



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

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**Regular Meeting – 7 PM**  
Wednesday, April 24, 2024  
2122 Beach Blvd. Pacifica, CA 94044

**CALL TO ORDER**

**7:00 PM REGULAR MEETING**

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. ANNOUNCEMENTS**

**IV. INTRODUCTION OF NEW COMMISSIONER**

A. Peter Banks

**V. APPROVAL OF MINUTES**

01/24/2024 Meeting Minutes

**VI. ADOPTION OF AGENDA**

**VII. SPECIAL PRESENTATION**

A. Recreation Division- Coordinator Lexi Macario

**VIII. 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.

**IX. ITEMS FOR CONSENT**

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

**X. ITEM FOR CONSIDERATION**

- A. 2024 Work Plan
- B. Annual Report to City Council Discussion

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

**XII. REPORTS FROM STAFF**

Acting Director Scott Leslie

**XIII. ADJOURNMENT**

**Next Regular Meeting:** Regular meeting –May 22, 2024, 7:00pm

**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, January 24, 2024  
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 Nicolari:** led the Pledge of Allegiance.

**II ROLL CALL:**

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

**Commissioners Excused:** Rodriguez

**Staff Present:** Director Bob Palacio, Recreation Manager Scott Leslie, Recreation Supervisor Amber Shong, Site Coordinator Majdallen Musleh and Recreation Coordinator Rebecca Collier

**III APPROVAL OF MINUTES:**

**Chair Abbott** called for a motion to approve the minutes 10/24/2023 **A motion was made by Commissioner Torres, seconded by Commissioner Phillips, motion carried 6-0.**

**IV ADOPTION OF THE AGENDA:**

**Chair Abbott** called for motion to approve the agenda of the 01/24/2024 meeting with the removal of agenda item Special Presentation item A. Pacifica Shorebird Alliance. **Motion carried 6-0.**

**V SPECIAL PRESENTAION:**

B. Child Care Division Vallemar Site Coordinator Majdallen Musleh introduced herself and explained her background and status with the City of Pacifica to the Commission. She recapped and elaborated on the following topics:

- Program Philosophy, Goals and Curriculum
- Funding
- Information on Vallemar state Preschool Program
- Vallemar School Age Program
- Information on participation eligibility
- Recap of some field trips, special events and programs from 2023

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

**Recreation Manager Leslie:** Added, core philosophy of the Child Care

program, to give high quality childcare programs for the community regardless their economic means. Currently, Child Care program has about 50% subsidized enrollment and 50% full cost enrollment. In the past year, City received about \$1.5million dollars from Federal and California State grants to support the children in high quality programs. Staff create partnerships with the parents to help with the development of the children enrolled. The program started as a pilot program by the State of California almost 50 years ago and continues to grow through the years with strong partnerships with school districts and parents.

**Director Palacio:** Added, program focus on adding more subsidized participants to the program to continue to receive grants from California and federal government.

**All Commissioners:** thanked Coordinator Musleh for her presentation.

**Commissioner Philips** Asked, what financial amount the City is responsible to contribute to the Child Care program, and if there are waitlist at any of the sites?

**Manager Leslie:** Responded, doesn't have an exact number but in the past, most the City contributes from the general fund was around \$100,000.00, remaining funding comes from grants, enrollment fees, state, and federal government. Vallemar is the only site with a waitlist due to limited capacity.

**Commissioner Phillips:** Asked, if there was space to expand or is it limited due to staffing and what dates do the program sites close?

**Manager Leslie:** Replied, expansion based on the ratios. Currently there are spaces in the preschool program. Sites are opened Monday-Friday, and closed weekends and all major holidays.

**Coordinator Musleh:** Commented, Vallemar's current enrollment 135 in the school age program with a waitlist. Preschool program's ratio is 1 adult:8 children, current staff include two (2) lead teachers with fourteen (14) enrolled.

**Commissioner Benton-Shoemaker:** Asked if the parent advisory council and trainings offered for either preschool or after school, or for both? Are there different advisory councils for both programs?

**Coordinator Majdallen Musleh:** Replied, educational opportunities offered for both programs.

**Manager Leslie:** Answered, there is one (1) parent advisory council for both programs. There may be educational subject matters opportunities focus on one age group and others subjects for all ages.

**Commissioner Nicolari:** Asked what is the number of non-Pacific residents that utilized the program?

**Recreation Manager Leslie:** Responed, staff does not compile the numbers, part of the funding from the state is no population can be excluded from participation in Child Care programs. After-school programs participants come from the schools that they are attending due to programs site locations on school campuses. Preschool programs may differ family members may work in Pacifica and utilize the program due to the proximity to their employment but not a large percentage.

**Commissioner Torres:** Asked, what is the capacity for each of the preschool locations?

**Manager Leslie:** Replied, capacity depends on demand and staffing availability, currently most sites have spaces available.

**Chair Abbott:** Commented, she was intrigued during the presentation that the hours of the program are determined by the parents and must be challenging? The learning genie app is new and images it helpful for families/staff, have there been any hurdles with the transition?

**Manager Leslie:** Answered, sites are open 7am to 6pm, state funding requirement reviews the needs of the families, for example if the need is only for 4 or 5 hours a day that will determine the participant times in the program. Participants are covered during the open hours of the program. Another example, if parent employment hours end at 4pm and including travel time to program site, state expectation is pick-up would be within the timeframe.

**Coordinator Musleh:** Replied, originally all the assessment had been on paper and with the learning genie app, parents have access to assessments, child profile, development measurements, evidence of child work. Staff work with parents during the parent/teacher conferences to insure the developmental milestones.

**Director Palacio:** Commented, he wanted to acknowledge Coordinator Musleh and her staff at Vallemar for their response/handling school lockdown during the tragic event in the Vallemar neighborhood last December. to the

C. Senior Services Division Supervisor Amber Shong introduced herself PB&R Commission. She recapped and elaborated on the following topics:

- Current Senior Services staff positions
- Volunteer highlights
- Funding for programs
- Informational Services
- Home Bound Deliveries (Meals on Wheels)
- Programs, groups, and activities
- Transportation and trips
- Financial funding and grants
- Community Support

**Director Palacio:** Commented, in effort to drum up awareness and volunteers for Meals on Wheels (MOW), a letter in front of the Commissioners inviting them to become involved in the annual March on Wheels campaign during the month of March, commemorates the signing into law the amended Older Americans Act and established a national nutrition program for senior over the age of 60. MOW provides homebound seniors or those at nutritional with a hot meal. The programs volunteers make daily home hot food deliveries to homebound seniors in Pacifica. Staff asked PB&R Commissioners to participate by delivering meals or help to prepare meals to be delivered.

**Commissioner Torres:** Asked, if staff offers seniors information about current scams that may involve seniors.

**Supervisor Shong:** Responded, staff is currently working with Pacifica Police Department to put together information about scam trends.

**Commissioner Nicolari:** Commented, he was impressed with the number of volunteers involved with senior programs. He asked, how does staff go about recruiting volunteers?

**Supervisor Shong:** Replied, staff uses social media, city website local publications, partnerships with colleges, and word of mouth.

**Commissioner Benton-Shoemaker:** Asked, about adding balance classes to the list of programs.

**Supervisor Shong:** Answered, staff have contacted certified instructors and are waiting to hear back.

**Commissioner Phillips:** Asked, to clarify lunches are served Monday-Friday and how many volunteers are used to MOW. Are shopping trips just for grocery shopping or other destinations such as target?

**Coordinator Collier:** Responded, Lunches are offered Monday-Friday and currently are eight (8) daily delivery routes, with 40 delivery volunteers weekly, 1-2 kitchen volunteers helping with assembly of cold food bags, and 1-2 volunteers for office help with monthly communications for clients.

**Supervisor Shong:** Answered, currently, trips are to local grocery stores but in the future looking to expand to other shops such as target.

