



**PARKS AND RECREATION COMMISSION
AGENDA**

Wednesday, March 16, 2016 • 6:30 p.m. • 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 three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF THE AGENDA:**
4. **APPROVAL OF THE MINUTES:** February 17, 2016
5. **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.)
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:**
 - a. Review and Approve Revised Youth Enhancement Scholarship Policy
 - b. Discuss and Approve Community Recognition Award Sub-Committee's Nominee
8. **UNFINISHED BUSINESS:**
 - a. Review and Recommend 2016-17 Capital Improvement Program Budget Projects
 - b. Review and Accept Parks and Recreation Commission Bylaws
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
 - a. Community Day in the Park Planning Update - Oral Report
11. **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.)
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
 - a. Subcommittee Updates (as needed)
 1. Master Fee Schedule (Palmer, Melendrez) – None
 2. Glenview/Crestmoor Park Reconstruction (Davis, Greenberg, Zamattia) – None
 3. Adopt-a-Park Program (Palmer, Gonzales) – Oral Update
 4. City Park Pathway Project (Davis, Zamattia, Nigel) - None
 5. Commissioner Handbook (Davis, Melendrez, Palmer) – None

6. Community Recognition (Zamattia, Greenberg, Gonzales) - None
- b. Report from Commissioners

13. ADJOURNMENT

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



MEETING MINUTES

**Parks and Recreation Commission
February 17, 2016**

1. **CALL TO ORDER/ROLL CALL:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Commissioner Absent: Vice-Chair Davis. Staff: Burns, Brewer, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Salazar led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Salazar/Melendrez** for approval of the agenda.
4. **APPROVAL OF MINUTES:** **MSC Nigel/Gonzales** to approve the minutes of the January 20, 2016 meeting. Passed minutes with all ayes with the abstention of Commissioner Greenberg.
5. **PUBLIC COMMENT:** **Charlene Smith**, introduced herself as a student from Capuchino High School applying for the vacant position of Student Representative on the Parks and Recreation Commission. **Michael Rodriguez of Poplar Avenue**, introduced himself as a volunteer with San Bruno sports leagues and is interested in getting more involved with City affiliated organizations.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Schedule Meeting of the Community Recognition Award Subcommittee - Superintendent Brewer announced that the Community Recognition Award would be presented during the televised meeting in April. She will meet with the Subcommittee to review the applications and be able to present final applicants to the Commission for approval during the March meeting.
 - b. Provide Input on Development of 2016-17 Capital Improvement Program Budget - Director Burns asked the Commission for input regarding desired improvements for parks and parks facilities for the upcoming CIP Budget process. She also presented staff's recommendation of repair to park pathways in City, Commodore, Grundy, and Pacific Heights Parks. Commissioner Greenberg asked if it could be budgeted from the Bike and Pedestrian grant and Director Burns replied that the grant was not given for a pavement project and Commissioner Nigel added that the grant was awarded as a study grant.

Commissioner Salazar asked that if they chose to add the pavement project to the CIP if it would net new funding or use funding from approved projects. Director Burns replied that it would be new funding. Director Burns said that she would bring it back for the March agenda as an item for the Commission to vote on. Chair Palmer asked the Commission to email Director Burns and himself for any further requests or ideas they would have for the CIP budget so that those could also be included in the March agenda packet.

- c. Review and Accept Parks and Recreation Commission Bylaws – Superintendent Brewer presented the revised Bylaws that were updated by the City Attorney and approved by the City Council. The Commission discussed and agreed that some of the language in the Bylaws needed to be adjusted and agreed to continue it to the meeting in March.
- d. Review and Recommend Master Fee Schedule Updates – Superintendent Brewer explained that the changes in the Master Fee Schedule for the camps were due to increased costs in supplies, staff, and trips and that staff had taken into consideration the costs for neighboring cities before submitting their changes. The other change staff presented was the addition of the Belle Air Facility to the fee schedule due to the increased need for extra space for groups to reserve. **MSC Melendrez/Gonzales** to approve the recommendation of the Master Fee Schedule Updates to go to City Council. Passed with all ayes with the abstention of Commissioner Greenberg.
- e. Review and Approve Parks and Recreation Commission Handbook – Chair Palmer requested that this item be continued to the March or April meeting due to changes that needed to be addressed in regards to the Bylaws and changes for the Park Inspection section. Director Burns agreed that after further looking into this section of the handbook she believes language could be changed so that the Park Inspection could be more meaningful for the Commission. Chair Palmer asked the Commission to please email any items in the Handbook they would like to see amended and that they would continue this in either the March or April Commission meeting.

