



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

REGULAR MEETING – 7 PM

Wednesday, August 28, 2013
City Council Chambers
2212 Beach Blvd.
Pacifica, CA 94044

CALL TO ORDER:

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

I PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Commissioner Sambrailo.

II ROLL CALL:

Commissioners Present: Tabor, Abbott, Murphy, Finnegan, Sambrailo, Urie
Commissioners Absent: Cochran
Commissioners Excused: None
Staff Present: Director Michael Perez, Recreation Specialist Beth Phipps

III APPROVAL OF MINUTES:

Chair Murphy called for a motion to approve the minutes of the 7/24/13 meeting.
Motion was made by Commissioner Sambrailo, seconded by Commissioner Finnegan, motion carried 6-0.

IV ADOPTION OF THE AGENDA:

Chair Murphy called for a motion adopting the order of the agenda. **Commissioner Abbot made a motion to adopt the agenda, seconded by Commissioner Sambrailo, motion carried 6-0.**

V ORAL COMMUNICATIONS

There were no Oral Communications

VI ITEMS for CONSENT

There were no Items for consent

VII ITEMS FOR CONSIDERATION

Poet Laureate selection process

Director Perez gave a report reviewing the background for the Poet Laureate. Commissioners Tabor, Abbott and Urie met to discuss creating the selection process. The committee used the San Mateo County application to create there application a copy is attached. The subcommittee suggests that the selection committee be comprised of local high school English, Literature or Creative Writing teachers one from each Terra Nova and Oceana High School, a College Professor or teacher in town, members of local creative arts organizations, such as the Art Guild, Pacifica Performances and Spindrift Players, Chamber of Commerce and at least one commissioner to steer the selection process. Subcommittee members and staff are reaching out to potential selection committee candidates to gage their interest in participating Commissioner Abbott spoke to Marci Dragon from San Mateo Board of

Supervisors Warren Slocum's office to discuss the County Poet Laureate Process. The San Mateo County application process and packet was put together based on a review of other counties and locations, the California state Poet Laureate also provided some guidance. Ms. Dragon suggested that the announcement of the application period was a key element; the County announced it at the fair at the literary day event. She also suggested that the application requirements not be too restrictive and that the selection committee be as broad as possible including panelists outside of Pacifica. The County had a scoring sheet that the selection committee used to score each individual candidate and the top candidates were invited for in person interviews to insure that the Poet Laureate had a presence to represent the county during meetings and events. Pacifica subcommittee felt that a rating tool would be helpful and the county has indicated their willingness to share their documentation and their process once it was completed. Suggested timing once we approve the selection process - we look for marketing and publication of the application information and for a two week time that application period would be the announcement and time for folks to apply which would probably be about a month. Application period which would also be the selection committee recruitment period can happen consecutively. The selection committee scoring process should take about two weeks, then the interview of candidates and the final selection. We were anticipating maybe one meeting for the selection committee to meet together and interview the folks but there will be a process of them saying who their person was and us contacting them. The county had about 15 candidates; they were able to divide it into high, medium and low, which allowed them to invite back the top candidates. We could follow a similar form if we have that many candidates, but we won't know until we try.

Director Perez stated that he has contacted the High Schools and the Spindrift Players regarding being on the selection committee. He has two high school teachers who were recommended and they are interested. Spindrift Players showed no interest. The application form is attached for review but it will be reworked to add the city's logo.

Commissioner Tabor stated that nobody has been chosen other than the people on the sub-committee to put this together.

Commissioners Murphy and Urie stated that nobody had been chosen and that not everyone had been contacted yet.

Commissioner Abbott stated that this process could not happen until the commission voted on the process.

Commissioner Abbott reached out to the Art Guild and they made a suggestion of someone, who is not in the Art Guild but who they thought would be good. The Guild appreciated being reached out to but they would not be on the committee themselves. She also reached out to a member of the local business community who she believes is a member of the Chamber of Commerce. The sub-committee did not state that someone had to be a member of the Chamber of Commerce; they were just trying to include a member of the local business community. Commissioner

Abbott also clarified that the PBR Commissioner would be to keep the number odd.

