreation / Seniors
Providing Quality Programs, Places & Services

To: Parks & Recreation Commissioners

From: Danielle Brewer, Recreation Services Manager

Date: March 20, 2013

RE: Park Pathway Project Update

Staff met with the Central Peninsula Church representative early in March. At that time, he provided staff with a list of materials needed for the project. Staff will price the materials and produce a budget for the project at that time and decide if there is funding in the budget to complete the project. If the funds are available, staff will order the equipment and the project will begin in April.

In addition, staff has received a price quote on the recommended gate for the pathway. This gate is similar to the other triangular gates that are in other parks that will swing across the existing pathway area that empties into the parking lot. This gate will allow Parks staff to access the path but will detour patrons from continuing into the parking lot. The quote for the gate is approximately \$2,900.

Staff will report back regarding the project's viability once the budget has been set and evaluated.



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT
Facilities/Library/Parks/Recreation/Seniors

DATE: March 20, 2013
TO: Parks & Recreation Commissioners
FROM: Danielle Brewer, Recreation Services Manager
SUBJECT: CITY PARK POOL FENCING

At the September 2012 Commission meeting, the commission directed staff to move forward on the Pool Fencing project as required by the County Health Department. Chair Palmer appointed an Ad-hoc Committee of Commissioners Marshall, Nigel and Pierce to meet with staff, evaluate the situation and develop options for full Commission consideration. The Ad Hoc Committee recommended four options to the full Commission at the September 2012.

Option 1

Installation of benches around the deck for additional seating

Option 2

Install a mesh/see-through netting that will cover the fence in the areas currently used for viewing.

Option 3

Extend the fence to include the grass area that surrounds the bleachers on the park side. The grass could also be used for extra seating during recreation swim.

Option 4

A combination of the three options listed above.



The Commission recommended Option 3 with the potential of adding Option 1 at a later time if necessary.

Staff met with Central Peninsula Church North to discuss the Church members working on the fencing project as part of their Love Works program in March. After discussing the project, the Church volunteers and the staff decided the project would not fit into the expertise of the volunteers and both the staff and the volunteers did not want to assume the liability.

Staff then contacted J & R Fencing Inc. and contracted them to do the fencing work at the Pool. The work was done the week of February 25 and included fencing in the bleachers on the north side of the pool as well as fencing in the bleachers on the south side of the pool nearest to the small pool.

The County Health Department will be out to inspect again the May or June and we expect the fix will be to their approval and the San Bruno Park Pool will pass full inspection.



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT
Facilities/Library/Parks/Recreation/Seniors

DATE: March 20, 2013
TO: Parks & Recreation Commissioners
FROM: Danielle Brewer, Recreation Services Manager
SUBJECT: Community Recognition Award Nominations

DISCUSSION

The Parks and Recreation Commission Chairperson appointed Commissioners Pierce, Zamattia, and Vice Chair Nigel to the Community Recognition Award Committee. The members met on February 28 with Recreation Services Manager Danielle Brewer to review the applications and discuss this year's nominations.

The Committee has nominated three individuals:

Lorry Greenberg – representing Junior Giants Baseball
Ruth Pallas – representing San Bruno Senior Center and other various SB events
Ray Scarabosio – representing San Bruno Youth Baseball

Attached you will find the nomination applications for all three candidates. The Commission is asked to review the three finalists and be prepared to cast a vote for one of the nominees at the Commission meeting.

FISCAL IMPACT

None

RECOMMENDATION:

None

Community Recognition Award

Individual or Organization to be nominated:

Name	Lorry Greenberg	Address	2481 Fleetwood Drive
Phone	873 0856	E-mail address	greenberg@sanbrunocable.com

Short Biography of Nominee:

Lorry Greenberg has lived in San Bruno all of her life and during this time has been a community advocate in many many ways I first met Lorry when her husband Bob was serving on the Park and Recreation Commission – she always attended every meeting. Soon after we both participated in the start up of the San Bruno Sports User Groups, an effort led by the Park & Recreation Department to put all user groups together to insure all San Bruno Sports User Groups were working together for the common good of San Bruno sports. Lorry brought her skill set and knowledge of the various groups and her knowledge of specific needs for the community to this effort.

