



AGENDA

Parks, Beaches, and Recreation Commission

City of Pacifica

Regular Meeting – 7 PM
Wednesday, January 25, 2023
2122 Beach Blvd. Pacifica, CA 94044

CALL TO ORDER

7:00 PM REGULAR MEETING

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. APPROVAL OF MINUTES: 11/30/2022 Meeting Minutes

IV. ADOPTION OF AGENDA

V. SPECIAL PRESENTATION

Child Care Division- Supervisor Mindy Tiet and Supervisor Tracy Gilbert

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

- A. 2023 PB&R Commission Work Plan Discussion
- B. 2023 Commissioner Liaison Assignments

IX. REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS

X. REPORTS FROM STAFF

Director Bob Palacio

XI. ADJOURNMENT

Next Regular Meeting: Regular meeting – February 22, 2023, 7:00pm

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 30, 2022
2122 Beach Blvd. Pacifica, CA 94044

CALL TO ORDER:

Chair Abbott: called the meeting to order at 7:03 pm.

I PLEDGE OF ALLEGIANCE:

Chair Abbott: led the Pledge of Allegiance.

II ROLL CALL:

Commissioners Present: Chair Abbott, Commissioners: Benton Shoemaker, Luson, Nicolari, Phillips, Rodriguez

Commissioners Unexcused: Heywood

Staff Present: Director Michael Perez, Recreation Supervisor Anthony Schriver, Recreation Specialist Rebecca Collier, and Recreation Specialist Shirley Li

III APPROVAL OF MINUTES:

Chair Abbott called for a motion to approve the minutes. **A motion was made by Commissioner Luson, seconded by Commissioner Nicolari, motion carried 4-0, Commissioners Phillips and Rodriguez abstained.**

IV ADOPTION OF THE AGENDA:

Chair Abbott called for motion to approve the agenda of the 11/30/2022 meeting. **Motion carried 6-0.**

V INTRODUCTION OF NEW COMMISSIONERS:

A. Introduction of Commissioner Stefanie Phillips.

- She has lived in Pacifica for over twenty years, is an avid surfer and biker. Active participant of the Pacifica Bike Park Committee. An employee of the Jefferson Union High School District overseeing their construction. She is excited to be part of the Parks, Beaches, and Recreation (PB&R) Commission and become more involved with the Senior Center.

B. Introduction of Commissioner Dahlia Rodriguez.

- She has lived in Pacifica for over twenty years and grew up attending schools such as Ortega and Alma Heights Christian School. Previously served City of Petaluma during college and admired the tremendous contributions of volunteers in developing the city. Passionate about serving the community and developing adolescence, she is a youth soccer coach part-time. Excited to get involved and give back to City of Pacifica.

VI SPECIAL PRESENTATION:

Proclamation – Poet Laureate, Camincha Benvenuto

Chair Abbott read and presented the Proclamation to Poet Laureate Camincha Benvenuto. Poet Laureate Benvenuto thanked the Commission and read a brief poem dedicated to City of Pacifica.

Chair Abbott: Thanked, Poet Laureate Benvenuto so much and note appreciative they were to her for staying in her role longer due to the COVID-19 pandemic.

VII ORAL COMMUNICATION:

None

VIII ITEMS FOR CONSENT:

None

IX ITEMS FOR CONSIDERATION:

A. Off-leash Areas for Dogs – history and discussion

- Director Perez provided a history and timeline of off-leash areas for dogs.

Chair Abbott: Commented, that was a very consolidated overview, and there were many meetings and study sessions held over the years. It was a nice recap and thought this was very beneficial for new incoming PB&R Director to have and understand, in addition to the Commission. This subject spanned over twenty years, and at one point of City history, there was an Animal Advisory Commission, but it no longer exists. This then became part of the PB&R Commission's topics of discussion. Discussions about locations went to them as the Commission.

Director Perez: Replied, he believed the Animal Advisory Commission was the initial body that saw, discussed, made recommendations, and were part of the process around the time of the initial environmental study of Sharp Park.

Chair Abbott: Commented, as everyone can read on the report, it was not controversial, it was still being discussed to have at Sharp Park. The area mentioned was at the end of the base at Mori Point, not the entire run of Sharp Park Beach. There is a bird that frequents the area, and there were concerns by people for either wildlife or environment itself. In addition to the motion dying, no further action taken, and lack of interest from San Francisco, some members of the Commission may know that all beaches in Pacifica have an interesting mix of ownership. Immediately South of the Pier, is operated and owned by the City of Pacifica, but to the West of the golf course, is owned by the City of San Francisco, and the small edge by Mori Point is potentially a Golden Gate National Recreation Area (GGNRA) area. Multiple jurisdictions would have to be involved with the discussion of the area at the base of Mori Point, and it would be difficult. There were probably more dogs now in Pacifica than when discussions first took place, and if looking and reading the posts on Nextdoor, there have been contention. The purpose of this item on the agenda was to discuss what to have on their list of projects or talk about in the year ahead. It was an opportunity to ask Director Perez any questions about dogs and off-leash areas in Pacifica. He mentioned there was a subcommittee, but they did not work very long. That subcommittee had planned to look at other parks, and in other cities,

which had hours of operation for off-leash dogs, often in the early morning so that the public would know that area was for dogs, and they could choose not to be in that area if they had small children with them or had a dog that did not like off-leash dogs in that area while they walked their dog on-leash. That was something the Commission brought up and if they would consider trying. There were many little areas in Fairmont Park, but the area they were discussing was a trail. At Fairmont Park, the children's play equipment is on the other side of the parking lot, and a grove of trees has been put in the area as well. The trail they were looking at would go down from across the parking lot to the West, and that was the area being considered as an off-leash area but could also lead to issues of dogs going off trail. She did not think that got much interest, and more interest was geared to the grassy area. At one point, another area was being considered and if that would be a suitable area for off-leash dogs, but they were concerned it would put them in a situation like Sanchez Field, where it was close to neighbors.

Commissioner Phillips: Asked, was that pathway on a slope? And how about leveling it out?

Chair Abbott: Replied, it went downwards, and if you took the whole way, it connected with the other Fairmont Park that had the fields on it, Fairmont West. The trail was not a straight, smooth area. Any other questions from the Commissioners?

Commissioner Nicolari: Asked, regarding the original selection of Esplanade Beach, if anyone knew the history? He assumed that the beach was selected because it was more isolated, there were not many environmental concerns, no species that might be in danger, nor playgrounds for children. Were there any other criteria in choosing Esplanade Beach as an off-leash area?

Director Perez: Answered, those sounded like all great reasons to him, but he was not part of making those decisions at the time and not sure why Esplanade Beach was selected, but probably true for the reasons Commissioner Nicolari pointed out. He would also think that people were already using that area as an off-leash area, since that beach was not a surfing beach, and twenty years ago it certainly was not as eroded as it is now. For many years, there used to be a wooden stairway that went down, and as years passed, that access has collapsed, broken, and needed repairs and it was the landowner of the apartments that upkeep it, not the City.

Chair Abbott: Commented, she does not recall where she read it, but that was part of the reason why Esplanade Beach was selected, because it was a large space not widely used due to frequent lack of access from the tide. The good news was there were off-leash areas at the North part of town and at the South part of town at Linda Mar.

Commissioner Luson: Asked, was our current volume of off-leash areas adequate? Or was it low, considering the inquiries they were getting.

Director Perez: Replied, people would probably love more than what we would give them. If one more dog park was built or one more area was made, people would want more than that. They could probably use a new dog park, but there have not been too many inquiries. He was sure people would like a new designated space, but there would be many factors involved in creating a new designated space.

