



AGENDA
Parks, Beaches, and Recreation Commission
City of Pacifica

Regular Meeting – 7 PM
Wednesday, October 23, 2024
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:
09/25/2024 Meeting Minutes

IV. ADOPTION OF AGENDA

V. SPECIAL PRESENTATION

- A. Youth Advisory Board Presentation
- B. Senior Services Presentation – Supervisor Amber Shong

VI. ORAL COMMUNICATION

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

VII. ITEMS FOR CONSENT

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

VIII. ITEMS FOR CONSIDERATION

- A. Upcoming Commission Meeting Schedule
 - a. November Study Session: Park Review Process
 - b. December Study Session: 2025-2026 Work Plan

IX. REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS

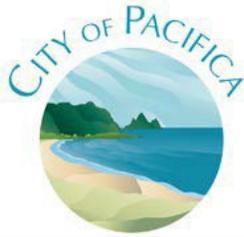
X. REPORTS FROM STAFF

Director Scott Leslie

XI. ADJOURNMENT

Next Meeting: Tentative – Study Session November TBA
Tentative – Study Session December TBA
Regular meeting – January 22, 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.



MEETING MINUTES Parks, Beaches, and Recreation Commission City of Pacifica

Regular Meeting – 7 PM

Wednesday, September 25, 2024
2122 Beach Blvd. Pacifica, CA 94044

CALL TO ORDER

7:00 PM REGULAR MEETING

Chair Benton-Shoemaker: called the meeting to order at 7:00pm

I. PLEDGE OF ALLEGIANCE

Commissioner Banks: led the Pledge of Allegiance

II. ROLL CALL

Commissioners Present: Chair Benton-Shoemaker, Commissioner Abbott, Commissioner Torres, Commissioner Banks

Commissioners Excused: Commissioner Phillips, Commissioner Staudenbaur

Staff Present: Acting Director Scott Leslie, Recreation Supervisor Anthony Schriver, Recreation Coordinator Aquatics Mitchell Klassen, and Recreation Administrative Specialist Sabrina Krenn

III. APPROVAL OF MINUTES:

Chair Benton Shoemaker called for a motion to approve the meeting minutes 8/28/2024 with two edits: twenty trees, not two, will be planted at the Community Center for the Arbor Day celebration and Parks, Beaches, and Recreation has a list of parks, not a record. **A motion was made by Commission Abbott, seconded by Commissioner Torres, motion carried 4-0.**

IV. ADOPTION OF AGENDA

Chair Benton-Shoemaker noted two changes to the agenda: the 40th Anniversary Family Fun Fest presentation would be going first and the Arbor Day presentation second, and that the Arbor Day presentation would be presented by Scott Shoemaker. **Commissioner Abbot made the motion to approve the agenda with those changes and Commissioner Banks seconded. Motion carried 4-0.**

V. SPECIAL PRESENTATION

A. 40th Anniversary Family Fun Fest – Bill Michaelis

Bill Michaelis presented on the history of Pacifica's Family Fun Fest ahead of its 40th anniversary. Michaelis emphasized the importance of play as a community builder, a way to be creative, and to cross generational boundaries. Michaelis spoke about his experience creating an extensive leadership training program in conjunction with other groups with the goal of creating events that are non-competitive and fun for everyone, and how that has been incorporated and continues to be the foundation of Fun Fest.

Commissioner Abbott: thanked Bill Michaelis for his contributions to Fun Fest and asked staff how Parks, Beaches, and Recreation plans to ensure that Fun Fest always stays true to the characteristics that have made it so loved by the community. Acting Director Leslie replied that there are no plans to change its nature, only small changes so that the experience is different every year. Commissioner Abbott also asked how the event was advertised. Supervisor Anthony Schriver answered that it was advertised on social media accounts, flyers at City facilities, and flyers were given to the Pacifica School District. Bill Michaelis also added that the Pacifica Tribune had written an article about it.

Chair Benton-Shoemaker: Asked, for the date of Fun Fest and what some of the activities are for those who have not attended. Fun Fest was on September 29th. Some of the typical activities include Earth Ball, paint the car, trike races, giant bubbles, Imagination Playground, and more.

Commissioner Banks: Asked, if the Fun Fest staff work with any summer camps, such as Adventure Camp, to bring their thinking and approach to play to them. Bill Michaelis answered that not in the last couple of years, but they have partnered with them. Acting Director Leslie also clarified that the Fun Fest staff are largely comprised of Adventure Camp staff, which is a City summer camp.

B. Arbor Day Presentation – Scott Shoemaker

Scott Shoemaker is an Arbor Day volunteer and presented on Pacifica’s upcoming Arbor Day Celebration. Shoemaker explained the requirements for a city to be a Tree City USA, the benefits of trees, both environmentally and economically. Thirty trees will be planted in celebration of Arbor Day this year: ten at Pacifica School District Schools and twenty at the Community Center. The Arbor Day Celebration will be on November 2nd at 10am at the Community Center.

Commissioner Banks: Asked, what is being done to ensure that Pacifica reaches its goal to have a 25% urban canopy. Shoemaker responded that encouraging the public is one way to help reach the goal, and another is to implement a tree replacement program so that if a tree is cut down, it must be replaced.

Chair Benton-Shoemaker: Acknowledged, Commissioner Abbott, the executive director of Sanchez Art Center, for the art contest and exhibit at Sanchez Art Center composed of elementary student’s artwork of trees for Arbor Day.

VI. ORAL COMMUNICATION

None.

VII. REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS

Commissioners gave updates on their liaison assignments and community involvement.

