



# **AGENDA**

## **Parks, Beaches, and Recreation Commission**

### **City of Pacifica**

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

#### **CALL TO ORDER**

#### **7:00 PM REGULAR MEETING**

#### **I. PLEDGE OF ALLEGIANCE**

#### **II. ROLL CALL**

#### **III. APPROVAL OF MINUTES:** 09/27/2023 Meeting Minutes

#### **IV. ADOPTION OF AGENDA**

#### **V. ORAL COMMUNICATION**

This is the time set aside for the public to address the Commission on items not appearing on the agenda, public input will be considered for items at this time. Please state your name for the record when addressing the Commission. Statements will be limited to three (3) minutes.

#### **VI. ITEMS FOR CONSENT**

- A. Administrative Narrative
- B. Aquatics Update
- C. Child Care Update
- D. Recreation, Youth and Teen Program Update
- E. Senior Services and Food Services Update

#### **VII. ITEMS FOR CONSIDERATION**

- A. Liaison Assignments
- B. Special Events and Public Appearances

#### **VIII. REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS**

#### **IX. REPORTS FROM STAFF**

Director Bob Palacio

#### **X. ADJOURNMENT**

**Next Meeting:** Tentative – Study Session December TBA  
Regular meeting – January 24, 2024, 7:00pm

**The City of Pacifica will provide special assistance for disabled citizens upon at least 24-hour advance notice to the City Manager's office (738-7301). If you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.**



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

**REGULAR MEETING – 7 PM**

Wednesday, August 23, 2023  
2212 Beach Blvd. Pacifica, CA 94044

**CALL TO ORDER:**

**Chair Abbott:** called the meeting to order at 7:01 pm.

**I PLEDGE OF ALLEGIANCE:**

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

**II ROLL CALL:**

**Commissioners Present:** Chair Abbott, Commissioners: Benton-Shoemaker, Heywood, Nicolari, Phillips, and Rodriguez,

**Commissioners Absent:** Commissioner Torres(excused)

**Staff Present:** Director Bob Palacio, Recreation Manager Scott Leslie, and Recreation Specialist Rebecca Collier

**III APPROVAL OF MINUTES:**

**Chair Abbott** called for a motion to approve the minutes June 28,2023. **Motion was made by Commissioner Phillips, seconded by Commissioner Heywood, motion carried 6-0.**

**IV ADOPTION OF THE AGENDA:**

**Chair Abbott** called for vote to approve the agenda of the 08/23/2023 meeting. **Motion carried 6-0.**

**V SPECIAL PRESENTATION:**

Introduction of new Parks, Beaches, and Recreation (PB&R) Recreation Manager, Scott Leslie. Director Palacio gave a brief review of Manager Leslie's experience, background, and history with the City of Pacifica.

**VI ORAL COMMUNICATION:**

**Greg Wright:** He stated his appreciation to PB&R Commissioners for their service and dedication to the community of Pacifica and City Staff for their tireless work to provide services to the residents of Pacifica. He advocated for defibrillators to be located at the beaches.

**Anni Kelly-Day:** She advocated for dedicated Pickleball courts in the City of Pacifica. She is part of a Pacifica resident pickleball group with approximately 25 members with age ranges 30-50 years old, that play 3-4 times per week at the local high schools for the last year. The group started with just a handful of residents and has continued to grow over the last year. Thanked the PB&R Commission and Director Palacio for their time and support.

**Scott Kraus:** He commented on the growth of Pickleball as a sport and its positive social and physical impact the sports has on all who play. He understood the Jefferson School District controls the facilities but would ask if additional courts could be lined to meet the demand for a short time solution. Supports the City's long-term goal to create dedicated space for Pickleball courts. Excited the PB&R Commission and City staff is aware of the popularity of the sports and looking for solutions to support the residents of Pacifica. The group would share information and give any support needed for the project to move forward. Thanked the PB&R Commission for their time and support

**Maxence Derreunaux:** He commented that Pickleball has grown in the United States, in 2022, there were four million players and has grown to six million players in 2023. By 2030, it is projected have more than 40 million players. The sports have a positive impact on the health of the community and is an inclusive sport that allows a wide range of ages to participate. Would ask for a facility design to include multiple courts and lighting to decrease court wait time and increase playing time and spectator bleacher seating. Courts could be used for lessons for all age ranges, recreational play and hosting tournaments. He thanked the PB&R Commission for their time.

**Brandon Aufdemberge:** He commented benefits of Pickleball is a low impact sport for all ages, low cost to start up in the sport and cross generational. Easy sport to learn, similar to tennis most participants understand the concept of tennis. He has witnessed other communities with Pickleball court are full and at this time there are not dedicated Pickleball courts near Pacifica. To have dedicated courts would be beneficial to the community. Thanked the PB&R Commission for their time.

## **VII ITEMS FOR CONSIDERATION:**

A. Priority Parks- Director Palacio gave an update on the new design plans for the four priority parks (Brighton, Marvilla, Imperial and Skyridge). NCE Consulting new designs met the project budget of \$1.2 million. Most of the design changes were the use of alternative materials in pathways, borders, seating, and ground cover without effecting most play elements and scaling back pathways. He found the new park designs are more aesthetically pleasing. He asked the Commissions for their input and comments on seating, tree locations, and overall design.

