



Brisbane Parks and Recreation Commission **Action Minutes**

REGULAR MEETING

September 10, 2025

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

CALL TO ORDER

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

ROLL CALL

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

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

ADOPTION OF AGENDA

The Commission voted unanimously to adopt the September 10, 2025 agenda.

APPROVAL OF MINUTES

A. July 9, 2025

The Commission voted unanimously to adopt the July 9, 2025 minutes.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. Sports Programs Overview

Recreation Coordinator Franco presented on youth sport activities (cross country, volleyball, basketball, baseball, and track) and adult sports including softball and pickleball.

OLD BUSINESS

C. Debrief of 2025 Summer Concert Series

The Commission lauded the performances, staff presence, and swag for the 2025 summer concerts in the park. Donation collection efforts at the first concert were successful. The Commission shared testimonials and preferences for timing and suggested that the concerts be held later in the summer for better weather.

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.

- Points of emphasis will include the Parks and Recreation Foundation, facility maintenance and use planning, trail development, volunteerism, and the City's fiscal health.

REPORTS

E. Chairperson

Chairperson Davis promoted the 9/16 Latine and Hispanic Heritage Month fiesta in the park and shared the IDEA committee meeting's discussion regarding benches.

F. Subcommittees

- a. Public Art Advisory Committee Meetings (Held on 7/21/25)
Subcommittee members reiterated the need for benches, further Firth Park discussion, and Public Art implementation guidelines subject to City Council approval.
- b. Events Subcommittee Meeting (Held on 7/23/25)
Subcommittee members discussed the 8/16 Garden Tour and ongoing film festival research. Supervisor Houghton mentioned that the Garden Tour made \$1400 (half of which the Lions Club will receive) with 110 people attending. Feedback for next year included more senior tickets being available since they sold out and the event taking place in the spring instead.
- c. Derby and the Day in the Park Subcommittee Meeting (Held on 8/6/25)
Subcommittee members shared the plans for the 10/4 Day in the Park, such as booths, shade, food and drink, live band, cookie contest, and inflatables.
- d. Trails Development Subcommittee Meeting (Held on 8/21/25)
Subcommittee members shared citizen communications regarding ebikes on trails. Other topics included volunteerism for trail maintenance, maps and signage, and accessibility.
- e. Setting Subcommittee Meetings
Public Art Advisory Committee Meeting scheduled for 9/15/25 at 5:15pm.
Trails Development Subcommittee Meeting scheduled for 9/25/25 at 5pm.
Teen Services Subcommittee Meeting scheduled for 10/1/25 at 5:30pm.

G. Commissioners

Commissioner Anderson brought up the possibility of block parties around the city.

H. Staff

Staff shared the latest on the 9/10 teen night, Youth Advisory Committee and Teen Action Club, fall pool schedule, Life Unlocked life skills series starting 10/23, 11/6-11/9 lifeguard certification, ugly holiday sweater design contest, 9/20 Coastal Cleanup and Marina Festival, 10/4 Star City Marathon (same day as Day in the Park), 10/18 Halloween pool event, 10/25 Parents Night Out, 10/30 Howl-o-Ween, and Suicide Prevention Month.

COMMISSION MATTERS

I. Written Communications

None

ADJOURNMENT

Chairperson moved to adjourn the meeting at 8:13pm. The next regularly scheduled meeting will be October 8, 2025.