8. UNFINISHED BUSINESS:

- a. Receive and File Commodore Park Tree planting and Bollard Installation Plan – Director Burns presented a staff report with pictures of where trees and bollards would be placed at Commodore Park in order to deter cars from driving up in areas of park where they are not allowed. The Commission agreed to what was presented and had no further changes to the plans.

9. EXCLUDED CONSENT: None.

- 10. ITEMS FROM STAFF:** Director Burns reminded the Commission that the Community Foundation offered the City Council \$30,000 in funding to provide a Community Day in the Park in 2016. Staff met with Lion's Club chairpersons and agreed to combine the Posy Parade with Community Day in the Park on Sunday, June 5. The Posy Parade will take place at 11:00 a.m. and Community Day in the Park will begin at noon. Superintendent Brewer announced that the Annual Easter Egg Hunt and Pancake Breakfast will be on Saturday, March 19. She also said that San Bruno's Sister City, Narita, will be visiting starting on March 17 with a meet and greet at City Hall and events and activities to be scheduled for March 18.

- 11. PUBLIC COMMENT:** **Charlene Smith** suggested residents painting a mural during

Community Day in the Park that could be placed in front of the San Bruno City Pool.

12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

a. Subcommittee Updates

1. Glenview/Crestmoor Park Reconstruction – Commissioner Zamattia reported that she and Commissioner Greenberg attended the Earl/Glenview meeting on February 2 for residents to present their ideas for the park to MIG. Commissioner Greenberg stated that the residents overwhelmingly expressed that they wanted a neighborhood park and not a destination park. Director Burns said that she also attended the meeting and felt that residents had an overall positive response to MIG's process and that the next meeting would be on Monday, March 21.
2. Adopt-a-Park Program – Commissioner Gonzales provided a handout that included minutes from the meeting of the subcommittee on February 12, 2016 and a spreadsheet provided by Parks Supervisor, Dan Barros, of all the current Adopt-a-Park projects. A flier had been created by staff to promote the Adopt-a-Park program and would be distributed to the community. Their next steps would be to assign an ambassador from the Parks and Recreation Commission to each park and get a lead volunteer from the community to work together with staff to define projects that are needed.

b. Report from Commissioners

1. Commissioner Nigel thanked staff for the installation of the Bob Greenberg plaque at the San Bruno Reflections Sculpture. He also encouraged commissioners to attend the Community Foundation meetings to listen for input from the community and mentioned that they have commenced the scholarship program that will be funded through the Community Foundation. Commissioner Gonzales wanted to thank staff for quickly addressing a graffiti issue at Grundy Park earlier in the week. Commissioner Greenberg announced that Junior Giants will be having sign-ups at the Library on April 30 from 10:00 a.m. to 1:00 p.m.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:11 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



DATE: March 16, 2016
TO: Parks and Recreation Commission
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Review and Approve Revised Youth Enhancement Scholarship Policy

BACKGROUND:

The Youth Enhancement Scholarship Program was developed in 2002. Since the introduction of the scholarship program, approximately 30 scholarships and \$2,500 in funding is given each Activity Guide cycle. Funds for the scholarship program are raised through donations from the community and programs such as the Polar Bear Plunge.

The Scholarship Program is intended to provide assistance for low income families to participate in the programs and services offered through the Community Services Department. Parents interested in applying for a Youth Enhancement Scholarship are required to fill out an application and provide a statement of household income and proof of residency in San Bruno. All information is kept confidential. Once received, staff reviews the application and awards the scholarship to the child or children. Per the current Youth Enhancement Scholarship guidelines, each family living in San Bruno who is eligible receives one scholarship per child per Activity Guide cycle, up to \$200 per family. Eligibility will be determined utilizing San Mateo County programs (CalWorks, Medi-Cal, General Assistance, or WIC), Reduced School Lunch Program or Discounted San Bruno Utilities thresholds.

DISCUSSION:

Over the past several years, staff has received input from the community that the language in the Scholarship Program guidelines and policy is unclear and not specific enough to be easily understood. Staff has researched scholarship programs offered by cities in San Mateo County to find language that better fits the expectations and opportunities available in the scholarship program.

To help simplify and streamline the income eligibility screening process, staff has included a variety of assistance programs that can qualify an applicant to receive the scholarship. These programs include San Mateo County programs, City of San Bruno Discounted Utility programs as well as San Bruno Park Elementary School programs. In addition, the language regarding the number of scholarships a child can receive and the maximum amount of money a family can receive and how often the family can apply for a scholarship has been explained more clearly.

