



**AGENDA**  
**Parks, Beaches, and Recreation Commission**  
**City of Pacifica**

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**Regular Meeting – 7 PM**  
Wednesday, May 25, 2022  
2122 Beach Blvd Pacifica, CA 94044

**CALL TO ORDER**

**7:00 PM REGULAR MEETING**

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES:**  
04/27/2022 Meeting Minutes

**IV. ADOPTION OF AGENDA**

**V. SPECIAL PRESENTATION**

A. Progress Update of the Conceptual Plans for the Priority Parks Project

**VI. ORAL COMMUNICATION**

This is the time set aside for the public to address the Commission on items not appearing on the agenda, public input will be considered for items at this time. Please state your name for the record when addressing the Commission. Statements will be limited to three (3) minutes.

**VII. ITEMS FOR CONSENT**

A. Annual Report to Council

**VIII. ITEMS FOR CONSIDERATION**

**IX. REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS**

**X. REPORTS FROM STAFF**

Director Michael Perez

**XI. ADJOURNMENT**

**Next Regular Meeting: 06/22/2022**

**The City of Pacifica will provide special assistance for disabled citizens upon at least 24-hour advance notice to the City Manager's office (738-7301). If you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.**



**Minutes**  
**Parks, Beaches and Recreation Commission**  
**City of Pacifica**

**REGULAR MEETING – 7 PM**

Wednesday, April 27, 2022  
2122 Beach Blvd Pacifica, CA 94044

**CALL TO ORDER:**

**Chair Abbott:** called the meeting to order at 7:04 pm.

**I PLEDGE OF ALLEGIANCE:**

**Commissioner Lusson:** led the Pledge of Allegiance.

**II ROLL CALL:**

**Commissioners Present:** Chair Abbott, Commissioners: Benton-Shoemaker, Kellogg, Lusson, and Nicolari

**Commissioner Absent:** Commissioners Heywood

**Staff Present:** Director Michael Perez, Recreation Specialist Rebecca Collier and Recreation Coordinator Sophia Mahoney- Rohrl

**III APPROVAL OF MINUTES:**

**Chair Abbott** called for a motion to approve the minutes. **A motion was made by Commissioner Kellogg, seconded by Commissioner Lusson, and motion carried 5-0.**

**IV ADOPTION OF THE AGENDA:**

**Chair Abbott** asked for approve the agenda of the 04/27/2022 meeting. By a show of hands **Approval carried 5-0.**

**V SPECIAL PRESENTATION:**

Recreation Division Coordinator, Sophia Mahoney-Rohrl introduced herself to the commission and explained her background and status with the City. She gave an overview of the current and upcoming summer recreation programs. She recapped and elaborated on current recreation programs and special events which included:

- Youth and Teen – J-Teen After school program
- Reverse Spring Egg Hunt- Special event
- Adventure Summer camp
- YAC (Youth Advisory Council) Attack Meeting
- Staffing for summer programs

She thanked the Commissioners and opened the discussion for questions.

**Chair Abbott:** Thanked Coordinator Mahoney-Rohrl for the work she has done since she started at the end of February. Look forward to bringing back programs and starting new programs and events.

She asked if the J-Teen program was only at Vallemar.

**Coordinator Mahoney-Rohrl:** Answered, yes, currently Vallemar is the only after school program site due to staffing and enrollment.

**Commissioner Kellogg:** Thanked, Coordinator Mahoney-Rohrl for all her work. He stated that it is nice to have someone who grew up in Pacifica to come back and work for the City.

**Commissioner Benton-Shoemaker:** Remarked, she appreciated all the work Coordinator Mahoney-Rohrl has done in a short amount of time. Asked, if Mayor Mary Bier attended the YAC Attack meeting?

**Coordinator Mahoney-Rohrl:** Responded, she didn't think that she was in attendance but has touched base with the Mayor about Mental Health First Aid training.

**Commissioner Benton-Shoemaker:** Commented, she is pleased to see the Youth Advisory Board coming back and Mayor Bier is very interested in the program and how it operates.

**Commissioner Lusson:** Thanked, Coordinator Mahoney-Rohrl for her work and excited to see summer camps coming back. Asked, what obstacles are occurring in hiring camp staff?