When I joined her on the Parks and Recreation Commission I was able to observe firsthand how Lorry continually works to improve San Bruno youth sports. She also participated in a collaborative effort with the Culture and Arts Commission to select, promote and place a Peace sculpture in San Bruno Park.

What really sets Lorry apart is the simple fact that Lorry is everywhere; whether it is Movie Night at the park, opening day for soccer, a recognition night for a city employee at a San Bruno council meeting, at a dedication for Veterans at Golden Gate Cemetery or the annual Posey Parade – Lorry is there and she knows everyone! She is truly an amazing woman and a San Bruno treasure.

Nature of Service to the Parks and Recreation Community:

Lorry is the guiding force for Junior Giants and has helped introduce baseball to thousands of young boys and girls in our community and has been since she and Bob Greenberg started it. In this capacity she works alongside the Junior Giants program throughout Northern California. Because of this effort Lorry has had an impact on our community through the youths that have participated. Lorry probably knows more than half of the kids and their families in San Bruno – and she always has a good word for every one of them. Lorry is not a one sport advocate – she welcomes all sports for all children and takes an interest in each group to insure that the kids are benefiting from the program.

Submitted by: Gregory Pierce

Phone 291 6997

She worked on the Election Board for 30 years and was an inspector for the Election Board for six years until she retired.

For many years, she sewed for Capuchino Theater when plays were performed there.

Ruth began being active at the San Bruno Senior Center when it was at Edgemont Allen. In 1986, when the new Senior Center opened on Crystal Springs Road, she was active in the cornerstone laying . She was elected to the first Advisory Board and, after her second term, she became president of the senior center's board of directors. At that time, the Volunteer Committee was formed and Ruth was one of seven people handpicked by the director of the center. This committee was in charge of the center's volunteers, keeping records, and more. Once a year, the committee planned a luncheon to thank the volunteers and Ruth would design and make the invitations. She also delivered for Meals on Wheels and helped many seniors who were in need.

Ruth also volunteered with AARP at the Senior Center. She is a past president and past secretary of AARP and has chaired the AARP picnic and Christmas/Installation luncheon.

When the director of the senior center helped the Computer Club get started, it initially had 10 people participating. It now has about 150 members. Ruth and Chris Pallas are the only founders left from the original group. Ruth started out as secretary of the club and later, in 1992, she become president and started beginning computer classes. She became membership chairwoman for eight years during which time she took care of getting all the applications for the classes.

In 2002, Ruth was elected president again of the Computer Club and taught the beginner classes for seniors for seven years. She also has been in charge of the computer club's Open House and the Christmas/Installation luncheon. She was editor of the AARP newsletter for eight years. Ruth has also assisted as a monitor to help those who have taken the class but still need help. She has written letters to obtain donations for scholarships, which are given to two Capuchino High School students. She helped the Nutrition Program, was the "greeter" every Tuesday, and has substituted at the reception desk when needed. She is presently volunteering at the lunch program on Fridays.

In addition to all of the above, Ruth has volunteered with the San Bruno American Legion Auxiliary since 1980 and has served as its president. She helped the veterans in the VA hospital in Menlo Park once a month, was involved with the Toy for Tots program and the American Legion's fireworks booth. She is still active with the American Legion and publishes its newsletter.

Ruth has served with the Avenue of Flags Committee in support of Golden Gate National Cemetery in San Bruno. She also made and designed the certificates of appreciation given out to those who participated in the annual Memorial Day and Veterans Day programs, and prepared the luncheon after the ceremonies.

"All these thing I would not do without the help of my co-chairs and other volunteers who help make everything I do a success," Ruth wrote in an email.

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Community Recognition Award

Do you know a volunteer in the San Bruno community who is deserving of recognition for all the hard work and dedication he/she has demonstrated? If your answer is yes, please nominate him/her for a Community Recognition Award. The San Bruno Parks and Recreation Commission will review applications, and the award will be publicly presented to the deserving recipient at a televised Parks and Recreation Commission Meeting.

Nomination Deadline is Friday, February 1, 2013

Nominations can be submitted by mail to: San Bruno Recreation Division
Attn: Community Recognition Award
567 El Camino Real
San Bruno, CA 94066

Nominations submitted by e-mail to: dbrewer@sanbruno.ca.gov
In person to: San Bruno Recreation Center, 251 City Park Way

Criteria/Guideline

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 the community.

