



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA
Parks, Beaches and Recreation Commission
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www.cityofpacifica.org

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COUNCIL
Mike O'Neill
Sue Vaterlaus
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Wednesday, January 26, 2022
7:00 PM Regular Session
Virtual Meeting via Zoom Link: <https://zoom.us/j/95832189618>

CORONAVIRUS DISEASE (COVID-19) NOTICE

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-08-21 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE BROWN ACT. THIS MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT NECESSARY BUSINESS AND IS PERMITTED UNDER THE ORDER AS AN ESSENTIAL GOVERNMENTAL FUNCTION

Consistent with the above-referenced Orders, this City Committee Meeting will not be physically open to the public and Committee Members and staff will be video/teleconferencing into the meeting.

To maximize public safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting as detailed below.

- To Observe the Meeting click: <https://zoom.us/j/95832189618>
- To dial-in via phone +1 (669) 900-6833
- Then webinar ID: 958 3218 9618

How to Submit Public Comments:

During the Meeting: Live verbal public comments may be made by members of the public joining the meeting via Zoom (computer, smartphone/tablet app, or phone). Zoom access information is provided above. Use the "raise hand" feature (for those joining by phone, press *9 to "raise hand") during the public comment period for the agenda item you wish to address. City staff will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment. You will have 3 minutes to speak unless modified by the meeting chair.

Before the Meeting: Written public comments for the record may be submitted in advance by 4:00 p.m. on the meeting date by email to: rcollier@pacifica.gov and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:

Clearly indicate the Agenda Item No. or topic, or specify "Oral Communications" in the Subject Line for items not on the agenda

Include the submitter's full name.

Note: The format of this meeting may be altered or the meeting may be cancelled, if needed. You may check on the status of the meeting by visiting the City's website at www.cityofpacifica.org for any updates.



AGENDA
Parks, Beaches, and Recreation Commission
City of Pacifica

Regular Meeting – 7 PM

WEDNESDAY, January 26, 2022

VIA Zoom: <https://us06web.zoom.us/j/95832189618>

CALL TO ORDER

7:00 PM REGULAR MEETING

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. APPROVAL OF MINUTES:
11/17/2021 Meeting Minutes

IV. ADOPTION OF AGENDA

V. SPECIAL PRESENTATION

VI. ORAL COMMUNICATION

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

- A. Administrative Narrative
- B. Aquatics Update
- C. Child Care Update
- D. Recreation, Youth and Teen Program Update
- E. Senior Services and Food Services Update

VIII. ITEMS FOR CONSIDERATION

2022 Commission Work Plan Discussion

IX. REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS

X. REPORTS FROM STAFF

Director Michael Perez

XI. ADJOURNMENT

Next Regular Meeting: 02/23/2022

The City of Pacifica will provide special assistance for disabled citizens upon at least 24-hour advance notice to the City Manager's office (738-7301). If you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.



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

REGULAR MEETING – 7 PM

Wednesday, November 17, 2021

VIA Zoom Link: <https://zoom.us/j/95832189618>

CALL TO ORDER:

Chair Abbott: called the meeting to order at 7:02 pm.

Recreation Specialist Rebecca Collier read the COVID notice and Zoom criteria.

I PLEDGE OF ALLEGIANCE:

Commissioner Kellogg: led the Pledge of Allegiance.

II ROLL CALL:

Commissioners Present: Chair Abbott, Commissioners: Heywood, Kellogg, Knowles, Lusson, Marchetti and Nicolari

Commissioners Absent:

Commissioners Excused: Commissioner Benton Shoemaker

Staff Present: Director Michael Perez, Acting Supervisor Beth Phipps, and Recreation Specialist Rebecca Collier

III APPROVAL OF MINUTES:

Chair Abbott called for a motion to approve the minutes. **A motion was made by Commissioner Kellogg, seconded by Commissioner Marchetti, motion carried 6-0.**

IV ADOPTION OF THE AGENDA:

Chair Abbott asked for approve the agenda of the 10/27/2021 meeting by a show of hands **Approval carried 6-0.**

V INTRODUCTION OF NEW COMMISSIONER:

A. Director Perez introduced new Commissioner Carl Nicolari.

Commissioner Nicolari: thanked, Director Perez for the introduction and tour of the Community Center. He is honored and grateful for the appointment to the PB&R Commission. He served on the San Bruno Bicycle and Pedestrian Committee and understands the importance of the roles that commissions play in city government. He has been involved in community projects in the past and looks forward to serving for the next several years.

Chair Abbott: asked, how long Commissioner Nicolari has lived in Pacifica.

Commissioner Nicolari: responded, he grew up in the area and recently moved to the City of Pacifica.

Chair Abbott: asked commissioners to introduce themselves to Commission Nicolari.

Commissioner Marchetti: Welcomed Commissioner Nicolari and shared he lived in Pacifica for over 35 years and grew-up in the area.

Commissioner Heywood: Invited Commission Nicolari to meet in person over coffee.

Commissioner Kellogg: shared he's lived in Pacifica over 10 years and grew-up in the Sacramento area. Became a commissioner to be involved in the community. He's involved in the Bike Park Committee and Surf Camp Committee as a commissioner.

Commissioner Lusson: Welcomed, Commissioner Nicolari. His family moved to Pacifica over 3 years ago. Reason he became a commissioner, wanted to be involved in the community more. He worked in sports and youth sports and working on the commission gives him another viewpoint.

Chair Abbott: She has lived in Pacifica for 25 years and on the Commission for 11 years. She loves the variety of programs and services the Commission is involved with that supports the local community.

VI SPECIAL PRESENTATION:

None

VII ORAL COMMUNICATION:

None

VIII ITEMS FOR CONSENT:

None

VIII ITEMS FOR CONSIDERATION:

A. 2021-2022 Commission Work Plan Discussion

Director Perez recapped 2021 PB&R work plan topics and commented on the importance of the work plan as part of the City Council evaluation.