**Commissioner Phillips:** Asked, are there grants that are utilized for Senior Services Programs cover most of the expenses and how much of the City's general fund is used to support Senior Services?

**Manager Leslie:** Replied, the amount of money used varies from year to year. Traditionally there are certain Senior services the City supports with general fund and other that are supported via grants. If there are new programs implemented, staff look for grants through county, state, and other sources to fund programs. The core of the program is funded by the general fund.

**Director Palacio:** Commented, staff reporting for the grants is extensive and lots of work.

**Chair Abbott:** Commented, for commissioner to be aware CaR program provides cab rides for seniors lower cost, there have been some delays with pick-ups by the taxi company. Staff is aware and working on resolving the issue. The program can be used for medical programs, have fun with friends, and shopping. Is limited to City of Pacifica and a certain radius near Pacifica.

**Director Palacio:** Responded, Sierra Cab recently raised their rates and staff had to go to City Council to request additional funds. Pacifica is still paying a bit less than other cities. The programs help seniors to be independent and fights isolation.

**VI ORAL COMMUNICATION:**

None

**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:** Asked for a status update on hiring of Aquatics Coordinator position?

**Director Palacio:** Responded, candidate interviews would take place on Friday, January 26, 2024.

**Chair Abbott** called for a motion to approve the Items for Consent. **Motion was made by Commissioner Phillips, seconded by Commissioner Torres, motion carried 6-0**

**VIII REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM**

**COMMISSIONERS:** Commissioners gave updates on their liaison assignments

and community involvement.

## **IX REPORTS FROM STAFF:**

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

- **New Department Logo:** Logo was launched at the start of 2024, staff worked hard to encompass Pacifica in the logo. Staff has received positive reviews for several community members.
- **Beach Safety:** The following are beach safety efforts that are currently underway not inclusive of all the great work Public Works and Planning Departments do as well.
  - **Beach Safety Day:** A one day Annual event started in 2021 co-hosted with Hawaii Eco Diver located at Linda Mar Beach in September. Participants learn about various topics regarding beach safety.
  - **Surf Survival Apnea Classes:** Offered five (5) times per year, on a weekend at Brink Pool, staff host water/beach survival courses.
  - **Trifold Beach Safety Flyers:** Director Palacio hand delivered to all six (6) hotels located in Pacifica on a regular basis and at all PB&R special events. The flyer has information about local surf and dangers at local beaches.
  - **Life Buoy Project:** Existing buoys was used in three since there installation on City property late in 2023. The rest will be installed following the potential approval by the California Coastal Commission (CCC) on February 9, 2024, CCC meeting via zoom. Once staff installs the additional stations, staff will provide local Pacifica schools students and staff with demonstrations on how to use the buoys as well as overall beach safety (rip tides, sneakers waves, etc.).
  - **Surf Camps/Lessons:** Permitting program has specific requirements of each organization to have certified instructors, beach etiquette and code of conduct docs, class instructions, other miscellaneous documents, calendars informing the public of how many camps will be in the water on a given day.
  - **Ranger Program:** When City of Pacifica Rangers are out on beaches, they're looking to prevent potential dangers for beach goers.
  - **Safety Signs at Beaches:** These signs are in three (3) languages (English, Spanish, Simple Chinese)
  - **Low-Cost Swim Lessons:** PB&R brought back low-cost swim lessons, looking to implement a scholarship program for swim lessons for summer sessions, so that no child is excluded to participate.
  - **California State Parks Jr Lifeguard Program:** Staff are in conversations with the State of California exploring whether some local beaches could be added to their program. Funding and executed by the State of California on State owned beaches.
- **Priority Parks:** After several adjustment to park plans, the 95% plan review should be ready for the February meeting.
- **Play Structure Improvements:** Improvements primarily consist of replacing the existing play structures with new updated equipment and are less comprehensive than the Priority Parks Projects.
  - Fairway Park: Complete
  - Saltaire Park: Waiting for one last swing to be installed.

- **Bike Park Update:** Pacifica Bike Park Committee and Staff recently met with the State of California OGAL's onsite at lower Frontierland Park. The RTP grant staff applied for is for \$1.55M and would go towards funding the construction of the new bike park that would also provide connection points to many of the area's trails and bike lanes. Staff submitted final document and are waiting to hear back from the State. Staff and Bike Park Committee are working with Santa Cruz Mountain Trails projects to create a conceptual design.
- **Staffing:**
  - Meals on Wheels (MOW) Coordinator positions had been filled by Recreation Specialist Collier, she is currently filling both MOW coordinator and Recreation Specialist positions until the Specialist position is filled.
  - Staff continues to recruit the following staff positions:
    - Lifeguards 18 and Up
    - Childcare Teachers
- **PB&R Business:**
  - Fairway Park Backstops replacements went out to bid and staff are in the process of gaining final approval for the project to move forward.
  - Skatepark repairs and maintenance, staff is working with Public Works department to find a contractor.
  - Thanked Commissioner Nicolari for his services to the community of Pacifica by serving on the PB&R commission over the last several years.

**Commissioner Nicolari:** Stated, it was a honor and privilege to serve on the PB&R Commission. He thanked the Commissioners and Staff for their support and advice while in his role as Commissioner.

**Commissioner Heywood:** Commented, he was concerned about surf groups that are not permitted conducting classes or events at Linda Mar Beach.

**Director Palacio:** Responded, he would try and contact the groups and make them aware of the policy and information to apply for surf camp permit.

**Commissioner Benton-Shoemaker:** Commented, that she had heard from a few members of the community that the tree appeal fee of \$500.00 is too high for them to appeal tree removal. In a future meeting she would like an update on past tree removals and if the conditions have been met.

**Director Palacio:** Responded, he would work with the Planning department on obtaining the information for tree appeals.

#### **X ADJOURNMENT:**

**Chair Abbott** Adjourn meeting by agreement, **carried 6-0.**

**Next Regular Meeting:** Regular Meeting – March 27,2024, 7:00pm

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

X  
\_\_\_\_\_  
Pacifica Parks, Beaches, and Recreation Commission  
Chair Cindy Abbott



# *Admin Report*



Item VI A)

DATE: April 24, 2024

TO: Members of the Parks, Beaches, and Recreation Commission

FROM: Scott Leslie, Acting Director

SUBJECT: Administrative Narrative January 2024 – March 2024

## **Acting Director**

Effective Wednesday, March 6th, 2024, Scott Leslie has been appointed as the Acting Director of the Parks, Beaches, and Recreation Department. Bob Palacio has concluded his tenure in this role. Scott Leslie has served as the Recreation Manager having returned to the PB&R Department six months ago. Prior to this, he held various roles with the City of Pacifica for over 16 years. He will continue to serve as the Acting Director until the City initiates a recruitment and hiring process. Currently, there is no set timeline for when this process will commence.

## **Staffing Updates**

The following are our staffing updates:

- **Child Care Specialist:** Sabrina Krenn was promoted from Recreation Intern to Specialist in January 2024. Her role involves direct interaction with childcare clientele, managing payments, procurement of supplies, and offering support to both childcare staff and participant families.
- **Recreation Specialist:** Jeanette Ruspil joined our team in March 2024. She will be stationed at the Community Center, where her responsibilities include enrolling patrons in recreation programs, assisting the public with field permits and facilities rentals, and providing support to the Parks, Beaches and Recreation (PB&R) Director.
- **Lead Teacher:** Dorothea Wong commenced her role in March 2024. She divides her time between Fairmont Park in the AM and Cabrillo School in the PM.
- **Aquatics Coordinator:** The interview process has concluded, and we are currently in the final stages of hiring a candidate for this position.

