



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

**REGULAR MEETING – 7 PM**

Wednesday, January 25, 2023  
2122 Beach Blvd. Pacifica, CA 94044

**CALL TO ORDER:**

**Chair Abbott:** called the meeting to order at 7:00 pm.

**I PLEDGE OF ALLEGIANCE:**

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

**II ROLL CALL:**

**Commissioners Present:** Chair Abbott, Commissioners: Benton-Shoemaker, Heywood, Lusson, Nicolari, Phillips, Rodriguez

**Staff Present:** Director Bob Palacio, Recreation Supervisor Anthony Schriver, Recreation Supervisor Mindy Tiet, Recreation Supervisor Tracy Gilbert, and Recreation Specialist Rebecca Collier

**III APPROVAL OF MINUTES:**

**Chair Abbott** called for a motion to approve the minutes 11/30/2022. **A motion was made by Commissioner Phillips, seconded by Commissioner Lusson, motion carried 7-0.**

**IV ADOPTION OF THE AGENDA:**

**Chair Abbott** called for motion to approve the agenda of the 01/26/2023 meeting. **Motion carried 7-0.**

**V SPECIAL PRESENTATION:**

Child Care Division Supervisor, Mindy Tiet and Tracy Gilbert introduced themselves to the Commission. Supervisor Tiet gave an overview of the Child Care program and services. She recapped and elaborated on the following topics:

- Introduction of Child Care Staff
- Overview of Child Care programs
- Information on each of the Child Care site
- Information on participation eligibility
- Recap of some special events and programs from 2022

She thanked the Commissioners for their time and opened the discussion for questions.

**Chair Abbott:** Thanked, Supervisor Tiet for her presentation and including the variance of cost for program.

**Commissioner Benton-Shoemaker:** Asked, if the participation numbers

have increase back to pre-pandemic numbers?

**Supervisor Tiet:** Answered, no staff are working to increase the numbers to pre-Covid. Some site numbers are close to pre-Covid numbers and other sites are not as close and working hard to get the numbers back up. The obstacle is due to staffing shortages.

**Commissioner Benton-Shoemaker:** Asked, is there a waiting list?

**Supervisor Tiet:** Answered, correct, the length of the waitlist depends on the site. Child Care had received several applications for 2023-2024 school year. The goal is to increase capacity with staffing.

**Commissioner Benton-Shoemaker:** Asked, what is the percentage of low income to full payment?

**Supervisor Tiet:** Answered, forty percent low income.

**Commissioner Benton-Shoemaker:** Replied, not a priority for low-income families?

**Supervisor Tiet:** Responded, goes by priority, number one priority children enrolled in the pre-school program, second priority siblings enrolled in the program and low-income families, third priority full cost families.

**Commissioner Benton-Shoemaker:** Thanked, Supervisor Tiet for the information and great explanations.

**Commissioner Lusson:** Thanked, Supervisor Tiet for a wonderful program and presentation. He asked, with the priority enrollment, are siblings at the same site taken in to factored in when enrolling?

**Supervisor Tiet:** Answered, yes, sibling will have priority over regular enrollment.

**Commissioner Lusson:** Asked, even if the sibling is out of the Child Care program and are just at the school site?

**Supervisor Tiet:** Answered, yes.

**Commissioner Nicolari:** Asked, definition of low-income taken from federal, state guidelines or other sources?

**Supervisor Tiet:** Replied, State of California provides guidelines by ranking of parent's income. If the family falls within the qualifying bracket, then they qualify as a subsidized family, if the family does not fall within the bracket, then they are served as a full cost family.

**Commissioner Rodriguez:** Thanked, Supervisor Tiet for her presentation, and asked what is the staff to children ratio?

**Supervisor Tiet:** Answered, pre-school age is one (1) to eight (8) and school age is one (1) to fourteen (14).

**Commissioner Rodriguez:** Thanked, Supervisor Tiet for her reply and presentation.

**Chair Abbott:** Asked, if there still issues with hiring Child Care staff?

**Supervisor Tiet:** Answered, correct hiring Child Care staff is not the easiest at the current time as there is a staffing and teachers' shortage throughout the Bay area.

