



Scenic Pacifica  
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**CITY OF PACIFICA**  
**Parks, Beaches and Recreation Commission**  
1810 Francisco Avenue • Pacifica, California 94044-2506  
[www.cityofpacifica.org](http://www.cityofpacifica.org)

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MAYOR  
Mary Bier

MAYOR PRO TEM  
Tygarjas Bigstycck

COUNCIL  
Mike O'Neill  
Sue Vaterlaus  
Sue Beckmeyer

REGULAR MEETING  
Wednesday, July 27, 2022  
7:00 PM Regular Session

Virtual Meeting via Zoom Link: <https://us06web.zoom.us/j/86059467842>

**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://us06web.zoom.us/j/86059467842>
- To dial-in via phone +1 (669) 900-6833
- Then webinar ID: 860 5946 7842

**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@pacificagov](mailto:rcollier@pacificagov) 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](http://www.cityofpacifica.org) for any updates.



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

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**Regular Meeting – 7 PM**

Wednesday, July 27, 2022

VIA Zoom: <https://us06web.zoom.us/j/86059467842>

**CALL TO ORDER**

**7:00 PM REGULAR MEETING**

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES:**

06/22/2022 Meeting Minutes

**IV. ADOPTION OF AGENDA**

**V. SPECIAL PRESENTATION**

A. Introduction of New Staff Members

B. Aquatics Division Update – Recreation Supervisor Anthony Schriver

**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. Seniors and Food Services Update

**VIII. ITEMS FOR CONSIDERATION**

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

**X. REPORTS FROM STAFF**

Director Michael Perez

**XI. ADJOURNMENT**

**Next Regular Meeting: 08/24/2022**

**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, June 22, 2022

VIA Zoom: <https://us06web.zoom.us/j/86059467842>

**CALL TO ORDER:**

**Chair Abbott:** called the meeting to order at 7:04pm.

**I PLEDGE OF ALLEGIANCE:**

**Commissioner Nicolari:** led the Pledge of Allegiance.

**II ROLL CALL:**

**Commissioners Present:** Chair Abbott, Commissioners Benton-Shoemaker, Kellogg, and Nicolari

**Commissioner Absent:** Commissioners Heywood and Lusson

**Staff Present:** Director Michael Perez, Senior Civil Engineer Raymund Donguines, and Recreation Specialist Rebecca Collier

**III APPROVAL OF MINUTES:**

**Chair Abbott** called for the approval of the minutes. **A motion was made by Commissioner Benton-Shoemaker, seconded by Commissioner Nicolari, Commissioner Kellogg abstained, and motion carried 3-0.**

**IV ADOPTION OF THE AGENDA:**

**Chair Abbott** called for approval of the agenda of the 06/22/2022 meeting with a change in the order moving Oral Communication to item VII and Items for Consent moved to VI. **With a show of hands, motion carried 4-0.**

**V SPECIAL PRESENTATION:**

**None**

**VI ITEMS FOR CONSENT:**

A. Approval of Support letter for the Sharp Park Priority Development Area (PDA) Pedestrian Improvement Project and the Rosita Road Pavement rehabilitation Project.

City of Pacifica Senior Civil Engineer, Raymund Donguines introduced himself to the Commission. He requested a letter of support from the Commission for the City of Pacifica's grant application for two projects:

- Sharp Park Priority Development Area (PDA) Pedestrian Improvement Project - Pedestrian and Bike route improvement along Paloma Avenue, Carmel Avenue and Santa Maria Avenue within the Northern Sharp Park

district. Fix sidewalks, driveways, and ramps to be ADA compliant. Add a bike boulevard along Paloma Avenue to connect to Francisco Boulevard.

- Rosita Road Pavement rehabilitation Project - In need of resurfacing and add a bike boulevard.

He thanked the Commissioners and opened the discussion for questions.

**Chair Abbott:** Asked, there are two letters of support one for each project?

**Raymund Donguines:** Replied, correct

**Commissioner Benton-Shoemaker:** Asked, are the grants coming through the Metropolitan Transportation Commission and San Mateo County Transportation Commission?

**Raymund Donguines:** Answered, correct Federal money is administered by the Metropolitan Transportation Commission and is sent to San Mateo County to administer to the cities of the county.

**Commissioner Benton-Shoemaker:** Asked, if City staff had inquired about the Active Transportation programs grants through the State of California Transportation Commission?

**Raymund Donguines:** Replied, not sure how often the grants for the State of California Transportation Commission are offered but will apply for those grants when they are available and if the City has a project that meets the criteria of the grant. Currently the grants that are being pursued are the two from the Metropolitan and San Mateo Transportation Commissions.

**Commission Benton-Shoemaker:** Replied, Active Transportation programs, there are greening components funding, such as shade trees along bike paths. Do the current grants that are being applied for have greening components?

**Raymund Donguines:** Answered, the focus of the two projects are pedestrian/bike improvements and safety.

**Commission Benton-Shoemaker:** Commented, when she learned about the Active Transportation grants, she thought about the Parks, Beaches and Recreation Commission's desire to gain funding for Bike and Pedestrian Plan and learned that the applications for the current cycle closed in the middle of June. In fall of 2023, there will be webinars and virtual site visits for the new cycle of grants that will include a greening component and pathways between parks. She would gladly share information for the grants in fall 2023.

**Raymund Donguines:** Replied, would be glad to receive the information and could use the grant for a specific project at that time once the grant process has been opened.

**Commissioner Benton-Shoemaker:** Commented, there is a lot of work that goes into submitting a grant proposal.

**Chair Abbott:** Asked, to give quick refresher on the bike boulevard for both projects and is that when signs in the middle of the road with bikes (are placed) to inform folks that there will be designations for more bike traffic?

**Raymund Donguines:** Answered, correct and may have seen in the southern part of Pacifica. The project will have the same pavement markings with the bikes on the streets and new signage.

**Chair Abbott:** Replied, none of the street will be taken away in the projects for a specific bike lane but information that it will be active route for bicyclist?

**Raymund Donguines:** Replied, correct it will be a shared lane for vehicles and bicycles.

**Chair Abbott:** Asked, for clarification on Paloma Avenue is it east-west access

verses connecting?

**Raymund Donguines:** Answered, yes east-west access as identified in Sharp Park specific plan.

**Chair Abbott:** Asked, will it include the street of refurbished City Hall on Santa Maria Boulevard?

**Raymund Donguines:** Replied, correct

**Commissioner Nicolari:** Commented, Paloma Avenue was a good choice given that route is used by hikers connecting to Sweeney Ridge and the beach. Asked, if there are related projects in the future that could be shared with the Commission?

**Raymund Donguines:** Answered, there is a grant for the Paloma Avenue bike project, already funded and working on the design. Another is resurfacing project in the northern part of Pacifica.

**Chair Abbott:** Asked, if the Parks, Beaches and Recreation Commission could receive an update on the projects later in the year?

**Raymund Donguines:** Replied, he would be happy to provide updates.

**Chair Abbott** called to approve the Items for Consent. **A motion was made by Commissioner Nicolari, seconded by Commissioner Kellogg, and motion carried 4-0.**

#### **VII ORAL COMMUNICATION:**

**Christina Lee** introduced herself to the Parks, Beaches and Recreation Commission. She asked the commission to review the current Parks, Beaches and Recreation department policy that does not allow bounce houses in City parks. She also referred the Commission to an email she sent to staff with comments and a chart of surrounding parks that allow bounce houses, including the San Pedro Park (run by the County) that is in Pacifica.