Included in this packet is the existing Youth Enhancement Scholarship program guidelines and application. Also included is the revised recommended new guidelines, policy and application.

Staff is seeking the Parks and Recreation Commission's review of the policy and guidelines to ensure the clarity of the information for the community.

FISCAL IMPACT:

None.

ATTACHMENTS:

Revised Scholarship Program Guidelines and Application

Existing Scholarship Program Guidelines and Application



City of San Bruno
Community Services Department
Youth Enhancement Scholarship Program
PROGRAM GUIDELINES

Purpose/Background

This policy details the guidelines, eligibility and procedures required for the submission, review and approval/denial of the Youth Enhancement Scholarship Program Application.

Policy Overview

- Scholarship applicants must be residents of the City of San Bruno and prove age eligibility and residency. Acceptable proofs of residency include valid photo identification, utility bill, San Bruno Cable Television bill, San Bruno Park School District proof of reduced lunch program.
- It is the mission and policy of the City of San Bruno to provide access for all citizens to its Recreation classes, events and programs.
- In recognition of the difficult financial circumstances of some citizens and the barrier these circumstances may impose to accessing fee based classes/programs, the City shall provide a Youth Enhancement Scholarship Program.
- The specifics of this program are designed and modified to balance the interests of providing access for all within the City's financial capacity.
- The Scholarship Program shall be based upon an existing system for eligibility, utilizing San Mateo County programs, (CalWorks, Medi-Cal, General Assistance, or WIC) Reduced School Lunch Program or Discounted San Bruno Utilities to establish eligibility thresholds. The purpose of this shall be to ensure integrity of the Youth Enhancement Scholarship Program which shall be established in a manner that balances administrative simplicity and efficiency and individual confidentiality and dignity, with the City's need to verify residency and income eligibility.

Requirements:

- The Scholarship Program applicant/recipient must live in San Bruno.
- Scholarship recipients are only eligible for one scholarship per activity guide cycle.
- A new scholarship application must be completed for each scholarship requested each activity guide cycle.

Scholarship Criteria:

- Scholarship assistance is to be used only to off-set the cost of the registration fee and not for supplies, extra fees, admission fees or excursions/field trip fees.
- Youth through age seventeen (17) are eligible to apply for a scholarship. Adults age 18 and over are ineligible for the scholarship program.
- Youth programs qualified for scholarships are limited to programs offered by the Recreation Division or by contract instructors through the Recreation Division which cost \$15 or more.

Other Notes:

- Scholarship assistance will be granted based on established financial need criteria and available funds.
- One class or activity per child, per activity guide cycle will be approved. A limit of \$200 per family, per activity guide cycle will be approved.
- Scholarships will be given for the full session of a class. No partial classes will be approved.
- Applicants must ensure copies of all supporting documents are provided as an attachment to the scholarship applications. Incomplete scholarship applications will not be accepted.
- Scholarship application packets will not be returned.
- Completed applications will not be made available by the city for any other use then to verify eligibility for a scholarship.
- All scholarship applications and supporting documents will remain confidential.

Process for Application:

After a completed scholarship application is submitted to the Community Services Department, staff will commence the following review process:

1. A completed scholarship application packet must be submitted for consideration at least two weeks prior to the beginning of the class or activity. The completed packet must include scholarship application, one proof of residency, one proof of income, completed and signed class registration form, health history form (if applicable).
2. Submittal-alone of a scholarship application is not confirmation of program or class enrollment nor a confirmation of scholarship approval.
3. The Community Services Department will notify applicants regarding the approval status of the scholarship request within five business days of receipt of the completed scholarship application.
4. The Community Services Department will make the final determination of scholarship eligibility based solely on the information contained in the scholarship application, supporting documentation and scholarship program criteria.
5. If requested class or activity is cancelled due to lack of enrollment, scholarship funds can be transferred to another class for the same recipient for the same season. The scholarship may not be transferred to a new season.
6. The Community Services Department does not discriminate on the basis of race, color, national origin, gender, age, medical condition, marital status, or religious belief.
7. Applicants who falsify information or do not regularly attend the class or program may be ineligible for future scholarship program consideration. If extenuating circumstances prevent regular attendance, please immediately notify the Community Services Department at (650) 616-7180.