Individual or Organization to be nominated

Name: Ray Scarobosio Address: _____
Phone: 415 608-8300 E-mail Address: ray.a@sbpw.org

Short Biography of Nominee Ray has shown many volunteer hours putting together the youth baseball leagues for children. He also spends many hours to put together the annual July 4 baseball tournament which brings a lot of out of towners to San Bruno. He goes above and beyond what should be expected in any league and I have been around baseball for many years.

Nature of Service to the Parks and Recreation Community: (type of program, uniqueness, number it benefits, etc.)

Youth baseball has 171 pee wee players
115 Farm players
92 Tee ball players
Those are awesome numbers for youth baseball.

Submitted by: Rachelle Henley Phone 650 465-519

Community Recognition Award

Name: Ray Scarbosio

Short Biography of Nominee

Ray Scarbosio is a father of 3 grown boys and even a grandfather. Because of his love of baseball, Ray took over running the San Bruno Youth Baseball League.

Nature of Service to the Parks and Recreation Community

Ray took over and revamped youth baseball here in San Bruno. He consistently communicates with the San Bruno community to promote participation. He has increased visibility of the league to the community of San Bruno with its great reputation that reaches beyond San Bruno city limits as far as San Francisco. He created a user-friendly website and quickly responds to questions and concerns. Over the years, he has tirelessly and effortlessly given to the league, specifically with his coordination of fundraising events and developing the 4th of July tournament. This tournament brings teams from many other cities to San Bruno Park and has contributed to the overall economy when these teams come to town. Parents of visiting teams stop at the snack bar and spend their money, and they might even stop at Starbucks on the way to the park. He consistently reviews other leagues of surrounding cities and strives to make the San Bruno Youth Baseball League as competitive as the rest. A few years ago, Ray revamped the divisions and added the "farm league" in between tee-ball and pee wee, which has proven to be very successful. He always has a smile on his face and encourages the children and volunteer coaches. He has even volunteered to be umpire at several games. The league averages 300 children every year, and this number continues to grow thanks to Ray's dedication to the league and to San Bruno. Ray Scarbosio deserves to win this year's Community Service Award for the City of San Bruno.

Submitted by: The Peterson and O'Brien Families 650-827-1748

Danielle Brewer

From: Ann Hagan [annhagan5@yahoo.com]
Sent: Thursday, January 24, 2013 10:40 AM
To: Danielle Brewer
Subject: NOMINATION

Community Recognition Award

Do you know a volunteer in the San Bruno community who is deserving of recognition for all the hard work and dedication he/she has demonstrated? If your answer is yes, please nominate him/her for a

Community Recognition Award. The San Bruno Parks and Recreation Commission will

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Criteria/Guideline

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 the community.

Individual or Organization to be nominated

Name: RAY SCARBOSIO

Address: _____

Phone: _____ E-mail

Address: _____

Short Biography of Nominee

Ray is a man that loves kids and this is shown through his dedication to making sure these kids the BEST possible experience with sports. He

has guided my boys in San Bruno PEE-WEE baseball. He dedicates his time and whole heartily knows every kid that is involved. He always has a great smile on his face and encourages the kids to enjoy themselves and have fun! He loves San Bruno and always makes sure this town is represented with a sense of community and strength!

Nature of Service to the Parks and Recreation Community:

(type of program, uniqueness, number it benefits, etc.)

Submitted by:___Anne Marie Philpott and Brian Philpott (PARENTS and coach for PEE-WEE AND TOURNAMENT TEAMS_____415-793-8441



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT
Facilities/Library/Parks/Recreation/Seniors

DATE: March 20, 2013
TO: Parks & Recreation Commissioners
FROM: Danielle Brewer, Recreation Services Manager
SUBJECT: PARK AND RECREATION COMMISSION HANDBOOK

Staff presented the copy of the Commission Handbook at the February 2013 meeting. Commissioners asked to have time to look over the document to check for any changes that may be made. Commissioners are encouraged to make any recommendation changes of the Handbook at the March Meeting. The Handbook will be reviewed again in February of 2015 at the recommendation of the Commission.

Staff made changes to the Annual Commission Calendar to reflect the 2013 meeting dates.

Staff also adjusted the Regularly Scheduled Commission Items. The May item to review Master Fee Schedule has been moved to March to better coincide with the budget cycle.

