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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  
Sue Beckmeyer

MAYOR PRO TEM  
Mary Bier

COUNCIL  
Mike O'Neill  
Sue Vaterlaus Tygarjas  
Bigstycck

Wednesday, April 28, 2021

Virtual Meeting via Zoom Link: <https://zoom.us/j/95832189618>

**CORONAVIRUS DISEASE (COVID-19) NOTICE**

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT AND PURSUANT TO THE ORDERS OF THE HEALTH OFFICER OF SAN MATEO COUNTY DATED MARCH 16, 2020, MARCH 31, 2020, APRIL 29, 2020 AND MAY 15, 2020. 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: <https://zoom.us/j/95832189618>
- To access the meeting by computer/smartphone, go to:
- To dial-in via phone +1 (669) 900-6833

Then webinar ID: 958 3218 9618

**How to Submit Public Comments:**

- **During the Meeting:** Live verbal public comments may be made by members of the public joining the meeting via Zoom (computer, smartphone/tablet app, or phone). Zoom access information is provided above. Use the "raise hand" feature (for those joining by phone, press \*9 to "raise hand") during the public comment period for the agenda item you wish to address. City staff will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment. You will have 3 minutes to speak unless modified by the meeting chair.
- **Before the Meeting:** Written public comments for the record may be submitted in advance by 4:00 p.m. on the meeting date by email to: [seeleyk@ci.pacificaca.us](mailto:seeleyk@ci.pacificaca.us) 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, April 28, 2021  
VIA Zoom: <https://zoom.us/j/95832189618>

**CALL TO ORDER**

**7:00 PM REGULAR MEETING**

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- A) Regular Meeting 03/24/2021
- B) Study Session 03/24/2021

**IV. ADOPTION OF AGENDA**

**V. SPECIAL PRESENTATION**

Recreation, Youth, and Teen Program Update - Coordinator Sydney Bliss

**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) Commission Annual Report to Council

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

**X. REPORTS FROM STAFF**

- A) Director Michael Perez

**XI. ADJOURNMENT**

**Next Regular Meeting: 05/26/2021**

**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.**



# Staff Report



Item VII.A) April 28, 2021

To: Members of the Parks, Beaches and Recreation Commission

From: Michael Perez, Director

Subject: Administrative Update

On the following pages, you will find our April quarterly report, representing the first three months of programs and activities of 2021. As we have now passed the one-year mark of our COVID-19 initial shut down, I want to express my appreciation to the hard-working Parks, Beaches, and Recreation (PB&R) staff for all their efforts this entire last year. It is important to acknowledge the commitment and perseverance of our employees for all of their efforts during these challenging times as we move towards reopening and reimaging our services.

## **Budget**

Due to the impact of COVID-19 on our programs, we have experienced a decrease in revenue accompanied by, less significant, decreases in expenditures. Since the beginning of March City departments have been working on the 21/22 budget.

- Department head presentations to the City Manager - week of March 26.
- Long Term Financial Plan – Council April 12.
- Draft Budget presentation (high level) – Council May 10.
- Capital Improvement Program (CIP) – Planning Commission May 3.
- Budget Presentations for PD, FD, Gen. Gov., Planning – Council week of 5/17.
- Budget Presentations for Public Works, Engineering, Waste Water, Parks, Beaches and Recreation – May 24.
- Final Budget Presentation – 21/22 Budget, CIP – Council June 14.
- Adoption of 21/22 Budget – Council June 28.

## **Staffing Update**

Our Senior Services Food Coordinator/Chef, Steve Humphrey, has announced his retirement, as of May 31, 2021. Steve has worked for the City since September of 2018, serving up excellent food and top notch customer service to our program participants. We will miss Steve's enthusiasm as well as his cooking skills, and wish him all the best in his future endeavors. Recruitment for his replacement started last week.

We are also experiencing difficulties in and recruitment and retention of part-time Child Care employees. Staff are working at some strategies along with our HR Department in order to make sure we are in a good place as we begin reopening more spaces for children with school starting hybrid in-person learning in April. In addition, as with our Recreation Division, we are also recruiting and hiring part-time staff for the summer.

## **Civic Center Facilities**

At the April 26 meeting (which has not happened at the time of writing this report), Council provided direction to the staff relating to the Final Civic Center Conceptual Design. The Civic Center remediation project will require staff from City Hall and the Planning and Parks, Beaches to relocate for approximately 18 months to the Community Center. While the time of this move has not been finalized, staff are working through details on changes to the Community Center occupation as well as plans for the reopening of the building and programs.

