



# AGENDA

## Parks, Beaches and Recreation Commission City of Pacifica

WEDNESDAY, SEPTEMBER 26, 2018  
CITY COUNCIL CHAMBERS  
2212 Beach Boulevard

### 7:00 – CALL TO ORDER

- I PLEDGE OF ALLEGIANCE
- II ROLL CALL
- III APPROVAL OF MINUTES Regular Meeting August 22, 2018
- IV ADOPTION OF AGENDA
- V SPECIAL PRESENTATION
- VI ORAL COMMUNICATIONS  
This is the time set aside for the public to address the Commission on items not appearing on the agenda, public input will be considered for items at this time. Please state your name for the record when addressing the Commission. Statements will be limited to three (3) minutes.
- VII ITEMS FOR CONSENT  
None
- VIII ITEMS FOR CONSIDERATION  
Creative Place Making – Cindy Abbot Executive Director of Sanchez Art Center
- IX REPORTS, ANNOUNCEMENTS AND CORRESPONDANCE FROM COMMISSIONERS
- X REPORTS FROM STAFF  
A) Director Perez
- XI ADJOURNMENT

Next Study Session: TBD

Next Regular Meeting October 24, 2018

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

### **REGULAR MEETING – 7 PM**

Wednesday, August 22, 2018  
City Council Chambers  
2212 Beach Blvd.  
Pacifica, CA 94044

### **CALL TO ORDER:**

Chair Bier called the meeting to order at 7:00 PM.

#### **I PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by **Commissioner Cochran**.

#### **II ROLL CALL:**

Commissioners Present: Chair Bier, Commissioners  
Abbott, Cochran, Kellogg, and Murphy

Commissioners Absent:

Commissioners Excused: Commissioners Knowles and Poblitz

Staff Present: Director Michael Perez, Recreation Assistant Supervisor Phipps,  
Planning Director Tina Wehrmeister

#### **III APPROVAL OF MINUTES:**

Chair Bier called for a motion to approve the minutes of the 7/18/18 meeting.

**Motion was made by Commissioner Kellogg, seconded by Commissioner Murphy, motion carried 4-1 (abstaining).**

#### **IV ADOPTION OF THE AGENDA:**

Chair Bier called for a motion adopting the order of the agenda. **Commissioner Murphy made a motion to adopt the agenda, seconded by Commissioner Kellogg, motion carried 5-0.**

#### **V SPECIAL PRESENTATIONS:**

None

#### **VI ORAL COMMUNICATIONS:**

None

#### **VII ITEMS for CONSENT:**

None

#### **VIII ITEMS FOR CONSIDERATION:**

**Director Perez** introduced Planning Director Tina Wehrmeister who was present to help update the commission on the progress of the Library Advisory Committee. Director Perez gave the commission historical background information on the Pacifica Libraries and what led to the formation of the Library Task force. He also let the

Commission know that he has been in meetings with Park and Rec staff to Brainstorm what using the library as a shared space model might look like.

**Commissioner Abbott** spoke as chair of the Library Advisory Committee. She explained the challenge of operating two libraries with 60 hours to share between them. One idea to handle this challenge is the idea that the space might be able to be shared. She gave an overview of the Livermore Library model, which is similar to what is now being proposed for the Sanchez Branch in Pacifica.

**Commissioner Abbott** let the commission know that they were coming to the commission to get their ideas on how the shared space might be used.

**Director Wehrmeister** added that although there are more discussions to be held with San Mateo County Library and City Council, the San Mateo Library is very supportive of this concept. There would still be some hours for popular programming such as the children's story time.

**Commissioner Abbott** stated that these programs would use around 10 hours per week. Another idea, since this is a rather large space, would be to add a play structure or mini park.

**Commissioner Cochran:** loves the idea of a mini park and was wondering where funds will be coming from. **Director Wehrmeister** responded that this would require a bond.

