

**CITY OF SOUTH SAN FRANCISCO
INTEROFFICE MEMORANDUM**

DATE: June 17, 2025

TO: Parks and Recreation Commission

FROM: Laura Armanino, Recreation Manager

SUBJECT: Concert in the Park 2025 Update

Planning is underway for the 2025 Concert in the Park event to be held at Orange Memorial Park. The event will take place on Saturday, September 20, from approximately 11:30 a.m. - 5:00 p.m. Due to construction of the new aquatic facility, this event will take place again for the second year in the picnic meadow off of Memorial Drive. The event will have the following activities:

Family Fun Zone and Other Activities

The Family Fun Zone / Children's Activity area will be located on the Sports Field. Activities will be similar to last years with inflatables and carnival games. New this year, the sport co-sponsored groups and other sport/exercise vendors will be invited to host booths located on the field. Vendors will be encouraged to provide activities within their larger booth footprint for the community to participate in.

Food and Drink Concessions

The Department plans to host a variety of diverse food truck options. The South San Francisco Friends of Parks and Recreation will serve beer and wine, as they have done historically, raising monies for Parks and Recreation programs and scholarships.

Musical Performances

Staff is once again working with GFI Entertainment to provide event production support and secure the headlining acts. Two larger professional performers are being sought at this time. Additional details will be provided in a subsequent update to the Commission.

Cultural Performances

The Department is coordinating with our local high schools and our own co-sponsored and Classes Program groups to present several performances.

Vendor Booths

Forty-eight vendor booths will be provided and will be placed on the lawn near Colma Creek. An application process is underway with an emphasis on more handmade crafted items. Staff anticipates interested groups will include City Departments, co-sponsored groups, service clubs, Renaissance start-up

businesses, and other local businesses and non-profits. There is a \$50 fee to participate. Prospective vendors can review guidelines and find the application link at www.ssf.net/concert. The deadline to apply is Friday, July 25, 2025 at 5:00 p.m.

The event will include a larger footprint of senior rest stop areas and having them located in a better viewing area for the concert.

Attached are attendee guidelines and a draft of the map for review.

Staff is looking forward to another successful Concert in the Park. Event information is available online at www.ssf.net/concert. Staff welcomes discussion and feedback from the Commission.

South San Francisco Parks and Recreation Department
Concert in the Park - Orange Memorial Park
September 20, 2025, 11:30 am – 5:00 pm
Guidelines for Attendees

Concert in the Park 2025 is a free, family-oriented community event that includes activities for all ages to enjoy. These guidelines are intended to protect attendees from any activities or behaviors which may detract from the enjoyment of the event by others.

Bring:

- Yourself, family, and friends!
- Low back chairs and picnic blankets.
- Valid ID to get your alcohol wristband if you plan to purchase beer and wine.
- Cash – some vendors may not accept debit/credit card purchases. Beer and wine sales are cash only.
- Cameras to snap, tag and share your experience.
- Good vibes!

Leave at home:

- Umbrellas (beach and handheld) will not be allowed in the audience viewing area.
- Germs – if you are feeling sick or exhibiting flu-like symptoms, please stay home.
- Pets, except ADA service animals. ADA service animals are specifically trained to aid a person with a disability. Emotional support and family pets are not permitted.
- Drugs or drug paraphernalia, marijuana, or marijuana products.
- Weapons, pepper spray/mace, flares, or fireworks.
- Barbecues.
- Drones or remote-controlled toys.
- Disruptive behavior. Included but not limited to:
 - No sitting, standing, loitering in designated fire lanes or pedestrian walkways.
 - No taunting, abusive, or insulting language.
 - No obscene or offensive gestures, imagery, or symbolism.

Fun Zone

- **Fun Zone will be open 11:30 a.m. – 5:00 p.m.**
- Children who wish to participate in any activity in the Fun Zone will need to have a parent/guardian sign a waiver for them to receive a wrist band.
- Food is not allowed in the Fun Zone area, only water.
- Dogs or other animals are not allowed in the Fun Zone area, except for ADA service animals.

Sunshades and Tents:

- Use of sunshades or tents (no larger than 10'x10') is allowed **only** in the area designated as the Canopy Zone. Sunshades and tents are not allowed in any other part of the event footprint so not to block the line of site to the stages from the general audience viewing area. The Canopy Zone will be marked off with a chalk line and is also identified on the

attached event map. Sunshades and canopies cannot be staked into the ground. Orange Memorial Park can get very windy so sunshade and tent users should be prepared to secure their set up with weights. Staff may direct concert goers to take down their canopies if wind conditions or other conditions are such that it may present a danger to the welfare of others.