Commissioner Abbott reported that the Seniors in Action Council has a new elected board, have had over 300 seniors get a membership for the 24-25 year, and had the highest earning rummage sale in their history. Commission Abbott also spoke about the Youth Services Bureau in Pacifica, which provides a variety of services for children, including mental health and counseling services, and collaborate with the schools. Commissioner Abbott reminded the Commission about the upcoming EV Expo at the Community Center. **Chair Benton-Shoemaker** spoke about the Beautification Committee’s partnership with Sanchez Art Center at the Fog Fest and reported on the Climate Action Task Force and Tree City Pacifica, which is busy preparing for Arbor Day.

VIII. REPORTS FROM STAFF

Acting Director Scott Leslie gave the following statements and updates:

- The City is in the process of installing EV charging stations at the Community Center
- Tracy Buie resigned from the PB&R Commission
- Reopening of the Community Center
 - Supervisor Schriver is the leader of the contract class task force.
 - Goal is to add thirty additional courses per quarter.
 - In the process of reimplementing the play brochure.
 - The building has been rekeyed.
 - Moving forward with preparations to paint the interior this winter.
 - Other building renovations are scheduled for 2025-2026.
- Child Care
 - Three of the four school-age programs are completely full and have waiting lists.
 - 383 school-age children are enrolled in the program.
- The first J-Teen Dance of the 2024-2025 school year sold out.
- The 40th annual California Coastal Cleanup has expanded and had hundreds in attendance.
- Beach Safety and Surf Awareness Day was aimed at teaching safety techniques to surfers.
- Swim meet season started at Jean E. Brink Pool for both youth and adults.
- Four pickleball courts have been striped at Terra Nova High School and two at Oceana High

- School – they are join-use courts as they are also striped for tennis.
- Parks, Beaches, and Recreation has received permission from the Jefferson Union High School District to stripe the remaining tennis courts for pickleball as well.
- The Youth Advisory Board will be presenting to the Commission next month and have twelve active members.
- The Halloween event has been named the Boo Bash and will be held at the Community Center on 10/26.

Commissioner Banks: Asked, if the Boys and Girls Club in Pacifica shuts down, is City of Pacifica Child Care maxed out or do they have the ability to grow if needed? Acting Director Leslie answered that Parks, Beaches, and Recreation hopes that the Boys and Girls Club continues to operate and that if something were to happen to that program, the department would do whatever it could to support them. Acting Director Leslie said that in that potential situation, the school district would be impacted as well.

Chair Benton-Shoemaker: Asked, how many locations Boys and Girls Club has in Pacifica and if they own their property. Acting Director Leslie responded that they have a site at Sunset Ridge and a location in the back of the valley, and that he believes they own their property.

Commissioner Torres: Asked for more information about the installation of EV chargers. Acting Director Leslie replied that the City has a grant to fund the installation of EV chargers and that three charging stations will be installed at the Community Center. Acting Director Leslie also expressed that as city cars and vans age out, they should be replaced with electric vehicles.

Commissioner Abbott: Stated, the EV Expo will have a map of where the EV chargers are and added that the grant for the EV chargers is through Peninsula Clean Energy. Commissioner Abbott spoke about the economic benefits of EV chargers as the City continues to install new ones, such as at Linda Mar shopping center. Commissioner Abbott also clarified that there is already a City policy to replace City gas-powered vehicles with electric vehicles. Commissioner Abbott spoke about her excitement for the return of the play brochure and expressed that they should be mailed to every household like it had been previously. Commissioner Abbott asked how the Commission can support and advise staff when the bids for the priority parks come and staff need assistance spreading the word to residents. Commissioner Abbott also asked if the Commission can be involved in the facilities task force. Commissioner Abbott brought up that renaming rooms at the Community Center is also on the work plan.

Acting Director Leslie: Responded, that the Commission would be sought out for advice as the renovations to the Community Center moves forward. Acting Director Leslie also said that Commissioners could join the regular meetings if they wish to attend, and that elements of what they discuss will be brought to the Commission. Acting Director Leslie believes that renaming the rooms at the Community Center might be brought before the City Council and added that all Portola artifacts are being removed from the Community Center.

Chair Benton-Shoemaker: Asked, for clarification on what pre-COVID numbers for contract classes at the Community Center were and what it means to add thirty courses per quarter. Acting Director Leslie responded that the goal is to get back to one hundred fifty classes a year from now, which can be achieving by gaining thirty classes every quarter. Acting Director Leslie added that staff are seeking out popular contract classes from the past and finding new options for people of all ages. Chair Benton-Shoemaker asked that the Commission receive updates on the returning classes as the Commissioners often receive questions about it from members of the public.

IX. ADJOURNMENT

Chair Benton-Shoemaker called for a motion to adjourn the meeting. **Motion was made by Commissioner Abbott, seconded by Commissioner Torres, motion carried 4-0.**

Next Regular Meeting: Regular meeting – October 23, 2024, 7:00pm

Respectfully submitted by,
Sabrina Krenn, Recreation Administrative Specialist
Pacifica Parks, Beaches, and Recreation

X



Admin Report

Item VI A)

DATE: October 23, 2024

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

FROM: Scott Leslie, Parks, Beaches, and Recreation Director

SUBJECT: Administrative Narrative July 2024 – September 2024

New Parks Beaches, and Recreation Director

In late September 2024, Scott Leslie was appointed as the permanent Parks, Beaches, and Recreation Director, with the official announcement made on October 3rd, 2024. Scott had been serving as the Acting PB&R Director since early March 2024 and has accumulated over 18 years of experience in various roles within the City of Pacifica's PB&R Department.

Priority Parks Update

The Priority Parks program is progressing, with the Commission-recommended changes from the August 2024 meeting forwarded to the NCE design team. The department received the updated 100% construction designs in late September 2024, and they will be sent out for public bidding in mid-October. Bids will be evaluated in November 2024, with official approval scheduled for the January 13, 2025, City Council meeting. The projected timeline anticipates construction to begin in early 2025.