**Supervisor Gilbert:** Added, also throughout San Mateo County.

**Supervisor Tiet:** Replied, herself, Supervisor Gilbert, and Assistant Supervisor Eva Tong are trying to interview applicants as soon as possible.

**Supervisor Gilbert:** Added, they are utilizing substitute staffing agencies to fulfill the numbers to meet the requirements of the program.

**Chair Abbott:** Asked, if staff are going to Skyline College's program for outreach to soon to be graduating students about possible open positions, or

are they waiting for applications to come to the City?

**Supervisor Tiet:** Replied, there are postings at Skyline College and other programs that Child Care have connections with, and the programs are experiencing low participation and enrollment.

**Director Palacio:** Commented, staff will be working on an extensive recruiting plan. In the profession of Parks and Recreation, it has been a very difficult time to secure part-time and full-time staff. Aquatic division has been fortunate with the hard work of Supervisor Schriver hiring and the ability to keep aquatic staff on board. He did not understand the size and involvement of the City of Pacifica's Child Care program until he arrived. He stated a Child Care program of the size of City of Pacifica's is not the norm for other Parks and Recreation agencies. It is the standard that other agencies are striving to achieve, and everyone should be proud of the Child Care program.

**Chair Abbott:** Commented, we are very proud of the program. She asked if the reason for the cost difference at each site is due to each site needing to be profitable and covering their expenses, particularly the cost difference at Oceanshore site versus Vallemar and Sunset Ridges site?

**Supervisor Tiet:** Responded, Ocean Shore site is full cost, and the City of Pacifica has the full right to determine the tuition for families. Vallemar and Sunset Ridge sites there is a combination of subsidized and full cost participants. The tuitions would need to match. For example, if a subsidized family is paying \$650 then a full cost family would need to pay \$650, so that they are in the same bracket.

**Supervisor Gilbert:** Added, the goal is to encourage subsidized participants to be at one site and full cost participants be at another site due to the requirements.

**Chair Abbott:** Asked, there has never been a program at Ortega School site, so do families travel to Cabrillo site for Child Care programs or has there been previous conversations with the Jefferson School District to have a program in the area?

**Supervisor Tiet:** Answered, there has not been the demand to have a program at Ortega School site.

**Supervisor Gilbert:** Replied, there is not the space for a program at Ortega School.

**Commissioner Heywood:** Commented, Ortega School site already has an independent program.

**Chair Abbott:** Asked, for any further questions or comments from the other Commissioners? She thanked Supervisor Tiet and Gilbert for their presentation, hard work and added they did a great job keeping the program open during the pandemic.

## **VI ORAL COMMUNICATION:**

Horace Hinshaw introduced and gave background of himself to the commission. He congratulated the new Parks, Beaches, and Recreation (PB&R) Commissioners. He was also in attendance to support the new PB&R Director Palacio. He has lived in the City of Pacifica for over 50 years and worked on the PB&R Commission for 18 years with the recently retired PB&R Director Perez. He is currently the President of Seniors in Action and invited the Commissioners to come down to the Senior Services and see the offerings and maybe catch lunch at 12:00pm for a small cost. He asked the Commission to reach out to

him for any reason. He thanked the Commission and wished them luck in the New Year.

**Chair Abbott:** Thanked, Mr. Hinshaw for his comments and for coming out to support the PB&R staff and Commission.

## **VII ITEMS FOR CONSENT:**

- A. Administrative Narrative
- B. Aquatics update
- C. Child Care Update
- D. Recreation, Youth and Teen Program Update
- E. Senior and Food Services Update

**Commissioner Benton-Shoemaker:** Thanked, staff for all the hard work on the reports and stated that she reads them thoroughly and learns something new with each report.

**Chair Abbott** called for a motion to approve the Items for Consent. **Motion was made by Commissioner Benton-Shoemaker, seconded by Commissioner Nicolari, motion carried 7-0**

## **VIII ITEMS FOR CONSIDERATION:**

### **A. 2023 Work Parks, Beaches, and Recreation Work Plan Discussion**

**Director Palacio:** recapped and updated the 2022 Work Plan items and stated the importance of obtainable items on a work plan. He also introduced to the Commission a couple of items of focus for him in 2023. First, development of a scholarship program for youth in the City of Pacifica. Secondly, a full developed inclusion program for participants with special needs for all ages.

