



DRAFT

Staff Report

Item VIII. A) April 22, 2020

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Michael Perez, Director

SUBJECT: Administrative Update

I hope this communication finds you and your families safe and healthy. Because of the Shelter in Place order due to COVID-19, we are submitting this Quarterly Update to you electronically and posting it on our website as a DRAFT to be adopted at a future PB&R Commission meeting once they resume.

This report would normally highlight the first three months of the year as well as preview the next three. We had regularly scheduled activities running up until mid-March, and then began to quickly close facilities and cancel programs and events. As you will read in the following pages, much of what we are now dealing with is because of the COVID-19 situation. We are now finishing six weeks of Shelter in Place, and staff have been adapting to new working conditions, tasks and assignments.

I would like to extend my appreciation to our program participants and their families for their patience and understanding as we deal with the logistics of postponing and/or canceling activities and events. The community has also been exceptional and we appreciate their continued support. Finally, I would like to thank all of our staff and volunteers that have worked very hard and adapted to our “new normal” of service delivery. This is an unprecedented time for all of us, but I am confident that we will get through it.

COVID-19 - In the Beginning

On Thursday March 12th, we made the decision to start closing programs and facilities as the school district sent out notice that they would be closed starting the following Monday, March 16th. Website information was updated regarding program and class status and Social Media was used to get the word out.

Staff worked to use this time to sanitize, deep clean and in some cases, organize our facilities. This included the Community Center, Brink Pool and our Child Care sites. Physical distancing protocols were adhered to during the time when staff were working together. Our office staff began a rotating schedule that involved partial/mostly-remote working. Procedures to check phone and email messages regularly were created.

Essential Services

From the beginning of program closures, the Senior Services lunch program and Meals on Wheels have continued. The lunch program transitioned into a “Grab and Go” format, where folks drive through the side driveway of the Community Center for pick up. Our Meals on Wheels program has grown into seven routes and we have used available full time staff in our Child Care division to help fill in gaps as well as handle any increased capacity on an as-needed basis depending on volunteer availability. You can read more about the great work Recreation Manager Lange and all of our Senior Services staff have done to continue service as well as reinvent the delivery of our essential meal programs in their report.

Preschool Distance Learning

The week of April 13th marked the official beginning of our Distance Learning for the City of Pacifica Preschool Program. All Preschool sites have set up a Google Classroom, YouTube video, and Zoom meetings for circle time, activities, share day, etc. We also passed out a “Take Home Packet” for families for the month of April. The packet included: 1 dry eraser board, 2 dry eraser markers, 1 dry eraser, pack of crayons, pack of colored pencils, 1 glue stick, Play-Doh, stickers, 1 hand toy, worksheets/homework and each site added additional items such as scarves for circle time use. Staff have been working hard to learn how to effectively use this “new” technology in order to enhance distance learning for our children. All sites are providing one circle time and one activity time throughout the day (at least three activities per week). Some are also using Zoom (Interactive) and YouTube recordings to enhance activities.

Video Conferencing

With shelter in place and physical distancing, we have gone to video conferencing methods. Most meetings are being done via this method, with staff becoming more and more proficient with increased usage. You may have seen the recent City Council meetings done via Zoom (video conferencing application) and televised on PCTV. It is very likely that our next PB&R Commission meeting will be done via Zoom. At this time no decision has been made as to when they may start back up.

Budget Schedule

Department heads made budget presentations to the City Manager the week of April 13th.

- April 27th - Narrative Budget and Goals Memo presented to City Council
- May 11th – 2020-2021 Narrative Budget, Draft Fee Schedule and Department Budget Presentations to City Council

As you can imagine, there will be major budgetary impacts due to the COVID-19 response in programming. Staff are still working on budget projections that take into account the impact on 19/20, as well as the possibility of a 20/21 with no, or significantly less, summer programming. At this point, we are waiting to see what the County Health Official and State orders and guidelines will be in order to react and plan accordingly. In the meantime, staff are participating in exercises in order to reimagine programming and activities when the time for reopening occurs.

County/Regional Coordination

I am currently the president of the San Mateo Parks and Recreation Administrators. In addition to leading meetings with this group every two weeks, the Director has also participated in two County Subcommittees:

- County Park and Rec Programming Subcommittee – this committee submitted a memo, which was delivered to the County Manager via San Mateo County City Managers which focused on getting clarifications of health and safety measures for the opening of summer programming. While each city offers a unique portfolio of activities, the overarching

questions we face are similar. These were outlined in the memo to the County Manager:

- Will we be able to offer any indoor camps/activities/ events, and if so, what are the restrictions, and when can we start the programs?
 - Will we be able to offer any outdoor camps/ activities/ events, and if so, what are the restrictions and when can we start the programs?
 - Which programs can public swimming pools offer and under what restrictions?
 - Will current childcare restrictions and operations requirements still apply beyond May 3?
 - Maximum of 12 children per room
 - Fixed roster? Prefer fixed roster for each week
 - Only two staff?
 - Prefer additional staff to support up to 10.5 hours of care per day
 - What are the PPE and wellness check requirements for staff and participants? (Indoors? Outdoors?)
 - What sanitizing procedures are required for park amenities and playgrounds before they can reopen and under what conditions (e.g. gathering size, cleaning frequency, etc.)?
- Reopening Parks/Open Space Subcommittee – This came out of conversation with our City Manager and County Manager about reopening parks. The City Manager group liked what we provided for recreation/summer programming memo and wanted a similar committee to weigh in on parks. Meetings for this subcommittee are ongoing.