## **Priority Parks**

Feedback provided several months ago will be incorporated into the 95% design documents for the Priority Parks project. Despite the recent change in leadership, the project remains on track. However, the finalized 95% designs will not be available until the May Commission meeting. Staff remain optimistic that the project will progress to the bidding phase in late summer 2024, with potential construction commencing either later in 2024 or early 2025.



### **Fairway Park Backstop Project**

The Fairway Park Backstop Project began construction in mid-February, but unforeseen challenges emerged soon after. Significant structural modifications became necessary due to unexpected soil conditions, requiring complete replacement of footings and anchoring into deeper holes with concrete rebar cages. Additionally, several older fences connecting to the new backstops were identified for replacement. These modifications necessitated additional equipment, materials, and labor to complete the updated backstop project.

Originally, the project timeline aimed to finish before opening day at Fairway Park, but the redesign and additional foundation work caused a delay of one month in baseball activities. PB&R staff collaborated with the local Little League president to secure alternative field space during construction, but the limited field space has been problematic. The new projected timeline for the fields to be open in third week in April.

### **Sanchez Field Infield Improvement Project**

In late 2023, the Director identified a pressing need for new infield surfacing at Sanchez Field. Collaborating with the Little League organization, they devised a cost-effective solution that would not disrupt the upcoming 2024 season. The Sanchez Park infield project commenced in late February 2024, supported by funding from the City for a new layer of high-quality infield dirt. Additionally, Dryco Corporation generously donated base rock material, provided hauling services, and contributed labor to the project. Little League family volunteers also played a significant role in the labor efforts. Over the course of three full days, the installation process completely resurfaced both infields, ensuring their readiness for the 2024 season.

### **Bike Park Update**

The State of California OGALS office has declined the City's bid for the Bike Park Project grant aimed at the Lower Frontierland Property. Despite progressing through various stages and undergoing a final site inspection, the proposal was not selected. Nevertheless, PB&R staff remain committed to collaborating with the Bike Park Committee and exploring alternative grant opportunities to fund this project.

### **Tree Appeals**

No Tree appeals have come in during this time.

### **Special Events**

#### **2024 Epic Egg-venture**

The Epic Egg-venture was a resounding success for the City of Pacifica. With its new name, "Epic Egg-venture," the event lived up to its epic reputation. Participants ranging from 1 month to 12 years old gathered at Frontierland Park on Saturday, March 30th, from 12pm to 3pm. The event featured two exciting carnival rides: a pirate ship and a circular swing, along with games suitable for all ages. Attendees had the opportunity to take pictures with the Bunny, enjoy professional face painting, groove to music spun by a DJ, and explore the San Mateo County Library booth. Fair food options such as hot dogs, corn dogs, nachos, pizza, and funnel cakes were available, along with refreshing beverages. Additionally, Mr. Softee delighted attendees with his delicious ice cream treats.

The highlight of the event was the egg hunt at 1:30pm, where thousands of plastic eggs awaited eager participants. After the eggs were swooped up, there was egg/candy exchange, attendees traded their empty eggs for sweet treats, with thousands of pieces of candy distributed to the 1,500 attendees. Adding to the thrill, four golden eggs were hidden for each age group among the thousands of eggs scattered throughout the park. Winners who discovered the golden eggs received spring egg baskets filled with goodies, along with the pride of finding the coveted golden egg in their age group.



### **Brink Pool Closure**

On Sunday, January 21st, the Jean E. Brink Pool experienced an unexpected closure around 12pm due to a mechanical failure. Upon inspection by the Jefferson Union High School District, a crack was discovered in a pipe that connects to the pool pump responsible for filtering water and circulating chemicals. This crack compromised the functionality of the pump, leading to a loss of pressure. Excessive air intake caused the pump to trip and ultimately fail.

Prompt action was taken by Southwood Plumbing Company in collaboration with the Jefferson Union High School District to address the issue. Repairs were made to the damaged pipe, restoring functionality to the pool pump. As a result, the pool was reopened on February 8th after a closure period of 17 days.



# Staff Report



Item IX B) April 24, 2024  
TO: Members of the Parks, Beaches, and Recreation Commission  
FROM: Anthony Schriver, Recreation Supervisor  
SUBJECT: Aquatics Division Update, January – March

## **Jean E. Brink Pool Swim Programs**

We continue to offer swimmers and water aerobics participants 42 hours a week to come swim at our heated indoor Jean E. Brink Pool. Our indoor facility offers adult lap swim, water aerobics, family recreation swim, swim lessons, adult water polo, youth water polo, pool party rental program, Pacifica Sea Lions Swim Team practices, and fun 12 months out of the year. We are one of the only indoor facilities that boasts these types of programs year around. Water Aerobics Instructors Julie Zoph, Mary Germano, and Jayah Paley continue to have a dedicated following of participants on Mondays, Tuesdays, Thursdays, and Fridays, 12:40pm-1:30pm with between 160-180 participants taking our one-hour aerobic workout each month. We are very thankful and grateful for their dedication and hard-working efforts in keeping water aerobics participants moving and motivated.



The Jean E. Brink Pool offers the most lap swimming hours on the coast and peninsula.

Per our joint use facility agreement with the Jefferson Union High School District, we share the pool with the Oceana High School Campus during their Spring semester. We are grateful to have hours during the months of January – March, as they have priority when scheduling their physical education classes, swimming classes, and swim team practices.

### Adult Lap Swim Schedule January- March:

Monday – Friday: 6am –8:30am  
Monday, Tuesday, Thursday, and Friday, 12:30pm-1:30pm  
Wednesday: 7:30pm – 9:30pm\*  
Saturday: 8am – 1pm  
Sunday: 11am – 1pm  
\*5 Lanes available for Adult Lap Swim

### Family Recreation Swim:

Saturday 1pm-3pm\*\*  
Monday and Fridays 7:30pm-9:30pm\*\*  
\*\* 3 Lanes for Adult Lap Swim

### Water Aerobics Schedule:

Monday, Tuesday, Thursday, and Friday, 12:40pm-1:30pm

### **Recreation Swim**

The Jean E. Brink Pool offers family recreation swim for all ages year around Monday and Friday evenings 7:30pm-9:30pm, and Saturday afternoons 1pm-3pm. Between the month of January and March we had 726 swimmers who came to join family fun in the water. Family recreation swim gives families an opportunity to come dive or jump off our boasted 1-meter low diving board, 3-meter-high diving board, splash around in our warm 81–83-degree pool, practice their swimming skills, and just have fun indoors.



### **Water Polo**

Adult FOG water polo is held Sundays 9am-11am and is a certified USA water polo program. Adult water polo welcomes all skill levels including beginners. Water polo athletes conduct drills and scrimmage against one another each session and we have an average of 22 players come out totaling 284 attendees for the months of January – March.

Youth water polo is also held Tuesdays and Thursdays evenings 7:30pm-8:30pm. This youth program gives middle schoolers a taste of what the sport is prior to starting High School water polo. Special thank you to Adult Water Polo Coach Phong Pham, and Youth Water Polo Coach, Don Potter for hosting these practices and dedicating their time to these programs.



## **Oceana Pool Party Program and Swim Meets: January – March**

The Jean E. Brink Pool offers pool party rentals and swim meet rentals throughout the year. Our indoor facility is very popular and affordable in hosting team celebrations, birthday parties, and big swim meets. Guest can reserve the whole pool to themselves on Saturdays 3pm-6pm, and Sundays 1pm-3pm. Swim meets are held on Saturdays and Sundays, 6am- 7pm with upwards of 400 athletes swimming each day.

Rental Fees are:

Pool Party Program: \$180 per hour (up to 50 people, 2 hours minimum)  
Outside swim team meets: \$180 per hour.  
Pacifica Sea Lions Swim Meet: \$125 per hour.

