



**PARKS & RECREATION COMMISSION
DRAFT Meeting Minutes
Regular Meeting on Thursday, September 19, 2019**

1. CALL TO ORDER

The duly noticed regular meeting of the Burlingame Parks & Recreation Commission was called to order by Chair Milne at 7:01 pm at the Burlingame Community Center, 850 Burlingame Ave, Burlingame.

2. ROLL CALL

COMMISSIONERS PRESENT: Milne, Holzman, Lee, Lewis, Ardito, Matthews & Palacio

COMMISSIONERS ABSENT: None

STAFF PRESENT: Parks & Recreation Supervisor Acquisti and Recreation Coordinator Roman

OTHERS PRESENT: None

3. APPROVAL OF MINUTES

Commissioner Lee noted an addition to the minutes in Item 8. Staff & Commissioner Reports: Note that she will be the Pet Parade Judge. Commissioner Palacio made a motion to approve the August 15, 2019 minutes with the noted addition. The motion was seconded by Commissioner Holzman and was approved. 7-0.

4. CORRESPONDENCE

None

5. PUBLIC COMMENTS

None

6. OLD BUSINESS

None

7. NEW BUSINESS

a. Update - Summer Enrichment Program

Recreation Coordinator Roman introduced himself to the Commission and gave a brief background on the development of the partnership between the City and Mercy Burlingame High School as it pertains to the Department's enrichment programming. The partnership has been in existence for five years and has been mutually beneficial to both agencies and the population

they serve. He presented a summary of the variety of programs offered: Science, Arts & Crafts, Lifeskills, Computer Coding, Specialty Camps, Cooking and Arts & Crafts.

Questions from Commission included:

Ardito: Why did the District decide to offer alternative programming to the Recreation Departments program? Acquisti stated the MOU with the District and the City allows the City to program a certain number of rooms at each site. After the Department programmed the rooms with classes, the remaining rooms were available to the District to program. The District chose to program competing programs to the Department and for various reasons a new location was needed. Acquisti had a contact at Mercy High School and developed the partnership that exists today.

Milne: Is it typically the same programmers/companies during the summer that teach during the school year? Roman responded in the affirmative and that the Department utilizes afterschool instructors and routinely reaches out to new instructors to keep the programming relevant and current.

Lee: Any idea why there was a drop in registrations in 2017? Roman stated that was unknown; however, due to the increase for the consecutive two years, he concluded it may have been a dip in interest, class sizes or scheduling.

Roman noted the Department is contracted with Mercy through 2020 and due to the scheduled construction of the new Community Center, the Department has also added the Summer Adventure Camp program to the rental at Kohl Mansion.

8. STAFF AND COMMISSIONER REPORTS

a. Parks & Recreation Department Reports

Acquisti reported on the following: requested Chairperson Milne to ask for two Commissioners to sit on the Ad Hoc committee for Victoria Park Playground Renovation – Stephanie Lee and Leslie Holzman volunteered. In addition, she reminded the Commission about the Pet Parade on October 22 and the Fall Fest on Howard is the weekend of Oct 26-27th.

b. Commissioners Reports

Commissioner Lee reported the Family Campout was a fun event and was happy to see the Facebook contributions of the inflatables and the Bubble Man to enhance the event. Acquisti noted Facebook also contributed the stage and sound for the Music in the Park series which was a very welcome addition.

Commissioner Holzman stated she helped at the Department table during Burlingame on the Ave. as did Commissioner Palacio. Both were happily surprised at the number of people who stopped at the booth to chat and to learn more about the Department and future events and programming.

Commissioner Ardito noted how much fun she is having and how active and engaged this Commission is at events, committees, etc. It is great to see how much the public is engaged as the Commission is out and about representing the Department and the City.

Commissioner Matthews noted the fundraising campaign for the new Community Center is off to a great start and is gaining a foothold on acquiring sponsors for rooms in the Community Center.

9. FUTURE AGENDA ITEMS

None

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:34 pm.

The next meeting of the Parks & Recreation Commission is scheduled to be held on Thursday, October 17, 2019 at 7:00 p.m. at the Burlingame Community Center.

Respectfully submitted,

Joleen Helley
Recording Secretary