



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, September 10, 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. July 9, 2025 (Attachment)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. Sports Programs Overview

7. OLD BUSINESS

C. Debrief the 2025 Summer Concert Series

8. NEW BUSINESS

D. City Council Liaison meeting preparation

On an annual basis, the City Council Liaisons for Parks & Recreation meet with the Chair and Vice Chair of the Parks & Recreation Commission to ensure alignment around City goals. The Commission should discuss talking points for this meeting and provide direction to the Chair and Vice Chair regarding desired outcomes. It is anticipated that the meeting will take place within the next 2 months.

9. REPORTS

E. Chairperson

F. Subcommittees (Attachment)

- a. Public Art Advisory Committee Meeting (Held on 7/21/25)
- b. Events Subcommittee Meeting (Held on 7/23/25)
- c. Derby and Day in the Park Subcommittee Meeting (Held on 8/6/25)
- d. Trails Development Subcommittee Meeting (Held on 8/21/25)
- e. Setting Subcommittee Meetings

G. Commissioners

H. Staff

10. COMMISSION MATTERS

I. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting is October 8, 2025



Brisbane Parks and Recreation Commission Action Minutes

REGULAR MEETING

July 9, 2025

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

CALL TO ORDER

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

ROLL CALL

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

Commissioners absent: Davis

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

ADOPTION OF AGENDA

Commissioner Commerford motioned, seconded by Commissioner Anderson, to adopt the July 9, 2025 agenda. The motion passed 6-0.

APPROVAL OF MINUTES

A. May 14, 2025

Commissioner Greenlee motioned, seconded by Commissioner Commerford, to approve the May 14, 2025 minutes. Commissioner Seawell was absent for the meeting and therefore abstained. The motion passed 5-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

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

Studying Environmental Science at UC Santa Barbara, Nora hopes to bring a sustainability perspective to Parks and Recreation while she interns for the summer.

OLD BUSINESS

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

The Commission explored select City trails and walkways for the June facilities tour and discussed planting native greenery, accessibility, regular maintenance for safety and beautification, coordination with Public Art and Public Works, parklets/rest areas, naming paths, signage, and mapping the trails. The trails subcommittee will continue the conversation before bringing it back to the full Commission.

NEW BUSINESS

None

REPORTS

D. Chairperson

Vice Chairperson promoted Pride and Joy's 7/11/25 Concert in the Park.

E. Subcommittees

- a. Public Art Advisory Committee Meetings (Held on 5/19/25 and 6/16/25)
Subcommittee members discussed project prioritization of Firth Park art and the history of the existing art pieces. They also discussed a potential art bench program.
- b. Festival of Lights Subcommittee Meetings (Held on 5/20/25 and 7/1/25)
Subcommittee members shared ideas on expanding thematically beyond just the Christmas holiday, unity and community as the prevailing theme, successes of last year's event, possibly forgoing caroling, and displays of written hopes and wishes.
- c. Foundation Feasibility Ad Hoc Subcommittee Meeting (Held on 5/22/25)
Subcommittee members went over potential foundation names, researched other foundations, and discussed member recruitment and next steps.
- d. Setting Subcommittee Meetings
Public Art Advisory Committee Meeting scheduled for 7/21/25 at 5:15pm.
Events Subcommittee Meeting scheduled for 7/23/25 at 5:30pm.
Derby and the Day in the Park Subcommittee Meeting scheduled for 8/6/25 at 4:30pm.
Trails Development Subcommittee Meeting scheduled for 8/21/25 at 6:30pm.

F. Commissioners

Commissioners promoted the 8/16 Garden Tour and ongoing Concerts in the Park.

G. Staff

Staff shared the latest on summer camps, swim lessons, Leaders-in-Training program, Aquafit water aerobics, Concerts in the Park, Parks and Recreation Month, 7/12 Summer Beach Bash, Cave simulation at the park, 7/12 City-Wide Yard Sale, 7/24 Build Together Play Together and Smores at the park, Age-Friendly projects, 8/15 Y2K Pool Party to celebrate the pool's 25th birthday, 7/15 and 7/28 senior trips, 8/16 Garden Tour, and 10/4 Derby and Day in the Park.

COMMISSION MATTERS

H. Written Communications

None

ADJOURNMENT

Vice Chairperson Seawell moved to adjourn the meeting at 7:30pm. The Commission elected to take the month off for Summer recess as has been past practice, so the next regularly scheduled meeting will be September 10, 2025.

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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