- There will be a designated rest area for seniors who wish to be able to sit in a shaded area and enjoy the concert on the grass area.
- Please refer to the concert map for these locations.

Elections / Public Forum Booth

Candidates canvassing or individuals/groups representing politically-oriented activities are welcome to occupy the Elections / Public Forum Booth in the Exhibitor Area between 11:30 a.m. – 5:00 p.m. This booth is being provided to allow candidates or individuals/groups representing politically oriented activities to distribute election materials and to speak to residents. Please note the following policies for individuals/groups wishing to use the Elections / Public Forum Booth:

- The Elections / Public Forum Booth is a shared booth and may not be reserved for sole use by a single organization or individual.
- The booth is housed under a 10' x 10' high peak festival tent and will include two 6' tables and four chairs.
- Given the limited space in the booth, the candidate or cause should only have one representative at a time.
- Display materials shall be limited to a poster, which may be put up inside the booth only, and a supply of handouts for canvassing.
- Campaign workers may walk around the event area to distribute campaign items but may not accost fair goers with aggressive distribution of materials and sales-type interactions that blocks people's movements or that physically disrupts the public's enjoyment of the event.
- Any concert attendee, including candidates, may bring their own 10' x 10' tent, and establish a tabling area within the designated Canopy Zone. **Space is very limited and available on a first come, first served basis as space allows** so it is recommended you arrive early to secure a space if you plan to put up an individual small tent or canopy.

South San Francisco Municipal Code – Public Parks

All relevant provisions of the South San Francisco Municipal Code (SSFMC) which regulate activities and behaviors within public parks shall apply to the confines of the Concert in the Park event. The following are a highlight of the most common regulations that are not permitted:

1. Dogs or other animals, on or off leash, except for service animals (SSFMC § 10.36.095);
2. Smoking of tobacco or any other plant or product, including the use of electronic smoking devices, a pipe, cigar, hookah, or cigarette of any kind (SSFMC § 8.50.030(b)(1); 8.50.090(c)(4));
3. Amplified music other than the main stage performance (SSFMC § 10.36.160);
4. Riding of bicycles or operation of motorized vehicles within the park (SSFMC § 10.36.040). Mobility devices for disabled users are exempt;

5. Disorderly behavior, including but not limited to threatening behavior or conduct that tends to breach the public peace (SSFMC § 10.36.150).

Individuals who are in violation of these guidelines and interfere with the enjoyment of the event may be directed by Event Staff or the SSF Police Department to correct the violation. In the case of a serious or dangerous situation, or for failure to comply with a request to correct a violation, individuals may be ejected from the event and/or referred to the SSFPD for enforcement.

**CITY OF SOUTH SAN FRANCISCO
INTEROFFICE MEMORANDUM**

DATE: May 22, 2025

TO: Mayor, Vice Mayor, and Councilmembers

FROM: Greg Mediati, Director of Parks and Recreation

SUBJECT: Parks and Recreation Department Update

Sports Program

The continued growth of the youth and adult programs is truly a testament to the hard work of the Department's support staff, including dedicated coaches, scorekeepers, and field attendants. Below is a quick summary of the spring season.

Middle School Sports Program

The coed program, which encompasses track and field, badminton, and golf, has been a great success in connecting students from sixth to eighth grade. Currently there are a total of 59 student athletes participating from across South San Francisco.

South San Francisco Coed Softball

The adult softball league featured 12 teams split into two divisions: Recreation and Competitive. All games have been held at the Orange Memorial Park Sports Field. The top four seeds from each division will be competing in the playoff and championship games.

Adult Basketball League

The adult basketball league, with seven competitive teams, had their playoffs on Wednesday, May 14, for the top four seeds. The championship game was scheduled for Wednesday, May 21, at the Terrabay Gymnasium and Recreation Center.

Outreach at El Camino High School Job & College Fair

Staffers Diana Gonzalez and Cindy Magana attended the El Camino High School Job and College Fair. Many local community and state colleges had a representative present. Diana and Cindy represented the Department and provided information on current job listings, recreation classes, and upcoming events. Students were interested in teaching classes as they have skills and years of experience in dance, ballet, and art.



Recreation staff participated in the El Camino High School Job & College Fair.

Child Care Initiatives Update

In response to a request from Councilmember James Coleman, this report provides key updates from the Parks and Recreation Department regarding several child care initiatives.

