



Scenic Pacifica
Incorporated Nov. 22, 1957

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

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Wednesday, July 22, 2020
Virtual Meeting via Zoom Link: <https://zoom.us/j/98465140507>

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:
 - To access the meeting by computer/smartphone, go to: <https://zoom.us/j/98465140507>
 - To dial-in via phone +1 (669) 900-6833
- Then webinar ID: 984 6514 0507

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: phippsb@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 for any updates.

AGENDA

6:00 PM – STUDY SESSION – Surf Camp/School Permitting

CALL TO ORDER
7:00 PM REGULAR MEETING

- I PLEDGE OF ALLEGIANCE**
- II ROLL CALL**
- III APPROVAL OF MINUTES** Regular Meeting February 2/26/20
- IV ADOPTION OF AGENDA**
- V SPECIAL PRESENTATION**

VI ORAL COMMUNICATIONS
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**
- 1. January-March quarter**
 - A) Administrative Narrative
 - B) Aquatics Update
 - C) Child Care Update
 - D) Recreation, Youth and Teen Program Update
 - E) Senior Services and Food Services Update
 - 2. April-June quarter**
 - 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) The Public Plaza along Beach Boulevard Project conceptual design presentation

IX REPORTS, ANNOUNCEMENTS AND COORISPONDANCE FROM COMMISSIONERS

X REPORTS FROM STAFF
A) Director Perez

XI ADJOURNMENT

Next Study Session: TBD

Next Regular Meeting August 26, 2020

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 February 26, 2020
City Council Chambers
2212 Beach Blvd.
Pacifica, CA 94044

CALL TO ORDER:

Commissioner Poblitz called the meeting to order at 7:00 PM.

I PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by **Commissioner Kellogg**.

II ROLL CALL:

Commissioners Present: Commissioners Poblitz, Abbott, Kellogg, Benton Shoemaker,
Heywood

Commissioners Absent: None

Commissioners Excused: Chair Knowles, Nick Lusson

Staff Present: Director Michael Perez, Recreation Specialist Linda Hanssen

III APPROVAL OF MINUTES:

Commissioner Poblitz called for a motion to approve the minutes of the 1-22-20 meeting.

Commissioner Benton Shoemaker: stated that several things regarding the tree appeal were missed in the minutes. She brought her notes and read them. Her notes are attached.

Commissioner Abbott: asked if all the minutes could be reviewed. She believed that at the end of the discussion when the tree appeal motion was made, there was an overall consensus that the commission move forward with having study sessions in order that we pull together a process for tree appeals going forward. **Director Perez:** Clarified that, minutes are never verbatim. The minutes are summary notes. He said that staff would listen to the meeting tape and make sure that anything said that is important is included, but that verbatim notes were not feasible. There is a summary of the report that is going to City Council.

Commissioner Abbott: felt that while they are not word for word, they are being approved as meeting minutes not as committee notes and that more information was stated. **Kevin Kellogg:** stated that there was a question attributed to him that was asked by Commissioner Heywood. "He asked if the tree was leaning more now than in previous years and what happened to the tree down the street."

Commissioner Benton Shoemaker: inquired if the revised minutes could go to City Council instead of the summary. **Director Perez:** said

that the minutes as approved will go to City Council. Once they are approved we will give the approved minutes with the report.

Commissioner Poblitz: asked if the minutes could be approved next month. **Director Perez:** said no, since the Tree Appeal is scheduled for the next Council meeting, there isn't another PBR Commission meeting before they have to go to the City Council.

Commissioner Abbott: said they can't approve the minutes as is and would like to hold off on approving the minutes until the commission can see a revised version.

Commissioner Kellogg asked if it would be possible to see the revised minutes before they go to the City Council.

Director Perez: stated that revised minutes can only be seen as posted. We can't get an approval over e-mail. The Commission needs to approve them or not, or as amended. He said they would review the tape, but that the minutes need to be posted by next week. If the minutes are not approved, they would go to the City Council as a draft version.

Commissioner Benton Shoemaker: Felt that there was some science that was important to get to the council. In terms of compromising the health of the second tree, climate change and carbon contributing to climate change. She offered to give Director Perez her written notes from the meeting.

Commissioner Kellogg, moved to approve the minutes with an amendment to the draft. The amendment would be to review the tape and add in missed comments and clarifications to the minutes. To include;

- Scientific information regarding the tree appeal and the logic for the decision.
- Comments made by Commissioner Heywood that were not attributed to him.
- The study session request.

Commissioner Abbott: wanted to know how the Commissioners would be able to see the amended minutes prior to the City Council meeting.

Director Perez responded that they would be part of the City Council package. He assured the Commission that he and his staff would do what was being requested to the best of their ability and would review the meeting tape and include anything relevant that was left out in the minutes. He reminded the Commission that the minutes are not meant to be verbatim minutes. Some of the things being requested are verbatim things. Typically the minutes are a summary of the meeting.

Commissioner Abbott: appreciates staff time but said they are called meeting minutes and believes this is the requirement for a Commission. She feels it's appropriate to ask for more robust minutes. **Director Perez** stated that the Commission handbook describes requirements for minutes.

Commissioner Poblitz asked if there was a 2nd to the motion made by **Commissioner Kellogg to approve the minutes with changes.**

Motion was seconded by Commissioner Heywood, motion carried 4 Yes, 1 Abstain, 1 No.

IV ADOPTION OF THE AGENDA:

Commissioner Poblitz called for a motion to adopt the agenda. **Motion was made by Commissioner Lusson, seconded by Commissioner Heywood, motion carried 5-0.**

V PUBLIC HEARINGS:

None

VI ITEMS FOR CONSENT:

None

VII ORAL COMMUNICATIONS:

None

VIII ITEMS FOR CONSIDERATION:

A) Child Care Services Presentation- Mindy Tiet, Child Care Assistant Supervisor, see attached PowerPoint presentation.

