



**PARKS & RECREATION COMMISSION
DRAFT Meeting Minutes
Regular Meeting on Thursday, October 17, 2024**

1. CALL TO ORDER

The duly noticed regular meeting of the Burlingame Parks & Recreation Commission was called to order by Chair Milne at 7:00 pm.

2. ROLL CALL

COMMISSIONERS PRESENT: Milne, Curtis, Yu, Brunello, Holzman, Chang, & Wettan

COMMISSIONERS ABSENT: None

STAFF PRESENT: Parks & Recreation Director Glomstad, Recreation Manager Acquisti, Recreation Supervisor Coggins, Recreation Coordinator Sheldon & Administrative Assistant Helley

OTHERS PRESENT: Youth Advisory Committee members

3. APPROVAL OF MINUTES

Commissioner Yu made a motion to approve the minutes as written. The motion was seconded by Commission Chang, and the motion was approved. 6-1 (Holzman abstained)

4. CORRESPONDENCE

None

Presentation – Youth Advisory Committee (YAC) – Recreation Coordinator Sheldon introduced herself and then the members of the YAC. She noted that this group of exceptional leaders has been instrumental in advancing the community's interests and well-being through dedicated service to the Burlingame Youth Advisory Committee.

YAC is comprised of 13 appointed teenagers who either live or attend school in Burlingame. Their main goal is to raise awareness about teens' concerns in Burlingame. The YAC members in

attendance were Penny, Zach, Ellie, Katie, Kristyn, Charlotte, Kylie, Sophia, Hope, Dylan, Hannah, Adrian, and Audrey.

Their initiative this school year is Life Skills, which includes Home Economics, Sustainability, and youth Civic Engagement. The group will participate in related events throughout the year, including classes, awareness campaigns, Pop-up and Clean-up events, and several public service announcements on the initiatives.

The group will assist with several events this year, including the Fall Fest, Voting Day Selfie Station, and the Annual Tree Lighting.

The Commission thanked the YAC for their presentation, applauded their passion and looked forward to seeing their initiative's brought into reality.

5. PUBLIC COMMENTS

None

6. OLD BUSINESS

None

7. NEW BUSINESS

a. Financial Sustainability

Recreation Manager Acquisti introduced the concept of Quality Service Through Intentional Planning to the commission. The idea is to concentrate on the difference between the wants, demands, and needs of the Burlingame community and options for prioritizing city funds that benefit the common good vs. special interest groups in the event of reduced funding. She requested the Commission take a few moments to rate the items on the list provided in order of priority for guidance to staff.

Upon completion of the exercise and Commissioner discussion, Acquisti noted that the Commissioners generally rated the items in the same order as staff had when they did the exercise. Acquisti said that staff would return with draft guidelines for their review. In addition, she noted that Parks Superintendent Holtz would be presenting in November to get the Commission's input in prioritizing park maintenance tasks.

8. STAFF AND COMMISSIONER REPORTS

a. Parks & Recreation Department Reports

Glomstad reported upcoming events such as Fall Fest, Family Sing-Along, and the Halloween House Decorating contest at the end of October.

Glomstad also updated the Commission on the status of the Field Policy update.

b. Commissioners Reports

Commissioner Curtis – No Report

Commissioner Yu – No Report

Commissioner Holzman – No Report

Commissioner Brunello – No Report

Commissioner Wettan - Reported that the Burlingame Neighborhood Network held emergency drills, and he encouraged all to participate or organize a practice drill for their neighborhood for the next event. The drill was eye-opening and educational on what is needed for an emergency when help may be several days away.

Commissioner Chang – No Report

Commissioner Milne – The Foundation held its annual Pickleball Palooza on October 13, which was well attended.

FUTURE AGENDA ITEMS

November – Parks Sustainability

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 pm.

The next meeting of the Parks & Recreation Commission is scheduled to be held in person on Thursday, November 21, 2024, at 7:00 pm.

Respectfully submitted,
Joleen Helley
Recording Secretary