**Chair Abbott:** Thanked Christina for her comments and asked staff in a future meeting for a presentation/agenda item on the current policy and background.

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

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

**Commissioner Nicolari:** Commented, Half Moon Bay has a very competitive Junior lifeguard program for ages 9-15 and has there been interest working with the California State Park and Recreation and California Surf Lifesaving Association to start a program in Pacifica since beach safety is an important topic for the members of the Commission.

**Chair Abbott:** Commented, Director Perez will be giving an update in his staff on the Lifesaving Buoy project and comment on the Junior lifeguard program.

**Commissioner Benton Shoemaker:** Gave brief updates on the following:

She watched all the City commissions annual reports on June 13, 2022, and she was interested in comments made by Chair Melinda Moses from the Beautification Advisory Committee, spoke about a partnership with the Parks, Beaches and Recreation with the possibility of planting in parks. She had the idea of creating a sub-committee with the Beautification Advisory Committee

to discuss planting parks and starting a tree sponsorship program. Tree sponsorship program would entail the sponsor taking care of an already existing tree around the City and in the parks by using green bags to ensure the trees are getting enough water. Tree City Pacifica committee also has concerns for the trees that have already been planted are not getting enough water. Other local communities have solved the problem by having residents adopt trees with green bags and they would sign an agreement that states how often the green bags need filling. She was thinking in the future the tree sponsorship program can could help with planting in City parks. She asked about the process to start a sub-committee and volunteered to take the lead to make the sub-committee happen in the future.

**Chair Abbott:** Gave brief updates on the following:

- Gave the Annual Parks, Beaches and Recreation report to City Council on June 13,2022.
- She also heard the same presentation from Beautification Advisory Committee, she spoke with Director Perez about the subject and the possibility of a partnership and will update in his staff report. She also added one item that she spoke with Director Perez about was not creating a burden on the Public Works Department with any decisions that might be made for beautification of the City parks. Even a volunteer program still takes staff time.
- Attended the Economic Development Committee meeting - they are re-visiting their work plan for the year ahead to reprioritize items on their work plan. Two members left their roles in the committee.
- Attended City's Economic Development Department presentation from Stanford University students on implementation of Electric Vehicle Service Equipment (EVSE) in the City of Pacifica. Overview was very high level and how EVSE would benefit the City of Pacifica with tourism and additional commercial base. Well, received by attendees and city staff. Newly appointed Assistant City Manager Yulia Carter shared the complete report with Chair Abbott and will ask Director Perez to share the report with the other Commissioners later.

## **X REPORTS FROM STAFF**

**Director Perez:** Commented, an email was sent to the commissioners before the meeting with speaker Christina Lee's research chart and written comment.

He gave updates on the following:

- Surf Camp/School Policy Advisory Task Force Recommendations  
On May 19<sup>th</sup> - staff submitted our latest response to the Coastal Commission staff's questions from May 10<sup>th</sup>. Hope to meet with Coastal Commission soon to clarify any outstanding issues in hopes it will be on an agenda for approval sometime soon.
- Life Ring Buoy Station Program - staff working on preparing a Coastal Development Permit application to the Coastal Commission. Additionally, working with Sea Valor (the group that approached us about putting in the buoys) to determine the placement on Pacifica beaches. Article in Tribune recently explained this information but might have given the impression they were mostly, or only, going to Linda Mar beach. The department is looking at all Pacifica beaches for installation of Life Ring Buoy stations.

- Junior Lifeguard program - aware of the program, there has been limited interested in the program over the last 20 years. Can reach out to California State Parks for information about the program and see what it entails for staff.
- March for our Lives Permit - topic in the Tribune's editorial June 14, 2022, not sure the article completely captured the situation. He explained the situation and permit process along with the resolution with the party was seeking to obtain the trail permit. He also shared he spoke with the City attorney to ensure City was not violating any rights with the permit process that is in place.
- Priority Parks update - June 2021, City Council adopted the Fiscal Year 2021-2026 Capital Improvement Program that included funds to replace aging playground equipment at various City parks. Skyridge Park, Imperial Park, Marvilla Park, and Brighton Mini Park were selected for the FY 21-22 Priority Parks Project. These parks were identified as priority parks due to the age of the play structures, the lack of pedestrian paths and recreational amenities plus their location within the City. The City hired the multi-disciplinary/landscape architecture firm of NCE to prepare designs and construction documents for the selected parks. Concept plans have been developed for each park and the Parks, Beaches, and Recreation Commission previewed the plans at their May 25, 2022, meeting. The City will invite residents to provide their feedback on these conceptual plans. Along with postcards that will be mailed by June 27<sup>th</sup> to residents within a 500' radius of each park, there will be multiple opportunities for residents to participate in the public input process by:
  - Visiting the City of Pacifica's website at: [https://www.cityofpacifica.org/depts/pw/engr/capital\\_improvement\\_projects/priority\\_parks\\_project.asp](https://www.cityofpacifica.org/depts/pw/engr/capital_improvement_projects/priority_parks_project.asp)
  - Complete the questionnaire by scanning the QR code on the back of the postcards mailed to nearby residents. The questionnaire is also accessible at the following link: <https://www.surveymonkey.com/r/pacificaparks>
  - Joining staff at an informational meeting for each park. The dates and times are listed below:
    - a. Brighton Mini Park, Saturday, July 9, 2022, at 9-11 am
    - b. Marvilla Park, Saturday, July 9, 2022, at 1-3 pm
    - c. Imperial Park, Saturday, July 16, 2022, at 9-11 am
    - d. Skyridge Park, Saturday, July 16, 2022, at 1-3 pm
  - Calling the City's Public Works Department at (650) 738-3767 to leave your input/comments with staff
  - Stopping by the City's Parks, Beaches, and Recreation booth at the annual July 4<sup>th</sup> celebration and fill out a questionnaire

The City encourages residents to provide input regarding the design of these parks! Please join in the process to make this a successful project!!

- Summer Program and Division Updates:
  - Child Care division - Busy with summer and fall enrollment. Child Care applied for and received a \$50,000 Summer Enrichment grant from San Mateo County. The funds must be used by the end of summer. Staff have been planning activities and field trips and are enjoying spending the funds. One of the events staffs are really excited about is a BBQ at Frontierland park. The theme BBQ carnival with carnival games, food, and activities. Families will join in the fun at the park with their children