Chair Abbott: Commented, from Sanchez Park, the comments she heard were

concerns about decomposed granite. There had been maintenance discussions about what was the best surface for it, considering the limited Public Works Department staff. At the time, Public Works Department staff had done a lot of research of other facilities to come up with what they would be able to maintain in a healthy way, and that was how they came up with the decomposed gravel, but the community expressed concerns and preference for a natural grassier area. This was also why not many people use the Sanchez dog park, and instead use the fields next to the park. This had come up quite a bit, and this was the best way to keep the surface clean. It was also discussed how some dog parks had bark in them to have a nicer surface and natural feel, but that was difficult to maintain due to frequent changing of the bark to keep it from being saturated with dog waste. There was a creek that ran behind Sanchez Park, and there needed to be a bioswale installed so that dog waste and other debris would not spread into the creek, and this was a big consideration for this area as well.

Commissioner Benton Shoemaker: Asked, was there a possibility to divide the park? She noticed and recently read that San Francisco has been putting a lot of focus and creativity into their parks, dividing the park where one area was devoted to dogs and the other to play equipment and people uninterested in dogs. Has that idea been discussed about dividing the park, such as in Imperial Park where there was plenty of space? If there could be an area to the North for dogs separate from the playground and where other people could use.

Director Perez: Replied, yes, maybe some of the areas being looked at in the past were considered more ideal because they were not located in a park with a playground. Correct, Skyridge Park and Imperial Park were big areas, and similarly said during Priority Parks discussions, access and parking were terrible. If a space was designated for a dog park, many from the community would go, but if there were many dog parks, you would be able to walk to one in your neighborhood, like a playground. Land and space to create a new dog park were available, but were they centrally located, was parking available, proximity to neighbors, other usages happening there? Lists were how a project started, and one he was a part of was the skate park. In the case of the dog park, Pacifica Organization of Canine Helpers (POOCH) had a big list, and from the beginning, he had eliminated a lot on it because they were not City-owned property, and then from what was not eliminated, looking at where they were located and what were the surroundings. There had to be a compromise due to not getting everything on the list. There was space at many of the parks, but they did not know how it would be received by the public, and some were even skeptic of repairs happening at their parks.

Chair Abbott: Commented, at Sanchez Park, it was a small park, half drove to the park with their dogs, and half walked to the park from the neighborhood.

Commissioner Phillips: Commented, she had been to Sanchez Park, and saw a significant number of people go on the grass. Regarding the quarry, it was to her understanding that there was a strip of City-owned property located there.

Director Perez: Replied, he has not looked at that area in a while, at the Wastewater Treatment Plant. There was a strip near and behind there, and along the path, he does not believe anything was there. The quarry would be a great spot if the City owned that land and was right along the path. It would be great for a bike park or a dog park, but the City does not own that land, and he was unsure if that would be a future opportunity because they would have to

work with a private owner of that space, and from his limited knowledge, the private owner did not have immediate plans of building anything on that land. The area was also in the Coastal zone, so the Coastal Commission rules would apply as well. Geographically, it was a great spot.

Commissioner Phillips: Commented, she rode her bike on that path frequently, and saw people walk their dogs there. She had thought the small bit of area next to the parking lot would be perfect.

Director Perez: Asked, where the dumpster used to be? He thought it was City-owned as well when they were working on the bike park ten years ago, but it was not City-owned. He had checked with the Public Works Department over that area as well and could check parcel map to confirm.

Commissioner Phillips: Asked, the beach where the RVs Park, there was a staircase that was built going down to the beach, does that belong to Pacifica?

Director Perez: Replied, the small strip parking lot off Palmetto Avenue? He was not completely sure.

Chair Abbott: Commented, it was to her understanding dogs could run the whole stretch up and down. There were no boundaries there, the boundaries would be the tide.

Commissioner Phillips: Commented, that was a significant amount of land. She had heard community members tried to run their dogs at Sharp Park and Linda Mar Beach. If they knew they could go to Esplanade Beach, maybe have that communicated to the public.

Chair Abbott: Stated, she believed it was on some off-leash dog maps, and if they looked online, it would be listed as an area.

Commissioner Phillips: Replied, yes it was.

Commissioner Benton Shoemaker: Asked, would Rangers for example at Linda Mar Beach, tell people they could go to Esplanade Beach?

Chair Abbott: Answered, she did not know, and it would be something to think about and how much to publish. The area is tricky, hard to access, and people would have to be mindful when the tide went in if they went down.

Director Perez: Commented, that was a great point. And the access to the far end of Esplanade Beach has changed, improved, and collapsed.

Commissioner Rodriguez: Asked, from her understanding of the public's concerns regarding dog parks, what were the City's biggest concerns when initially planning the dog park at Sanchez Park?

Director Perez: Replied, he believed he was not as skeptical as he should have been. The spot was chosen before he became PB&R Director. He was implementing a choice that was already made. Some of the concerns brought up came to be, despite efforts to mitigate them, , such as the tenant next to Sanchez Art Center, who had many issues with the dog park. The tenant predicted issues, and those issues came to be, such as loud dogs. The City thought they did the proper outreach by going door-to-door for all the neighbors behind the park. On the first day the park opened, there was a complaint from a neighbor who did not attend any of the outreach meetings. The lesson was to do a better job with outreach, and that was the start of a relationship focusing on issues and concerns of a few neighbors. He did not think their volunteer docents would be verbally assaulted, neighbors and park users would have issues, and would have to ban anyone due to their behavior, but they all happened. Overall, more concerns should have been considered.

Commissioner Rodriguez: Asked, who created the rules for the park, and how was it being enforced today?

Director Perez: Replied, it was a combination effort with POOCH, neighbors, and citizens who were interested in getting it done. They held study sessions where everyone could talk openly and communicate concerns. Eventually the rules and decisions made went to the PB&R Commission for recommendation to City Council to get adopted. In terms of enforcement, like most parks, there were rules at the park and people were expected to follow those rules. If people did not follow the rules, a citizen would call the City and let them know. In the beginning the Police Department were called very frequently.

Chair Abbott: Commented, there were numerous study sessions that the PB&R Commission invited the public to, and as Director Perez noted, with members of POOCH. They put together information brought to the Commission as well as Commissioners looking at rules from other communities. They looked at and surveyed what other communities had at other parks and modified them to fit the dog park in Pacifica. There were two sides to it, one large dog park section, and one small dog park section. One of their agreements was that if no one was in the small dog park section, it would be okay for an older, large dog to be there. The rules used to be up on a kiosk, but now online. She could recall at least four study sessions on what the rules were going to be.

Director Perez: Commented, there was a permanent metal sign there.

Chair Abbott: Stated, they also did a brochure explaining proper dog park etiquette, and how to be a good participant.

Commissioner Rodriguez: Asked, lastly, were there any reports to date on dog attacks? And were there any concerns for the City being held liable?

Director Perez: Replied, no serious attacks he was aware of, nor reports made at the dog park. He did not have the rules to reference, but dogs were expected to behave appropriately and if there were issues, they should not be there. Early on, there were probably a few concerns with a citizen and another's dog, but he did not know enough specifics. There were probably incidents of a dog biting another dog, but he was not aware of a person being bit at the dog park, outside the dog park, yes.

Chair Abbott: Commented, for the first few years after the dog park opened, discussions about the dog park were regular during the Commission meetings. The rules, such as hours and how the park would operate changed frequently. Originally the park would operate dawn to dusk, and then it quickly changed to some limited hours and certain days closed, giving neighbors a break, and allowing time for maintenance. She believed the hours now were cut forty percent of what they envisioned the park was going to be initially, very significant how they pulled back due to its location.