Commissioner Benton Shoemaker: said that it was a beautiful presentation with lots of great photos. She is pleased that there are staff with a background in childhood development to work with the children and help them thrive and succeed in school.

Commissioner Abbott: thought it was great that Mindy has been in her position since 2011, and still has a 5 year plan. The Commissioner thanked her for what she does for children and the community and being consistent. It's important when school is out. She asked if they always take a bus to field trips or do parents take them if it's local. **Mindy Tiet** said there are different kinds of field trips. She coordinates 3-4 agency field trips a year for all sites where busses are used. Individual school age groups use public transit or walk. Preschool sites can use the 2 vans we have.

Commissioner Abbott: asked if there are concerns or precautions being taken due to Corona 19 virus. **Mindy Tiet** said yes, throughout all the meetings over the past months they have been discussing it. They have been updating their information from the CDC and telling parents they need to be notified if a child has traveled to China or Asia. This will be an ongoing topic on meeting agendas with continual updates.

Commissioner Poblitz: Thanked Mindy for her presentation. He stated that he works with High School students and thinks experiential learning is very powerful. He likes that there is always room for parents to be involved. It's community building. He asked if we ever get interns for local colleges. **Mindy Tiet said** there are very few interns, but they snap them up when they become available. She said they want to partner with parents.

Kevin Kellogg: Asked what the income requirements for subsidized child care are? Mindy Tiet responded that there is a chart provided by the state and based on family size and income she is able to determine whether families qualify for a lower fee. For a family of three they qualify if their gross income is less than \$6,000. We get an updated chart each July.

Kevin Kellogg: asked how often we decline a family because their income is too high? **Mindy Tiet** said if they don't qualify for subsidized care we can offer them a full cost program.

Kevin Kellogg: asked if the full cost was comparable to private home care.

Mindy Tiet replied that the City of Pacifica offers a very affordable rate. Home day care averages \$1,200 per month. Our program provides care from 7:00 AM to 6:00 PM five days a week including snacks at \$970 a month for preschool, and \$565 a month for school age.

Kevin Kellogg: asked if there is a pandemic illness plan, or do you just refer to the CDC? **Mindy Tiet** responded, they are using the big 5 preparation plan that the school system is using. They also use the licensing board along with the CDC and school district for guidance.

Kevin Kellogg: asked if there are any areas where our resources are inadequate.

Mindy Tiet responded no.

IX ITEMS FOR CONSIDERATION:

A) Public Plaza along Beach Boulevard Project conceptual design presentation.

Our consultant Melanie O'Brian from Gates and Associates was unable to attend the meeting. The staff report and pictures are attached. Director Perez reported that the popup event was very successful with a lot of good feedback. The presentation will be rescheduled for the March meeting.

Commissioner Heywood: reiterated his desire to see a beach volleyball court somewhere in the City. He felt Sharp Park would be a good place.

Commissioner Abbott: Stated that she has a red line for the staff report specifying that it doesn't include enhanced protection from storms as originally indicated.

Commissioner Benton Shoemaker: Attended the popup at the beach and talked with the landscape architect. She was assured that the metal looking structures that look like they might rust were not representative of the actual structures.

X REPORTS, ANNOUNCEMENTS AND CORRESPONDANCE FROM COMMISSIONERS

Commissioner Lusson: No Report

Commissioner Kellogg: No Report

Commissioner Abbott: Attended a meeting of Age Friendly Community Coalition. Pacifica's CARs program came out of this group. She stated that there were a few small issues with this program that Recreation Supervisor Lange has taken care of working with Sierra Cab. There were immediate improvements after meeting with Sierra Cab, these included driver training on friendliness and working with seniors. There are over 300 seniors signed up. Now that the issues have been worked out they will begin marketing the program again. She informed the Commission that this year's annual Health Fair at the Community Center will be expanded to include housing. Workshops on senior topics will be included along with vendors. She reported that one of the properties in Pacifica that houses seniors will no longer be accepting vouchers which could affect some of our residents. Multiple housing options will be discussed. The Health Fair is scheduled for May 20.

She stated that she appreciated the discussions with staff about the tree appeal that was to go to City Council and let the Commission know that the appeal was moved to the March 9 council meeting. Commissioner Abbott shared that she has been in communication with Council members and staff in preparation for the upcoming City Council meeting.

Commissioner Benton Shoemaker: Reported that on Monday night the City Council revealed the Tree City USA plaque. They received this designation by meeting all the criteria necessary. It went through the Arbor Day foundation, but more specifically the state urban forester for our area had to approve it. Pacifica is now a "Tree City USA". Tree City Pacifica, the local citizens group that served as the tree group for that designation have a Facebook page with a picture of the Plaque being presented and a copy of the proclamation and pictures of Arbor Day. There will also be an article in the March Pacifica Magazine about Tree City USA. She stated that she is glad the tree appeal was postponed and hopes that the arborist report will be included.

Commissioner Heywood: Recently talked with a professional skateboarder who he knows. He would like to work with Director Perez to write up a proposal to correct coping and flooding issues.

Commission Poblitz: Recently visited a Bike Park in the Livermore/Pleasanton area with his family. He thought it was a blast with kids of all ages participating and was a very positive experience. It reminded him what the Bike Coalition is trying to accomplish. He looks forward to their next meeting.