Staffing Update

In February, the mid-year budget was presented and our department received permission to add three new Child Care Lead Teacher full-time positions. This was in response to the continued demand for services and the difficulty to recruit, hire and retain the part-time staff needed to satisfy program operational needs and maintain required teacher-child ratios. Adding these three positions is intended to help reduce the cost of contracting part-time substitute teachers; address the program's need to maintain ratios and open up an additional limited amount of spots for children on the waiting lists.

The Meals on Wheels program has grown significantly over the years, as well as the Transportation program, which now includes Connect a Ride (CaR). Staff recommended and in April, Council approved, reclassifying our Senior Services Assistant Supervisor to a Community Services Coordinator (for Meals on Wheels) and the creation of a full-time Transportation Specialist (Bus Driver).

With the uncertainty of the impacts related to COVID-19, we are currently “pausing” our Child Care recruitment, and will also be considering appropriate timing to begin the Senior Services position recruitments.

PLAY Brochure and Registration

Registration for spring and summer classes was scheduled to begin March 18th. Due to COVID-19 spring classes were canceled and summer registration was postponed until further notice. Plans for summer trips, programs and activities remain tentative and implementation will be contingent on the status of Health Official orders and guidelines.



Staff Report

Item VII B) April 8, 2020

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Anthony Schriver, Recreation Coordinator

SUBJECT: AQUATICS UPDATE

Training

During the months of January, February and some of March the pool was heavily utilized by Pacificans and neighbors in the surrounding areas. Due to Oceana High Schools use of the pool for their P.E. classes our daytime programming was limited to one hour in the afternoon M-F. Swimmers and water aerobics participants alike were thrilled to get their workout in during this time. Recreation swim on M & F, 7-9 and Sat & Su 1-3 has always been a big hit for families and swimmers of all ages. We are the only facility in this area to offer a 3 meter and 1 meter diving board which is a great attraction. On Friday March 13th at 09:00 am Brink pool operations were canceled due to the Coronavirus outbreak. We are helping flatten the curve by remaining closed during this time. We will overcome this as a community and will be back open once it is deemed safe by government authorities.

Although COVID 19 has impacted our spring aquatic programs aquatic staff is still preparing for a busy summer. We have summer classes and activities planned so we are ready to go once the ban is lifted.



We hope to offer one lifeguarding course in June and certify many lifeguards within the City of Pacifica and surrounding areas. Our next lifeguarding course is scheduled for June 1st-5th. We are currently not hiring lifeguards and cashiers due to COVID-19. There is still a nationwide shortage of lifeguards affecting pools and programs across the country. We are still offering paid training to any current staff who are interested in becoming a lifeguard.

We are eager to get back in the water to deliver quality aquatic programs at our beautiful one of a kind indoor pool.

Summer Camps

There are two Wet & Wild Water Camps planned for this summer. The first week will be held July 6-10 and the second week, July 20- July 24, with an option for participants to attend either half day or all day. The all-day camp includes Sam Trans bus trips to the beach for ocean safety talks, a look at the Linda Mar tide pools, and an environmental presentation about our watershed with an interactive diorama.



Swim Team

The Pacifica Sea Lions Swim Team has (at the time of this report) 75 swimmers in the competitive group and in 94 in the pre-comp group, for a total of 169 swimmers. A 4-day free trial period is offered the last week of every month

Monday through Thursday and there are always children trying out for the team. This trial period allows families the opportunity to see if the team is a good fit for them. We pro-rated the fees for the month of March due to COVID-19 outbreak and



closure of the pool on March 13th.

The Pacifica Sea Lions have been very busy attending swim meets this quarter. Between

January and March

they competed in four meets. Unfortunately, the PSL swim team was not able to host their swim meet here at the Jean E. Brink Pool on March 21st and 22nd.



Membership	2020	2019	2018
Sea Lions	169	214	205

High school swim season begins in January and continues through April. Because it is against league rules for swimmers to swim for a private club and a high school team at the same time many swimmers drop from PSL until the high school swim season is over.

As of February 29th PSL had 109 Pre-Comp and 85 Competitive swimmers for a total of 194 swimmers. In March 15 Pre-Comp and 10 Competitive swimmers dropped from the team partly due to parents fears surrounding the COVID-19 outbreak. Once we open back up we will be advertising heavily for this swim team program on social media, email blasts, and postings around the City in hopes of getting the youth back in the water and participation numbers up.