The changed document is included in the Commission Packet and should be added to the Commission Handbook.

ANNUAL COMMISSION CALENDAR

Meetings

The Parks and Recreation Commission's regularly scheduled meetings are held at City Hall, 567 El Camino Real, beginning at 6:30 p.m. on the third Wednesday of each month. Exceptions to this schedule are:

- April and October meetings are held at the Senior Center, 1555 Crystal Springs Road and begin at 7:00pm and are televised via San Bruno Cable Television's Channel 1
- Due to conflicts with the holidays, the Commission meetings in November and December are combined into a single meeting held the first Wednesday of December
- The Commission may vote to change other meeting dates

The following is 2013 meeting schedule:

- Wed, January 16
- Wed, February 20
- Wed, March 20
- Wed, April 17 **(Televised Meeting - Senior Center @ 7:00 p.m.)**
- Wed, May 15
- Wed, June 19
- Wed, July 17 **(Cancelled by Commission vote)**
- Wed, August 21
- Wed, September 18
- Wed, October 16 **(Televised Meeting - Senior Center @ 7:00 p.m.)**
- Wed, December 4 **(November/December Meetings are combined)**

Regularly Scheduled Commission Items

- January Spring/Summer Field User Meeting
- February Review of Commission Handbook
- March Review Master Fee Schedule
- April Televised Meeting – Highlights of Parks and Recreation Programs
- Presentation of Commission Volunteer Award
- May Election of Commission Officers
- Annual Inspection of Parks and Recreation Facilities
- June Gym Scheduling Meeting
- August Develop Commission Goals for Upcoming 12 months
- September Fall Field User Meeting
- Draft Annual Report to City Council
- October Televised Meeting – Highlights of Parks and Recreation Programs
- December Annual Tree Lighting Ceremony – Thursday, 5:30pm



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT
Facilities/Library/Parks/Recreation/Seniors

DATE: March 20, 2013
TO: Parks & Recreation Commissioners
FROM: Danielle Brewer, Recreation Services Manager
SUBJECT: **Beckner Shelter Roof Project**

BACKGROUND:

The roof at Beckner Shelter has several leaks and damaged sections. In order to develop cost estimates to be placed in the 2013-14 Capital Improvement Budget, staff contacted a local roofing company, C & J Roofing for a price estimate to be included in the 2013-14 Capital Improvement Budget. The estimate for the new roof was \$20,000.

DISCUSSION:

The owner of C & J Roofing (Coz Giannoulis), a member of the San Bruno Lions Club, brought the project to the Club board as a possible community service project. The Lions Club then contacted the Community Services Department with an offer to make improvements to the roof of Beckner Shelter at no cost to the City.

The proposed work will include removal of the existing roof, repair of any section that is damaged or has dry rot, repair or replacement of all sheet metal vents, and installation of the new roof. In addition, the Lions Club has offered to power wash the interior of the roof, treat the wood with a clear coat of stain to extend its life, install new lighting and sanitizing the floor. The Lions hope to install a new drinking fountain at some point as well. The total cost for all of these improvements is \$28,000.

Staff met with Mr. Giannoulis on Wednesday, March 13 at Beckner Shelter to discuss the details of the project. The work will begin on Friday, April 5 with Mr. Giannoulis' staff working on the first stage of the roof project. On Saturday, April 6 and Sunday, April 7, the Lions Club members will begin the remaining work such as sanitizing the floor and painting the tables. On Monday, April 8, the C & J Roofing staff will return to finish replacing the roof. Qualified, licensed contractors will do all of the work and all insurance requirements will be in place before any work begins.



DATE: March 20, 2013
TO: Parks & Recreation Commissioners
FROM: Danielle Brewer, Recreation Services Manager
SUBJECT: Adopt A Park Program

BACKGROUND

The City Council members expressed an interest in creating opportunities for volunteerism in the community and specifically suggested a program designed for the public to assist in maintaining the parks or landscaped areas. Attached, for your review, is a proposal for an Adopt A Park program.

