



**PARKS AND RECREATION COMMISSION  
AGENDA**

**Wednesday, April 20, 2016 • 7:00 p.m. • San Bruno Senior Center, 1550 Crystal Springs Road**

**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:** March 16, 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. Presentation of Community Recognition Award
  - b. Summer Recreation Program Preview
8. **UNFINISHED BUSINESS:**
  - a. Review and Approval of Parks and Recreation Commission Handbook
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. Commissioner Handbook (Davis, Melendrez, Palmer) – None
    5. Community Recognition (Zamattia, Greenberg, Gonzales) - None
  - b. Report from Commissioners

**13. ADJOURNMENT**

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



**MEETING MINUTES**

**Parks and Recreation Commission  
March 16, 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, Vice-Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Staff: Brewer, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Nigel led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA: MSC Davis/Gonzales** for approval of the agenda.
4. **APPROVAL OF MINUTES:** Commissioner Greenberg wanted her comments about the placement of the bollards in Greenberg field added to the February minutes for the Parks and Recreation Commission meeting. **MSC Gonzales/Melendrez** to approve the minutes of the February 17, 2016 meeting with the additions requested by Commissioner Greenberg. Passed unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Review and Approve Revised Youth Enhancement Scholarship Policy – Superintendent Brewer informed the Commission that she updated the scholarship policy by clarifying the documentation needed to apply for the scholarship and clarifying that each family is limited to a \$200 scholarship per activity guide. Commissioner Nigel wanted to compliment Superintendent Brewer on the revised scholarship policy. Commissioner Greenberg asked how the family would be notified if they receive the scholarship, Superintendent Brewer responded that she typically informs the families by email. Commissioner Salazar asked for a Spanish version of the scholarship policy and application, Superintendent Brewer agreed to the Spanish addition and would have it available as soon as possible. **MSC Nigel/Salazar** to approve the revised youth enhancement scholarship policy. Approved unanimously.
  - b. Discuss and Approve Community Recognition Award Sub-Committee's Nominee – Superintendent Brewer said that the sub-committee met to discuss the applicants and make a decision for the recipient of the Community Recognition

Award. The sub-committee came back with a recommendation for the Commission to discuss. **MSC Gonzales/Greenberg** to award the Community Recognition Award to Anthony and Elisa Gerald. Approved unanimously. Superintendent Brewer said she would notify the person who put in the nomination and ask them to present the award during the April Parks and Recreation meeting.

**8. UNFINISHED BUSINESS:**

- a. Review and Recommend 2016-17 Capital Improvement Program Budget Projects – Chair Palmer asked the Commission if there was anything they wanted to add to the Capital Improvement Program Budget in addition to the pavement project. Superintendent Brewer said that staff only brought forward the pavement project for the Capital Improvement Program Budget because there were still other projects that needed to be completed that had already been approved. **MSC Davis/Melendrez** to recommend to the City Council the addition of the pavement project to the 2016-17 Capital Improvement Program Budget. Approved unanimously.
- b. Review and Accept Parks and Recreation Commission Bylaws – After reviewing and discussing the Bylaws, **MSC Davis/Palmer** to accept the Parks and Recreation Commission Bylaws. Passed with six ayes, Davis, Gonzales, Melendrez, Nigel, Palmer, and Zamattia, and two no's, Greenberg and Salazar.

**9. EXCLUDED CONSENT:** None.

**10. ITEMS FROM STAFF:**

- a. Community Day in the Park Planning Update – Superintendent Brewer updated the Commission on the progress of the planning for the upcoming Community Day in the Park. All food vendors have been confirmed by the community groups participating in the event, two bands have been booked, the car show will have over 100 hundred cars participating, and there will be seven carnival rides. Staff is still developing a children's stage and ride wristbands will be \$10 until the day of the event.