The latest construction cost estimates per park are as follows (these are only estimates, and actual bids will vary):

- Imperial Park: \$393K (estimated)
- Sky Ridge Park: \$350K (estimated)
- Brighton Park: \$403K (estimated)
- Marvella Park: \$373K (estimated)

The estimated total for the project is \$1.92 million. The majority of this funding is provided by the Roy Davies Memorial Fund, with an additional \$300,000 sourced from park in-lieu fees received by the City over the past few years.

2024 Community Center full return to Recreational Use

On Thursday, June 27th, the City held the official ribbon-cutting ceremony for the newly renovated Civic Center. Following that, during July and August, Civic Center employees vacated the Community Center, which allowed the Department to begin the process of restoring the full center to its original purpose: a Recreation Center dedicated to hosting classes, programs, special events, and community meetings.

The current Parks, Beaches, and Recreation (PB&R) team now consists of 16 full-time staff members that are permanently stationed at the Community Center. After careful consideration, the Department was able to fit all 16 staff members into the 11 pre-existing offices and workspaces available. In addition, staff has established a permanent Recreation and Child Care public counter near the dance pods, where the public can conveniently handle walk-in business and inquiries.

The last time the department operated the Community Center in a fully "normal" capacity was in early 2020, prior to the pandemic. It will take time, likely several months to a full year, to rebuild all the recreation programs to their pre-pandemic levels. However, staff is working diligently with several of the previous contracted instructors to bring back popular recreational offerings. Programs such as dance, fitness, arts and crafts, preschool, and teen activities will resume as soon as possible, now that the building is fully restored to its intended use.

Community Recreation Contract Class Taskforce

Under the leadership of Supervisor Anthony Schriver, the Contract Class Task Force has been established to revitalize our recreation programming. The task force consists of members from the recreation, seniors, and childcare teams, all working closely with previous contract instructors to reintroduce high-quality programs and classes. The group has set several ambitious goals:

- Relaunching the community PLAY Brochure to showcase upcoming programs and classes
- Increasing the number of non-aquatic recreation classes by 30 each quarter, aiming to return to pre-pandemic levels by late 2025
- Analyzing pre-pandemic enrollment data to identify trends and popular class offerings
- Reconnecting with successful contractors who previously offered classes through the Department
- Collaborating with neighboring cities to explore new and exciting recreation opportunities
- Partnering with local businesses to expand the variety of classes offered through the Department

The task force is dedicated to ensuring a strong return of diverse recreation options to serve the community.

Planned Community Center Renovations:

With the Community Center returned in its entirety to the PB&R Department, several capital improvement projects and general building improvements have been scheduled for the next 12 to 16 months.

- **Completed Improvements:**

- The exterior garbage collection area has been upgraded with new fencing, and the department is in the process of obtaining a new dumpster.
- A deep cleaning of the areas used by Civic Center employees over the past three years has been completed.
- Designated City vehicle parking spots were installed during the summer of 2024.
- All employees have been placed in their new work areas. This included the installation of several workstation hookups to the information technology infrastructure, and the purchase and installation of some sit-stand desks.
- The entire Community Center was rekeyed in September 2024.

- **Planned Improvements:**

- Arbor Day Event: As part of the November 2nd community event, 20 trees are scheduled to be planted outside the Community Center.
- Exterior Glass Doors Replacement: The department is collaborating with Public Works to obtain quotes for replacing all exterior glass doors. These doors have not been updated since the building opened in November 1988.
- Interior Painting: Quotes for interior painting will be sought for either December 2024 or January 2025.
- Flooring: The department is working with Public Works to gather quotes for installing non-slip flooring throughout most of the building, particularly in areas associated with senior programs. This process should begin sometime after the interior painting project has completed.
- Exterior Building Repairs: The department is also working with Public Works to receive quotes for repairs to exterior concrete, which has deteriorated due to decades of exposure to wind, sunlight, and sea air. The scale of this project is unknown, and this will be the last major capital improvement project scheduled after all the others are complete.
- Installation of “Soft Areas” for Community Enjoyment: Community Center staff have begun evaluating options for “soft surfaces” within the center. It’s clear that additional couches, comfortable seating, and tables will need to be installed over the next year to increase comfortable areas for community members to relax and enjoy.

Staffing Updates

The following are our staffing updates:

No new hires this quarter (July 1st, 2024 – September 30th, 2024).

- 1) Mitchell Klassen, Aquatics Coordinator: Hire Date: August 2024

- 2) Allyson Ayong, Child Care Full-Time Teacher II: Hire Date: August 2024
- 3) Angelica Diaz, Child Care Full-Time Teacher II: Hire Date: August 2024

4th of July Event

This year's 4th of July celebration drew a large crowd that enjoyed a wide range of exciting activities, including community recreation games, booths, and amusement rides. The event featured two live bands with a professional sound setup, face painting, three amusement-style rides, food trucks, Mr. Softee, and a variety of traditional 4th of July games organized by the Parks, Beaches, and Recreation summer staff. With an estimated attendance of 1,000 to 1,200 participants, the event was a huge success, and a great time was had by all.



California Coastal Cleanup Day

The California Coastal Cleanup Day took place on Saturday, September 21st, at Linda Mar Beach from 8:30 AM to 2:00 PM. A section of the parking lot was designated for educational booths hosted by the Pacific Beach Coalition, along with a DJ and several other organizations that helped bring awareness to ocean and beach preservation.

Participants were provided with buckets, gloves, grab sticks, and refreshments, including fresh watermelon and water, to help fuel their efforts throughout the day. Volunteers came from all walks of life, with some as young as 5 years old and others traveling from as far as Gilroy to contribute to the cleanup event. It was a day of community involvement and environmental stewardship, marking a milestone in efforts to protect California's coastlines.

