



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

REGULAR MEETING – 7 PM

Wednesday, June 22, 2022

VIA Zoom: <https://us06web.zoom.us/j/86059467842>

CALL TO ORDER:

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

I PLEDGE OF ALLEGIANCE:

Commissioner Nicolari: led the Pledge of Allegiance.

II ROLL CALL:

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

Commissioner Absent: Commissioners Heywood and Lusson

Staff Present: Director Michael Perez, Senior Civil Engineer Raymund Donguines, and Recreation Specialist Rebecca Collier

III APPROVAL OF MINUTES:

Chair Abbott called for the approval of the minutes. **A motion was made by Commissioner Benton-Shoemaker, seconded by Commissioner Nicolari, Commissioner Kellogg abstained, and motion carried 3-0.**

IV ADOPTION OF THE AGENDA:

Chair Abbott called for approval of the agenda of the 06/22/2022 meeting with a change in the order moving Oral Communication to item VII and Items for Consent moved to VI. **With a show of hands, motion carried 4-0.**

V SPECIAL PRESENTATION:

None

VI ITEMS FOR CONSENT:

A. Approval of Support letter for the Sharp Park Priority Development Area (PDA) Pedestrian Improvement Project and the Rosita Road Pavement rehabilitation Project.

City of Pacifica Senior Civil Engineer, Raymund Donguines introduced himself to the Commission. He requested a letter of support from the Commission for the City of Pacifica's grant application for two projects:

- Sharp Park Priority Development Area (PDA) Pedestrian Improvement Project - Pedestrian and Bike route improvement along Paloma Avenue, Carmel Avenue and Santa Maria Avenue within the Northern Sharp Park

district. Fix sidewalks, driveways, and ramps to be ADA compliant. Add a bike boulevard along Paloma Avenue to connect to Francisco Boulevard.

- Rosita Road Pavement rehabilitation Project - In need of resurfacing and add a bike boulevard.

He thanked the Commissioners and opened the discussion for questions.

Chair Abbott: Asked, there are two letters of support one for each project?

Raymund Donguines: Replied, correct

Commissioner Benton-Shoemaker: Asked, are the grants coming through the Metropolitan Transportation Commission and San Mateo County Transportation Commission?

Raymund Donguines: Answered, correct Federal money is administered by the Metropolitan Transportation Commission and is sent to San Mateo County to administer to the cities of the county.

Commissioner Benton-Shoemaker: Asked, if City staff had inquired about the Active Transportation programs grants through the State of California Transportation Commission?

Raymund Donguines: Replied, not sure how often the grants for the State of California Transportation Commission are offered but will apply for those grants when they are available and if the City has a project that meets the criteria of the grant. Currently the grants that are being pursued are the two from the Metropolitan and San Mateo Transportation Commissions.

Commission Benton-Shoemaker: Replied, Active Transportation programs, there are greening components funding, such as shade trees along bike paths. Do the current grants that are being applied for have greening components?

Raymund Donguines: Answered, the focus of the two projects are pedestrian/bike improvements and safety.

Commission Benton-Shoemaker: Commented, when she learned about the Active Transportation grants, she thought about the Parks, Beaches and Recreation Commission's desire to gain funding for Bike and Pedestrian Plan and learned that the applications for the current cycle closed in the middle of June. In fall of 2023, there will be webinars and virtual site visits for the new cycle of grants that will include a greening component and pathways between parks. She would gladly share information for the grants in fall 2023.

Raymund Donguines: Replied, would be glad to receive the information and could use the grant for a specific project at that time once the grant process has been opened.

Commissioner Benton-Shoemaker: Commented, there is a lot of work that goes into submitting a grant proposal.

Chair Abbott: Asked, to give quick refresher on the bike boulevard for both projects and is that when signs in the middle of the road with bikes (are placed) to inform folks that there will be designations for more bike traffic?

Raymund Donguines: Answered, correct and may have seen in the southern part of Pacifica. The project will have the same pavement markings with the bikes on the streets and new signage.

Chair Abbott: Replied, none of the street will be taken away in the projects for a specific bike lane but information that it will be active route for bicyclist?

Raymund Donguines: Replied, correct it will be a shared lane for vehicles and bicycles.

Chair Abbott: Asked, for clarification on Paloma Avenue is it east-west access

verses connecting?

Raymund Donguines: Answered, yes east-west access as identified in Sharp Park specific plan.

Chair Abbott: Asked, will it include the street of refurbished City Hall on Santa Maria Boulevard?

Raymund Donguines: Replied, correct

Commissioner Nicolari: Commented, Paloma Avenue was a good choice given that route is used by hikers connecting to Sweeney Ridge and the beach. Asked, if there are related projects in the future that could be shared with the Commission?