**11. PUBLIC COMMENT:** None.

**12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates
  1. Master Fee Schedule – None.
  2. Glenview/Crestmoor Park Reconstruction – Commissioner Greenberg announced that the second meeting will be held at the San Bruno American Legion hall on Monday, March 21, 2016 from 7:30 p.m. to 9:00 p.m.
  3. Adopt-a-Park Program – Commissioner Gonzales provided a handout with minutes from the subcommittee's last meeting. She also informed the Commission that San Bruno Youth Baseball adopted baseball diamonds two and three. The first project the Adopt-a-Park program is doing at Grundy Park will be on April 9, 2016 at 10:00 a.m. Staff will provide a flyer to handout with information on projects they scheduled in order to recruit

volunteers. The next project is a tree planting project that will be done together with city staff.

4. City Park Pathway Project – Commissioner Davis said that after the subcommittee discussed various options to make the city park pathway safer for pedestrians they would like to recommend painting the City Park pathway with a “Stop, Look, and Wave” sign. Commissioner Nigel suggested getting a Public Service Announcement on San Bruno Cable when the signage is done for more publicity. Superintendent Brewer asked for the exact areas they were recommending the sign to be painted and Vice-Chair Davis responded that they would like it put in all the openings from the pathways to the parking lot in City Park. Superintendent Brewer responded that she would look into it and get back to the Commission.
5. Commissioner Handbook – Chair Palmer hopes to bring the final version of the handbook in the April meeting.

Commissioner Nigel commented that he attended the 46<sup>th</sup> annual California Parks and Recreation Society conference in Long Beach and was recognized for outstanding service by the California Association of Parks and Recreation Commissioners and Board Members. Commissioner Greenberg attended the Awards and Volunteer Recognition dinner where the Adults Transition Program (ATP) received an award of excellence for their volunteer work at Orange Park Pool in South San Francisco. She added that during the dinner, Kenneth Kreisel also received a recognition of excellence for his volunteer work at the San Bruno Senior Center. She also announced that the Junior Giants flyer was ready to go out to the school districts for spring registration.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:01 p.m.

Respectfully Submitted,

Ludmer Aker  
Executive Assistant  
City of San Bruno



**DATE:** April 20, 2016  
**TO:** Parks and Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Summer Recreation Program Preview

**BACKGROUND:**

The 2016 Summer Activity Guide has been released and registration for summer programming has begun.

**DISCUSSION:**

Each year, staff takes great pride in offering a variety of exciting camps and activities for the children of San Bruno.

This year's offerings include:

**Traditional Summer Camp**

Camp Kaleidoscope  
Mini Kaleidoscope  
Adventure Camp  
Extended Care  
Swim Lesson Escort from Camp

**Aquatics Programs**

Swim Lessons  
Water Aerobics  
Lap Swim  
Recreational Swim  
Activity Swim Camps (Soccer, Basketball, Flag Football, Baseball & Nature)

**Specialty Camps**

Sports Camps  
Science Camps  
Cooking Camps – NEW!  
Art Camps  
Minecraft Camps  
Dance Camps  
Video Game Camps  
Public Speaking & Debate Camps  
Lego Camps

As one of the new marketing tools, San Bruno Cable TV along with Recreation staff, have produced a commercial that will air on SBCTV throughout the spring and summer. As the popularity of the commercial grows, staff will develop other commercials to help advertise other programs in the Department.

The Recreation Division will also host various special events this summer:

Youth Triathlon – July 16

Flea Markets in the Park – July 24 and September 11

Concerts in the Park – Every Friday night in August and September

Staff plans to re-introduce the Family Overnight in San Bruno City Park for September as well.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**



**CITY OF SAN BRUNO**  
**COMMUNITY SERVICES DEPARTMENT**

---

**DATE:** April 20, 2016  
**TO:** Parks and Recreation Commission  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Review and Approval of Parks and Recreation Commission Handbook

**BACKGROUND:**

The original Parks and Recreation Commission Handbook was adopted in February of 2011. The intention of the Handbook is to guide the Commission with purpose, responsibilities and meeting guidelines.