XI REPORTS FROM STAFF

Director Perez reported on the following:

Thanked Mindy Tiet for her presentation. Part of the midyear budget presentation Monday night was the addition of three new full time teachers for the Child Care division. This has become increasingly important as it has been difficult to hire and recruit part time staff and we need staff to maintain ratios. Using temporary help costs more. Last year we hired five new staff. The additional staffing was approved as the costs are covered by the Child Care revenue. The recruitment process will start soon.

As part of the City Councils overall goals and work plan, PBR is working on a Strategic Plan. We are in process of completing this project.

The new playground structures at the Community Center and Fairmont West have begun and are about a week ahead of their seven week timeline. The project was funded by a grant from Game Time. There will be a ribbon cutting ceremony when completed in a few weeks.

The PLAY brochure will be mailed out the week of March 2 and registration will begin March 18.

Items on the Commission agenda for the next few months include this year's PBR annual report to the City Council. All the various departments deliver about a ten minute presentation. May 11 is the scheduled date.

The Bike and Pedestrian plan was adopted by the City Council. Thank you all for your hard work on this project. The presentation was well received. Alta did a great job.

Director Perez and Anthony Schriver met with the Bike Park committee. They were not ready for a study session at this time. We may reschedule them in April.

Our Poet Laureate has agreed to stay until a replacement is identified. Commissioner Abbott is familiar with the process and criteria. Commissioner Benton Shoemaker volunteered to work with Commissioner Abbott on this project. Commissioner Abbott added that up to three people can be involved in selecting the Poet Laureate.

There is a new program for putting in an Accessory Dwelling Unit (ADU) to aid with affordable housing. Rules have been loosened to make it an easier. The Pacifica Planning department has a one stop shop program to assist people who are interested. It is a San Mateo County program called Hello Housing. Tomorrow opportunities will become available to residents who wish to participate in a pilot project.

Recreation Manager Jim Lange is planning the Community Champions event the week of March 16, 17, 18, 19. It's an opportunity for dignitaries and key people to pair with a driver to deliver Meals on Wheels. RSVP with Recreation Manager Lange.

Upcoming Events

- Egg Hunt April 10 and 11
- Senior Services Volunteer Dinner April 15
- Junior Olympics April 21,25,29
- Eco Fest April 25
- Spaghetti Feed May 2

XII ADJOURNMENT

Commissioner Poblitz asked for a motion to adjourn the meeting. **Commissioner Abbott made the motion to adjourn, Commissioner Luson seconded the motion. Motion carried 5-0** and the meeting was adjourned at 8:17 pm.

Respectfully submitted,
Linda Hanssen Recreation
Specialist



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 (abbreviated due to COVID-19)

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

- April 27th - Narrative Budget and Goals Memo was 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

Pacific PB&R Director is the current 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 cancelled and summer 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 22, 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



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 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 Fvacant 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 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.



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.

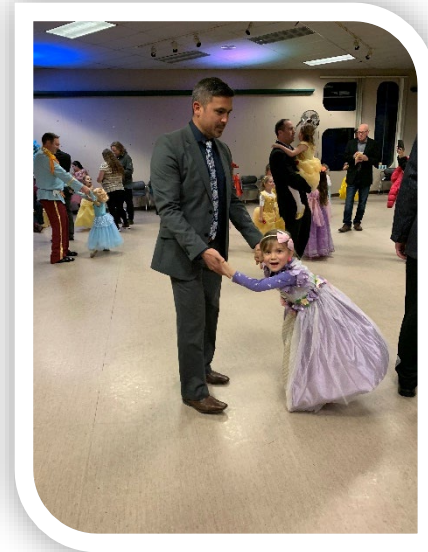


Special Events

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 (2 nd) 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. A)

Date: July 22, 2020
To: Members of the Parks, Beaches and Recreation Commission
From: Michael Perez, Director
Subject: Administrative Update

On the following pages you will find information on the most recent quarter of work done by the department. As you are aware, most of our programs and facilities closed by March 16 due COVID-19. In spite of the reduction in programs during this time, staff were very busy, some were reassigned and others picked up additional/new duties related to the crisis. This information is also outlined in the previous quarterly report from April 2020, which you will also official adopt at the July 22, 2020 meeting.

From the beginning of the closures, Senior Services continued to operate Meals on Wheels and created a Grab and Go Lunch program. On April 13th, Child Care began offering Distance Learning for our preschool program and in May added virtual camps for the school-age participants.

Effective Aril 25, 2020 the City implemented a temporary furlough of most of our part-time staff due to lack of available work caused by COVID-19 program closures. On June 19, 2020, we recalled several of these employees as plans for limited summer programming were being finalized.

Also beginning in May, the City began working on the Restoration of Operations Plan (ROOP), work on the plan was completed in early June.

From our HR Manager, Lia Maksoud:

As many of you are aware, when COVID-19 first impacted City operations back in March, our Continuity of Operations Plan (COOP) was created and established to be able to continue to provide essential services, while protecting employees and the public. As new orders and guidance's developed, the City began to work on our Restoration of Operations Plan (ROOP) with the help of employee representatives of various departments/divisions. With their help, the first version of the ROOP has been created (attached for reference). The ROOP contains a great deal of information on what we know so far about COVID-19 and tentative plans related to restoring services as fully and seamlessly as possible. Due to the fluid nature of the pandemic situation, the plan will change as the situation

evolves and new versions of the ROOP will be created accordingly. We will continue to update you as we work towards our new normal and as always, your continued dedication and work during these uncertain and complex times is greatly appreciated.

ROOP is posted to the City website here:

<https://www.cityofpacificac.org/civicax/filebank/blobdload.aspx?t=51882.91&BlobID=16965>

As you will read in the Division reports, we have implemented limited summer programming.