	Two-Hour	Three-Hour	Four-Hour	Swim Meet Hours
January	3	2	0	24
February	6		1	26
March	3	1	0	32



## **Winter Swimming Lessons**

Staff held swimming lessons Tuesday and Thursday evenings for four weeks, with each class being 30 minutes. We had a total of three sessions that took place, January 30<sup>th</sup> – February 22<sup>nd</sup> and February 27<sup>th</sup> – March 21<sup>st</sup> along with Saturday lessons that happen once a week for eight weeks for 30 minutes each class that occur March 2<sup>nd</sup> – April 20<sup>th</sup>.

A total of 131 participants took swim lesson during the winter with ages ranging from six months to adults. Lessons are invaluable to our community as instructors and lifeguards teach a lifelong skill. Instructors and Lifeguards have been doing an excellent job every week by providing participants swimming skills that could one day save their life. It is so important to learn how to swim, especially living alongside the coast. Kudos to staff as they have such a big impact on our swimming program and

educating participants how to swim and be safe around bodies of water.





# Staff Report



Item IX C)

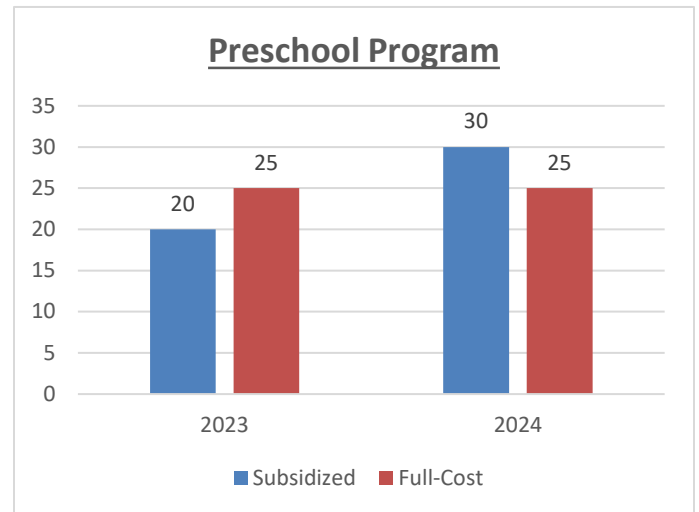
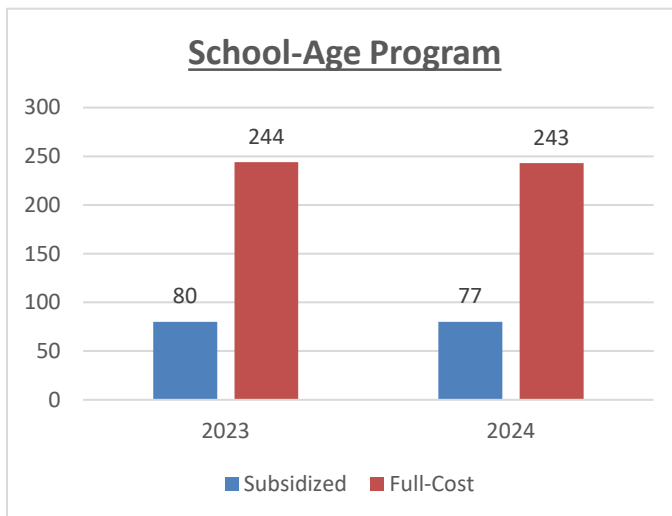
Date: April 24, 2024

To: Members of the Parks, Beaches, and Recreation Commission

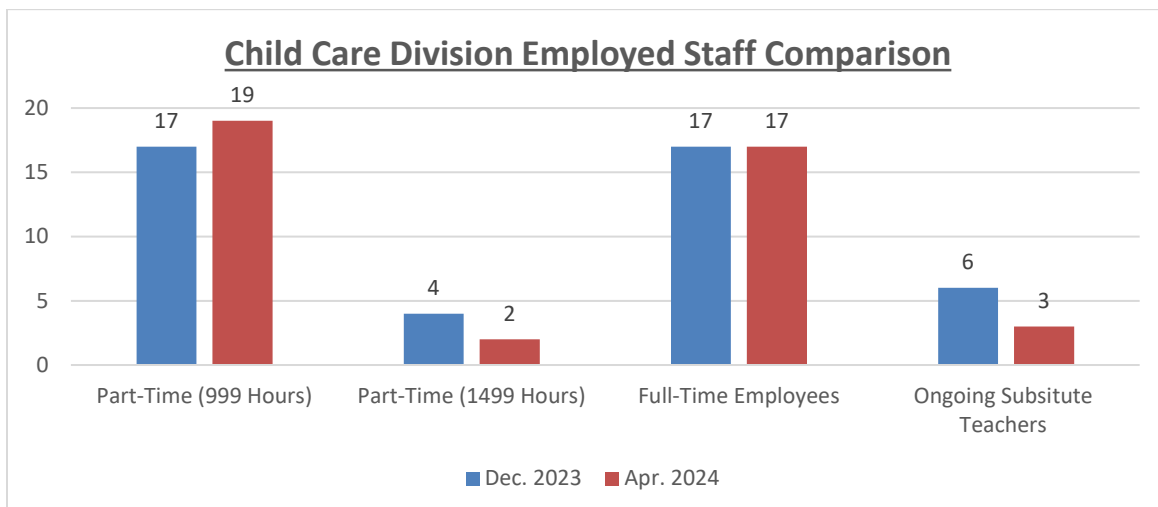
From: Tracy Gilbert, Recreation Supervisor | Child Care

Subject: Child Care Division Update January-March 2024

## CHILD CARE DIVISION ENROLLMENT UPDATE



## CHILD CARE DIVISION STAFF UPDATE



## **BAY AREA DISCOVERY MUSEUM FIELD TRIP**

On April 1st, the preschool children visited the Bay Area Discovery Museum.

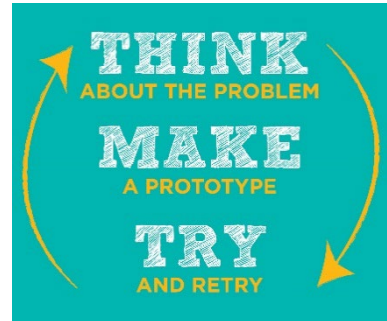


Bay Area  
Discovery  
Museum

The Bay Area Discovery Museum is a space for imaginations to run wild! Located at the foot of the Golden Gate Bridge on 7.5 acres of National Park land in Sausalito, Bay Area Discovery Museum features [exhibition spaces](#) and [daily programs](#) for children 6 months of age to 8 years.

**Think, Make, Try®** is the Bay Area Discovery Museum's unique three-step engineering design process designed for young learners. The process builds upon a child's natural curiosities and introduces the engineering design process to support the development of creativity, critical thinking and collaboration.

Program was created for educators and caregivers working with young children ages 3 to 8 years. This is not a curriculum, but a set of individual resources you can use to support the development of important cognitive skills.



### **Think, Make, Try® Process**

Children can use Think, Make, Try® to solve creative challenges, test out new ideas, and arrive at innovative solutions. Each step of the process is distinct, and they occur in an ongoing cycle: think about the program, make a prototype, try, and retry.









## **HEAL PROJECT FIELD TRIP**

On April 1st, the Fairmont West preschool children visited the HEAL Project in Half Moon Bay. As you can see from the pictures below, the children had a great time!

Experience the farm as a living classroom!

The HEAL Project offers educational programming at The San Mateo County School Farm (SMCSF) in Half Moon Bay.

The goal is for every student to come away with a greater understanding of where their food comes from and why it matters.

All the field trip program options provide age-appropriate activities and lessons focused on science, the environment and health. We offer four different options based on season and grade level: Setting Roots, Fall Harvest Trip, Spring Explorers and The Full Farm Experience.

Our Farm Educators work with teachers and organization leaders to complement and reinforce your educational goals.