- Surf Camp and School Policy - staff is working on permit application for the California Coastal Commission.
- Liaison Assignments - updated annually several of the groups have not had regular meetings since the start of COVID-19. Staff requested Commissioners review their interests for discussion and assignment for further discussion at the December meeting.
- Poet Laureate - Became the responsibility of PB&R Commission in 2013. Current Poet Laureate agreed to extend her term, no qualifying applicants have emerged. This item will continue. Both Commissioner Benton Shoemaker and Chair Abbott have worked with Acting Supervisor Beth on this.
- Bike Park- Flash Vote went out on November 16th with questions related to the possibility of a bicycle park being built in lower Frontierland. PBPC looking at applying for grants to help with build of new bike and will present survey results and preferred location to City Council early in 2022 for approval.
- Tree Appeals – Commission looked for help with information, clarification, and background to assist in decisions in preparation and to increase knowledge. There was a Heritage Tree Ordinance joint study session between Planning Commission, PB&R Commission, and the Beautification Advisory Committee in September 2021. During

the session there was a presentation and discussion with City staff, and heritage tree consultants from Davey Resources Group Inc. The process is continuing with November 16, 2021 Heritage Tree Ordinance update virtual community meeting.

- Playground Improvement Program-part of the City's Capital Improvement Program for the past several years. Staff made a few updates and presentations to the Commission. PB&R staff will work with Public Works staff to update information on 2021/2022 program progress.
- Beach Safety- Several discussions over the past few years. Prior to COVID-19 staff engaged with the president of the Pedro Point Surf Club to discuss ways to address safety. Suggestions included education, signage, workshops/classes, and safety videos. Recently, information about a buoy program has been shared.

Chair Abbott: Thanked Director Perez asked Commissioners for input on items to be added or removed for 2022 work plan.

Commissioner Nicolari: Asked, about the Heritage Tree ordinance due to taking a local survey and one of the results stated only three percent of those surveyed agreed that the trees in the City are adequately managed. Interested in if the Commission has the authority to review and could be an opportunity for the Commission.

Chair Abbott: Answered, anticipate that conversations around trees will continue in 2022. Public works is the lead and Planning and Parks, Beaches and Recreation Commission, Beautification Advisory Committee and public all involved. In early spring City Council will be reviewing.

Commissioner Nicolari: Asked if in the future discussion protection of marine life and sensitive environment in the area could be addressed if it falls under the Parks, Beaches and Recreation Commission.

Commissioner Lusson: Commented, development of general plan/vision for future recreation facilities. Knowing that funds are limited, looking at ways to find funding for the new facilities.

Commissioner Kellogg: Asked to add update on Surf Camps to ensure the Surf Camp Task group recommendations are being implemented and progression of the program. Bike Park should be a main priority for the commission in 2022.

Commissioner Heywood: Agreed with Commissioner Kellogg on Bike Park. Asked for Skatepark improvements to be added to 2022 Work Plan.

Commissioner Marchetti: Added Bike Park as a main priority for 2022.

Chair Abbott: Commented that Surf Camp/School Policy is important to stay on list and revisit often throughout 2022. Beach safety looking at ways to implement new resources. Taking field trips as Commission to visit parks. Explore the feasibility of an all-abilities park in Pacifica. Looks like several items will stay on the list and a few will be added to the work plan for 2022.

Director Perez: Staff will update work plan with Commissioners' previous comments and suggestions.

X REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS:

Commissioner Kellogg: Attended Bike Park meeting and completed Flash

Vote survey. Asked about a bike park state grant due in February and if the City qualifies, he wants to pursue aggressively. Mentioned that Coordinator Schriver might have more information.

Chair Abbott: gave brief updates on the following:

- Attended Economic Development Committee (EDC) meeting, large group of members were new to the committee and they brainstormed different thoughts for their vision. Several of their ideas involved creating new events or bringing in events at the beaches and parks. She suggested to the EDC that in 2022, a joint study session for potential future events EDC may want to bring to the beaches/parks to ensure that PB&R Commission is involved/aware of events. Expressed concern over the overcrowding and safety on the beaches to the EDC.
- She attended the Arbor Day event at the Fairmont Park with Pacifica Garden Club, Tree City, Fairmont Neighbors Association and Beautification Advisory Committee. Planting trees at parks and homes in the Fairmont Park area.
- Suggested, Commission take a field trip out to the local parks.
- Took Bike Park Flash Vote survey and shared on social media.
- Attended the Public Works public meeting on Tree Ordinance, meeting had minimal attendance.
- Shared bike pump track cost and map information from other local communities with Coordinator Schriver and hoped information was dispersed to the liaisons for Bike Park Committee and other staff.
- Free and Open Senior Housing Meeting Thursday, November 18th @ 2:00-3:30pm at Senior Center. Help seniors understand the process to access assistants for housing.
- Sanchez Art Center and Pacifica Art Guild will be hosting a Winter Art Fair and open studio on Friday, December 10th and Saturday, December 11th.

XI REPORTS FROM STAFF

Director Perez: gave brief updates on the following:

- Surf Camp/School Policy Advisory Task Force recommendations next step will be to present to City Council soon. Staff is working on Coastal Development Permit application for submission to the California Coastal Commission.
- Bike Park flash vote went out November 16, 2021. Results will be coming soon and given to staff and Bike Park Committee to review.
- Telescopes placement at the beaches will require a Coastal Development Permit from the Coastal Commission. A potential project at the pier could have the opportunity to add the installation of telescopes to that project.
- Bike Park grant information was shared, staff is evaluating the City's eligibility and criteria. This will be tough grant to obtain from the state due to competition with other cities with a lower medium incomes and access to open space located around the City of Pacifica. To have a viable grant proposal by February 2022 will be a difficult task.
- Inclusive playgrounds are very expensive and require a large footprint. Local area inclusive playground become more regional parks. May look at a scaled down version for the future.

- Staff updates - announced Child Care Services promotions of Teresa Gutierrez and Christine Galicia to Lead Teacher II went into effect on November 8, 2021. Final stages of on-boarding new Transportation Specialist and formal announcement should happen by the end of November. Recreation Coordinator Sydney Bliss and Community Services Coordinator Stephine Coy will be leaving PB&R in the coming weeks and recruitment to fill these positions will be start soon. Recruitment of Recreation Manager position will begin later in November and hopes to have position filled by January 2022.
- State Parks Operating Agreements for Pacifica State Beach between the State of California and the City of Pacifica was passed by City Council. Twenty-five-year agreement expired in 2016 and had been in a month-to-month lease since then.
- Skate Park Monument - staff was approached early 2021 by skater Erik Jalovara's family of possible donation of memorial monument and a fund for maintenance of the Pacifica Skatepark in remembrance of Erik's vision of a safe and fun place to skate. Possible to have that agreement at the next City Council meeting on Dec.13th.
- Special Event - Smaller Elf Market on December 4th 10:00-4:00pm, Santa Parade around the City on December 5th. Chamber of Commerce will be hosting Virtual Tree Lighting streaming on Channel 26 - PCTV.