Director Perez explained the sub-committees thoughts behind keeping the committee at an odd number. The commission continued discussion on the number to be on the selection committee, as well as who might comprise this committee.

Director Perez informed the Commission on the reasons for not including members from the poet community to be on the selection committee. This was done in case they would be nominated then they would not be able to vote.

Commissioner Abbott suggested the following wording: The selection committee will be seven people and could include representatives from the list. This allows for flexibility.

Commissioner Finnegan questioned the exclusion of the Poet community since they would know who to nominate. Commissioner Abbott stated that anyone in town can nominate including the poetry groups.

Commissioner Abbott suggested that depending on the timing of when we would be selecting the Poet Laureate that the county Poet Laureate might be good on the selection committee. Commissioner Urie agreed.

Director Perez stated that once the process gets going that it should take around two months. If we don't wait too long it could be done by December.

Commissioner Abbott informed the commission that the selection committee from the county made a lot of decision's before they got together since they had received the material ahead of time and could review the material at their leisure. When they did come together it was for the purpose of listening to the people make a presentation which is very important so that they have a public presence.

Chair Murphy restated the wording for the selection committee: The selection committee to be composed of seven members either from local high school teachers, college professor, a member of the Art Guild or a recommendation of someone in the art community, Pacifica Performances, Chamber of Commerce/local business owner, and possibly an existing Poet Laureate.

Director Perez asked if there were any comments on the application. There were none.

Motion was made by Commissioner Finnegan that the Commission adopt the Poet Laureate selection process as defined by the PB&R sub-committee with the adjusted verbiage: The selection committee to be composed of seven members either from local high school teachers, college professor, a member of the Art Guild or a recommendation of someone in the art community, Pacifica Performances, Chamber of Commerce/local business owner, and possibly an existing Poet Laureate. Commissioner Tabor seconded. Motion carried 6-0

VIII REPORTS FROM COMMISSIONERS:

Commissioner Tabor – Attempted to contact his two poet societies. The numbers were being maintained by the wife of the Poet Laureate who passed away. She is going to keep all of his information but she is not going to maintain or answer the phone numbers.

Commissioner Finnegan – Thanked the commissioners on the sub-committee for the Poet Laureate decision making process. Commissioner Finnegan reminded the Commissioners that Sept. 21 is Coastal Clean-up day. This is not just in Pacifica, so if you are not in town you can still help out. If you are in town you can help at her site. The Fog Fest is coming up and the Pacifica Beach Coalition is looking for help with their float. If you are interested you can contact her.

Commissioner Abbott – No Report

Commissioner Sambrailo – Also thanked the Sub-Committee

Commissioner Urie – No Report

Chair Murphy – Thanked the Sub Committee and stated that he will be at Coastal Clean-up helping to pick up garbage.

IX REPORTS FROM STAFF:

Director Perez gave his reports and highlighted the following:

- Summer Programs finished strong and thanked staff for all their hard work
- Child Care Programs and Rec School programs are starting.
- Beach Parking program began on Aug. 16th. As of this date we have sold 503. About 38% of been sold on line. Senior Parking Program, there were Placards for Seniors in Action in good standing for the hours of 8 am to 5 pm in the Crespi lot only. We are currently working with our software Company (Active net) to finalize the renewal process for next year. We have addressed frequently asked questions on the Website. Director Perez asked that any questions the Commissioners receive be directed to the PB&R Office.
- Director Perez reviewed the Stem program and stated that classes will be brought in some form to all of the schools in the Pacifica School district at some time. We are looking at late Sept. or early Oct. for our first session.
- Sharp Park off Leash update: Director Perez spoke with Stacey Bradley who is a planner with the Capital and the Planning Division of the San Francisco Rec Division. Some of her concerns were regarding the golf course and the endangered species. We are trying to understand what they want. They would probably want us do enforcement through signage. Director Perez sent them the 10 year old Negative Declaration. Director Perez will keep the Commission updated as he gets more information.
- Dark Park update: Director Perez spoke with a gentleman who is Supervisor of Golf and Turf maintenance at San Francisco Rec and Park who gave us information on irrigation that would work for dog parks. He gave us the name of a trustworthy vendor that our Public Works Manager has been in contact with. We may have identified close to \$9,000.00 to take care of additional projects. We will know about this money in about two weeks.