- **Surf Camp/School Policy** - December 2022, former PB&R Director Perez and Director Palacio met with California Coastal Commission (CCC) staff. The CCC informed staff that they needed additional time to send the City a draft of the proposed new process for issuing permits for surf camps/schools. CCC stated they would have a draft to the City by early February 2023. Staff would review/edit and return to CCC. If all parties agree, it will go to CCC for approval in March/April. In addition, staff informed CCC staff that the City normally begins permitting process in January, and that staff would gather information on potential groups via our permit application. City assured CCC that no collection of fees, but knowing who is interested, who has WSI/CPR certs, etcetera would help increase safety and speed of service. Staff sent applications to six organizations (two non-profits and four LLC's). Staff received returned applications from three LLC's and are working with the non-profits to turn in their information as well.

**Chair Abbott:** Asked, for clarity on the surf camp permit process is currently status quo and would want a status updated brought to the Commission in April? The Surf Camp/School policy will remain on the work plan for 2023 to finalize the process once CCC has given their approval.

**Director Palacio:** Stated, communication between the City and CCC has amplified since December 2022. CCC understands the City's urgency to resolve the process to protect all parties involved. He stated, it is the City's job to their

best to protect and keep the community and beach safe. He will update the Commission as soon as he receives more information for the CCC.

- **Poet Laureate** – New Pacifica Poet Laureate Toni Mirosevich was chosen via the subcommittee process and was introduced in August 2022 at the Parks Beaches, and Recreation Commission Meeting.

**Chair Abbott:** Stated, Poet Laureate Mirosevich came on a one-year term with consideration for the full-term of three years.

**Commissioner Benton-Shoemaker:** Stated, Poet Laureate Mirosevich is presenting to a local book group about her role as the Poet Laureate.

- **Bike Park** -March 28, 2022, staff along with Pacifica Bike Park Committee (PBPC) member Amir Mendel and PB&R 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, design and as well as other next steps such as environmental reports. Director Palacio hopes to meet with the PBPC to help with a plan for fundraising possibilities to move the project forward.

**Commissioner Phillips:** Commented, she is currently on the board of the PBPC.

**Director Palacio:** Replied, he would like to meet with Commissioner Phillips to see how he can be helpful.

**Commissioner Phillips:** Asked, if there would be a conflict of interest with her on PBPC board and on the PB&R Commission?

**Director Palacio:** Replied, he would need to check and get back to Commissioner Phillips.

- **Tree Appeals** – Pacifica City Council adopted an Ordinance repealing and replacing Pacifica Municipal Code Chapter 12 - Tree Preservation and Chapter 14 - Maintenance and Preservation of City Trees.

**Director Palacio:** Commented, he wants to have a better understand the Tree Appeals process in the City of Pacifica. He also would like the PB&R Commission to have the proper information to make informed decisions.

**Chair Abbott:** Responded, she would appreciate a review since there are new Commissioners and there was a presentation done on Tree Appeals more than two years ago. The ordinance has been reviewed and revised since the presentation. In previous discussions, a possible creation of Tree Committee was brought up, for promotion of tree planting, and supporting canopy.

**Commissioner Benton-Shoemaker:** Commented, she thinks it is important that all the Commissioners have an understanding the new ordinance. The Tree Committee that she brought up at previous meetings, was the idea of a City Council member for residents and tree companies to understand the tree removal permit process. One focus of the tree committee would be the publicize the information to the tree companies, and for them to have a clear understanding of the tree ordinance. Educating the companies would allow them to inform the residents of the permit process for tree removal. The second was the adopt a tree program, that would mirror the adopt a space program. The program would help newly planted trees and other trees with watering.

**Director Palacio:** Responded, he would recommend the Commission keep the topic of trees on the Work Plan for 2023. For him, trees are important part to the urban environment. Intentional planning for planting with specific types of trees in mind. With climate change and micro-climates in Pacifica, the types of trees that are planted have changed and are important to their survival.

**Chair Abbott:** Asked, any other Commissioners for their thoughts are the topic and possible addition of another committee?