DISCUSSION

Adopt A Park would allow community volunteers to assist in the care and maintenance of City parks, picnic areas, playgrounds, athletic fields and open space areas. The program would maximize our community's resources with a focus on protecting our outdoors facilities. While staff is willing to consider other tasks on a case-by-case basis, some volunteer opportunities mentioned in the program include painting and cleaning of benches, buildings, fences; planting and maintenance of landscape areas; and clean-up of City picnic areas and playgrounds. Community members are also encouraged to donate funds so additional landscape materials or equipment can be purchased. Tasks requiring use of power tools are not allowed as part of this program without specific written permission.

To alleviate liability issues associated with this program, staff would set up special work project days when a Parks Division staff member would lead individual volunteers in one of the projects described above. Organizations that provide the City with an insurance certificate would have the option of working on a pre-approved project without direct staff supervision.

Individuals or organizations interested in the program would first meet with City staff to agree upon specific projects. Staff will provide any necessary training and materials. Suggested types of recognition for the volunteer efforts are included in the packet. Acknowledgement in City publications, signage at the adopted site, or inclusion on a plaque of Adopt A Park volunteers in City Hall or other public facility are options that City staff and the volunteer would discuss and agree upon prior to any work being performed.

Other items included in the Adopt A Park packet include a copy of the City's Parks Use Regulations, safety guidelines, an Adopt A Park Agreement, an Adopt A Park Volunteer Application and a general release and waiver form.

FISCAL IMPACT

The exact benefit to the City cannot be calculated, as this will depend upon the popularity of the program and specific tasks the volunteers are interested in performing. Some additional staff time and minimal costs for extra supplies or equipment will be required, but the program will also reduce the amount of staff time required to attend to a variety of tasks.

RECOMMENDATION:

Approve the program designed by staff and make a recommendation to the City Council to accept the Adopt a Park Program and begin allowing residents and community groups to adopt areas of interest to them.



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



What is Adopt A Park?

Adopt A Park is a City of San Bruno program that allows community volunteers to 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.



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
- 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 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.

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- 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.

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 #: _____

Adopt-A-Park Location(s) _____

Duties _____

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

Randy Schwartz, 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

2012 Fall/Winter Recreation Division Finance and Participation Report

Activity	Expenses			Revenue	Net	Participants
	Personnel	Supplies	Total			
Administration (September-December)						
Picnic Rentals	256	0	256	21,876	21,620	199
Indoor Rentals	6,750	0	6,750	22,174	15,424	82
Light Fees	0	0	0	1,022	1,022	0
Field User Fees	0	0	0	22,140	22,140	0
Brochure Ads	0	0	0	1,340	1,340	0
Processing Fee	0	0	0	6,127	6,127	0
Total	\$7,006	\$0	\$7,006	\$74,679	\$67,673	281
Contract Classes						
Youth Contract Classes	18,960	0	18,960	28,826	9,866	259
Adult Contract Classes	<u>7,207</u>	<u>0</u>	<u>7,207</u>	<u>11,110</u>	<u>3,903</u>	<u>229</u>
Total	\$26,167	\$0	\$26,167	\$39,936	\$13,769	488
Seasonal Programs						
Family Overnight	48	395	443	1,330	887	110
Goblin Grotto	164	1,005	1,169	3,600	2,431	173
Winter Vacation Camp	1,672	67	1,739	7,099	5,360	101
Visits from Santa	280	150	430	956	526	31
Tree Lighting	0	300	300	0	-300	200
Flea Market (Sept Only)	65	517	582	3,484	2,902	86
Holiday Boutique	<u>85</u>	<u>630</u>	<u>715</u>	<u>1,744</u>	<u>1,029</u>	<u>36</u>
Total	\$2,314	\$3,064	\$5,378	\$18,213	\$12,835	737
Special Needs (September-December)						
Social Nights	<u>624</u>	<u>150</u>	<u>774</u>	<u>350</u>	<u>-424</u>	<u>116</u>
Total	\$624	\$150	\$774	\$350	-\$424	116

