



Brisbane Parks and Recreation Commission **Action Minutes**

REGULAR MEETING

May 14, 2025

HYBRID COMMISSION MEETING, 50 PARK PL., BRISBANE, CA

CALL TO ORDER

Chairperson Davis called the meeting to order at 6:34pm.

ROLL CALL

Commissioners present: Davis, Anderson, Commerford, Greenlee, Ocampo, Sims

Commissioners absent: Seawell

Staff present: Recreation Director Leek, Recreation Supervisor Houghton, Recreation Coordinator Rodas, Administrative Assistant Bondoc

ADOPTION OF AGENDA

The Commission voted unanimously to adopt the May 14, 2025 agenda.

APPROVAL OF MINUTES

A. February 12, 2025 and March 12, 2025

The Commission voted unanimously to approve the April 9, 2025 minutes.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. Introduction of Christina Fernandez, new Assistant City Manager

Recreation Director Leek briefly introduced Christina Fernandez to the Commission as the new Assistant City Manager.

C. Club Rec / Summer Preview / Preschool

Recreation Coordinator Rodas presented a slideshow on youth childcare programs and fielded questions about summer camp.

OLD BUSINESS

D. Mental Health Awareness Month highlights

Recreation Supervisor Houghton shared plans for May as Mental Health Awareness and Water Safety Month, such as the 5/10 walk and 5/15 therapy dogs at the park.

NEW BUSINESS

E. General Plan Review for P&R

Senior Planner Ken Johnson provided an overview and background of the City's General

Plan Open Space Element as it pertains to the Parks and Recreation Commission.

F. Discuss ideas for National Parks and Recreation Month in July

The Commission brainstormed activities to celebrate July as National Parks and Recreation Month with the theme “Build Together, Play Together”. Ideas included Legos, Day in the Life push pin project, waterside yoga, and guided hikes.

G. Determine locations for offsite facilities tour

The Commission elected to explore the city’s stairways and walkways for the 6/11/25 offsite facilities tour.

REPORTS

H. Chairperson

None

I. Subcommittees

- a. Concerts in the Park Subcommittee Meeting (Held on 4/22/25)
Subcommittee members shared ideas around additional activities like cornhole and lawn games, pop-up tents and chairs, and spotlighting donations.
- b. Events Subcommittee Meeting (Held on 4/23/25)
Subcommittee members reported on the 8/16 garden tour, cookie contest and push pin booth as ideas for Day in the Park, as well as the possibility of a local film festival.
- c. Foundation Feasibility Ad Hoc Subcommittee Meeting (Held on 4/24/25)
Subcommittee members shared that volunteer and board member recruitment would be paramount for the development of a Parks and Recreation Foundation.
- d. Public Art Advisory Committee Meeting (Held on 4/28/25)
Subcommittee members reported that implementation guidelines were reviewed, and priorities were identified from the Master Plan.
- e. Setting Subcommittee Meetings
Public Art Advisory Committee Meetings scheduled for 5/19/25 and 6/16/25 at 5:15pm.
Festival of Lights Subcommittee Meetings scheduled for 5/20/25 at 4:30pm and 7/1/25 at 5:30pm.
Foundation Feasibility Ad Hoc Subcommittee Meeting scheduled for 5/22/25 at 6pm.

J. Commissioners

None

K. Staff

Staff shared the latest on material donations for the San Benito-Alvarado stairway project, open registration starting 6/3 for residents for the afterschool and preschool programs, 5/13 Filoli and 6/10 SF MOMA senior trips, 6/16-6/20 pool closure for summer staff training week, Leaders-in-Training program, Dink & Dunk Camp, 5/15 Bike to Work Day, Brisbane Dance Workshop rehearsals and performances at Mission Blue Center, summer pool events, 6/2 summer camp viewing day, 6/5 preschool graduation, Chamber of Commerce’s 6/7 Little Night in Reno, San Bruno Mountain Watch’s 6/21 summer solstice event, Concerts in the Park, and 8/16 Garden Tour.

COMMISSION MATTERS

L. Written Communications

None

ADJOURNMENT

Chairperson Davis moved to adjourn the meeting at 8:12pm. The next regularly scheduled meeting will be June 11, 2025 (offsite).