



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

**Regular Meeting – 7 PM**  
Tuesday, June 25, 2024  
2122 Beach Blvd. Pacifica, CA 94044

## **CALL TO ORDER**

**Commissioner Phillips:** called the meeting to order at 7:01

### **I. PLEDGE OF ALLEGIANCE**

**Commissioner Abbott:** led the Pledge of Allegiance

### **II. ROLL CALL**

**Commissioners Present:** Commissioner Phillips, Commissioner Abbott, Commissioner Torres, Commissioner Banks, Commissioner Buie

**Commissioner Excused:** Chair Benton-Shoemaker and Commissioner Staudenbaur

**Staff Present:** Acting Director Scott Leslie, Recreation Supervisor Amber Shong, Recreation Administrative Specialist Jeanette Ruspil, Recreation Administrative Specialist Sabrina Krenn, and Intern Jair Alessandro Campos

### **III. INTRODUCTION OF NEW COMMISSIONER**

- A. The new commissioner, Tracy Buie, was introduced to and welcomed by Commission. The Commissioners introduced themselves.

### **IV. APPROVAL OF MINUTES:**

**Commissioner Phillips** called for a motion to approve the minutes 5/22/2024. **A motion was made by Commissioner Abbott, seconded by Commissioner Torres, motion carried 5-0.**

### **V. ADOPTION OF AGENDA**

**Commissioner Phillips** asked if any Commissioner wanted to make any changes to the agenda 6/25/2024. No objections. **Motion carried 5-0.**

### **VI. SPECIAL PRESENTATION**

#### **A. Community Center Reopening Plan- Acting Director Scott Leslie and Supervisor Amber Shong**

**Acting Director Leslie** reported on changes that would occur in the Community Center once Civic Center staff moved into the renovated City Hall, and on long-term plans to change the usage of space. **Acting Director Leslie** spoke about where staffs' offices and desks would be located, which spaces would remain the same, and which spaces would be used as storage or for contract classes. **Supervisor Shong** provided clarifying details on how the reorganization of the building would affect seniors, and what steps were being done to ensure that seniors' input was heard and considered. **Supervisor Shong** also spoke about a grant opportunity PB&R applied for that would fund the creation of an intergenerational space in the Community Center.

**Commissioner Abbott:** expressed concerns about converting the Golden Treasures Gift Shop into an office for staff, and about the movement of the computer lab to a different area in the Community Center. Commissioner Abbott stated that the Seniors in Action should be involved with the discussion and planning about converting Community Center spaces. Commissioner Abbott also brought up how limited parking spaces can be at the Center.

**Commissioner Banks:** asked if there's any capacity for new staffing position and what the potential grant money would cover.

**Commissioner Phillips:** asked if there would be any more preschool classes in the Community Center like there had been previously, and about what kind of flooring staff plan on installing in the class spaces. Commissioner Phillips also asked for clarification on when there would be a transition from senior to youth and adult programming.

## **VII. ORAL COMMUNICATION**

None.

## **VIII. ITEMS FOR CONSIDERATION**

### **A. Liaison Assignments**

**Commissioners** reviewed a new, updated list of liaison assignments. **Commissioner Banks** offered to be the liaison for the Pacific Beach Coalition. **Commissioner Torres** offered to be the liaison for the Emergency Preparedness Commission. **Commissioner Abbott** further explained what serving duties and commitments come with serving in liaison roles. **Acting Director Leslie** clarified that certain positions involve helping for the single day of an event or being involved in the planning meetings. **Commissioner Buie** signed up to be the liaison for the City's Pride Event. **Commissioner Phillips** offered to be the liaison for the Skate Park and to go to the 4<sup>th</sup> of July event. **Commissioner Abbott** noted that **Chair Benton-Shoemaker** has been the liaison for Arbor Day.

### **B. Beach Safety Sub-Committee Discussion**

**Commissioner Abbott** explained the background behind the Beach Safety Sub-Committee. **Acting Director Leslie** explained what it would entail. **Commissioner Phillips** asked for a motion to create the sub-committee. **Commissioner Banks made the motion and Commissioner Abbot seconded. Motion carried 5-0. Commissioners Abbot, Phillips, and Banks** volunteered to join the sub-committee.

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

Commissioners gave updates on their liaison assignments and community involvement. **Commissioner Torres** spoke about his and his daughter's involvement in volunteering for the home-delivered meals program. **Commissioner Abbott** spoke about the upcoming kiosk at the Sanchez Library as her report on the Library Advisory Committee. **Commissioner Phillips** spoke about local surf events and contests.

## **X. REPORTS FROM STAFF**

**Acting Director Scott Leslie** gave the following statements and updates:

- Acting Director Leslie apologized for moving the date of the regular meeting and thanked the Commission for their understanding.
- **James Heywood Acknowledgement:** Acting Director Leslie acknowledged former Commissioner James Heywood's four years of service on the PB&R Commission and his community involvement.
- **Welcomed New Commissioners:** Acting Director Leslie welcomed both Tracy Buie and Marc Staudenbaur.
- **Staffing Update:** Acting Director Leslie introduced Intern Jair Alessandro Campos to the Commission and some of the projects he's working on.
- **Surf Camps:** Acting Director Leslie reported that there was only one application in June for Circle Surf, a commercial business, and the department is still in the process of getting all of their necessary documents.
- **Tree Removal and Appeals:** Acting Director Leslie promised to bring in experts from the Planning department to speak about the tree appeal process in the future, but said that it was not feasible at this time due to staffing turnover.
- **Priority Parks:** Acting Director Leslie stated that a visualization of the priority parks project will be provided at July's PB&R Commission Meeting and that the goal is to fulfill the bidding process later this year, roughly around September and October.
- **Civic Center Update:** Acting Director Leslie reported that the ribbon cutting for the renovated Civic Center will occur on Thursday 6/27 from 3:00pm-5:00pm and invited the Commissioners to attend if they were able.
- **Events:** Acting Director Leslie spoke about upcoming 4<sup>th</sup> of July event at Frontierland Park

and reported that there would be food trucks, free rides, quality sound equipment for the bands, and free games.

- **City Council Proclamation:** Acting Director Leslie spoke about City Council Proclamation to recognize July as Parks and Recreation Month and thanked Commissioner Abbott and Chair Benton-Shoemaker for being there.

**Commissioner Abbott:** asked for clarification about the surf camp count and recommended that staff reach out to Commissioner Benton-Shoemaker about the tree permit process due to her work with Tree City Pacifica. Commissioner Abbott also noted that City Council reduced the tree permit fee from \$1,000 to \$250.

**XI. ADJOURNMENT**

**Commissioner Phillips** Adjourn meeting by agreement, **carried 5-0.**

**Next Regular Meeting:** Regular meeting – July 24, 2024, 7:00 pm

Respectfully submitted by,  
Sabrina Krenn, Recreation Administrative Specialist  
Pacifica Parks, Beaches, and Recreation

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Pacifica Parks, Beaches, and Recreation Com...  
Chair Gail Benton-Shoemaker