**Commissioner Cochran:** asked if there was an idea of how much the bond would be for.

**Director Wehrmeister** responded that it would be in the area of \$35,000,000.

**Commissioner Cochran:** stated that he had talked to many of the seniors in the back of the valley and supports the idea of two libraries. He talked about the new library in Half Moon Bay and how wonderful it is.

**Commissioner Kellogg:** asked for clarification on the brainstorming and if the commission was being asked for ideas about programs that Park and Rec would be running and not the Library.

**Commissioner Abbott** responded that this was correct.

**Director Perez** gave some clarification as well.

**Commissioner Kellogg:** asked if there were any requests for other activities at this point.

**Recreation Assistant Supervisor Phipps** responded that she had a file of contractors with new programs they would like to offer but there is no space to put them at this time.

**Commissioner Kellogg** asked for an example of a program that could be offered at the Sanchez site.

**Recreation Assistant Supervisor Phipps** responded that the Dog Training class that we now offer at the Community Center could be moved to this site so that the instructor would not be limited to inside the building.

**Commissioner Murphy:** likes the idea but does not know what those services might be. He likes the idea of a playground but would like this to be something different. He feels that he would need to think more on this.

**Director Perez** responded that **Director Wehrmeister** had discussed the idea of an inclusive playground – for all abilities. These are not available in all communities.

**Commissioner Murphy** would like to see the City think outside of the box and make sure that this play area would be something different and be a destination that people want to come to. He asked if the bond money was just for construction or would it also be used for maintenance after.

**Director Wehrmeister** responded that the bond was just for construction.

**Chair Bier:** talked about collaborating with Gear Head Bikes since they do so much back in that area. She also asked about doing a public opinion survey of people in

the area to see what they would like to see at this location.

**Commissioner Abbott:** Let the Commission know that they were getting a sneak peek into the possible plans for the Library. This will be discussed more and then taken to City Council. After approval by council it will be going out to the community. She feels it is important to have a meeting space in the back of the valley. She also stated that they heard from people regarding children's story time and seniors about what they would like in this area. She feels it might be nice to do something intergenerational at this site. Seating at a playground where people of all ages can come and be connected would be nice. She would also like to see some interpretive discussions regarding the creek that runs near the back of the property. She stated that she had recently spoken to someone who was interested in holding Cello lessons but she could not accommodate him at Sanchez Art Center and that this might be something interesting to hold at this site. She stated that even though there is a vibrant program at the Community Center this might be a place for seniors who cannot get to the Community Center or for the weekends when programing is not offered at the Center.

**Commissioner Murphy** stated that there was a long time line for this and asked if there was still time to think about this more.

**Director Wehrmeister** responded that this was correct and the committee had not selected which election they would be looking at putting the bond measure on.

**Commissioner Kellogg:** stated that when he thinks about recreation he thinks fun. He thinks it would be nice to have a weekly game night or trivia night. You could have programs that mix different age groups together. Maybe we could offer some informational and educational classes for free. Like on cruises.

**Commissioner Abbott:** believes that the library has something in their operating agreement that they cannot charge for use of space but the Park and Rec can charge for space which would help make this sustainable.

**Director Wehrmeister** stated that she felt that due to their staffing limitations the library at Sanchez would only be a library and so there would not be competition for rental space or time.

**Chair Bier** spoke to extra teen programing, including the YAB and other robust programs that would attract teens to the area.

**Commissioner Abbott** asked the commissioners to keep sending in ideas as they think of them to **Director Perez**.

**Director Perez** asked Recreation Assistant Supervisor Phipps to share some of the programs that were in her file now that the Commissioners were finished.

She responded that there was a Karate class, which would need a rather large space and a Thai Chi class that was currently using the space that could be moved. There was also another Zumba Gold instructor but we already offer that at the community Center so we don't want to compete, and some meditative classes to name a few.