2012 Fall/Winter Recreation Division Finance and Participation Report

Activity	Expenses			Revenue	Net	Participants
	Personnel	Supplies	Total			
Sports (September-December)						
Adult Fall Softball	876	3,876	4,752	10,635	5,883	14
Parkside Sports	5,650	6,664	12,314	14,360	2,046	124
Youth Flag Football	4,077	2,741	6,818	7,312	494	154
Exercise Room	<u>0</u>	<u>125</u>	<u>125</u>	<u>558</u>	<u>433</u>	<u>43</u>
Total	\$10,603	\$13,406	\$24,009	\$32,865	\$8,856	335
After School Program						
ASES	57,099	8,400	65,499	92,647	27,148	94
ASA Rollingwood	7,023	1,501	8,524	13,374	4,850	57
ASA Portola	7,023	1,501	8,524	24,246	15,722	96
ASA Parkside	<u>7,023</u>	<u>1,501</u>	<u>8,524</u>	<u>24,272</u>	<u>15,748</u>	<u>72</u>
Total	\$78,168	\$12,903	\$91,071	\$154,539	\$63,468	319
Teens						
September Teen Dance	<u>423</u>	<u>567</u>	<u>990</u>	<u>1,793</u>	<u>803</u>	<u>216</u>
Total	\$423	\$567	\$990	\$1,793	\$803	216
Session Totals	\$125,305	\$30,090	\$155,395	\$322,375	\$166,980	2,492

2012 Fall/Winter Recreation Division Finance and Participation Report

2012 Fall/Winter Recreation Division Finance and Participation Report						
Activity	Expenses			Revenue	Net	Participants
	Personnel	Supplies	Total			
Administration	7,006	0	7,006	74,679	67,673	281
Contract Classes	26,167	0	26,167	39,936	13,769	488
Seasonal Programs	2,314	3,064	5,378	18,213	12,835	737
Special Needs	624	150	774	350	-424	116
Sports	10,603	13,406	24,009	32,865	8,856	335
After School Program	78,168	12,903	91,071	154,539	63,468	319
Teens	<u>423</u>	<u>567</u>	<u>990</u>	<u>1,793</u>	<u>803</u>	<u>216</u>
	\$125,305	\$30,090	\$155,395	\$322,375	\$166,980	2,492
2011 Totals	Expenses			Revenue	Net	Participants
	Personnel	Supplies	Total			
Administration	6,300	0	6,300	85,228	72,748	310
Contract Classes	26,795	0	26,795	39,121	12,326	537
Seasonal Programs	3,708	2,780	6,488	18,803	12,315	566
Special Needs	528	240	768	250	-518	88
Sports	9,015	6,672	15,687	24,260	8,573	268
After School Program	49,576	3,555	53,131	86,383	33,252	410
Teens	317	112	429	1,487	1,058	163
	\$96,239	\$13,359	\$109,598	\$255,532	\$139,753	2,342
2010 Totals	Expenses			Revenue	Net	Participants
	Personnel	Supplies	Total			
Administration (Sept-Dec)	2,194	0	2,194	46,733	44,539	251
Contract Classes	29,466	0	29,466	51,759	22,293	485
Seasonal Programs	36,246	5,333	30,913	62,655	21,076	908
Special Needs (Sept-Dec)	1,152	250	902	251	-1,151	35
Sports (Sept-Dec)	8,237	4,232	4,005	17,689	3,970	640
	\$77,295	\$9,815	\$67,480	\$179,087	\$90,727	2,319

2012 Fall/Winter Recreation Division Finance and Participation Report

Activity	Expenses			Revenue	Net	Participants
	Personnel	Supplies	Total			
2009 Totals	Expenses			Revenue	Net	Participants
	Personnel	Supplies	Total			
Administration (Sept-Dec)	1,524	0	1,524	56,126	54,602	117
Contract Classes	18,757	0	18,757	31,939	13,182	392
Seasonal Programs	28,694	4,537	24,156	49,206	25,050	1,397
Special Needs (Sept-Dec)	1,008	250	758	251	-507	35
Sports (Sept-Dec)	4,373	896	3,477	15,995	12,518	1,145
Family Outdoor Trips	110	0	110	170	60	7
	\$54,466	\$5,683	\$48,782	\$153,687	\$104,905	3,093



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT
Facilities / Library / Parks / Recreation / Seniors
Providing Quality Programs, Places & Services

To: Parks & Recreation Commissioners

From: Danielle Brewer, Recreation Services Manager

Date: March 20, 2013

RE: Master Fee Schedule

During the budget development each year, the Master Fee Schedule is reviewed and recommendations are made whether or not to increase the fees on the list. Staff is asking the Commission Chair to appoint a Master Fee AdHoc Committee to review the existing fees.

Included is a list of the current fees.