## **2021 Commission Work Plan Items – recap/update**

At last month's regular meeting, Commissioners discussed 2021 work plan items, reaffirmed staff recommendations and added a few items to the list. Those items include:

- **Surf Camp/School Policy** – Commission created the Surf Camp/School Policy Advisory Task Force in December, and since then there have been three meetings (one each month).

## **Meeting Roadmap**

- **#1 – February 16, 2021**  
Task Force Introductions. Overview of Purpose and Outcome Expectations. Organization and Protocols. Background of Policy and survey of other municipal programs.
- **#2 – March 16, 2021**  
Current Surf Camp/School Rules Matrix. Schedule and usage of beach by operators  
Community Access Partner Permit (CAPP) program criteria and framework.
- **#3 – April 20, 2021**  
CAPP Program Framework Scenarios
- **#4 – May 18, 2021**  
Overall Policy Purpose Statement. Current Policy Overview with focus on current permit limits on camps/numbers of students per camp and potential shift to student "load".
- **#5 - June 15, 2021**  
Overall Application Process. Permit Approval. Application Requirements. Applicant Qualifications.
- **#6 July 20, 2021**  
Recommendations and Report
  
- **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 last month's Heritage Tree Study Session. It was a very informative session that included time for questions and discussion.
  
- **Poet Laureate** –Our current Poet Laureate, agreed to continue past her term as we were coming to grips with COVID-19. Choosing the next Poet Laureate was added to the 2021 work plan for the Commission. Commissioner Benton Shoemaker and Chair Abbott volunteered to be on the ad hoc committee with Recreation Assistant Supervisor Phipps as the staff assigned. Currently we have extended the deadline and will be doing additional outreach to hopefully

attract more applicants.

- **Bike Park** – Based on discussion and input from City Council joint study session with Commission, the Bike Park Committee will begin working on items relating to next steps including looking closer at their survey info, using Flash Vote as another surveying method and more evaluation on site selection. Recreation Coordinator Anthony Schriver is the PB&R staff liaison to the group, and Commissioners Kellogg and Lusson have volunteered as liaisons. Commissioner Marchetti volunteered to be an alternate. This Committee is meeting montly.
- **Bike and Pedestrian Master Plan** – Commissioners asked about next steps and updates on the plan and any projects. Deputy Director of Public Works (DPW), Sam Bautista reported back that, as grants are available, staff will apply. Information and/or the need for Commission/B/BAC input will be made available as appropriate.

Recently DPW received some good news and were able to announce the award of a Highway Safety Improvement Program (HSIP) Cycle 10 Grant to the City of Pacifica in the amount of \$249,200. The Engineering Division submitted the HSIP grant application last Fall 2020 and learned of the award on March 29, 2021.

The HSIP Grant will be used for construction of pedestrian improvements in the Northern region of Pacifica. The pedestrian improvements will consist of the installation of new ADA compliant curb ramps and high-visibility crosswalks. The intersections that will be enhanced with pedestrian improvements are:

- Gateway Drive and Westcliff Court
- Gateway Drive and Edgewood Drive
- Hickey Boulevard and Catalina Avenue
- Hickey Boulevard and Beachview Avenue
- Inverness Drive and Horizon Way
- Inverness Drive and Foothill Drive
- Inverness Drive and Forest Lake Drive
- Inverness Drive and Heathcliff Drive
- Glencourt Way and Glasgow Drive
- Glencourt Way and Lomond Drive
- Glencourt Way and Kavanaugh Way

The countermeasures to be installed will create a safer environment for schoolchildren, ADA users, and the general public. Many of the neighborhoods in the northern region of Pacifica were developed in the 60's and 70's, long before disabled accessibilities were a top priority in the nation. The HSIP Cycle 10 Grant application will begin to address concerns related to sidewalk continuity when crossing streets through the upcoming pedestrian improvements. Construction is slated to begin in Summer 2022.

- **Parks Master Plan** – Currently there is no master plan for PB&R; however, there is a Capital Improvement Program (CIP) to address upgrades to City playground structures. The department did go through a master plan process, which was not completed, over 15 years ago. Staff will discuss will be discussing this with DPW staff and bring this item back to the Commission later in the year.