**Coordinator Mahoney-Rohrl:** Replied, prior to COVID many camps had too many applicants and was able to take the cream of the crop. The position of camp staff is a very difficult job. Over the last several years, pool of potential camp staff has dwindled due to several reasons, such as higher paying jobs, burn out and lack of involvement in previous camp program.

**Commissioner Nicolari:** Thanked, Coordinator Mahoney-Rohrl for her presentation. Asked, about the Youth Advisory Council what is the process for selecting and recruiting new members?

**Coordinator Mahoney-Rohrl:** Answered, since there is not a current Youth Advisory Board, she will be producing a new process for selecting and recruiting members.

**Chair Abbott:** Commented, Youth Advisory Board is student driven process and not official city appointee. Youth are volunteering and working to put together programs they want to do for the year.

**Coordinator Mahoney-Rohrl:** Responded, correct the board of directors are all Youth Advisory Board members.

**Chair Abbott:** Stated, once the new Youth Advisory Board members have been selected, she looks forward having them presentation to Parks, Beaches and Recreation Commission later in the year. Thanked Coordinator Mahoney-Rohrl again for all the work she has accomplished in a short amount of time.

**VI ORAL COMMUNICATION:**  
**None**

**VII ITEMS FOR CONSENT:**

**Chair Abbott:** Commented, how nice it was to see the information provided indicates programs and other events are moving forward.

**Chair Abbott** called for a motion to approve the Items for Consent. **Motion was made by Commissioner Benton-Shoemaker, seconded by Commissioner Lusson, motion carried 5-0.**

## **VIII ITEMS FOR CONSIDERATION:**

### **A. Annual Report to City Council Discussion**

**Director Perez:** Part of the "resolution providing for appointments, terms, reporting and reorganization requirements for commission and committees," annual reports from committees and commissions are required. Through 2017, commissioners presented an annual report to the City Council, highlighting the previous year's work. Beginning in 2018, the Council decided that all Committee and Commissions would present their annual reports on the same date. Reports in 2020 were not presented due to COVID-19 but continued in June of 2021 with two years' worth of information. For 2022, presentations will be given on June 13, 2022, prior to the regular Council meeting tentatively scheduled for 5:00pm. There will be five- six presentation by all the commissions and committees. The Chair and one other Commissioner would attend and present the report at the Council meeting. Described in the report on committees and commissions, this report/ presentation should be a summary of the commission's work for the year. Staff will provide the Commission with meeting summaries from the last year, since the last annual report leading up to the current meeting. The Chair along with one or two Commissioners volunteer to put together the presentation with the help of the Director. The Chair and/or Chair pro Tem would present the information at the Council meeting. The 2021 report include sections on:

- Commission Members information/bios
- Highlights form the past year
- Meeting summaries- covering 2 years
- Power Point presentation to the City Council, summarizing the report
  - Highlighting the purpose and duties of the Parks, Beaches and Recreation Commission
  - Highlights of work form the year, including specific projects
  - What's next section for upcoming year and work plan.

Discuss the information Commissioners wish to see in the report, and who would like to be involved with the next steps of putting together. The draft report would need to be available for the May Parks, Beaches and Recreation Commission meeting for final suggestions and edits for the June 13,2022 City Council meeting. Parks, Beaches and Recreation Commission can discuss and give staff any direction for the Annual report to City Council.

**Chair Abbott:** Commented, A lot of the work had been done due to staff putting together information for reports and PowerPoint presentations at the end of the last year for the 2022 Parks, Beaches and Recreation Commission work plan. Asked if Commissioner Kellogg had any insight from when he presented when he was Chair of the Parks, Beaches and Recreation Commission.

**Commissioner Kellogg:** Responded, Director Perez usually has the information on what the commission has accomplished during the time frame requested by City Council. He asked, Director Perez what is the time frame the presentation will cover?

**Director Perez:** Responded, June 2021- May 2022.

**Commissioner Kellogg:** Stated, the presentation is a summary of accomplishments over the last year by the Parks, Beaches and Recreations Commission. Such as the overview of the parks, updates of Bike Park and etcetera.

**Chair Abbott:** Stated, that she would be pleased and willing to take part as a

presenter and asked if any other commissioner would volunteer.

**Commissioner Nicolari:** Stated, he will be willing to help as he has done his fair share of PowerPoint presentation in the past.