**City of San Bruno
Community Services Department
Youth Enhancement Scholarship Program Application**

Fill Out Form Completely – New Application Required for Each Scholarship Request

Year: 20_____ Season: Fall Winter/Spring Summer

Name of Parent/Guardian for Child(ren) Requesting a Scholarship

Last Name _____ First Name _____
 Address _____ City/State/Zip _____ San Bruno, CA 94066
 Day/Work Phone _____ Evening Phone _____
 Cell Number _____ Email _____

Name (s) of Child(ren) for Whom a Program Scholarship is being Requested:

Last Name _____ First Name _____ Date of Birth ___/___/___
 Last Name _____ First Name _____ Date of Birth ___/___/___
 Last Name _____ First Name _____ Date of Birth ___/___/___
 Last Name _____ First Name _____ Date of Birth ___/___/___

(Please circle one in questions 1 and 2)

1. What percentage scholarship are you applying for? 25% 50% 75% 100%
2. Have you previously received a scholarship? YES NO

Required Documents:

- Completed Scholarship Application AND completed registration form for class or program.
- Proof of Residency: Driver’s License (If Driver’s License address is incorrect, submission of utility bill with eligible name and address will be required).
- Please check the type of income documentation attached to verify the household income. Only one type is required. Only current documentation accepted. Failure to provide documentation will result in denial of the Scholarship Application.

- General Assistance Letter Medi-Cal Letter CalWorks Letter
 WIC Voucher Reduced School Lunch Program Participant
 Discounted San Bruno Utilities

I certify that the above and attached are true and correct.

Signed: _____ **Date:** _____

OFFICE USE ONLY:

Approval or Denial By: _____ Date Processed ___/___/___
 Household Income Total: _____ Notified By/On: _____
 Reason for Denial: _____



Youth Enhancement Scholarship Program Guidelines

The Youth Enhancement Scholarship (Y.E.S.) Program's purpose is to raise funds for partial or full funding of program registration for youth that live in San Bruno. The San Bruno Community Services Department will review applications for the Y.E.S. Program and determine if the applicant meets federal and state income limits for assistance. All applications are kept confidential. The following guidelines must be observed:

1. Scholarships are restricted to San Bruno residents only. **Proof of residency** is required when you submit a Y.E.S. Program application.
2. Scholarships may be requested for any City of San Bruno Recreation Services Division program or activity that costs \$15 or more.
3. Any youth 17 years or younger will be eligible for the Y.E.S. Program.
4. Scholarship awards will be made in increments of 25%, 50%, 75% and 100% based income limits established at the federal and state level. Funds for the Y.E.S. Program are limited. Once funds allotted for the quarter are spent, no more application will be approved.
5. One scholarship at a time per child will be considered for approval.
6. Applications will be accepted for the season you wish to enroll your child, once the Activity Guide is available to the public for that season. Fall guides come out in August for the fall season, the Winter/Spring guide in December, and Summer in April.
7. No more than \$200 per family, per quarter will be approved.
8. Please note that funding is limited and applications are accepted on a first come, first served basis.

Y.E.S. Scholarship Application and Registration Process

- 1) Submit a completed Y.E.S. Program Application, proof of income (previous year's income tax report or public assistance documentation or school lunch program participation documentation) along with proof of San Bruno Residency to:
San Bruno Recreation Services Division
567 El Camino Real
San Bruno, CA 94066
Attn: Y.E.S. Manager
- 2) The application will be reviewed by the Y.E.S. Manager to determine eligibility for funds.
- 3) Applicants will be notified in writing regarding the status of their application. If approved the applicant will receive a Notification of Eligibility.
- 4) To register for the program you were approved for, send in the Notification of Eligibility form along with your registration form and any remaining balance owed. You will receive a confirmation once you are registered for the program. If the program is full you will be placed on a waiting list.



DATE: March 16, 2016
TO: Parks and Recreation Commission
FROM: Kerry Burns, Community Services Director
SUBJECT: Review and Recommend 2016-17 Capital Improvement Budget Projects

BACKGROUND:

Annually, the City develops a Capital Improvement Program (CIP) Budget. This budget provides funding to construct and improve the community's facilities and infrastructure. Projects currently approved and in the planning/design phase include reconstruction of both the lower and upper restrooms at City Park, replacement of the play structure at Commodore Park, repainting of the interior of the Veterans Memorial Recreation Center including the gymnasium, the reconstruction of the Earl/Glenview Park in the Crestmoor Neighborhood, construction of a new neighborhood park on Florida Avenue, and upgrades and/or new library/community center, year-round swimming pool, recreation center, and athletic fields.

As the City commences the annual CIP Budget development process, staff is seeking input from the Parks and Recreation Commission regarding projects of interest to the Commission. As always, funding is limited and projects may not be approved in the upcoming budget process, but would be identified as areas of interests as funds do become available.