Director Perez: Commented, that was a great point. The Commission took it very seriously and there were official reports and reviews quarterly. Once hours were changed, there was a pilot for a period, and it was reviewed again. The oversight was very good, but they did not always get the outcome they had hoped for.

Chair Abbott: Stated, the lesson she learned was they had started off with a great organization, POOCH, who were very involved and committed to the project, and were really the reason why the dog park came to be. In addition, they were relied on as volunteers, and helped with locking and unlocking the

park every day when the hours changed, now done by the Police Department. Director Perez had also mentioned the issue of dust from the decomposed granite swirling into the neighbors' properties. The volunteers would use a hose and water the dog park three times a week on their own time. They dedicated a lot of time and effort into the park, but it was not realistic to rely on them. But volunteers were eventually burnt out and had faced harassment from the public. She brought up the question of how much City staff were doing versus how much the volunteers were counted on to do. Volunteers should do it for fun, and not what was being asked of them. At the next Commission meeting, the Commissioners could discuss whether they wanted to talk about dogs in year ahead and what they wanted to do.

X REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS:

Commissioner Nicolari: gave a brief update on the following:

- Attended the Open Space and Parkland Advisory Committee (OSPAC) meeting, and there was an interesting conversation about Cattle Hill, which is now a City-owned property. One action that was decided was to help foster a volunteer organization to do trail maintenance, invasive plant removal, and other volunteer activities. They would welcome all the help they could get. They were basing that model on other stewardship organizations in Pacifica such as Friends of San Pedro Park. Believed it was a step in the right direction for maintenance for that property.

Commissioner Benton Shoemaker: Asked, what part of Cattle Hill were you referring to?

Commissioner Nicolari: Replied, they were focusing mostly on the trail area from the Fassler Avenue trailhead up to the top. There was a lot of erosion, and social trails, and various issues that required remediation.

Commissioner Benton Shoemaker: Replied, great, thank you.

Commissioner Luson: gave an update on the following:

- Attended the Housing Element meeting the City had. Wanted to commend City staff on their work, it was very well-done.

Commissioner Benton Shoemaker: Commented, she wanted to explain to the new Commissioners that each Commissioner is a liaison to other groups, and those liaisons changed annually. She gave an update on the following:

- Beautification Advisory Committee – doing very well analyzing the bioswale on Crespi Drive by Cabrillo School to make sure it was working in terms of water and survival of plants, as well as planting on Palmetto Avenue. They were bereft due to the upcoming retirement of Public Works Superintendent Paul Lavorini, who was instrumental in many projects and planned to honor him at their next meeting.
- Library Committee – they have not met this past year and hoping something new will happen.
- Tree City Pacifica – Pacifica Arbor Day was held at Oceana High School, and it went very well. There was a tree art contest held at Sanchez Art Center, which was also a big success.
- She also attended the Housing Element meeting, which was great.

Commissioner Phillips: gave a brief update on the following:

- Attended the Senior Thanksgiving Lunch, and it was a great experience. Had the opportunity to meet and introduced herself to the community and them learning about her new role with the Commission. They had expressed concerns to her about trash at the beach that she would like to address at the proper venue, and how to mitigate that. Another concern expressed was people living in their vans at the main parking lot at the beach. Personally, and communicated by others, have seen aggressive dogs at the beach. Hoping to find the correct venue to bring in the feedback and share it.

Chair Abbott: Commented, great to bring that up and know what public concerns were and encouraged to share with staff about putting topics on future agendas for discussion. There have been past conversations regarding trash on the beach and how to mitigate that, and they could bring that conversation back in the new year.

Commissioner Rodriguez: gave a brief update on the following:

- Attended the Ohlone-Portola Heritage Hike on November 5, 2022, and it was beautiful and wonderful to learn more about Pacifica.
- Excited to attend the Rockaway Tree Lighting on December 4, 2022, and to be more involved in the local events happening around the city.

Chair Abbott: gave an update on the following:

- Attended the Seniors in Action (SIA) meeting recently and one of the subjects brought up that she volunteered to follow up on was the bench that used to be out front of the Community Center. For several reasons, it was removed, but the Senior community has asked when it would be reinstalled. The Public Works Department has spent time looking into different benches that are less prone to graffiti, easy to maintain, and not be a safety hazard. She, Public Works staff, and Senior Supervisor Phipps have been looking into different options, and hopefully new benches will be installed in the next month.
- The other subject brought up was the possibility of emotional support dogs in the Community Center building. That could be something discussed, but with no resolution as it was a difficult topic. It was something she and Supervisor Phipps would discuss on how to address the topic and bring back to the group.
- SIA were working on putting together what they would be doing in 2023.
- There was conversation of how to partner together with other Senior groups in the community to ensure no overlapping of events.
- Pacifica's Environmental Family with staff put together the permit for the Coastsides Electric Vehicle (EV) Expo held on October 29, 2022, at the back of the Community Center parking lot. There were fifteen EVs, and the public spoke with owner's one-on-one. Believed there were fifty to sixty people that attended during the time EVs were there.
- Took part in the Beautification Advisory Committee's workday and helped clean out the two spots that the Environmental Family took care of on Palmetto Avenue.
- Continued to help Meals on Wheels (MOW) with their deliveries on Tuesdays, and they were still looking for more volunteers. From the three Senior housing complexes in Pacifica, there were seniors who took part in the MOW program, and one of the action items from SIA was to reach

out to the liaisons from the complexes who used to attend the meetings but stopped due to the pandemic. They were hoping to bring the liaisons back to the group and work with them in supporting the bigger population of Seniors at the complexes.

- Did not attend the Economic Development Committee meeting the past month and hoped to attend the upcoming meeting.

Commissioner Rodriguez: Asked, what was the criteria for volunteering for Meals on Wheels (MOW)?

Chair Abbott: Replied, she suggested contacting Community Services Coordinator Christie Yeung to get more information. Another way was that, every year in March, there was a March for Meals campaign and people interested could go along during the delivery to see if it was something they wanted to commit to. There were requirements such as having a valid driver's license and having a safe vehicle, and they would be provided the routes, names, and geographical order. Going in March would be a great way to get some exposure and learn more about the program, and that was how she got started volunteering on Tuesdays. The program was in a good position now but would always welcome more volunteers.

Director Perez: Asked, Commissioner Nicolari, if he had information about the trail maintenance, he could forward that to staff, and they could advertise it on social media platforms such as Facebook.

XI REPORTS FROM STAFF:

Director Perez: He gave updates on the following:

- **Surf Camp/School Policy Advisory Task Force**

Recommendations: There have been a few emails with the Coastal Commission staff regarding the permit in November, and they have told staff that they were still analyzing the application. Some clarification on why it was taking so long was asked, as they were now at a point where they would need to begin the permitting process of camps/schools for the 2023 calendar year.

- **Life Ring Buoy Station Program:**

In February, the PB&R 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 has worked with Sea Valor to map the suggested GPS locations of the buoys and will be putting this information into the Coastal Development Permit application. Staff were hoping to finish this work in December.

- **Priority Park Projects Updates:**

Earlier in the month Project Manager Castellanos informed us that their consultant Matthew Gaber from NCE had provided a revised presentation addressing comments from the previous PB&R Commission Meeting and additional comments from Commissioner Lusson. The revisions focused on including play equipment that provided opportunity for more stimulating motor skill play. The play equipment the community specifically requested on their comments from the survey, such as swings, and some fitness equipment was kept in the design. Some of the more generic items were replaced with more active play equipment. Project Manager Castellanos had asked that if there were any questions or comments to let him know, so they

could review and pass them along to Matthew Gaber.