Chair Abbott: Asked for clarification on the Transportation Coordinator.

Director Perez: Answered that the Transportation Specialists will be a driver 65%-70%, the other percentage will be split between the Connect-A-Ride program and Senior Services programs. The previous position was part-time but was needed more than part-time. Twenty-five percent of the position is being paid by the Niukkanan Trust as part of the Connect -A- Ride (CaR) Program.

Chair Abbott: Asked if the Recreation Managers position been opened.

Director Perez: Replied not yet but will open by end of November.

Chair Abbott: Questioned, will both open coordinator position report to the Recreation Manager and will we hire the coordinators before the manager.

Director Perez: Responded, looking at different structure. The new Recreation Manager position will be higher level and act as Deputy Recreation Director.

Chair Abbott: Questioned, if State and City operating agreement is retro-active to 2016 or starts at the current time.

Director Perez: Answered, it will start current year. The agreement was updated with current language.

Chair Abbott: Asked if other commissioners had questions for Director Perez.

XII ADJOURNMENT:

Chair Abbott: Asked for motion to Adjourn. Motion was made by **Commissioner Lusson, seconded by Commissioner Nicolari, Motion Carried 6-0.**

Next Regular Meeting: 12/15/2021

Respectfully submitted by,
Rebecca Collier, Recreation Specialist
Parks, Beaches, and Recreation

X _____
Chair Cindy Abbot



Staff Report

PARKS, BEACHES AND RECREATION COMMISSION
AGENDA SUMMARY REPORT
November 17, 2021

Item VIII

Date: January 26, 2022
To: Members of the Parks, Beaches and Recreation Commission
From: Michael Perez, Director
Subject: 2022 Work Plan items

BACKGROUND/DISCUSSION

In past years, the Parks, Beaches and Recreation Commission has created lists to address upcoming topics, which have been referred to as “What’s Next” in annual reports to City Council.

In December of 2020, Commissioners discussed these items for consideration to be included in the 2021 work plan. In November of 2021, Commissioners discussed items for inclusion in the 2022 plan, with the intention of finishing that discussion the following month. As the December meeting was canceled, the item has been moved to January 2022.

Commissioner Heywood: Agreed with Commissioner Kellogg on Bike Park.

Asked for Skatepark improvements to be added to 2022 Work Plan.

Commissioner Marchetti: Added Bike Park as a main priority for 2022. **Chair**

Abbott: Commented that Surf Camp/School Policy is important to stay on list and revisit often throughout 2022. Beach safety looking at ways to implement new resources. Taking field trips as Commission to visit parks.

Explore the feasibility of an all-abilities park in Pacifica. Looks like several items will stay on the list and a few will be added to the work plan for 2022.

Director Perez: Staff will update work plan with Commissioners’ previous comments and suggestions

Surf Camp/School Policy - This item was referred by City Council in June 2020 with several study sessions and regular meetings on the topic. In December 2020, the Commission created the Surf Camp/School Policy Advisory Task Force to consider and make recommendations regarding the City of Pacifica Surf Camp/School Policy.

The Task Force met monthly from February through August 2021, skipping September and meeting in October to review the report. At the regular Commissioner meeting on October 24, 2020, the Task Force presented their recommendations, which were approved by the Commission. Currently staff is working on putting together the application for a California Coastal Commission coastal development permit. The recommendations were presented to and adopted by the City Council at their regular meeting on January 10, 2022.

Commissioners will be involved in the program evaluation and review. The Task force also recommended that the Commission act as the review body for the commercial permits.

Liaison Assignments –Typically, this list is updated annually, with the potential assignments that Commissioners may volunteer to fill. Several of the groups/committees that are on this list, have not had regular meeting or occurrences during COVID-19. The current liaison list is attached to this report for questions and potential additions. Staff request that Commissioners consider their interests for discussion and assignment of liaisons at the second work plan meeting (January 2022).

Poet Laureate – In 2013, the selection of the City’s Poet Laureate became the responsibility of the PB&R Commission. Poet Laureate’s serve three-year terms. Our current Poet Laureate agreed to continue past her term as we were coming to grips with COVID-19. Unfortunately, due in part to COVID-19 the search for a new Poet Laureate has stalled with no qualifying applicants coming forward. In addition, department staff have not been able to devote time needed for this project. The Committee established by the Commission will look to formulate a plan which may include a different direction for the Poet Laureate process.

Bike Park – On November 16 a Flash Vote survey that the Pacifica Bike Park Committee (PBPC) created will be sent out to participants on November 16th. This survey contains questions and asks for feedback regarding the possibility of a bicycle park being built at lower Frontierland Park. Questions that will be asked are would families and individuals use a bike park with dirt, paved, and ramp features? How often do they or a member of their family use a bicycle? Do they think that would use the bike park? What concerns do they have about a bicycle park being built in Pacifica? Would they support a bicycle park being built in Pacifica? And lastly, any comments or suggestions that they like to add. To include more participants, the survey was made available during the month of December. The PBPC met with Kevin Lyons of Flash Vote this month to discuss the results of the survey. It is anticipated that the bike park will be placed on a City Council agenda in February or March. PBPC would like to present the results and propose the ideal location of the bike park to City Council early next year.

Tree Appeals – Commission was looking for help, information, clarification, and background to assist in decision they can make on mitigation as well as assessment on items relating to tree appeal decisions to aid in preparation and an increase in knowledge. Assistant City Manager/Planning Director Tina Wehrmeister, Public Works Deputy Director Sam Bautista and Parks Superintendent Ray Kurttila presented information to the Commission at the March 2021 Heritage Tree Study Session. It was a very informative session that included time for questions and discussion.