DISCUSSION:

Staff is seeking the Commission's input on areas of interest and concern regarding desired improvements to parks and park facilities.

In preparation for this discussion, staff has completed its own review and has identified repair and preservation of the asphalt park pathways in City, Commodore, Grundy, and Pacific Heights Parks as a high priority. The needed work on these pathways falls into three categories: slurry, patching, and replacement.

In the first phase of this work, segments of the the pathways which are beyond repair due to damage caused by tree roots or other factors would be removed and replaced. The second phase of the work would patch segments of the pathways which can be repaired and do not need to be replaced. In the final phase of the work, a slurry would be applied as a topcoat to the entire length of the pathway in each of the four parks to provide a more even surface and to seal the existing asphalt to slow the rate of deterioration over time.

Staff has measured the areas to be addressed in the first and second phases of the project and this information is provided below.

Park	Pathway Replacement (Lineal Feet)	Pathway Patching (Lineal Feet)
City Park	1,100 Feet	105 Feet
Commodore Park	745 Feet	-
Grundy Park	175 Feet	10 Feet
Pacific Heights Park	425 Feet	75 Feet

Over the coming weeks, staff will work with the Engineering Division of the Public Services Department to develop a cost estimates to complete the project, which would be phased as funding becomes available.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: March 16, 2016

TO: Parks and Recreation Commission

FROM: Danielle Brewer, Community Services Superintendent

SUBJECT: Review and Accept Parks and Recreation Commission Bylaws

BACKGROUND:

In July 2015, the City Attorney presented to the City Council for approval, updated Bylaws for all Commissions, Boards and Committees. The updated Bylaws for all groups are streamlined and follow a standard format.

DISCUSSION:

At the February Parks and Recreation Commission Meeting, it was determined the Bylaws should remain unchanged and should the Commission decide to combine the November and December meetings it would be noticed as a Special Meeting. Therefore, the Bylaws will follow the standard format put forth by the City Attorney and approved by City Council in July.

FISCAL IMPACT:

None.

ATTACHMENTS:

Parks and Recreation Commission Bylaws.

PARKS & RECREATION COMMISSION BY-LAWS

1. **Purpose and Intent.** The membership and duties of the Parks & Recreation Commission (the "Commission") are prescribed in the San Bruno Municipal Code. These Bylaws set forth the procedural rules for the conduct of Commission meetings.
2. **Meetings.** The Commission shall conduct its business in accordance with Chapter 9.08 of the San Bruno Municipal Code, these Bylaws, the Ralph M. Brown Act (Government Code Section 54950 *et seq.*) and the Code of Conduct adopted by the City Council by way of Resolution No. 01-2604.
 - 2.1 **Regular Meetings.** The Commission shall hold regular meetings at 6:30 p.m. on the third Wednesday of each month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at the City Hall in the Sister City Conference Room #115.
 - 2.2 **Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the Commission, by delivering written notice to each member of the Commission (hereinafter "member" or "members") and by posting the notice in the designated posting locations. Such notice may be delivered by any means and must be received at least twenty-four hours before the time of such meeting as specified in the notice, unless notice is waived in writing. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.
 - 2.3 **Adjourned Meetings.** All meetings may be adjourned to another specified time, place and date, but not beyond the next regular meeting. If all members are absent from any regular or adjourned regular meeting the Secretary may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided in paragraph 2.2 above for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.
 - 2.4 **Study Sessions.** The Commission may, from time to time, as part of a regular, adjourned or special meeting, meet in study session to focus on a particular matter within its jurisdiction. Action shall not be taken during a study session but direction may be provided.

2.5 Public Meetings. All meetings and study sessions of the Commission shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.

2.6 Cancellation of Regular Meetings. The Commission may cancel an upcoming regular meeting for lack of a quorum. Notice of the cancellation shall be posted in lieu of an agenda.

3. Organization of the Commission.

3.1 Establishment. There is established a Parks & Recreation Commission. The Commission shall consist of eight residents of the City, but not employees of the City and one youth representative, resident of the City and currently attending high school. Members shall be appointed by and serve at the pleasure of the Mayor with the majority approval of the City Council, subject to removal at any time, pursuant to City Council procedures.

3.2 Term. The term of office of each member is four year staggered terms. The term of the youth representative may not exceed two years.

3.3 Compensation. No person shall receive compensation for service as a member, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties for payment for service as a proctor during administration of employment examinations.