- Senior Services continues to operate Meals on Wheels and our Grab and Go Lunch program.
- Beginning July 6, 2020, both Child Care and the Recreation Division's Adventure Camp started limited programming – two 3-week programs.
 - Child Care began offering care from 8-5pm at all of our sites, while following very strict guidelines and protocols from the County, State and the CDC.
 - Adventure Camp – is doing a morning half-day program at the Community Center, while adhering to similar protocols.
- Brink Pool is now offering limited programming at the pool with limitations on attendance and adherence to proper COVID-19 safety and sanitization protocols.
 - Lap swimming by appointment started July 6, 2020
 - Aerobics by appointment – started July 6, 2020
 - Swim team practice with restrictions – started July 13, 2020

PLAY

We are unsure of what this Fall will look like in terms of class offerings and consequently will not be printing a Fall Play brochure.

Bike Park

We are going to be scheduling a study session with the Bike Park group in August. They were hoping to present to the Commission this last spring, which was postponed due to COVID-19. Specific information on date and time TBD.

Surf Camp/School Permitting

At the June 8, 2020 City Council meeting approximately 30 emails/letters and 13 speakers addressed concern over the surf camp permitting process. In particular, many wrote or stated that they were concerned about racial equity relating to beach access, and that the permitting process makes it difficult for non-profits, like Brown Girls Surf and City Surf Project to apply for a surf camp permit;

In addition, several commenters shared personal anecdotes relating to the importance of equitable beach access, their experiences at the beach and surfing, as well as volunteering with non-profits that work with diverse communities. Many of the speakers advocated reforming the surf camp permitting process.

The 2020 price for an annual permit is \$1,060 for small camps and \$1,280 for large camps. Currently there are four permitted surf camps, two large – Adventure Out and Surf Camp Pacifica, one small – University of Surfing and one local shop – Nor Cal Surf Shop. These camps have been permitted to operate for many years. When an inquiry is received, groups are

added to a list and told they will be contacted should a spot open up. [Need to summarize how “renewals” work each year]. Since the policy limits the number of permitted camps, and each year the camps have chosen to renew their permits, new camp operators, whether non-profits or not, have not been able to operate.

Council approved the City Manager’s recommendation to refer a work item to the PB&R Commission to evaluate the Pacifica Surf Camp/School Policy to determine if/how the program could be amended to allow more surf camps to operate, or to revise the permit renewal process in order to support non-profits that work with diverse communities. Staff estimates that this process may take up to two study session/meetings with the PB&R Commission, with action on recommendations at a third meeting, potentially followed by City Council action. The first study session will be held prior to the July 22, 2020 regular meeting.

Staff Updates

Currently we are in the process of filling a Child Care Site Coordinator position, which has been vacant since January. We are also addressing a position opening (vacant since September) in our Senior Services Division. The newly named, Community Services Coordinator position takes the place of our Meals on Wheels Coordinator. It is anticipated that these positions will be filled in August.

Council approved a Transportation Specialist. Part of these duties would be driving our Senior Services bus. As the transportation program has been inactive during COVID-19, we have decided to hold off on filling this position. Similarly, we discussing strategies of when to fill the three additional full-time Child Care Teacher positions, which were approved in February.



Staff Report

Item VIII. B) July 22, 2020

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Anthony Schriver, Aquatic Recreation Coordinator

SUBJECT: Aquatics Update April – June 2020

Aquatic Programs

Due to the Coronavirus outbreak all pool operations were shut down on Friday March 13th at 09:00am. In May, San Mateo County Health (SMCH) began allowing pools to re-open with safety precautions in place. Guidelines were released on how pools could operate in a safe manner during this pandemic. In preparation for reopening on July 6th staff participated in multiple local, state, and nationwide conference calls several times per week, discussing with aquatic and recreation professionals how pools, fitness centers, and community centers/facilities would be reopening during the COVID-19 pandemic. Many agencies have currently chosen not to open any of their programs at this time.

With thorough planning and collaboration between the City's Human Resource Dept. and the PB&R Dept. we came up with the Restoration of Operations Plan (ROOP) for the Aquatics Division. Within this ROOP we have laid out site specific policies and procedures which closely follow those set by SMCH, CDC, and American Red Cross of how to operate our aquatic facility safely during COVID-19.

We are currently pleased to be offering limited Adult Lap Swim and Water Aerobics. We offer Adult Lap Swim M-Sa 8am-2pm and Mon, Wed, and Fri. 7pm-9pm. Participants make a reservation through signupgenius.com for a 45 minutes time slot with one swimmer per lane. We offer a 45 minute Adult Water Aerobics class every Tuesday, Wednesday, and Thursday at 11am, and Saturdays at 9am using the same procedure for sign-ups as Lap swim. We are able to accommodate 20 participants with safe social distancing for this program. The last 15 minutes of each hour is used for staff to thoroughly disinfect and sanitize all commonly used and touched areas throughout the aquatic facility.



All programs require participants go through a health screen and touchless temperature check before entering the pool area. If participants answer yes to any question or have a temperature reading above 100.4 degrees Fahrenheit they will be kindly asked to leave the pool.

Pacifica Sea Lion Workouts resumed on July 13th. This program will mirror our Adult Lap Swim Program with all policies and procedures in place to keep everyone safe.

Bike to Work Day

Bike to Work Day was postponed from May 14 to September 24th. However, folks could still celebrate biking on May 14 by treating it as a Bike to Wherever Day. The City of Pacifica PB&R Dept. is still accepting Bike Commuter of the Year nominations through July 31st with winners to be announced the end of August. If you know of anyone worthy of this Award please nominate them by contacting the PB&R Department.