- towards the end of the day.
  - Recreation division - Summer camp is ongoing with about 50-55 campers enrolled in each week. Make Me a Pro Sports and British Challenger Soccer are offering soccer camps through the city's ActiveNet site. Staff is looking into offering more summer programs in the second ½ of Summer (following up with contractors who expressed interest in teaching a class).
  - Aquatics division - Recreation swim is Monday-Saturday 1pm-3pm, Monday and Friday evenings 7pm-9pm throughout the summer months. Wet and Wild Water Camp will be back this summer with three separate weeks of fun. Camps will be July 18<sup>th</sup> – August 5<sup>th</sup>. Pool Party Program will be coming back soon as more staff has been hired and trained. Currently hiring 7 additional lifeguard staff to bring back more programs.
  - Senior division- Senior Services recruited two new contract instructors that will be starting in July. The new classes are a Meditation class, and a computer class focusing on Apple Devices.
    - Transportation - has been taking the seniors on local day trips and requests have been made for more places to visit. During the months of May and June, seniors day tripped to the Jim Henson Exhibition in San Francisco, San Mateo County Fair, and the Charles Schulz Museum in Santa Rosa. Next month we are planning for the USS Hornet and Elkus Ranch and Disney's the Lion King Musical in August.
    - Meals on Wheels - serving about 3,000 meals every month, with new seniors inquiring about the program every week. Routes increased from 5 pre-pandemic to the 8 routes currently run. Staff is thrilled to be fulfilling the mission of eliminating food insecurity for seniors in Pacifica. This is a 60% increase, and hopeful in receiving additional County funding for support and are constantly working to identify more volunteer drivers and to sustain this new level of service delivery for the MOW program.
- City Council will be meeting on Monday, June 27<sup>th</sup>, on the agenda will be:
  - Heritage Tree Ordinance Revisions Study Session – starting at 5:30pm
  - Pacifica School District Lease for Portables
  - Continued Funding application Resolution for Child Care state contracts
  - Budget Adoption – personnel items
  - Revenue Measure – placing on ballot re: TOT
- Staff updates - Child Care Technician position was reclassified to Recreation Specialist, which gives the department a total of two Recreation Specialist. Pleased to announce Shirley Li is the new Recreation Specialist for the Parks, Beaches and Recreation Department. Her first day was June 13<sup>th</sup>. Shirley comes to us after working with the YMCA of San Francisco for the past nine years, most recently in their preschool program as a site supervisor. She holds a Child Development Site Supervisor permit from the California Commission on Teaching Credentialing.
- 4<sup>th</sup> of July - Beginning at 9:00am with the Rocket Run 5-mile race starts and ends at the Community Center and 11:00am-4:00pm at Frontierland Park with music, food, and games. Invited all commissioners to the event and asked them RSVP to him or Coordinator Sophia Mahoney-Rohrl.
- Beautification Advisory Committee partnership - brief discussion with the Public Works



Director, Lisa Peterson, and she will review the scope of the Beautification Advisory Committee charter. To ensure that they are working within the scope of the charter in regarding work in the parks.

- The adopt a tree program can be discussed in more detail at a future meeting and a program would require staff time.

**Commissioner Benton-Shoemaker:** Asked, is a trail permit required for both sides of the freeway?

**Director Perez:** Replied, Parks, Beaches and Recreation does not oversee the sidewalks or roads, but they do oversee the (beach) trails. If someone wanted to use the sidewalks or roads there might be a permit that would need to be obtained from another City department. If organizers are planning a large gathering/march the Police Department would like to be informed to prepare as needed.

**Chair Abbott:** Thanked Director Perez and asked for commissioner comments or questions.

**Commissioner Benton-Shoemaker:** Asked for clarification, can Parks, Beaches and Recreation Commission have a separate sub-committee for the adopt a tree program?

**Director Perez:** Answered, he was referencing the Beautification Advisory Committee (BAC) had referenced joint projects with Parks, Beaches and Recreation. He was stating that if BAC would be involved in the adopt a tree program, the BAC has specific charter and beautification of city parks does not fall within their charter. For the adopt a tree program, can investigate the process, and would want to speak with the Public Works department for input and staff involvement. Would need to gain information for location of trees and other requirements/details for the program. Tree City Pacifica may have the information needed for the project.

**Commissioner Benton-Shoemaker:** Replied, the current crisis are trees that have been planted in the past. The identification of trees in need would be easy due to charts and spreadsheet with tree data. It can be confusing because both Parks, Beaches and Recreation Commission and the Beautification Advisory Committee are both tied to the Public Works Department.

**Chair Abbott:** Commented, appreciated Director Perez for initiating the conversation with Director Peterson. She asked for an updated or agenda item for next meeting and proceed.

**Director Perez:** Replied, we can figure out the best way to get towards the commissions desired outcome.

**Commissioner Nicolari:** Commented, in the future if there was a sub-committee, he would gladly participant. Pacifica Beach Coalition uses a similar project for their areas of responsibility.

Asked, regarding special event permit process is the City aligned with other local communities? For example, 60-day time of notice to applying for permits and other requirements. Would the commission be able to adjust the current policy if needed?

**Director Perez:** Answered, staff can survey other local cities to gather information about their permit requirements and processes, and report back with findings.

**Commissioner Nicolari:** Thanked Director Perez

**Chair Abbott:** Commented, she appreciated staff gathering information on the permit process from other communities to see if the City needs to make adjustments or have information more visible to the public.

**Chair Abbott:** Asked, Director Perez if the surf camps are still operational this summer as staff is waiting for the California Coastal Commission response to the application for the Coastal Development permit?

**Director Perez:** Replied, correct the surf camps are still operational this summer.

**Chair Abbott:** Asked, staff to send the Priority Park press release to the Parks, Beaches

and Recreation Commission.

**Director Perez:** Answered, will send a copy to all the Parks, Beaches and Recreation commissioners after the meeting and information about the Priority Park project is on both City of Pacifica and Pacifica Parks, Beaches and Recreation Facebook pages, with links to the survey monkey along with other information.

**Commissioner Kellogg:** Asked, had policies such as the bounce house policy been brought to the commission in the past?

**Director Perez:** Replied, not on the specific policy addressing prohibiting bounce houses in City of Pacifica Parks and other locations. He had a conversation with Christina Lee about the policy and suggested that she attend the Parks, Beaches and Recreation Commission meeting and share her comments and information.

**Commissioner Kellogg:** Commented, he was not aware that the City prohibited bounce houses. Worth a review or study session at a future commission meeting to review the policy.

**Director Perez:** Stated, staff can gather information from other local communities about the policy for bounce houses and other similar equipment for a future meeting. He spoke to some surrounding communities and there is about sixty percent that allow and forty percent that prohibit for various reasons.

**Commissioner Kellogg:** Asked, is there electrical outlets at the parks to plug in the equipment need for bounce houses?

**Director Perez:** Answered, some parks do, and some do not have the proper electrical outlet, if not available then generators would be used.

**Commissioner Benton-Shoemaker:** Commented, has seen bounce houses at San Pedro Valley Park, the generators are very loud and interested in plug-in options.

## **XII ADJOURNMENT:**

**Chair Abbott:** Asked for motion to Adjourn. Motion was made by

**Commissioner Kellogg, second by Commissioner Nicolari, Motion Carried 4-0**

**Next Regular Meeting: 07/27/2022**

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

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Chair Cindy Abbott



# Staff Report

Item VII A)

Date: July 27, 2022

To: Members of the Parks, Beaches and Recreation Commission

From: Michael Perez, Director

Subject: Administrative Narrative (April - June 2022)

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 in the middle of the third summer following the initial shut-down/shelter-in-place due to COVID-19 in March of 2020. We continue re-opening and/or re-expanding programs and services to the community. Not only has there been continued challenges due to COVID, but we have also been dealing with recruitment and retention issues; however, we are starting to see improvement on the staffing issues.

We were able to celebrate 4<sup>th</sup> of July at Frontierland Park and hold the Rocket Run for the first time since 2019; our Senior Services program continues to welcome in more participants as they become more comfortable attending in-person. We are enrolling more children into our Child Care program, and we are starting to hire more part-time staff helping us to operate more fully and effectively.