**Chair Abbott:** Responded, should be easy due to staff providing most of the information. Asked Director Perez, set up a meeting or email communication within the next 10 days to start on the presentation for Annual Report to City Council.

**Director Perez:** Responded, he will send a follow-up email to Commissioner Nicolari and Chair Abbott, to start the conversation. He stated that he will have most of the information gathering complete.

**Chair Abbott:** Thanked, Director Perez

## **IX REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS:**

**Commissioner Nicolari:** Shared, he attended the Pacific Beach Coalition Earth Day event on April 23, 2022, at Rockaway Beach. The event was well organized and attended. He stated there was an issue in finding trash to clean-up as the beach had been picked over. At their next meeting, he will receive the numbers and more details from the event and will report back.

**Commissioner Benton Shoemaker:** Gave brief updates on the following:

- Attended the Beautification Advisory Committee meeting. The committee is working on adoption of corners on Palmetto and other places to plant with a prescribed list of plants at these locations. They are also looking for residents who want to win awards for the beautification of their yards.
- Tree City Pacifica committee is reviewing the Davey Tree Group report to understand the findings and suggestions, they will be working as a group to come up with suggestions and reports. Planning for next fall's Arbor Day event has started with meetings with the School District about planting at schools.

**Chair Abbott:** Gave brief updates on the following:

- First time in 11 years, she took part in the March for Meals and was able to deliver meals three times with Meals on Wheels in March and April. She helped fill in on Tuesday's routes to deliver meals to home bound seniors that live in area. Many areas where she delivered have hills and several stairs that can be difficult to maneuver for some who have limited mobility." It felt good to walk up those stairs and deliver a hot meal and for them to know someone still knew they were there". In the staff report, Meals on Wheels still need volunteers to help with deliveries on Tuesdays, Wednesdays, and Fridays. Well organized and Christie Yeung Community Service Coordinator is easy to work with.
- Senior Volunteer appreciation event on April 20, 2022, smaller group than in the past years. Enjoyable to hear all the work the volunteers accomplished over the last year. Senior Services Supervisor Beth Phipps and staff did a wonderful job with the event, food was tasty, and everyone had a wonderful time.
- Age Friendly Cities, she is trying to ramp up the business program and will be presenting in the month to the Rotary Club. The Pacifica Age Friendly Community Coalition is looking for volunteers to help with the project, meets about once a month but not on a regular schedule.

Focus on three programs transportation, housing, and inclusion. Social inclusion ties to the business program, helping businesses understand how to be age friendly and recognize those businesses that are age friendly in Pacifica.

- Linda Mar Beach Mural - the last wall is in progress, due to weather the timeline for completion has been pushed to the end of June 2022. The final artist reaching out to local residents, families, and students to help with painting sections of the mural that have already been outlined. The Beautification Committee will be working on a celebration in June or July to recognize the four artists involved in painting the wall mural.
- Earth Day presentation at the Senior Services lunch with Earth Day haiku. Participants wrote haiku's or took them home, some read them out loud and prizes were given out.
- Information on the next Poet Laureate will be on the agenda for May's Parks, Beaches and Recreation Commission meeting. The last Poet Laureate three-year term was extended, and the new Poet Laureate asked to be eased into the position. She is a long-time Pacifican, author, and taught at San Francisco State University before she retired. She is honored to fill the position. San Mateo County Poet Laureate was instrumental in filling the position. Pacifica has the oldest Poet Laureate program in the county.

## **X REPORTS FROM STAFF**

**Director Perez:** He gave updates on the following:

Over two years since our initial shelter-in-place due to COVID-19 in March of 2020. Under very challenging conditions, our Parks, Beaches and Recreation (PB&R) staff and volunteers continue to display their dedication to our programs and compassion to participants. It is because of the staff's hard work and commitment that PB&R continues re-opening programs and services for the community. It has not been easy, nor without difficulty. PB&R continues to experience challenges relating to recruitment and retention, and with very essential part-time positions. He's grateful for their efforts and very proud of all they do for our participants and their families.