There was also a Heritage Tree Ordinance joint study session with the Planning Commission, PB&R Commission and Beautification Advisory in September 2021. Commission/Committee members received a presentation and engaged in discussion and input regarding the topic and provided responses to questions from City staff and the Heritage Tree consultants from Davey Resources Group, Inc. (DRG). There was a Heritage Tree Ordinance update virtual community meeting on

November 16, 2021. This item will be going to the City Council (tentatively) in March. Commissioners will be notified.

Playground Improvement Program – this program has been part of the City’s Capital Improvement Program for the past few years. Staff have made a few updates and presentations to the Commission. At a recent meeting, a request for another update was made. PB&R staff will work with Public Works staff to bring updated information on the 21/22 program’s progress.

UPDATE: Staff brought this item – Playground Equipment Improvement Project (aka FY21-22 Priority Parks Projects) – to Council on Monday night (1/24/22).

The City Council approved the FY 2021-2026 Capital Improvement Program (CIP) in June of 2021. The CIP included the Playground Equipment Improvement Project meant to improve outdated citywide parks playground equipment. The City manages and maintains nineteen (19) total parks throughout the City of Pacifica and over the last several years Public Works (PW) and Parks, Beaches and Recreation (PB&R) staff have been working on assessment of the City parks needs due to aging infrastructure. This included a consultant playground equipment assessment study that was presented and discussed at a Parks, Beaches and Recreation Commission study session in September of 2019. Although Public Works staff does address spot repairs and replacements in the City’s parks, addressing these needs in City parks that require all equipment upgraded is beyond the capacity of PW staff. Based on the assessment study and discussions between PW and PB&R staff, a priority list was created. The Community Center and Fairmont West Child Care Center playgrounds were selected for replacement and both projects were completed in spring of 2020. Oddstad Park is scheduled for replacement this fiscal year. It was also determined that four additional parks required complete replacement of all park equipment. These parks include the following:

- Skyridge Park located on Skyridge Drive
- Imperial Park located on Imperial Drive
- Marvilla Park located at 201 Marvilla Place
- Brighton Mini Park located at 497 Brighton Road

The City will be entering into an agreement (pending Monday’s outcome) for consultant services with NCE, a landscape architect company, to assist in the planning, design, and construction of equipment at four City parks.

NCE will work closely with City staff to create a Community Engagement Plan that identifies goals of the engagement process, key stakeholders, and methods of engagement. The Community Engagement Plan may include pop-up events, stakeholder/park user interviews, an on-line survey, a Zoom community meeting and/or social media postings (i.e., Twitter, NextDoor). The exact methods, schedule, and goals will be developed in consultation with the City during the kickoff meeting.

NCE will prepare two conceptual designs for each park that will present options based on varying levels of improvement and modification of the existing play areas, park uses, and

amenities. The first option will include the replacement of play equipment, installation of ADA compliant play surfacing, and paths of travel from public right-of-way to play structures. The second option will propose new locations for activities such as moving play areas closer to entry points, providing space for new recreational opportunities such as informal play, walking paths, and a range of seating elements. The concepts will be presented in plans with imagery of proposed features/activities and hand drawn visualizations.

Master Plan – Commissioners discussed the development of a general plan/vision for future recreation facilities, programs, etc. Staff shared that a master plan would be a very large undertaking that could cost quite a bit of money and take a lot of time. Currently with the limited resources this may be an item to look at for future consideration when funding and staffing make it more achievable. Staff will investigate some potential options and/or costs over this year. However, staff is very optimistic that the Playground Improvement /Priority Parks Project will deliver results over the next several years.

Beach Safety – Commissioners have asked to have beach safety on the work plan, and there have been several discussions over the years. Prior to COVID-19, staff had engaged with the president of the Pedro Point Surf Club to discuss ways in which to address this item. Suggestions have included education, signage, workshops/classes and even safety videos. There are several other items, and recently information about a buoy program was shared.

Additional items shared from the November 2021 meeting:

- Future discussion protection of marine life and sensitive environment
- Skatepark Improvements
- Playgrounds – all abilities park in Pacifica
- Visit parks

COMMISSION ACTION REQUESTED

Discussion of the topics to include prioritization, potential timeline and scheduling as well as suggestions for additional items.

PARKS, BEACHES AND RECREATION DEPARTMENT COMMISSION LIAISON ASSIGNMENTS (Updated 11/10/2021)

COMMITTEE	MEETINGS	LIAISON
Aquatics/Pool Liaison	As needed for pool issues/events Contact Anthony Schriver	VACANT
Beach Coalition Committee	Lynn Adams lynn4promos@aol.com or 355-1668	VACANT
Beautification Committee	1 st Wednesday, 6:30 pm EOC	COMMISSIONER BENTON- SHOEMAKER
Bike Park Committee		COMMISSIONER(S) KELLOGG, LUSSON, MARCHETTI
Chamber of Commerce	www.pacificachamber.com	VACANT
Childcare Services	As needed for issues/events Contact Tracy Gilbert	COMMISSIONER MARCHETTI
Earth Day Committee	As needed	VACANT
Economic Development Committee	2 nd Tuesday of the month, 6pm at EOC	COMMISSIONER ABBOTT
Family Fun Fest & Jr. Olympics	As needed	COMMISSIONER LUSSON
4th of July Celebration	July 4 th planning meetings	COMMISSIONER MARCHETTI
Library Advisory Committee		COMMISSIONER BENTON- SHOEMAKER
Mural Subcommittee		VACANT
Open Space and Parkland Advisory Committee	3 rd Wednesday, 6:00 pm PB & R Conference Room	VACANT
Poet Laureate	As needed	COMMISSIONER ABBOTT & BENTON-SHOEMAKER
Seniors in Action Council	As needed (Senior Advisory Council meets 3 rd Monday, 10:15am)	COMMISSIONER ABBOTT
Skate Park		COMMISSIONER HEYWOOD
Surf Camp/School Committee		COMMISSIONER ABBOTT & KELLOGG
Tree City Pacifica		COMMISSIONER BENTON- SHOEMAKER
Youth Advisory Board	2 nd & 4 th Wed Schedules permitting Community Center 6:00-7:00 pm Contact Sydney Bliss (738-7376) for meeting schedule	COMMISSIONER KELLOGG



Staff Report

Item VII A)

Date: January 26, 2022
To: Members of the Parks, Beaches and Recreation Commission
From: Michael Perez, Director
Subject: Administrative Narrative October – December 2021

On the following pages you will find highlights on the most recent quarter of work done by the department as well as information on upcoming events and activities.