3.4 Officers. The Commission shall elect from its membership a Chair, who shall preside over meetings. The Commission shall also elect a Vice-Chair, who shall preside in the absence of the Chair. The Chair and Vice-Chair are sometimes referred to herein as the "presiding officer." The Chair shall have the following powers:

3.4.1 To call to order the meeting and to conduct the order of business as set forth in the agenda.

3.4.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Commission;

3.4.3 To move, second, debate and vote;

3.4.4 To rule motions in or out of order;

3.4.5 To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;

- 3.4.6 To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;
- 3.4.7 To sign all resolutions and other documents necessitating his or her signature;
- 3.4.8 To call a brief recess during a meeting;
- 3.4.9 To appoint members to subcommittees with the approval of the Commission; and
- 3.4.10 To maintain decorum.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the members present.

- 3.5 **Organizational Meeting.** At its first meeting in December, the members shall elect a Chair and Vice-Chair from among its members.
- 3.6 **Term of the Chair and Vice-Chair.** The term of office of the Chair and Vice Chair shall be one year. A member may serve more than one consecutive term as Chair or Vice-Chair. Nothing shall prevent the Commission from removing and replacing the Chair or Vice-Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting.
- 3.7 **Vacancy in the Office of Chair or Vice-Chair.** A vacancy in the office of Chair or Vice-Chair shall be filled for the remainder of the unexpired term by election at the next meeting provided the election has been noticed on the agenda.
- 3.8 **Vacancy of a Member's Seat.** A member may resign by submitting his or her resignation in writing to the Chair. The resignation is effective and irrevocable when submitted. In the event of an unscheduled vacancy of any member's seat prior to the expiration of his or her term, the City Council (or in the case of an individual appointment, the applicable Councilmember) may appoint a member to serve the remainder of the unexpired term. The newly appointed member shall take and subscribe to the oath of office before the next regular meeting after his or her appointment by the City Council.
- 3.9 **Quorum.** A majority of the total membership of the Commission shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Secretary of the Commission shall announce that no

meeting will be held due to lack of a quorum, and shall announce the date of the next regular or adjourned meeting. When a member is disqualified due to a financial conflict of interest, his or her presence shall not be considered in determining the presence of a quorum. Any decision of the Commission shall require a vote of the majority of the members present and qualified to vote.

3.10 Subcommittees. The Commission may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing subcommittees (that have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The Commission may refer matters to a subcommittee to report back to the full Commission at a future date. The subcommittee report will be considered advisory and its recommendations are subject to action by the full Commission.

3.11 Absences from meetings. If a member of the Parks & Recreation Commission is absent from three successive regular meetings without being excused by the Commission, or is absent for any reason for more than six regular meetings in any twelve-month period, the office of such member shall be vacated and the Chair shall immediately notify the Secretary, who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed as adopted by Council Policy on July 26, 1976. In order to request an excused absence, a member must notify the Chair or the Secretary of the anticipated absence in advance of the meeting and the request must be noted during call of the roll and reflected in the minutes of the meeting, and is subject to denial by the Commission.

3.12 Oath of Office. Newly appointed members shall take and subscribe to the oath of office before assuming their duties. The oath may be given by a City official authorized to do so by State law.

4. Powers and Duties.

- 4.1** Serve in an advisory capacity to the City Council and City Manager;
- 4.2** Make recommendations to the City Council regarding community recreation needs;
- 4.3** Use of recreational facilities and equipment; recreation activities, classes and programs;

- 4.4 Operation, supervision and maintenance of playgrounds, athletic fields, swimming pools, swimming centers, indoor recreation centers, auditoriums and facilities designated for recreational use except for the San Bruno Senior Center, on or in any public grounds buildings within or without the City subject to approval of the City Council; and
- 4.5 Provide other assistance as requested by the City Council or the City Manager.

5. The Commission Agenda.

- 5.1 **Preparation of the agenda.** The Secretary of the Commission shall formulate and prepare the agenda for meetings.
- 5.2 **Posting of the agenda.** The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas of special meetings shall be posted and provided along with the notice of the meeting as provided in paragraph 2.2 above.
- 5.3 **Affidavit of posting.** Immediately following the posting of the agenda, the City Clerk shall cause to be completed an affidavit of posting. The affidavit shall indicate the time and location of posting, and shall be signed under penalty of perjury. The City Clerk shall retain all such affidavits in accordance with the City's records retention policy.
- 5.4 **Order of Business.** Items shall be placed on the agenda substantially according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Commission may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular meeting shall be as follows:
 - 1. Call to Order/Roll call
 - 2. Pledge of Allegiance
 - 3. Approval of the Agenda
 - 4. Approval of Minutes (unless approved on the Consent Calendar)
 - 5. Public Comments on Consent Calendar and Matters Not on the Agenda
 - 6. Consent Calendar
 - 7. New Business
 - 8. Unfinished Business

9. Excluded Consent
10. Items from Staff
11. Public Comments on Matters Not on the Agenda (remaining comments not heard during previous comment period)
12. Items from Members and Subcommittee Reports
13. Adjournment

5.5 Description of Matters on the Agenda. All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or conceivable action or alternative need be listed. Generally, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken.

