



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

REGULAR MEETING – 7 PM

Wednesday, April 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 Phillips: led the Pledge of Allegiance.

II ROLL CALL:

Commissioners Present: Chair Abbott, Commissioners: Benton-Shoemaker, Heywood, Phillips, Banks, Rodriguez(tardy)

Commissioners Excused: Torres

Staff Present: Acting Director Scott Leslie, Recreation Coordinator Lexi Macario, Community Service Coordinator Rebecca Collier, Recreation Specialist Sabrina Krenn, and Recreation Administrative Specialist Jeanette Ruspil

III ANNOUNCEMENTS:

Acting Director Leslie: On March 6, 2024, Recreation Manager Scott Leslie was appointed as Acting Parks, Beaches,&Recreation (PB&R) Director, Bob Palacio departed with the City of Pacifica.

Staffing update: Former Recreation Specialist Rebecca Collier was promoted to Community Service Coordinator, and Jeanette Ruspil was hired as Recreation Administrative Specialist. Recreation Administrative Specialist Sabrina Krenn was hired for Childcare. Coordinator Collier is training Specialist Ruspil and Krenn to support Commission meetings.

IV INTRODUCTION OF NEW COMMISSIONER:

Chair Abbott welcomed the new commissioner, Commissioner Peter Banks. All commissioners introduced themselves and shared how long they lived in Pacifica, how long they had served on the commission, and their reasons for serving.

V APPROVAL OF MINUTES:

Chair Abbott called for a motion to approve the minutes of 1/24/2024 **A motion was made by Commissioner Heywood, seconded by Commissioner Benton-Shoemaker, motion carried 5-0.**

VI ADOPTION OF THE AGENDA:

Chair Abbott called for a motion to approve the agenda of the 04/24/2024

meeting. **Motion carried 5-0.**

VII SPECIAL PRESENTATION:

B. Recreation Division Recreation Coordinator Lexi Macario introduced herself and explained her background and status with the City of Pacifica to the Commission. She recapped and elaborated on the following topics:

- Youths & Teens
- Summer Adventure Camp
- Youth Advisory Board
- J-Teen Dances
- Fun Fest
- Halloween Spectacular
- Pacifica Polar Palooza
- Parents Night Out
- Senior Prom "Spring of Love"
- Epic Eggventure
- Junior Olympics
- Contract Classes/Community Center Rentals

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

All Commissioners: thanked Coordinator Macario for her presentation.

Commissioner Heywood Asked, if he could volunteer at the upcoming J-teen Tiki Twist dance as his son will be attending.

Coordinator Macario: Responded, of course. Staff always looking for more parent volunteers.

Commissioner Benton-Shoemaker: Asked, regarding Adventure Camp if participants had to sign up for the whole summer.

Coordinator Macario: Responded, clarifying participants could sign up for the whole summer, half summer, or pick certain weeks to attend. currently fifty open spots across all Adventure camp offerings.

Chair Abbott: Commented, she heard several positive remarks about the senior prom from the Seniors in Action, and asked Coordinator Macario to thank the Youth Advisory Board (YAB) for all their work on the senior prom.

Chair Abbott: Asked, how do staff market the department events and commented that it looks like a lot of people have been attending.

Coordinator Macario: Responded, staff post flyers on all department social media accounts, website, mailing list - Connect with Pacifica, Community Center marquee, word of mouth and sometimes staff ask PD to put the marquee on Highway 1. Staff also pass our flyers to the school district, so they can distribute them. Staff goal is to get the word out about our events to capture new attendees.

Chair Abbott: Asked, how the Epic Eggventure was received since it was only held for one day at Frontierland and staff did not have an event at Fairmont like past years, and if staff received any comments from folks in the north.

Coordinator Macario: Responded, that she did hear residents still wanted to have an event at Fairmont, so a group held an egg hunt. Having a one-day event was more manageable and Frontierland is a nice space but as the department move forward with planning staff will be mindful of north end of Pacifica.

Acting Director Leslie: Responded, staff want to ensure offering events on

the North end as the PB&R department mission moving forward is to include the whole city.

Coordinator Macario: Thanked the commissioners for their participation at the special events.

Commissioner Benton-Shoemaker: Asked about our Wet and Wild summer program.

Acting Director Leslie: Responded aquatics programs -staff will offer at the Oceans Pool which includes field trips and fun activities.

VIII ORAL COMMUNICATION:

None

IX 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

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

X ITEMS FOR CONSIDERATION:

- A. 2024 Work Plan

Commissioners: Reviewed 2024 Work Plan and wanted to continue to receive updates on sports fields and pickleball courts. The commission wanted to add a review and visit of city parks to the work plan.

Commissioner Benton-Shoemaker Stated, the importance the commission receive an update regarding- pickleball courts as she received feedback from the pickleball community members were thrilled about the new addition of pickleball lines at Terra Nova High School tennis courts

Commissioner Heywood Commented, he would like an update on the Life Ring Buoy installation plan.

Acting Director Leslie Responded, buoys have been installed at Manor beach and additional buoys are planned to be installed over the next couple of weeks at Rockaway and LindaMar Beaches.

Commissioner Phillips Commented, skatepark should be its own priority item so staff and PB&R Commission can address a plan to resolve maintenance issues of the park.

- B. Annual Report to City Council Discussion

Chair Abbott asked for a volunteer to help her with the presentation.

Commissioner Benton-Shoemaker volunteered.

XI REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM

COMMISSIONERS: Commissioners gave updates on their liaison assignments and community involvement.