Raymund Donguines: Answered, there is a grant for the Paloma Avenue bike project, already funded and working on the design. Another is resurfacing project in the northern part of Pacifica.

Chair Abbott: Asked, if the Parks, Beaches and Recreation Commission could receive an update on the projects later in the year?

Raymund Donguines: Replied, he would be happy to provide updates.

Chair Abbott called to approve the Items for Consent. **A motion was made by Commissioner Nicolari, seconded by Commissioner Kellogg, and motion carried 4-0.**

VII ORAL COMMUNICATION:

Christina Lee introduced herself to the Parks, Beaches and Recreation Commission. She asked the commission to review the current Parks, Beaches and Recreation department policy that does not allow bounce houses in City parks. She also referred the Commission to an email she sent to staff with comments and a chart of surrounding parks that allow bounce houses, including the San Pedro Park (run by the County) that is in Pacifica.

Chair Abbott: Thanked Christina for her comments and asked staff in a future meeting for a presentation/agenda item on the current policy and background.

VIII ITEMS FOR CONSIDERATION:

IX REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS:

Commissioner Nicolari: Commented, Half Moon Bay has a very competitive Junior lifeguard program for ages 9-15 and has there been interest working with the California State Park and Recreation and California Surf Lifesaving Association to start a program in Pacifica since beach safety is an important topic for the members of the Commission.

Chair Abbott: Commented, Director Perez will be giving an update in his staff on the Lifesaving Buoy project and comment on the Junior lifeguard program.

Commissioner Benton Shoemaker: Gave brief updates on the following:

She watched all the City commissions annual reports on June 13, 2022, and she was interested in comments made by Chair Melinda Moses from the Beautification Advisory Committee, spoke about a partnership with the Parks, Beaches and Recreation with the possibility of planting in parks. She had the idea of creating a sub-committee with the Beautification Advisory Committee

to discuss planting parks and starting a tree sponsorship program. Tree sponsorship program would entail the sponsor taking care of an already existing tree around the City and in the parks by using green bags to ensure the trees are getting enough water. Tree City Pacifica committee also has concerns for the trees that have already been planted are not getting enough water. Other local communities have solved the problem by having residents adopt trees with green bags and they would sign an agreement that states how often the green bags need filling. She was thinking in the future the tree sponsorship program can could help with planting in City parks. She asked about the process to start a sub-committee and volunteered to take the lead to make the sub-committee happen in the future.

Chair Abbott: Gave brief updates on the following:

- Gave the Annual Parks, Beaches and Recreation report to City Council on June 13,2022.
- She also heard the same presentation from Beautification Advisory Committee, she spoke with Director Perez about the subject and the possibility of a partnership and will update in his staff report. She also added one item that she spoke with Director Perez about was not creating a burden on the Public Works Department with any decisions that might be made for beautification of the City parks. Even a volunteer program still takes staff time.
- Attended the Economic Development Committee meeting - they are re-visiting their work plan for the year ahead to reprioritize items on their work plan. Two members left their roles in the committee.
- Attended City's Economic Development Department presentation from Stanford University students on implementation of Electric Vehicle Service Equipment (EVSE) in the City of Pacifica. Overview was very high level and how EVSE would benefit the City of Pacifica with tourism and additional commercial base. Well, received by attendees and city staff. Newly appointed Assistant City Manager Yulia Carter shared the complete report with Chair Abbott and will ask Director Perez to share the report with the other Commissioners later.

X REPORTS FROM STAFF

Director Perez: Commented, an email was sent to the commissioners before the meeting with speaker Christina Lee's research chart and written comment.

He gave updates on the following:

- Surf Camp/School Policy Advisory Task Force Recommendations
On May 19th - staff submitted our latest response to the Coastal Commission staff's questions from May 10th. Hope to meet with Coastal Commission soon to clarify any outstanding issues in hopes it will be on an agenda for approval sometime soon.
- Life Ring Buoy Station Program - staff working on preparing a Coastal Development Permit application to the Coastal Commission. Additionally, working with Sea Valor (the group that approached us about putting in the buoys) to determine the placement on Pacifica beaches. Article in Tribune recently explained this information but might have given the impression they were mostly, or only, going to Linda Mar beach. The department is looking at all Pacifica beaches for installation of Life Ring Buoy stations.