### **Summary of PB&R Commission and staff comments/suggestions on Priority Park new design elements:**

#### **Brighton Park**

- 1) **All Commissioners-** Agreed on the addition of a bench under the tree near the front of the park.
- 2) **Commissioners Benton-Shoemaker, Heywood, and Rodriguez-** Pebble seating removed to save on cost and install seating that could be utilized by all ages.
- 3) **Commissioners Heywood and Rodriguez-** Both had concerns with the use of wood piers durability and longevity.
- 4) **Chair Abbott-** Elated with the alternative materials and piers in new design plans. Fence mural would touch base with Director Palacio about the City Beautification Advisory Public Art and Mural Program. If Public Works Department would be able to replace and maintain the new alternative materials?

**Director Palacio Response:** Staff would review the material used for the pier before approving their usage and will ensure that the tables are meet ADA standards. Public Works Department reviewed the new materials usage and would not have issue with maintenance.

### **Marvilla Park**

- 1) **Commissioner Rodriguez and Chair Abbott**- Preferred the bench seating placement from the previous design.
- 2) **All Commissioners** -Concerned with the squared concrete blocks sharp edges, would like edges to be rounded to less any potential injuries.
- 3) **Commissioner Benton-Shoemaker and Nicolari**- Bench seating for all ages and placement of seating under trees.
- 4) **Commissioner Nicolari and Chair Abbott**- Addition of seating at the front of the park with usage of concrete blocks if cost effective.
- 5) **Commissioner Phillips**- Installation of tree at the entrance of the park.
- 6) **Chair Abbott**- Placement of additional seating along the wood fence.
- 7) **Commissioner Benton-Shoemaker and Commissioner Phillips**- Suggested planting younger trees to have them in place as the older trees in the area age out.

### **Imperial Park**

- 1) **Commissioner Benton-Shoemaker, Rodriguez, Chair Abbott**- Loved the addition of the wood logs in the design.
- 2) **Commissioner Benton-Shoemaker** - Agreed with the addition of trees around the play area for definition.
- 3) **Commissioners Benton-Shoemaker, Rodriguez and Chair Abbott**-Preferred the seating placement from the previous design plan.
- 4) **Commissioner Rodriguez and Chair Abbott**- Additional seating need but mindful of ADA compliance, which could limit the locations to install new seating.

**Director Palacio Response**- He would check on seating locations and ADA compliance standards.

### **Skyridge Park**

- 1) **Chair Abbott and Commissioner Phillips**-Loved concrete with exposed aggregate design.
- 2) **Chair Abbott and Commissioner Rodriguez**- Add another ADA picnic table to the design for a total of 2 picnic tables.
- 3) **Commissioner Benton-Shoemaker**- Concerned about the sharp edges on the stone boulders.
- 4) **Commissioner Phillips**- Proposed use of demolition concrete slabs from the project to be re-purposed as possible replacement of stone boulders or in other areas.
- 5) **Commissioner Heywood**- Suggested adding BBQs into the design of the parks.

**Director Palacio Responses**-He would inquire about if demolition concrete could be used in the project and will review aging trees in each of the parks. In general playground designs, BBQs are installed at parks with restroom facilities and none of the four pocket parks have the facilities.

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

Commissioners gave updates on their liaison assignments and community involvement.

**XI REPORTS FROM STAFF:**

Director Palacio: Gave updates on the following:

- **Bike Park:** Director Palacio and Commissioner Phillips met with State of California OGAL's at lower Frontierland Park to do a walk through at the site for the Recreational Trails Grant \$1.55 million grant that staff applied for the construction of the bike park.
- **Staff:** Child Care Site Coordinator, Greta Hayes would be retiring at the end of September and was recognized by City Council for 25 years of service to the City of Pacifica. New Food Services Coordinator, Mona Urbina started September 11, 2023. Open recruitment for 18 years old or older Lifeguards to help with staffing at Brink Pool.
- **Facilities:** Fairmont Park basketball courts will be repaved in the coming months. Permanent Pickleball courts looking for best location to install three to four courts on City property.
- **Arbor Day Proclamation:** City Council meeting on October 23, 2023
- **Special Events:** Fog Jog had over 100 runners participate up from last year's numbers and Fun Fest was successful with approximately 2,000 attendees excited with all the events offerings.

**XII ADJOURNMENT:**

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

**Next Regular Meeting:** Regular Meeting – October 25, 2023, 7:00pm

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

X \_\_\_\_\_  
Pacifica Parks, Beaches, and Recreation Commission  
Chair Cindy Abbott



# *Admin Report*

Item VI A)

DATE: October 25, 2023

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

FROM: Bob Palacio, Director

SUBJECT: Administrative Narrative July 2023 – September 2023

## **Surf Camp/School Policy**

*Current:* On May 11, 2023 California Coastal Commission (CCC) provided Parks, Beaches, and Recreation (PB&R) the authority to issue permits to Surf Camps. One of the conditions of approval was for the city to have a Code of Conduct for all approved camps. Code of Conduct has been submitted to CCC staff. By all accounts, the summer camp surf season was terrific. The reports back from all groups were positive and spoke of tremendous collaboration and efforts to keep everyone safe. Staff will be updating the PB&R commission in depth on the new policy at our December study session.