- Volunteer Appreciation Dinner- Several Parks, Beaches and Recreation staff members worked to put on a successful event to honor the volunteers. Also, in attendance to show their appreciation to the volunteers were the Mayor Mary Bier and several City Council Members, City Manager Kevin Woodhouse and Parks, Beaches and Recreation Commission Chair Abbott. Volunteers had an enjoyable evening with dinner and smiles.
- Meals on Wheel-Volunteers are always welcome and needed. Especially, at this time since covid restriction have been relaxed, past volunteers are not as available as over the past several years.
- May Mental Health Awareness Month- Civic Center will be lit up with green lights for the month of May to bring awareness to mental health issues. City is sponsoring a free Mental Health First Aid training at the Community on May 14, 2022, 8:30am-5:00pm. Lunch and snack will be provided. Participants will need to register for the training.
- Surf Camp/School Policy Advisory Task Force Recommendations- Staff applied for a Coastal Development Permit (CDP) to the California Coastal Commission (CCC) in December and received a request for more information a month later. Staff submitted a response to that and subsequently held a meeting, with the

CCC staff which included participation from Chair Abbott in March. The CCC followed up with another request for information and PB&R staff submitted responses mid-March. He is currently working on scheduling a follow up meeting to discuss any outstanding issues with hopes of getting on the CCC agenda soon.

- Bike Park- On March 28<sup>th</sup>, staff along with Pacifica Bike Park Committee (PBPC) member Amir Mendel and Commission pro Tem Luson, attended the City Council meeting to deliver the staff report and Power Point presentation on the Bike Park project. Council unanimously approved the concept of a bike park in Pacifica at the lower Frontierland Park site. PBPC will start focusing on fundraising and as well as next steps such as environmental reports.
- Lifesaving Ring Buoy Station Program- In February, Commission voted to recommend staff move forward working with the Sea Valor Organization and Arunay Foundation to install Life Ring Buoy stations at the City of Pacifica Beaches. Staff have been engaged in discussions with the executive director of Sea Valor to gather information and work out details on next steps. This will include mapping out locations of the suggested placement of the buoys, working with permitting agencies (the City and the Coastal Commission) and any other logistical requirement. Staff will continue to update the Commission on this process moving forward.
- Telescopes- Pier Project was able to add the installation of the telescopes to the project plans that went to the California Coastal Commission and hope to be part of the waiver that should be approved in May. Updates will be given to the Parks, Beaches and Parks Commission on the progress of the project.
- Staff Updates- At the beginning of this year, Parks, Beaches and Recreation Department had five full-time vacancies. He was excited that several of the positions have been filled over the last few months. He was grateful for the help from the City's Human Resources (HR) Department.
  - Recreation Assistant Supervisor Beth Phipps applied for and was promoted to permanent Senior Services Supervisor on January 31 of this year. Beth has worked for the City of Pacifica's Parks, Beaches and Recreation Department for 22 years, starting out working in our Aquatics division and holding several positions at the pool. Beth was promoted to Recreation Specialist in 2013 and then to Recreation Assistant Supervisor in 2018. She has served as an acting Recreation Supervisor in the past and was the Acting Food/Senior Services Supervisor for six months prior to her promotion.
  - Anthony Schriver was appointed to the position of Acting Recreation Assistant Supervisor. Anthony has worked for the City since 2014 as our Recreation Coordinator in charge of Aquatics. He has been involved in department programs and special events and has great experience in our Recreation Division.
  - Christie Yeung joined our team on February 14, 2022, as Community Services Coordinator, in charge of Meals on Wheels. Christie has 10 years of experience working with seniors, most recently as a Resident Services Coordinator for Mercy Housing.
  - Sophia Mahoney-Rohrl was appointed to the position of Recreation Coordinator February 28, 2022. She came from the City's Public Works Department, where she was a Ranger for just under 2 years. Prior to that she worked as a park aid for San Mateo County, a naturalist/park liaison

- for Spring Lake Park and as a camp counselor for Camp Tawonga.
- Transportation Specialist "Class B" Bus Driver position with the appointment of Michael Costakis on April 11, 2022. Michael has many years of experience driving (including with Seniors) and maintaining busses. Michael comes to us after working several years for the SamTrans Redi Wheels program. This is a full-time position that will encompass all transportation services operations--including the CaR program.
- The Child Care Technician position has served specifically as administrative support to the Child Care division. With the recent retirement of the long-term Child Care Technician, there was an opportunity for PB&R and HR to re-evaluate the business needs of the department regarding this position. Based on this evaluation, staff recommended reclassifying the Child Care Technician position to Recreation Specialist, giving the department a total of two, and updating the job description. This will strengthen the PB&R Department's administration by increasing efficiencies, providing additional support to the Director, allowing for cross-training of staff, and offer additional support to all divisions within the department. Anticipate welcoming aboard our new staff member in late May.
- The Recreation Manager position is "in the cue" for recruitment but had to be put on hold to concentrate on filling the above-mentioned hiring, which are crucial to our operations.