Lap swimming/practice times

Sea Lions 4-7 PM – Monday-Friday, includes Pre-Comp Group

There is a 4-day free trial for the Sea Lions Swim Team at the end of each month for swimmers to see if the PSL swim team is right for them and their family

Swim team practice has been paused at the moment due to the pool closure.

2020 Winter Swim Lessons Monday, Tuesday, Wednesday, Thursday and Saturday

	Tiny Tots	Children	Adults	Semi-Private	Private
Monday PM	8	n/a	3	2	n/a
Tuesday PM	n/a	38	n/a	4	1
Wednesday PM	8	15	n/a	12	n/a
Thursday PM	n/a	n/a	n/a	n/a	n/a
Sat. AM	8	40	5	13	2
Totals 2020	24	93	8	31	3
Totals 2019	18	93	6	35	3
Totals 2018	25	93	7	38	4

Little Bobbers Mon/Wed/Sat 2020 Participants	23
Little Bobbers Mon/Wed/Sat 2019 Participants	22
Little Bobbers Mon/Wed/Sat 2018 Participants	19

Swimming lesson participation is up this quarter than in previous years. This could be a result in parents wanting their children to become better at swimming or learn how to swim. Participant are also able to refine their swimming techniques and build upon them to make them stronger swimmers.

Water Zumba

0 Participants (class canceled) (1/15-2/12 2020)

12 Participants (2/26-3/25 2020)

15 Participants (1/2-1/30 2019)

11 Participants (2/13-3/13 2019)

23 Participants (1/10-2/7 2018)

19 Participants (2/28-3/28 2018)

Brink Pool Rental: January –March 2020

January Two Hour Rentals-0 Three Hour Rentals-4 Two Day Swim

Meet- 1

February Two Hour Rentals- 2 Three Hour Rentals- 4 Two Day Swim

Meet- 0

March Two Hour Rentals- 0 Three Hour Rentals-2 Two Day Swim

Meet- 0

Morning Adult Drop-In Program Times

M-F 5:00-8:00 AM & Sat 8-9:30 AM

	January 2020	February 2020	March * 2020
Senior Lap Swim	232	189	174
Adult Lap Swim	401	374	225
Access Members	338	283	162
Total 2020	971	846	561

***March attendance was low due to the COVID-19 mandatory closure.**

	January 2019	February 2019	March 2019
Senior Lap Swim	214	174	252
Adult Lap Swim	365	384	461
All Access Members	346	274	304
Total 2019	925	832	1017

	January 2018	February 2018	March 2018
Senior Lap Swim	236	198	278
Adult Lap Swim	388	322	444
All Access Members	312	277	315
Total 2018	936	797	1037

Daytime Adult Aquatics Programs Monthly Participation Totals

M- F 10-2 PM
M- Sa Water Aerobics
Sun 11-1 PM

	January 2020	February 2020	March 2020*
Senior Aqua X	240	222	125
Senior Lap Swim	265	325	148
Adult Aqua X	88	65	29
Adult Lap Swim	374	356	155
All Access Members	136	127	61
Total 2020	1103	1095	518

*March attendance was low due to the COVID-19 mandatory closure.

	January 2019	February 2019	March 2019
Senior Aqua X	222	212	312
Senior Lap Swim	274	314	288
Adult Aqua X	74	74	54
Adult Lap Swim	369	364	344
All Access Members	120	114	116
Total 2019	1059	1078	1114

	January 2018	February 2018	March 2018
Senior Aqua X	247	242	308
Senior Lap Swim	298	302	274
Adult Aqua X	66	67	42
Adult Lap Swim	351	328	354
All Access Members	101	120	108
Total 2018	1063	1059	1086

Recreation Swim January 2020

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	3	325	108
Wed Adult 7:30-9 pm	5	113	23
Friday 7-9 pm	4	402	101
Sat. 1-3 pm	3	289	96
Sun. 1-3 pm	3	325	108
Total 2020	18	1454	81

Recreation Swim January 2019

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	3	245	82
Wed Adult 7:30-9 pm	5	102	20
Friday 7-9 pm	4	389	97
Sat. 1-3 pm	3	308	102
Sun. 1-3 pm	3	344	114
Total 2019	18	1388	77

Recreation Swim January 2018

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	302	75
Wed Adult 7:30-9 pm	5	82	16
Friday 7-9 pm	4	378	94
Sat. 1-3 pm	3	390	130
Sun. 1-3 pm	3	312	104
Total 2018	19	1464	77

Recreation Swim February 2020

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	3	135	45
Wed Adult 7:30-9 pm	4	84	21
Friday 7-9 pm	4	501	125
Sat. 1-3 pm	5	410	82
Sun. 12-3 pm	4	314	78
Total 2020	20	1444	72

Recreation Swim February 2019

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	3	122	40
Wed Adult 7:30-9 pm	4	78	19
Friday 7-9 pm	4	480	120
Sat. 1-3 pm	4	308	77
Sun. 12-3 pm	4	328	82
Total 2019	19	1316	69

Recreation Swim February 2018

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	3	124	41
Wed Adult 7:30-9 pm	4	59	14
Friday 7-9 pm	3	455	151
Sat. 1-3 pm	3	224	75
Sun. 12-3 pm	3	318	106
Total 2018	16	1180	74

Recreation Swim March 2020*

*March attendance was low due to the COVID-19 mandatory closure.