## **Life Ring Buoy Station Program**

*Current:* In addition to the 6 Life Buoy stations installed along the promenade, the City of Pacifica recently completed to additional emergency installations at the southern most end of the promenade at Sharp Park Beach. Anthony Shriver, Recreation/Aquatics Supervisor, has resubmitted an extensive and detailed new version of our application to install the remainder of the life buoy stations to CCC staff.

## **Priority Parks**

*Current:* Thank you for your excellent feedback on the Four Priority Parks Projects! PB&R Commission input resulted in a much-improved design for these projects. 90% plans should be available in November 2023.

## **Play Structure Improvements**

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

Pacifica Co-Op Structure: Complete

Fairway Park: Complete

Saltaire Park: Beginning demo and installation first week of November

## **Staffing Updates**

During this period, we have had several new staff come on board, a retirement, and a new position created:

- Recreation Manager: Scott Leslie
- Food Services Coordinator: Mona Urbina
- Recreation Specialist: James Mulvey
- Retirement: Site Coordinator Greta Hayes (recruitment for this position is underway)

## **Recreation Coordinator of Aquatics (awaiting council approval)**

The City of Pacifica has an active joint use agreement with the Jefferson Union High School District which allows the City to provide community aquatics programs. Jean E Brink Pool located on the Oceana High School campus is home to the City of Pacifica's 7 day per week robust aquatics program. Programming includes, but is not limited to, adult lap swim, recreational swim, water aerobics classes, swim lessons, water safety courses, swim team rentals, artistic swim organization rentals, swim camps, water polo, swim meets, and pool parties.

In early July 2022, as part of a Parks Beaches and Recreation department reorganization, the Recreation Coordinator position overseeing aquatics was eliminated. The funding for that position was used to fund a new Recreation Supervisor position that now oversees not only Aquatics, but also Recreation which includes contract instruction, beach and water safety initiatives, city-wide special events, summer camps, field users' agreements, and teen and youth programs. This restructuring has left a gap at the Jean E Brink facility which has been run entirely with part-time staff. As the recreational activities have now exceeded the pre-Covid level, this is no longer a sustainable staffing level for the programs performed at this facility.

It is important to note, that the community aquatics program at the Brink Pool facility is a 12 month a year, 7 day a week program. The greater majority of staff, which entirely consists of lifeguards, are under the age of 18. Past practice allowed for these non-adult staff to be left in the facility to guard the water and monitor the facility. To ensure the safety of all program participants and staff and prudent risk management practices the City's internal policy now requires a staff member, or contract instructor, to be at least 18 years old when in charge of the facility.

Addition of a new Recreation Coordinator in Aquatics would allow the department to regain pre-pandemic program and participation levels, and eventually grow and enhance programs. This new position will be able to develop, implement, and assess aquatic programs as this will be their main focus. They would also be the lead staff point of contact on aquatics staff recruitment, development, interviews and hiring. They would enhance the overall safety of the facility and its users. The additional duties for this job class will include:

- Program facilitation, including but not limited to swim meets, swim lessons, and pool parties
- Initial inputting of staff hours into timesheet system
- Payment reconciliation for cash and checks
- Schedule staff shifts for on-deck aquatics staff
- Share duties for existing lifeguard on-going trainings
- Provide incoming lifeguards with required water safety/CPR/ AED certification training

- Assess equipment and infrastructure for needed maintenance and upkeep
- Assist in chemical testing as needed
- Check Brink Pool voicemail, answer phones, and respond to public as needed
- Perform lifeguard duties as needed
- Other duties as required including light custodial

This new position will be fully funded with new program revenues and salary savings from eliminating the unutilized part-time staff position (see Attachment A for additional detail).

New program revenues and salary savings on a fiscal year basis will amount to approximately \$115,800, which is sufficient to fund a full-time benefited Recreation Coordinator position on an ongoing basis. The Recreation Coordinator is an existing classification within the City's classification plan, so no approval of this classification or meet and confer process with the labor representatives is required at this time. If approved, this additional position will be added to the Position Control and the FY 2023-24 Budget.

### **Bike Park Update**

The Pacifica Bike Park Committee and Staff met with the State of California OGALS office on-site at the Lower Frontierland Property. Staff passed the initial stage of approval for our submittal of an RTP grant, and on Oct 17, 2023 Staff submitted our final version of the application which included:

- Project Application Form
- Site Plan
- Topographic Map and Survey
- Trail Log/Inventory and Reconnaissance Notes
- Design Standards
- Cost Estimate Form (\$1.8M)
- Project Location Map
- CEQA
- Property Ownership docs
- Required Regulatory Permits
- Grant Scope

### **Trees**

Tree Appeal on May 24, 2023. A link to the new Pacifica Tree Ordinance will be sent out as well as the filed appeal with info.