In celebration of Bike Month, which was in May, Commute.org and Silicon Valley Bicycle Coalition collaborated with a series of free online webinars open to everyone Wednesdays from 12-1pm, April 22nd through May 20th. These webinars covered everything you need to know to get riding and ride safer. Track all your rides, all year round. Whenever you ride, if participants would like to track their rides and compare progress with others in our community, they can do so by signing up for the Bay Area Bike Challenge. While the competitive challenge officially runs from Sept 1 to Sept 30, folks can sign up early and use the service year-round to track rides and prepare for when the challenge starts! On the results page participants can compare stats with other riders in our area and join a group or form a new group to compete against your friends. Participants can use Strava to log your rides and push them to LoveToRide or use the free LoveToRide app directly.

This event in history 2015



NEW SENIOR SERVICES AQUATIC

PILOT PROGRAM

SIRKKA NIUKKANEN SENIOR SWIM PROGRAM



Pacifica Senior Services will be introducing a new aquatics pilot program—**“Sirkka Niukkanen Senior Swim Program”**, beginning Monday 7/20/20. This program is designed to subsidize the difference between the current COVID-19 fee and the pre-COVID-19 senior fee.

I.e.	Current COVID-19 Senior Drop in fee:	\$10.00
	Pre-COVID-19 Senior Drop in Discount fee	<u>\$ 5.00</u>
	Sirkka Niukkanen Senior Program subsidy	\$ 5.00

This program is for Pacifica resident seniors 60+ years of age. Senior participants will continue to pay \$5.00 per swim and must reserve a lane Monday-Saturday 8am -2pm through the online reservation system, signupgenius.com. Swim slots are one hour (45 min. swim) and COVID-19 aquatics restrictions must be followed. In order to qualify for this program you will need to show a photo ID showing both your birthdate and address the first time you swim.

This program is made possible due to the generosity of Sirkka Niukkanen. Sirkka was a long time Pacifican and before her passing on September 10, 2018 she arranged for her estate to be bequeathed to Pacifica Senior Services to develop and support new programs that would benefit Pacifica Seniors.



Staff Report



Item VII C

Date: July 22, 2020

To: Members of the Parks, Beaches and Recreation Commission

From: Tracy Gilbert, Child Care Services Supervisor

Subject: Child Care Division Update April-June 2020

DISTANCE LEARNING

All of the Child Care sites closed on March 13, 2020 due to COVID 19. At the beginning of April, we were given the directive from the Department of Education that if agencies wanted to continue to provide Child Care services virtually, that we would need to submit an Emergency Plan (outlined in the following paragraphs) Our programs are providing both Zoom and YouTube activities and circle time activities for preschool (interactive with children and families). The preschool site is presenting at least three Zoom meeting activities per week and YouTube activities throughout the week. Preschool circle time includes the following: morning songs, weather, calendar, planned curriculum, storytelling, singing songs and a closing song. Activity times will include: science projects, share time, math games, counting, singing songs, reading, etc.

The sites set up Google classrooms, YouTube access and Zoom meetings for circle time, activities, share day, etc. We also passed out "Take Home Packets" for families during the month of April. The packets included: one dry erase board, two dry erase markers, one dry eraser, pack of crayons, pack of colored pencils, glue stick, play dough, stickers, one hand toy, worksheets/ homework and miscellaneous additional items for the children. Teachers learned how to use this new technology to enhance distance learning for the children. Activities presented are similar to the curriculum planned during the regular school year .

Teachers contacted each family at least two times per week by either phone call, email, text or snail mail. Supervisors helped with outreach to parents/families if teacher's attempts were unsuccessful. Teachers recorded contact attempts on a log and also logged each community resource referral made and followed up with the family to ensure that the family's needs were being met. During communications, teachers conducted well-being checks with the family.

Teachers used an activity plan worksheet for each child and gathered information about the families' daily routines. Preschool activities are being presented in the morning hours and school-age activities will be presented in the afternoons, so as not to interfere with school district distance learning times during the morning hours. Teachers documented the activities presented on the child's activity sheets as well as kept a running spreadsheet of activities presented.

Teachers participated in professional development on-line training's through Target Solutions. Additionally, teachers have individually registered for and participated in on-line training's and webinars specific to Child Care and Early Childhood Education.

The children and families were supportive of the implementation of distance learning. Teachers quickly learned how to navigate this new way of teaching using technology. The children enjoyed being able to see their friends and teachers virtually. The sites distributed three take home packets to the children/ families through June 30, 2020.

The picture below is an example of some of the items included in a take home packet.



The picture below is an example of a science activity that was taught through distance learning.

Balloon Blow-up Science Experiment


Before the experiment: What do you think it will happen to the balloon?
(Dictations from the kids)

Rylee "Get small"

Ivan "Explode"

Aria "I don't know"

Ben "I don't know"



Instructions

1. Using a funnel, pour about a third of a cup of vinegar into the bottle.
2. Then insert another funnel into the mouth of the balloon.
3. Place two teaspoons of baking soda into the funnel so it falls into the balloon. Then remove the balloon from the funnel.
4. Next, secure the mouth of the balloon over the top of the bottle. Don't let any of the baking soda drop into the bottle...yet!
5. While holding the bottle, lift the end of the balloon allowing the baking soda to drop into the bottle.

Watch in amazement as the balloon magically inflates!

SUMMER CHILD CARE

The Child Care division worked very hard due to develop plans to offer summer Child Care based on following current health orders and adapting to additional Licensing regulations as a result of the COVID 19 epidemic. We are offering two summer sessions of care that are three weeks each. We surveyed the currently enrolled families to assess their Child Care needs and enrolled up to twelve children per classroom to allow for social distancing.

Staff developed plans for check-in procedures to do health and temperature checking, posted signs to remind families of current health orders and marked classrooms to observe social distancing.