**DISCUSSION:**

The Handbook sub-committee has reviewed the document and submitted revisions to the sub-committee lead. All revisions have been added to the document. The document is the final version to be reviewed and approved by the Parks and Recreation Commission.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

Commission Handbook

# San Bruno Parks and Recreation Commission Handbook



- Purpose
- Responsibilities
- Meeting Guidelines

Adopted February 15, 2011

Revised March 18, 2011

Revised April 20, 2016

## FOREWORD

Many times we enter into an activity without first establishing the purpose of this activity. Because of that, those who participate in the parks and recreation movement should endeavor to understand their reason for being in order to be effective. The following statements may be used to further clarify that purpose:

1. Recreation is a positive experience that improves an individual's self-image. This image immediately frees us from the constraints of facilities, specific activities, or special surroundings usually attributed to recreation;
2. A park need not be a special kind of place, but rather each place can be a special kind of park. An artist need not be a special kind of man, but every man can be a special kind of artist;
3. Recreation is feeling good about you – a peak experience in self satisfaction.

In summary, recreation need not be considered as a separate life. Recreation is inseparable from the notion of free time and the idea of working. Recreation is the bridge that joins work, rest and leisure time.

***“Parks make life better”***

***“The future belongs to those who prepare for it”***

## TABLE OF CONTENTS

Ralph M. Brown Act Summary	4
Purpose of the Parks and Recreation Commission	5
Relationship with Fellow Commission Members	6
Relationship with the City Council	7
Relationship with Parks and Recreation Staff	9
Commission Relationships with the Public	10
Commission Responsibilities	11
Chairperson and Vice-Chairperson Responsibilities	12
Sub-Committee Duties and Guidelines	13
The Commission Meeting	14
Annual Commission Calendar	15
General Guidelines	16

## **RALPH M. BROWN ACT SUMMARY**

The Ralph M. Brown Act, commonly referred to as the “Brown Act”, was authored by former State Assembly member Ralph M. Brown and passed by the California State Legislature in 1953. The Act is contained in California Government Code § 54950, *et seq.* It remains as a pivotal piece of legislation and continues to evolve and change.

The Brown Act was enacted as a response to curtail the then increasing utilization of secret and informal meetings by legislative bodies. The Act generally requires that meetings of legislative bodies of local public agencies be open and public. This default requirement is commonly referred to as the “open meeting requirement.” While there are exceptions to the open meeting requirement, such exceptions are construed narrowly and there is a presumption that the public’s business must be conducted in public.

The original Act was a concise 686-word document. Today, it is a comprehensive document that covers dozens of pages. In brief, the Act provides the following guidance:

- Who is subject to the Act;
- How an action shall be taken by a legislative body;
- When open meetings are required;
- When closed sessions are permitted;
- How meetings are to be noticed;
- When meetings may be conducted;
- What information is required to be provided prior to a meeting;
- Adjournment and continuances of meetings;
- Consequences of failing to comply with the Act; and
- Enforcement of the Act.

Open & Public IV: A guide to the Ralph M. Brown Act, 2<sup>nd</sup> edition (updated in 2010) can be found on the League of California Cities website at:

[http://www.cacities.org/resource\\_files/26038.OpenPublic2010.pdf](http://www.cacities.org/resource_files/26038.OpenPublic2010.pdf)

## PURPOSE OF THE PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission was established to provide a communication link between the community, the City Council and the Parks and Recreation staff as the City strives towards contributions to a better quality of life. The Commission is advisory in nature and the input, usually in the form of recommendations to the City Council or staff, is considered in evaluating the effectiveness of programs and policies.

Examples of Commission responsibilities are:

1. Review and recommendation to staff and/or the City Council any recreation program changes offered by the City
2. Review and recommendation to the City Council any changes to the Parks and Recreation items listed in the City's Master Fee Schedule
3. Attend any meetings that are scheduled with the City's Field User Group
3. Conduct an annual inspection of the City's Parks and Recreation facilities and share any concerns or ideas with staff and/or the City Council
4. Make an annual report to the City Council on the Commission's goals and progress
5. Other assignments as directed by the City Council

Commission members are expected to learn, as quickly as possible, the scope of their authority and responsibility as delegated by the City Council. In addition, it is quite important that each commissioner gain an understanding of their relationship with the City Council, City Staff and the Community.

## RELATIONSHIP WITH FELLOW COMMISSIONERS

The association with fellow commission members will undoubtedly be your most important relationship as you serve on the Commission.

