



Brisbane Parks and Recreation Commission **Action Minutes**

REGULAR MEETING

November 12, 2025

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

CALL TO ORDER

Chairperson Davis called the meeting to order at 6:31pm.

ROLL CALL

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

Commissioners absent: Ocampo

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

ADOPTION OF AGENDA

The Commission voted unanimously to adopt the November 12, 2025 agenda.

APPROVAL OF MINUTES

A. October 8, 2025

The Commission voted unanimously to approve the October 8, 2025 minutes.

CITIZEN COMMUNICATIONS

Resident Michael Barnes shared a GIS map displaying trails, park benches, and tree inventory to help better inform future Commission decisions.

PRESENTATIONS

B. Cosponsorships

Recreation Coordinator Franco presented on the City's structure for cosponsorships, tiers, application process, and prioritization.

OLD BUSINESS

C. N/A

NEW BUSINESS

D. Economic Vitality and its relationship to Parks & Recreation

Economic Vitality Director Mitch Bull presented on the Economic Vitality Office's outreach to involve businesses, Students in Government, Chamber of Commerce, volunteerism, and overall fostering business-community relationships.

E. Baylands Specific Plan Review and Comments

For the Planning Commission's consideration, the Commission emphasized the importance of native plants and the desire for additional active recreation amenities as well as a community-based public facility to accommodate the increased population. They provided direction to staff to draft an official letter to be sent to the Planning Commission.

REPORTS

F. Chairperson

None

G. Subcommittees

- a. Public Art Advisory Committee Meetings (Held on 10/20/25)
Subcommittee members described the Alvarado-San Benito stairway as a learning experience. They also discussed the approval of the Firth Park RFQ and the RFP for artfully designed benches.
- b. Recreation Programs Subcommittee Meeting (Held on 10/27/25)
Subcommittee members discussed the preschool program's history, enrollment trends, and prospective solutions.
- c. Festival of Lights Subcommittee Meeting (Held on 11/12/25)
Subcommittee members discussed the event map, light installations, community sing-along in lieu of caroling, and promotional videos.
- d. Setting Subcommittee Meetings
None

H. Commissioners

None

I. Staff

Staff shared the latest on 7th-8th grade basketball, Age-Friendly action plan, cancellation of the Life Unlocked series, senior art display through 1/26, ugly sweater competition results, winter pool maintenance and draining, Thanksgiving camp, 12/6 BDW craft fair, 12/7 Festival of Lights, 12/9 senior trip, 12/12 Grandfriends, 12/13 YAC social, 12/20 Parents' Night Out, Winter Break camp, Artists' Evening of Sharing, Waymo demo, and City Hall holiday closures.

COMMISSION MATTERS

J. Written Communications

None

ADJOURNMENT

Chairperson Davis moved to adjourn the meeting at 8:20pm. There will be no December meeting, so the next regularly scheduled meeting will be January 14, 2026.