40th Annual Family Fun Fest

The 40th Annual Family Fun Fest took place on September 29th from 1-4 p.m. at the IBL Field, marking a milestone year for this beloved event. In preparation, the Department hosted a training session the day before with guest trainer Drew McAdams, who guided the team through a variety of games and activities to ensure everyone was ready. The Fun Fest team consisted of part-time

recreation leaders, lifeguards, and childcare workers, all coming together to help make the event a success.

At the Fun Fest, children enjoyed an inflatable obstacle course, a ladder game, and an inflatable tricycle race. One of the most popular activities was the "Paint a Car" event, where Miller O'Brien generously donated a car for the kids to decorate. In addition to the inflatables, vendors hosted games and activities. The local 4H club brought a petting zoo with goats and chickens. The 40th Fun Fest was a fun-filled celebration that brought the community together for a memorable afternoon.



3rd Annual Right of Wave: Beach & Ocean Safety and Surf Awareness Day

The 3rd Annual Right of Wave: Beach & Ocean Safety and Surf Awareness Day took place on Sunday, September 22nd, at Linda Mar Beach from 8:30 a.m. to 5:00 p.m. Co-sponsored by Hawaii Eco Divers and the City of Pacifica, this free event catered to surfers, free-divers, open-water sports enthusiasts, and beach-goers of all ages and abilities. The day featured a variety of workshops and activities designed to provide participants with knowledge and skills to navigate

the ocean safely, enhance their surfing and water sports abilities, and connect with like-minded community members.

Event highlights included workshops and activities hosted by experts from California and Hawaii, covering topics like ocean safety, surf awareness, risk management, and ocean conservancy. Participants learned about apnea for surf survival, surfing fundamentals, surf photography, water quality testing, CPR and rescue breathing, surf etiquette, and even took part in beach yoga. The event fostered a sense of community while promoting safety and skill development in a fun and interactive environment.



Staff Report

Item VII B) October 23rd, 2024

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

FROM: Anthony Schriver, Recreation Supervisor

SUBJECT: Aquatics Division Update, July – September

Jean E. Brink Pool Swim Programs

Water aerobics participants and swimmers continue to get great exercise 37.5 hours a week during our summer months at our heated indoor Jean E. Brink Pool. Our pool offers adult lap swim, water aerobics, family recreation swim, swim lessons, adult water polo, youth water polo, pool party rental program, San Francisco Marionettes Artistic Swimming, and Pacifica Sea Lions Swim Team practices. We are one of the only indoor facilities that boasts these types of programs 12 months out of the year. Water Aerobics continues to have a dedicated following of participants Mondays – Friday, 11:00am-12:00pm with between 200-220 participants taking our one-hour aerobic workout each month. These high aerobic classes are easy on your joints and bones, and makes for a great cardiovascular and muscular skeletal workout.



We're lucky to have the Jean E. Brink Pool in our community as it offers the most swimming hours on the coast and peninsula. During the months of July, August, and September we were able to offer the following programs.

Adult Lap Swim Schedule:

Monday – Friday: 6am –8:30am and 11am-1pm

Saturday: 8am – 1pm

Wednesday: 7:00pm – 9:00pm*

Sunday 11am-1pm

Family Recreation Swim:

Tuesday-Thursday, Saturday 1pm-3pm

Monday and Friday 7:00pm-9:00pm

Water Aerobics Schedule:

Monday – Friday, 11:00am-12:00pm

Recreation Swim

The Jean E. Brink Pool offered family recreation swim for all ages year around Monday and Friday evenings 7:00pm-9:00pm, and Saturday afternoons 1pm-3pm. During the month of July and August we offered family recreation swim Tuesdays, Wednesdays, and Thursdays 1:00pm-3:00pm. In total we had 1,332 swimmers who came to join family fun in the water over July-September. Family recreation swim gives families and people of all ages an opportunity to come dive or jump off our 1-meter low diving board, 3-meter-high diving board, splash around in our warm 81–83-degree pool, practice their swimming skills, and have fun summer fun throughout the whole year.



Water Polo

Adult FOG water polo is held Sundays 9am-11am and Tuesdays 7:00pm-9:00pm. Adult water polo welcomes all skill levels. Water polo athletes conduct drills and scrimmage against one another each session and we have an average of 24 players each session.

On Saturday August 24th the Pacifica FOG Water Polo Club tied for first place in the Rec Division at the Tsunami Wet the West Tournament. Congratulations to our very own FOG Water Polo Club. Way to represent and make our city proud!



Oceana Pool Party Program and Swim Meets: July – September

The Jean E. Brink Pool offers pool party rentals and swim meet rentals throughout the year. Our indoor facility is very popular and affordable in hosting team celebrations, birthday parties, and big swim meets. Guest can reserve the whole pool to themselves on Saturdays 3pm-6pm, and Sundays 1pm-3pm. Swim meets are held on Saturdays and Sundays, 6am- 7pm with upwards of 400 athletes swimming each day.

Rental Fees are:

Pool Party Program: \$185 per hour (up to 50 people, 2 hour minimum)
Outside swim team meets: \$185 per hour.
Pacifica Sea Lions Swim Meet: \$135 per hour.

	Two-Hour	Three-Hour	Swim Meet Hours	Swim Meet Hours
July	2	0	0	0
August	3	1	0	0
September	2	1	22	22



Summer Swimming Lessons

During the months of July and August we held swimming lessons Tuesday and Thursday evenings for four weeks, with each class being 30 minutes. We had a total of two sessions that took place June 18- July 11th and July 16th – August 11th.

We had a total of 237 participants take swim lesson this past summer with ages ranging from six months to adults. We also had the opportunity to teach swimming to our childcare participants 4 weeks out of the summer M-F with two half an hour sessions. We had a total of 267 childcare participants take lessons with us.