Each Commissioner has a different background (education, occupation, religion, social, economic, physical and cultural) and we should be aware that differences do exist. Because of these differences, Commissioner will often have a different perspective on items of discussion.

We must also recognize that the reason for serving on the commission will vary and some may have a special interest. Each Commissioner will contribute in their own way during the decision making process. We should not expect every Commissioner to give the same degree of their time, talent or knowledge. Bearing this in mind, the following relationships may serve as a guideline:

1. We must always respect the individual viewpoint of others even though it may be opposite of our own.
2. We must allow other individuals to articulate his or her views and then attempt to make an objective evaluation of those views to the limit of our ability.
3. Evaluation of other commission member's viewpoint should be based on what is best for the whole community and what is best for all concerned.
4. There will be times when political action among the Commission is apparent and we must strive to minimize that whenever possible.
5. We must be open and honest at all times.
6. Each Commissioner has a responsibility to recognize new Commission members and see that they are made welcome, become oriented and receive training.

## RELATIONSHIP WITH THE CITY COUNCIL

A Commissioner's relationship with the City Council will be defined by the City Council. While it is usually the Commission Chair or Community Service Director that reports to the City Council at its regular meetings, from time to time the Council may invite the Commission to attend its meetings for direct input.

Individual contacts with the members of the City Council to discuss problems are neither encouraged nor discouraged. This will have to be handled on an individual basis. Should a controversy arise within the Commission, counsel and guidance are available from the Community Service Director, City Manager or other Community Services Department staff. It is inherently unethical for an individual Commissioner to attempt to influence or persuade the City Council to assume a posture that may be in opposition to the Commission as a whole.

The Commission should be aware that elected officials are sensitive to political involvement that may be viewed as their prerogative and within their purview. Clarification and understanding of these sensitive areas should be considered to avoid misunderstanding.

Should a split opinion exist on Commission action, it would be appropriate for a majority and minority report to accompany the recommendation to the City Council.

We would expect the individual Commissioners to recognize the following items:

1. Commissioners are appointed by the City Council
2. Commissioners have an obligation to serve the public and to represent their viewpoint
3. The contact with the City Council should always be open and never used to circumvent the staff or Commission
4. Commissioners should not knowingly or openly embarrass the staff or the City Council
5. The Commission should render as much assistance as possible to the City Council and avoid placing them in untenable position
6. The Commission should assist the City Council in developing public trust in the advisory commission system
7. The Commission should be sensitive to City's priorities and know when to take a stand. There are times when it may be in the City's best interest for the Commission to adjust the priority level of a particular project
8. The Commission falls under the restrictions of the Brown Act whereby decisions and recommendations can only be made at a duly constituted meeting that is open to the public

Guidelines for involvement include:

1. Contacts with elected officials from other agencies on behalf of the City should be made only with the knowledge and approval of the City Council
2. Personal political involvement should be influential and supportive of City objectives
3. The Commission should not be used for personal gain, favors or influence
4. Commission members may act as liaison with elected officials from other agencies on behalf of the City when coordinated through the City Council.

## RELATIONSHIP WITH CITY STAFF

Misunderstandings and problems can develop in the relationship between the staff and the Commission if an enthusiastic member attempts to take aboard those duties that are not within the framework of the Commission action. Each Commissioner must be alert to the difference between advisory policy-setting and doing the work.

At times, a Commissioner may be asked to “work” as a volunteer for the Department. If this occurs, it is important that there is a clear understanding about the relationship of the role on the advisory body and the individual’s volunteer assignment.

Keeping in mind the Commission’s role of being supportive as well as advisory to City staff and City objectives, the following may be used as a guideline:

1. Contact should be with the Community Service Director, who serves as the liaison to the Commission, rather to other City staff. Individual Commissioners should feel free to make a contact with the higher-level individuals, such as the City Manager, and/or City Council, providing the Community Service Director is also notified of this contact
2. Contacts with staff members should clearly be in the framework of the Commission assignment
3. It is important for Commissioners to know the recreation facilities. Visits to facilities and programs, both on an unscheduled and a scheduled basis, will allow members to become more knowledgeable and therefore more helpful in the advisory role
4. Commissioners should realize the Community Service Director works with the Commission and reports directly to the City Manager. The Director may be limited in scope of authority to carry out recommendations on a particular item

## COMMISSION RELATIONSHIPS WITH THE PUBLIC

It is important to recognize that as a commission member, your actions and comments are often interpreted to be that of the Commission, staff or City. A commission member's comments to the press, or other public discussions, can be misinterpreted even though the Commissioner states that he/she is speaking for themselves.