# Staff Report

Item VII B) April 28, 2021  
TO: Members of the Parks, Beaches and Recreation Commission  
FROM: Anthony Schriver, Recreation Coordinator  
SUBJECT: Aquatics Division Update (January – March 2021)

## Adult Lap Swim and Water Aerobics

During the months of January, February, and most of March, we were fortunate to operate Adult Lap Swim and Water Aerobics at the outdoor Terra Nova High School Pool with restrictions set in place by San Mateo County and State of California. These restrictions included:

Participants entering the facility had to have their temperature checked with a touchless thermometer and do a self-health screening to ensure that they were not showing symptoms of the COVID-19 virus. All persons in the facility were required to wear face masks except when they were in the water. Swimmers had to come to the pool prepared to swim in their swimsuits. One person per lap lane, 45-minute lap swims with a reservation only. Participants were able to reserve a lap lane through SignUp Genius and pay the \$10.00 fee. Water Aerobics operated in the same way, but with 10 participants spread out in one lap lane with a one-lane buffer Tuesday through Thursday at 10am and 11am. Participants were physically distanced six feet apart at all times.

On March 22, we were allowed to re-enter our indoor Jean E. Brink Pool and Oceana High School. Swimmers and water aerobics participants are thrilled and thankful to be back at our warm indoor pool.

Unfortunately, due to State regulations, the locker rooms, showers, and water fountains remain closed to help minimize the spread of the virus. Only the bathrooms are open for use when needed.



During the month of January, we had 1,451 participants utilize our pools for Lap Swim and Water Aerobics; in February, 1,600; and in March, 2,048. This totaled 5,099 participants safely using the pool, bringing in a total of \$50,993 this quarter. Participants have been so grateful to swim and take water aerobics since most gyms, fitness centers, yoga studios, and other pools have been closed during this COVID-19 pandemic. Swimmers have been very complimentary of our safe operations as well.

Pacifica Senior Services continues to offer the **Sirkka Niukkanen Senior Swim Program**. Senior residents (age 60+) pay a discounted rate of \$5 per swim and must reserve a lane Monday-Saturday between 8am-2pm through the online reservation system. Swim slots are one hour (45-min swim), and COVID-19 aquatics restrictions must be followed. In order to qualify for this program, an individual must present a photo ID showing his/her birthdate and address when he/she comes to the pool for the first time. Over the past three months, we've had 1,215 Pacifica seniors take advantage of this program and subsidized \$6,075 in senior fees. Many Pacifica seniors are on fixed incomes and are thus so grateful for this discounted swim program during these unprecedented times. A huge thank you to the Pacifica Senior Services team and the Sirkka Niukkanen Trust Fund for making this available to us!

## Pacifica Sea Lions Aquatics Club (PSL)

PSL swim team members ages 12+ have been continuing their daily workouts (M-F 3:00-6:00pm) at the pool through a process similar to that of our adult lap swim program. Parents of PSL athletes are able to make an online reservation for 45-minute sessions with a coach. The cost of these workouts is \$10 per PSL member. In January, we had 387 swimmers working out, bringing in a total of \$3,870. In February, we had 346 swimmers working out, bringing in a total of \$3,460. And in March, we had 327 swimmers working out, bringing in a total of \$3,270. Total revenue generated was \$10,600.

Participation may have dropped from last quarter due to the cold weather and holidays. At this time, we continue to hold PSL workouts at the indoor Jean E. Brink Pool. We are currently working on transitioning the PSL swim team to a private non-profit swim team, finalizing our contract with them and, renewing our MOU with the JUHSD. Transition of the PSL team should be completed by July 1, 2021.



## Lifeguarding and Swim Coaching Staff

Staff have been doing an amazing job! Before each pool opened, staff completed 2.5 hours of additional training to ensure that all State COVID-19 regulations were being met and/or exceeded. On a daily basis, staff continue to review protocols of how to rescue victims, deliver CPR, use an automatic defibrillator, check in customers, and sanitize all frequently touched and used areas around the pool, reception, and bathrooms. All staff used their own equipment provided by the City, had their masks on, were physically distanced, and wore gloves while participating in these trainings.

We commend and appreciate their services as they are our frontline workers serving our community to provide a safe pool environment for a sport and workout loved by many. Swimmers and water aerobics participants have, and continue to praise our staff on a regular basis. We are pleased to hear this feedback, and it's our pleasure to be of service to our most awesome swimming community.