These lessons are of high value to our community as instructors and lifeguards teach a lifelong skill. Huge thank you to staff as they have such a big impact on our swimming program and educating participants how to swim and be safe around bodies of water.



Annual Beach Safety Day-Sunday September 22nd

3rd Annual Right of Wave: Beach\Ocean Safety and Surf Awareness Day was held on Sunday, September 22nd at Linda Mar Beach 8:30am – 5:00pm Co-Sponsored by Hawaii Eco Divers and the City of Pacifica.

This free annual event is designed for surfers, free-divers, open water sports enthusiasts, and beach-goers of all ages and abilities. The full day of workshops and activities is designed to empower you with the knowledge and skills to navigate the ocean safely, improve your surfing and water sports abilities, and connect with like-minded members of our community.

Event Highlights included:

- **Workshops & Activities:** Hosted by experts from California and Hawaii, focusing on safety, surf performance, and ocean conservancy. Topics include:
 - Ocean Safety + Surf Awareness, and Risk Management
 - Apnea for Surf Survival
 - Surfing Fundamentals
 - Surf Photography
 - Water Quality Testing
 - CPR and Rescue Breathing
 - Surf Etiquette
 - Surf Fundamentals
 - Beach Yoga
- **Local and outside organizations included:** City of Pacifica, Hawaii Eco Divers, Fallen Waterman Foundation, Waves of Grief / Ocean Flow Co., San Mateo County and San Francisco Surfrider Foundation, Arunay Foundation, and University of Surfing Pacifica.





Staff Report

Item VII. C

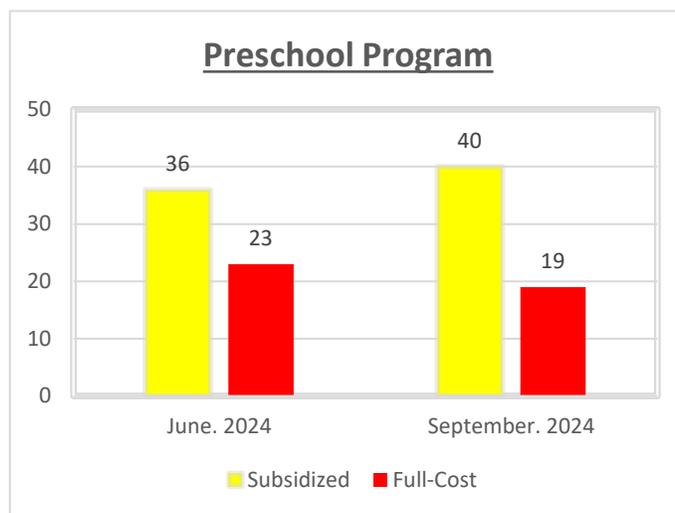
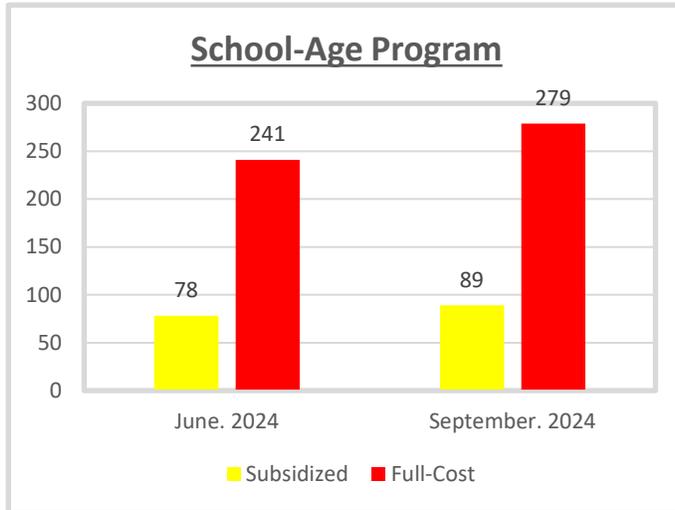
Date: October 23, 2024

To: Members of the Parks, Beaches and Recreation Commission

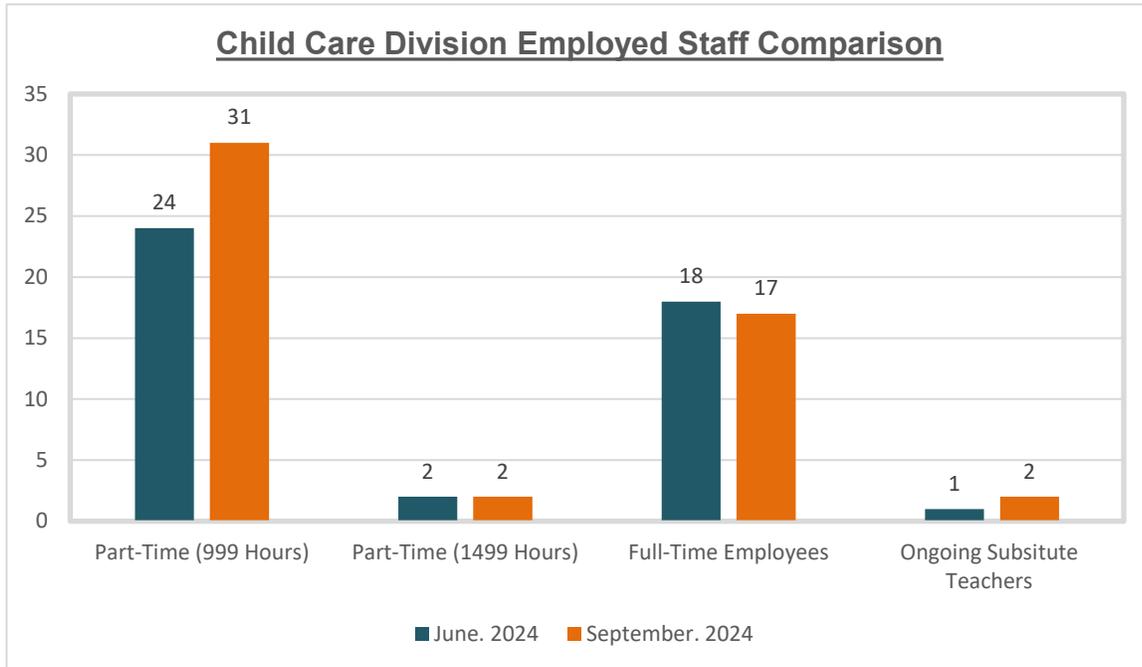
From: Tracy Gilbert, Recreation Supervisor | Child Care