5.6 Adding Items of Business to the Agenda. The Commission shall not discuss or take action on any item of business not listed on the posted agenda except:

5.6.1 Upon a majority determination of the existence of an “emergency” as that term is defined in the Brown Act.

5.6.2 Upon a determination by a two-thirds vote of the members present, or if less than two-thirds of the membership is present, upon a unanimous vote, that there is an immediate need to take action and that the need to take action came to the attention of the City subsequent to the posting of the agenda. If the Commission makes this determination, the minutes of the meeting shall reflect what circumstances gave rise to the need to take action after the posting of the agenda.

5.6.3 Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the Commission occurring not more than five calendar days prior to the date of the meeting at which the item is to be considered, and the item was continued to an adjourned meeting.

5.7 Adding Items of Business to a Future Agenda. Any member may during “Items from Members” request that an item of business within the Commission’s subject matter jurisdiction be added to a future agenda. Such requests are subject to approval of the Commission.

5.8 Public Comments. Members of the public shall be permitted to speak on each item of business on the agenda when the item is taken up and before action is taken on the item by the Commission. Each speaker

shall have a three (3) minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair or the Commission may lengthen or shorten the three-minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration. The "Public Comments" item shall be limited to items on the Consent Calendar (and not pulled therefrom) and matters not on the agenda but within the subject matter jurisdiction of the Commission. An individual may speak only once during "Public Comments," either at the first or second public comment period.

- 5.9 Notification.** Upon written request on an annual basis and payment of the fee required by the City's fee resolution, the Secretary will mail agendas or agenda packets to any person.
- 6. Minutes.** The minutes of meetings shall be kept by the Secretary in accordance with the following policy:
- 6.1** Minutes shall contain a record of all proceedings, motions, and actions, but shall only contain a summary of the discussion, not a verbatim transcription. The minutes shall accurately reflect what occurred at the meeting.
- 6.2** All motions, whether carried or not, shall be recorded, disclosing the author of the motion and the second, and the roll call vote.
- 6.3** Minutes of public hearings shall list when available the names and City of residence of all persons who speak during the hearing, and the position they took on the matter. The minutes need not include detailed or verbatim transcriptions of public comments.
- 6.4** An audiotape recording of all meetings shall be made and said recording tapes shall be kept for a period not less than thirty days following approval of the minutes, and shall be subject to disclosure during that time.
- 7. Annual Report.** The Commission shall provide a report to the City Council concerning its actions, activities, and achievements during the preceding year, its goals for the subsequent year and any recommendations for improvement in providing service to the City. A summary of the annual report shall be presented orally at a regular City Council meeting.
- 8. Secretary.** The City Manager or applicable Department Director or his/her designee shall serve as the Secretary for the Commission. The Secretary shall:

- 8.1 Keep the minutes of all meetings and transmit approved minutes to the City Clerk;
- 8.2 Give or serve all notices required by law or by these rules;
- 8.3 Formulate and prepare the agenda for all meetings;
- 8.4 Be custodian of Commission records;
- 8.5 Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence;
- 8.6 Handle funds allocated to the Commission, as directed by the applicable Department Director, and in accordance with its directives, the law, and City regulations; and
- 8.7 Sign official documents of the Commission.

9. **Conduct of Meetings.**

9.1 **Action by the Commission.** The Commission shall proceed by way of motion. Any member, including the Chair, may make a motion and any member may second the motion except that the same person who made the motion cannot second it. A member may make only one motion at a time and a motion or second may be withdrawn by the maker at any time before a vote.

9.2 **Adoption by Majority Vote.** A motion shall be adopted by an affirmative vote of a majority of the members present provided a quorum is determined to exist. Members have a duty to vote "aye", or "nay" on each motion. Abstentions shall be cast only if the member declares:

9.2.1 The existence of a conflict of interest or other disqualification from voting; or

9.2.2 A lack of sufficient information upon which to base a vote due to absence from a previous meeting.

Abstentions are not counted in the vote tally.