- Director Perez was approached by a representative from Get Healthy San Mateo County. A lot of cities in the County are adopting wellness policies and they were approaching us to adopt one as well. This would mean that the City would establish a wellness committee and we would work with a timeline to develop, implement, and enforce healthy food and beverage guidelines with the support of the consultant. The next month following components that meets the Public Health Institutes adult beverage standards. Prioritize active transportation as a commute option for our work force. They start with the cities work force and come up with some final guidelines and share them with the San Mateo County Health systems.
- Fall edition of the Play came out and registration has begun.
- Director Perez brought attention to fliers which were brought to the meeting, emphasizing the Child Care enrollment flier and asked Commissioners to help by putting some of them.
- Fog Jog is coming up on Sunday 9/29
- Family Fun Fest is also coming up on 9/29
- Senior Spaghetti Feed is coming up on 10/25
- Director Perez asked Commissioners to like us on Facebook. He hopes to get to 1000 by the end of the month.

Commissioner Tabor asked what the start and end date on the parking passes. Director Perez answered that the passes expire one year from the end of the month in which the pass was purchased.

Commissioner Abbott asked since the pass estimate was between 200 and 1000 and we have 500 are we on track for whatever was put in the budget in addition to the daily revenue. Are the Rangers covered? Director Perez responded that we have exceeded the daily pass that was in the budget. What went to Council was about \$302,000.00 for the year in revenue. The first year's expenditure will exceed this due to buying machines and other startup expenses. In a year we will have a better handle on this. There is a danger in everyone buying a pass. We could not give local people a break, we tried and the coastal commission would not go for it. It is more regular users that will be more aware of the pass. He feels good about selling the number of passes, but the Crespi lot has no one there.

Commissioner Abbott also asked if there have been any enforcement questions or hiccups with the Rangers being on duty. Director Perez stated that he believes that the first tickets issued were only warnings. Regarding other rules enforcement the Rangers were hired shortly before the program began and we are looking to have a Ranger from Half Moon Bay come and do Plover training. We have a policy question. We had about 150 people from Genentech that came in a couple of busses and a few cars. We made up passes for that specific date. We have other groups coming to do clean-ups and we are working on a policy for this. Director Perez is meeting with Van the police to work on this.

Commissioner Abbott asked about the Sharp Park Beach belonging to the Golf Course from the tide line up to the golf course. Director Perez confirmed that this is correct.

Commissioner Abbott stated that she loves the idea of the wellness program.

Commissioner Murphy asked who the beach Rangers report to. Director Perez informed the Commissioners that the rangers are under the Public Works division of the city and that Aren Clark is their supervisor.

Commissioner Tabor asked if the yearly pass gives you priority over the daily passes. Director Perez responded that it does not.

X CORRESPONDENCE/ANNOUNCEMENTS:

Commissioner Finnegan was approached by a group called All One Ocean regarding beach clean-up station boxes and requested these boxes or something similar be put on the agenda for the next meeting.

XI ADJOURNMENT:

Chair Murphy called for a motion to adjourn. Commissioner Tabor made the motion to adjourn, seconded by Commissioner Sambrailo. The motion passed 6-0 and the meeting adjourned at 8:25 PM.

Respectfully submitted,
Beth Phipps
Recording Secretary

Parks, Beaches & Recreation Commission
Greg Cochran, Chair