Subject: Child Care Division Update July-September 2024

CHILD CARE DIVISION ENROLLMENT UPDATE



CHILD CARE DIVISION STAFF UPDATE



LEMOS FARM PUMPKIN PATCH FIELD TRIP

Pictures from a field trip to Lemos Farm Pumpkin Patch in Half Moon Bay. The children explored the pumpkin patch and enjoyed some other fun activities such as an inflatable slide, a pony ride, a goat petting zoo, a tractor train ride and a hayride!





FRIENDSHIP AND KINDNESS

During summertime, the Fairmont West preschoolers focused on friendship and kindness! They had great discussions about what it means to be a good friend and explored different ways they can show kindness to others. To celebrate their friendships, the children created a beautiful Friendship Tree and a Friendship Quilt, reminding all of us that we are all friends with our classmates!



BLUEY DANCE PARTY

The San Mateo County Office of Education's library hosted a one hour long Bluey Dance party with great success! The children listened to Ms. Rachel and Spindrift's Ms. Liliana as they directed the class through guided warm up stretches, choreographed dance moves with music, free dance with ribbons and bubbles, and then a cool down stretch. The children did a great job listening and following directions while having tons of fun!



FRONTIERLAND PARK BBQ

The children enjoyed themselves while being in warm weather while attending a BBQ at Frontierland Park. The children loved the hot dogs, the face painting, games, cotton candy and getting fun prizes. It was a lot of fun for everyone!





Staff Report



Item VIII D) October 23th, 2024
TO: Members of the Parks, Beaches, and Recreation Commission
FROM: Lexi Macario, Recreation Coordinator
SUBJECT: Recreation Division and Community Center Rentals Update
July-September 2024

Youth & Teens

J-Teen After School

The Vallemar J-Teen after school program started on September 9th, 2024. This year, the program is completely full of 25 kids registered. We have 4 Recreation staff working the program, who not only supervise the kids, but help with homework, play games, and provide companionship to the kids. Zackary Conci, the lead Recreation staff, serves as the primary contact for both parents and faculty.

Summer Adventure Camp

Adventure Camp came to an end on August 2nd, 2024. Adventure Camp was held at Cabrillo Elementary School this year, and we averaged around 80 kids per week. We had 26 staff this year, making up a very strong team. The camp was split into 3 groups depending on the child's age: pioneers (5-7), explorers (8-9), and Trailblazers (10-12). During camp, we went on 7 field trips this summer. The new places we adventured to were Santa Cruz Beach Boardwalk, Boomers in Livermore, and Hurricane Harbor, a



water park in Concord. Camp days were made up of daily activities including indoor and outdoor games and crafts led by Recreation staff. Adventure Camp also went to the Jean E Brink pool 3 times, taking public transportation. Something new we brought back to camp this year was the Leaders in Training Education (L.I.T.E.) L.I.T.E.s are 13–15-year-old volunteers who are able to volunteer for 3 weeks out of the summer, for 4 hours a day. We had 10 L.I.T.E.s this summer, and we hope to continue to grow the program for years to come.

Youth Advisory Board

The Youth Advisory Board 24-25 started back up again on August 14th, 2024. We started off the school year with a small group, consisting of 5 members. Our main priority in the beginning of the school year was to expand YAB and recruiting new members. At this time, we have added 5 new members to our Board, for a total of 10 members! So far, the Youth Advisory Board has already executed one J-Teen dance for the 24-25 school year, the Wild West Fest, where they helped plan the dance, decorate, sell snacks at the snack shack, and staff the dance. The Youth Advisory Board is excited to bring new events to Pacifica this school year.

Special Events

Wild West Fest J-Teen Dance

We held our first J-teen dance of the 24-25 school year on September 20th, 2024. The dance went on from 7-9pm. This J-Teen dance was western themed, called the Wild West Fest! We encouraged the middle schoolers to dress in western attire, and they did not disappoint! We sold 290 tickets (almost selling out!) and we had 275 kids show up to the dance. The dance was staffed by 12 Recreation Leaders, 5 Youth Advisory Board members, and 2 parent chaperones. We sold snacks and refreshments to the kids as they danced the night away, and we are looking forward to our next Dance in November.



Family Fun Fest



The 40th Family Fun Fest happened on September 29th, from 1-4pm at the IBL Field. This year was extra special because it was the 40th Fun Fest! To prepare for Fun Fest, we held a training session the day before with guest trainer Drew McAdams, who led us through a variety of games and activities to get us ready for the event. We had a combination of part time recreation leaders, lifeguards, and childcare workers help at the Fun Fest. At the Fun Fest, we had an inflatable obstacle course, an inflatable ladder game, and an inflatable tricycle race for the kids. We also had the well-known paint a car, where Miller O'Brien donated a car for the kids to donate. We had vendors come and host a game or activity as well, 4H had a petting zoo with goats and chickens and a bake

sale, the San Mateo County Library came out with their imagination playground, and Sport Basement also had a booth with corn hole. The Recreation staff helped facilitated games ran throughout the day, such as dodgeball, relay races, volleyball, sack races, the giant earth ball, big bubbles, and free face paint for everyone. Throughout the three hours at the event, we had around 550 people show up to the event.