We purchased individual items for each child to use on a daily basis that are kept for only that child to use and not shared. We also purchased large amounts of cleaning supplies to allow for consistent disinfecting and sanitizing procedures.

Staff developed a plan that outlined the "new" procedures for offering Child Care and distributed the plans to the families. Each site held Zoom parent meetings to discuss the new procedures.

The Child Care division is starting to plan for offering Child Care for the upcoming school year. We are working together with the Pacifica school district to develop plans for offering Child Care services based on the model of learning that the district plans to use. Our first priority is to keep the children and families safe while trying to navigate through the difficult and fluid COVID 19 epidemic that we are all experiencing.



The following note was sent to the City of Pacifica's Child Care division regarding our Pacificans Care grant request application and funding grant award. We are extremely grateful to Pacificans Care for their continued support of our programs.

Hi Tracy-

I am delighted to inform you that the Pacificans Care board voted unanimously to fund your grant request for \$7,000 in support of Pacifica Child Care Services. The board was extremely impressed with the creative ways child care has restructured its summer program to ensure that children can continue to participate in summer activities, community trips and events, although from a distance. We appreciate the valuable contribution child care services make to our Pacifica children and families, especially to those who might not otherwise be able to participate. A special thanks to Eva for her informative presentation in your stead. We hope you will be able to send us some photo of the children in action that we can include on our Pacificans Care website. We will be presenting the check in July and will be in touch to work out the details.

Thanks again for the wonderful support the entire Child Care Service's staff provides the community, please extend out thanks.

Best,

Ginny Jaquith,

President Pacificans Care



Staff Report



Item VIII. E) June 30, 2020
TO: Members of the Parks, Beaches and Recreation Commission
FROM: Jim Lange, Recreation Manager
SUBJECT: SENIOR SERVICES DIVISION UPDATE April - June 2020

Manager's Report

SENIOR SERVICES COVID-19 UPDATE:

Community Support:

Rotary Club partnered with See's Candy and packaged candy for our Grab and Go program and Meals on Wheels. Over 200 pounds were packaged and distributed.



Manager prepared the annual Pacificans Care Grant request for f/y 2020/21. He requested and was granted \$25,000 for program relief (25% increase)

SF State Nursing Students started their 10th semester conducting Meals on Wheels assessments. Unfortunately during the COVID-19 crisis we are only conducting phone assessments vs. home visits. The nursing students are still able to utilize their clinical skills in their questioning and teachings with the clients.

COVID-19 updates:

Pacifica Senior Services was granted the \$7,500 from Round #1 Meals on Wheels America (MOWA) COVID-19 Response fund that we applied for in March. This was based upon need and percentage of annual operation budget. Manager applied for a second round grant request from Meals on Wheels America (MOWA) in May. He requested and was granted \$15,000 to assist with the cost of additional meals being prepared (65% increase since COVID-19).

Manager contracted with Maiden Voyage Productions to produce a video demonstrating Pacifica Senior Services COVID-19 services being offered to our senior community. The video was to get the word out to the Community that our nutrition programs and additional amenities were being offered to meet essential services for seniors. MOWA saw the video and put it on their national web site with a note recognizing Pacifica's efforts.

Pacifica Childcare staff made masks for distribution to our Meals on Wheels and "Grab and Go" clients. Material was purchased through the Pacificans Care COVID emergency fund. Three hundred masks were made and distributed.

Senior Services launched a plea letter in place of our annual Spaghetti Feed/Silent Auction that was scheduled for May 2, 2020. It was an effort to recoup lost revenue from the event and lost revenue from the Center being closed. Plea letters were only sent to the SIA Membership and our goal was \$15,000—which we have exceeded. We currently have raised \$15,500 with over 180 donors.

Our new “Grab and Go” program has been a great success and well appreciated by the participants. We are serving nearly 100 seniors daily in this program. Prior to COVID-19 we averaged 56 clients daily. Our Meals on Wheels program had a substantial growth and is currently averaging 112 meals per day vs. 64 avg. prior to COVID-19. We ended our year serving 14,273 Congregate/ Grab&Go meals and delivered 21,638 meals to our homebound seniors for a total of 35,911 meals. This is a 23% increase from prior year and our highest year ever.

Programs and activities have remained closed at the Center since March 16th due to COVID-19 “Shelter in Place” order.

Giving Tree Trust Funding

The Giving Tree program received \$10,668 between the months of April – June (this includes \$8,000 from Pacificans Care for COVID expense relief). Fiscal year ending total was \$28,180.

Projects during this period with these funds have included:

- Pet medication for Meals on Wheels clients (“Rockaway Ricky Memorial Fund” funds our Healthy Pet Healthy Senior Program). Funds are deposited into the Giving Tree and expended from it.
- Hot Cart for “Grab and Go” program
- 75” TV for Portola Room to upgrade movie program for seniors
- Bocce Ball Court maintenance and enhancements
- Ping pong table
- Printer for Computer lab
- Stained Glass hardware and wood framing supplies for entry way
- Lpl monitors for the Senior Space program
- “We Can Help” COVID-19 Video production
- 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 (currently in progress).

Age Friendly Cities (AFC) update

City of Pacifica’s AFC application is still pending approval from the World Health Organization (WHO). AFC Community Coalition members have shared disappointment to AFC Community Coalition Chair, Roy Earnest, so he can share with CAFÉ. CAFÉ is working with AARP Age Friendly Cities certification to move it forward with WHO. Community Coalition will be meeting the second week of July to discuss progress.



