



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, July 9, 2025 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

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectfully request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

Members of the public are encouraged to submit written comments before the meeting, to be discussed in Written Communications.

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.org/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.org/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 jbondoc@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.

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.

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

1. CALL TO ORDER

2. ROLL CALL

3. ADOPTION OF AGENDA (Deletions, Additions, Changes)

4. APPROVAL OF MINUTES

A. May 14, 2025 (**Attachment**)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. Introduction of Nora Flynn, P&R Summer Intern

7. OLD BUSINESS

C. Debrief of 6/11/25 offsite facilities tour (trails and walkways)

8. NEW BUSINESS

n/a

9. REPORTS

D. Chairperson

E. Subcommittees (**Attachment**)

- a. Public Art Advisory Committee Meetings (Held on 5/19/25 and 6/16/25)
- b. Festival of Lights Subcommittee Meetings (Held on 5/20/25 and 7/1/25)
- c. Foundation Feasibility Ad Hoc Subcommittee Meeting (Held on 5/22/25)
- d. Setting Subcommittee Meetings

F. Commissioners

G. Staff

10. COMMISSION MATTERS

H. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting is August 13, 2025. If the Commission elects to take the month off for Summer recess as has been past practice, the next regularly scheduled meeting would instead be September 10, 2025.



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).

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 4/9/2025

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

BRISBANE DERBY / DAY IN THE PARK
CONCERTS IN THE PARK
EVENTS
FESTIVAL OF LIGHTS
HABITAT RESTORATION
PUBLIC ART ADVISORY
RECREATION PROGRAMS
RECREATIONAL FACILITIES
SENIORS
TEEN SERVICES (YAC)
TRAILS DEVELOPMENT
SIERRA POINT PARK AD HOC
COMMUNITY PARK IMPROVEMENTS
FOUNDATION FEASIBILITY AD HOC
IDEA AD HOC

COMMISSIONERS

(3) ANDERSON, GREENLEE, OCAMPO
(3) COMMERFORD, OCAMPO, SIMS
(3) ANDERSON, GREENLEE, SEAWELL
(3) COMMERFORD, DAVIS, OCAMPO
(3) DAVIS, OCAMPO, SIMS
(2) SEAWELL, SIMS
(3) COMMERFORD, OCAMPO, SIMS
(3) GREENLEE, OCAMPO, SEAWELL
(3) ANDERSON, DAVIS, SIMS
(3) ANDERSON, COMMERFORD, SIMS
(3) COMMERFORD, DAVIS, GREENLEE
(1) COMMERFORD
(3) DAVIS, GREENLEE, OCAMPO
(3) COMMERFORD, SEAWELL, SIMS
(1) DAVIS

STAFF

MONROY & FRANCO
HOUGHTON & FRANCO
HOUGHTON
HOUGHTON & RODAS
FRANCO & ETHELTON (W/OSEC)
LEEK (W/ COMMITTEE)
HOUGHTON & MONROY
LEEK & MONROY
HOUGHTON & FRANCO
HOUGHTON & NAHASS
LEEK
LEEK
LEEK & HOUGHTON
LEEK
LEEK

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