We are now closing in on two years since the initial shut down due to COVID in March of 2020 and are facing challenges brought on by the latest variant. Our Parks, Beaches and Recreation (PB&R) staff and volunteers continue to display their dedication to our programs and compassion to participants. Their hard work and commitment remain the reason we can continue offering services to our community. I am extremely appreciative and proud of all they do and commend them on their efforts during these very challenging times.

Surf Camp/School Policy Advisory Task Force

The Surf Camp/School Policy Advisory Task Force met monthly from February through August 2021, skipping September and meeting in October to review the report. The Task Force recommendations were presented to the PB&R Commission on November 17, 2021 where it was available for public input and was recommended for adoption by the Commission.

On January 10, 2022, the City Council adopted the recommendations. The staff report can be found on the City Council webpage here, item #10

https://pacificacityca.iqm2.com/Citizens/Detail_Meeting.aspx?ID=1444

Staff are in the process of responding to the Coastal Commission's request for additional information regarding the City's Coastal Development Permit application.

The Task Force recommended a phased-in approach for permits to be established and announced by the PB&R Commission. The timeline will be adjusted as appropriate based on approval process and completion of each task. These dates are tentative.

The CAPP program RFP development, as well as the recruitment for the CAPP Application Review Body (CARB), should take two to three months and could be completed by April and May respectively. Application due date would be June 2022, leaving July and August for the review period. An announcement of permits would be scheduled for early fall 2022 and the program would begin at a date TBD in 2023.

A similar timeline for the commercial program would include an RFP due date and application review in the summer of 2022, with an announcement of permits in September for the program to begin in early 2023.

There will be additional administrative tasks and support activities related to the scheduling and implementation of the system, ongoing detailed review of the program with the PB&R Commission, as well as general administrative support for all the above related tasks and deadlines.

Staff Updates

Our Senior Services Division is in the process of finalizing hiring of our new Community Services Coordinator in charge of Meals on Wheels, with the new employee starting the third week in February. We have reopened the Transportation Specialist/Bus Driver position as we were unable complete the process with a previous candidate.

Interviews for the Recreation Coordinator position took place last week. Once a decision is made, we hope to have someone new onboard by the end of February/early March.

Longtime Child Care Technician, Shirley Rose retired after more than 33 years with the City at the end of December 2021. We would like to extend our heartfelt appreciation to Shirley and wish her all the best in her future endeavors. She will be missed. We are currently working on Shirley's position and plan on starting recruitment for a replacement in February.

The Recreation Manager position is also "in the cue" for recruitment to begin in February.

Bike Park

On November 16 a Flash Vote that staff, with the help of the Pacifica Bike Park Committee (PBPC) created, was sent out to participants and ran through November 18th. Unfortunately, not all residents of Pacifica were able to take this survey in timely manner. Thankfully, we were able to extend this survey December 1st – December 31st so other residents who didn't take it were able to do so and give their feedback. A total of 1,382 participants took this survey and were able to give us their thoughts on the location, design, possible problems, and issues that they feel are important for us to know about if we were to install a bike park in Pacifica at Lower Frontierland Park. PBPC is currently reviewing response and results of the survey and will be addressing possible issues, problems, trends, and concerns that participants expressed in their responses. PBPC is meeting on a biweekly basis and hopes to present an update of the survey results to City Council in the near future.



Staff Report

Item VII B)

DATE: January 26, 2022

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Anthony Schriver, Recreation Coordinator

SUBJECT: Aquatics Division Update October- December 2021

Adult Lap Swim and Water Aerobics

During October, November, and December the Brink Pool was open to the public for adult lap swim Monday – Saturday 8am-2pm, Monday, Wednesday, and Friday evenings 7pm-9pm, with water aerobics Monday – Friday 11am-12pm. This allows us to offer swimmer and water aerobics participants 42 hours a week to swim at our heated indoor pool. Swimmers from across San Francisco and Peninsula areas have been very appreciative of our hours of operations as many other pools offer very limited hours. Having a heated indoor pool makes for a pleasant swim workout 12 months out of the year. With the increase of COVID-19 cases in San Mateo County and nationwide, we are taking more precautions by sanitizing frequently touched surfaces and areas throughout the facility. All participants entering the facility are required to wear face masks except when in the water. Locker rooms and hot showers are fully open to swimmers for their convenience.



Lifeguarding Classes

An American Red Cross blended learning lifeguarding course was held on December 21st and 22nd with nine participants successfully completing this course. This was our second time offering blended learning where lifeguard participants are required to do 7 hours of online coursework before completing 16 hours of in-person CPR/AED, First Aid, and Pool Lifeguard training. Offering these courses allows us to hire lifeguards year-round to fill the lifeguard shortage that we've been experiencing since the pandemic began. We plan on holding another Lifeguarding course this spring in hopes of hiring additional employees and opening more programs in a safe manner.



Staff Trainings

Staff ran a training in American Red Cross Adult CPR/AED/First Aid for Public Works Department employees from the Wastewater and Parks, Beaches, and Streets units in October and November. A total of 39 employees received training in lifesaving skills that could help save the life of a co-worker, or member of the public.



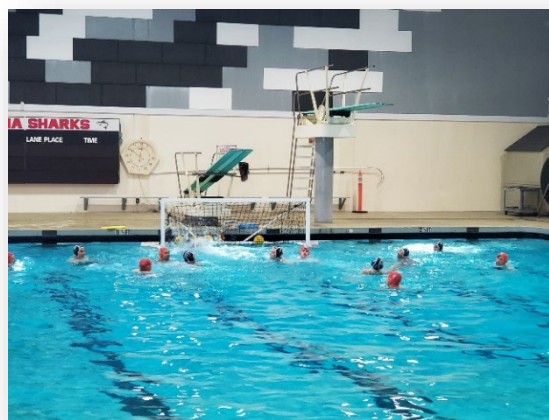
In October, twelve Child Care Staff had the opportunity to train in American Red Cross Adult and Pediatric CPR/AED/First Aid. These trainings occur every two years and staff are encouraged to take this course as a refresher every year to stay current in trends and lifesaving skills.