Pacifica Community Center and Reservations

The Summer session has come to an end as of the week of September 23rd. The Fall session is starting up next week, and we are excited because we have added two new music/ dance classes! We are also excited because we now have the space to use the dance studio that was previously being used when City Hall had to move in. We have dance, Yoga, Pilates, Tai Chi, Jewelry and gemstone classes. Most classes average between 7-10 people per class. In the months of July-September we had 8 different rentals on the weekends. To finish out 2024, we have 5 more rentals coming up. These rentals range from birthday parties, family reunions, memorial services, wedding anniversaries, and much more.



Staff Report

Item VIII. E) October 7, 2024

TO: Members of the Parks, Beaches, and Recreation Commission
FROM: Amber Shong, Senior Services Supervisor
SUBJECT: SENIOR SERVICES DIVISION UPDATE July-September 2024

Supervisor's Report

Funding update

Pacificans Care once again met our \$25,000 grant request for fiscal year 24/25 to help offset program costs. Pacificans Care has always been a great supporter of Senior Services over the years. We thank them for their continued partnership and overall support.

Supervisor has completed the county closeout for 23/24 fiscal year and finalizing the Older Americans Act and County Funding budgets for 24/25 fiscal year. The level of funding that Pacifica will be receiving is:

Congregate meals	\$ 108,191
Home Delivered Meals (MOW)	\$ 271,631
Transportation	\$ 20,290

Totaling \$400,112 which is an increase of \$84,645 over fiscal year 23/24

The City has two additional grants set to expire on September 30, 2024. In August and September, the remaining balances of these grants were evaluated alongside the purchasing eligibility list to ensure optimal use of the remaining funds. This review focused on facilitating final purchases related to the California Department of Aging Nutrition Infrastructure Grant and the American Rescue Plan Act (ARPA) Funds through ordering or online shopping.

The Department of Aging Nutrition Infrastructure Grant funding totaling \$28,599.41 for upgrades, upgrade, or refurbish infrastructure for the production and distribution of congregate or home-delivered meals. The infrastructure grant money allowed us to purchase a new coffee machine, replace aging MOW bags and a much-needed dishwasher.

The other grant that was also set to expire was American Rescue Plan Act (ARPA) grant with a duration of 21 months, covering three fiscal years. This funding, amounting to \$174,288 from the ARPA, aims to alleviate the pressure on programs as we recover from the COVID pandemic. The grant is allocated into two main categories: \$133,384 for the Home Delivered Meals program (MOW) and \$40,904 for the Transportation program.

Supervisor Amber Shong allocated the ARPA funds to purchase a new reach-in freezer and additional shelving units for the pantry, covering equipment maintenance costs as well. Furthermore, these funds accounted for over 50% of our staffing expenses during the initial three months of this fiscal year.

New Hires and vacancies Event, Programs,



This summer, the Parks, Beaches, and Recreation department welcomed intern Alessandro Campos for a six-week tenure. During his internship, one of Alessandro's key projects involved initiating the development of the "Pacifica Parks Catalogue," a booklet designed to compile all relevant park information in a user-friendly and accessible format for the community.

Building & Facilities

Public Works has contacted an outside maintenance company to repair the Community Center roof, project started in late September and is scheduled to be completed early October.

With the opening of the City Civic Center, adjustments to the existing facility structure were necessary. Parks, Beaches, and Recreation undertook the task of restoring the Community Center to its former state to enhance our community offerings. This process involved making difficult decisions as we prepared to accommodate 14-16 full-time employees at the center, compared to the previous arrangement of 6-7 employees on-site and an equal number at City Hall. Consequently, we needed to reevaluate the utilization of our current spaces.

We have collaborated extensively with our committed volunteers, engaged community members, and the Seniors In Action (SIA) council. Supervisor Shong facilitated a tour for the SIA Council and one staff member to various nearby recreation facilities, including the City of San Mateo Parks and Recreation, Burlingame Recreation Center, Millbrae Community Center, and San Bruno Senior Center. Pacifica Senior Services is enthusiastic about integrating the insights and inspiration gained from these visits into our forthcoming Community Center renovation.

In light of these changes, we decided to reassess the operations and setup of the Golden Treasures Gift Shop. Although it is currently closed, we are excited about rebranding and creating a new platform for local artisans to showcase their work. We are actively seeking a portable kiosk to facilitate the display and sale of items crafted by seniors.

The community center is undergoing a comprehensive evaluation to identify its needs, focusing on repairs, updates, restructuring, area reallocation, and ongoing maintenance and cleaning to restore its full functionality.



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

Seniors in Action (SIA) Membership

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

Giving Tree Trust Funding

- The Giving Tree program received \$1,696 between the months of July-September. No projects were done during this period with these funds.

Volunteers

- Volunteers assisted with the annual SIA membership drive, collecting over 400 new and renewing members. We are in the process of 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

Program	Totals
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
Rummage & Cookie Cart	\$ 9,505.00
Bingo	\$2,946.00
Miscellaneous Monetary Donations	\$1,696.00
Deposit Total for Account	\$22,730.00

Ongoing Programs

- *Seniors in Action Rummage Sales* are held at the Community Center the second Wednesday and Thursday of every month from 9 am to 2 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.

Recreation & Enrichment Classes

- Pacifica Senior Services continues to offer more than 30 classes and activities each week for seniors in the following categories: Arts & Crafts, Games & Groups, Exercise & Health, and Computers. Classes average over 2,000 participations each quarter.
- Pacifica Senior Services now offers Stretch Lab, which started on July 11th. This class is dedicated to improving muscle health and reducing discomfort. If participants experience neck, back, or hip pain, they will be able to receive practical tips on stretching, ergonomics, and lifestyle changes that can help alleviate aches and enhance overall well-being.