The Parks and Recreation Commission is expected to serve two major functions:

- To serve as a communication link between the City Council, City Staff and the Community, and;
- To provide feedback to the Community with regard to the City's philosophies, policies and issues that are being considered by the City Council)

The following guidelines are offered:

1. Statements to the public should flow through the Community Service Director
2. There should be no promises made to the public that are binding on the Commission, City staff or City Council
3. Comments to the public, and to the press, must be factual
4. Commissioners have an obligation to listen to comments or complaints of the public. Follow-up should include a staff report, and where indicated, a recommendation for action
5. In the event of a controversy between staff and the public, the Commission may serve as an appeal board

## COMMISSION RESPONSIBILITIES

Each member of the Commission must know, understand, accept and accomplish delegated responsibilities if it is to be an effective and viable force in the community. In addition to the Commission's major responsibility of serving as a communication link and providing feedback, the Commission's involvement in accomplishing City objectives will vary from time to time. In addition to being asked and expected to serve in an advisory capacity, the Commission or commissioners may be asked to serve in other capacities, such as:

- A. Sub-committee member
- B. Volunteer work
- C. Technical consultant utilizing an area of expertise they may possess
- D. Functioning as an administrative body
- E. Acting as a legislative advocate

In each instance, the Commissioner must recognize the change in role and identify parameters of their responsibility. Understanding and communication of this change in operation will permit the maximum utilization of all manpower resources and, at the same time, avoid staff/Commission/City Council conflict.

## **COMMISSION CHAIRPERSON RESPONSIBILITIES**

The Chairperson for the Commission is elected each year. The duties and responsibilities of the Chairperson include, but are not limited to:

- A. If requested, review each Commission meeting agenda with City staff
- B. Conduct all regular and special Commission meetings according to Roberts Rules of Order
- C. Appoint sub-committees as needed to conduct the regular business of the Commission
- D. When appointing any sub-committee also appoint a Sub-Committee Lead. Assume the role of the Sub-Committee Lead if needed
- E. Ensure that all sub-committees are working toward attaining the goal of the sub-committee in a timely fashion
- F. Present to the City Council the Parks and Recreation Commission annual report
- G. Ensure that Parks & Recreation Commission is working as one unit to attain the goals (work plan) that the Commission has identified for itself each year

## **COMMISSION VICE-CHAIRPERSON RESPONSIBILITIES**

The Vice-Chairperson for the Commission is elected each year. The duties and responsibilities of the Vice-Chairperson include, but are not limited to:

- A. Assume the role of the Commission Chairperson in the event that he/she is unable to function in that capacity
- B. Conduct all regular and special Commission meetings according to Roberts Rules of Order, in the event that the Commission Chair is unable to attend a Commission meeting
- C. Oversee the annual inspection of all parks and facilities
- D. Whenever necessary accompany other Commissioners, and City staff, on visits to conduct park inspections

## SUB-COMMITTEE DUTIES AND GUIDELINES

### Sub-committee Lead

- A. Schedule meetings and discussions as necessary to complete the goal of the sub-committee in a timely fashion
- B. Conduct all meetings according to Robert's Rules of Order
- C. May request that another member of the sub-committee be assigned to take minutes of all sub-committee meetings and submit those minutes to City staff
- D. Report the progress of the sub-committee to the Commission Chair as needed
- E. Make oral and/or written reports as necessary at all Parks & Recreation Commission meetings

### Sub-committee Members

- A. Attend sub-committee meetings as necessary to achieve the goal(s) of the sub-committee
- B. Conduct meetings and discussions as necessary in the event that the Sub-Committee Lead is unable to participate
- C. Report the progress of the sub-committee to the Commission Chair as needed in the event that the Sub-Committee Lead is unable to do so
- D. Request permission of Sub-committee Lead and other sub-committee members to change any items already voted upon
- E. Any member of a sub-committee shall be ready to assume the duties of the Sub-Committee Lead in the event that the Lead is unable to function in that capacity

