SPECIAL MEETING

PARKS AND RECREATION COMMISSION
AGENDA

Wednesday, March 21, 2018 • 6:30 p.m. • San Bruno Senior Center, 1555 Crystal Spring Road, San Bruno

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. REVIEW OF AGENDA:

4. APPROVAL OF THE MINUTES: February 21, 2018

5. CONSENT CALENDAR:

6. 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 raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)

7. NEW BUSINESS:
   b. Report from Community Recognition Award Subcommittee and Selection of 2018 Recipient

8. UNFINISHED BUSINESS:

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:
   a. Park Tour Subcommittee (Palmer)
   b. Adopt-A-Park Subcommittee (Gonzales)

10. ITEMS FROM STAFF:

11. ADJOURNMENT

** POSTED PURSUANT TO LAW **
MEETING MINUTES
Parks and Recreation Commission
January 17, 2018

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, and Nigel. Commissioners Excused: Zamattia. Staff: Burns, Brewer, Venezia, and Aker.

2. **PLEDGE OF ALLEGIANCE:** Commissioner Gonzales led the Pledge of Allegiance.

3. **REVIEW OF AGENDA:** No changes.

4. **APPROVAL OF MINUTES:** MSC Melendrez/Nigel to approve the minutes from December 6, 2017. Approved unanimously.

5. **CONSENT CALENDAR:** None.

6. **PUBLIC COMMENT:** None.

7. **CONDUCT OF BUSINESS:**
   a. Approval of the 2018 Commission Meeting Schedule – **MSC Nigel/Greenberg** to approve the 2018 meeting schedule as presented. Approved unanimously.
   b. Nomination and Election of Chairperson & Vice Chairperson – **MSC Palmer/Nigel** to nominate Kris Gonzales as Vice Chair. Approved unanimously. **MSC Nigel/Melendrez** to nominate Mike Palmer as Chair. Approved unanimously.

8. **UNFINISHED BUSINESS:**
   a. Staff Request for Recommendations on Features and Amenities for Commodore Park Dog Run Revitalization – Director Burns told the Commission that the City currently has a Request for Proposals out for a Landscape Architect to assist in the drawing of plans to publicly bid the improvements for the Commodore Park Dog Run. Once the landscape architect is selected and hired they will take the input from the Commission, staff, and the input provided by the community from the September 20, 2017 meeting and create a Master Plan. The Master Plan will then come back for the Commission’s review and for the public’s review, and then to City Council for approval. Director Burns asked the Commission to please provide recommendations for feature and amenities they would like included in the Commodore Dog Park revitalization.
Commissioner Melendrez said that after the community meeting on September 20, 2017 he felt that the biggest feature the community wanted to see were agility features.

Commissioner Greenberg reminded the Commission that the partitions for big dogs and small dogs was a priority for the community. She would also like to see a refurbished dog park with better surface, lighting, and walkway around fenced area.

Commissioner Nigel said that his priority was having a good separation between the large and small dogs and amenities that are easy for staff to maintain.

Vice Chair Gonzales told the Commission that her priorities include the park being ADA accessible, having a behavior gate installed and having the separation of the large dog and small dog areas be a 60/40 split. She added that lighting is necessary, having dog friendly benches away from the entrance, fences between 4-6 feet in height, and a bulletin board.

Chair Palmer said that his priority is having decomposed granite as a suitable surface. He agrees with the 60/40 split for large dogs and small dogs and also lighting is a necessity. Moving benches and tables away from the entrance is also critical and making sure they are low maintenance for staff. He added that he would like to see the fence around the area be replaced and it should be at least 5-6 feet in height and that having a bulletin board for the community would be helpful.

Commissioner Melendrez added that shade is an important feature that should be considered.

Commissioner Greenberg asked if the park will be adopted by a group and Chair Palmer replied that a group had already come forward to adopt that park once the improvements were made.

Karin Gromosini, Elm Avenue, suggested the Commission also look into trails where dogs be allowed to walk.

Reina Burgos, Florida Avenue, would like to see as many of the trees in Commodore Park stay, to have staff please provide environmental bags for the users, and leveling of the surface area. She also said a display of rules for the park would be helpful.

Tim O’Brien, Florida Avenue, said his main priority is the surface area. Would like to know if there are other options than decomposed granite. Leveling the area should be a priority too. ADA accessibility is important as well and adding some plants and aesthetics to increase the appeal.