# *Staff Report*

## **ITEM VII. C**

**DATE:** April 28, 2021  
**TO:** Members of the Parks, Beaches and Recreation Commission  
**FROM:** Tracy Gilbert, Child Care Services Supervisor  
**SUBJECT:** Child Care Division Update January-March 2021

### **ENROLLMENT UPDATE:**

Currently, the Child Care division has 142 children enrolled including distance learners. The Vallemar site has opened up one other classroom to accommodate additional children. Our Sunset Ridge site will follow suit in mid to late April.

### **QIRS GRANT:**

The Child Care program will be receiving additional Quality Improvement Rating System (QIRS) grants for the current fiscal year. Spending will occur between January and June totaling over \$15,700 from the County. Staff are working on their site orders preparing for purchases. The Child Care division will receive a total of \$33,499 in QRIS grants for FY 2020-21.

### **PART-TIME STAFF RECRUITMENT UPDATE:**

The Child Care division is in the process of hiring extra part-time staff to satisfy the need for classroom staff support. All Child Care employees must continue to provide support for distance learning, continued disinfecting and sanitizing procedures, and regular day-to-day classroom management tasks. The hiring of these part-time staff will allow us to open additional classrooms as the first day of in-person instruction for Pacifica School District will be held on April 19<sup>th</sup> 2021. On March 19, 2021 the San Mateo County Department of Public Health announced that the size of Child Care cohorts can be changed from a maximum of 16 to a "small group" size. A specific number for this small group was not provided and it was advised that agencies will need to develop their own definition of small group sizes. The Child Care Division is awaiting additional clarification from the Department of Public Health during an upcoming Licensing webinar.

### **CHILD CARE COVID 19 VACCINATIONS UPDATES:**

30 of 36 (84%) of Child Care staff have received at least 1 dose of the COVID 19 vaccine.

### **FAIRMONT PARK PRESCHOOL PICTURES:**

The following pictures shared below are from Fairmont Park preschool. Fairmont Park, as well as all of the sites have been planning and facilitating creative and interesting activities for the children to enjoy.







# Staff Report



## ITEM VII D

DATE: April 28, 2021  
TO: Members of the Parks, Beaches and Recreation Commission  
FROM: Sydney Bliss, Recreation Coordinator  
SUBJECT: Recreation Division and Community Center Rentals Update  
January – March 2021

### **Summer Adventure Camp Planning**

Plans are underway for Summer Adventure Camp 2021. Even with restrictions starting to loosen, this year's camp will run with the same modifications and protocols as summer 2020 to ensure campers are safe and stay healthy. Campers will be assigned to a stable cohort for a two week period, mask wearing will be mandatory for both campers and staff, outside activities will be planned as much as possible, and strict cleaning procedures will be implemented. Planning for camp during COVID is challenging as we navigate through the ever changing health codes and protocols. We have designed camp with the ability to increase numbers if allowed. There are a few more details to go over; however, planning is now almost complete. Discussions have been centered on location of camp (Community Center), cost of registration, staffing, county guidelines, themes and more. We are looking forward to providing a memorable experience for the youth of Pacifica this summer.

### **CPRS Virtual Conference**

California Parks and Recreation Society held their annual conference virtually this year. There were topical sessions that gave more perspective on how to run programs during the pandemic. It was beneficial to hear from departments throughout the state that we are all in this together and are all experiencing similar issues during this turbulent time.



### **Youth Advisory Board**

The Youth Advisory Board (YAB) is a group of teens that are dedicated to serving their community. They are the voices of the youth in Pacifica. Currently there are eight members who sit on the board. The Pacifica YAB has plans to meet virtually to plan upcoming virtual events. We are always looking to recruit new members,

however this has been particularly difficult this year due to Covid-19. Staff is hoping to resume more regular meetings starting this summer.



### **Virtual Website:**

At the beginning of the COVID-19 shutdown the Parks, Beaches, and Recreation Department created a virtual website for the community. On the website you will find links to games, educational supplements, fitness classes, and much more. We continue to update this sight to make it fresh and more informative as we go along.

[https://www.cityofpacifica.org/depts/pbr/virtual\\_community\\_center.asp](https://www.cityofpacifica.org/depts/pbr/virtual_community_center.asp) .