Commissioner Benton Shoemaker: Asked, she was confused as she had asked on numerous occasions about the process for trees and landscaping for the parks. They should be part of the plans.

Director Perez: Answered, to be clear, NCE was a landscape architect, they were their consultants and designers, and were asked to design their playgrounds, and areas for playgrounds. The scope of their work did not include trees and landscaping. To reference the last meeting, Project Manager Castellanos had stated that the City would be incorporating trees and that there would be an overlay on the designs. The Public Works Department would be adding in trees on the revised designs.

Commissioner Benton Shoemaker: Asked, she understood the scope of their work, but Project Manager Castellanos had stated that trees and landscaping would be part of the design and she did not understand how that was going to occur. From what Director Perez stated, she was understanding that they would take what NCE designed and work around it. Was that correct?

Director Perez: Replied, he was not sure how the Public Works Department planned to incorporate trees, but he believed that Project Manager Castellanos was going to overlay the trees on the design.

Commissioner Benton Shoemaker: Commented, she had been studying parks in other cities and looked at how they incorporated various aspects and trees were part of the design.

Director Perez: Stated, the scope of NCE's work did not include trees and landscaping. The original plan was to focus on playgrounds. The Public Works Department would be using the designs and information shared to put an overlay. They did not have that yet, but eventually it would be shared for their reference. He would try and get that out to the Commissioners if it was ready from Project Manager Castellanos.

Commissioner Benton Shoemaker: Replied, thank you, she was grateful for the clarification.

Commissioner Nicolari: Asked, were there any updates regarding the Life Saving Stations?

Director Perez: Answered, there were no new updates since last month. Waiting for more information from Sea Valor and hoping for movement in the coming months. Supervisor Schriver is leading the project.

Staff Updates:

- The new PB&R Director is Bob Palacio. He was the Community Services Manager in San Mateo and has been for the past four years. He has a very long history working in San Francisco as a Superintendent of Recreation and Community Services for about ten years, prior to that – worked for twenty-six years for San Francisco Recreation and Park. Former Burlingame Park and Recreation Department Commissioner, member of California Parks and Recreation Society, former board member of Peninsula Family YMCA, youth sports volunteer coach, husband, and proud father of two teenage daughters.

Senior Updates:

- Senior Thanksgiving Lunch had eighty-eight in attendance which was up from seventy last year. We would like to thank PB&R Commissioner

Stefanie Phillips who helped serve along with City Council Sue Beckmeyer, Mayor Mary Bier, and City Manager Kevin Woodhouse.

- Nicks graciously hosted a Thanksgiving luncheon on November 21, 2022, for one hundred six seniors at no cost to them.
- Upcoming events for the Seniors are a Holiday Buffet on December 15, 2022, and New Year's Buffet on December 29, 2022. If anyone was available to help serve at either of these events, please contact Senior Supervisor Beth Phipps.

Child Care:

- Continuing to look to hire more staff.
- See's Candy Fundraiser ended November 30, 2022. Funds raised would help to support costs and purchases at the childcare sites.
- Per Licensing, all water faucets must be tested for lead levels at the childcare sites by the end of December 2022. Testing would then be required again every five years. Water lead testing samples almost completed. Results to follow.
- The Child Care division has recently applied for and received three grants totaling \$150,000:
 - Summer Enrichment grant in the amount of \$50,000 to spend on summer activities, supplies and enrichment opportunities at the four school-age sites.
 - Out of School grant in the amount of \$50,000 to cover the costs associated with increasing enrollment numbers at one of the school-age sites.
 - San Mateo County Child Care grant in the amount of \$50,000; \$25,000 per site, to cover COVID expenses at the two full day preschools.
- Sites were planning their holiday events which were always a fun time for the children.

Recreation Updates:

- Holiday Extravaganza is this weekend, and thanked Chair Abbott and Commissioner Rodriguez for RSVPing to the Building Lighting.

XII ADJOURNMENT:

Chair Abbott: asked for motion to Adjourn. **A motion was made by Commissioner Benton Shoemaker, seconded by Commissioner Lusson. Motion carried 6-0.**

Next Regular Meeting: Study Session – December 14, 2022, 6pm
Regular Meeting – January 25, 2023, 7pm

Respectfully submitted by,
Shirley Li, Recreation Specialist
Pacifica Parks, Beaches, and Recreation

X

Pacifica Parks, Beaches, and Recreation Commission
Chair Cindy Abbott



Staff Report

Item VII A)

Date: January 25, 2023
To: Members of the Parks, Beaches, and Recreation Commission
From: Bob Palacio, Director
Subject: Administrative Narrative (Nov 2022 – Jan 2023)

General Updates

As of December 30, 2022, Director Mike Perez has now retired. I, Bob Palacio, have now stepped into the role of PB&R Director. My first month has primarily been spent gathering information, responding to issues created by the storm systems, and establishing relationships with staff, community, and partner agencies. I am extremely grateful and excited for the opportunity to serve the people of Pacifica.

On the following pages you will find highlights in the areas of Aquatics, Child Care, Recreation, and Senior Services. These quarterly highlights will include recent work done by the department, as well as information on upcoming events and activities. As we continue to move further from the constraints of the pandemic, we look forward to expanding our offerings throughout the department.

One of the most important areas that is beginning to return are our special events. The holiday season saw the return of Holiday Extravaganza/Elf Market, the Heritage Hike, and the seniors Happy Noon-Year Luncheon (thank you to all our staff and volunteers!). Looking forward, some of the upcoming special events will include the egg hunts in March, Jr Olympics in April, and the return of Parents Night Out.

Surf Camp/School Policy Advisory Task Force Recommendations

Past: Staff applied for a Coastal Development Permit (CDP) to the California Coastal Commission (CCC) in December 2021 and have been responding to several requests for additional information since then. Including a meeting with the CCC staff which included participation from Chair Abbot in March of 2022, following which staff provided more information to CCC requests from April 12 on May 19, 2022. This was followed up with a meeting in August to clarify additional information. Staff reached out this month for an update as we have been waiting for a response that would hopefully include a targeted date for this item to appear on a CCC agenda.

Current: In late December, CCC staff informed PB&R that they will be providing a draft outline recommendation for the Surf Camp permitting process and program implementation by early February 2023. PB&R staff will then review the proposal, make edits, and return. If both parties agree, the goal is to potentially have it on a CCC agenda for approval in March. Surf Camp Applications were due on Jan 23, 2023. A more current and thorough update will be given to commission during Staff Reports.

Life Ring Buoy Station Program

Past: In February 2022, 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 has worked with Sea Valor to map the suggested GPS locations of the buoys and will be putting this information into the Coastal Development Permit application. Staff are hoping to finish this work up next month.

Current: Status will be given in Staff Report.

Priority Parks

Past: In August Charles de Villiers of the design team at NCE, the City's Priority Parks Project consultant, attending the Commission meeting to share results of the project survey. Based on feedback from the surveys, NCE worked on adjustments to the schematics and then met with City staff earlier this month to discuss. Tonight, NCE will be attending the meeting to present and discuss those adjustments.

Current: On January 17, 2023, staff received the 35% construction documents from NCE, Landscape Architects. PB&R and PW will review over the next 2 weeks. The PB&R commission will be consulted with if any significant changes are necessary.

Play Structure Improvements

These are improvements that primarily consist of replacing the existing play structures with new updated equipment and are less comprehensive than the Priority Parks Projects.

Pacifica Co-Op Structure: Construction scheduled to begin Monday January 23rd.