Staff's hard work and efforts during these challenging times have continued to impress me. They are to be commended for continuing to provide programs and services during what continues to be challenging times. I am very grateful to them for the dedicated service they provide to our community.

## **City Website Update**

The City was using a legacy website content management system (CMS) by Granicus. Granicus is retiring this CMS and will stop supporting it; they will no longer provide security updates as a result.

On April 26, 2021, Council approved a 5-year agreement between the City of Pacifica and Granicus to migrate the website to the latest content management system to keep the website secure and on the latest supported version. This project was primarily a backend upgrade that

included minor design changes using predetermined Granicus templates to accommodate the transition. The new system includes improved mobile viewing and other technical enhancements for usability and editing of the site. A more comprehensive review and update to the City's website is planned to start in late 2024.

Towards the end of the 21/22 Fiscal Year, City staff were working to migrate existing webpage content to the "newer" version, which went live the second week in July. There have been some issues related to the move and IT staff are addressing those and continue to do overall clean-up and organization of the webpages.

### **Surf Camp/School Policy Advisory Task Force Recommendations**

Staff applied for a Coastal Development Permit (CDP) to the California Coastal Commission (CCC) in December 2021 and received a request for more information a month later. Staff submitted a response to that and subsequently held a meeting, with the CCC staff which included participation from Chair Abbot in March. The CCC followed up with another request for information and PB&R staff submitted responses on April 12. Staff responded with the information on May 19. Currently, CCC are still reviewing information as we are attempting to schedule a meeting with them in July.

### **Life Ring Buoy Station Program**

In February, Commission voted to recommend staff move forward working with the Sea Valor Organization and Arunay Foundation to install Life Ring Buoy stations at the City of Pacifica Beaches. Staff have been engaged in discussions with the executive director of Sea Valor to gather information and work out details on next steps. This will include mapping out locations of the suggested GPS locations of the buoys, working with permitting agencies (the City and the Coastal Commission) and any other logistical requirement. Sea Valor has been experiencing some challenges impacting their ability. PB&R staff will be ready to begin GPS mapping once they are available.

### **Commissioner Workshop**

The Parks and Recreation Administrators of San Mateo (which Director is the current president of) is sponsoring a Commissioners Workshop this fall (last one was 2018). There will be a formal invite with more details in August. Please save the date - Saturday, October 15, 9am-1pm at the Burlingame Community Center. Check-in at 8:30am. Sessions at 9am, 10am, & 11am. Lunch provided at 12pm.

### **Staff Updates**

In the summer of 2019, we added five new full-time positions to our Child Care Division. In February of 2020, things were going so well we received approval to hire three additional full-time teachers. Unfortunately, COVID-19 shelter-in-place happened a few weeks later and we had to suspend the hiring of those three teachers.

Based on Council's FY 22-23 Budget approval, we will be adding these three full-time teacher positions, which will strengthen and support staffing levels as well as allow the enrollment of more children from our current waiting list.

In addition to the hiring of more teachers, there were other Child Care organizational changes proposed in 2020; however, because of circumstances related to COVID, those changes were also put on hold.

In order to properly manage the increase in staff and the regrowing/expansion of the program as well as continued challenges due to COVID-19, I am very excited to announce that Mindy Tiet has been promoted/reclassified to Child Care Supervisor. This gives us two Supervisors for Child Care, strengthening the management and leadership capacity as well as support for the increasing program demands of the division. The two areas of focus for the Supervisors will be Operations and Administration.

There will also be an internal recruitment for a Child Care Assistant Supervisor position. This is a promotional opportunity for an existing Site Coordinator that would continue coordinating duties at a center while also assuming duties relating to administrative and office support, project management and leadership responsibilities.

Also, as a result of the FY 22-23 Budget, I am also pleased and excited to announce that Recreation Coordinator/Acting Recreation Assistant Supervisor Anthony Schriver will be promoted/reclassified to the position of Recreation Supervisor. This action will help us to increase efficiencies, strengthen the management of the department/division while also promoting succession and retention.

With the approval of these changes and new positions, we are now in the process of working out details in terms of moving forward. Once we have those, I'll share that info with you all; however, until then, I ask for your patience and understanding. Congratulations to Mindy and Anthony.

The Recreation Manager position is also "in the cue" for recruitment but had to be put on hold to concentrate on filling the above-mentioned hiring, which are crucial to our operations.

### **Priority Park Projects Updates**

This month the Priority Parks consultant NCE, along with staff held pop-up informational events at each of the project parks on July 9<sup>th</sup> and 16<sup>th</sup> – Brighton, Marvilla, Imperial and Skyridge – to engage the community and solicit feedback on the conceptual designs. In addition, designs and information were available the PB&R booth at the 4<sup>th</sup> of July celebration. Thanks to Chair Abbott for her volunteering with the outreach on the 4<sup>th</sup>. Online surveys were also available for folks and were scheduled to close a week after the final pop-up event.

Some of the initial feedback received at the events included:

4<sup>th</sup> of July:

- Requesting different equipment / play structures in each park was the most prevalent comment received from the public. Several folks mentioned that they enjoy visiting multiple parks in Pacifica (and surrounding community's parks) and look for unduplicated equipment and would like each park to be a unique experience.

#### Imperial:

- Bridge needs to have “sides”, so the little kids don’t fall off (2-5)
- Need swing sets for kids and babies
- Enclosed parks are nice
- Please put different equipment in each park; kids don’t care about motif
- Spinners – check out (they put in other parks Milbrae City Park, Burlingame, but then crossed them out)

#### Brighton:

- I like it – Eleanor
- Thank you, we like it
- Would love to see more of a variety so we can take kids to different parks for variety

#### Brighton and Marvella Pop-ups:

- Very engaged community at Brighton with a lot of good ideas, local knowledge and excitement to see the park upgraded.
- Marvella had a lower turn-out but still people were interested in learning more about the design and had good insider knowledge of the park site.

#### Recurring themes:

- More variety in the play equipment and play opportunities/features
- Theming each park is a great idea and should be developed further i.e., Brighton could have a lot more features that reinforce the ocean theme
- More swings and slides and a variety of each
- More play equipment/experiences for older kids such as climbing walls
- Overall, very positive reaction to the projects and gratitude that the City was upgrading the parks
- Fencing and removal of ivy from both parks was a common topic for each park

#### Skyridge and Imperial Pop-ups:

The turnout for Imperial was low, mainly people who were walking their dogs, just a few children came by. About 15 people came by Skyridge, some were neighbors who came to learn more about the project, others were people walking or biking through the park.

#### Skyridge:

- Bikers like to use the park as an alternative route to riding along Skyline, using it to go through the subdivision to the south, support for a bike path
- Like to see trails, exercise equipment
- Strong support for dog park/facilities – there were lots of dog walkers
- some people actually drive through the park to get to the subdivision to the south and there is very strong support for dog facilities i.e., a dog park.
- Liked to see grouping of benches near picnic table, more benches and picnic tables
- Like trees/natural character of park
- Basketball court for informal league
- More challenging play equipment - rope climber, bouldering wall

- Worried about illicit activities, safety - more setback from trees and slope, lighting, bollards for traffic control
- Wind is an issue

Imperial:

- Dog Park (2 requests)
- Paved path / walking paths
- Level area for dogs
- Like slides/more slides

### **Roy Davies Trust**

The Roy Davies trust was established in 2006. The funds left to the City of Pacifica were designated “to be used to help acquire, build, remodel, improve, support, and maintain, the equipment, buildings, grounds, yard, gardens and landscaped areas of various parks, beaches, and recreation areas located in Pacifica, to conduct related educational and recreation programs for the benefit of the general public...” The Fund principal can only be used for the purposes specified and can only be appropriated by a 4/5 Council majority.