**Commissioner Lusson:** Asked, he only questions if Tree Committee would be under the purview of the PB&R Commission. He commented, It sounds great but wants to ensure it falls under the scope of the correct Commission. He would defer to staff for the answer.

**Director Palacio:** Replied, he wants to ensure that the PB&R Commission is educated and has the proper information to give feedback and give input.

**Commissioner Nicolari:** Commented, he knows that tree appeals have always been part of the PB&R Commission scope but questions if a Tree Committee would fall to the PB&R Commission.

**Director Palacio:** Responded, a large part of parks is the green space and landscaping. He understands the PB&R department, does not maintain the landscaping but staff does give input.

**Chair Abbott:** Asked, staff and City Council could review to ensure that a Tree Committee would fall under the scope of the PB&R Commission.

**Director Palacio:** Replied, he will safeguard that areas or topics the PB&R Commission moves forward on would be within the PB&R Commissions scope.

**Chair Abbott:** Commented, the name of the work plan topic may change from Tree Appeals to something about trees. She thanked Director Palacio for bringing the subject of tree ordinance and ensuring the PB&R Commission is properly educated on the topic.

- **Playground Improvement Program** – PB&R Commission had several presentations for the Priority Parks Project from the City's consultants, NCE. NCE held pop-up events at each park and staff held one at 4<sup>th</sup> of July, to solicit feedback from the public. Additionally, almost 150 survey responses were received. Comments from commissioners led to some revisions that focused on including play equipment that provides opportunity for more stimulating motor skill play. The play equipment the community specifically requested on their comments from the survey, such as swings, and some fitness equipment was kept in the design. Some of the more generic items were replaced with more active play equipment. The city has received 35% construction documents for review as of Jan 17, 2023. After reviewing the construction documents, and walking the locations, staff determined additional trees would be added to the plans at each location. It will help with urban reforestation efforts but will also create much more inviting park spaces for years to come. Once the tree locations are added to the next series of document's more detailed information will be shared with the commission. Staff met with NCE on Tuesday, January 24, 2023 and NCE will have 60-65% construction documents complete soon.

**Commissioner Benton-Shoemaker:** Asked, Director Palacio to send the Commissioners the design with the increase of seventeen trees in the four Priority Park design.

**Director Palacio:** Replied, he would send an email with the updated design with the additional tree information. There are also four park locations, where old play equipment will be removed, and new equipment will be installed. The Pacifica Co-op Park, broke ground on Monday, January 23, 2023. He would update the Commission on the progress of the installation in the February meeting. He believes landscape plans are a must for all projects and will focus on ensuring that each park space has a focus on providing sustainable landscapes.

- **Master Plan** – Commissioners discussed the development of a general plan/vision for future recreation facilities, programs, etcetera. Staff shared that a master plan would be a very large undertaking that could cost quite a bit of money and take a lot of time. Currently with the limited resources this may be an item to look at for future consideration when funding and staffing make it more achievable. Staff will investigate some potential options and/or costs. Commissioners were not looking for a big “formal” master plan, but for plans for the department’s future for the next 5, 10, 20 years for PB&R.

**Chair Abbott:** Asked, Commissioner Lusson was still interested in a master plan?

**Commissioner Lusson:** Replied, yes, he believed in a master plan defer to Director Palacio and asked for his thoughts.

**Director Palacio:** Asked, when the topic of a master plan came up in the past, did they ask for a formal plan, going out to contract and in-depth master plan for the PB&R?

**Commissioner Lusson:** Responded, he understands the scope of cost of an official master plan and desired a more informal plan. More along the lines of an internal plan, what could staff, and Commission focus on short, middle, and long term.

**Director Palacio:** Answered, he would recommend keeping the master plan on the 2023 Work Plan. A master plan can give entities focus, but not a costly and drawn-out process.