Fairway Park: *Miracle play has submitted two options of equipment that could replace existing.*

Saltaire: *asked for clarity on design*

Oddstad Park: *asked for clarity on 2 designs.*

Staffing Updates

Obviously the most significant staffing change was the retirement of Mike Perez. Mike's dedication to the City of Pacifica, PB&R, and people throughout the city is nothing short of incredible. Bob Palacio was hired in mid-December 2022 as the new Director of PB&R. I look forward to working with each of you in a continued effort to provide excellent service to the Pacifica community.

On December 16, Shirley Li, Recreation Specialist, resigned from the department to return to a former position with another agency (a promotion). The department recently filled that position by hiring Edward Viray. Edward has a Master's Degree in Public Recreation, has worked for several recreation service providing agencies, and will be a great addition to the team.

The department now has 3 budgeted vacant positions. Two (2) in the Child Care Division, and the other is the Recreation Manager position. We hope to fill the Recreation Manager position this fiscal year, and the Child Care positions as soon as funding is secured.

Important Staffing Note

Beth Phipps, Senior Services Supervisor, notified the department in early December that she would be retiring on April 7th, 2023. Beth basically stayed an additional 4 months to help the incoming director, me, with acclimation to PB&R (THANK YOU BETH!). As a result, Director Palacio has begun the Recreation Supervisor recruitment process.

- Step 1: Update the Recreation Supervisor Job Spec to include all current recreation supervisors within the department (done)
- Step 2: Submit to HR and Union Review (with union now)
- Step 3: Make any necessary revisions
- Step 4: City Council Approval (scheduled for consent on Jan 23)
- Step 5: Begin outwardly recruiting via job announcement, etc.
- Step 6: Assess applications, Interview
- Step 7: Make offer to successful applicant



Staff Report

Item VII B)

Date: January 25, 2023
To: Members of the Parks, Beaches, and Recreation Commission
From: Anthony Schriver, Recreation Supervisor
Subject: Aquatics Division Update (October – December 2022)

Adult Lap Swim, Water Aerobics

Swimmers of all ages continue to enjoy and utilize our amazing indoor aquatic facility, Jean E. Brink Pool. Throughout the year, Parks, Beaches, and Recreation (PB&R) offers swimmers and water aerobics participants 42 hours a week of **heated indoor** water time. Our indoor pool makes for a spectacular swim or water aerobics workout as the water temperature is between 81-83 degrees.

We continue to offer Adult Lap Swim Monday – Friday 6:00AM-8:30AM, Saturdays 8:00AM -1:00PM, Sundays 11:00AM-1:00PM and Monday, Wednesday, and Friday evenings 7:00PM-9:00PM. Swimmers regularly express their gratitude and appreciation for the 6:00AM start as swimmers alike are now able to swim before work. (See full schedule below)

Our amazing Water Aerobics Instructor, Julie Zoph, has a dedicated following of workout enthusiasts. We currently have 40-50 participants taking Water Aerobics which is offered Monday – Friday 11:00AM-12:00PM. That is the largest number of participants in the history of our water aerobics program. We are very thankful and grateful for Julie’s dedication and hard-working efforts in keeping the water aerobics participants motivated.

Pre-pandemic, Oceana High School (OHS) would utilize their pool for PE and swimming classes. This spring semester OHS decided to resume these classes. As a community pool, we are thankful to have this joint use facility and the opportunity to schedule our programs around the OHS use.

Beginning January 9th through March 10th Lap Swim and Water Aerobics are as follows:

Adult Lap Swim Schedule:

Monday – Friday: 6AM – 8:30AM
Mon, Tue, Th, Fri: 12:30PM - 1:30PM
Wednesday: 1:30PM – 3:45PM
Wednesday: 7PM – 9PM (5 Lanes for Adult Lap Swim)
Saturday: 8AM – 1PM
Sunday: 11AM – 1PM

Water Aerobics Schedule:

Mon, Tue, Th, Fri: 12:40PM - 1:30PM
Wednesday: 1:40PM- 2:40PM



Recreation Swim

We currently offer Family Recreation Swim M-F evenings 7PM-9PM and Saturdays 1PM-3PM. Family Rec Swim will be offered throughout the winter, and spring months. Each session we have between 30-60 swimmers join the family fun. Recreation swim gives families an opportunity to jump, or dive for the overly brave, off our 1-meter low diving board and 3-meter-high diving board. Most participants splash around, practice their swimming skills, and have some general pool time fun. We are one of the only pools on the coast and peninsula to offer diving boards year around.

Recreation Swim:

Monday and Friday: 7PM – 9PM**

Saturday: 1PM – 3PM**

** 3 Lanes available for Adult Lap Swim in addition to Rec Swim

Adult Water Polo

Adult FOG water polo continues to be very popular and is held on Sundays 9:00AM-11:00AM and Tuesdays 7:30PM-8:30PM. This program is very 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 has been postponed until February. At that time, we will resume 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.



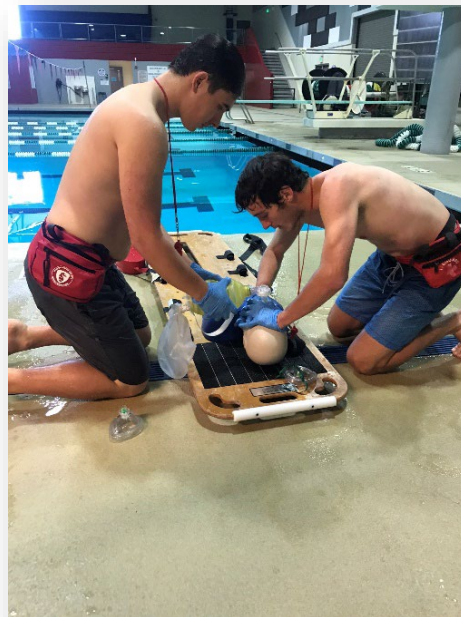
Pool Rentals

We continue to offer the Pacifica Sea Lions Aquatic Club (PSLAC) and the San Francisco Marionettes Artistic Swim Team (SFM) pool time throughout the year. SFM practices on Wednesday evenings 7:00PM-9:00PM, and on Sundays 3:00PM-7:00PM with the PSLAC practicing Monday – Friday 4:00PM-7:00PM. Both teams are very pleased to be using our most magnificent pool and calling the Jean E. Brink Pool their home.



Lifeguarding Classes

PB&R co-facilitated an American Red Cross Blended Learning Lifeguarding Course December 27-28, 2022, with 13 participants successfully passing this course. This course is a blend of 7 hours of online coursework and tests which are completed prior to 16 hours of in person CPR/AED, First Aid, and Pool Lifeguard training. We are currently hiring, and will continue to hire, lifeguards year-round in response to a lifeguard shortage which has been prevalent in the aquatics industry even prior to the pandemic. We plan on holding more lifeguarding courses throughout the year in hopes of recruiting more staff which will allow us to resume and/or exceed pre-pandemic levels of programming.