### **Fourth of July Event and Rocket Run**

Tremendous Success!! New amenities and layout enhanced the traditional events of this great event





## FunFest

The 39<sup>th</sup> version of the FunFest (at FogFest) was a terrific success. In addition to the painted car, face painting, petting zoo and giant earth ball, a BMX exhibition, inflatables, axe throwing, and tricycle races were added. We also created a bicycle parking corral







## Teen Skatepark Trips

PB&R took our Skatepark Teens to 5 different skateparks in July (plus a bonus waterpark)

- Fremont Skatepark
- Union City Skatepark
- Menlo Park Skatepark
- Redwood City Skatepark
- Sunnyvale Skatepark
- Fremont Waterpark





# Staff Report

ITEM VI B) October 25, 2023

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

FROM: Anthony Schriver, Recreation Supervisor

SUBJECT: Aquatics Division update July – September

## **Adult Lap Swim and Adult Water Aerobics**

Swimmers continue to enjoy and utilize our distinguished indoor aquatic facility, Jean E. Brink Pool. We continue to offer swimmers and water aerobics participants 42 hours a week to come swim at our heated indoor pool. Our indoor pool facility makes for an amazing swim or water aerobics workout 12 months out of the year as the water temperature is between 81-83 degrees. Water Aerobics Instructor Julie Zoph continues to have a dedicated following of participants on Mondays and Fridays with between 50-60 participants taking this high aerobic workout. “We’ve never had these many participants ever in the history of water aerobics”. We are very thankful and grateful for Julie’s dedication and hard-working efforts in keeping the water aerobics participants motivated. Julie was also featured in September’s Coast Side Magazine in an article on page 26 titled Dive into fitness.



The Jean E. Brink Pool continues to offer the most lap swimming hours on the coast and peninsula.

### Adult Lap Swim Schedule:

Monday – Friday: 6am – 1pm

Wednesday: 7pm - 9pm\*

Saturday: 8am – 1pm

Sunday: 11am – 1pm

\*5 Lanes available for Adult Lap Swim

### Family Recreation Swim:

Saturday 1pm-3pm\*\*

Monday and Fridays 7pm-9pm\*\*

\*\* 3 Lanes for Adult Lap Swim

### Water Aerobics Schedule:

Monday - Friday 11:00am - 12:00pm



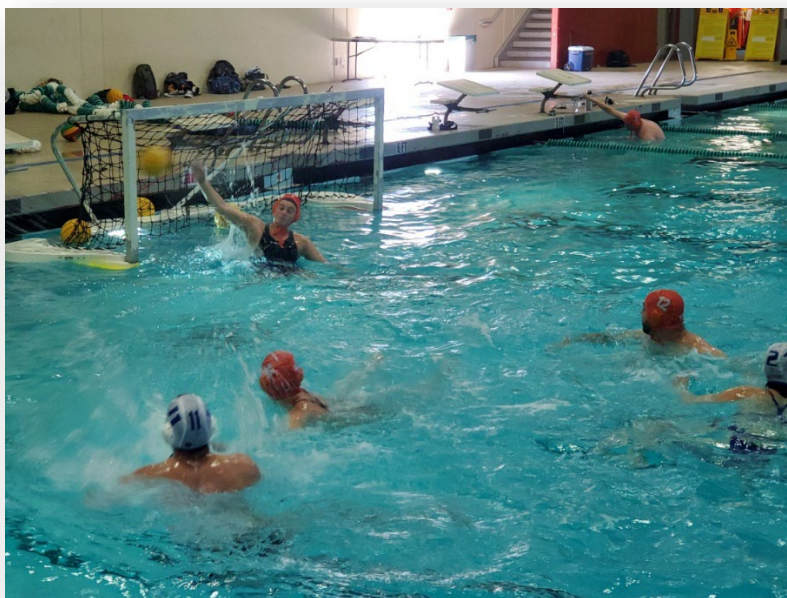
### **Recreation Swim**

PB&R offers Family Recreation year around Monday, Friday evenings and Saturday afternoons, and during the summer months, June 19<sup>th</sup> – August 6<sup>th</sup>, six days a week Monday-Saturday 1pm-3pm. Every session we have between 30-60 swimmers who come and join the family fun. Family recreation swim gives families an opportunity to come dive or jump off our 1-meter low diving board, and high 3- meter diving board, splash around, practice their swimming skills, and have some pool time fun. Jean E. Brink Pool is one of the only pools in the bay area to offer diving boards year around.



### **Adult Water Polo**

Adult FOG water polo continues to be very well attended Sundays 9am-11am and Tuesdays 7:30pm-8:30pm. This program offers all levels water polo drills and scrimmages against one another. All skill levels and abilities are welcome to join our welcoming water polo atmosphere.



## Swimming Lessons and Wet & Wild Water Camp

Staff held swimming lessons Monday-Friday in the morning five days a week, 30 minutes a class and Tuesday and Thursday evenings, 30-minute classes, with a total of eight classes in one session on June 19<sup>th</sup>. Program levels are at pre-pandemic and adults & families alike are thrilled to have themselves and their children practicing and learning how to swim. Swim lesson instructors and lifeguards have been doing a superb job by teaching participants a lifelong skill that could one day save their life and is a lifelong skill.

Wet and Wild water camp was back this summer with three-week sessions, Monday-Friday 8:30am-4:30pm for full day campers, and 8:30am-12:30pm for half day campers. During this camp, participants partake in water games, swimming lessons, field games, water safety, sandcastle building contests, hikes, a beach clean up hosted by Pacifica Beach Coalition, Fire Fighter presentations by Pacifica Fire, Police K-9 presentations by Pacifica Police, and tons of fun on huge inflatables. In each of the three sessions 85-90 campers setting a record for most participants with a record of 265 campers in one summer. Parents were happy with camp as their children are learned and played.