**Chair Abbott:** Asked, if any other Commissioners had objections to keeping the master plan on the 2023 Work Plan.

- **Beach Safety** - Staff met this week with Sea Valor Organization staff and visited the beaches for GPS mapping to coordinate locations for the Life Ring Buoy stations. It was important to revisit the original locations following the recent storms, as Sea Valor Organization learned from some of the Life Ring Buoy stations placements in Half Moon Bay. Staff established new GPS locations, first 5 locations will be on the pier and those buoy stations should arrive the week of January 30, 2023. Staff are working with the CCC on a request to receive a waiver for placement of all Life Ring Buoy stations on Pacifica Beaches. Director Palacio will update the PB&R Commission as soon as staff receives notification and

information. Important to note City staff are in the process of updating a beach safety brochure to be placed in every Pacifica hotel room. Staff continue focus on beach safety and welcomes the Commissioners input.

**Supervisor Schriver:** Remarked, Sea Valor Organization took responsibility for the delay of the project and together they are moving rapidly to install the Life Ring Buoy stations as soon as possible. Especially due to the recent drownings.

**Commissioner Heywood:** Asked, how much longer it will take for the installation of the Life Ring Buoy stations, "People are losing their lives"?

**Supervisor Schriver:** Answered, he spoke with the City Planning Department and hopes to receive a waiver from the CCC. There also could be a way to receive an emergency waiver according to the City Planning Director, Christian Murdock. Staff is exploring several avenues to install as soon as possible; he does not have an estimated time for installation.

**Director Palacio:** Commented, Staff made it very clear in the recent meeting with CCC, the need to have the Life Ring Buoy stations installed as soon as possible due to safety concerns at the City beaches. Safety at beach is a real concern with staff, this was the reason that he told Sea Valor that he wanted to purchase the first five and have them ready to install once the City has received approval from the CCC. The CCC understands the importance of the Life Ring Buoy stations and the installation of them to happen as soon as possible.

**Supervisor Schriver:** Commented, City staff is replicating San Mateo Harbor. Asking CCC to approve the waiver to expedite the process.

**Commissioner Phillips:** Asked, for final GPS location?

**Supervisor Schriver:** Responded, the first 5 will be installed at the pier. The other locations will include along the Esplanade beach, as far north within the City's jurisdiction at Sharp beach, as far south Rocky Point, north and south ends of Rockaway Beach. Linda Mar Beach north to south will have six-seven installed.

**Commissioner Phillips:** Asked, for clarification on the location at Esplanade Beach?

**Supervisor Schriver:** Responded, along the Promenade near the gates, along Beach Boulevard.

**Commissioner Heywood:** Asked, if there are plans to install at Manor Beach?

**Supervisor Schriver:** Responded, staff did not explore that area but will review. Staff is still in the process of submitting the paperwork to the CCC and can add other locations.

**Commissioner Phillips:** Asked, if the City was going to purchase more than the 5 for the pier, so that they will be on hand and ready to install once the City has received approval from the CCC?

**Director Palacio:** Replied, City is fortuning Sea Valor- Arunay Foundation will donate up to seventeen Life Ring Buoy stations for the City and any more above the seventeen the City will purchase. Sea Valor- Arunay Foundation has ordered the first five and are in the United States and should arrive next week. The goal is to have them arrive and installed as quickly as possible once the City has received approval from the CCC.

**Commissioner Nicolari:** Replied, the seventeen Life Ring Buoy stations sounds like more than the proposed number from 2022.

**Supervisor Schriver:** Answered, yes

**Commissioner Lusson:** Commented, he agreed with all the points his fellow



Commissioner made and would like the situation at the North End of Rockaway Beach cliff area deterioration and unsafe. He understands that is privately owned property but there is City owned property that is next the area access where people are going up. It is unsafe to the visitors of the area and would like to address in safety.

**Chair Abbott:** Commented, the Commission can add that to the beach safety work plan.

**Director Palacio:** Replied, all the concerns are valid to the safety of the public.

**Chair Abbott:** Asked, if there was a GPS map of the locations of the Life Ring Buoy stations that could be shared with the Commission?

**Supervisor Schriver:** Replied, yes, he will send them the locations and pictures.

**Chair Abbott:** Replied, thank you and appreciated Supervisor Schriver and Sea Valor Organization staff going back out after the storms to check the locations.

**Supervisor Schriver:** Answered, staff wanted to ensure that the locations would endure a storm like earlier in the month and any vandalism.