Four Pacifica Sea Lions Coaches were also trained in CPR/AED/First Aid and USA Swimming Coaches Safety training in October. This training enables them to respond to aquatic emergencies in a similar manner as lifeguards.

Adult Water Polo

Adult FOG water polo is very popular on Sundays 9am-11am. An average of 25 participants both male and female conduct drills, practice, and scrimmage against one another. Spots fill up quickly and FOG water polo is seeking additional times to practice and scrimmage. All skill levels and abilities are welcome to join this friendly and skill building water polo atmosphere.



Pool Rentals

Pacifica Sea Lions Aquatic Club team continues to rent the pool Monday-Friday 4pm-7pm. PSLAC has an average of 100 swimmers participate in daily workouts Monday- Friday 4pm-7pm and their programs continue to grow in athletes. On November 13th and 14th, the Pacifica Sea Lions Swim Team hosted their first swim meet at Jean E. Brink Pool since the pandemic hit. A total of 776 swimmers entered this swim meet.



COVID protocols were in place to ensure the safety of all participants. Pacifica Sea Lions decided to only allow athletes, coaches, and officials inside the pool facility while the meet was going on. All people were masked unless they were competing in their event.

The San Francisco Marionettes, an Artistic Swimming group (previously known as synchronized swimming), continues renting the Jean E. Brink Pool on Wednesday night's 7pm-9pm and on Sundays 3pm-7pm. They enjoy and are very pleased to be using our pool as it is the deepest and biggest indoor pool for them to use in the San Francisco Bay Area.





CITY OF PACIFICA



Staff Report

Item VII C)

Date: January 26, 2022

To: Members of the Parks, Beaches and Recreation Commission

From: Tracy Gilbert, Child Care Services Supervisor

Subject: Child Care Division Update October-December 2021

CHILD CARE UPDATE

Child Care continued to serve families, even during this current, very contagious COVID variant. Staff have worked extremely hard to offer services based on following current health orders and the continued adaptation to additional health regulations because of the COVID-19 epidemic.

PUMPKIN PATCH

On October 26, 2021, the preschool children at Fairmont Park celebrated Halloween by having their very own Pumpkin Patch at their site. As you can see from the pictures below, the children had a great time and each child got to take home a pumpkin.



SANTA CLAUS VISITS CHILD CARE SITES

Santa Claus visited the Child Care sites on December 17, 2021. Due to the on-going pandemic, Santa and the children wore their face masks during the visits. The picture below shows the children receiving a gift from Santa. A big **THANK YOU** to Council member O'Neill for "playing" Santa Claus for the children.

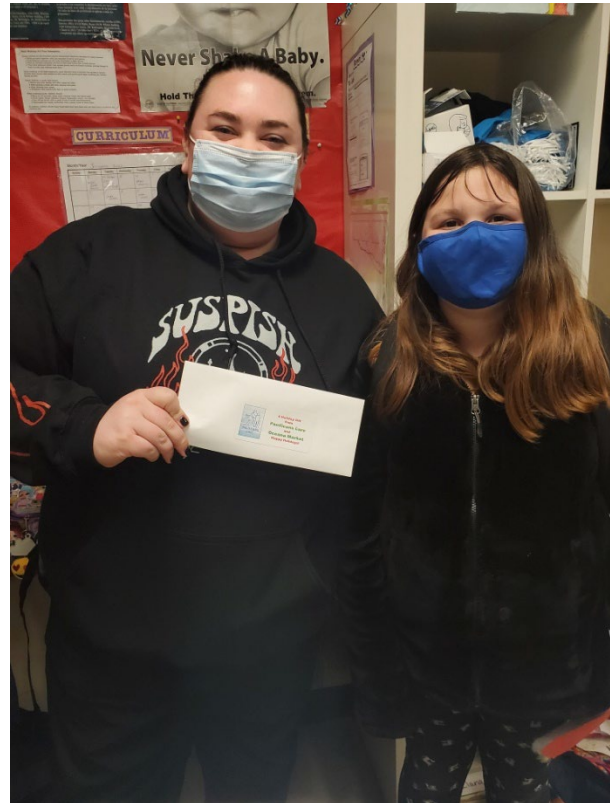


QIRS GRANT

The Child Care program will receive Quality Improvement Rating System (QIRS) grants again this year totaling \$9,692 from the County. Our staff will decide as a team on how to spend the funds this year.

PACIFICANS CARE

A big thank to Pacificans Care for their generous donation of holiday gift cards for our school-age subsidized families. These families received gift cards in the amount of \$25 to Oceana Market. The pictures below show families receiving their gift cards.





Staff Report

Item VII D)

Date: January 26, 2022
To: Members of the Parks, Beaches and Recreation Commission
From: Recreation Coordinator
Subject: Recreation Division and Community Center Rentals
Update October – December 2021

Youth & Teens

Youth Advisory Board

The Youth Advisory Board (YAB) is a group of teens that are dedicated to serving their community. This board is the voice of the youth of Pacifica. Currently there are eight youth from Four High Schools who sit on the board. The Pacifica YAB are hoping to meet in person in 2022 to plan upcoming virtual events. With school back in person the board is hoping to be able to recruit new members.

Virtual Website

At the beginning of the COVID-19 shutdown the Parks, Beaches, and Recreation Department created a virtual website for the community. On the website you will find links to games, educational supplements, fitness classes, and much more. We continue to update this sight to make it fresh and more informative as went along. During this quarter we had 47 clicks on the page. This number is down from last quarter's 53 clicks. We plan to keep this site going as a valuable resource for Pacifica Residents and are looking to increase the page popularity with more advertising on Facebook and Nextdoor. To access the website, https://www.cityofpacifica.org/depts/pbr/virtual_community_center.asp.

Special Events

Halloween Outdoor Park and Play

An interactive outdoor Halloween event was planned in October but unfortunately had to be canceled due to weather. We hope that COVID conditions will allow us to hold this event indoors next year with some modifications

Elf Market

The annual Elf Market returned this year for one day only on December 4th from 10am – 4pm. This was an abbreviated version of what it had been in the past pre-COVID. Vendors could select from 39 spaces available in the Auditorium and the Gallery areas of the Community Center. Thirty-six vendors selling homemade crafts came to display and sell their wares. Everyone participating in this event whether a vendor or customer were required to wear a face mask while in the building. Part-time recreation staff were on hand to help vendors and also provided games and movies in the card room for children to enjoy while their parents shopped. The event was a huge success and vendor response to the day was very favorable.