## **IX REPORTS FROM COMMISSIONERS:**

**Commissioner Cochran:** reported on the beach etiquette signs that have been put up at the Pacifica Sate Beach, there have been many positive comments. He also reported that the parking lot is finally done and the only thing that remains to be done is restriping. The dog surf contest was very successful. It created some inconvenience but the positives outweighed this. He reported on the Big Chill Out which will be held on September 22 and he is looking forward to this event.

**Commissioner Murphy:** No report

**Commissioner Kellogg:** No report

**Commissioner Abbott:** attended the Seniors in Action meeting and the Portola room that they met in was recently remodeled. There are still a few things that are

scheduled to be worked on. The membership drive is about to begin in September. The membership is now at 914. She reported on some upcoming events at the Community Center for the Seniors. Commissioner Abbott passed out publicity for the upcoming 50/50 show that is coming to the Sanchez Art Center with opening night on August 31<sup>st</sup>. She also reported that Public Works has been working really hard to fix up the grounds of the Sanchez facility and it is looking really nice.

**Chair Bier:** attended the 1<sup>st</sup> Youth Advisory Meeting of this year. She reported that they have 9 members at present and are actively looking for more.

## **X REPORTS FROM STAFF:**

**Director Perez** reported on the following:

Sister City Committee "president" Gil Ricarte passed away and City Council adjourned in his memory on August 13, 2018.

### **Dog Surfing Contest was held on Aug. 4<sup>th</sup>**

Cabrillo school opened their blacktop to parking and made \$1,500. There were some issues with pedestrians crossing against lights that we need to look at as well as the possibilities of port-o-potties for next year, but other than that, reports of the event were very positive.

### **Other Executive Priorities**

As part of the Council's goal setting/work plan session, staff identified "other executive priorities" – department specific priorities to be worked on at the staff level. The two associated with PB&R are:

- **Department Strategic Plan** - The PB&R Department will create a strategic plan in order to provide a shared vision that inspires and motivates the department's mission. Our Senior Services Division created a Strategic Plan 2016-2020 and completed a 2016/2017 Tactical Plan. We will begin work in 2018 to create a department strategic plan, which will also result in individual plans for the Recreation and Child Care divisions.

Staff is will be working with senior management PB&R employees and are hoping initial meetings and preparation for this priority will begin in September.

- **Playground Replacement Program** – in coordination with the Department of Public Works, develop a program to address ongoing maintenance and replacement needs for playgrounds at City parks/facilities. This will include using a scorecard to inventory playgrounds to identify playground needs and prioritize work to upgrade, replace and/or improve them.

Part of this priority will include hiring an outside auditor. This should also be happening beginning in September.

### **Staffing**

As you know the department has been going through a reorganization strategy process. This has involved the promotion of Jim Lange to Recreation Manager, promotion of Tracy Gilbert to Child Care Supervisor, realignment of a Senior Services position and subsequent promotion of Ann Cooney to Senior Services Assistant Supervisor and the promotion of Beth Phipps to Recreation Assistant Supervisor. In

addition, we have under-filled our second Child Care Assistant Supervisor with a new Site Coordinator position and are transitioning our existing Child Care Assistant Supervisor to 100% time at the administrative office. Finally, we need to fill the Recreation Specialist position vacated by Beth's promotion.

During the course of this process, we also have had vacancies in other positions on top of the targeted ones for reorganization. We filled the Recreation Coordinator position vacated by Michael Moran with Sydney Bliss three months ago; we are in the process of filling our Food Services Coordinator position vacated by the departure of Cindy Fuentes, and will be moving forward with recruitment for our Senior Services Coordinator position as Janis Haynes has announced her retirement effective August 31, 2018.

Janis Haynes will be retiring after 13 years with the City, planning, implementing and helping to provide essential programming for our seniors. Janis has done an outstanding job serving our community and department and will be missed. We wish her all the best in her future endeavors.