### **Special Events**

#### **2<sup>nd</sup> Annual Reverse Spring Egg Hunt**

The Reverse Spring Egg Hunt brought so much joy to Pacifica last year we decided to go a second round. The event took place on Friday April 2<sup>nd</sup>, from 3pm to 5pm. Community members were encouraged to decorate a paper egg and help the Spring Bunny point it out from the parade. We were able to use the Glimpse app to track the bunny around Pacifica and maps of the route were posted to social media and Nextdoor. We would like to thank the Pacifica Police, North County Fire, Public Works and Pacifica Senior Services for helping with this year's event.

This event was well attended and brought smiles to all who saw and waved at the bunny.



#### **Hidden Golden Eggs**

To promote the Reverse Spring Egg Hunt and get people out to Pacifica Parks, we hid 8 golden eggs in various parks all over town. Each gold egg had a golden ticket enclosed with information on how to reach out to the department to claim a goodie basket. This was a

success and brought some big smiles to the lucky finders.



### **Friendship Playground 20<sup>th</sup> Anniversary**

Plans are underway for a celebration of one of Pacifica's best playgrounds. Friendship Playground is located at Frontierland Park and opened on July 4<sup>th</sup> 2001. With all the work that went into building this playground we are eager to celebrate its 20<sup>th</sup> anniversary in style, but safely. More details will be shared in the coming weeks about this event.

### **Pacifica Community Center**

Between the months of January and March, the Community Center has remained unoccupied to community renters. The building is used for Seniors Meals on Wheels, Seniors Grab and Go lunch, and the AARP Senior Tax program. Ongoing Rentals and Special Event Rentals stopped March 13<sup>th</sup>, 2020 due to COVID19.



# Staff Report



ITEM VII. E)

DATE: April 28, 2021  
TO: Members of the Parks, Beaches and Recreation Commission  
FROM: Amy Andonian, Recreation Manager  
SUBJECT: SENIOR SERVICES DIVISION UPDATE January - March 2021

## Manager's Report

### Age Friendly Cities (AFC) update:

In January 2021, the work of the Pacifica Age Friendly City (AFC) Coalition resumed under the leadership of long-time Pacifica resident Roy Earnest. The Pacifica AFC initiative officially commenced in FY19-20 but was put on hold for several months starting in March 2020 due to the COVID-19 pandemic. After reviewing feedback gathered from focus group discussions with residents about unmet needs that included reliable and low-cost transportation, affordable housing and social inclusion as areas of critical need, the Pacifica AFC Coalition chose the following three inaugural age-friendly projects:

**1.) Transportation:** Many focus group participants expressed frustration with the unreliability and cost of taxi services to nearby shops, local doctors' offices, and shopping centers. Many shared the fear of utilizing shared ride services due to the need of a cell phone and uncertainty of paying over the internet. It was reported that the shared ride companies often cancelled rides once booked due to Pacifica's out-of-the-way location on the coast from denser areas to the north and east that are more lucrative for drivers. The Connect-a-Ride (CaR) program was developed to address this issue in collaboration with Serra Cab and with the support of the City of San Mateo, who shared their approach with Pacifica of addressing similar issues through their "Get Around" program. Pacifica was able to launch the CaR (taxi) program in November 2019. CaR participants receive 8 monthly subsidized one-way rides at a cost of \$5 per ride within the defined boundaries of the program (tip optional). The remainder of ride cost is subsidized by the CaR program. At the end of the month 8 rides are automatically reloaded on participants' Rider Card (no carryover or charge for unused rides) CaR boundaries are anywhere in Pacifica, Colma Bart Station, hospitals between Seton Medical Center, SSF and Daly City Kaiser, Mills/Peninsula, medical offices associated with the listed hospitals and dialysis centers within these boundaries. Rides must begin or end in Pacifica.

**2.) Housing:** Many focus group participants brought up their concerns about affordable housing for themselves or for family members and friends. Each focus group included stories about friends and family members of all ages being forced to move out of the Bay Area to less expensive areas of California or to other states and countries. During these discussions, it became clear that many participants had a very hazy understanding of how someone would apply for an apartment at the three affordable senior housing complexes in Pacifica. Several thought they were "assisted living facilities" rather than just apartment complexes reserved for low-income seniors. As a result of this input, the AFC Coalition decided to provide three public Housing Symposiums each year for seniors and others that would provide up-to-date information on housing options such as: eligibility/application requirements for affordable senior apartments, and ways to age at home such as home sharing; repair programs; accessory dwelling units and intentional coop living arrangements. The first symposium was

to debut on May 20, 2020 at Pacifica’s Annual Senior Information and Health Fair but this was canceled due to the pandemic. As an alternative until we can do in-person presentations, Pacifica’s AFC Coalition is preparing an affordable housing strategic guide for older adults in collaboration with local non-profits as well as looking at ways we can provide a symposium on Pacifica’s local TV channel 26. A webinar via ZOOM is also being considered.