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	2	120	60
Wed 7:30-9 pm	2	41	21
Friday 7-9 pm	1	55	55
Sat. 1-3 pm	2	145	73
Sun. 1-3 pm	2	98	49
Total 2020	9	459	51

Recreation Swim March 2019

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	322	80
Wed 7:30-9 pm	4	110	27
Friday 7-9 pm	4	314	78
Sat. 1-3 pm	4	301	75
Sun. 1-3 pm	3	208	69
Total 2019	19	1255	66

Recreation Swim March 2018

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	308	77
Wed 7:30-9 pm	5	98	20
Friday 7-9 pm	4	302	75
Sat. 1-3 pm	4	245	61
Sun. 1-3 pm	3	264	88
Total 2018	20	1217	61



CITY OF PACIFICA



CHILD CARE

Staff Report

Item VIII. C

Date: April 22, 2020
To: Members of the Parks, Beaches and Recreation Commission
From: Tracy Gilbert, Child Care Services Supervisor
Subject: Child Care Division Update January-March 2020

Program Update

The City of Pacifica's Child Care program currently has a total of 425 children enrolled which is up from last year's 373

- 90 preschoolers; last year 85
- 335 school-aged children; last year 288

Summer 2020

At this time we do not know whether or not summer 2020 will take place in the "normal" fashion; however, planning began in February. If the Child Care program is open this summer, all 4 school-age programs, Cabrillo, Sunset Ridge, Vallemar and Ocean Shore, will remain open.

2020 Summer Themes:

Week of June 15 th	Summer Getaways
Week of June 22 nd	Survival Week
Week of June 29 th	Fourth of July
Week of July 6 th	Amazing Race
Week of July 13 th	Animal Week
Week of July 20 th	Water World
Week of July 27 th	Science Week
Week of Aug 3 rd	Earth, Wind & Fire
Week of Aug 10 th	Olympics 2020

Current summer plans include three out of town field trips; one to Cull Canyon Regional Recreation Area in Castro Valley, one to the Oakland Zoo and one to Aqua Adventure in Fremont, Wild Animals assembly and various local walking trips. This summer we will continue to integrate other recreation department programs into the summer schedule by offering families the option to enjoy summer recreation field trips, recreation swimming at Brink pool, and swim lessons.

Plans for summer trips and activities remain tentative and implementation of any programs is contingent on the status of Stay at Home/Shelter in Place and Health Official guidelines.

Fairmont West and Community Center Playgrounds

In June 2019, City Council adopted the fiscal year 2019-2020 Budget and Capital Improvement Program which included funds to replace aging playground equipment at various City parks. The Community Center and Fairmont West Child Care Center were selected for the Playground Equipment Improvement Project Phase – Phase I. Construction for the two sites began the week of February 3rd, and the projects were expected to be completed by the end of March. Part of the playground equipment costs were financed through a matching grant award from GameTime, along with PlayCore’s Center for Outreach, Research and Education. (This phase of the Playground Improvement Program was also funded in part by the Roy Davies Trust, Child Care and Park in Lieu funding). The California Parks and Recreation Society (CPRS), PlayCore, and GameTime have strategically partnered to support and promote "Parks Make Life Better!" through education and funding opportunities. Once the installation is complete, the Fairmont West playground will serve as a National Demonstration Site (NDS), functioning as a model for promoting physical activity, fitness, nature engagement, and inclusion.

These projects are more than 90% complete. Once regular construction activities are allowed to resume, our contractor and staff will be able to finish the work on these playgrounds.

The newly installed Fairmont West and Community Center Playground sites are pictured here. We will host a ribbon cutting ceremony celebrating the new playgrounds once our programs are operating again.

FAIRMONT WEST



COMMUNITY CENTER





Vallemar Preschool Garden

The Teachers and children at Vallemar preschool have started a garden at their site. From looking at the pictures, their garden is off to a great start and this is a wonderful experience for the children.





Staff Report

Item VI D

Date: April 22, 2020
To: Members of the Parks, Beaches and Recreation Commission
From: Sydney Bliss, Recreation Coordinator
Subject: Recreation Division and Community Center Rentals Update
January – March 2020

Youth & Teens

Cabrillo and Vallemar Afterschool Programs

The J-Teen Afterschool is designed for sixth, seventh, and eighth graders at Cabrillo and Vallemar schools. The program goals are to provide a safe space for participants where they are able to do their homework and socialize with their friends. This program gives teens the opportunity to come together to learn academically and socially. The J-Teen Afterschool program's success relies on the strong collaboration between the PB&R department and schools. In January and March the afterschool programs had 39 registered participants. One new activity implemented was a Wednesday board game hour where the participants of Vallemar would play Settlers of Catan with the afterschool staff.