He is also pleased to announce the appointment of Angela Eugenio to the position of Site Coordinator at our Fairmont West preschool location in our Child Care Division. Angela has over 10 years' experience in the Child Care field, including working for the City of Pacifica from 2015 to 2017 and most recently from Ganon preschool in San Mateo. Angela also has preschool experience from working at Bright Horizons', Genentech's 2<sup>nd</sup> Generation, Allerton site.

Angela brings a creative passion and a warm demeanor among other desirable qualities with her as she joins our Child Care team. Angela's first day was August 1<sup>st</sup>.

### **Inflatable Fun Run Cancelled**

With the change of the school calendar after we already booked and advertised the event, and only 16 people were enrolled it was decided to cancel this event. We hope to offer this event in the future on a different date, and perhaps a different time of year (also considering Saturday).

### **BPAC Consultant Update**

Staff has a kick off meeting with the consultant scheduled for tomorrow, August 23<sup>rd</sup>. The scope of the project provides for 4 bpac/council meeting reports. There will also be two public workshops that all residents will be invited to. At the initial kick off meeting, we will discuss when in the process we will be doing these things.

### **Follow up from last meeting –**

The "bike facility" on Linda Mar may include new bike lanes to improve connectivity to Adobe and Highway 1.

**Director Perez** reported that the etiquette signs have no other safety info on them

### **PLAY Brochure and Registration**

Registration for fall classes began on August 15<sup>th</sup> for fall classes.

### **Ohlone/Portola Heritage Trail 250<sup>th</sup> Anniversary Event**

Staff, along with Councilmember Digre, members of the Pacifica Historical Society and Jim Sullivan of OSPAC attended the August 13 meeting of the OPHT Committee in San Mateo County. Information from the consultants was presented on the OPHT Feasibility Study. Items in the meeting discussed included:

- Historical Significance of the trail and the lands
- Vision and goals of the project
- Interpretive Themes
- Trail Recommendations
- 6 Challenges
  - Recognize the OPHT for its statewide significance
  - Fund and complete/update the State Historical Marker Series
  - Fund and establish the automobile trail
  - Fund and install signs for existing recreation trail segments
  - Complete existing fund Projects and Install Logo Signs
  - Initiate term priority projects
- 250<sup>th</sup> Anniversary

In addition there will be public workshops with one in Pacifica on September 25<sup>th</sup>, 7pm at the Community Center.

### **Snowy Plover Fencing**

We have received an extension for the Snowy Plover Fencing project. The Coastal Commission permit is now good through April 15, 2024.

### **Surf Etiquette Signs at the Beach**

We will be installing 5 signs – one in the south lot, one north of Taco Bell at beach entrance, one north of the north lot restrooms at beach entrance, one on the north restroom and a final one most likely at the Crespi entrance.

### **National Fitness Campaign information**

City was awarded a non-binding \$30,000 grant towards building a Fitness Court® and launching the campaign. The City of Pacifica has been selected to receive the NFC Fitness Grant, provided by official 2019 Campaign sponsors, to join the 2019 Healthy Cities Campaign.

## **XI ELECTION OF CHAIR AND CHAIR PRO-TEM**

Chair Bier called for nominations for Chair. **Commissioner Abbott nominated Commissioner Kellogg to be elected as Chair and made a motion to elect, seconded by Commissioner Murphy, motion carried 5-0.**

Chair Bier called for nominations for Chair Pro Tem. **Commissioner Murphy nominated Commissioner Knowles as Chair Pro Tem and made a motion to elect, seconded by Commissioner Cochran, motion carried 5-0**

**NEXT STUDY SESSION: TBD**

### **NEXT MEETING:**

**Regular Meeting – Sept. 26, 2018**

## **XII ADJOURNMENT:**

8

Chair Mau asked for a motion to adjourn the meeting. **Commissioner Murphy made the motion to adjourn, seconded by Commissioner Cochran. The motion passed 5-0** and the meeting adjourned at 8:25pm.

Respectfully submitted,  
Beth Phipps  
Recreation Assistant Supervisor

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Parks, Beaches & Recreation Commission  
Mary Bier, Chair