There are still challenges in with hiring part-time staff such as lifeguards, recreation leaders, and camp staff. Staff is working hard with HR to fill as many positions as possible and as soon as possible.

- Pacifica Boys and Girls Club - City is waiting for the press release from the Boys and Girls club organization on the future of the club located in Pacifica.
- City Wide Employee Recognition - First time since 2019, Employee recognition event on May 4, 2022, at the Moose Lodge, 11:30am-2:00pm.

**Chair Abbott:** Thanked, Director Perez

**Commissioner Lusson:** Thanked, Director Perez

**Commissioner Nicolari:** Asked, Is there more the Parks, Beaches and Recreation Commission can do to move along the process for installation of the Sea Valor Life Ring Buoy stations.

**Director Perez:** Responded, Parks, Beaches and Recreation Commission has done their part in the process. Waiting for detailed mapping for possible location. Installation will need to be approved by the California Coastal Commission. Staff will need to submit a packet for the California Coastal Commission to approve or issue a waiver. Will continue to give updates on the progress of the project.

**Commissioner Nicolari:** Thanked, Director Perez

**Chair Abbott:** Asked, Can the Sea Valor Life Ring Buoy stations be added to the Pier project?

**Director Perez:** Replied, at this time there is not enough information to add the Sea Valor Life Ring Buoy stations to the project. He has spoken to the Planning Department, there is a local permitting process that can be done through the City for Sharp Park and Rockaway Beach. For Linda Mar Beach the City must go through the California Coastal Commission and may want to add the telescopes with the Sea Valor Life Ring Buoy stations submission.



**Chair Abbott:** Commented, that there's been several United States Coast Guard activities around the Sharp Park area and the Life Ring Buoy stations will be needed addition to the area.

**Commission Benton-Shoemaker:** Thanked, Director Perez for his report. She's pleased with the staff updates and is thrilled that there is now a full time Transportation Specialist. Asked, if the Transportation Specialist could give a report to the Parks, Beaches and Recreation Commission.

**Director Perez:** Replied, yes will speak with Supervisor Beth Phipps, since she has a couple new staff members that have not been introduced to the Parks, Beaches and Recreation Commission.

**Commissioner Kellogg:** Asked, will Acting Supervisor Anthony Shriver continue to organize meeting with the Bike Park Committee?

**Director Perez:** Answered, yes, the group has a lot of power as a non-profit. Bike Park Committee may have the ability to get funding that the City may not be eligible to receive. Should have regular meeting and will speak with Acting Recreation Supervisor Anthony Shriver.

**Commissioner Kellogg:** Commented, not sure if the meetings stopped after the last City Council Meeting. Regular meetings are needed to keep organization and focused on the project.

**Chair Abbott:** Thanked and Congratulated Director Perez on the new staff additions.

## **XII ADJOURNMENT:**

**Chair Abbott:** Asked for motion to Adjourn. Motion was made by **Commissioner Kellogg, seconded by Commissioner Lusson, motion carried 5-0.**

**Next Regular Meeting:** 06/22/2022

Respectfully submitted by,  
Rebecca Collier, Recreation Specialist  
Parks, Beaches, and Recreation

X

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Chair Cindy Abbott



# Staff Report

ITEM VII A) May 25, 2022  
TO: Parks, Beaches and Recreation Commission  
FROM: Director Perez  
SUBJECT: Agenda Summary Report

**SUBJECT:**

PB&R Commission Annual Report

**BACKGROUND:**

As part of the “resolution providing for appointments, terms, reporting and reorganization requirements for commission and committees,” annual reports from committees and commissions are required. Through 2017, commissioners presented an annual report to the City Council, highlighting the previous year’s work.

Beginning in 2018, the Council decided that all Committee and Commissions would present their annual reports on the same date. As described in the report on committees and commissions, this presentation/report should be a summary of the Commission’s work for the year. Reports in 2020 were not presented due to COVID-19 but continued in June of 2021 via Zoom. This year, presentations will be given on June 13, 2022, prior to the regular Council meeting starting at 5:00pm.

