



CITY *of* BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, September 9, 2026 at 6:30 PM • 50 Park Place, Brisbane, CA

The public may observe/participate in Commission meetings using remote public comment options or attending in person. Commissioners shall attend in person unless remote participation is permitted by law. The Commission may take action on any item listed in the agenda.

TO ADDRESS THE COMMISSION IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

To address the Planning Commission on any item on or not on the posted agenda, fill out a Request of Speak Form located in the Community Meeting Room Lobby and submit it to the City staff.

REMOTE PARTICIPATION

Members of the public may participate in the Commission meeting by logging into the Zoom Webinar listed below. Commission meetings may also be viewed live and/or on-demand via the City's YouTube Channel, youtube.com/brisbaneca, or on Comcast Ch. 27. Archived videos may be replayed on the City's website, brisbaneca.gov/meetings. Please be advised that if there are technological difficulties, the meeting will still continue if remote participation is available.

The agenda materials may be viewed online at brisbaneca.gov/meetings at least 72 hours prior to a Commission meeting.

Remote Public Comments:

Remote meeting participants may address the Commission. Aside from commenting personally while in the Zoom Webinar, you can also use the call-in number. The public comments received will be noted for the record during Citizen Communications. We encourage you to email comments in advance of the meeting to brisbanerec@brisbaneca.org since this email will not be monitored during the meeting. Emails received during the meeting will not be addressed and will not be brought to the attention of the Commission during the meeting.

Join Zoom Webinar: brisbaneca.org/pr-zoom (please use the latest version: zoom.us/download)

Webinar ID: 920 4174 1911

Call-in Number: (669) 900-9128

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the Parks & Recreation Department (415) 508-2140 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

1. Call to Order

2. Roll Call

A. Remote Attendance Under the Just Cause Provisions of the Brown Act

3. Adoption of Agenda (Deletions, Additions, Changes)

4. Approval of Minutes

B. July 8, 2026 **(Attachment)**

5. Community Spotlight

6. Citizen Communications

7. Presentations

C. Youth and Adult Sports

8. Old Business

D. Event Debrief: Concerts in the Park

E. Priority Assessment Survey **(Attachment)**

9. New Business

F. n/a

10. Reports

G. Chairperson

H. Subcommittees

a. Derby & Day in the Park Subcommittee Meeting: July 23, 2026

b. Festival of Lights Subcommittee Meeting: August 11, 2026

c. Priority Assessment Survey Ad Hoc Subcommittee Meeting: August 25, 2026

d. Trails Development Subcommittee Meeting: September 1, 2026

e. Setting Subcommittee Meetings **(Attachment)**

I. Commissioners

J. Staff

11. Commission Matters

K. Written Communications **(Attachment)**

12. Adjournment

The next regularly scheduled meeting is October 14, 2026.



Brisbane Parks and Recreation Commission Action Minutes

Regular Meeting

July 8, 2026

Hybrid Commission Meeting, 50 Park Place, Brisbane, CA

Call to Order

Chairperson Seawell called the meeting to order at 6:32pm.

Roll Call

- A.** Remote Attendance Under the Just Cause Provisions of the Brown Act
None

Commissioners present: Seawell, Anderson, Gornitsky, Greenlee, Ocampo, Sims

Commissioners absent: Davis

Staff present: Recreation Supervisors Houghton and Monroy, Administrative Assistant Bondoc,
Recreation Coordinator Franco

Adoption of Agenda

Commissioner Sims moved, seconded by Commissioner Greenlee, to adopt the 7/8/26 agenda.
The motion passed 6-0.

Approval of Minutes

- B.** May 13, 2026

Commissioner Sims moved, seconded by Commissioner Greenlee, to approve the 5/13/26 minutes. The motion passed 6-0.

Community Spotlight

Commissioner Gornitsky recognized the City's youth sports coaches for their service and presented them with certificates.

Citizen Communications

Chris Florkowski encouraged the maintenance and beautification of garden spaces. Michael Barnes commented on the lack of progress with trails development and Sierra Point bike features.

Presentations

- C.** Senior Programs

Recreation Coordinator Franco and childcare staff presented a slideshow about the senior club weekly schedule, events, intergeneration programs, and field trips.

Old Business

D. National Parks & Recreation Month – Overview of activities

Based on commissioner feedback, the 41st annual National Parks and Recreation Month will feature a clean-up event, “chalk the walk”, and bike features.