CITY OF PACIFICA



Staff Report

Item VII C)

Date: January 25, 2023

To: Members of the Parks, Beaches, and Recreation Commission

From: Tracy Gilbert, Child Care Services Supervisor

Subject: Child Care Division Update (October-December 2022)

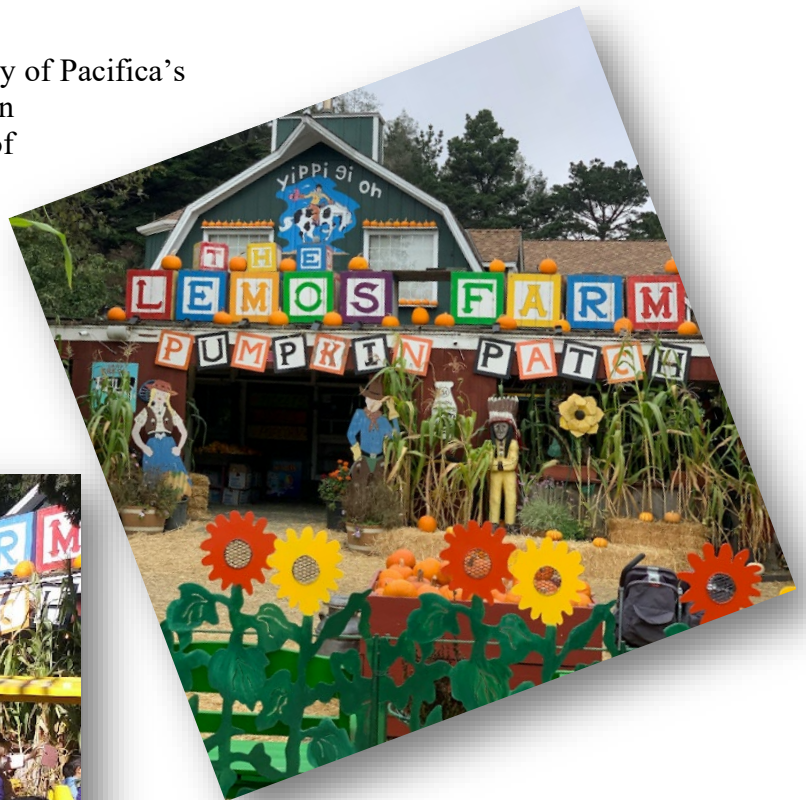
Child Care Update

The Pacifica Child Care program currently has a total of 338 children enrolled

- 61 preschoolers
- 281 school-aged children

Pumpkin Patch

During the month of October, each of the City of Pacifica's preschool programs visited Lemo's Pumpkin Farm in Half Moon Bay. The price of admission included (UNLIMITED); Pony Ride, Train Ride, Hayride, Petting Zoo, Non-Scary Haunted House, Barn Slide, Car Barn Ride and Barn Jumpers. As you can see from the pictures below, the children had a great time and each child got to pick out their own pumpkin to take home.





Santa Claus Visits Child Care Sites

Santa Claus visited the Child Care sites on December 15, 2022. The pictures below show the children receiving a gift from Santa. A big **THANK YOU** to Recreation Supervisor Anthony “Primo” Schriver for “playing” Santa Claus for the children. The children enjoyed having Santa visit them at their Child Care sites. Santa sang some holiday songs and even spoke in Spanish with some of the children. Ah yes, Santa is multi-lingual.



Pacificans Care

A big thanks to Pacificans Care for their generous donation of holiday gift cards for our preschool subsidized families. Over 60 families received gift cards in the amount of \$50 to Oceana Market. **THANK YOU!**





Staff Report



Item VII D)

Date: January 25, 2023
To: Members of the Parks, Beaches, and Recreation Commission
From: Sophia Mahoney-Rohrl, Recreation Coordinator
Subject: Recreation Division and Community Center Rentals Update
(October-December 2022)

Youth & Teens

J-Teen After School

In addition to the 22 enrollees as of the July-September 2022 Quarterly Report, there is now one additional full year enrollment and three winter-spring enrollments, reaching a total enrollment of 26. Staffing for the After School program has improved significantly, with coverage of at least two Recreation Leaders Monday through Friday, and a total of four staff regularly rotating through the weekly shifts. Coordinator Mahoney-Rohrl is currently working with the program staff to plan a few simple field trips, such as a walk to Rockaway Beach and Taco Bell, and or a visit from a mobile recreation program.

Staff is currently working with the Vallemar School administration on obtaining a consistent classroom assignment for the remainder of the winter and spring. This program has been moved several times throughout the fall, and it has made it difficult to offer the same infrastructure and programming throughout that period of time. Currently this program is anticipated to take place in the Music Room on Mondays, Tuesdays, Thursdays, and Fridays, and will take place in the Resource Room on Wednesdays.

Youth Advisory Board (YAB)

Since the 2022-2023, membership of the YAB has been finalized, the board has begun to flourish and become active in the community, and the planning of future events and community engagement opportunities is underway. On Sunday, December 6, 2022, 6 YAB members conducted their first event during the Rockaway Tree Lighting. Members helped lead a sand making ornament station, as well as helping to collect items for a Youth Advisory Board Toy Drive that were then donated to pediatric patients at the San Mateo Coastside Clinic.

There are currently 10 active members in good standing and all interested youth are still welcome to apply to become a member at large. Eligible members are then able to vote in the next term or if a current member must leave the YAB or loses their member in good standing status. As of the last YAB meeting on December 14, 2022, subcommittees have begun to formulate a plan for prospective activities, and at the next YAB meeting on January 11, 2023, officers will be elected to facilitate operations of YAB in an official capacity.





Recreation Staff and Youth Advisory Board Members Facilitating Activities at Rockaway Tree Lighting



Coastside Clinic Staff Accepting Toy Drive Donations

Special Events

Winter Holiday Extravaganza

Even with inclement weather on Saturday, December 3, the 2022 Holiday Extravaganza was highly successful! Attendance of the Building Lighting and Elf Market was in the hundreds. During the Building Lighting held on Friday, December 2, 2022, Illuminate Music, brought several K-5th grade groups of performers which not only increased our attendance, but also delighted the public who came for the lighting. We would like to thank Illuminate Music for helping us bring the holiday magic to life at the December 2 building lighting. Many thanks to the Public Works Department for installing the Christmas lights around the Community Center roof, and guiding Supervisor Schriver and Coordinator Mahoney-Rohrl through the operations and logistics to get them all up at once for the Building Lighting.

After the building lighting event, nearly all spectators came into the Community Center for hot apple cider, hot chocolate, and for the start of the Elf Market. 42 vendors curated booths around with handmade goods, which attendees thoroughly enjoyed. Vendors generally reported success in selling their items, and we received a lot of positive feedback from customers and vendors alike on operations of the Elf Market. Even with a very rainy Saturday, vendors still mostly reported receiving a satisfactory amount of foot traffic. Some vendors commented that they felt consumer attendance took somewhat of a dip during the rain, and a few told the department that they would like to see an earlier closing time on Friday and more promotion for the event in the future, which we will certainly consider and work to improve upon moving forward.



Above: Attendees at the Community Center Building Lighting



Above and left: Vendors at the Elf Market



Parents Night Off

Coordinator Mahoney-Rohrl is in the final planning stages of a Parents' Night Off (PNO), which is currently scheduled for Friday February 10, 2023. The event will take place at the Community Center from 6-10 pm and will be intended as an affordable childcare option for parents wanting to have the evening to themselves, especially with the weekend of February 10-12, 2023, being immediately before Valentine's Day. The event is a relatively simple one and will consist of approximately two and a half hours of programming along with a 45-minute dinner period. The event will be staffed by a Building Attendant to sign participants in and out, aid in the delivery of dinner (most likely pizza) and monitor the building during the main programming of the event. Recreation Leaders will be use at approximately a 1:8-10 staff to participant ratio. They will facilitate programming and supervise participants. At this time, enough staff have agreed to work the event for about 40 participants to attend.

Programming during the event will first consist of dinner, followed by multiple options for a low energy (likely crafting) activity and a high energy (likely a game involving some running or quick movements) activity for about an hour and a half after dinner. Once the energy from dinner has been sufficiently expended, programming will conclude with a G-rated movie. The goal being to create a scenario in which parents will be picking up children who are prepared to return home and immediately go to bed.