## Fog Jog 2023

This year's annual Fog Jog was back with full sun and no fog. The event had over 105 participants, run a 5-mile course and/ or stride or 3-mile course in their one of kind purple Fog Jog/Fog Fest shirts. We also awarded 1-3<sup>rd</sup> place finishers from each age category, a special Fog Fest medal. Special thank you to all Fog Jog participants who came out for our run and stride. Thank you, Sports Basement, for providing \$50 gift cards to the overall male winner Caleb Sun, and female winner Marisa Beck. A special thank you to Pacifica Police Dept., Parks, Beaches, and Recreation Dept. and Public Works Dept. for their amazing work at our event and thank you to Pacifica Rotary Club for all their volunteer work as course monitors, and for their dedication to our most amazing community.





CITY OF PACIFICA



# Staff Report

Item VI C)

Date: October 25, 2023

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

From: Tracy Gilbert, Recreation Supervisor | Child Care

Subject: Child Care Division Update July-September 2023

## **CHILD CARE UPDATE**

The Child Care division currently has 30 preschool children enrolled and 343 school-age children enrolled, for a total of 373 enrolled children.

## **ADDITIONAL COVID FUNDING RECEIVED**

The Child Care division recently received another almost \$30,000 in funding from CDSS (California Department of Social Services) to support programs with COVID related expenses.

## **FRONTIERLAND PARK**

Below are some photos from a visit to Frontierland Park over the summer. There was a BBQ and games to play. There were even face painters to draw neat pictures on the children's faces. Parents and staff made old fashioned cotton candy while the children had fun in the sun.





## BAKING

The children below were learning how to make home made banana bread...  
They took turns measuring and mixing the ingredients and watching the bread bake in the oven...



...and enjoyed eating the banana bread too!



## “TRAVELING”

During the month of July, Fairmont West “traveled” to Italy in their classroom. They pretended to fly on an airplane, passed out snacks and drinks during the flight, and stamped passports upon arrival in Italy. They also made beautiful pasta necklaces in Italian colors. The next week they created the Italian flag and enjoyed learning more about the country.



## CULL CANYON FIELD TRIP

All Child Care sites visited Cull Canyon for a summer swimming field trip.

A fun time was had by all...



...as you can see from the sleeping faces in the pictures above on the bus ride back home.



## KONA ICE TRUCK

Over the summer, the Kona Ice truck visited all Child Care sites. Pacificans Care funds were used to host the event. I think you will probably agree after looking at the picture below, the children enjoyed this event very much!



## FEELINGS

One of the curriculum themes over the summer at Fairmont Park preschool was Feelings week. They started the week off with some water and outside play and a picnic! The children did a lot of self-reflection about how their actions make others feel. The children also practiced identifying their emotions as well as other people's emotions and worked through some of these feelings.





# Staff Report



Item VI D)      October 25, 2023  
TO:                Members of the Parks, Beaches, and Recreation Commission  
FROM:            Lexi Macario, Recreation Coordinator  
SUBJECT:        Recreation Division and Community Center Rentals update  
                      July-September 2023

## Youth & Teens

### J-Teen After School

Vallemar's J-Teen After School program started back up on September 5<sup>th</sup>, 2023. We have a total of 26 students registered this year. Recreation Leader Zack Conci is the site lead, and Dylan Alexander-Hydie and Philomena de Barra help out occasionally as well. The J-Teen program has relocated to the Resource Room, which is a smaller space than last year but gives them direct access to the basketball courts and the field at Vallemar School. Students have been busy with homework, as well as engaging with the staff by playing basketball, games, and other activities.



### Summer Adventure Camp

Adventure Camp had its official last day of camp on August 4<sup>th</sup>, 2023. During the last two months of camp, Adventure Camp went on two field trips - Six Flags Discovery Kingdom and the San Francisco Zoo. Each week of camp was completely full ranging from 60-80 kids per week, ages ranging from 5-12. Campers were busy at camp doing various activities such as indoor and outdoor structured games and crafts. Adventure Camp also took local field trips to the



beach about once a week, and to Oceana Pool every other week using public transit. During the last week of camp, we relocated to Frontierland Park and had a completely outdoor camp. Kids were able to play on the playground daily, and even had a day full of water activities such as a water balloon toss and playing on a slip n slide. Throughout the Summer, there was a team of 21 Recreation Leaders that worked hard everyday programming and implementing programs into the camp.



### Youth Advisory Board

Youth Advisory Board (YAB) back in full swing and started up again on August 16<sup>th</sup>. YAB currently consists of 12 active members. Three new teens joined the program as of September 20<sup>th</sup>, Calvin Chan, Kido Phan, and Adrianna Brignardello. YAB has been busy planning the J-Teen Dance coming up on October 6<sup>th</sup>. YAB helps by reaching out to the Pacifica School District and the middle school's PTO to organize this dance. They decided on a "neon" theme for the dance and made fliers. YAB will be there helping the night of the dance by decorating the building and running the snack shack for the middle schoolers.