### Sub-Committee Guidelines

- A. Items already voted upon by the Commission, or City Council, must be presented to the Commission, or City Council, if there is a desire to change said item
- B. The sub-committee must work within the realm of its responsibilities. If these responsibilities are not clear; they should be clarified with the entire Commission
- C. Accurate minutes should be kept by the Sub-Committee Lead or his/her designee, of each sub-committee meeting. These minutes should be submitted to City staff and presented as part of an oral report at each Commission meeting

## THE COMMISSION MEETING

The Commission meeting is the time and place for decisions and actions. The quality of those decisions and the resultant impact upon the community is the responsibility of each Commissioner. Each has an obligation to prepare, discuss, evaluate, review and select the best possible alternative. The following guidelines lead to constructive meetings:

1. Preparation for meeting:
  - a. Staff will prepare a meeting agenda that is given to all members prior to the meeting
  - b. Agenda background information is provided as applicable
  - c. Items can be discussed with the Director for clarification, as needed
  - d. Discuss with fellow commission members to clarify items but not to make decisions
  - e. Prepare to handle sensitive matters in a positive manner
  - f. Requests of Commission or staff should be placed on agenda in a timely manner
2. The meeting procedure:
  - a. Stick to agenda – avoid straying
  - b. Suggest functional seating arrangements
  - c. Observe rules of order
  - d. Make sure of proper arrangements for guests' participation
3. Meeting Action:
  - a. Recommendations in form of motion or resolution
  - b. All actions, findings and a description of the proceedings will be included in meeting minutes
  - c. Refer items for further work to a Commission committee or staff
  - d. Establish procedures for discussion during meeting
  - e. Action may be delayed by referral; i.e., to committee, tabling, etc.
4. Meeting Follow-up
  - a. May be done through committee reports
  - b. Written report to City Council
  - c. Agenda item at subsequent meeting
  - d. Personal feedback (individual) at Commission or City Council meeting
  - e. Distribution of minutes to others via normal channels.

## 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 2016 meeting schedule:

- Wed, January 20
- Wed, February 17
- Wed, March 16
- Wed, April 20 **(Televised Meeting - Senior Center @ 7:00 p.m.)**
- Wed, May 18
- Wed, June 15
- NO Mtg. July 15 **(Cancelled by Commission vote)**
- Wed, August 17
- Wed, September 21
- Wed, October 19 **(Televised Meeting - Senior Center @ 7:00 p.m.)**
- Wed, December 7 **(November/December Meetings are combined)**

### Regularly Scheduled Commission Items

- January Spring/Summer Field User Meeting  
Review Master Fee Schedule
- February Review of Commission Handbook
- April Televised Meeting – Highlights of Parks and Recreation Programs  
Presentation of Commission Volunteer Award
- May Review Master Fee Schedule
- June Fall Field User Meeting  
Gym Scheduling Meeting
- August Develop Commission Goals for Upcoming 12 months
- October Televised Meeting – Highlights of Parks and Recreation Programs
- November Commission Chair to present annual oral report to City Council
- December Election of Commission Officers  
Annual Tree Lighting Ceremony

## GENERAL GUIDELINES

Below are some general guidelines for being a successful Commissioner.

1. Accept responsibility
2. Let City staff do their job
3. Understand that the Commission is a team effort working with City staff
4. Keep Parks and Recreation programs and facilities from becoming political issues
5. Only make promises that you will be able to keep
6. Respect the chain of command
7. Learn job duties
8. Learn role of Commission
9. Participate at meetings
10. Associate with other Commissioners
11. Become familiar with all of the Parks and Recreation programs
12. Understand that there will be a difference of opinions at meetings
13. Visit parks and other facilities in operation
14. Voice opinion
15. Be firm, fair, factual
16. Be an active representative
17. Be enthusiastic about recreation
18. Be a policy setter
19. Be knowledgeable and learn the stipulations as described in the Ralph M. Brown Act
20. Have a general understanding of Robert's Rules of Order