At the April 27, 2022, meeting, Chair Abbott and Commissioner Nicolari volunteered to be on the Annual Report Subcommittee.

**DISCUSSION:**

Tonight, staff has included the DRAFT Annual Report for Commissioners to review and discuss. Staff will also share the DRAFT Annual Report Presentation. Both documents have been prepared with input from the Subcommittee. Any changes or edits will be made prior to the Annual Reports from Committees and Commission Study Session, scheduled for June 13<sup>th</sup>.

The 2022 DRAFT report includes sections on:

- Commission Member information/bios
- Highlights from the past year
- Meeting summaries – covering the last year
- Power Point presentation to the City Council, will summarize the report, and:
  - Highlight the purpose and duties of the Commission
  - Highlight work from the past year, including specific projects
  - What’s Next section for the upcoming year and work plan

**COMMISSION ACTION REQUESTED:**

Discuss the DRAFT annual report and presentation, recommendations for any changes or edits.

# DRAFT



CITY OF PACIFICA  
PARKS, BEACHES AND RECREATION COMMISSION  
CITY COUNCIL COMMITTEES/COMMISSOINS PRESENTATION June 13, 2022

The Parks, Beaches and Recreation (PB&R) Commission is submitting the following as a summary of the Commission work for 2021-2022 period.

| <u>Commission Members</u>  | <u>Term Expires</u> |
|----------------------------|---------------------|
| Cindy Abbott, Chair        | 2022                |
| Nick Lusson, Chair pro Tem | 2023                |
| Kevin Kellogg              | 2022                |
| James Heywood              | 2024                |
| Gail Benton Shoemaker      | 2023                |
| Carl Nicolari              | 2025                |
| Open                       | 2023                |

Cindy Abbott, Executive Director, Sanchez Art Center, is an ocean and beach enthusiast, who sees the work of the Commission as addressing issues that are the essence of Pacifica - a small city with a population that values community engagement for all ages and the outdoor environment. She has been a resident of Pacifica since 1996.

Nick Lusson has lived in the Linda Mar neighborhood of Pacifica since moving here with his wife & son in 2018. They've quickly fallen in love with the natural beauty and outdoor features as well as the small-town community lifestyle. After a long history of working at multiple levels of soccer, he is now the Athletic Director at The Olympic Club in San Francisco. He joined the commission out of belief in community service and desire to give back to his family's new home.

Kevin Kellogg moved to Pacifica in 2010 with his wife Alicia to pursue a career as a forensic scientist with Santa Clara County. They have two children, ages seven and four. Kevin wanted to join the Parks, Beaches and Recreation Commission because of his enthusiasm for the outdoors and community.

Gail Benton Shoemaker has lived in Pacifica for 32 years. She has been a Producer for Public Television, Executive Director of Pacifica School Volunteers, and a Program Officer for AmeriCorps overseeing grants to nonprofits working with children and Seniors. Currently, she serves on the PB&R Commission, the board of a San Francisco nonprofit, and with the community organization Tree City Pacifica which organizes Arbor Day. Gail is an avid walker and greatly appreciates Pacifica's parks and beaches.

# DRAFT

James Heywood works as a Film Technician and Stagehand with IATSE locals 16/San Francisco and 80/Hollywood. He has 3 school age children and is a lifelong skateboarder, surfer, and swimmer.

Carl Nicolari is a San Francisco native who grew up exploring the coast side. He's a member of Rockaway Beach Conservation Stewards and one of the leaders of Bay Area Hiking and Camping, which organizes many group hikes in the area. He also served on the Bicycle and Pedestrian Safety Committee in San Bruno. Carl works as a Senior Program Manager at GoPro and enjoys photography and mountaineering.

## **Highlights from the past year**

### **Work Plan**

The Commission spent two meetings over the past year creating and confirming a work plan for the coming year. Some of these items are a continuation of Commission work from this year, as highlighted below. The 2022 Work Plan will include:

- Surf Camp/School Policy
- Poet Laureate Nominations and Appointment
- Bike Park
- Heritage Tree Processes and Appeals
- Beach Safety
- Playground Improvement Program
- Liaison Assignments
- Additional items for future discussion included: protection of marine life and sensitive environments, all abilities playground in Pacifica, park visit/field trip by commissioner and skatepark improvements.