9.3. **Rules of Decorum.**

9.3.1 **Rules for Members.** Members of the Commission shall conduct themselves in an orderly and businesslike manner to ensure that the business of the City shall be attended to efficiently and

thoroughly and to ensure that the integrity of the deliberative process is maintained at all times. Members shall maintain a polite, respectful and courteous manner when addressing one another, City staff and members of the public during meetings. Members shall speak clearly into the microphone so that they can be heard by the audience.

a. Communication with Members

- 1) Members should request the floor of the Presiding Officer before speaking.
- 2) A member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Members should express their views without engaging in lengthy debates.
- 3) When one member is speaking, other members shall not interrupt or otherwise disturb the speaker.

b. Communication with Members of the Public Addressing the Commission.

- 1) Members may question a person addressing the Commission at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions shall be directed to the person through the Presiding Officer.
- 2) Members shall not engage the person addressing the Commission in a dialogue with the Commission or City staff, but shall confine communication to a question and answer format conducted through the Presiding Officer.
- 3) If a member of the audience has addressed the Commission on matters that are not on the agenda, members shall refrain from discussion of the matter. If a member so wishes, the member may, if appropriate, during the "Items from Members" portion of the meeting, direct the Secretary to place the matter on the next agenda, subject to the approval of the Commission.

9.3.2 Rules for City Staff.

- a. Decorum. City staff shall not engage in public dialogue or debate with members of the public during public meetings. When addressed by the Commission, staff shall respond in a polite and respectful manner.
- b. Role of the Secretary. The Secretary's duties during the meetings include keeping a record of concerns raised by the Commission regarding staff matters and directions for future staff action.

9.3.3 Rules for the Public

- a. Members of the Audience. Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the meeting infeasible. A member of the audience repeatedly or continuously engaging in any such conduct shall, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from that meeting.
- b. Persons Addressing the Commission.
 - 1) Any person wishing to speak in connection with any item of business on the agenda shall first be invited to voluntarily complete a speaker request slip and submit the slip to the Secretary, although completion of the speaker's slip is not required to speak.
 - 2) No person shall address the Commission without first being recognized by the Presiding Officer.
 - 3) No person addressing the Commission shall make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the meetings. Any person who so disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from that meeting.

9.3.4 Enforcement.

- a. The Chair shall follow the following procedure to maintain decorum:

- 1) Warning. The Presiding Officer shall request that a person who is disrupting the meeting cease such conduct. If after receiving a warning from the Presiding Officer, the person persists in the violation, the Presiding Officer shall order the person to leave the meeting. If the person does not leave the meeting, the Presiding Officer may order a law enforcement officer to remove the person from the chambers.
- 2) Removal. A law enforcement officer shall carry out the orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum. Upon instruction of the Presiding Officer, it shall be the duty of the law enforcement officer to remove from the meeting any person who is disturbing the proceedings.
- 3) Motion to Enforce. If the Presiding Officer fails to enforce the rules of order and decorum set forth above, any member of may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the Commission shall require the Presiding Officer to do so. If the Presiding Officer fails to carry out the will of the majority of the Commission, the majority may designate another member to act as Presiding Officer for the purpose of enforcing the rules of order and decorum established above.
- 4) Clearing the Room. If a meeting is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the Presiding Officer or a majority of the Commission may exercise the authority granted in California Government Code Section 54957.9 by ordering the meeting room cleared and continuing in session in the manner authorized by Section 54957.9 of the Government Code. Members of the press shall be permitted to remain unless they have participated in the disruption.

9.4 Adjournment of Meetings. Meetings shall adjourn not later than 10:30 p.m., or as soon thereafter as the Commission completes the item of business on the table at that hour, in which event items of business not yet addressed shall be continued to the next regular meeting or to an adjourned meeting. The Commission may by majority vote extend the meeting beyond 10:30 p.m. in order to complete more of its agenda.

10. General

- 10.1 The Commission and its activities are completely distinct from the Community Services Department.
 - 10.2 No member shall use any public resources including Community Services Department, City, and/or Commission letterhead and paper in any private activity.
 - 10.3 The Community Services Director shall approve and release any and all publicity releases, public information, pamphlets and other public relations. The purpose is to ensure that no release or programs will conflict with policies or programs of the City.
11. **Robert's Rules of Order.** If a matter arises that is not covered by these rules, the Brown Act or the San Bruno Municipal Code, the procedures of the Commission shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.
 12. **Amendments to By-Laws.** These by-laws may not be amended unless the proposed amendment has been presented to and approved by the City Council.