**3.) Age-Friendly Businesses:** Focus group participants were mixed in their acknowledgement of an unmet need in the domain of Respect and Social Inclusion. Some indicated they had no problems in this area while others felt that local businesses and organizations and some fellow residents weren’t sensitive to their needs and dismissed them. The AFC Coalition felt that this area needed to be addressed because they knew that ageism was often below the awareness of many elders but, nonetheless, existed in various forms in Pacifica and elsewhere. In partnership with the local Chamber of Commerce and interested community volunteers and organizations, the AFC Coalition will set up an Age Friendly Business and Organization Recognition Program as well as offer a training program to further encourage age-friendly business and organizational practices in our community. This project is pending until the pandemic abates somewhat.



CaR Program (Connect a Ride) update:

CaR ridership continues to increase and expand in distance since the COVID-19 “Shelter in Place” order went into effect a year ago. In particular, we have witnessed an increase in trips for medical appointments. There are currently 276 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
January	31	49	1.6	1166	37.61	25	0	24
February	28	52	1.9	1102	39.36	18	0	34
March	31	64	2.1	1436	46.32	37	0	27
TOTAL	90	165	1.9 avg.	3704	41.10 avg.	80	0	85

Senior Services Administration

Following the retirement of Jim Lange in December 2020, Amy Andonian joined the team as the new Recreation Manager on January 19<sup>th</sup>, 2021. Amy comes to the City of Pacifica with 15+ years of experience in the aging and nonprofit sectors, and she most recently served as the President & CEO of the Palo Alto-based nonprofit organization Avenidas, a well-known and long-time provider of senior services on the Mid-Peninsula. A recent interview with Amy was featured in the Pacifica Tribune, and the article provides a great overview of Pacifica Senior Services as well:

[https://www.pacificatribune.com/news/new-recreation-manager-brings-wealth-of-experience-to-new-home-in-pacifica-post/article\\_b547b654-812a-11eb-98b1-039191df297d.html](https://www.pacificatribune.com/news/new-recreation-manager-brings-wealth-of-experience-to-new-home-in-pacifica-post/article_b547b654-812a-11eb-98b1-039191df297d.html)

Our vacant Transportation Specialist-“Class B” Bus Driver position remains open and recruitment will not start until we plan to resume our Transportation Services. This position will assume all transportation services operations--including the CaR program. Staff has included this position as part of the 2020-2021 budget proposal to be filled at the middle of next fiscal year, January 2022.

In early March, our staff – all of whom assist with our senior nutrition programs at various times – became eligible to get their COVID vaccinations, since they are considered “Food Workers.” At this time, more than 50% of the staff have received their second (and final) vaccination shots. In addition, the majority of our MOW and Grab & Go volunteers have been fully vaccinated as well.

### Building & Facilities

We are very grateful to have received another generous grant of \$1,100 from Pacificans Care to purchase four new carts for the kitchen. With the significant increase in meal production during the pandemic, our kitchen staff – and equipment – has been pushed to the max, and thus this grant (and the new carts that it allowed us to purchase) couldn’t have arrived at a better time. Thank you again for being our local hero, Pacificans Care!

Our seniors have informed us that the bocce ball court outside of the Senior Center has a good-sized hole now at one end of the artificial turf. We have submitted a work order to Public Works and expect to have it repaired ASAP. In addition, we have received several complaints about people (especially teenagers) speeding down the driveway leading from Crespi to the new parking lot in the back of the building. We have asked Public Works to install caution signs along the driveway to remind people that we have both children and seniors at play.

Finally, conversations have begun regarding the relocation of City Hall staff to the Community / Senior Center during the upcoming 18-month-long (estimated) Civic Center Remediation Project. This will impact our senior programming to some degree (TBD), as we will no longer have access to the entire building during the daytime. However, staff are confident that we will be able to continue providing all of our pre-pandemic programs and services on-site, even if they are at different times of the day and/or different locations within the building.