## Special Events

### Family Fun Fest

Was held on September 24<sup>th</sup>, 2023, at Ingrid B. Lacy Middle School field. Throughout the day we had about 2,000 attendees. This was the 39<sup>th</sup> annual Family Fun Fest, and it was a little different than past years. There were great attractions such as two inflatable slides, a jumpy obstacle course, a Velcro axe throwing station, and tricycle races for kids. This year, 4H Club brought their mobile petting zoo, San Mateo County Libraries brought their imagination playground blocks for kids to play. Three face painters painting amazing designs on the children's faces. Miller O'Brien provided a car for the children to paint. Pacifica Bike Park brought an inflatable ramp and their team performed insane stunts and jumps throughout the event. Staff had 15 part time staff help facilitate the day by organizing and running games, such as dodgeball, sack races, banana tag, and more. Recreation Leaders also facilitated activities with equipment such as a giant earth ball, a parachute to play with, and buckets to use as drums. The event ran from 1pm-4pm and had a steady influx of people the entire day.



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

Contract classes and facility rentals are in motion, as the Fall Session started on August 28<sup>th</sup>. Unfortunately, a long-time contract instructor, Jo Ann Kidwell, passed away earlier in September. She had been teaching beading and jewelry classes and tarot card reading classes for the past 13 years. Her granddaughter is hoping to continue teaching her classes in her memory starting in the Winter session. From July – September, we have had 6 rentals on the weekends, and currently have no space available on the weekends until January. These rentals range from birthday parties, family reunions, memorial services, wedding anniversaries, and much more.



# Staff Report

ITEM VI E) October 25, 2023

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

FROM: Amber Shong, Senior Services Supervisor

SUBJECT: Senior Services Division update July-September 2023

## Supervisor's Report

### Funding update

Pacificans Care once again approved \$25,000 grant request for fiscal year 2023-2024 to help offset program costs. Pacificans Care have always been a wonderful supporter of Senior Services over the years. Senior Service staff thank them for their continued partnership and overall support.

Closeout of Fiscal year 2022-2023 for San Mateo County was completed. San Mateo County and the Older Americans Act finalized funding budgets for 2023-2024 fiscal year. Level of funding for City of Pacifica will be receiving:

- Congregate meals \$ 65,865
- Home Delivered Meals (MOW) \$ 250,903
- Transportation \$ 19,903

Totaling \$336,671 which is an increase of \$32,127 over fiscal year 2022-2023

### Events

On August 17<sup>th</sup>, twenty-two seniors attended County of San Mateo Health System conducted a SCAM Prevention Presentation at the Community Center, topics included Internet, email, mail, and phone.

Senior Services participated in the Fog Fest Parade, held on Saturday, September 23<sup>rd</sup>. Zumba instructor, Nora Napier was out to represent an active and healthy lifestyle for seniors.



### Staff

Mid-September Food Services Coordinator- Chef Mona Urbina joined the TEAM. Retired Chef Steve Humphrey manage the kitchen during the recruitment and hiring process.

Driver Marilyn Lum was hired as a back-up driver to assist with coverage when senior services have trips or offsite activities. Driver Lum also assists MOW with meal delivery and collecting intake forms from clients.



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

### Seniors in Action (SIA) Membership

Seniors in Action Membership drive was again a huge success. As of the end of the quarter, there was 400 members (new and renewed) enrolled for the 2024 membership year. New and renewing members are welcome to join for an annual membership fee of \$30.00 throughout year.

### Giving Tree Trust Funding

Giving Tree program received \$4,200 between the months of July-September, no current projects have been earmarked during the quarter.

### Volunteers

Volunteers assisted with the annual SIA membership drive, collecting over 400 new and renewing members. Staff are recruiting volunteers for our lunch program and monthly rummage sale. Pacifica Senior Services cannot operate programs without our dedicated volunteers!

Currently, two high school students are volunteering this summer to help with tech tutoring in the Computer Lab and assisting in the Kitchen.

### Fiscal Year End Program Revenue

<b>Program</b>	<b>Totals</b>
SIA Membership Dues	\$ 3,505.00
Donations with Membership Dues	\$ 70.00
SIA Member Class Card Sales	\$ 4,630.00
Non-SIA Member Class Fees	\$ 378.00
Gift Shop Sales (Gross)	\$ 780.00
Rummage & Cookie Cart	\$ 9,505.00
Bingo	\$2,946.00
Miscellaneous Monetary Donations	\$916.00
<b>Deposit Total for Account</b>	<b>\$22,730.00</b>

### Ongoing Programs

- Golden Treasures Gift Shop is Pacifica's best kept secret. Various creative gift ideas from jewelry to baby blankets to sport themed items, purses, scarves, and hand towels are being sold at the shop. Great location inside the Community Center to find useful, practical, and unique items, plus most items are handmade by seniors (operating hours are 10 am – 12 noon, Monday through Friday).
- SIA Rummage Sales held at the Community Center the second Wednesday and Thursday of every month from 9:00 am to 2:00 pm. Customers are always finding great bargains on everything including kitchen ware, home decor, collectibles, books, and art.
- Pacifica Senior Services continues to offer more than 40 classes and activities each week for seniors in the following categories: Arts & Crafts, Games & Groups, Exercise & Health, and Computers.