There initial amount given to the City was \$3,900,000 – of that, \$450,000 was designated for the Community Center roof and the Fairmont Park playground and grounds. The playground was then named after Mr. Davies. The remainder, \$3,450,000, was placed in an account with the income (interest) going to the PB&R Department, and the principal could only be used upon a 4 out of 5 majority votes of the City Council members. The plan was to use the interest on the principal for projects and programs.

Over the years monies in the Roy Davies Trust have been used alongside other funding sources to help improve parks with playground replacement parks, create parking for the Meals on Wheels program at the Community Center, construct the Community Center (Skatepark) outdoor restroom, contribute to the Fairway Park restroom, fix the kitchen floor, put a new roof on the Fairmont Recreation Center, improve walkways at the Community Center and construct an office at Brink Pool. In addition, the funds were used to help with special events like the Junior Olympics, Senior Volunteer recognitions, Earth Day, summer youth scholarships and special event staffing. When the recession happened, interest in the account went from about \$15,000/month to \$1,800/year. Because of this, there was a pause on using the funds. Approximately five years ago, with the City Manager’s recommendation Council agreed to use the principal for these types of projects.

As part of the Capital Improvement Project, the Priority Parks Project is being funded mostly, by the Roy Davies Fund. The amount allocated for the 22-23 fiscal year is \$1,040,000. An additional \$300,000 is coming from the Park-in-Lieu Fund. This is an estimate, which includes design and construction of the Priority Parks. These projects will likely continue into next fiscal year.



# Staff Report

Item VII B) July 27, 2022

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Anthony Schriver, Recreation Supervisor

SUBJECT: Aquatics Division Update April – June 2022

## **Adult Lap Swim, Water Aerobics**

Swimmers from across peninsula and coast continue to enjoy and utilize our prepossessing indoor aquatic facility, The Jean E. Brink Pool. Each week we offer swimmers and water aerobics participants 42 hours a week to come swim at our heated indoor pool. Our indoor pool facility makes for a pleasurable swim or water aerobics workout 12 months out of the year as the water temperature is between 81-83 degrees. Adult lap swim is currently Monday – Saturday 8:00am-1:00pm, Monday, Wednesday, and Friday evenings 7pm-9pm, with water aerobics Monday – Friday 11:00am-12:00pm. Water Aerobics Instructor Julie Zoph continues to have a strong following of participants on Mondays and Fridays with between 40-50 participants taking this high aerobic workout. We've never had these many participants ever in the history of water aerobics. We are very thankful and grateful for Julie's assiduous work and zeal.



## **Recreation Swim**

On May 27<sup>th</sup> we began offering Family Recreation Swim for all ages 1:00pm-3:00pm Monday – Saturday, and Monday & Friday evenings 7:00pm-9:00pm. This gives families and opportunity to come



make a big splash off our 1-meter low diving board and boasting 3-meter-high diving board. We are one of the only pools on the coast and peninsula to offer diving boards. On Tuesdays, our very own Adventure Camp has been bringing over between 30-40 kids to partake in pool activities and have been having a blast.



### **Adult Water Polo**

Adult FOG water polo has been a big hit lately. It is held on Sundays 9am-11am and Tuesdays 7:30pm-8:30pm and is well attended with 20-25 participants conducting drills, practices, and scrimmages against one another. All skill levels and abilities are welcome to join our friendly and skill building water polo atmosphere.

Youth water polo is being postponed until school goes back in session. Once school resumes in August, we will hold youth water polo on Tuesday evenings 7:00pm-8:30pm. Participants from middle schools come and practice their skills, do drills, and scrimmage one another preparing themselves for High School water polo.



## Pool Rentals

The Jean E Brink Pool hosted its first artistic swimming performance by the San Francisco Marionettes on May 22<sup>nd</sup> and brought in around 125 spectators to enjoy a riveting performance. Artistic swimming (formally known as synchronized swimming) is a hybrid form of swimming, gymnastics, and dance consisting of swimmers performing a synchronized routine of complex and dynamic underwater movements (known as figures) and arm movements in the water accompanied by music. We continue to facilitate The San Francisco Marionettes Artistic Swimming group practices on Wednesday evenings 7:00pm-9:00pm, and on Sundays 3:00pm-7:00pm. They are very pleased to be using our pool as it is the deepest and biggest indoor pool in the San Francisco Bay Area. The Marionettes plan on hosting more artistic swimming meets at the Jean E. Brink Pool in the near future.



## Bike to Work Day

Pre-pandemic, Bike to Work Day (BTWD) was a celebration of bicycles as a fun and healthy way to get to work, as well as an opportunity for those who don't usually bike commute to try it out. BTWD is also a time to advocate for improved bicycle infrastructure and safety. During the pandemic and going forward, far fewer people were biking to work, so this event evolved into Bike to Wherever Days to encourage riders to get out and pedal to do errands, meet friends outdoors, and for some to get to work safely and easily. Bike to Work Day celebration took place on Friday, May 20<sup>th</sup> 6:30am-9:00am at the corner of Reina Del Mar and Highway 1. Twenty-six bicyclist stopped at our tables to engage with City of Pacifica and San Mateo County Library employees. This was a great opportunity for them to refuel with some fruit and granola bars, rehydrate with some water, and pick up their Musset Bicycle Bags that had 2 free weekend one way Bart tickets, a bicycle tool, and information on BTWD.



## Lifeguarding Classes

American Red Cross Blended Learning Lifeguarding Courses were held on May 7<sup>th</sup> and 8<sup>th</sup> with eight participants successfully passing the course and seven passing the course on June 21<sup>st</sup> and 22<sup>nd</sup>. These courses were blended learning courses where lifeguard participants did 7 hours of online coursework before completing 16 hours of in person CPR/AED, First Aid, and Pool Lifeguard training. We will continue to hire lifeguards year-round to fill our lifeguard shortage that we've been experiencing since before the pandemic hit. We plan on holding more lifeguarding courses throughout the year in hopes of recruiting more staff.



## 2022 Rocket Run

This was the first year since the pandemic hit we were able to bring back our annual 4<sup>th</sup> of July Rocket Run. The Run starts and finishes at the Community Center, 540 Crespi Dr. and starts at 9:00am sharp. Cost was \$20.00 for registration on or before June 30<sup>th</sup> and \$25.00 day of race. All ages and running levels were welcome to partake in this one of kind fun run, aka the Rocket Run! Medals were awarded to the top six finishers in each division, and participation ribbons were given to all registered finishers. Congratulations to all the 2022 Rocket Run Finishers. Special congratulations to overall Female winner- Lauren Matheau with a time of 33:10:87 and overall Male winner- Marcus Balisteri with a time of 32:32:15. We hope to see all Rock Runners at our annual Fog Jog on September 25<sup>th</sup>.