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

The “Grab and Go” lunch program continues to be a huge success. Along with the meals, efforts are made to distribute printed educational material pertaining to COVID-19, “brain teasers”, as well as the offer of books and jig saw puzzles. Senior Services staff dressed up for Valentine’s Day, Chinese New Year, Mardi Gras, and St. Patrick’s Day.



### **Re-Imagining Programs**

All in-house classes, programs, services, and activities continue to remain suspended (since March 16, 2020). Senior Services staff continue to strategize ways to reimagine programs. Pacifica Senior Services has created a Virtual Senior Center page to give seniors a nice way to get a break from their routine at home and keep them entertained. The Virtual Senior Center consists of URL links that will direct participants to fitness, puzzles, games, and more! The URL links are posted online at [www.cityofpacific.org/seniorservices](http://www.cityofpacific.org/seniorservices) and in the Senior Tidings newsletter. Currently, nine classes and services are being offered virtually through Zoom: American Line Dancing, Aerobics, Chair/Mat Yoga, Rosen Method Movement, Zumba Gold, “STAGES” Drop-in Discussion, Drop-in Grief Support, and Ukulele

Class Jam Session. Virtual Bingo hosted by PB&R on Zoom is held weekly on Wednesdays at 3pm, and participation is steady averaging 10 people since we started this program in July. Senior Services staff continues Virtual Coffee Happy Hour via Zoom on Thursdays at 10am. This is a time to provide updates, conversation, reconnect, check in, and share a laugh.

Pacifica Senior Services celebrated National Popcorn Day. "Grab and Go" lunch participants popped by to enjoy this delightful snack on January 19, 2021.

From November 2020 to January 2021, Pacifica residents aged 60+ took part in a creative engagement art program. Each month, a new project was provided, and an overview by artist Lola Fraknoi covering the inspiration and techniques for the project was shared via Zoom. The three projects were:

- Prompt Drawings (images meant to be continued by completing an unfinished object and/or adding further images to the composition)
- Side-by-Side (images that are only finished on one side, with an objective to finish the other side and embellish with details and color)
- Collage (using found images of people, animals, nature, abstract shapes and design, new compositions are created)

A virtual art show was held on February 23, 2020, as the culminating event to share the works created. This program was supported and presented by Pacificans Care and Sanchez Art Center. We are grateful to Cindy Abbott, Executive Director of the Sanchez Art Center, for coming up with this partnership idea and helping us to make it happen.

Throughout the month of March, Pacifica Senior Services promoted an Egg decorating contest where seniors could transform an Egg into an "EGG-cellent" decoration. Participants could use any materials (e.g. paint, pens, dye, paper shapes, pom-poms, icing, gold foil, and/or other materials), and they could choose to decorate one of the following objects:

- egg shell
- chocolate egg
- biscuit egg
- egg made of paper or cardboard

This activity was intended for folks to take a break from the news, and to participate in an activity they most likely haven't engaged in since they were young. The top three entries received an "eggstra-special" Easter basket prize!





Pacifica Senior Services staff have been overwhelmed with questions regarding COVID-19 vaccinations amongst the senior population in Pacifica. In late February, we hosted a COVID-19 Vaccine Live Webinar presented by Sandra Carlson, RN who is a Clinical Services Director at WelbeHealth. This presentation gave our seniors more knowledge about the vaccinations, and Sandra was able to provide factual answers and responses to all their questions and concerns.

Pacifica Senior Services staff also hosted a virtual "meet & greet" to give the Seniors in Action (SIA) members a chance to meet our new Recreation Manager, Amy Andonian. This was an open discussion where Amy was able to introduce herself and talk about her overall vision for Pacifica Senior Services (both pre- and post-pandemic), and the SIA members were able to ask questions, provide feedback and suggestions, and introduce themselves to Amy as well.



Pacifica Senior Services staff is mailing out a plea (appeal) letter as we begin to make plans for the grand re-opening of our Senior Center. With the SIA members' support, we hope to introduce new programming and classes for everyone. In addition, we are including a *Reopening and Program Participation Survey* with the plea (appeal) letter to prepare for our reopening. This survey will help staff make important decisions regarding the reopening of the Pacifica Senior Center and plan for future programs and services to meet the needs of our community.