E. Debrief offsite facilities tour from 6/10/26

The Commission toured public shoreline parks and shared their observations: sense of community, funding, importance of whimsy, strategic use of space, and source of inspiration.

New Business

- F.** Consider conducting a community survey process to engage residents, solicit input, and identify priorities for the future of Parks & Recreation. The Commission formed an ad hoc subcommittee meeting consisting of Commissioners Anderson, Davis, and Sims to discuss and develop a priority assessment survey.

Reports

G. Chairperson

None

H. Subcommittees

a. Setting Subcommittee Meetings

- Derby & Day in the Park: 7/23/26 at 3pm
- Festival of Lights: 8/11/26 at 3:30pm
- Priority Assessment Survey Ad Hoc: 8/25/26 at 3pm
- Trails Development: 9/1/26 at 3pm

I. Commissioners

Commissioner Sims provided an update on the Brisbane SPARK Foundation.

Commissioner Greenlee promoted the chalk activity at the 7/31/26 Concert in the Park.

J. Staff

Staff shared the latest on the following:

- Fall recruitments for Recreation Leaders, lifeguards, and ongoing swim instructor position
- 7/16 City Council proclamation of Parks and Recreation Month

Commission Matters

K. Written Communications

Chris Florkowski’s 7/7/26 email regarding Day in the Park was acknowledged as received.

Adjournment

Chairperson Seawell moved to adjourn the meeting at 7:50pm. The Commission elected to cancel the August 12, 2026 meeting to take the month off for summer recess as has been past practice, so the next regularly scheduled meeting will be September 9, 2026. The Commission also elected to move the November 11, 2026 meeting to November 18, 2026 in observance of Veterans Day.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 9/9/2026

From: Noreen Leek, Parks & Recreation Director

Subject: P&R Community Priority Survey

Recommendation

Consider a community priority survey to engage residents, solicit input, and identify priorities for the future of Parks & Recreation.

Background

Community needs assessments and priority surveys are foundational planning tools that help ensure Parks and Recreation programs, services, facilities, and initiatives remain responsive to the evolving needs and priorities of residents. Historically, the Parks & Recreation department has conducted a comprehensive community-wide needs assessment every five years, with the most recent survey completed in 2022. Since then, several topics have emerged that would benefit from broader community input, including the availability and effectiveness of programs and services, evolving interests, and community priorities for future investments. In addition, the City's Age-Friendly Action Plan identifies community engagement and resident feedback as key components of its implementation strategy. Conducting a survey now will provide valuable data to inform decision-making, support long-range planning efforts, validate community priorities, and ensure that City resources continue to align with the interests and needs of residents of all ages.

The survey should be designed to identify the issues, populations, and service areas that are most important to the community, helping the City prioritize investments, evaluate existing services, and make informed decisions about where resources will have the greatest impact. By focusing on community priorities rather than creating an exhaustive list of desired amenities, the survey will provide meaningful data that can guide strategic planning and support responsible stewardship of public resources.

Discussion

The Parks & Recreation Commission discussed this item at its July 8 meeting and voted to establish an Ad Hoc Subcommittee to further develop the proposed community survey. The Ad Hoc Subcommittee met on August 25 to discuss alignment of the survey with Council-adopted goals and objectives, with an emphasis on ensuring that the information collected is actionable, informs future policy and budget decisions, and complements other community engagement efforts.

During the meeting, Commissioners revisited the four areas of focus identified during the Commission's annual workshop: facility improvements, trail development, volunteerism, and alignment with the newly established Parks & Recreation Foundation (SPARK). The Subcommittee discussed organizing the survey around these themes while keeping the survey concise and accessible, with a target of approximately 12–15 questions.

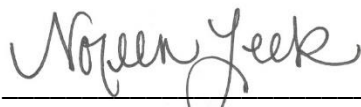
The Subcommittee identified several potential areas of inquiry related to facilities, including community priorities for improvements to the former library, Mission Blue Center, and the Community Park playground and restrooms. For trails, Commissioners discussed questions regarding trail usage, barriers to access and use, the availability and usefulness of trail maps, and the effectiveness of existing trail signage and wayfinding.