# HEALTH, ENVIRONMENTAL & AGRICULTURAL LITERACY

## BUTTERFLIES



As Fairmont West was wrapping up their Life Cycles theme for the month of March, they have been watching their caterpillars turn into butterflies. They are now in their chrysalis, and in about a week and a half, they will have butterflies!



## MISCELLANEOUS PHOTOS



A class photo from the indoor egg hunt at Fairmont West preschool, featuring some bunnies on the loose.



# Staff Report



Item IX D) April 24, 2024  
TO: Members of the Parks, Beaches, and Recreation Commission  
FROM: Lexi Macario, Recreation Coordinator  
SUBJECT: Recreation Division and Community Center Rentals Update  
January-March 2024

## Youth & Teens

### J-Teen After School

Valdemar's J-Teen After School program has two and a half months left until summer vacation! There are 27 children on the roster, averaging between 15-20 students attending daily. Recreation staff Zackary Conci, Philomena De Barra, Dylan Alexander-Hydie, Leo Valdez-Denton, and Jake Mendoza are there every day continuing to help the teens with homework and engage with them through games and activities.

### Summer Adventure Camp

Adventure Camp will resume in 2024 the week of June 10, 2024 and it will be eight weeklong summer camp. Staff opened registration for Adventure Camp on March 14, 2024. The public have options to register a camper for the full summer, half summer, 2-week session, and week by week. So far, the Full Summer, Session I, III, IV, and weeks 1, 6, and 8 are at capacity, with the rest of the activities filling up quickly with limited space remaining. Staff increased the number of campers to 80 each week, averaging 20 more campers per week than last year. Camp will be at Cabrillo School, from 8am-5pm, Monday- Friday. This summer campers will be going on seven field trips this year an increase from last year's four field trips, and campers will be going to the pool every other week as well. Each week of camp has a separate theme and field trip as listed here: Week 1-Theme: Blast off into Space Field Trip: Great America. Week 2-Theme: Dinosaurs Field Trip: San Francisco Zoo. Week 3-Theme: Under the Sea Field Trip: Santa Cruz Beach Boardwalk, Week 4-Theme: Hollywood No Field Trip Due to 4th of July. Week 5-Theme: Olympics Field Trip: Boomers. Week 6-Theme: Safari Field Trip: California Academy of Science. Week 7-Theme: Superhero's Field Trip: Six Flags. Week 8-Theme: Magic Field Trip: Hurricane Harbor. Staff are currently planning to bring back to Adventure Camp is the L.I.T.E program, (Leaders in training education), which is a program for 13-15-year-olds to get volunteer experience by helping facilitate activities at Adventure Camp.

## Youth Advisory Board

The Youth Advisory Board (YAB) started off the 2024 season strong with a J-Teen dance on February 2nd, called the cupid shuffle. They helped plan the theme, pick out decorations, staff the snack shack, and just help as guardians. The YAB five board members attended a conference on March 9, 2024, from 9am-2:30pm at Burlingame Recreation Center, called YAC attack. Youth Advisory Councils/Boards across the peninsula meet and attend different education sessions all day long as a leadership/networking training. YAB members attend sessions such as resume building, mental health awareness, and even self-defense tools. The YAC attack had around 100 YAB member's total. On March 22, 2024, first ever Senior Prom at the Pacifica



Community Center. The event was held in partnership with the Youth Advisory Board, and the Seniors In Action (SIA) council. YAB members wanted to throw an event that was intergenerational. The Senior Prom was themed "Spring of Love", and only for ages 60+. Entertainment included a live bluegrass band perform, Mexican food catered, a photo wall with Polaroid pictures for participants could take photos, a prom king and queen, dancing, and lots of fun. The prom ran from 4:30pm-7:00pm, and the event sold out with 75 seniors attending.

## J-Teen Dances

On February 2, 2024 had the first J-teen dance of the 2024 year at the Pacifica Community Center from 7:00pm-9pm. The theme was "cupid's shuffle", and staff encouraged attendees to wear red or pink since it was the Valentines Day dance. Each J-teen that attended the dance was given red or pink heart shaped sunglasses as a party favor. Staff sold 220 tickets and with 215 attended. Each dance ticket sales are open to any middle schooler in Pacifica. That ranges from every middle school (IBL, Cabrillo, Vallemar, Ocean Shore, Good Shephard, and Pac Bay), every home school student, and even students that are middle schoolers at schools outside of Pacifica, but they are still Pacifica resident. Each dance ticket sells for \$10.00. Both dances' staff hired DJ Art De Vera, who has a great reputation in the community. The next dance will be on April 25<sup>th</sup>, 2024.



## Special Events

### Parents Night Out

Staff held the first Parent's Night Out of the year on March 15, 2024, from 5:45-10:15pm, at the Pacifica Community Center. Parents Night Out is a night where parents can sign up their kids to enjoy a night of activities while the parents enjoy a night out! Twenty-six children attend the program, with a cost \$35.00 per child. The event was held in partnership with the Pacifica Education Foundation, they provided the pizza dinner for the children. Six Recreation Staff members ran crafts, games, and activities for the children. The night ended with watching a Disney movie.



### Senior Prom "Spring of Love"



As stated above in the Youth Advisory Board Section, on March 22<sup>nd</sup>, from 4:30-7:00pm, held our first Senior Prom at the Pacifica Community Center. This event was held in partnership with the YAB, and the SIA council. Tickets were sold at \$10.00 for SIA members, and \$15.00 for non-SIA members. The event quickly sold out, selling 75 tickets with 70 seniors attending. YAB members wanted to throw an event that was intergenerational. Senior Prom was themed "Spring of Love", and only for people ages 60+. We had a live bluegrass band perform that were also a group of Highschoolers, Mexican food catered from La Mordida, a photo wall with Polaroid pictures they could take, a prom king

and queen that were randomly selected and won a gift card to Fog City Java, dancing, and lots of fun. Members of the SIA council also generously made corsages and boutonnières for every attendee, with a donation of flowers and materials from the Linda Mar florist. Seniors also had the ability to get a free ride from bus driver Colin DeSouza on the Senior Services bus.



### Epic Eggventure

Staff held annual Egg Hunt Event – now renamed to the Epic Eggventure, on March 30, 2024, from Noon-3pm, at Frontierland Park. This year event included two carnival rides, a food truck, Mister Softee, face painters, San Mateo County Library, arcade games, pictures with the Bunny, and a live DJ. Of course, the egg hunt, which was split up into four different age groups to make the egg hunts fair. Age groups were 0-3, 4-5,6-7, and 8-10, with an egg exchange, all the eggs

are empty, and after the hunt for eggs, were turn in for candy. Each age group had one hidden golden egg, and the lucky four winners that got the golden egg got to take home an Easter Basket, and names published in the Newspaper



with their picture with the Bunny. There was also a Jellybean guessing contest, and the winner received easter basket. Staffing included 12 part time recreation staff members. Attendance for the event and was approximately 1,500 attendees throughout the beautiful event day!



### **Pacifica Community Center and Reservations**

Winter session had officially come to an end for contract classes, as of the week of March 25, 2024. The spring session started on April 2, 2024. PB&R offerings include 13 different classes in the spring session. Include dance, Yoga, Pilates, Tai Chi, Jewelry and Gemstone classes. Most popular classes were two dance classes, West Coast Swing and World Rhythms, Tai chi Beginner class, averaging around 10-15 people per class. In the months of January-March, the Pacifica Community Center had seven different rentals on the weekends. Looking forward in 2024, seven more rentals planned for the upcoming months. These rentals range from birthday parties, family reunions, memorial services, wedding anniversaries, and much more.