Pacifica Community Center Reservations and Contract Classes

Contract classes and facility rentals are well on their way to returning to their pre-pandemic levels. Reservations are continuing to be made at each of our city facilities, including the Community Center. Coordinator Mahoney-Rohrl was able to create a brochure for Winter contract classes, which offers much of the information that the PLAY brochure has previously provided about Recreation programs. She then disseminated the information to as many people as possible via digital pathways (social media, City website, and limited printed promotion). As things continue to normalize and people return to their previous activities and interests, our goal is to create and disburse a PLAY brochure once again. For this season, we have continued to offer Fine Arts classes in jewelry making, gemstone identification and care, tarot reading, and activity classes in Tai Chi and dance. Spanish instructor Bob Bachecki is bringing back his class, and new instructor Amanda Roberti is offering her class for a second season. Since the opening of registration for Winter classes on December 27, 2022, enrollment for nearly all classes is already greater than in the Fall season.



Staff Report



Item VII E)

DATE: January 25, 2023
TO: Members of the Parks, Beaches, and Recreation Commission
FROM: Beth Phipps, Acting Food/Senior Services Supervisor
SUBJECT: Senior Services Division Update (October - December 2022)

Manager's Report

Funding update

Pacifica Senior Services has been notified by the County that it would again be receiving additional funding to help with MOW, and Transportation COVID recovery through the American Rescue Plan Act Fund (ARPA). These funds will be available sometime after the 1st of the year and can be used through September 30, 2024. A supervisor has submitted the necessary paperwork and is awaiting word on how much Pacifica will be receiving.

Pacifican's care continues to bless the senior center. They generously donated \$5,000.00 to the Rockaway Ricky foundation. This foundation helps seniors on fixed incomes with food and vet bills. At our December 29th New Year's celebration, they were on hand to present grocery gift cards to the seniors during congregate lunch.

Age Friendly Cities (AFC) update

The Pacifica AFC Community Coalition has not met this quarter. Members are continuing to work on the focus areas that the Coalition previously set.

Senior Services New Hires and vacancies

Sachie Yamamoto resigned her position as kitchen assistant with her last day being December 16th. Senior Services is looking for a part-time kitchen assistant to replace her, interviews took place on January 5, 2023.

Building & Facilities

Public works has been working on several issues with equipment in the kitchen during the months of October-December. Chef Jessica signed a contract with Acme Pacific Repair to come out and service our equipment 2x a year to ensure that equipment is running properly. New filters needed to be purchased for the stove vents as the ones installed were incorrect for our kitchen. The walk-in refrigerator/freezer needs to be replaced. Public Works is in the process of getting bids to replace the unit.

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

Giving Tree Trust Funding

The Giving Tree program received \$8,150 between the months of October-December. No projects were done during this period with these funds.

SIA Membership

As of December 31, 2022, this year's membership drive already reached 655 new and renewing members.

Volunteers

Additional volunteers are currently being sought to help with sale set-up and break down of monthly Rummage sales. Pacifica Senior Services is so appreciative and relies heavily on our dedicated volunteers!

Year-to-Date Program Revenue

SIA Membership Dues	\$ 17,640.00
Donations with Membership Dues	\$ 865.00
SIA Member Class Card Sales	\$ 7,326.00
Non-SIA Member Class Fees	\$ 709.00
Bingo	\$ 8,235.00
Gift Shop Sales (Gross)	\$ 2,425.50
Rummage & Cookie Cart	\$ 12,596.00
Miscellaneous Monetary Donations	\$ 1,206.00
Deposit Total for Account	\$ 51,002.50

Ongoing Programs

- Golden Treasures Gift Shop is Pacifica's best kept secret. We have some creative gift ideas in our new and improved Golden Treasure Gift Shop from jewelry to baby blankets to sport themed items, purses, scarves, and hand towels. Almost all items are handmade by seniors (Gift Shop hours are 10:00 am – Noon, Monday through Friday).
- Seniors in Action Rummage Sales are held at the Community Center the second Wednesday and Thursday of every month from 9:00am to 2:00pm. 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 1:00pm to 3:00pm after Congregate lunch. Buy-in is \$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 DJ Rey Hauser, Pianist, Alex Bootzin and Flutist, Gail Edwards. In addition, Kurt, Eddie, Peter, and John continue to play with their band monthly at the Senior Center.

October

- Our annual Oktoberfest on October 13, 2022 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. Special thanks to Horace Hinshaw, SIA Chair, who served as the event's MC.



November

- The Senior Center held a Service of Remembrance event on November 1, 2022. Bereavement counselor, Rachen Rosenberg from Mission Hospice and Home Care facilitated this special occasion. This was a safe space for seniors to gather for a time of healing, acknowledging their loved ones who are not forgotten.



- 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.



- SIA members attended a free training hosted by California phones where participants could learn how to make their smartphone louder and easier to hear, send and receive text messages, and operate basic functions of their smart phone. Both the iPhone and Android trainings were waitlisted due to the room capacity. Additional smartphone trainings will be offered in the New Year.



- The Senior Center's Thanksgiving buffet and celebration was held on November 17, 2022. Volunteers helped decorate the dining room with fall decor, tablecloths, and centerpieces.



December

- Rummage sales for the month of December were on hold to be transformed into holiday accessories and decoration sales daily (on honor system). Special thanks to SIA member, Linda Hughes for organizing and executing the Holiday Boutique throughout the entire month of December. The boutique fundraised nearly \$1,200 for Senior Services!



- The Basic Hula class put on Hawaiian Holiday performance on December 6, 2022.
- The "Coastside Strummers," our own ukulele band performed for their Holiday Concert on December 14, 2022.
- Members participated in a Gift Wrap Party Game on December 16, 2022. This game involved wrapping a gift inside layers and layers of wrapping paper. Members continuously unwrapped one

layer of wrapping paper until they could reveal the gift. Gifts were gift cards donated from local businesses including, Nick's Rockaway Restaurant, Puerto 27, Valemar Station, and more!

- The Rummage Sale team concluded the 2022-year fundraising \$21,650 for Senior Services! Volunteers were recognized at their Annual Holiday Luncheon at Sharp Park Restaurant for their dedication and hard work throughout the year.



- The Annual Holiday Party and Lunch was held on December 15, 2022, this celebration centered on Chef Jessica's luncheon of Baked Spiral Ham with Raisin Sauce, Eggnog, Live Entertainment with the Seaside singers, and Santa stopped by for a special visit.



- New Year's 2023 was rung in a bit early at the Senior Center with a countdown to Noon with a record number of 120 guests. Seniors enjoyed a delicious buffet-style luncheon of Filet Mignon, Sparkling Apple Cider, and cake! Incredible live entertainment was provided by David Crimmen. In addition, Pacificans Care presented \$25 Grocery Outlet holiday gift cards to each one of our seniors who attended the New Year's Eve party and luncheon this year.



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

Meals on Wheels (MOW)

- Pacifica Senior Services is currently servicing 112 homebound clients. There are currently 16 prospective clients on the wait list. Coordinator Yeung is conducting home visits and scheduling intakes on a weekly basis. Previously, we had 25 clients on the waitlist.
- Meals continue to be delivered fresh daily Monday-Friday and frozen meals for weekend and holidays delivered on Fridays or the day before the holiday. Out of 112 clients, 15 of them requested frozen meals for the weekend and holidays.
- The average client donation for service is \$1.05 per meal.
- We continue to build out our substitute volunteer pool. We lost volunteers when COVID began, but we have recruited new volunteers. 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 13 volunteers who are called upon to substitute.
- During Thanksgiving, through the generous donations from the Pacifica Police Officers Association, Pacifica Police Supervisors Association, Pacifica Police Reserve Officers, and department staff, we were able to provide \$20 gift cards to the clients of Meals on Wheels.