- San Mateo County Libraries provide a Pop-Up Library that visits Senior Services twice a month for easy access of books, music, movies and much more. The libraries' outreach continues to be an educational and entertainment asset for seniors.



- Big Bucks Bingo is enjoyed every Wednesday from 1:00 to 3:00 pm after Congregate Lunch. Buy-ins are \$7 for one pack.
- Live entertainment is provided by guitarists and vocalists Scott Hill and Gene Gibson, Jr. who bring their magic to the Center every month as does DJ Rey Hauser, Pianists, Alex Bootzin, Steven Evans, Lighthouse String Band, and Flutist, Gail Edwards. In addition, Kurt, Eddie, Peter, and John continue to play with their band monthly at the Senior Center.

## July

- Staff kicked off July with our Independence Day Celebration. The celebration centered on entertainment with the Highway 1 Band and Chef Steve's luncheon of BBQ Chicken and delicious cake which set the mood for all to enjoy the big red, white, and blue holiday.
- The first Seniors in Action Council's Ice Cream Social held on July 20<sup>th</sup>, great success marking the end of summer and reminding everyone about the membership drive in September.



## August

- August 2nd, there was wonderful visit with members of the Pacifica 4H Club and their animal companions. This annual event allows our seniors to get up close and personal with the animals while the youth share details from their San Mateo County Fair projects.
- The second Seniors in Action Council's Ice Cream Social on August 10th consisted of a full ice cream bar with a topping selection of whipped cream, flavored syrups, almonds, and a cherry on top!

- Happiness is yelling BINGO! Pacifica Senior Services Bingo Committee hosted their second GIANT Bingo Fundraiser on Saturday, August 12th with fifty-five Bingo players. Payouts ranged from \$125-\$250 and snacks were available to purchase including hot dogs, chips, ice cream, soda, and water.



## September

- September brought a special island celebration to the Center as the “Coastside Strummers,” our own ukulele band performed on September 27<sup>th</sup> for the Annual Hawaiian Luau.
- SIA Membership Drive kicked off late September and there were over 400 renewals within two weeks. Operating costs have increased significantly due to global factors in recent times, 2024 SIA Membership fee were increased by \$5.00 to \$30.00.



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

### Meals on Wheels (MOW)

- Meals continue to be delivered fresh daily Monday through Friday. Frozen meals are provided for the weekend and holidays on a case-by-case basis. Frozen meals are delivered on Fridays for the weekend or the day before the holiday closure for clients who request them.
- Pacifica Senior Services is currently servicing 101 homebound clients. Coordinator Yeung is working to onboard the 10-20 clients who are currently on the wait list as fast as possible.
- Approximately 6,800 meals have been served in the first quarter of the fiscal year.
- The average client donation for service was \$1.28 per meal.
- The program operates 8 meal delivery routes per day, our longest route currently is Route 2 with 15 clients in our Linda Mar neighborhood ND shortest route currently is Route 4 in the Sharp Park neighborhood. Staff are working on building out the routes by enrolling new clients and processing their intakes as soon as possible.





## Meals on Wheels Volunteers

- The MOW program has 58 volunteers – 34 are permanent drivers assigned to one of our 8 daily routes while 24 are fill in/substitute drivers. Operations are running smoothly, and we are sustaining current operations with the help of our substitute volunteers.
- San Francisco State University (SFSU) School of Nursing students are back and continue to be instrumental to Meals on Wheels. The skilled nursing students are assisting with completing the required quarterly re-assessment which are done via home visits while others are completed via telehealth. These re-assessments are vital to our program as it ensures that seniors continue to qualify for Meals on Wheels. Students also assist with running a route in the morning and checking in with seniors to make sure that they are safe at home and have the necessary resources and information to thrive independently and with dignity. The feedback continues to be positive, and we look forward to our continued partnership with San Francisco State University!



In August, Community Services Coordinator Christie Yeung attended MOW Conference and Expo in Phoenix, Arizona. She met a lot of community leaders and fellow MOW colleagues all over the US and spent time discussing success and barriers to our programs. We also addressed critical challenges and discussed opportunities for the future such as a new software system to better improve workflow and optimization of routes and delivery. We also had a chance to brainstorm new ideas to promote volunteerism and had time to celebrate the great work that we have accomplished to end senior isolation and hunger. With the new ideas and suggestions from the MOW Conference, our current Meals on Wheels program have increased in volunteer interest.

## Congregate Lunch

Congregate lunch is served Monday thru Friday for seniors 60 years and older at noon (11:30am - 12:30pm) at the Pacifica Community Center. \$4.00 is the suggested donation per meal non-seniors (guest of seniors) welcome to lunch for a \$6.00 mandatory fee.

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

### Senior Shuttle

Senior center transportation service offers seniors rides to and from the center Monday through Friday. There has been a significant increase in the number of seniors registering and utilizing the shuttle service, during the summer months with 1,051 senior rides.

### Day Trips:

Monthly excursions include trips to varieties of attractions, experiences, or shows. Between July 1<sup>st</sup> and September 30<sup>th</sup>, staff offered three excursions with some having a waitlist.