**Chair Abbott:** Commented, while the Life Ring Buoy stations are important and extremely visual, to give visitors to the beaches pause before entering the water. There are other items that should be talked about, such as, signage at the beaches, not sure the last time staff checked on the local hotels and other business for informational signage?

**Director Palacio:** Answered, he spoke with City Manager Woodhouse recently, together they reviewed the information and next week the information will be printed and distributed to the local hotels and every hotel room will have a copy of the beach safety information.

**Chair Abbott:** Responded, thank you and to keep other ideas on the forefront for the Beach Safety topic, the biggest tragedy of last week's drowning was the signage was right where they entered the water. Even with all the City signage posted, how can the information get out to the public about the dangers of the ocean?

**Director Palacio:** Replied, the City staff will do their best with signage and signage can go so far, and the Life Ring Buoy stations will have safety and usage instructions in twelve languages. There is a fine line, the Life Ring Buoy stations and to be seen but not seen. They need to be there in case of an emergency but there is a hope that they do not need to be used.

**Commissioner Benton-Shoemaker:** Thanked, staff for doing the work on the Life Ring Buoy station project to make it happened. She asked, Sea Valor-Arunay Foundation went from donating five-six last year to seventeen Life Ring Buoy stations?

**Director Palacio:** Replied, Sea Valor-Arunay Foundation mentioned donating up to seventeen Life Ring Buoy stations.

**Commissioner Benton-Shoemaker:** Responded, wonderful news and the City should find a way to thank the Sea Valor-Arunay Foundation. An article in the Pacifica Tribune or any other idea as recognition for the donation.

**Director Palacio:** Answered, yes staff would make that happened.

**Commissioner Benton- Shoemaker:** Commented, she supports the installation of the Life Ring Buoy stations at Esplanade Beach, it is the City's other dog park and people go down and do not pay attention to the water and great idea to include the location.

**Chair Abbott:** Asked, the Commissioners if there were any other items to add to the Work Plan and the items, they spoke about will be on the upcoming 2023 Work Plan, as most are same as 2022?

**B. 2023 Commissioner Liaison Assignments:**

**Chair Abbott:** Stated, there are vacancies that need to be filled on the Commissions liaison assignments.

**Commissioner Heywood:** Asked, to fill the vacancy on the Bike Park Committee.

**Commissioner Phillips:** Stated, she would like to be the Bike Park Committee liaison but since she is on their board, not sure if it would be a conflict. She wants to be in the position where she can have the greatest impact on the Bike Park progressing forward.

**Chair Abbott:** Stated, that Director Palacio will inquire about the possible conflict with Commission Phillips on the Bike Park Board and PB&R Commission

**Commissioner Lusson:** Commented, he would not take offence if Commissioner Phillips wanted to fill his spot as one of the Bike Park liaisons.

**Commissioner Heywood:** Remarked, he would be willing to step aside for Commissioner Phillips.

**Commissioner Rodriguez:** Stated, she wanted to fill the Chamber of Commerce liaison position.

**Commissioner Phillips:** Commented, she wanted to fill the Child Care liaison.

**Chair Abbott:** Commented, the Surf Camp/ School Committee has disbanded at this time, so no need to fill the vacant spot. Important opening is the Youth Advisory Board.

**Director Palacio:** Noted, the Youth Advisory Board is starting back up and staff is going to make the program as robust as possible. Eventually, he wants to create a space for teens at the Community Center.

**Commission Rodriguez:** Stated, she asked to fill the vacancy for the Youth Advisory Board.

**Chair Abbott:** Asked, Commissioners that are already assigned liaison for other committees, if they wanted to swap, ask questions, or relinquish their assignment?

**Commissioner Benton-Shoemaker:** Stated, she has been on the Library Advisory Committee for the last year, and it has never met. She does not see the point to have a liaison but in the future, she would continue if they started to meet in the future. She would be interested in serving if a tree committee was formed in the future. She asked for clarification on the process the of creating a tree committee.

**Director Palacio:** Answered, He would first speak with City Manager Woodhouse, to get direction and figure out what the work parameters would involve for PB&R Commission.