Extended Learning Opportunities Program (ELOP)

Administered by the South San Francisco Unified School District (SSFUSD), the Extended Learning Opportunities Program (ELOP) has provided new after school care spaces at all of SSFUSD's nine elementary school sites and three middle school sites. This includes expansion into transitional kindergarten (TK). ELOP provides after school care for 180 days of school as well as 30 non-school days. Non-school days may include teacher in-service days, winter and spring break, among others. SSFUSD has partnered with the following community organizations to provide extended care for eligible ELOP students:

- City of South San Francisco
- CAM EDU
- District Extended Day Activities Program (DEDAP)
- Daly City Recreation Services
- Right at School
- Boys and Girls Club of the Peninsula

Since the 2023-2024 school year, the City has been contracted to serve 120 ELOP students (TK-fifth grade) at its six afterschool program sites (Buri Buri, Ponderosa, Monte Verde, Spruce, Los Cerritos, and Martin Elementary Schools). The City has been able to enroll over 180 students. The MOU for school year 2025-2026 is currently being negotiated and SSFUSD has asked the City to take on more students in the new school year, to approximately 210 students. The School Board is expected to review MOUs with ELOP providers at a meeting in early June. City staff expect to bring the MOU for City Council's consideration at a meeting in late June. ELOP has expanded availability of after school care in South San Francisco by approximately 400 students. While the SSFUSD has shared that approximately 1,400 students are eligible, many families are not utilizing this program.

Westborough Preschool

The City is currently in the design phase of a five-classroom preschool at Westborough Park that will increase enrollment by 40 preschool spaces. Two of the classrooms are being flexibly designed to accommodate a toddler program (serving a younger age group of 18 to 36 months) should the City wish to pursue a toddler program component. Construction completion is estimated to be in 2027. The facility design includes five classrooms that each have a teacher support area as well as child toilet room and storage. Also designed in this facility are a food prep area, staff lounge, project room, open admin space, office space, entry lobby, mothers room, outdoor play area that includes a covered outdoor classroom space, and more. The proposed area for this project is on the north side of the park. Part of the construction will include relocating the park bathroom and creating a new maintenance truck route to access the park as well as a new ADA pathway to access the upper portion of the park.

Workforce Pipeline Development

The City is currently reviewing an MOU to partner with Izzi Early Education to provide internship sites for teachers entering the field. In October 2024, San Mateo County issued a request for

proposals to increase the number of local credentialed early childhood educators with an emphasis on impactful, countywide services that address the range of challenges to entering and progressing in the field. Izzi was one of three contractors that received Measure K funds to provide a pipeline for new and advancing credentialed staff. They have an existing Child Development Associate (CDA) program that has been addressing the Early Childhood Education (ECE) workforce shortage and providing opportunities to community members, including parents of Izzi's students, interested in furthering their education and pursuing ECE careers. The program on average takes students six weeks to complete the online CDA course work, inclusive of completing all mandatory trainings including CPR and mandated reporter training. CDA students must then complete 480 internship hours. It is the hope of the City that once these students complete their internship hours, they can join our workforce at our preschool sites as paid employees. The City Preschool Early Learning Program expects to take on two students through this partnership.

**CITY OF SOUTH SAN FRANCISCO
INTEROFFICE MEMORANDUM**

DATE: June 5, 2025

TO: Mayor, Vice Mayor, and Councilmembers

FROM: Greg Mediati, Director of Parks and Recreation

SUBJECT: Parks and Recreation Department Update

Aquatics Program Update

Rec Rx Pilot Program: Spring 2025 Success and Summer 2025 Continuation

The inaugural session of the Recreation Rx Pilot Program, a unique partnership between the Department's Aquatics Program and San Mateo County Health, concluded its spring 2025 session. Held at Orange Pool, the initiative provided essential learn-to-swim courses to 11 children without prior experience in formal swimming lessons.

For the 11 participants, the opportunity to engage in a full session of eight classes was transformative. Access to such vital water safety education may not have been possible without the program. The classes were instrumental in teaching life-saving skills, significantly enhancing water safety, and directly contributing to drowning prevention. Beyond the essential swimming techniques, participants gained a heightened awareness of potential water hazards, fostering a critical understanding of safe practices around aquatic environments. The program also significantly built confidence among the children as they mastered new skills and overcame initial hesitations. Furthermore, the physical activity inherent in swimming positively impacted their overall health and well-being, laying a foundation for lifelong fitness and enjoyment of aquatic activities. The social interaction within the classes also helped nurture a love for swimming in a supportive community setting.

Building on the success and positive impact of the spring session, the Department is excited to continue its partnership with San Mateo County Health for another session of the Rec Rx Program. The summer 2025 session is set to welcome 10 new participants, further expanding the reach of this vital community health initiative.

This continued collaboration underscores the commitment of both the Department and San Mateo County Health to creating accessible opportunities for community members in need of support, ensuring more children gain essential water safety skills and experience the numerous benefits of swimming. The program anticipates another impactful session, continuing to foster a safer, healthier, and more confident community.