# Staff Report

ITEM IX E) April 24, 2024  
TO: Members of the Parks, Beaches, and Recreation Commission  
FROM: Amber Shong, Senior Services Supervisor  
SUBJECT: Senior Services Division update January-March 2024

## Supervisor's Report

### Funding update

Pacificans Care once again approved \$25,000 grant request for fiscal year 2023-2024 to help offset program costs. Staff actively seeking quotes for other building enhancements, including a projector installation. The projector will enable staff to offer a broader range of programming options such as educational lectures, classes, and movie screenings, aiming to cater to the diverse interests of our senior community and foster lifelong learning and entertainment opportunities. Pacificans Care generously provided staff with the funds for a new projector and the Bingo machine.

County Grant funds the Congregate Meals, Home Delivered Meals (Meals on Wheels), and Transportation Programs, with monthly data collection done manually through a software program. San Mateo County recently switched to a cloud-based software system, causing delays in entering monthly data, the issue had been resolved. Staff are currently working to catching up with data entry and expect to have the project up to date by April 2024.

### Events

City of Pacifica, Parks, Beaches, and Recreation -Senior Services staff are getting ready for the upcoming Annual Volunteer Appreciation dinner to honor the amazing volunteers. The theme for this year's event is "We Appreciate You S'more Than You Know," with an outdoor setting. It will be a special opportunity to show gratitude to the devoted individuals who generously contribute their time and effort to assist the senior community. Staff hope that the outdoor setting will provide a relaxed and festive atmosphere for the volunteers to enjoy a fun evening of celebration and recognition.

During the event, senior services will also take the time to highlight some of the incredible accomplishments and impact that the volunteers have on the senior community in the City of Pacifica. From organizing social events and activities to providing transportation and companionship, these volunteers truly make a difference in the lives of the seniors they serve.

### Staff Updates

Former Supervisor Beth Phipps rejoined the team on a part-time basis in January. She assisted with coverage for the Recreation Administrative Specialist role and data entry for county reporting. In January former Recreation Administrative Specialist, Rebecca Collier was officially promoted to the role of Community Service Coordinator. In the new position, Coordinator Collier will be responsible for overseeing the Meals on Wheels (MOW) program. New Recreation Administrative Specialist, Jeanette Ruspil joined the team in March, to fill the position vacated by Coordinator Collier

## **Programs & Activities** *(Submitted by Dana Dieterle, Program Coordinator)*

### **Seniors in Action (SIA) Membership**

Current count of new and renewing members for this year has now reached 690 as of March 31, 2024. Future efforts will be dedicated to both attracting fresh members and maintaining the loyalty of our current ones. Staff will achieve by implementing personalized communication strategies, introducing innovative programs and events, and providing valuable resources.

### **Volunteers**

Staff are currently looking for volunteers to assist with serving and cashiering for our Lunch Program, delivering Meals on Wheels, and organizing our Rummage Sale events. City of Pacifica, Parks, Beaches, Recreation - Senior Services greatly values and depends on the support of our committed volunteers.

### **To Date Program Revenue**

<b>Program</b>	<b>Totals</b>
SIA Membership Dues	\$ 21,195.00
Donations with Membership Dues	\$ 280.00
SIA Member Class Card Sales	\$ 15,690.00
Non-SIA Member Class Fees	\$ 1,425.00
Gift Shop Sales (Gross)	\$ 2,978.00
Rummage & Cookie Cart	\$23,014.00
Bingo	\$9,714.00
Miscellaneous Monetary Donations	\$1,580.00
<b>Deposit Total for Account</b>	<b>\$75,876.00</b>

### **Ongoing Programs**

- Golden Treasures Gift Shop is Pacifica's best-kept secret. Some creative gift ideas in the Golden Treasure Gift Shop are jewelry to baby blankets to sport-themed items, purses, scarves, and hand towels. Almost all items are handmade by seniors (Gift Shop hours are 10 am to 12 noon, Monday through Friday).
- Seniors in Action Rummage Sales are held at the Pacifica Community Center on the second Wednesday and Thursday of every month from 9 am to 2 pm. Customers always find great bargains on everything including clothing, collectibles, books, and art.
- San Mateo County Libraries provide a Pop-Up Library that visits Parks, Beaches, and Recreation -Senior Services twice a month for easy access to books, music, movies, and much more. The libraries' outreach continues to be an educational and entertainment asset for seniors.
- Big Bucks Bingo happens every Wednesday afternoon from 1:00 to 3:00 pm, right after our delicious Congregate Lunch. The buy-in for one pack is only \$7.

### **Entertainers**

- Scott Hill on guitar with songs that are easy to sing along to while tapping their toes to the rhythm.
- Gene Gibson, Jr. plays the guitar and sings. He is talented for inviting listeners to reminisce to his music.
- Kurt, Eddie, Peter, and John rock out at our Center and the music moves us out of our seats!
- Our pianist, Alex Bootzin plays at our monthly Birthday Celebration on the third Tuesday of every month.

- Steven Evans is a very active and freelance Pianist who makes and enjoys sharing his music with others.
- DJ Rey spins hits from the 50s, 60s & 70s.
- Professional flutist Gail Edwards has loved the flute since she first met it in fifth grade and her life's work has never veered from that path. Gail's enthusiasm and daily pursuit of sharing music with others is inspiring.

### **Recreation & Enrichment Classes**

Pacifica Senior Services continues to offer more than 40 classes and activities each week for seniors in the following categories: Arts & Crafts, Games & Groups, Exercise & Health, and Computers. Classes average over 3,000 participations each quarter. Participation is growing this year as membership increases.

### **January**

- Jacalyn White began a new program called Grief Relief Yoga in January, The program utilizes movement, breath, and sound to help individuals navigate through the challenging emotions of grief and cultivate courage, connection, and love.
- Malayamade Pro, a Pacifica-based local establishment known for its expertise in beauty services, generously offered free Waxing and Facial tutorials to members of the SIA (Society of Independent Artists) at the Community Center on January 11,2024.



- On January 17, 2024, under the guidance of Kayo Kurata, community members were introduced to Origami the practice of paper folding in a comprehensive and engaging manner. Participants delved into the world of paper folding, discovering the intricate techniques and creative possibilities that Origami offers.



### **February**

- For Lunar New Year -- the Year of the Dragon -- the beauty of Chinese culture and cuisine was enjoyed at the Pacifica Community Center. [Kenny's Cafe](#), a beloved local establishment in Pacifica, with their heartfelt contribution, added an extra layer of joy to our gathering. With their donation of traditional Fortune Cookies, Chopsticks, and Gift Certificates, they enhanced the celebration with an authentic touch of Chinese hospitality.



- The 49er Faithful came together on Friday, February 9, 2024, for the annual Super Bowl Party. Chef Urbina prepared a delicious fiesta luncheon, and guests enjoyed an entertaining inflatable football ring toss game.



- The festive Mardi Gras celebration took place during the Congregate Lunch on Fat Tuesday, February 13. This year's vibrant event highlighted Chef Mona's New Orleans-inspired dishes such as Jambalaya, while pianist Steven Evans made a guest appearance to entertain the attendees.



- Valentine's Day was filled with love as we celebrated the crowning of our new King and Queen of Hearts, Mike Moroyan and Sandy Parry, in our beautifully decorated auditorium. Guests also participated in guessing the number of sweetheart candies in the jar.



## March

- RHO Torch Bearer selected Pacifica Senior Services for their Day of Service on March 14th, 2024. The sorority organized a special lunch for all seniors and conducted a drawing with exciting prizes.



- Mathematicians worldwide celebrate March 14th as Pi Day annually. Seniors gathered to savor a slice of Apple Crisp pie while appreciating the infinite beauty of this mathematical constant.