July

- July began with our Independence Day Celebration, featuring entertainment from the local youth bluegrass band, Foggy Coast Kids. Chef Mona provided a delightful luncheon of BBQ chicken and cake, creating a festive atmosphere for everyone to enjoy the patriotic holiday.



August

- August 7th, we had a 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 Seniors in Action (SIA) Council's Ice Cream Social on August 8th 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 the Bingo Bash event on Saturday, August 10th, welcoming 55 enthusiastic players. Payouts ranged from \$125 to \$250, and attendees enjoyed a variety of snacks for purchase from the City of Pacifica Youth Advisory Board, including hot dogs, candy, chips, ice cream, soda, and water.



- This year, Pacifica Senior Services took part in the city-wide garage sale on Saturday, August 24th, hosted on the Community Center's front lawn. With the hard work of our committed rummage sale volunteers, we successfully raised \$1,175. (NEW)

September

- In September, the Center hosted a unique island celebration featuring the "Coastside Strummers," our resident ukulele band, who performed on September 11th during the Annual Hawaiian Luau. Chef Mona prepared a delightful feast that included Hawaiian Kalua Pork wrapped in fresh banana leaves, traditional macaroni salad, sweet rolls, and freshly grilled pineapple. Each dish was crafted with creativity and care, resulting in a truly memorable and delicious dining experience.



- SIA Membership Drive, which began in early September, saw over 400 renewals within two weeks. For \$30, members for 2025 will enjoy delicious chocolate fudge from Chef Mona (while supplies last), discounts on activities, classes, and special events, priority registration for day trips, and an annual parking placard for Community Center LOT C (valid Monday-Friday, 8 AM—5 PM). Members will also receive a subscription to our quarterly newsletter, Senior Tidings.

Senior Nutrition Programs *(Submitted by Rebecca Collier, Community Services Coordinator)*

Meals on Wheels (MOW)

- Pacifica Senior Services is currently servicing 99 homebound clients. During July-September staff added 18 new clients, and 19 left the program for various reasons (passed, moved, no longer needed the service, and others).
- Meals continue to be delivered daily Monday-Friday and frozen meals for weekends and holidays are offered on Fridays or the day before the holiday. Of the 99 clients, 20 requested frozen meals for the weekend and holidays.

- Approximately, 6,000+ meals have been served in July-September 2024.
- The average client donation for service is \$1.20 per meal.
- Staff continue to build out our substitute volunteer pool. Routes continue to be covered and reliant on committed volunteers. Thirty-eight (37) consistent volunteers are assigned to a route, and several additional volunteers are called upon to substitute when needed.
- The program operates eight meal delivery routes per day, our largest route(s) currently are Route 2 and 3 with 17 clients each that both service Linda Mar and Terra Nova neighborhoods, and our smallest route is Route 4 with 9 clients in the Sharp Park neighborhood. Staff continues 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.
- A new group of four San Francisco State University (SFSU) School of Nursing students started their semester work on September 5, 2024, they are instrumental to the Meals on Wheels program. The skilled nursing students are assisting with completing the required quarterly re-assessment via home visits while others are completed via telehealth. These reassessments are vital to our program as they ensure seniors continue to qualify for Meals on Wheels. Students also assist with providing free blood pressure checks to the seniors at the Community Center and give informational presentations. The feedback continues to be positive, and we look forward to our continued partnership with San Francisco State University.

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.
 - The Congregate meal program served approximately 3,000 meals during the 1st quarter which has increase in average participation from 50-60 a day to between 65-80.
 - Senior donations for Congregate totaled \$4,560 which was an average of \$1.79 per meal.

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

Senior Shuttle

- Our transportation services for seniors provide rides to and from the Community Center from Monday to Friday. This quarter, we have experienced a notable rise in registrations and usage, delivering a total of 947 rides to seniors.

Day Trips:

- We are presently providing monthly trips to a range of attractions, experiences, and performances. From July 1st to September 31st, we conducted three excursions and had eight individuals on the waitlist.

July 30 th	Jelly Belly Factory (Big Bus in Shop)	9 participates	2 waitlisted
August 27 th	Mission Dolores	18 participates	0 waitlisted
September 24 th	Presidio Tunnel Top	21 participants	10 waitlisted



Shopping Trips

- Monthly shopping excursions to the local Safeway and Grocery Outlet have proven to be very popular among seniors. We have recently introduced a new destination, taking participants to Trader Joe's every other month. From July 1st to September 29th, a total of 23 seniors have participated in these enjoyable shopping trips.
- We are thrilled to announce the launch of a new monthly program: the Serramonte Shopping Trip. Participants gather at the Community Center at 1:30 PM, and we provide transportation back to their homes. This quarter, we had seven individuals sign up for the program.

CaR Program (Connect a Ride) update:

- An alternative to driving that is affordable and available 24/7 for City of Pacifica residents aged 65 or older. 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	112	3.6	3,028	27.03	43	3	69
August	31	132	4.2	3,487	26.41	53	3	79
September*	30	100	3.3	2,500	25.00	50	1	50
TOTAL	92	344	3.7	9,015	26.00	146	7	198

**September numbers are an approximation as actual invoice has not been received from Serra Yellow Cab*

Shopping Assistance for Homebound Seniors (SASH)

- The Shopping Assistance for Homebound Seniors (SASH) program helps seniors with limited mobility who cannot shop independently. A volunteer collects your shopping list and funds, then returns with your groceries and receipt. Currently, we serve 4 clients with 1 active volunteer providing weekly services for the past three months.

Medical Supply Loan Program

- The Medical Supply Loan Program remains a vital service. The equipment available for loan includes canes, walkers, shower chairs, commodes, and wheelchairs. In this quarter, we provided 24 pieces of equipment and distributed incontinence supplies.