**Commissioner Benton-Shoemaker:** Asked, Director Palacio would want written information?

**Director Palacio:** Replied, it would be helpful to have more information and structure.

**Commissioner Benton-Shoemaker:** Responded, City Council interested in the adopted a tree program and she will write up information and send to Director Palacio.

**Chair Abbott:** Commented, the Tree Committee would be a short-term sub-

committee and not long term.

**Commissioner Lusson:** Asked for the dates of the Jr. Olympic event, to ensure that he would be available for the event.

**Supervisor Schriver:** Answered, dates will be Wednesday April 26, 2023, 3:30pm-6:00pm, Wednesday, May 3, 2023, 3:00pm-7:00pm and Saturday, May 6, 2023, 9:00am-4:00pm at Terra Nova High School.

**Commissioner Lusson:** Commented, that he could make all the dates and will stay on as the liaison for the Jr. Olympics.

**Chair Abbott:** Stated, she would continue with her liaison assignments with the Economic Development Committee and Seniors in Action.

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

**Commissioner Rodriguez:** Stated, excited to learn more about the Youth Advisory Board. She thanked staff for the invitation to the Elf Market and enjoyed all the offerings.

**Commissioner Nicolari:** gave a brief update on the following:

- Attended the Open Space and Parkland Advisory Committee (OSPAC)- further discussion around the stewardship group for Cattle Hill area. To do trails maintenance, invasive plant removal and etcetera. The idea is for a monthly workday, the next one will probably be Saturday, February 11, 2023, time would be determined.
- Attended the Pacific Beach Coalition meeting- February 10, 2023, at 6:00pm and 8:30pm there will be a fundraising movie event about surfing in Ireland. Cost will be \$20.00 in advance and \$25.00 at the door. The event will be one of their big fundraisers of the year.

**Commissioner Lusson:** He thanked, staff for all their hard work on the Elf Market and the Rockaway Tree lighting events he attended.

**Commissioner Benton-Shoemaker:** Gave a brief update on the following:

- Beautification Committee – Did not meet in January due to all the hard work that the City's Public Works Department was dealing with due to the storms.
- Senior Services New Year's Lunch Celebration - She learned how to serve mashed potatoes and enjoyed the opportunity to serve the senior's lunch. It was well attended with over 120 seniors in attendance.

**Commissioner Heywood:** Asked, Surf Survival Apnea Course at the Jean Brink pool and if there was a cost for the course.

**Supervisor Schriver:** Replied, yes, the organization is renting the pool from the PB&R Department. He stated great course to attend and if Commissioner Heywood wanted to attend to contact him and he will contact the organization.

**Commissioner Phillips:** She also attended the Elf Market and served at the Senior Services New Year's Lunch. She is excited to be the liaison for Child Care.

**Chair Abbott:** Gave a brief update on the following:

- She loved all the Holiday Events and she also served at the Senior Services New Year's lunch and explained what compound butter was to the attendees.
- Attended the Seniors in Action Meeting -Seniors are in full fund-raising mode for the programs and improvements to the center. 2023 January

rummage sell they raised \$1,700.00 in two days. Giant Bingo on Saturday, January 21, 2023 had over 70 attendees and have smaller bingo games every Wednesday at the Community Center with about 20-30 attendees. Meals on Wheels (MOW) Coordinator Christie Yeung presented to the group. There are more than 110 participants in the MOW program, and there is a waiting list but are trying figure out how to accommodate more participants. A MOW program requirement before the pandemic, participants had to receive the meal at the door in-person. During the pandemic the requirement was relaxed but now the in-person requirement is coming back. The requirement is there for visual safety check and ensure that the participants are well. All the routes have volunteer drivers and backup drivers if needed. The computer room has new tables and equipment. The program is being utilized on a regular basis learning about technology.

- Sanchez Art Center- Saturday, January 28, 2023, 2:00pm-4:00pm Act of ARTivism. As an artistic response to the tragedy in Half Moon Bay a project that has been going on since 2017 called Soul Box. Using origami box to represent the lives lost to gun violence. The act of folding can provide solace and reflection to a person directly or indirectly impacted from gun violence. It will be displayed at the Sanchez Art Center.