CITY OF PACIFICA



# Staff Report

Item VII C)

Date: July 27, 2022  
To: Members of the Parks, Beaches and Recreation Commission  
From: Tracy Gilbert, Child Care Services Supervisor  
Subject: Child Care Division Update April-June 2022

## CHILD CARE UPDATE

The Child Care division currently has 45 preschool children enrolled and 263 school-age children enrolled, for a total of 308 enrolled children.

## SAN MATEO COUNTY SUMMER 2022 ENRICHMENT GRANT PROGRAM UPDATE



The San Mateo County Board of Supervisors approved \$3.3 M to award to San Mateo County school age Child Care providers to expand access to summer enrichment programs. These programs support the social emotional well-being and learning enrichment of school age students.

The Child Care division applied for and has been awarded this Summer 2022 grant. The City of Pacifica's 4 school age sites, Vallemar, Sunset Ridge, Cabrillo and Ocean Shore will each receive \$12,500 for a total award of \$50,000 to be used this summer.



The Child Care division has been working hard to plan a super fun summer for the children using these funds. Here are some of the vendors and shows already planned! This will definitely be a summer to remember...



## PRESCHOOL GRADUATIONS

The City of Pacifica's Fairmont West, Fairmont Park, Ocean Shore and Sunset Ridge sites hosted preschool graduations at the end of June 2022. The graduations were held outside, but families were invited to attend. The graduations were well attended as families were eager to celebrate this milestone with their child.

The children practiced a lot in preparation for their graduation ceremonies. They even practiced singing songs while wearing their face masks so they could be sure to be singing loud enough on the big day for their families to enjoy!



## PACIFICA RISING ROOTS GARDENING PROJECT UPDATE

In October 2021, the Child Care division applied for and was awarded a grant in the amount of \$5,000 on behalf of the Office of Sustainability, County of San Mateo to build and plant garden beds and plant and harvest vegetables.



The objective of the program is to educate the children in our care about composting, gardening, and sustainable agriculture. The project will allow the children to be involved in the process of learning how to take care of living organisms (Red Wiggler worms).

These garden beds are ready for the children to plant their seeds, but first they will paint the garden beds with their handprints to personalize their garden. See the pictures above of the children at Fairmont Park preschool hard at work painting their garden beds.

### FARMER'S MARKET FIELD TRIP

Some photos from a field trip to the Farmer's Market. The children had a blast! They were able to try different types of berries and even got strawberries to plant in their new garden. They are hoping to make the farmers market a regular field trip!







# Staff Report



Item VII D)

Date: July 27, 2022

To: Members of the Parks, Beaches and Recreation Commission

From: Sophia Mahoney-Rohrl, Recreation Coordinator

Subject: Recreation Division and Community Center Update April – June 2022

## Youth & Teens

### Adventure Camp

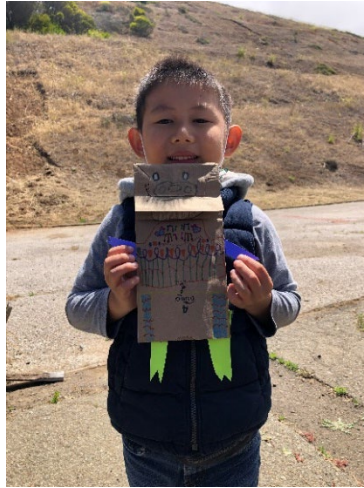
Adventure Camp is up and running, and campers and staff alike are having a great time. Despite a small staff, Recreation Leaders are giving campers a safe and fun experience, and Coordinator Mahoney-Rohrl has received many pieces of positive feedback from both guardians of campers and staff.

In lieu of off-site field trips, Adventure Campers are being entertained every other week of camp with on-site presentations. The first presentation was a wild animals show, during which - campers learned about several animals from all over the world as well as the evolutionary connection between birds and dinosaurs. Our second and most recent (at the time of this report) presentation was a magic show.

During this Summer at camp, staff successfully developed and implemented protocol for COVID exposures at camp, including notification strategies and adapted camp environments and activities. During the first week of camp there were several cases of COVID that appeared to be unrelated, and those children were able to successfully self-isolate and no further cases have been reported.

This year, Adventure Camp is taking weekly trips to Jean E. Brink Pool because it is so close to camp's main location in the Oceana High School cafeteria. Recreation Supervisor Schriver and his Aquatics staff have been wonderfully patient, attentive, and efficient in making these pool days a weekly favorite for campers.





## **Sports Camps**

We have been able to offer a total of four weeks of soccer camps this Summer, with two weeks held by Challenger sports and two held by Make Me a Pro Sports. Each camp has registered between 8 and 18 children per activity per week. Make Me a Pro founder Kevin Broomfield has already expressed interest in holding several different sports camps throughout the year, and staff will be pursuing this as much as possible so that the City can continue to open - to pre-pandemic levels of contract programs.

## **Reassembling the Youth Advisory Board**

The Youth Advisory Board (YAB) is a group of teens that are dedicated to serving their community. During the first two years of the pandemic, we have struggled to adapt and keep our YAB active but are hoping to make a significant comeback soon. Coordinator Mahoney-Rohrl will be using the Fourth of July celebration as an opportunity to market the YAB and hopefully recruit a few members to get the YAB started back up again.

With the return of the Fog Fest and Family Fun Fest this year, new members of the Youth Advocacy Board will have a great opportunity for public service shortly after the start of the school year. Staff will continue recruiting for new members, and hope that the pandemic will continue to subside, giving us more efficient and effective access to students interested in joining, and further engagement with our current members.

## **Special Events**

### **Return of the Fourth of July Celebration**

For the first time in three years, the City of Pacifica was able to bring back our Rocket Run, and Fourth of July Celebration at Frontierland Park. At the time of this report, the celebration has just happened, replete with live music, games and activities at no cost to the public, as well as local food vendors. As this is an outdoor event, we were thrilled to be able to put on a COVID-safe event that brought neighbors and friends together to enjoy free live music and activities. The event drew a great turnout, with over 500 people attending in total and at least 250 people in the park at any given time. Part-time PB&R staff did a fantastic job supporting the event, offering

face painting, hair spraying, and entertaining games throughout the day. They were also integral in the setup and breakdown process of the event. Below are a few photos of games and activities at the celebration.



### **Return of the Family Fun Fest**

With the return of the Fog Fest this Fall will also come the return of the City of Pacifica's tangential event, the Family Fun Fest. The Fun Fest is a classic family favorite, with games and activities led by volunteers and staff, including a giant inflatable Earth ball and a cardboard maze. We are ecstatic to be hosting this highly anticipated event this year, and to continue to bring our community together.

Staff have begun to contact the various groups typically involved in the festivities, and all are excited to come back after COVID prevented the Fog Fest (and thus the Fun Fest) from happening in 2020 and 2021. As in past years, we are hoping to have the help of San Francisco State University students as well as a strong team of volunteers to help us put on the event.

### **Pacifica Community Center and Reservations**

Contract classes and facility rentals have remained in operation, with enrollments in fitness and dance classes rising significantly. We have reservations for birthday parties, memorial services, family gatherings, and other events being made regularly not only at the Community Center but at several Parks, Beaches, and Recreation locations throughout the City. As the weather warms up for Summer, parks reservations have been especially popular. For the time being we have continued to offer dance classes from Ylva Wintzell, Tai Chi classes from Irene Hilton, and crafting classes from Jo Ann Kidwell and Kathleen King. Several additional instructors have expressed interest in offering classes in the Fall and Winter, and staff are working to make those classes available in the coming months.