Turkey Too from the Folks in Blue!

Congregate Lunch

- The Congregate meal program served approximately 2,901 meals during the 2nd quarter which was an increase in average participation from 40 a day to between 45-60.
- Senior donations for Congregate totaled \$5,691 which was an average of \$1.96 per meal.

Transportation (Submitted by Michael Costakis, Transportation Specialist)



CaR Program (Connect a Ride) update

With the CAR ridership has been increasing and expanding every month. We have witnessed an increase in trips for medical appointments and number of rides. There are currently 415 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
October	31	86	2.7	2,044	23.76	46	2	40
November	30	107	3.5	2,525	23.59	56	1	51
December	31	104	3.4	2,433	23.39	49	2	55
TOTAL	92	297	3.2	7,002	23.58	151	5	146

Medical Supply Loan Program

The Medical Supply Loan Program is still ongoing. During the 4th quarter we provided 20 pieces of equipment. 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 5 SASH clients and 2 SASH volunteers. Our volunteers have been shopping for our clients once a week for the past 12 months.

Shopping Trips

Monthly shopping trips to the local Safeway and Grocery Outlet have been a huge hit with the seniors and their shopping needs. Between October and December six shopping trips have been enjoyed by a total of 19 seniors.

Day Trips

Since October we have offered 3 senior day trips.

- October 4, 2022 - Lemos Pumpkin Farm



- November 15, 2022- KQED Broadcast Studio



- December 7, 2022 - Filoli Gardens



A total 52 seniors participated in these trips with a request for more trips. Monthly day trips for the upcoming months are currently being planned.

Nicks Luncheon

Nicks invited the seniors back for Thanksgiving Lunch on November 21, 2022. This was the first lunch served for our seniors at Nick's since 2019. Over 100 Senior's enjoyed a wonderful Thanksgiving meal with all the trimmings. Senior Services is grateful to be able to partner with the Gust family for this event each year.





Staff Report

PARKS, BEACHES, AND RECREATION COMMISSION

Item VIII A)

Date: January 25, 2023
To: Members of the Parks, Beaches and Recreation Commission
From: Bob Palacio, Director
Subject: 2023 Parks, Beaches, and Recreation Past, Present and Future Programs and 2023 Work Plan Discussion

BACKGROUND/DISCUSSION

Typically, the Commission has created lists to address upcoming topics, which have been referred as “What’s Next” in annual reports to City Council.

In January of 2022, Commissioners completed a two-meeting discussion of their Work Plan for the year, which were then adopted. These items are listed below, with updates on the progress as of December 2022.

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.

UPDATE - There have been a few emails with the Coastal Commission staff regarding the permit in November, and they have told us they are still analyzing our application. We have asked for some clarification on why it is taking so long, as we are now at a point where we will need to begin the permitting process of camps/schools for the 2023 calendar year. We met with CC staff in December. CC staff has informed us that they will have a draft of the proposed permitting program process for our review early February with the goal of going to CCC for approval in March 2023.

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.

UPDATE: New Pacifica Poet Laureate Toni Mirosevich was chosen via the subcommittee process and was introduced in August at the PB&R Commission Meeting.

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.

UPDATE: On March 28, 2022, staff along with Pacifica Bike Park Committee (PBPC) member Amir Mendel and Commission pro Tem Luson, attended the City Council meeting to deliver the staff report and Power Point presentation on the Bike Park project. Council unanimously approved the concept of a bike Park in Pacifica at the lower Frontierland Park site. PBPC will start focusing on fundraising, design and as well as other next steps such as environmental reports.

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.

UPDATE: Council adopted an Ordinance repealing and replacing Pacifica Municipal Code Chapter 12 - Tree Preservation and Chapter 14 - Maintenance and Preservation of City Trees.

Playground Improvement Program – The 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. Approval of hiring a consultant for the Playground Equipment Improvement Project’s Priority Parks Projects was approved by Council – (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.

UPDATE – Commission has had several presentations for the Priority Parks Project from the City’s consultants, NCE. NCE held pop-up events at each park and staff held one at 4th of July, to solicit feedback from the public. Additionally, almost 150 survey responses were received. Comments from commissioners led to some revisions that focused on including play equipment that provides opportunity for more stimulating motor skill play. The play equipment the community specifically requested on their comments from the survey, such as swings, and some fitness equipment was kept in the design. Some of the more generic items were replaced with more active play equipment. The city has received 35% construction documents for review as of Jan 17, 2023.

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.

FOLLOW UP: Commissioners were not looking for a big “formal” master plan, but for plans for the department’s future for the next 5, 10, 20 years for Pacifica’s PB&R.

UPDATE: There was also a parks overview given to the Commission at a March 2022 study session.

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.

UPDATE: Supervisor Schriver is working looking into Jr. Lifeguarding programs at other beaches, checking with the State about the possibility of having one here. Depending on City staff time and budget, this may be a possibility for summer 2023.

Additional items shared from December commission study session meeting:

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

COMMISSION ACTION REQUESTED

Staff requests that PB&R Commission Action be taken by selecting items to be incorporated into the 2023 PB&R work plan.

**PARKS, BEACHES, AND RECREATION DEPARTMENT
COMMISSION LIAISON ASSIGNMENTS (Updated 8/22/2022)**

COMMITTEE	MEETINGS	LIAISON
Aquatics Liaison	As Needed for pool issues/events- Contact Anthony Schriver, 738-7461	COMMISSIONER LUSSON
Beach Coalition Committee	Contact Lynn Adams lynn4promos@aol.com 355-1668	COMMISSIONER NICOLARI
Beautification Committee	1 st Wednesday, 6:30 pm @ EOC	COMMISSIONER BENTON SHOEMAKER
Bike Park Committee	TBA -Contact Anthony Schriver, (650)738-7461 or aschriver@pacifica.gov	COMMISSIONER(S) LUSSON & VACANT
Chamber of Commerce	www.pacificachamber.com	VACANT
Childcare Services	As Needed -Tracy Gilbert tgilbert@pacifica.gov	VACANT
Earth Day Committee	As Needed	COMMISSIONER LUSSON
Economic Development Committee	2 nd Tuesday of the month, 6pm @ EOC	COMMISSIONER ABBOTT
Family Fun Fest & Pacifica Junior Olympics	TBA – Contact Sophia Mahoney-Rohrl (650)738-7376 or smahoney-rohrl@pacifica.gov	COMMISSIONER LUSSON
4th of July Celebration	TBA – Contact Sophia Mahoney-Rohrl (650)738-7376 or smahoney-rohrl@pacifica.gov	VACANT
Library Advisory Committee	TBA	COMMISSIONER BENTON SHOEMAKER
Open Space and Parkland Advisory Committee	3 rd Wednesday, 6:00PM , TBA	COMMISSIONER NICOLARI
Poet Laureate	As Needed	COMMISSIONER(S) ABBOTT & BENTON SHOEMAKER
Skate Park		COMMISSIONER HEYWOOD
Surf Camp/School Committee		COMMISSIONER(S) ABBOTT & VACANT
Senior In Action Council	As Needed- Senior Advisory Council meets 3 rd Tuesday -1pm-Contact Beth Phipps, (650)738-7352 or bhipps@pacifica.gov	COMMISSIONER ABBOTT
Tree City Pacifica		COMMISSIONER BENTON SHOEMAKER
Youth Advisory Board	2 nd Wednesday-Community Center- 6pm- Contact Sophia Mahoney-Rohrl (650)738-7376 or smahoney-rohrl@pacifica.gov	VACANT