Aquatic Staff Training for Summer 2025

Aquatics Coordinator Cynthia Lin and Head Lifeguard Richard Rodriguez Raygoza will teach a lifeguarding class at Orange Pool, which is scheduled to run from June 2 to June 6. This American Red Cross Blended Lifeguard certification course will host seven staff with essential life-saving skills. The course combines eight hours of online coursework covering foundational knowledge,

with 22 hours of intensive in-person training at the pool, focusing on practical water skills, rescue techniques, CPR/AED, and first aid scenarios.

Following the certification course, all aquatics staff will participate in a comprehensive in-service training program from June 9 through June 13. This in-service period is vital for reviewing facility-specific policies and procedures, familiarizing everyone with the new swim lesson curriculum, and practicing emergency action plans (EAPs) through drills and scenarios. The training will also cover overall facility operations, ensuring a consistent approach to safety, maintenance, and customer service at Orange Pool.

Library | Parks and Recreation (LPR) Community Resource Team

On May 14, the LPR Community Resource team and the Preschool Early Learning Program Supervisor Diana Gonzalez hosted a table at the South San Francisco Unified School District Community Learning Exchange held at Baden High School. The event drew over 150 people and many families stopped by to learn about upcoming programs and the preschool enrollment process. It was especially rewarding to reconnect with families who are regular visitors to the LPR and to engage with new community members throughout this event.

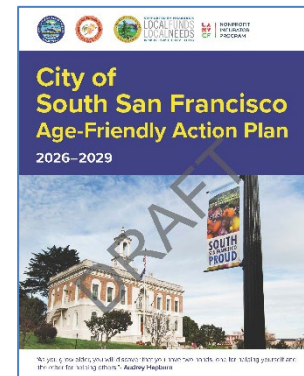
The Boys and Girls Club invited the Parks and Recreation Department to host a table during their afterschool program on May 15, providing a great opportunity to engage with students and families. The LPR Community Resource team connected with many enthusiastic kids, many of whom were interested in the different classes offered for the summer and most were especially excited for the new Aquatic Center. Both staff and parents also had questions about the library, and staff was able to provide helpful information on library card registration, ebooks, and programs the library offers.



The LPR Community Resource team represented Parks and Recreation at two different events.

Draft Age-Friendly Action Plan Under Review

As part of maintaining AARP's designation recognizing South San Francisco as an Age-Friendly City, staff re-engaged the Age-Friendly Task Force in August 2024 and began a public engagement process and survey by AARP leading to the development of a five-year Age-Friendly Action Plan, detailing goals and strategies to respond to identified needs of older adults in South San Francisco. The City has been fortunate to have been selected to once again work with the Center for Age Friendly Excellence (CAFÉ), who have been instrumental in working alongside Parks and Recreation staff to conduct community engagement, collect and analyze data, and write and design the South San Francisco Action Plan. CAFÉ's work is grant-funded by San Mateo County. A draft of the action plan has just been released to the Age-Friendly Task Force for review. Staff also expect to present the draft plan to the Parks and Recreation Commission at their June 17 meeting. Staff anticipate presenting the final plan to City Council in September.



CPRS District 4 Awards

On Thursday, May 8, several Parks and Recreation staff members and commissioners attended the California Parks and Recreation Society (CPRS) District 4 Awards Dinner at the in Mountain View. This annual award program requests nominations from agencies that honor unique innovation, and outstanding individuals for their professional and volunteer contributions to the fields of parks, recreation, and human services. This year's event was made even more special as it was hosted by staffer Erin O'Brien, Business Manager, who is also serving as the CPRS District 4 President this year. The Parks and Recreation Department is proud to share our 2024 nominees:

- **Award of Excellence:** Centennial Way Park South
- **Volunteer & Sponsor Citation Award:** Patrick Dunleavy, Shinkyu Shotokan Karate volunteer instructor and event organizer
- **Distinguished Professional Award (Competitive):** Bill Stridbeck, retired after 38 years with the South San Francisco Parks and Recreation Department



(left) Parks and Recreation staff and commissioners proudly honor our nominees at the CPRS District 4 Awards dinner. (right) Bill Stridbeck receives his Distinguished Professional Award.

California Parks and Recreation Society Directors Panel

On May 20, Director Greg Mediati sat on an informational panel for emerging parks and recreation staff in the region who are interested in eventually becoming a director or senior level manager. Held at the San Carlos Youth Center, the panel presentation lasted approximately 2 hours, and included a review of the panelists' education, background and career progression from line staff, to senior management and executive level. Staff hopes this presentation provides detailed insight into the role of a director or senior manager, and inspires employees to seek leadership roles in the industry.