# Staff Report



Item VII E)

Date: July 27, 2022  
To: Members of the Parks, Beaches and Recreation Commission  
From: Beth Phipps, Food and Senior Services Supervisor  
Subject: Senior Services Division Update April – June 2022

## Supervisor's Report

### Funding Update

Supervisor completed the Older Americans Act (OAA) Request for Proposal (RFP) and Senior Services was awarded a county provider contract for July 1, 2022, through June 30, 2026. The last contract expired in 2021 but was extended an additional year due to the COVID-19 pandemic. As part of the RFP process Pacifica has renewed its Memorandum of Understanding (MOU) with the Senior Coastsiders in Half Moon Bay to provide emergency meal support for our Meals on Wheels (MOW) program should an emergency arise. The term of this MOU is that each agency agrees to provide up to 100 meals per day at a cost of \$8.00 per meal. The total for each agency is not to exceed \$8,000 per disaster.

Pacifica Senior Services will receive OAA funding in the amount of \$305,544 for fiscal year 22/23. This is an increase of \$15,713 over fiscal year 21/22. This funding is broken out as follows:

C1-Congregate:	\$84,541
C2-HDM (MOW)	\$205,100
IIIB-Transportation	\$14,903

Supervisor submitted for the annual Pacificans Care Grant in the amount of \$25,000 in early June. Coordinator Yeung made a presentation at the June 16 Pacificans Care board meeting on behalf of the Senior Services Division as a part of the Grant process. Pacificans Care has been a wonderful partner over the years and their support has helped our senior program to flourish and grow.

Anna Sawamura, Program Services Manager for San Mateo County Health Aging and Adult Services informed staff that the county had been given additional funding for infrastructure projects related to food preparation for our nutrition program. The amount is just shy of \$1,000,000.00 to be distributed to nutrition-based programs throughout the County. Staff has submitted for replacement bags for our MOW program and replacement of cabinets and counters in the kitchen which have laminate peeling off and broken doors and drawers. We are waiting to hear if these projects will be accepted under the conditions of the funding.

Staff continue looking for other funding opportunities to help augment the revenue budget for our programs.

## **General**

In early June there was an Aging Adult Services annual monitoring of our OAA programs. This has not been done for the past 2 years due to COVID. The process encompassed a full day of reviewing policies and procedures to ensure OAA requirements are being followed. It includes client file reviews, financial practices review, client interviews and program observation. We are awaiting the final report from the County to see if there are any issues that need to be remedied in the coming weeks.

Supervisor met with Tribune Editor Clay Lambert and several members of coastside community organizations to discuss and brainstorm bringing back the senior page in both the Tribune and the Half Moon Bay Review. It was decided that this page would run once a month on the 4<sup>th</sup> Wednesday and each organization participating would choose a month to oversee organizing. Pacifica Senior Center will be the lead for the month of November with a theme of Genealogy. This is very appropriate for our center, as we have a very robust group doing ancestry research several times a week.

## **Age Friendly Cities (AFC) Update**

The Pacifica Age Friendly City (AFC) Coalition is continuing their work surrounding Age Friendly Businesses, Transportation, and Affordable Housing for seniors. Roy Earnest, chair of the Age Friendly City Coalition and Anita Rees from the Pacifica Resource Center held a second affordable housing seminar on May 12<sup>th</sup> at 3:00 pm at the Pacifica Community Center. Participants watched a power point presentation by Roy, receive handouts with valuable information, and have questions addressed.

## **Staffing Update**

Our vacant Transportation Specialist - "Class B" Bus Driver position was filled by Michael Costakis, who began his driving duties to the delight of the seniors in mid-April. This position will assume all transportation services operations responsibilities, including the CaR program. As this is a full-time position it will also encompass some of the Information and Referral (I&R) duties that had previously been the responsibility of our part-time I & R Coordinator.

In April we also hired Ronald Bambao as a P/T PERS Kitchen Assistant to fill a vacancy that has been vacant since July of 2021. We are in the process of hiring a second assistant to fill another recently vacated position.

## **Building & Facilities**

We solicited and received three bids to do a facelift and fine tune the 10-year-old Bocce Ball Court on the east side of the Community Center, which has seen quite a bit of use over the years. Bastion, the winning bidder, will begin construction sometime in August and take 2-4 days to complete.

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

### **Seniors in Action (SIA) Membership**

New and renewing members are welcome to join for \$25.00 throughout the upcoming year. Since reopening on September 1<sup>st</sup>, we have 679 SIA members signed up for the 2022 year.

### **Giving Tree Trust Funding**

The Giving Tree program received \$1,250 between the months of April – June. Fiscal year ending total was \$6,653. Projects during this period with these funds have included:

- Bocce Ball Court maintenance and enhancements
- New PC and Mac Computers for Computer lab

## Fiscal Year End Program Revenue

Program	Totals
SIA Membership Dues	\$21,560.00
Donations with Membership Dues	\$90.00
SIA Member Class Card Sales	\$6,465.00
Non-SIA Member Class Fees	\$542.00
Gift Shop Sales (Gross)	\$3,295.00
Rummage & Cookie Cart	\$10,140.00
Bingo	\$9,784.00
Miscellaneous Monetary Donations	\$1,612.89
<b>Deposit Total for Account</b>	<b>\$53,488.89</b>

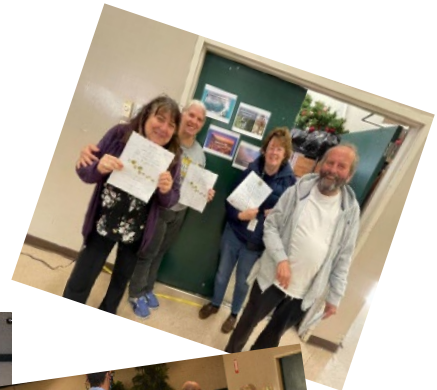
### Ongoing Programs

- Golden Treasures Gift Shop is Pacifica's best kept secret. We have some creative gift ideas from jewelry to baby blankets to sport themed items, purses, scarves, and hand towels. Almost all items are handmade by seniors (hours are 10 am – 12 noon, Monday through Friday).
- Seniors in Action Rummage Sales are held at the Community Center the second Wednesday and Thursday of every month from 9 am to 2 pm. Customers are always finding great bargains on everything including clothing, collectibles, books, and art.
- Pacifica Senior Services continues to offer more than 40 classes and activities each week for seniors in the following categories: Arts & Crafts, Games & Groups, Exercise & Health, and Computers.
- San Mateo County Libraries provide a Pop-Up Library that visits Senior Services twice a month for easy access of books, music, movies and much more. The libraries' outreach continues to be an educational and entertainment asset for seniors.
- Big Bucks Bingo is enjoyed every Wednesday from 1:00 to 3:00 pm after Congregate Lunch. Buy-ins are \$7 for one pack.
- Live entertainment is provided by guitarists and vocalists Scott Hill and Gene Gibson, Jr. who bring their magic to the Center every month as does Pianist, Alex Bootzin and Flutist, Gail Edwards. In addition, we have welcomed a new band with members Kurt, Eddie, Peter, and John who play monthly at the Senior Center.