CaR Program (Connect a Ride) update:

CaR pilot program ended June 30, 2020. Contract for FY 2020/21 has been approved for renewal and is moving forward with same terms as the pilot program. There are currently 264 Pacifica residents 65+ years old registered in the program since the roll-out November 4, 2019. We had projected 300 participants by June 30, 2020. The chart demonstrates the decline in participation of the CaR program due to the COVID-19 pandemic Shelter in Place order. Registration to join the program had a major decline, number of daily rides reduced and types of ride were mainly local. June had a positive slight bump as some local restrictions were lifted (temporarily).

Month	Days of Service	Total Rides	Avg. Daily Rides	Fare Totals	Avg. Monthly Fare	Medical	Bart	Local
Nov.	23	36	1.6	707.80	19.66	5	4	27
Dec.	31	60	1.9	1334.62	22.24	12	4	44
Jan.	31	110	3.5	2416.28	21.97	43	10	46
Feb.	29	140	4.8	2751.55	19.65	50"	12	55
March	31	71	2.3	1306.50	18.40	16	2	53
April	30	16	.5	323.31	20.21	0	1	15
May	31	25	.8	571.56	22.86	7	0	18
June	30	34	1.1	870.98	25.62	10	3	21
TOTAL	236	492		\$710282	\$21.33	150	36	306
						30.5%	7.3%	62.2%

Senior Services Administration

- Part of the PB&R Department reorganization proposal includes two key positions for Senior Services and the elimination of the vacant Asst. Senior Services Supervisor position. The reorganization plan was approved by City Council on April 13th:
 - 1.) Revert back Asst. Senior Services Supervisor to a Community Services Coordinator (MOW) and remove transportation services oversight from this position. Recruitment started June 1 and first round interviews were held on July 21. One hundred and eighty-five applicants were reviewed.
 - 2.) 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 completed on March 3 with no negative findings.

Building & Facilities

Playground replacement and expansion is nearly completed. The structure and fencing are complete. The walkways are still pending. There has been a lot of Community excitement expressed as it nears completion but due to COVID-19 playgrounds are not open due to San Mateo County Health orders.

Skate park fence replacement project is moving forward. Existing fence will be replaced with a powder coated black chain link fence. The new fence will include an additional gate for ease of access on the West side access from the parking lot.

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.

Year End 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

Reimagining Programs

All in-house classes, program, services, and activities are currently suspended as of March 16, 2020 until further notice due to the COVID-19 outbreak. Senior Services staff continue to strategize ways to reimagine programs. 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 on Facebook Live began July 15, 2020 on the Pacifica Recreation Facebook page. 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 listed are posted online at www.cityofpacific.org/seniorservices and in the Senior Tidings newsletter. 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", the offering of books and jig saw puzzles.

Special occasions throughout the months of April-June have been thought out a bit differently due to the pandemic:

- Our Easter celebration, entailed the Easter Bunny delivering meals to our Grab and Go participants.
- SIA members and Meals on Wheels clients were asked to do their Green Act by cleaning out their medicine cabinet for an Earth Day Medicine Disposal. We safely disposed 118 lbs. worth of expired and unwanted medicine with the Pacifica Police Department. This is a program Manager Lange has been trying to launch prior to COVID-19.
- Pacifica Senior Services staff surprised SIA member, Doretta Youngdahl with balloons and cards for her 98th birthday.
- The Rotary Club received a substantial amount of See's Candy that was kindly donated to Senior Services, which was then given out to several chocolate lovers who participate in the Grab and Go program. Over 200 pounds of candy was distributed to our senior chocolate lovers.

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

Meals on Wheels (MOW)

Meals on Wheels volunteers delivered 4,986 freshly prepared meals during the second quarter of fiscal year 2019-20. Year-to-date number of meals is now 14,215, which is an 11% increase to AAS contract.



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



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

Transportation services were suspended on March 16th due to the Shelter in Place order.

The approved Transportation Specialist position was approved by City Council on April 13th. Recruitment/hiring will happen after the SIP is lifted and 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.



Staff Report



Item VI D

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

Youth & Teens

Cabrillo and Vallemar After-School Programs

J-Teen Afterschool is designed for sixth, seventh, and eighth graders at Cabrillo and Vallemar schools. The program's 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.

Both After-School programs were put on pause in March and did not reopen for the rest of the school year due to school closures. The department is still looking into other options that would allow us to provide services to the teens.



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. Dances for the rest of the school year were canceled due to COVID19. We are looking forward to starting the dances back up at a time when it is allowed and considered appropriately safe to do so

Youth Advisory Board

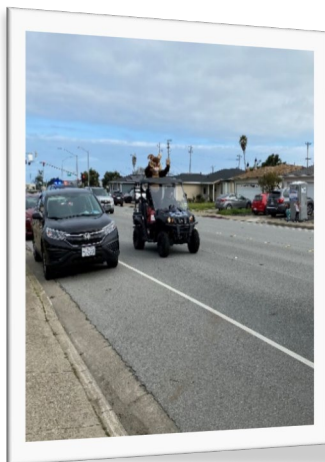
The Youth Advisory Board (YAB) has eight high school age youth who currently sit on the board. The Pacifica YAB participated in YAC Attack in Sunnyvale on March 7th. The YAB led a breakout session on how to run a successful spelling bee with discussion on different events other YABs could bring to their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



Special Events

Reverse Spring Egg Hunt

Due to the cancellation of the Annual Spring Egg Hunts, PB&R joined forces with North County Fire and the Pacifica Police Department 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 was driven on the Pacifica Police Department's open air vehicle which was led by a fire engine from North County Fire. There were two routes taken; one focused on the south end of Pacifica and one focused on the north end of Pacifica. The event was posted on Facebook and Next door to drum up participation and the City encouraged social distancing. Our goal was to bring joy 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.