As of March 16 both Afterschool programs have been suspended and will not reopen for the remainder of the school year due to school closures as a result of the COVID- 19 Pandemic. The department is still looking into other options that would allow us to provide services to the teens during this time.

J-Teen Dances



J-teen dances are held at the Community Center one Friday a month from 7:00 to 9:00 PM. These dances are a great opportunity for Pacifica middle school youth to socially interact with students from other schools. Appropriate current music is provided by DJ Arthur de Vera. The dances are supervised by PB&R Recreation staff while the Youth Advisory Board runs the snack bar.

We did not have a J-Teen Dance scheduled in January because of winter break and the Fairytale Ball. In February we had 62 J-Teen Dance participants, which was a lot lower than our average of 120 participants. The

March dance was canceled due to low ticket sales which we believe directly correlates to the fear of the impending COVID-19.

As a result of COVID-19 the dances for the rest of the school year beginning with the April 12th dance have been canceled. We are looking forward to next year to start the dances back up. Staff are looking to incorporate the theme of the dance to entice more participation for the future.

Youth Advisory Board

The Youth Advisory Board (YAB) has eight high school age youth who currently sit on the board. The YAB encourages the youth of Pacifica to get involved to make the City a better place for everyone. This year the Pacifica YAB participated in YAC Attack in Sunnyvale on March 7th. The YAB led a breakout session on how to run a successful spelling bee with discussion on different events other YABs could bring to their city.

4th Annual Spelling Bee

The Youth Advisory Board sponsored the fourth annual Spelling Bee, on February 8th. The Spelling Bee was open to kids in 1st-5th grade. The YAB again teamed with the Pacifica School District, City of Pacifica – Parks, Beaches and Recreation Dept., and Pacifica

Libraries. The Spelling Bee was split into grades 1st, 2nd, 3rd, 4th, and 5th. The finalists for each grade moved on to the 1st grade division, 2nd/3rd grade division and the 4th/5th grade division. The kids were buzzing with anticipation and excitement for their turn to spell the words that they have been studying for the past several weeks. Participants were told to not only study the words from their grade, but also the grades that they were competing against in the finals. This year we had 19 participants which was eleven less than last year. We were able to make it a double elimination for the participants because of the smaller attendance so the youth were able to spell more words. For next year's event the YAB is looking to do more promotion to increase participation.

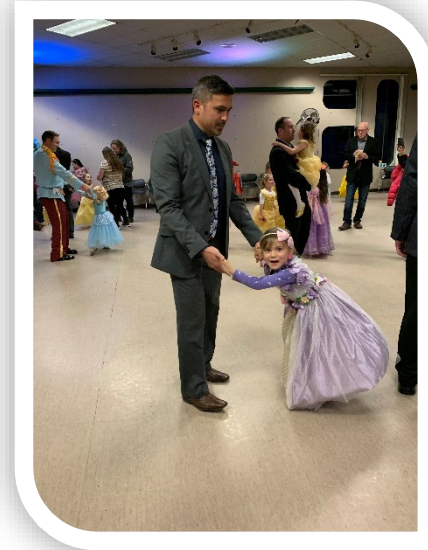


Special Events

Fairytale Ball

This year we hosted our Fourth annual youth dance which has been renamed the Fairytale Ball for children ages 3-11, with the theme “A Tale as Old as Time”. This whimsical event delighted all 51 attendees and their chaperones with food, craft booths, a princess, staff and YAB

volunteers dressed in theme, and a live DJ. This event created some special memories that the guardians and youth will carry with them for years to come.



Parent's Night Out

Parent's Night Out is a great event where children ages 5-12 can come to the Pacifica Community Center for an evening of fun. During our February event the 19 participants created valentines for their parents along with the regularly planned activities; including arts & crafts, games, dinner, and a movie while their parents have a night out on the town or a night in without the kids.

Reverse Spring Egg Hunt

Due to the cancelation of the Annual Spring Egg Hunts, PB&R joined forces with North County Fire and Pacifica PD to do a Reverse Spring Egg Hunt. Community members were encouraged to decorate an egg poster and help the Bunny spot the posters. The Bunny rode around town on the Pacifica Police Department's open air vehicle followed by other City of Pacifica staff. This caravan was headed by a fire engine from North County Fire. There were two routes taken; one route focused on the south end of Pacifica and one focused on the north end of Pacifica. In order to drum up participation, the event was posted on Facebook, Nextdoor, Connect with Pacifica, and emails were sent out using our ActiveNet registration program. The public was reminded to remember to use social distancing. The goal was to bring joy and a small sense of normalcy to the community while living in a time of social distancing and sheltering in place. There was great participation from the community and the event was well received.