## April

- San Francisco Giants fans flooded the Senior Center for the season opener! Together we sang, “Take Me Out to the Ball Game,” cracked open some peanuts, and enjoyed a hot dog luncheon. Go Giants!
- Victor Hsiao, from Boy Scouts of America Troop 256 built 2 Chess tables for his Eagle Scout Project and donated it to Pacifica Senior Services. Drop-in Chess is held on Thursdays from 10:30am-11:30am.
- The Volunteer Recognition Dinner was a huge success. This year’s theme was “Volunteers are the Light of the Center.” Over 100 volunteers, donating 20 hours or more of their time, were invited. Our volunteers truly keep the Center going every day. A big thank you to our City Manager, City Council members and PB&R Commissioner Chair Cindy Abbott, and PB&R staff for serving at the dinner.
- The Easter bunny came hopping down the bunny trail into the Senior Center for our Easter Celebration this year. We decorated for spring with cheerful colors, friendly bunnies, and baskets overflowing with Easter eggs.
- This year our AARP Tax-Aide Team served 134 clients, with full schedules every Thursday at the Pacifica Community Center. What a great service to our community.
- SF State Nutrition students presented on the Prevention of Sarcopenia and explained the importance of consuming enough protein to maintain a healthy, and independent lifestyle.
- Pacifica Senior Services partnered with the Pacifica Police Department again this year for an Earth Day Medicine Disposal Drive. Pacifica Police Department collected 32 lbs. of expired and unwanted medications.
- PB&R Commissioner Chair Cindy Abbott -- representing both Pacifica’s Environmental Family and the Sanchez Art Center helped us commemorate Earth Day and introduced us to Haiku for our Earth Day program.



## May

- SIA Member, Doretta Youngdahl turned 100 years old in May. Congregate lunch participants celebrated Doretta with a Luau themed birthday luncheon which included entertainment from Shirley Ortega’s Hula class, sing-along with Tommy Lee, a proclamation from Mayor Mary Bier, and cake.
- Mother’s Day with flutist, Gail Edwards was well attended. Congregate lunch participants received a rose in honor of all moms and mother figures. Everyone enjoyed live entertainment along with a slice of cake for dessert.

- We had a beautiful Cinco de Mayo celebration thanks to Chef Jessica’s luncheon of shredded beef tamales, virgin margaritas, along with salsa music and colorful decorations. A fun fiesta for all!
- Lori Lievore from HICAP of San Mateo County gave a brief educational presentation on Medicare.



## June

- We celebrated Father’s Day with the music of Gene Gibson, Jr., chocolate “Seegars” from See’s Candies and root beer floats.
- San Mateo County Libraries brought Haopinaka Hawaiian Music and Dance to celebrate Asian Pacific American Heritage Month. This entertaining performance provided us with the beauty and experience in Hawaiian music and Hula.



## Senior Nutrition Programs (Submitted by Christie Yeung, Community Services Coordinator)

### Meals on Wheels (MOW)

- Meals on Wheels volunteers delivered 7,790 meals to our frail homebound clients enrolled in the MOW program and an additional 466 meals to seniors that are “Sheltering in Place” during the fourth quarter of 2021-22.
- There are no unduplicated clients.
- Meals continue to be delivered fresh daily Monday through Friday. Frozen meals are provided for the weekend and holidays on a case-by-case basis. Frozen meals are delivered on Fridays for the weekend or the day before the holiday closure for clients who request them.
- The average client donation for service was \$1.30 per meal.
- We continue to operate 8 meal delivery routes (5 routes were our standard prior to COVID-19). Each week we have 40 volunteers delivering the meals. On call, we have 15 substitute volunteers ready to cover a route as needed.

With summer vacations, inflation, and the increase of gasoline prices, we have lost several of our permanent drivers and do not have enough volunteers to cover all 8 routes each day. We are actively outreaching to rebuild our substitute volunteer pool and more importantly, fill the permanent route



vacancies. The days where support is most needed are Mondays and Tuesdays. Due to these shortages Senior Services staff have had to fill in.

San Francisco State University (SFSU) School of Nursing students have been instrumental in completing the reassessments for the MOW Program. These students conduct telephone visits with clients to determine eligibility and the need for other supportive services. This partnership offers tremendous service to our homebound seniors, has proven to be a rich learning environment for the students, and provides more than 100 hours of community service each semester to augment Pacifica Senior Services staffing.

**Congregate Lunch (currently “Grab and Go” due to COVID-19)**

- During the final quarter of 21/22 seniors were still able to choose between being served in the lunchroom in person or picking up a Meal to go. Meals are served in person from 12:00 – 12:30 M-F. Drive through was available M-F between 11:30am-12:30pm from the east driveway of the Community Center. The grab and go program came to an end on 6/30/22. For the last day participants were treated to an additional sweet treat. Participants were encouraged to come in and join with other seniors at our in-person congregate lunch.
- In-person congregate continues to grow with approximately 1,650 being served in the fourth quarter of 2021-22
- Our “Grab and Go” drive-thru program has served 1,053 meals during the 4<sup>th</sup> quarter of 2021-22. Since its inception on March 16, 2020, the “Grab and Go” program has provided a total of 40,348 meals to seniors food during the COVID pandemic.
- There were approximately 22 unduplicated seniors picking up meals during the months of April - June 2022.

**Transportation (Submitted by Michael Costakis, Transportation Specialist)**

**CaR Program (Connect a Ride) update:**

CaR ridership continues to increase and expand. since the COVID-19 “Shelter in Place” order went into effect over two years ago. We have witnessed an increase in trips for medical appointments. There are currently 370 Pacifica residents 65+ years old registered in the program since the roll-out November 4, 2019.



Month	Days of Service	Total Rides	Avg. Daily Rides	Fare Totals	Avg. Monthly Fare	Medical	Bart	Local
April	30	81	2.7	1946	24.02	38	0	43
May	31	84	2.7	1979	23.56	51	0	33
TOTAL	61	165	1.8 avg.	3925	23.79 avg.	89	0	76

**Transportation**

With the hiring of the full-time bus driver, we have seen a significant increase in the number of seniors coming back to the center. Since the middle of April, we have provided seniors with 744 rides. This is a combination of 60 one-way rides and 684 round trip rides. Ridership has been gradually growing every month. Beginning in May senior services began planning monthly day trips. Trips taken this quarter were:

- Jim Hensen Exhibit in San Francisco 5/19/22 10 Participants
- San Mateo County Fair 6/8/22 18 participants
- Charles Schultz Museum in Santa Rosa 6/14/22 7 participants

More trips have been planned for the upcoming months and the seniors seem very pleased. Staff have asked and received suggestions of places the seniors would like to go in the future.

### **Shopping Assistance for Homebound Seniors (SASH)**

SASH volunteers shop for homebound seniors in need of groceries and household supplies. We currently have 15 Sash clients and 6 sash Volunteers. Our volunteers have been shopping for our clients once a week and are doing a great job.

### **Medical Supply Loan Program**

The Medical Supply Loan Program is still ongoing. Items loaned included crutches, canes, walkers, shower chairs, commodes, and wheelchairs. During this quarter we provided 12 pieces of equipment as well as giving out incontinent supplies. We have begun excepting additional equipment to stock up our medical closet.