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

Commissioner Greenberg asked if the trimming of the trees around the Bayhill area were permitted by the City. Director Burns replied that there were a lot of landscape improvements happening in the Bayhill area that included the trimming of Eucalyptus trees. Commissioner Greenberg added that the San Bruno Junior Giants were now at Platinum level due to the success of their organization and she thanked staff for their support. She added that she toured Ponderosa Park and provided her feedback on the Commission's tour form for staff.

Commissioner Nigel gave staff his tour form and feedback for Monte Verde Park.

Vice Chair Gonzales told the Commission she toured Grundy Park and she requested copies of the tour forms completed by Commissioner Greenberg and Commissioner Nigel. She also asked if the Commissioners could look to identify
projects to be completed by adopt-a-park groups when they tour the parks. Chair Palmer told the Commission that he had met with staff regarding the San Bruno Baseball organization and the adopt-a-park program. He also met with a representative from Capuchino High School regarding the vacant Student Commissioner position. Commissioner Melendrez provided feedback on his tours of Fleetwood Park, Monte Verde Park, and Buckeye Park.

10. ITEMS FROM STAFF: Director Burns told the Commission that Monte Verde Park had been vandalized in December which is why it currently has a locked gate. She thanked Superintendent Brewer and Supervisor Venezia for completing the pavement project at City Park and let the Commission know that they are currently working on an invitation for bids for the Commodore Park pathways. Vice Chair Gonzales commented that Grundy Park pathways should be a priority over Commodore Park pathways. Superintendent Brewer told the Commission that the installation of the new registration system had commenced and would be going live the beginning of February.

11. ADJOURNMENT: With no other business to be conducted, Chair Palmer adjourned the meeting at 7:53 p.m.
MEETING MINUTES
Parks and Recreation Commission
February 21, 2018

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 Gonzales, Greenberg, Melendrez, and Zamattia. Commissioners Excused: Nigel. Staff: Burns, Brewer, Venezia, and Aker.

2. PLEDGE OF ALLEGIANCE: Director Burns led the Pledge of Allegiance.

3. REVIEW OF AGENDA: No changes.

4. APPROVAL OF MINUTES: Moved to March agenda.

5. CONSENT CALENDAR: None.

6. PUBLIC COMMENT: None.

7. CONDUCT OF BUSINESS:
   a. Receive Oral Report on the Development of the Conceptual Design for the New Recreation and Aquatics Center – Representatives from the architectural firm, Group 4, introduced themselves and presented on the development of the conceptual design for the new recreation and aquatics center. They also told the Commission their plans for community outreach over the next few months and the Commission’s role in that.
   b. Revised Signage in Conjunction with Changes to the Municipal Code Allowing Dogs in Specified City Parks – Supervisor Venezia told the Commission that due to the change in the Municipal Code by the City Council regarding dogs in parks, staff would be replacing the existing parks signs and wanted the Commission’s input on the new signs.

   Commissioner Greenberg asked why staff removed the Police Department’s business line from the signs and Director Burns replied that it was her decision to add the main line to the Community Services’ office and the Police Department should only be contacted in urgent matters through the emergency number.

8. UNFINISHED BUSINESS:

9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS: Commissioner Greenberg asked staff if the trees removed around Bayhill had a tree removal permit
and if they would be replaced. Director Burns replied that the Bayhill area was currently undergoing a big landscape design update and that tree removal permits had been approved. She added that that the requester would be following the tree replacement guidelines that come along with the tree permit. Commissioner Greenberg added that South San Francisco’s Parks and Recreation Commission meets every third Tuesday of the month and suggested that some of the Commissioner’s attend their meetings to have a broader knowledge of how other Commissions work. Commissioner Greenberg also said that she visited Herman Park and provided her observations to the Commission and staff.

Vice Chair Gonzales told the Commission that the Rotary Club of San Bruno and the Lions Club nominated Carolyn Livengood for the Extraordinary Service Recognition Award and City Council will vote on it and present it at their meeting on February 27, 2018. She added that she toured Grundy Park and provided her observations to the Commission and staff. She also told the Commission that the San Bruno Seagulls had adopted Lara Field.