Upcoming Special Events include:

- Annual Spring Egg Hunts-Canceled Due to COVID-19
 - Friday, April 10th, 2020 at Fairmont Park – 4 pm
 - Saturday, April 11th, 2020 at Frontierland Park – 10 am
- Reverse Spring Egg Hunt
 - Friday, April 10th, 2020 the Streets of Pacifica -9am to 11am
- 55th Annual Junior Olympics-Canceled Due to COVID-19
 - Wednesday, April 22, 2020 4:00-6:00 pm
 - Saturday, April 25, 2020 at 9:00 am
 - Wednesday, April 29, 2020 3:30-5:30 pm

Pacifica Community Center

Between the months of October and December, the Community Center was occupied by the following groups/rentals (this does not include the daily classes, meetings and happenings of the Senior Service Department or the contract classes)

Ongoing Rentals and Special Event Rentals stopped March 13th due to COVID-19.

Regular Permits include:

- Sunday Victory Outreach Pacifica
- Monday Narcotics Anonymous-Serenity by the Sea
Pacifica Oldtimers Newcomers Monday AA
Women’s AA – Comfortable Shoes
- Tuesday Refuge Recovery
Pacifica American Little League (2nd)
Part-Time Recreation Staff meetings (Monthly)

Wednesday Pacifica United Soccer Club (1st)
Pacifica Quilters (2nd)
SAA Meeting

Thursday Pedro Point Surf Club (Last)
Pacifica Toastmasters

Friday Golden Gate South meeting
J-Teen Dances (Once a month)

January Weekend Rentals: Fairy Tale Dance, Elevator Technician Training, Birthday Party, Baby Shower, Memorial, Lunar New Year, and Baby Shower

February Weekend Rentals: Parents Night Out, Life Celebration, Birthday Party, Album Release, Birthday, J-Teen Dance, and Celebration of Life

March Weekend Rentals: Boy Scout Leader Dinner



Staff Report



Item VIII. E)

DATE: April 22, 2020

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Jim Lange, Recreation Manager

SUBJECT: SENIOR SERVICES DIVISION UPDATE January – March 2020

Manager’s Report

SENIOR SERVICES COVID-19 UPDATE:

March 11 Rec Manager went to all four senior housing apartments in Pacifica with informational flyers to be posted for their residents about the COVID-19 and proper precautions with handwashing and sanitation. The same flyers were distributed to all Meals on Wheels (MOW) clients and shared with the Congregate participants during lunch.

March 13 (ongoing) Recreation Manager participates in Aging and Adult Services Provider virtual meetings every Friday to discuss current regulations and restrictions pertaining to senior programs and share best practices or concerns. All providers operating essential services are part of these meetings. The meetings are generally 1½ hours long.

COVID-19 Program INTERRUPTION TIMELINE

March 10 Cancelled rummage sales and classes in small rooms with more than 10 attendees

March 14 Cancelled all classes and activities

March 14 Rearranged dining room to allow for social distancing seating

March 16 Stopped inside dining for Congregate

Rolled out “Grab and Go” food program in place of Congregate dining



March 14 Pacifica Chamber of Commerce reached out to offer assistance. Rec Manager requested efforts to solicit volunteers for meal deliveries and shopping assistance for our SASH program.

March 19 Added additional routes and redistributed existing routes to accommodate more clients in the same geographic area—while maintaining reasonable number of meals per route to deliver in a safe and timely manner

- March 19 Recreation Manager worked with Pacificans Care to call all Congregate February participants to check in with them and ensure they are aware of services available through Pacifica Senior Services at the current time.
- March 20 Participated on an emergency Pacificans Care Board meeting to discuss where Pacificans Care Board can help Senior Services during the COVID-19 crisis. Services currently provided was discussed along with opportunities of assistance. Discussions included fiscal support for equipment and supplies, welfare telephone calls to seniors and solicit personal protection material needed for meal services.
- March 23 Continued to solicit additional volunteer help with Meals on Wheels. Two additional routes were added—bringing them from 5 to 7.
- April 8 Reached out to Pacificans Care Board for financial assistance for equipment and supplies for the Grab and Go program. Requested and received \$8,000 which has been used to purchase a hot-food cabinet, additional delivery bags for Meals on Wheels, hand sanitizers, material to make masks for MOW and “Grab and Go” clients, volunteers and staff. Recruited Pacifica Childcare staff to make the masks—which they are currently doing.

Photo: Chef Humphrey and Pacificans Care Board Member Bruce Banco admired new hot cart funded by Pacificans Care for the “Grab and Go” meals.



- April 10 Requested Family Care COVID-19 emergency funds from San Mateo County Area Agency on Aging. We will receive \$36,761!
- April 16 Applied to a Meals on Wheels COVID-19 Response Fund grant from Meals on Wheels America for the amount of \$7,500. Decision still pending.