**Chapter 9
PARKS & RECREATION**

I. Indoor Rental

- Group I: Department sponsored programs and City Sponsored Activities.
- Group II: San Bruno Park School District programs/events.
- Group III: San Bruno based non-profit community or support organizations recognized as providing a recreation and/or leisure benefit to the residents of San Bruno.
- Group IV: San Bruno residents, San Bruno based business possessing current business license.
- Group V: Non-resident individuals, businesses and organizations.

<u>Group</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>
Gymnasium	\$0	Direct Cost	\$50	\$100	\$125
Conference Room	\$0	Direct Cost	\$3	\$15	\$18
Full Meeting Room	\$0	Direct Cost	\$17	\$63	\$79
Half Meeting Room	\$0	Direct Cost	\$9	\$50	\$63
Community Room	\$0	\$0	\$7	\$50	\$63
Senior Center Assembly Room					
(The use of Senior Center kitchen will require the use of an additional Facility Attendant at \$15 per hour).					
Weekdays	No Fee	\$19/hr	\$94/hr	\$112/hr	\$130/hr
Weekday Evenings	No Fee	\$28/hr	\$112/hr	\$130/hr	\$150/hr
Fridays (State recognized school fundraisers)		\$14/hr			
Weekends	No Fee	\$37/hr	\$653/4-hr	\$925/4-hr	\$1,111/4-hr
Additional hour			\$94/hr	\$112/hr	\$130/hr
Senior Center Conference Room					
Weekdays	\$0	Direct Cost	\$15	\$50	\$63
Weekends	\$0	Direct Cost	\$20	\$75	\$94
Exercise Room					
Daily	\$0	N/A	N/A	\$4	\$4
Monthly	\$0	N/A	N/A	\$24	N/A
Six Months	\$0	N/A	N/A	\$95	N/A
Facility Attendant costs are not included in Group I, II, and III prices.					
Facility Attendant	\$0	\$15	\$15	included	included

II. Outdoor Rental (Peak Seasons = March – October)

Group	I	II	III	IV	V
Small Picnic Area Peak	\$0	\$0	\$85	\$85	\$107
Small Picnic Area Off-Peak	\$0	\$0	\$40	\$40	\$50
Medium Picnic Area Peak	\$0	\$0	\$95	\$95	\$119
Medium Picnic Area Off-Peak	\$0	\$0	\$50	\$50	\$63
Large Picnic Area Peak	\$0	\$0	\$300	\$300	\$375
Large Picnic Area Off-Peak	\$0	\$0	\$150	\$150	\$188
Alcohol Permit	\$0	\$0	\$10	\$10	\$10
Rotary Pavillion	\$0	\$0	\$50	\$50	\$63
San Bruno Park Pool ¹	\$0	Direct Cost	\$60	\$60	\$78
Lane Rental	\$0	Direct Cost	\$20	\$20	\$25
Small Pool	\$0	Direct Cost	\$20	\$20	\$20
In addition to large pool rental.					
Lifeguards	\$0	Direct Cost	\$20	\$20	\$20
3 lifeguards required for private groups of 1-49 people; 4 lifeguards required for 50 or more. 1 additional lifeguard required for rental of small pool.					

III. Concession Stand (per 2 Weeks)

Group	I	II	III	IV	V
April through May	N/A	\$200	\$200	N/A	N/A
May through August	N/A	\$300	\$300	N/A	N/A
August through October	N/A	\$150	\$150	N/A	N/A

IV. Department Programs & Services

All rates are subject to change without notice. Please go to http://www.sanbruno.ca.gov/parks_main.asp for latest classes and rates in the Recreation Brochure.

Promotional Discounts & Incentives

The Parks and Recreation Commission may authorize discounts (1) on City classes and activities in order to promote those that have additional capacity or (2) in order to assist families with multiple children.

¹ Rental rates during non-City season will include maintenance, chemicals, and electrical costs.