The Subcommittee also discussed opportunities to better understand community participation in volunteer activities, including identifying potential barriers that may prevent residents from volunteering. In addition, Commissioners reviewed questions from the City's previous community survey and expressed interest in incorporating similar measures of overall satisfaction with Parks & Recreation programs, services, and facilities to allow for continuity and comparison of community feedback over time. Various outreach strategies were also discussed to maximize community participation and ensure broad representation in the survey results. Potential approaches included promoting the survey at City and community events, conducting in-person outreach, and utilizing social media and other existing communication channels.

At this time, the Parks & Recreation Commission is requested to further refine the proposed areas of inquiry, provide direction regarding specific survey questions, and provide staff with guidance on the preferred survey format, outreach approach, and anticipated timeline. The Commission may also provide direction regarding whether the item should be referred back to the Ad Hoc Subcommittee for additional development or returned to the full Commission for further consideration at its next regularly scheduled meeting.

Fiscal Impact

N/A



Noreen Leek, Parks & Recreation Director

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 7/24/2026

The purpose of designated subcommittees is to investigate specific topics of interest to the Parks & Recreation Commission. They are to gather information and develop proposed solutions which are then to be presented to the Commission at a regular or special meeting as determined by the Chairperson.

SUBCOMMITTEE

DERBY / DAY IN THE PARK
CONCERTS IN THE PARK
EVENTS
FESTIVAL OF LIGHTS
RECREATION PROGRAMS
RECREATIONAL FACILITIES
SENIORS/AGE-FRIENDLY
TEEN SERVICES (YAC)
TRAILS DEVELOPMENT
PUBLIC ART **AD HOC LIAISON**
FOUNDATION **AD HOC**
IDEA **AD HOC**
ECONOMIC VITALITY **AD HOC**
BEAUTIFICATION **AD HOC**
DAVID SCHOOLEY **AD HOC**
PRIORITY ASSESSMENT SURVEY **AD HOC**

COMMISSIONERS

(3) ANDERSON, DAVIS, GREENLEE
(3) GORNITSKY, OCAMPO, SIMS
(3) ANDERSON, GREENLEE, SEAWELL
(3) GORNITSKY, GREENLEE, OCAMPO
(3) ANDERSON, OCAMPO, SIMS
(3) DAVIS, OCAMPO, SEAWELL
(3) ANDERSON, DAVIS, SIMS
(3) ANDERSON, GORNITSKY, SIMS
(3) ANDERSON, DAVIS, GREENLEE
(1) SEAWELL
(1) SIMS
(1) DAVIS
(1) GORNITSKY
(1) DAVIS
(1) DAVIS
(3) ANDERSON, DAVIS, SIMS

STAFF

MONROY & FRANCO
HOUGHTON & FRANCO
HOUGHTON
HOUGHTON & RODAS
HOUGHTON & MONROY
LEEK & MONROY
HOUGHTON & FRANCO
HOUGHTON & NAHASS
LEEK
LEEK
LEEK
LEEK
LEEK
LEEK
LEEK
HOUGHTON

STAFF CONTACT INFORMATION

NOREEN LEEK
NICOLE HOUGHTON
JOVI BONDOC
JEFF FRANCO
RICARDO MONROY
SARA NAHASS LÓPEZ
ANGELA RODAS

nleek@ci.brisbane.ca.us
nhoughton@ci.brisbane.ca.us
jbondoc@ci.brisbane.ca.us
jfranco@ci.brisbane.ca.us
rmonroy@ci.brisbane.ca.us
snahass@ci.brisbane.ca.us
arodas@ci.brisbane.ca.us

415-508-2141
415-508-2144
415-508-2134
415-657-4321
415-508-2143
415-508-2135
415-254-0353

Jeri Sulley
4 Margaret Ave
Brisbane, Ca 94005

7-10-26

Brisbane Parks & Rec Dept.
50 Park Place
Brisbane, Ca 94005

Dear Park & Rec:

In 1986 (40 YEARS!) we began the Festival of Lights. I would like to add back in caroling down Vistacion from Madhouse at Klamath to the Christmas Tree at the park. I know it involves street closures & police presence but it is a fun and important part of this event.

To march down the street with glow sticks singing Christmas carols is something the kids and adults will remember about the holidays in Brisbane. It makes the event extra special. The whole town singing to light the tree is fun and memorable. Many people feel this way so I just thought we could bring it back. We closed some streets for Halloween Trick or treating. Thanks!

Sincerely,

Jeri Sulley