Virtual Community Center

The purpose of the Virtual Community Center (VCC) is to provide information, connect people to others in our community, and give ideas to have fun at home while we shelter in place. We are not endorsing or receiving funds for advertising any of the third party sites or services listed. The VCC provided a wide array of resources, reading sites, games, activities, and workouts to people of all ages and interests. We shared the VCC on our City of Pacifica Website along with sending out information regarding our VCC on Next door, Facebook, and our Remind App. People were very appreciative of these resources while we shelter in place. Got to

https://www.cityofpacifica.org/depts/pbr/virtual_community_center.asp

Summer Adventure Camp:

The City of Pacifica Recreation Programs have been redesigned to support families affected by the impact of COVID-19. The Department and City are closely monitoring guidelines and regulations of the Local Health Department, the Centers for Disease Control and Prevention (CDC), etc. The goal of our programs are to provide a clean, safe, fun, loving, and enriching environment for children.

Due to COVID-19, Recreation programs will be modified to ensure the health and welfare of Children and Staff. Children will be divided into 12 or fewer small groups per classroom with continuing care by the same teachers throughout the day for a minimum of 3 consecutive weeks. These groups will be engaged with age appropriate activities, movement, arts and crafts, creative projects, etc. We will continue to practice social distancing, and implementing systems to continue to keep our children, staff and families healthy and safe! Both of our summer camps will be housed at The Pacifica Community Center with outside activities being held at the beach and upper field at Cabrillo.

Our Adventure Camp program, Session 1 will run from July 6, 2020 to Jul 24, 2020.

Our Adventure Camp program, Session 2 will run from July 27, 2020 to August 14, 2020.

Coordinator Bliss put together a proposal to Pacificans Care to help with the costs of these camps and was awarded \$5,000. This money will reduce the tuition cost for each camper by \$50.



Pacifica Community Center

Between the months of April and July, the Community Center was unoccupied to community renters. The building was used for Seniors Meals on Wheels and Seniors Grab and Go Lunch programs. Ongoing Rentals and Special Event Rentals stopped March 13th due to COVID19.



Staff Report

Item VIII. July 22, 2020

SUBJECT:

The Public Plaza along Beach Boulevard Project conceptual design presentation.

RECOMMENDED ACTION:

Confirm conceptual design and forward to City Council for approval. Discuss construction-phasing options and recommend an option that aligns with the Beach Boulevard Infrastructure Resiliency Project.

BACKGROUND/DISCUSSION:

The City of Pacifica Capital Improvement Program (CIP) is a planning tool used to prioritize capital project needs beyond the City's annual budget cycle. The CIP is a dynamic document that is updated every year by identifying new projects, updating the status of existing projects, and prioritizing all projects. The Engineering Division of the Department of Public Works develops the CIP with input from the various City Departments, the City Council and the public. The identified projects in the CIP were selected to make the best use of the City's limited resources. The Public Plaza along Beach Boulevard Project, along Sharp Park Beach, is one of the identified projects in the CIP.

Gates + Associates, chosen by staff after participating in an extensive interview process, is the consulting firm specializing in urban design, land planning and landscape architecture, tasked with developing the design concepts for this project.

Gates + Associates will develop a schematic design with input gathered by various stakeholders. A final conceptual plan will be created along with a set of construction documents for obtaining bid solicitations from potential contractors.

Tasks that have been completed to date are the geotechnical testing and topographic surveys of the future site of the Beach Boulevard Plaza; they are currently developing the preliminary conceptual plan. On October 9, 2019, Gates + Associates participated in a community outreach effort at the Farmer's Market held on Old County Road; they managed to obtain a substantial amount of public input data that is being incorporated into the draft conceptual plan being presented today.



Staff Report

During the December 18, 2019 Parks, Beaches, and Recreation Commission Meeting, commission members requested to have additional community outreach efforts performed. As a result, Gates + Associates developed an online survey which was accessible to the public through the City website and social media. Additional community outreach efforts also included a pop-up event held on Saturday, February 1, 2020 on Beach Boulevard. The data collected from the three (3) community outreach efforts have been compiled and the results are being presented here this evening.

The project will renovate the picnic area along the southern end of the Beach Boulevard Promenade to make it an attractive and inviting community gathering spot while also enhancing protection from storm impacts and reducing maintenance costs. The proposed scope of work includes installing more attractive hardscape as a plaza area, ocean-themed stone play animals, new picnic tables, bicycle parking, features to prevent ocean waves from spreading sand throughout the plaza area, BBQ grills, and installing landscaping that will enhance the area. The features installed should help reduce City staff time required for maintenance and cleanup of the area.

It should be noted that there has been a significant delay to the project schedule due to COVID-19 and San Francisco's Recreation and Park Department's request for ADA improvements. Staff seeks Commission confirmation for the conceptual design. Due to the future Beach Boulevard Infrastructure Resiliency Project staff will be seeking the City Council's guidance on the coordination of construction phasing options between the two projects. The Beach Boulevard Infrastructure Resiliency Project will affect the existing seawall by addressing aspects of sea level rise, which may include raising the height of the seawall. This would affect any improvements on the landside of the seawall. A phased option of installing improvements may be a solution where the first portion of the project is to activate the area by installing amenities such as the animal sculptures, any ADA improvement, and beach/exercise furnishings. The second phase would construct the concrete plaza portion of the project when the future Beach Boulevard Infrastructure Resiliency Project is constructed. If the concrete plaza is constructed in the first portion, it may be removed and reconstructed when the existing seawall is adapted for sea level rise. Staff is seeking your recommendation for the conceptual design approval only.

FISCAL IMPACT:

None

ATTACHMENTS:

Beach Boulevard Plaza Landscape Concepts