- Junior Lifeguard program - aware of the program, there has been limited interested in the program over the last 20 years. Can reach out to California State Parks for information about the program and see what it entails for staff.
- March for our Lives Permit - topic in the Tribune's editorial June 14, 2022, not sure the article completely captured the situation. He explained the situation and permit process along with the resolution with the party was seeking to obtain the trail permit. He also shared he spoke with the City attorney to ensure City was not violating any rights with the permit process that is in place.
- Priority Parks update - June 2021, City Council adopted the Fiscal Year 2021-2026 Capital Improvement Program that included funds to replace aging playground equipment at various City parks. Skyridge Park, Imperial Park, Marvilla Park, and Brighton Mini Park were selected for the FY 21-22 Priority Parks Project. These parks were identified as priority parks due to the age of the play structures, the lack of pedestrian paths and recreational amenities plus their location within the City. The City hired the multi-disciplinary/landscape architecture firm of NCE to prepare designs and construction documents for the selected parks. Concept plans have been developed for each park and the Parks, Beaches, and Recreation Commission previewed the plans at their May 25, 2022, meeting. The City will invite residents to provide their feedback on these conceptual plans. Along with postcards that will be mailed by June 27th to residents within a 500' radius of each park, there will be multiple opportunities for residents to participate in the public input process by:
 - Visiting the City of Pacifica's website at: https://www.cityofpacifica.org/depts/pw/engr/capital_improvement_projects/priority_parks_project.asp
 - Complete the questionnaire by scanning the QR code on the back of the postcards mailed to nearby residents. The questionnaire is also accessible at the following link: <https://www.surveymonkey.com/r/pacificaparks>
 - Joining staff at an informational meeting for each park. The dates and times are listed below:
 - a. Brighton Mini Park, Saturday, July 9, 2022, at 9-11 am
 - b. Marvilla Park, Saturday, July 9, 2022, at 1-3 pm
 - c. Imperial Park, Saturday, July 16, 2022, at 9-11 am
 - d. Skyridge Park, Saturday, July 16, 2022, at 1-3 pm
 - Calling the City's Public Works Department at (650) 738-3767 to leave your input/comments with staff
 - Stopping by the City's Parks, Beaches, and Recreation booth at the annual July 4th celebration and fill out a questionnaire

The City encourages residents to provide input regarding the design of these parks! Please join in the process to make this a successful project!!

- Summer Program and Division Updates:
 - Child Care division - Busy with summer and fall enrollment. Child Care applied for and received a \$50,000 Summer Enrichment grant from San Mateo County. The funds must be used by the end of summer. Staff have been planning activities and field trips and are enjoying spending the funds. One of the events staffs are really excited about is a BBQ at Frontierland park. The theme BBQ carnival with carnival games, food, and activities. Families will join in the fun at the park with their children

- towards the end of the day.
 - Recreation division - Summer camp is ongoing with about 50-55 campers enrolled in each week. Make Me a Pro Sports and British Challenger Soccer are offering soccer camps through the city's ActiveNet site. Staff is looking into offering more summer programs in the second ½ of Summer (following up with contractors who expressed interest in teaching a class).
 - Aquatics division - Recreation swim is Monday-Saturday 1pm-3pm, Monday and Friday evenings 7pm-9pm throughout the summer months. Wet and Wild Water Camp will be back this summer with three separate weeks of fun. Camps will be July 18th – August 5th. Pool Party Program will be coming back soon as more staff has been hired and trained. Currently hiring 7 additional lifeguard staff to bring back more programs.
 - Senior division- Senior Services recruited two new contract instructors that will be starting in July. The new classes are a Meditation class, and a computer class focusing on Apple Devices.
 - Transportation - has been taking the seniors on local day trips and requests have been made for more places to visit. During the months of May and June, seniors day tripped to the Jim Henson Exhibition in San Francisco, San Mateo County Fair, and the Charles Schulz Museum in Santa Rosa. Next month we are planning for the USS Hornet and Elkus Ranch and Disney's the Lion King Musical in August.
 - Meals on Wheels - serving about 3,000 meals every month, with new seniors inquiring about the program every week. Routes increased from 5 pre-pandemic to the 8 routes currently run. Staff is thrilled to be fulfilling the mission of eliminating food insecurity for seniors in Pacifica. This is a 60% increase, and hopeful in receiving additional County funding for support and are constantly working to identify more volunteer drivers and to sustain this new level of service delivery for the MOW program.
- City Council will be meeting on Monday, June 27th, on the agenda will be:
 - Heritage Tree Ordinance Revisions Study Session – starting at 5:30pm
 - Pacifica School District Lease for Portables
 - Continued Funding application Resolution for Child Care state contracts
 - Budget Adoption – personnel items
 - Revenue Measure – placing on ballot re: TOT
- Staff updates - Child Care Technician position was reclassified to Recreation Specialist, which gives the department a total of two Recreation Specialist. Pleased to announce Shirley Li is the new Recreation Specialist for the Parks, Beaches and Recreation Department. Her first day was June 13th. Shirley comes to us after working with the YMCA of San Francisco for the past nine years, most recently in their preschool program as a site supervisor. She holds a Child Development Site Supervisor permit from the California Commission on Teaching Credentialing.
- 4th of July - Beginning at 9:00am with the Rocket Run 5-mile race starts and ends at the Community Center and 11:00am-4:00pm at Frontierland Park with music, food, and games. Invited all commissioners to the event and asked them RSVP to him or Coordinator Sophia Mahoney-Rohrl.
- Beautification Advisory Committee partnership - brief discussion with the Public Works

Director, Lisa Peterson, and she will review the scope of the Beautification Advisory Committee charter. To ensure that they are working within the scope of the charter in regarding work in the parks.