### **Bike Park**

In October and November of 2021, PB&R Commission gave feedback to staff and the Pacifica Bike Park Committee (PBPC), a 501(c)3 nonprofit for the development of a survey using the City-wide FlashVote system for Pacifica residents. At the February 23, 2022, PB&R Commission meeting, the PBPC shared the results of the survey and presented an overview of their progress. Their presentation included information on considered locations as well as their discussions with another non-profit organization with experience in developing, designing, maintaining, and fundraising to build a bike park.

The Commission recommended to approve the concept of a bike park at the lower Frontierland Park site. City Council agreed and made the same recommending at their March 28, 2022 meeting. The PBPC will now be focusing efforts, among other things, on fundraising, environmental reports, maintenance, and design.

### **Heritage Tree Appeals**

While the PB&R Commission heard only one tree appeal over the last year, they also participated in a Heritage Tree Ordinance update joint study session with the Planning

# DRAFT

Commission and the Beautification Committee. Commission/committee members were presented with an informational report regarding the Heritage Tree Ordinance update and were able to provide input/comments to City staff and Davey Resource Group (DRG)

### **Surf Camp/School Policy Recommendations**

On June 22, 2020, following public comment, City Council referred to the PBR Commission an opportunity to review the historic permitting processes for surf camps/schools through an equity lens. The Commission held several meetings and study sessions from summer to fall of 2020 and eventually approved the creation of a task force to consider and make recommendations regarding the policy to increase access to nonprofit organizations serving communities that have had limited access to surfing and the healing benefit of the ocean. After meeting monthly from February to October of 2021, the Task Force presented their recommendations to formalize a “Community Access Permit Program” (CAPP) for nonprofit organizations and an RFP process for commercial camps to the Commission on October 27, 2021. The Commission approved the recommendations, which were adopted by the City Council on January 10, 2022.

Staff is currently involved in the application process with the Coastal Commission for a Coastal Development Permit (CDP) for the program. The Commission will provide ongoing review of the program as well as acting as the reviewing body for commercial applicants.

### **Poet Laureate**

In 2013 Council directed the PB&R Commission to create a process for the selection of the City’s Poet Laureate. Since then, we have had two poets serving in this position. Commissioner Benton Shoemaker and Chair Abbott are serving on the Poet Laureate ad hoc committee with Supervisor Beth Phipps acting as staff liaison. It is expected that approval of the next Poet Laureate will come to the Commission in July/August of this year.

### **Special Presentations**

As part of department quarterly (4x/year) updates, staff members attend Commission meetings to present highlights for each division and their programs. Many of the staff presentations included information on how department programs were dealing with the many and ever changing/evolving guidelines, protocols, and procedures for COVID-19. In addition to these staff presentations, Paul Totah gave a comprehensive overview of Tree City Pacifica’s work.

### **Meeting Summaries – include June 2021 – May 2022**

#### **6/23/21**

Commissioners heard a Heritage Tree Appeal for 223 Roberts Road. Public Works Superintendent Ray Kurttila presented the staff report, and commission heard testimony from the appellant as well as the applicant. The Commission voted 5-0 to deny the appeal and approve the removal of the tree due to infection with pitch canker disease, and to the replacement of two 15-gallon trees on the property.

# **DRAFT**

## **7/28/22**

Recreation Coordinator in charge of Aquatics, Anthony Schriver, provided a presentation covering spring and summer programs at Jean E. Brink Pool, while operating during a pandemic. Department quarterly reports were also submitted and highlighted.

## **8/25/21**

Paul Total attended the meeting and provided a detailed overview of Tree City Pacifica presentation, which included information about the formation, requirements, help with the ordinance update, as well as outreach and collaborative efforts.

## **9/22/21**

Acting Senior Services Supervisor Beth Phipps gave a detailed update and overview of all the Senior Services program activities. This included a report on Grab & Go drive-through meals, Meals on Wheels, COVID activities, CaR Program, outdoor activities, and special events. In addition, she highlighted the grand re-opening of the Senior Center earlier in the month.

Coordinator Schriver gave an update on the Bike Park Survey process. Commissioners then discussed the survey and gave staff direction on suggested edits.