PB&R once again partnered with the Pacifica Chamber of Commerce for December events. This Partnership allows for greater outreach for programs and helps unite the City of Pacifica and PB&R Department with local businesses. PB&R staff will be meeting early in 2022 to start planning for next year's Holiday events to make them more successful.

Home Decorating Contest

Pacifica residents were again encouraged to get into the holiday spirit and decorate their homes for 2nd Annual Home Decorating Contest. Houses were judged on the following categories: Best Holiday Theme, Best Lawn Display, and Best Classic Lights. We had five entries, with three 1st place and two 2nd place winners. Judging for this event was done by seniors during their lunchtime at the center. The winners received a \$100 cash prize, donated by Eccleston Real Estate and the runners-up received \$35 gift cards to Target and Starbucks as well as some City and Chamber swag. This event was advertised on Facebook and Next-door, however we did not get the participation staff was hoping for. We are working with the Chamber to see how to get the word out and inspire more entries.



Santa Claus is Coming to Town

P&R joined forces with North County Fire, Pacifica PD, and Pacifica Public Works to bring Santa to Pacifica. Community members were encouraged to wave to Santa while following Covid precautions. Santa was seated in a Pacifica Fire truck for his tour around the northern parade route but switched to the Fire Depts. open air vehicle for the southern route. The parade ended at Rockaway Beach where Santa helped the chamber light the Christmas Tree which was a virtual event televised by PCTV. The event was posted on Facebook and Nextdoor to drum up participation, social distancing was encouraged.

The goal of this event was to bring joy to the community while living in a time of social distancing. A link to a live tracking app was provided so that community members could follow where Santa was located. With this app we were able to see that over 300 people were following Santa's route. There was great participation from the community and the event was well received.



Pacifica Community Center

Between the months of October and December, the Community Center began opening to community renters and Contract Classes. A COVID-19 waiver must be signed by the primary name on the permit and masks are required the entire time they are in the building.

Classes and Community Groups using the Center were:

Ongoing classes/rentals

Salsa and Night Club 2 Step with Ylva Wintzel, Swing/Lindy Hop and Waltz with Ylva Wintzel
Pacifica Sings, Coastside AA meeting, Pacifica Quilters Club, Pacifican's Care, and Victory Outreach

Single Use Permits

Police Swearing-in Ceremony, Caravan for the Children, Memorial Reception, Deja's Sweet 16 and Shawnesha Smith Baby Shower



Staff Report



Item VII E)

DATE: January 26, 2022
TO: Members of the Parks, Beaches and Recreation Commission
FROM: Beth Phipps, Acting Food/Senior Services Supervisor
SUBJECT: Senior Services Division Update October - December 2021

Manager's Report

Funding

Pacifica Senior Services was informed by the County that it would again be receiving additional funding for programming to help with Meals On Wheels (MOW), Congregate and Grab & Go programs. As of this date we have not received word on how much this extra funding will be.

The Giving Tree program received donations of \$1,500 between the months of October – December. These program funds allow Senior Services to improve and/or add to our existing services without using budgeted funds. Some past uses of this fund were the installation of the bocce ball court, upgrade to the Senior Services Golden Treasures gift shop and purchasing new computers for the computer lab.

COVID-19 updates

Seniors are required to sign a COVID waiver and wear masks when they are in the center except when eating in the lunchroom during congregate. Due to the extreme transmutability of the Omicron variant, we have reduced the number of seniors at lunch to four per table. The seniors are happy to comply for the Center to remain open to socialize. With the opening of the Community center in October room capacities were reviewed and cut by 25-30% and class sizes were reduced to allow for social distancing. A signed COVID waiver is required of each instructor and permit agent using the Community Center.

Age Friendly Cities (AFC)

Roy Earnest, Pacifica's AFC Chair, presented a forum on affordable senior housing on Thursday, November 18th to a crowd of about a dozen interested seniors. Roy Earnest gave an update to the Coalition on Villages, specifically the Village of the Coastside and how they work. The Coalition did not meet in December. Cindy Abbott is busy working on Age Friendly businesses and Michael Mau is working on recruitment information to expand the number of Coalition members.

Senior Services New Hires and vacancies

We are pleased to welcome Janna Chow to our kitchen staff. Janna has experience in catering and has quickly become a valuable part of our team.

Sadly, Stephanie Coy resigned her position with us to take a job with the county. We will miss Stephanie and wish her well in her new position. Interviews to fill this position were held on December 29th and the position should be filled soon.

Our vacant Transportation Specialist- “Class B” Bus Driver position remains open. It is very difficult to find a driver who has a “Class B license with passenger indorsement” but we are hopeful to find someone soon. This position will assume all transportation services operations--including the CaR (Connect a Ride) program.

Programs & Activities (Submitted by Dana Dieterle, Program Coordinator)

SIA Membership

The annual SIA membership drive was held in Mid-September. New and renewing members were welcome to join for \$25.00 for the upcoming year. Since reopening on September 1st, we have enrolled 565 SIA members for the 2022 year.

Ongoing Programs

- Golden Treasures Gift Shop is Pacifica’s best kept secret. We have some creative gift ideas in our remodeled Golden Treasure Gift Shop from jewelry to baby blankets, sports themed items, purses, scarves, and hand towels. Almost all items are handmade by seniors (Gift Shop hours are 10 a.m. – 12 noon Mon. - Fri.).
- San Mateo county Libraries are currently providing a Pop-Up Library that visits us twice a month for the seniors to have easy access to books, music, movies and much more. They continue to be an educational asset to our Center.
- Big Bucks Bingo is enjoyed every Wednesday from 1pm–3 pm after Congregate Lunch. Buy-ins are \$7 for one pack.
- Pianist Alex Bootzin, Guitarists and vocalists Scott Hill and Gene Gibson, Jr. bring their magic to the Center every month as does DJ Rey Hauser.
- Flutist, Gail Edwards entertains during Congregate lunch every other month.

October

- Our annual Oktoberfest on October 6th was a wonderful fall celebration thanks to Chef Jessica’s luncheon of bratwurst, sauerkraut and near-beer accompanied by Jacob Puhachevsky on the accordion.