- The adopt a tree program can be discussed in more detail at a future meeting and a program would require staff time.

Commissioner Benton-Shoemaker: Asked, is a trail permit required for both sides of the freeway?

Director Perez: Replied, Parks, Beaches and Recreation does not oversee the sidewalks or roads, but they do oversee the (beach) trails. If someone wanted to use the sidewalks or roads there might be a permit that would need to be obtained from another City department. If organizers are planning a large gathering/march the Police Department would like to be informed to prepare as needed.

Chair Abbott: Thanked Director Perez and asked for commissioner comments or questions.

Commissioner Benton-Shoemaker: Asked for clarification, can Parks, Beaches and Recreation Commission have a separate sub-committee for the adopt a tree program?

Director Perez: Answered, he was referencing the Beautification Advisory Committee (BAC) had referenced joint projects with Parks, Beaches and Recreation. He was stating that if BAC would be involved in the adopt a tree program, the BAC has specific charter and beautification of city parks does not fall within their charter. For the adopt a tree program, can investigate the process, and would want to speak with the Public Works department for input and staff involvement. Would need to gain information for location of trees and other requirements/details for the program. Tree City Pacifica may have the information needed for the project.

Commissioner Benton-Shoemaker: Replied, the current crisis are trees that have been planted in the past. The identification of trees in need would be easy due to charts and spreadsheet with tree data. It can be confusing because both Parks, Beaches and Recreation Commission and the Beautification Advisory Committee are both tied to the Public Works Department.

Chair Abbott: Commented, appreciated Director Perez for initiating the conversation with Director Peterson. She asked for an updated or agenda item for next meeting and proceed.

Director Perez: Replied, we can figure out the best way to get towards the commissions desired outcome.

Commissioner Nicolari: Commented, in the future if there was a sub-committee, he would gladly participant. Pacifica Beach Coalition uses a similar project for their areas of responsibility.

Asked, regarding special event permit process is the City aligned with other local communities? For example, 60-day time of notice to applying for permits and other requirements. Would the commission be able to adjust the current policy if needed?

Director Perez: Answered, staff can survey other local cities to gather information about their permit requirements and processes, and report back with findings.

Commissioner Nicolari: Thanked Director Perez

Chair Abbott: Commented, she appreciated staff gathering information on the permit process from other communities to see if the City needs to make adjustments or have information more visible to the public.

Chair Abbott: Asked, Director Perez if the surf camps are still operational this summer as staff is waiting for the California Coastal Commission response to the application for the Coastal Development permit?

Director Perez: Replied, correct the surf camps are still operational this summer.

Chair Abbott: Asked, staff to send the Priority Park press release to the Parks, Beaches

and Recreation Commission.

Director Perez: Answered, will send a copy to all the Parks, Beaches and Recreation commissioners after the meeting and information about the Priority Park project is on both City of Pacifica and Pacifica Parks, Beaches and Recreation Facebook pages, with links to the survey monkey along with other information.

Commissioner Kellogg: Asked, had policies such as the bounce house policy been brought to the commission in the past?

Director Perez: Replied, not on the specific policy addressing prohibiting bounce houses in City of Pacifica Parks and other locations. He had a conversation with Christina Lee about the policy and suggested that she attend the Parks, Beaches and Recreation Commission meeting and share her comments and information.

Commissioner Kellogg: Commented, he was not aware that the City prohibited bounce houses. Worth a review or study session at a future commission meeting to review the policy.

Director Perez: Stated, staff can gather information from other local communities about the policy for bounce houses and other similar equipment for a future meeting. He spoke to some surrounding communities and there is about sixty percent that allow and forty percent that prohibit for various reasons.

Commissioner Kellogg: Asked, is there electrical outlets at the parks to plug in the equipment need for bounce houses?

Director Perez: Answered, some parks do, and some do not have the proper electrical outlet, if not available then generators would be used.

Commissioner Benton-Shoemaker: Commented, has seen bounce houses at San Pedro Valley Park, the generators are very loud and interested in plug-in options.

XII ADJOURNMENT:

Chair Abbott: Asked for motion to Adjourn. Motion was made by

Commissioner Kellogg, second by Commissioner Nicolari, Motion Carried 4-0

Next Regular Meeting: 07/27/2022

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

X

Chair Cindy Abbott