Giving Tree Trust Funding

The Giving Tree program received \$9,100 between the months of January – March (includes the \$8,000 from Pacificans Care.

Projects during this period with these funds have included:

- Purchased a 75-inch flat screen TV for Portola Room
 - Will be used for senior movies, trainings and presentations during meetings
- Future projects being considered with Giving Tree Funds include upgrading the sound system at the Community Center and window blinds replacement in the Dining Room and Card Room.
- Pet medication for Meals on Wheels client (“Rockaway Ricky Memorial Fund” funds our Healthy Pet Healthy Senior Program). Funds are deposited into the Giving Tree and expended from it.

Age Friendly Cities (AFC) update

City of Pacifica’s AFC application is still pending approval from the World Health Organization. Members have shared disappointment to AFC Task Force Chair Roy Earnst so he can share with CAFÉ. CAFÉ is considering working with AARP Age Friendly Cities certification to move it forward.

Task Force has continued to meet in January and February. CaR program updates and Housing sub-committee ideas were shared pertaining to their role at the Pacifica Senior Health Fair on May 20th (pending) Cindy Abbott shared preliminary ideas that she has researched from other cities pertaining to recognizing businesses that are senior friendly by demonstrating model business sense around seniors.



CaR Program (Connect a Ride) update:

There are currently 255 Pacifica residents 65+ years old registered in the program since the roll-out November 4, 2019. We projected 300 participants by June 30, 2020 when we presented the CaR Program to City Council in October 2019.

Month	Month	Days of Service	Total Rides	Avg. Daily Rides	Fare Totals	Avg. Monthly Fare	Medical	Bart	Local
Nov.	Nov.	23	36	1.6	707.80	19.67	5	4	27
Dec.	Dec.	31	60	1.9	1334.62	22.25	12	4	44
Jan.	Jan.	31	99	3.2	2416.28	24.41	43	10	46
Feb.	Feb.	29	117	4	2751.55	23.52	50"	12	55
March	March								
Fiscal YTD	TOTAL	114	312		\$7210.25	\$23.11	110	30	172
							35%	10%	55%

Senior Services Administration

- Part of the PB&R Department reorganization proposal includes two key positions for Senior Services. Approved by City Council on April 13th:
 - Revert back Asst. Senior Services Supervisor to a Community Services Coordinator (MOW) and remove transportation services oversight.
 - Convert our current vacant part-time Class B Bus Driver to a full-time benefited Transportation Specialist-“Class B” Bus Driver. This position will have complete transportation program oversight—including the CaR program.
- Aging and Adult Services Fiscal Mid-Year Audit was complete March 3 with no negative findings.

Building & Facilities

EQ Basin project was completed and turned back to the City on March 9th. The parking lot is now in use and the pathways around the Center are pending contractor bids. Once complete, the walkways will be much more functional and safe. A new handrail was installed around the skate park on April 8th—providing for a safer walkway.

During the “Shelter in Place” order from our Governor Newsom staff took advantage of the closure of the Community Center and performed major cleaning, decluttering and reorganization of all rooms and storage areas. All carpets throughout the Center were professionally cleaned.

Playground replacement and expansion is nearly completed. The structure and fencing are complete. The walkways are still pending as mentioned above. There has been a lot of Community excitement expressed as it nears completion.

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

SIA Membership

At the end of the quarter, we have over 845 members (new and renewed) enrolled for the 2020 membership year.

Volunteers

Senior Services continues to be sustained by nearly 150 active volunteers, each of whom we look forward to honoring at the Volunteer Appreciation dinner. The dinner was tentatively scheduled for April 15 and has been postponed until further notice due to the COVID-19 outbreak.

19/20 FY to-Date Program Revenue

Program	Totals
SIA Membership Dues	\$23,979.00
Donations with Membership Dues	\$740.00
SIA Member Class Card Sales	\$15,645.00
Non-SIA Member Class Fees	\$1,919.80
Gift Shop Sales (Gross)	\$3,527.85
Podiatry (Dr. Joan Small)	\$221.00
Rummage & Cookie Cart	\$26,980.28
Rummage Sale - Art	\$730.00
Miscellaneous Monetary Donations	\$1,080.75
Slotting Fees	\$100.00
Travel Center payments (Net)	\$80.00
Special Events (Gross)	\$255.00
Deposit Total for Account	\$75,258.68

Ongoing Programs

- All classes, program, services, and activities are currently suspended as of March 14, 2020 until further notice due to the COVID-19 outbreak.

January

- For Chinese New Year -- the year of the rat -- the beauty of Chinese culture and cuisine were enjoyed at the Center.
- The Super Bowl Tailgate Party on January 31 was kicked off with Chef Steve's luncheon of Polish sausage with grilled peppers. We had a 49er themed drawing that gave seniors the chance to bring home 49er memorabilia for the big game!