Chair Palmer wanted to recognize Director Burns for her work on the Parks and Recreation Commission and thanked her for her efforts on behalf of the Parks and Recreation Commission and wished her well in her retirement.

10. ITEMS FROM STAFF: None.

11. ADJOURNMENT: With no other business to be conducted, Chair Palmer adjourned the meeting at 7:55 p.m.
San Bruno
Parks and Recreation
Commission
Handbook

- Purpose
- Responsibilities
- Meeting Guidelines

Adopted February 15, 2011
Revised March 18, 2011
Revised April 20, 2016
Revised April 18, 2018
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 City Recreation Staff 9

Commission Relationships with the Public 10

Commission Responsibilities 11

Chairperson and Vice-Chairperson Responsibilities 12

Subcommittee Duties and Guidelines 13

The Commission Meeting 14

Annual Commission Calendar 15

General Guidelines 16

Subcommittee Meeting Agenda/Minutes Form 17
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, 2nd edition (updated in 2010) can be found on the League of California Cities website at:
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 Community Services 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 make recommendations to staff and/or the City Council on 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
4. Conduct an annual tours inspection of the City’s Parks and Recreation facilities and share any concerns, or ideas, with staff and/or City Council
5. Make an annual report to the City Council on the Commission’s goals and progress
6. 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 the 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. Subcommittee 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.

PARK AND FACILITY TOURS

Each member of the Commission is encouraged to visit each of the City's parks, and recreation facilities each year. The purpose of these visits is to acquaint each Commissioner with the characteristics of each park/facility and to report to the City the overall condition of the park/facility as seen through the eyes of the Commissioner. It is recommended that each Commissioner observe the park/facility for items that may require repair and/or maintenance and to comment on the overall ambience of the park/facility.

In order to keep a record of each visit, Commissioners are urged to complete a Park Tour Form. Once the Park Tour Form is completed it should be forwarded to the City's Parks Supervisor for action(s). It can be sent electronically (email), dropped off at the City's Recreation & Aquatics Center, or sent by mail.
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 subcommittees as needed to conduct the regular business of the Commission
D. When appointing any subcommittee also appoint a Subcommittee Lead. Assume the role of the Subcommittee Lead if needed
E. Ensure that all subcommittees are working toward attaining the goal of the subcommittee 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
H. If requested, meet with any new Commission members to discuss the role and function(s) of Parks and Recreation Commission

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 tour(s) of all parks and facilities
D. Whenever necessary accompany other Commissioners, and City staff, on park tours
SUBCOMMITTEE DUTIES AND GUIDELINES

Subcommittee Lead
A. Schedule meetings and discussions as necessary to complete the goal of the subcommittee in a timely fashion
   a. Prepare an agenda and minutes for each subcommittee meeting using the “Subcommittee Meeting Agenda/Minutes Form” that is included as Attachment #1 with these guidelines. The Subcommittee Lead will submit this form to City Staff whenever necessary and/or if requested by City Staff
B. Conduct all meetings according to Robert’s Rules of Order;
C. May request that another member of the subcommittee be assigned to take minutes of all subcommittee meetings and submit those minutes to City staff
D. Report the progress of the subcommittee to the Commission Chair as needed;
E. Make oral and/or written reports as necessary at all Parks & Recreation Commission Meetings

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

Subcommittee 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 subcommittee 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 Subcommittee Lead or his/her designee, of each subcommittee 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:

- The April and October meetings are held at the Senior Center, 1555 Crystal Springs Road and begin at 7:00pm. This meeting is 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

Following is the 2018 meeting schedule:

- Wed, January 17
- Wed, February 21
- Wed, March 21
- Wed, April 18 (Televised Meeting - Senior Center @ 7:00 p.m.)
- Wed, May 16
- Wed, June 20
- NO Mtg. July 18 (To be cancelled by Commission vote)
- Wed, August 15
- Wed, September 19
- Wed, October 17 (November/December Meetings are combined)
- Wed, December 5

Regularly Scheduled Commission Items

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

Parks and Recreation Commission

Subcommittee Meeting Agenda & Minutes

Subcommittee Title: ___________________________________________________________

Commission Members: _________________________________________________________

Meeting Date: ____________________  Meeting Location: ___________________________

Attendance: _________________________________________________________________

Old Business:
A)  
B)  
C)  
D)  

New Business:
A)  
B)  
C)  
D)  

Meeting Notes