XII REPORTS FROM STAFF:

Acting Director Leslie: He gave updates on the following:

- **Leadership change:** As of March 6th, 2024, Scott Leslie has been acting director. He was with the City of Pacifica for seventeen years and left for seven and has been back from a little over six months. Transitioning into role of acting PB&R director presented numerous challenges for staff as they navigate ongoing projects, negotiate with various businesses and nonprofits, and adapt to a wide range of construction and programmatic changes, both large and small in scale. The City Manager will initiate recruitment for a permanent Director sometime in the near future, and the commission will receive an update when that begins.

- **Bike Park:** The Pacifica Bike Park Committee and staff dedicated extensive effort to secure a significant grant from the State of California OGAL's for a bike park at the Lower Frontierland location. The \$1.55M grant we pursued aimed to finance the construction of the new bike park, facilitating connections to various trails and bike lanes in the area. Regrettably, in late February, the City received official notification that our grant application was not successful.

- **Department Job Description and Qualifications Review:** The City of Pacifica is in the final stages of a comprehensive project aimed at updating job qualifications and descriptions. Collaborating with all departments and full-time employees, the Human Resources department, has undertaken the task of thoroughly modernizing job descriptions, qualifications, and standards for full-time positions. This endeavor required each employee to critically evaluate all aspects of their role, while supervisors assessed the work performed by their respective teams. Undoubtedly, this initiative demanded significant bandwidth and focus over the past two months.

- **Childcare Update:**
 - **Cabrillo Floors:** The childcare program situated at the Cabrillo school campus has recently undergone substantial flooring upgrades. Housed in a temporary building for nearly two decades, the facility had suffered extensive weather-related damage both internally and externally. Collaborating with the school district, our staff facilitated these improvements. Over the recent spring break, two out of the three portables received brand-new flooring installations. The remaining portable had its flooring replaced approximately a year ago.
 - **Interior Furnishings:** The Child Care division has allocated a significant portion of its budget for furniture and equipment upgrades in the current fiscal year. The program supervisors are in the final stages of coordinating substantial purchases to refresh the interiors of both the preschool and school-age programs.

- **Local Baseball field update:** In Late 2023 the Director of Parks,

Beaches, and Recreation made an assessment of all the City Baseball assets. He determined that the backstops at Fairway Park were in significant disrepair.

- **Fairway Park Backstop Project:** Issues with the back stop included, the posts were bent in the storm of January 2023. Emergency pipes were welded in place in early 2023 just to improve the structure's integrity due to concerns about the safety of the structure. The chain link fence was starting to fail. The backstop boards were dry rotted and there were concerns about the safety overhang on the Majors field. At the April 8th City Council meeting change orders were approved and the contractor is in the process of completing the construction. The Major's Field is now open, the remaining 2 fields should be open within the next week or two.
- **Sanchez Field:** In late 2023, the Director recognized the need for significant improvements to the Sanchez Park playing fields. The Sanchez Park infield project began in late February. It involved funding from the City for a new layer of high-quality infield dirt, as well as donations of base rock material, hauling, and labor from Dryco Corporation. Little League family volunteers also contributed to the labor. The installation process took three days and completely resurfaced both infields. The combined Fairway and Sanchez Field improvement projects represent the most significant investment in Little League baseball in many years.
- **Civic Center Update:** The Civic Center has been temporarily housed in the Community Center for the past two years. It appears that the Civic Center will have a grand opening in June. The Parks, Beaches, and Recreation (PB&R) staff are now in the process of formulating post-Civic Center plans. We are initiating the development of an office plan to allocate space for all PB&R employees. Additionally, several large capital improvement projects are slated for the next fiscal year to enhance the Community Center's infrastructure. These projects include upgrading the flooring, interior paint, and addressing weather-related wear and tear on the building's exterior.
- **Pickleball:**
 - In April 2024, the Department collaborated with the Jefferson Union High School District to expand pickleball playing opportunities.
 - Two additional tennis courts at the Terra Nova campus were striped with pickleball lines, increasing the total number of pickleball-striped tennis courts to six: four at Terra Nova H.S. and two at Oceana H.S.
 - The department remains committed to acquiring more pickleball assets due to the significant local interest in the sport and the limited availability of playing space.
- **Priority Parks:**
 - The feedback provided several months ago is now being 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.

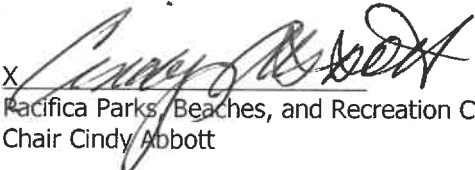
- Staff remain optimistic that the project will progress to the bidding phase in late summer 2024, with potential construction commencing either later in 2024 or early 2025.
- **Events:**
 - Epic Egg-venture - marked one of the largest egg-related events hosted by the city in several decades. Staff expanded the event significantly, incorporating a diverse range of fun activities. What was typically a brief event lasting about 30 seconds was transformed into a larger, more robust celebration.
 - Earth Day- Occurred last weekend, it is one of the biggest Earth Day crowds in many years.
 - Blues and Brews - this weekend, the festival will take place on Palmetto Ave.
 - Preparing for the 4th of July
- **Staffing:**
 - Child Care Specialist: Specialist 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: Specialist 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 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.

XIII ADJOURNMENT:

Chair Abbott called for a motion to adjourn the meeting. **Motion was made by Commissioner Phillips, seconded by Commissioner Rodriguez, motion carried 6-0**

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

Respectfully submitted by,
 Jeanette Ruspil, Recreation Administrative Specialist
 Pacifica Parks, Beaches, and Recreation

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