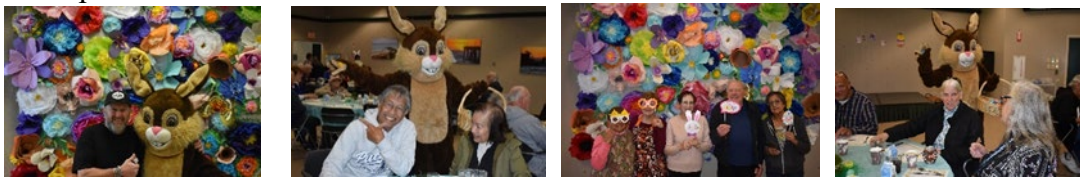
- St. Patrick's Day is one of the most attended celebrations at the Pacifica Community Center. Nearly 70 seniors fill the Auditorium enjoying Chef Urbina's luncheon of Corned Beef and Cabbage. The celebration continued with live entertainment by the Lighthouse String Band, Near Beer, and Mint Chocolate Chip ice cream for dessert, graciously donated by Baskin Robbins in San Bruno.



- City of Pacifica, Parks, Beaches, and Recreation- Recreation and Senior Services divisions successfully hosted its first-ever "Spring of Love" Senior Prom on March 22, 2024. The event attracted 75 vibrant older adults who were excited to experience an evening filled with joy and connection. The intergenerational affair was a collaborative effort between Pacifica Parks, Beaches and Recreation, Youth Advisory Board (YAB) and Pacifica Seniors in Action Advisory Board, with support from staff and dedicated volunteers. The prom featured captivating live performances by Fish in a Bag, a talented local youth band, and guests enjoyed delicious Mexican cuisine provided by La Mordida Taqueria. The combination of lively music, delectable food, and dancing allowed participants to create cherished memories, making the event a resounding success.



- Spring was joyfully embraced at the Pacifica Community Center when a bunny hopped down the trail to join the Bunny Bash Celebration on March 28<sup>th</sup>. The venue was beautifully decorated with colorful decorations, cute bunnies, and baskets filled with chocolate eggs, creating a festive atmosphere.



## **Senior Nutrition Programs** *(Submitted by Rebecca Collier, Community Services Coordinator)*

### **Meals on Wheels (MOW)**

- Pacifica Senior Services is currently servicing 96 homebound clients.
- Meals continue to be delivered fresh daily Monday-Friday and frozen meals for weekend and holidays delivered on Fridays or the day before the holiday. Out of 96 clients, 18 of them requested frozen meals for the weekend and holidays.
- Approximately, 6000 meals have been served in the January- March 2024.
- The average client donation for service is \$1.40 per meal.
- Commissioner Stefanie Phillips volunteered during March on Wheels campaign to bring awareness to the Home Deliver program (Meals on Wheels) She helped deliver to homebound residents of Pacifica. Thank you, Commissioner Abbott, for her continued support of the program by volunteering weekly to deliver meals.
- Staff continue to build out our substitute volunteer pool. Routes continue to be covered and reliant on committed volunteers, looking for a permit volunteer for Route 7 on Tuesday and Route 2 on Friday's. There are thirty- eight consistent volunteers who are assigned to a route and an additional several volunteers who are called upon to substitute.
- The program operates eight meal delivery routes per day, our longest route currently is Route 2 and 3 with 15 clients each that both service Linda Mar and Terra Nova neighborhoods and shortest route currently is Route 4 in the Sharp Park neighborhood. Staff continues working on building out the routes by enrolling new clients and processing their intakes as soon as possible. During the months of February and March staff added 11 new clients
- A new group four San Francisco State University (SFSU) School of Nursing students started their semester work the first week in February and are instrumental to Meals on Wheels. The skilled nursing students are assisting with completing the required quarterly re-assessment which are done via home visits while others are completed via telehealth. These re-assessments are vital to our program as it ensures that seniors continue to qualify for Meals on Wheels. Students also assist

with providing free blood pressure and glucose to the seniors at the Community Center. The feedback continues to be positive, and we look forward to our continued partnership with San Francisco State University.

**Congregate Lunch**

Congregate lunch is served Monday thru Friday for seniors 60 years and older at noon (11:30am - 12:30pm) at the Pacifica Community Center. \$4.00 is the suggested donation per meal non-seniors (guest of seniors) welcome to lunch for a \$6.00 mandatory fee.

**Transportation** *(Submitted by Michael Costakis, Transportation Specialist)*

**Senior Shuttle**

Transportation service offers seniors rides to and from the center Monday through Friday. A significant increase in the number of seniors registering and utilizing this service, during the quarter staff provided seniors with 878 rides.

**Day Trips:**

Currently offering monthly excursions to varieties of attractions, experiences, or shows. Between January 1st and March 31st, we offered 3 excursions and had no waitlist.

- January 24th John Steinbeck House/Center 16 participates 0 waitlist
- February 27th Ferry Building Edible Excursion 4 participates 0 waitlist
- March 26th San Mateo County History Museum 14 participants 0 waitlist



**Shopping Trips**

Seniors greatly enjoyed the monthly shopping excursions to Safeway and Grocery Outlet, which have catered to their shopping requirements. From January 1st to March 30th, staff organized a total of six shopping trips, providing 15 roundtrips for the seniors.

**CaR Program (Connect a Ride) update:**

CaR ridership continues to increase and expand, staff had seen an increase in trips for medical appointments over the last three months. There are currently 502 Pacifica residents 65+ years old registered in the program since the roll-out November 4, 2019.



Month	Days of Service	Total Rides	Avg. Daily Rides	Fare Totals	Avg. Monthly Fare	Medical	Bart	Local
January	31	141	4.5	3,664	25.98	63	3	78
February	29	122	4.2	6,991	57.30	65	3	57

March	31	100	3.3	2,500	25.00	50	1	50
TOTAL	91	363	4.0	11,488	36.09	178	7	185

**Shopping Assistance for Homebound Seniors (SASH)**

SASH volunteers shop for homebound seniors in need of groceries and household supplies. There currently four clients and two volunteer. Volunteers shop for our clients once a week for the past three months.

**Medical Supply Loan Program**

Medical Supply Loan Program continues to be an extremely needed service. Items loaned included crutches, canes, walkers, shower chairs, commodes, and wheelchairs. During the quarter staff provided 29 pieces of equipment as well as giving out incontinent supplies. Staff continue excepting additional equipment to stock up our medical closet.





# Staff Report

PARKS, BEACHES, AND RECREATION COMMISSION

Item: X)  
Date: April 24, 2024  
To: Members of the Parks, Beaches, and Recreation Commission  
From: Scott Leslie, Acting Director  
Subject: 2024 Parks, Beaches, and Recreation Past, Present and Future Programs and 2024 Work Plan Discussion

## **BACKGROUND/DISCUSSION**

Typically, the Commission has created lists to address upcoming topics, which have been referred to as “What’s Next” in annual reports to City Council.

**Surf Camp/School Policy** - This item was referred by City Council in June 2020 with several study sessions and regular meetings on the topic. In December 2020, the Commission created the Surf Camp/School Policy Advisory Task Force to consider and make recommendations regarding the City of Pacifica Surf Camp/School Policy.

The Task Force met monthly from February through August 2021, skipping September and meeting in October to review the report. At the regular Commissioner meeting on October 24, 2020, the Task Force presented their recommendations, which were approved by the Commission. Currently, staff is working on putting together the application for a California Coastal Commission (CCC) coastal development permit. The recommendations were presented to and adopted by the City Council at their regular meeting on January 10, 2022.

**UPDATE** - There have been a few emails with the Coastal Commission staff regarding the permit in November 2022, and they have told staff they are still analyzing the application. Staff asked for some clarification on why it is taking so long, as staff were at a point where staff needed to begin the permitting process of camps/schools for the 2023 calendar year. Staff met with CCC staff in December 2022. CCC staff has informed the City of a draft of the proposed permitting program process for staff review in early February 2023. In February 2023, Pacifica City Manager Woodhouse and the Coastal Commission Executive Director discussed the CCC needing more time for review with the new target date for the application to go to the CCC Commissioners in April 2023. In May 2023, the CCC approved the City of Pacifica’s CDP to start in 2023. CCC added a requirement of a Code of Conduct for the surf camp/school providers which was submitted to CCC by City staff in May 2023, as of December 2023 waiting for CCC approval.