Pacifica Senior Services staff continue to make efforts to celebrate special occasions and holidays. This year's Super Bowl luncheon was held on Friday, February 5, 2021. Our "Grab and Go" lunch participants enjoyed Chef Steve's luncheon of Polish sausage with grilled peppers and individual football tags on each lunch bag that said, "Pacifica Senior Center's MVP." For Valentine's Day, our "Grab and Go" participants enjoyed Roast Pork Loin with Cherry Sauce, and received goody bag donations from Cabrillo Child Care, as well as from the Kinders and 3<sup>rd</sup> Graders of Ms. Arai's and Ms. Wiseman's classes. For Chinese New Year - the Year of the Ox - the beauty of the Chinese culture and cuisine were enjoyed during "Grab and Go," and each lunch included a fortune cookie donated by Kenny's Café. The Mardi Gras luncheon was celebrated on Fat Tuesday, February 16, 2020. This year's celebration was centered on Chef Steve's New Orleans-inspired cuisines, including Jambalaya. Instead of the traditional Corned Beef for our St. Patrick's Day luncheon, Chef Steve made modifications to the menu which included: Irish Lamb Stew, Sautéed Cabbage, Mashed Potatoes, and Irish Soda Bread, serving over 100 participants at "Grab and Go" lunch for this special occasion.



## Senior Nutrition Programs (Submitted by Stephanie Coy, Community Services Coordinator)

### Meals on Wheels (MOW)

- Meals on Wheels volunteers delivered 6,072 meals to our frail homebound clients enrolled in the MOW program and an additional 737 meals to seniors that are "Sheltering in Place" during the third quarter of 2020-21.
- Unduplicated clients were 131 homebound seniors (117 MOW clients + 14 "Grab and Go" clients). Meals continue to be delivered fresh daily M-F and frozen meals for weekend and holidays delivered on Fridays or the day before the holiday.
- The average client donation for service is \$1.47 per meal (3% increase from PY).
- We are currently operating 7 meal delivery routes (5 routes were our standard prior to COVID-19). Each week we have 35 consistent volunteers delivering the meals daily. We have recruited and secured 12 volunteers who are on call and ready to substitute on any given day.



### Congregate Lunch (currently "Grab and Go" due to COVID-19)

- Our "Grab and Go" drive-thru program has served 5,378 meals during the first quarter of 2020-21.
- There were approximately 140 unduplicated seniors picking up meals during the months of January-March 2020.
- Fresh meals continue to be picked up M-F between 11:30am-12:30pm from the East driveway of the Community Center.



Finally, our AARP Tax Program was a big success this year. Despite the logistical challenges created by the COVID-19 pandemic over 200 local seniors were able to drop off their taxes at the Senior Center and have them expertly prepared (for free) by an incredible team of dedicated volunteer consisting of current and recently retired CPAs and accountants!



# Staff Report

PARKS, BEACHES AND RECREATION COMMISSION  
AGENDA SUMMARY REPORT  
April 28, 2021  
Item VIII. A

**SUBJECT:**

PB&R Commission Annual Report

**BACKGROUND:**

As part of the "resolution providing for appointments, terms, reporting and reorganization requirements for commission and committees," annual reports from committees and commissions are required. Through 2017, commissioners presented an annual report to the City Council, highlighting the previous year's work. Beginning in 2018, the Council decided that all Committee and Commissions would present their annual reports on the same date. Last year reports were not presented due to COVID-19. This year, presentations will be given on June 14, 2021, prior to the regular Council meeting beginning at 5:45.

As described in the report on committees and commissions, this report/presentation should be a summary of the Commission's work for the year.

Staff will provide the Commission with meeting summaries from 2018/2019 since the last annual report leading up to tonight. Typically the Chair, along with one or two other volunteer commissioners will put together a presentation with the help of the Director. The Chair and/or the Chair pro Tem would present the information at the Council meeting.

The 2019 Annual report document included sections on:

- Commission Member information
- Highlights from the past year
- Meeting summaries
- Power Point presentation to the City Council, summarizing the report

**DISCUSSION:**

Tonight we can discuss the information Commissioners wish to see in the report, and who would like to be involved in the next steps of putting it together.

It would be desirable to be able to have a draft for review by the next month's regular Commission Meeting.

**COMMISSION ACTION REQUESTED**

Selection of a subcommittee for the annual report. Discussion of annual report and presentation; recommendation and direction to the sub-committee and staff.