February

- February 14 – Valentine's Day is always celebrated in style at the Senior Center. We crowned our new King and Queen of Hearts – Tommy Lee and Carol Kirby. Decorations, delicious food, festive games, and Love Potion #31 flavored ice cream were at the heart of this lovely day.
- Mardi Gras was celebrated during Congregate Lunch -- on Fat Tuesday, February 25 this year. Always a colorful party, this year's event centered on Chef Steve's New Orleans inspired traditions including Jambalaya, and Congresswoman Jackie Speier made a special appearance.



March

- Year in and year out, St. Patrick's Day marks one of the most attended celebrations at the Senior Center. Unfortunately, due to the COVID-19 outbreak this celebration was suspended due to the social distancing requirement.
- With the start of the Major League Baseball season pushed back until at least May by the coronavirus outbreak, our MLB Opening Day Luncheon was suspended.

Upcoming Programs Cancelled:

April

- All special events in April including the Volunteer Appreciation Dinner and Easter Luncheon have been suspended due to the COVID-19 outbreak.
- AARP Mature Driver Safety courses have been cancelled for the month of April.

May

- Senior Services' Annual Spaghetti Feed & Silent Auction is cancelled and may be rescheduled later in the year. This is our largest fundraising efforts to support our programs. Many local businesses have already donated for this year's auction items and we will try to creatively plan something later.

Senior Nutrition Programs (Submitted by Terry Slepnikoff, Office Asst. (Temp) and Jim Lange, Manager)

Meals on Wheels (MOW)

Meals on Wheels volunteers delivered 4986 freshly prepared meals during the third quarter of fiscal year 2019-20. Year-to-date number of meals is now 14,215, which is an 11% increase to AAS contract.

"Night out on the Town"

Meals on Wheels clients and guest (35) enjoyed an evening of fine dining and socialization on Feb. 19. They came dressed up and received their corsages or boutonnieres before sitting for a portrait. Senior Services staff served them during dining while they listened to live entertainment and shared stories amongst their table friends. This was the largest group for this event and it was made possible from our successful holiday silent auction during the Rockaway/City Holiday event December 8th. Portraits were once again taken by Lynn Fried and distributed by staff after the event. Attendees all expressed appreciation. This was the first time clients/or guest gave us unsolicited donations and \$450 was received that evening.



Meals on Wheels completed its 9th semester in partnership with San Francisco State University School of Nursing Lecturer Lisa Marlowe, MSN, and her students. This partnership should be a national model that greatly benefits our clients, offers valuable service hours that would otherwise need to be covered by paid staff, and provides students with valuable field work during their Community Health rotation.

Congregate and “Grab and Go” Lunch Programs (Submitted by Jim Lange, Manager)

The Congregate lunch program was suspended on March 16th and Manager Lange introduced the “Grab and Go” program. Client drives up to a designated area in the East Side parking lot of the Community Center and a fresh hot/cold packaged meal is loaded in their passenger side of vehicle for them to dine at home. During this period we have been able to produce our normal cycle-menu in efforts to maintain high-quality nutritious meals that the seniors are familiar with. Along with the meals efforts are made to distribute printed educational material pertaining to the COVID-19, “brain teasers”, offer books and jig saw puzzles. Great appreciation for this program has been expressed by the seniors and family members that may be picking up for their loved one. We are currently serving approximately 70 meals a day. Pacifica is the only city in San Mateo County providing a true “Grab and Go” program in place of the Congregate program. Other providers have either stopped their nutrition program, delivering once-a-week frozen meals (Daly City) or delivering with their MOW program (Senior Coastsiders and Self Help for the Elderly).

Volunteer Servers and Cashiers provided service of 2,594 meals during Congregate Lunch in the third quarter of fiscal year 2019-20 prior to suspending the Congregate program March 16th.. Year-to-date meals served are 8,932. We served 586 “Grab and Go” meals the last two weeks of March (when program started—bringing March FY YTD totals to 9,518. In April we have demonstrated a 41% increase than March with the “Grab and Go” program.

Senior Transportation Program (Submitted by Terry Slepnikoff, Office Asst. (Temp) and Jim Lange, Manager)

Senior Services staff provided 825 one-way trips in our 7-passenger bus taking Pacifica Seniors to and from their homes and on shopping trips during the third quarter of fiscal year 2019-20.

Transportation services were suspended on March 16th due to the “Shelter in Place” order. The approved Transportation Specialist position will be on hold until we are released to offer our valuable transportation services to our seniors.

Information & Referral Services (Submitted by Jim Lange, Manager)

Tax season prep was underway until March 9th when it was then cancelled for the remainder of the tax season due to the COVID-19 pandemic.

All I&R in-house services were cancelled as of March 16th due to the COVID-19 “Shelter in Place” order. Our Annual Health and Information Fair scheduled for May 20th has been cancelled and plans will be made when we learn the restrictions we will need to implement in large group settings. Our initial plans were to expand our fair with special speakers in multiple sessions—alongside vendors that represent services for seniors.