## **X REPORTS FROM STAFF:**

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

- **Introduction:** He is in his 32<sup>nd</sup> year in Parks and Recreation. His first 27 years he spent in San Francisco Parks and Recreation his last 10 years there he was the Superintendent of Community Services and Recreation. He was responsible for all the recreation programs which numbered into the thousands and hundreds of facilities. He was the Community Service and Recreation Manager for the City of San Mateo for the last 4 years. He values relationships and he take his role as a civil servant seriously; he is in Pacifica to serve the members of the community. Thanked, the Commissioners for their service, a special thanks to the PB&R staff for welcoming and acclimating him to his new position. He requested a non-mandatory one on one meetings with commissioners to get to know them, their passions, and areas of focus they have for Parks, Beaches, and Recreation in Pacifica.
- **Tree and Debris Removal and Downed Powerlines:** Seven downed City and private trees that were blocking roadways or access were removed (including one that hit an occupied vehicle with the driver treated for minor injuries) along with various tree debris throughout the city that in some cases blocked roadways. In addition, crews removed rocks, mud, damaged infrastructure, and miscellaneous materials that blocked road access and clogging inlets and drainage channels. The storm surge and large swells deposited sand more than 6" along Beach Boulevard and adjacent roads and parking lots. It also toppled and damaged benches and trash cans in the area. Public Works (PW) staff continue to work on the sand cleanup along Beach Blvd. Downed electrical wires were identified at various locations,

including Manor Drive, Palmetto Terra Nova Blvd, requiring Police and North County Fire Authority (NCFA) to coordinate with Pacifica Gas and Electric (PG&E) to deenergize and remove the lines. A full report they can go to the city's website.

- **Events and Programs:** PB&R department will be ramping up special events and program offerings soon. Once the new Civic Center building is complete and City staff has moved in, there will be an increase in program offerings at the community center. Upcoming special events are Parents night out on February 10<sup>th</sup>, Easter Egg Hunt in April, Jr. Olympics in May, and the 4<sup>th</sup> of July event.
- **Staff Updates:** Senior Services Supervisor Beth Phipps will be retiring on April 7, 2023, after more than 20 years of service to the City of Pacifica. She will be missed and has been a valued asset for Director Palacio as during his transition. Recruitment for Recreation Supervisor Senior Services will be going out soon. He hopes to have some overlap between start date of the new supervisor and retirement date of Supervisor Phipps. Thanked Supervisor Phipps for her hard work.

**Commissioner Benton-Shoemaker:** Asked, what would the scholarships cover?

**Director Palacio:** Replied, He does not want any child to be excluded for the inability to pay to participating in any City of Pacifica PB&R programs or events. He wants to have a system in place that can help families who may need financial assistance. The scholarship program can help remove the financial roadblocks for children who want to participate in any program or event.

**Chair Abbott:** Asked, for clarification from Supervisor Schriver on the age limit for children to participate in the Parents Night out event?

**Supervisor Schriver:** Responded, he was not certain, but he thinks the age range is six to twelve. He will confirm the ages for the event.

**Chair Abbott:** Commented, that some of the outreach materials did not have the information and in the future, it would be informative to have the information on the outreach materials. The PB&R volunteer recognition event will be April 5, 2023, at the Community Center, another opportunity for the Commission to serve the seniors.

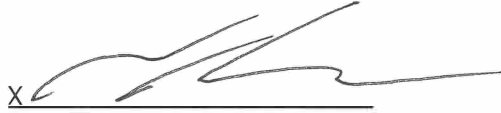
#### **XI ADJOURNMENT:**

**Chair Abbott:** Commented, she appreciated that Director Palacio starting the meeting off by offering thoughts and prayers to those effective by the Half Moon Bay tragedy and she wanted to adjourn the meeting with the same recognition of the loss of lives and the impact to the community of Half Moon Bay.

**Chair Abbott:** asked for motion to Adjourn. **A motion was made by Commissioner Phillips, seconded by Commissioner Lusson. Motion carried 7-0.**

**Next Regular Meeting:** Regular Meeting – February 22, 2023, 7:00pm

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

A handwritten signature in black ink, appearing to read "Nick Lusson", written over a horizontal line.

X  
Pacifica Parks, Beaches, and Recreation Commission  
Chair Pro Tem Nick Lusson