A. Sports

1. Adult Softball		\$760 (discount of \$12/ resident up to \$60)
2. Adult Flag Football		\$760 (discount of \$12/ resident up to \$60)
3. Adult Open Gym		\$4.00/person
4. Youth Basketball	Resident Non-Resident	\$65.00 \$80.00
5. Youth Volleyball	Resident Non-Resident	\$65.00 \$80.00
6. Youth Flag Football	Resident Non-Resident	\$65.00 \$80.00
7. Youth Open Gym		\$2.00/person

B. Camps (Cost will be prorated when scheduled camp falls on a city holiday)

1. Spring Camp	Resident Non-Resident	\$142.00/week \$157.00/week
2. Spring Extended Care	Resident Non-Resident	\$30.00/week \$36.00/week
3. Winter Camp	Resident Non-Resident	\$142.00/week \$157.00/week
4. Winter Extended Camp	Resident Non-Resident	\$35.00/week \$44.00/week
5. Mini Kaleidoscope (Half-Day)	Resident Non-Resident	\$84.00/week \$99.00/week
6. Mini Kaleidoscope (Full-Day)	Resident Non-Resident	\$142.00/week \$157.00/week
7. Camp Kaleidoscope (Regular)	Resident Non-Resident	\$142.00/week \$157.00/week
8. Camp Kaleidoscope (Field Trip Session)	Resident Non-Resident	\$165.00/week \$180.00/week
9. Adventure Camp (Regular)	Resident Non-Resident	\$153.00/week \$168.00/week
10. Adventure Camp (Field Trip Session)	Resident Non-Resident	\$179.00/week \$194.00/week
11. Summer Extended (per week)	Resident Non-Resident	\$30.00/week \$38.00/week

13. Leader in Training		\$50.00/session
14. Playground Program		Free
15. After School Adventures		\$125.00/month
C. Aquatics		
1. Swim Lessons	Resident	\$56.00(M-Th)
	Non-Resident	\$70.00(M-Th)
2. Recreation Swim	Age between 3-54	\$3.00
	Age of 55+	\$2.50
	Family package up to 5	\$12.00
	25 Punch Pass	\$62.50
	50 Punch Pass	\$125.00
	Resident (Season)	\$280.00
	Non-Resident (Season)	\$295.00
3. Lap Swim	Drop-in	\$4.00
	Resident (10-Punch Pass)	\$35.00
	Non-Resident (10-Punch Pass)	\$38.00
	Resident (Season)	\$145.00
	Non-Resident (Season)	\$160.00
4. Water Aerobics	Drop-in	\$4.50
	Resident (10-Punch Pass)	\$40.00
	Non-Resident (10-Punch Pass)	\$42.00
	Resident (Season)	\$200.00
	Non-Resident (Season)	\$215.00
5. Lifeguard Training		\$185.00/person
6. Jr. Lifeguard Camp	Resident	\$136.00
	Non-Resident	\$151.00
7. Tennis & Swim Camp	Resident	\$136.00
	Non-Resident	\$151.00
D. Registration Fee		\$6.00/class
E. Contractor Provided Programs		
Program fee based on negotiated agreement with contractor based on "recreation market rate." The Instructor-City split is as followed:		
Onsite Instructors:	65%-35%	
Offsite Instructors:	80%-20%	

V. Athletic Fields

Group	I	II	III	IV	V
Athletic Field Rental	\$0	\$0	\$15	\$30	\$38
Sport Field Lighting Fee					
Diamond 2 & 3	\$0	\$0	\$10	N/A	N/A
Diamond 2 & Center Field	\$0	\$0	\$18	N/A	N/A
Lara & Center Field	\$0	\$0	\$20	N/A	N/A
Lions Baseball	\$0	\$0	\$12	N/A	N/A
Lions Football	\$0	\$0	\$6	N/A	N/A
Field User Fee (per player)					
Residents	\$0	\$0	\$10	N/A	N/A
Non-Residents	\$0	\$0	\$15	N/A	N/A

VI. Tree Fees

Group	I	II	III	IV	V
New Street Tree Fee	N/A	N/A	N/A	\$65	N/A
Tree Pruning Permit ²	N/A	N/A	N/A	\$70	N/A
Tree Removal Permit ¹	N/A	N/A	N/A	\$105	N/A
Inspection Fee	N/A	N/A	N/A	\$70	N/A
Tree Replacement Fee (24")	N/A	N/A	N/A	\$415	N/A
Tree Replacement Fee (15 gallon)	N/A	N/A	N/A	\$130	N/A
Planting/Pruning Deposit	N/A	N/A	N/A	\$300	N/A

² Nonrefundable, includes inspection fee.