- This year's Halloween celebration was a crowd favorite with sweet treats, games, and a very festive and competitive costume contest.



November

- The Senior Center held a Service of Remembrance event on November 1st. Bereavement counselor, Renshin Bunce from Mission Hospice and Home Care facilitated this special occasion. This was a safe space for seniors to gather for a time of healing, to acknowledge their loved ones who are gone but not forgotten.



- Sharron Walker held an Introduction to Nature Journaling Workshop on November 4th. In this brief session, Sharron provided basic concepts of Nature Journaling through observation, and a simple activity.
- Members of the American Legion Post 238 joined us on Veterans Day to honor all veterans, past and present, with an honor guard and salute to the flag. Lunch guests brought in photos of their loved ones who served in the U.S. Armed Forces and Al Hale invited all present to share stories about their service. It was an especially humbling and moving afternoon.



- The Senior Center’s Thanksgiving buffet and celebration was held on November 18th. Volunteers helped decorate the dining room with fall decor, tablecloths, and centerpieces. Special thanks to Parks, Beaches and Recreation Staff who helped to serve this very special meal.



December

- Members participated in a Gift Wrap Party Game on December 10th. This game involved wrapping a gift inside layers and layers of wrapping paper. Members continuously unwrapped each layer of wrapping paper until they finally revealed the gift.
- Raoul’s Revue Christmas Performance was held on December 6th. Performers dressed up in costumes and sang Christmas carols that succeeded in getting everyone in the holiday spirit.
- The “Coastside Strummers,” our own ukulele band performed their Holiday Concert for the seniors on December 8th.



- Returning this year was our Christmas Party and Lunch which was held on December 16th. The seniors enjoyed a buffet-style luncheon of Baked Ham in the auditorium decked out with holiday decorations, tablecloths, and centerpieces by Senior volunteers. Santa Claus surprised the seniors with a special visit and handed out candy canes. Delicious eggnog was served as Santa led the seniors in singing a couple Christmas carols. In addition, Pacificans Care president, Ginny Jaquith, presented \$25 Grocery Outlet holiday gift cards to every senior who attended the Christmas party and luncheon this year. Special thanks to City staff for serving.



- New Year's 2022 was rung in a bit early at the Senior Center with a countdown to 12 noon. Seniors enjoyed a delicious lunch of Baked Chicken with Apricot Glaze, Sparkling Apple Cider, and cake! When asked what their wish for the New Year it was unanimous; they wanted to see an end to COVID.

Senior services would like to give a special thanks to Horace Hinshaw who always does a great job MCing all of the major senior events.

Senior Nutrition Programs (Submitted by Desiree Cruz, Temporary Community Services Coordinator)

Meals on Wheels (MOW)

- Meals on Wheels volunteers delivered 7,105 meals to our homebound clients enrolled in the MOW program and an additional 835 meals to seniors "Sheltered in Place" during the second quarter of 2021-22. This is an increase of 623 meals over the same period last year.
- Unduplicated clients were 136 homebound clients (122 MOW clients + 14 "Grab and Go" delivered clients) which remains consistent with last year at this time. Meals continue to be delivered fresh daily M-F and frozen meals for weekend and holidays delivered on Fridays or the day before the holiday.
- The average client donation for service is \$1.35 per meal.
- We continue to build out our substitute volunteer pool. We lost volunteers when COVID began, but new volunteers have been recruited. Our routes continue to be fully covered and reliant on committed volunteers.
 - We have 35 consistent volunteers who are assigned to a route and an additional 11 volunteers who are called upon to substitute.

Congregate (currently a combination of Eat In and "Grab and Go")

- "Grab and Go" drive-thru program has served 3342 meals during the second quarter of 2021-22.
- There were approximately 74 unduplicated clients picking up meals during the months October - December.
- Fresh meals continue to be picked up M-F between 11:30am-12:30pm from the East driveway of the Community Center. We are currently serving an average of 60-65 meals per day with this program.
- In person dining resumed in September when the center reopened. This program began with grab and go lunches being given to senior patrons. On November 1st we began freshly plated meals for the seniors eating in the lunchroom. During the 2nd quarter 1,148 seniors were served indoors. This number is down from pre-COVID numbers which were approximately 3,100. Many seniors are not comfortable coming indoors and are opting to continue with the grab and go option until COVID has run its course. However, these concerns did not keep the seniors from coming to enjoy the annual Thanksgiving feast which was heavily attended with 70 participants.
- At the end of December, we saw a drop in attendance at our indoor congregate which can be attributed to both the holiday season and the Omicron variant. We are seeing this trend continue into the New Year as Omicron continues to be a large concern for our very vulnerable population.

Information & Referral Services

Medical Supply Loan Program

- The Medical Supply Loan Program is still ongoing. During the 2nd quarter we provided 14 pieces of equipment. Now that the center is open it is easier to get the equipment to our seniors, Items loaned included canes, walkers, shower chairs, commodes, and wheelchairs.

Shopping Assistance for Homebound Seniors (SASH)

SASH volunteers shop for homebound seniors in need of groceries and household supplies. We currently have 12 Sash clients and 5 Sash Volunteers. Our volunteers have been shopping for our clients once a week for the past 9 months.

Transportation

Some of our seniors rely on our bus to transport them to the center and home again for classes and lunch. At this time while we are searching for a permanent full time driver arrangement has been made with Yellow Cab to incorporate these clients into the CaR program at no additional cost to the senior.



CaR Program (Connect a Ride)

CaR ridership has begun increasing and expanding distance since the COVID-19 began. There are currently 288 Pacifica residents 65+ years old registered in the program since the roll-out November 4, 2019.

Month	Days of Service	Invoice Balance	Avg. Rides	Avg. Monthly Fare	Medical	Bart	Local
October	31	1230.23	53	23.21	29	0	24
November	30	1612.94	70	23.04	41	0	29
December	31	1427.7	59	24.20	30	0	29
TOTAL	92		182		100		82

Update on our bus

The little bus was able to be driven to pick up seniors during the months of October and November and the last two weeks of December thanks to some very dedicated staff.

The big bus remains in the yard but is being cleaned and polished to make it ready for use once the new driver has been hired. To keep the battery charged it is started weekly.