



**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 PRESENTATION:**

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-Pacifica 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.

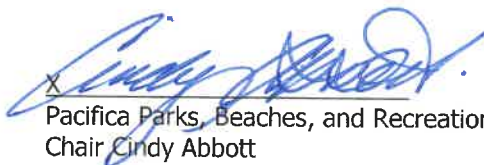
**Director Palacio:** Responded, he would work with the Planning department on obtaining the information for tree appeals.

**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



Pacifica Parks, Beaches, and Recreation Commission  
Chair Cindy Abbott