**Liaison Assignments** –Typically, this list is updated annually, with the potential assignments that Commissioners may volunteer to fill. Several of the groups/committees that are on this list have not had regular meetings or occurrences during COVID-19. The

current liaison list is attached to this report for questions and potential additions. Staff request that Commissioners consider their interests for discussion and assignment of liaisons at the second work plan meeting.

**UPDATE:** In January 2024, Commissioners reviewed their assignments for any changes in their assignments.

**Poet Laureate** – In 2013, the selection of the City’s Poet Laureate became the responsibility of the PB&R Commission. Poet Laureate’s serve three-year terms. Our current Poet Laureate agreed to continue past her term as we were coming to grips with COVID-19. Unfortunately, due in part to COVID-19, the search for a new Poet Laureate has stalled with no qualifying applicants coming forward. In addition, department staff have not been able to devote the time needed for this project. The Committee established by the Commission will look to formulate a plan that may include a different direction for the Poet Laureate process.

**UPDATE:** Pacifica Poet Laureate Toni Mirosevich was chosen via the subcommittee process and was introduced in August 2023.

**Bike Park** – On November 16 a Flash Vote survey that the Pacifica Bike Park Committee (PBPC) created will be sent out to participants on November 16<sup>th</sup>. This survey contains questions and asks for feedback regarding the possibility of a bicycle park being built at lower Frontierland Park. Questions that will be asked are: Would families and individuals use a bike park with dirt, paved, and ramp features? How often do they or a member of their family use a bicycle? Do they think they would use the bike park? What concerns do they have about a bicycle park being built in Pacifica? Would they support a bicycle park being built in Pacifica? Lastly, any comments or suggestions that they like to add. To include more participants, the survey was made available during the month of December. The PBPC met with Kevin Lyons of Flash Vote this month to discuss the results of the survey. It is anticipated that the bike park will be placed on a City Council agenda in February or March. PBPC would like to present the results and propose the ideal location of the bike park to City Council early next year.

In 2022, 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 PowerPoint 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.

**UPDATE:** In 2023, Staff along with the help of Commissioner Phillips, worked on moving forward with the project by obtaining quotes from companies for design and concept quotes. Staff applied for two grants. The first was in the amount of \$159,000.00 with the County of San Mateo in April 2023. The second was from the State of California Parks & Recreation for \$1.55 million. In October 2023, the state requested more detailed information for the grant application. In March 2024, staff was informed that the City grant application had been denied.

**Tree Appeals** - Heritage Tree Ordinance joint study session with the Planning Commission, PB&R Commission, and Beautification Advisory in September 2021. Commission/Committee members received a presentation and engaged in discussion and input regarding the topic and provided responses to questions from City staff and the Heritage Tree consultants from Davey Resources Group, Inc. (DRG). There was a Heritage Tree Ordinance update virtual community meeting on November 16, 2021. This item will be going to the City Council (tentatively) in March. Commissioners will be notified. Council adopted an Ordinance repealing and replacing Pacifica Municipal Code Chapter 12 - Tree Preservation and Chapter 14 - Maintenance and Preservation of City Trees

**UPDATE:** The Commission has requested a more in-depth discussion to ensure they clearly understand the new ordinance.

**Playground Improvement Program** – The program has been part of the City’s Capital Improvement Program for the past few years. Staff have made a few updates and presentations to the Commission. At a recent meeting, a request for another update was made. PB&R staff will work with Public Works staff to bring updated information on the 21/22 program’s progress. Approval of hiring a consultant for the Playground Equipment Improvement Project’s Priority Parks Projects was approved by Council – (1/24/22).

The City Council approved the FY 2021-2026 Capital Improvement Program (CIP) in June of 2021. The CIP included the Playground Equipment Improvement Project meant to improve outdated citywide parks playground equipment. The City manages and maintains nineteen (19) total parks throughout the City of Pacifica and over the last several years, Public Works (PW) and Parks, Beaches, and Recreation (PB&R) staff have been working on assessment of the City parks needs due to aging infrastructure. This included a consultant playground equipment assessment study that was presented and discussed at a Parks, Beaches, and Recreation Commission study session in September 2019. Although Public Works staff does address spot repairs and replacements in the City’s parks, addressing these needs in City parks that require all equipment upgraded is beyond the capacity of PW staff. Based on the assessment study and discussions between PW and PB&R staff, a priority list was created. The Community Center and Fairmont West Child Care Center playgrounds were selected for replacement and both projects were completed in spring of 2020. Oddstad Park is scheduled for replacement this fiscal year. It was also determined that four additional parks required complete replacement of all park equipment. These parks include the following:

- Skyridge Park located on Skyridge Drive
- Imperial Park located on Imperial Drive
- Marvilla Park located at 201 Marvilla Place
- Brighton Mini Park located at 497 Brighton Road

The City will be entering into an agreement (pending Monday’s outcome) for consultant services with NCE, a landscape architect company, to assist in the planning, design, and construction of equipment at four City parks.

NCE will work closely with City staff to create a Community Engagement Plan that identifies the goals of the engagement process, key stakeholders, and methods of

engagement. The Community Engagement Plan may include pop-up events, stakeholder/park user interviews, an online survey, a Zoom community meeting, and/or social media postings (i.e., Twitter, NextDoor). The exact methods, schedule, and goals will be developed in consultation with the City during the kickoff meeting.

NCE will prepare two conceptual designs for each park that will present options based on varying levels of improvement and modification of the existing play areas, park uses, and amenities. The first option will include the replacement of play equipment, installation of ADA-compliant play surfacing, and paths of travel from public right-of-way to play structures. The second option will propose new locations for activities such as moving play areas closer to entry points and providing space for new recreational opportunities such as informal play, walking paths, and a range of seating elements. The concepts will be presented in plans with imagery of proposed features/activities and hand-drawn visualizations.

Commission has 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 on 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 an 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 received 35% of construction documents for review in Jan. 2023.

**UPDATE** – In February 2023, staff requested NCE the addition of irrigation designs to the plans which delayed the 65% construction plans. Staff received 65% of plans in May of 2023, after review staff decided that more irrigation needed to be included in the plans to allow for flexibility in the future and to include vegetation. In August 2023, staff did a cost review with NCE to reduce the costs of the project to meet the original budget. Staff submitted 65% plans to the PB&R Commission for review. Commissioners' suggestions during the review were taken back to NCE for changes to the plans. In October 2023, staff submitted 3D renderings for all four parks to the PB&R Commission.

**Beach Safety** – Commissioners have asked to have beach safety on the work plan, and there have been several discussions over the years. Before COVID-19, staff had engaged with the president of the Pedro Point Surf Club to discuss ways in which to address this item. Suggestions have included education, signage, workshops/classes, and even safety videos. There are several other items, and recently information about a buoy program was shared.

**UPDATE:** Life Ring Buoy stations- staff worked with Sea Valor Organization to map and install stations at beaches and piers in Pacifica. In February 2023, Staff applied for a permit from the California Coastal Commission to install stations at the local beaches. By May 2023 six Life Ring Buoy stations had been installed along the pier. Staff is waiting for final approval from the CCC for the installation of 14 stations at the beaches. In October 2024, City Manager Woodhouse granted emergency approval for installation at the southern end of Sharp Park. Staff also received a tentative approval permit to install a station on the beaches from the CCC.

**Additional items shared from December commission study session meeting:**

- Sports Fields
- Pickleball Courts
- City Park Reviews/ Visits
- Community Center Programs- Civic Center Departure

**COMMISSION ACTION REQUESTED**

Staff requests that Commission Action be taken by selected items to be incorporated into the 2024 PB&R workplan.