- |                              |  |                 |
|------------------------------|--|-----------------|
| • July 13 <sup>th</sup>      | Ansel Adams- In Our Time exhibit             | 10 participates |
| • August 9 <sup>th</sup>     | Broadway Show Aladdin at the Orpheum Theater | 20 participates |
| • September 20 <sup>th</sup> | Elkhorn Slough Safari in Moss Landing        | 18 participants |



Shopping Trips

Monthly shopping trips to the local Safeway and Grocery Outlet were a huge hit with the seniors and for their shopping needs. Between April 1<sup>st</sup> and June 30<sup>th</sup>, we offered 6 shopping trips serving 34 seniors, offering 114 roundtrips this FY.

CaR Program (Connect a Ride) update:

CaR ridership continues to increase and expand, we have witnessed an increase in trips for medical appointments. There are currently 471 Pacifica residents 65+ years old registered in the program since the roll-out November 4, 2019.



Month	Days of Service	Total Rides	Avg. Daily Rides	Fare Totals	Avg. Monthly Fare	Medical	Bart	Local
July	31	104	3.3	2,322	22.32	41	6	63
August	31	141	4.5	3,246	23.02	59	1	82
September	30	151	5.0	3,475	23.00	65	2	84
TOTAL	92	396	4.30	9,043	23.44	165	9	229

Shopping Assistance for Homebound Seniors (SASH)

SASH volunteers shop for homebound seniors in need of groceries and household supplies. Currently there are four Sash clients and one SASH Volunteer. Volunteers shop for clients once a week for the past three months.

Medical Supply Loan Program

The Medical Supply Loan Program continues to be an extremely needed serve. Items loaned included crutches, canes, walkers, shower chairs, commodes, and wheelchairs. During July- September staff provided 29 pieces of equipment as well as giving out incontinent supplies. Staff continues excepting additional equipment to stock up our medical closet.

**PARKS, BEACHES, AND RECREATION DEPARTMENT  
COMMISSION 2023 LIAISON ASSIGNMENTS**

<b>COMMITTEE</b>	<b>MEETINGS</b>	<b>LIAISON</b>
<b>Aquatics Liaison</b>	As Needed for pool issues/events- Contact Anthony Schriver, 738-7461	VACANT
<b>Beach Coalition Committee</b>	Contact Lynn Adams <a href="mailto:lynn4promos@aol.com">lynn4promos@aol.com</a> 355-1668	COMMISSIONER NICOLARI
<b>Beautification Committee</b>	1 <sup>st</sup> Wednesday, 6:30 pm @ EOC	COMMISSIONER BENTON SHOEMAKER
<b>Bike Park Committee</b>	Contact Anthony Schriver, (650)738-7461 or <a href="mailto:aschriver@pacifica.gov">aschriver@pacifica.gov</a>	COMMISSIONER(S) PHILLIPS & HEYWOOD
<b>Chamber of Commerce</b>	Lynn Gallo <a href="mailto:lynngallo-mft@sbcglobal.net">lynngallo-mft@sbcglobal.net</a> <a href="http://www.pacificachamber.com">www.pacificachamber.com</a>	COMMISSIONER RODRIGUEZ
<b>Childcare Services</b>	As Needed -Tracy Gilbert <a href="mailto:tgilbert@pacifica.gov">tgilbert@pacifica.gov</a> or Mindy Tiet @ <a href="mailto:mtiet@pacifica.gov">mtiet@pacifica.gov</a>	COMMISSIONER PHILLIPS
<b>Earth Day Committee</b>	As Needed	VACANT
<b>Economic Development Committee</b>	2 <sup>nd</sup> Tuesday of the month, 6pm @ EOC	COMMISSIONER ABBOTT
<b>Family Fun Fest &amp; Pacifica Junior Olympics</b>	Contact Lexi Macario (650)738-7376 or <a href="mailto:lmacario@pacifica.gov">lmacario@pacifica.gov</a>	VACANT
<b>4<sup>th</sup> of July Celebration</b>	Contact Lexi Macario (650)738-7376 or <a href="mailto:lmacario@pacifica.gov">lmacario@pacifica.gov</a>	VACANT
<b>Library Advisory Committee</b>	TBA	COMMISSIONER BENTON SHOEMAKER
<b>Open Space and Parkland Advisory Committee</b>	3 <sup>rd</sup> Wednesday, 6:00PM , TBA	COMMISSIONER NICOLARI
<b>Poet Laureate</b>	As Needed	COMMISSIONER(S) ABBOTT & BENTON SHOEMAKER
<b>Skate Park</b>		COMMISSIONER HEYWOOD
<b>Senior In Action Council</b>	As Needed- Senior Advisory Council meets 3 <sup>rd</sup> Tuesday -1pm-Contact Amber Shong, (650)738-7352 or <a href="mailto:ashong@pacifica.gov">ashong@pacifica.gov</a>	COMMISSIONER ABBOTT
<b>Tree City Pacifica</b>		COMMISSIONER BENTON SHOEMAKER
<b>Youth Advisory Board</b>	2 <sup>nd</sup> Wednesday-Community Center- 6pm- Contact Lexi Macario (650)738-7376 or <a href="mailto:lmacario@pacifica.gov">lmacario@pacifica.gov</a>	COMMISSIONER RODRIGUEZ