Staff gave a report regarding a proposal to place telescopes at Linda Mar Beach from View Telescopes owner Gary Wahrhaftig, who was present to answer questions. Commissioners-asked staff to move forward with pursuing the possibility of putting them at Pacifica State Beach, Linda Mar as well as at Rockaway Beach and the pier.

## **9/28/21**

A Heritage Tree Ordinance Update joint study session was held between the Planning Commission, PB&R Commission, and the Beautification Committee. The purpose of the meeting was for committee and commission members to receive an informational report regarding the Heritage Tree Ordinance update and to provide input/comments to City staff.

Planning Commission Chairman John Nibbelin acted as presiding chair of the joint study session. The City's consultant, Davey Resources Group, Inc. (DRG) gave a PowerPoint presentation of preliminary comments received from stakeholder interviews regarding the Heritage Tree Ordinance. Following the presentation, Chair Nibbelin, with assistance from PB&R Commission Chair Abbott and BAC Chair Moses, led the joint session to receive questions/comments from commission/committee members. This was followed by public comment and final comments from commission/committee members.

## **10/27/21**

The Pacifica Surf Camp/School Policy Advisory Task Force presented their recommendations to expand access for nonprofit organizations through the formation of a "Community Access Permit Program" and new RFP process for commercial permittees to the Commission. The Task Force had been meeting monthly from February through October after the approved formation by the Commission in December of 2020. Task Force members Johnny Irwin and Cliff Hodges along with

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Director Perez answered questions following the presentation. The Commission voted 6-0 to approve the recommendations, which were then approved by the City Council in January 2022.

The Commission also had a discussion regarding the return to in-person meetings. This information was shared with City Council. Quarterly reports were submitted and highlighted.

## 11/17/21

The Commission Work Plan for 2021-2022 was discussed. Items included on this list were Surf Camp/School Policy, Liaison Assignments, Poet Laureate, Bike Park, Heritage Tree Process and Appeals, the Playground Improvement Program and Beach Safety. Commission asked staff to come back with an update of the plan reflecting their comments and suggestions. New Commissioner Carl Nicolari was introduced and seated.

## 1/26/22

Commissioners continued their discussion of the 2020-2021 Work Plan and approved the items, which included Surf Camp/School Policy, Liaison Assignments, Poet Laureate, Bike Park, Heritage Tree Process and Appeals, Playground Improvement Program, Beach Safety and an additional item for “future discussions” to include discussion on the department plans/roadmap for the future (5, 10, 20 years), protection of marine life and sensitive environments, all abilities playground in Pacifica, park filed trip by commissioners and Skatepark improvements.

Child Care Site Coordinator Eva Tong gave an overview of the Child Care program including information and changes made for adaptation to COVID-19 protocols. She also highlighted information on recent special events and field trips as well.

## 2/23/22

Following a staff report and presentation, the Commission voted to recommend staff move forward and work with the Sea Valor Organization and Arunay Foundation to install Life Ring Buoy Stations at City of Pacifica Beaches.

Pacifica Bike Park Committee member Amir Mendel presented an overview of their progress, which included: site selection, initial consultation with the Mountain Bikers of Santa Cruz regarding assessment, design, construction and maintenance and the results of the Bike Park FlashVote survey. The Commission voted to recommend the concept of the Bike Park at lower Frontierland Park.

## 3/23/22

Commission held a study session to discuss a Parks Overview, which was the first in-person meeting since February of 2020. Director Perez gave a presentation that provided information about all of Pacifica’s parks that included the location, amenities, recent work completed, and any future improvements scheduled. Deputy Director of Public Works Sam Bautista and Parks Division staff Michael Pham attended and provided additional information.

## 4/27/22

New Recreation Coordinator Sophia Mahoney-Rohrl introduced herself and gave an update on here first two months working for PB&R, which included highlights on the J-Teen After School



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program at Vallemar, the Reverse Egg Hunt, the YAC Attack conference as well as upcoming summer programming.

The Commission Annual Report to Council was discussed. Department quarterly reports were also submitted and highlighted.

5/25/22

NCE, the landscape architect consultants gave a presentation on the progress of the conceptual plans for the Priority Parks Project. Commissioners also discussed and gave final input on the Annual Report to Council, to be presented June 13, 2022