

# AGENDA

## Parks, Beaches and Recreation Commission City of Pacifica

WEDNESDAY, AUGUST 24, 2016  
CITY COUNCIL CHAMBERS  
2212 Beach Boulevard

### 7:00 PM REGULAR MEETING

- I PLEDGE OF ALLEGIANCE**
- II ROLL CALL**
- III APPROVAL OF MINUTES** Regular Meeting July 20, 2016
- IV ADOPTION OF AGENDA**
- V SPECIAL PRESENTATION**
- VI ORAL COMMUNICATIONS**

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

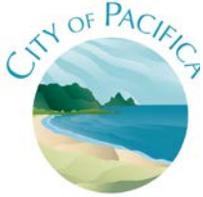
During public hearings, an applicant or their agent and appellants have ten minutes for their opening presentation and three minutes for rebuttal before the public hearing is closed. Members of the public are limited to three minutes.

  - A) Appeal of the Planning Director's approval of Heritage Tree Removal Permit - 1060 Terra Nova Blvd.**
- IX ITEMS FOR CONSIDERATION**
- X REPORTS, ANNOUNCEMENTS AND CORRESPONDANCE FROM COMMISSIONERS**
- XI REPORTS FROM STAFF**
  - A) Director Perez
- XII ADJOURNMENT**

Next Study Session: TBD

Next Regular Meeting: 9/28/16

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, July 20, 2016  
City Council Chambers  
2212 Beach Blvd.  
Pacifica, CA 94044

### **CALL TO ORDER:**

Chair Finnegan Martin called the meeting to order at 7:00 PM.

#### **I PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Commissioner Mau.

#### **II ROLL CALL:**

Commissioners Present: Bier, Finnegan, Murphy, Mau, Yakabe  
Commissioners Absent: None  
Commissioners Excused: Abbott, Cochran  
Staff Present: Director Michael Perez

#### **III APPROVAL OF MINUTES:**

Chair Finnegan Martin called for a motion to approve the minutes of the 6/22/16 meeting. **Motion was made by Commissioner Murphy, seconded by Commissioner Mau, motion carried 5-0.**

#### **IV ADOPTION OF THE AGENDA:**

Chair Finnegan Martin called for a motion adopting the order of the amended agenda. **Commissioner Murphy made a motion to adopt the agenda, seconded by Commissioner Mau, motion carried 5-0.**

#### **V INTRODUCTION OF NEW COMMISSIONERS:**

Director Perez introduced new Commissioners Mary K. Bier and Christopher Yakabe – each gave a brief statement about themselves to the Commission.

#### **VI SPECIAL PRESENTATIONS:**

Aquatics Coordinator, Anthony Schriver, gave an update on the programs at the Jean E. Brink pool. He informed the commissioners of the upcoming joint use with Terra Nova High School water polo and swim teams due to the remodeling of the pool area at the school. Coordinator Schriver along with his supervisors have come up with a plan that will work for all programs using the Brink pool.

Chair Finnegan Martin asked if notification had been given to the public regarding fee increases at the pool. Director Perez responded that these fees are part of a master fee schedule that is approved by City Council. Coordinator Schriver also let Chair Finnegan Martin know that signs had been posted at the pool for several weeks prior to implementation of the new fees.

## **VII ORAL COMMUNICATIONS:**

None

## **VIII ITEMS for CONSENT:**

None

## **IX ITEMS FOR CONSIDERATION:**

**Director Perez** reported to the Commissioners that due to the postponement of the Tree Appeal he pulled out some previous topics that the Commission had been interested in discussing.

### **Litter:**

**Director Perez** pointed out that the first discussion topic of litter has been discussed several times over the past few years. The idea of a litter campaign has been discussed especially in relation to the 4<sup>th</sup> of July. Director Perez along with Commissioner Abbott attended the community fireworks vendor meeting and gave them some ideas on how to get the anti-litter message out during the fireworks sale, posters were given to each booth for this purpose.

**Commissioner Murphy** – Would like to research campaigns in other cities that have been effective and have a study session for this

**Commissioner Mau** – Agrees with a litter campaign but feels that the 4<sup>th</sup> is a big area of concern but it should be an annual or year-round campaign. He wondered if the Tribune would do a pro bono add since it for the community.

**Commissioner Yakabe** – Agreed with commissioner Mau that this is a problem year-round and would support a study session.

**Commissioner Bier** – Also agreed and stated that she had a lot of ideas on how to do this. She would also like to see neighborhood clean-ups.

**Chair Finnegan Martin** – Stated that July 5<sup>th</sup> was the 4<sup>th</sup> of July clean-up and turnout was ok but she would like to see more youth involvement in this. She also informed the Commission that All One Ocean had contacted her about adding more boxes and replacing the boxes we have. Chair Finnegan Martin stated that she does not have the time to maintain all of them and would like to see the number reduced.

**Director Perez** – Stated that we tend to focus on the beach and that it may be hard to orchestrate clean-ups in neighborhoods year-round. Coming up with messaging that could be used city-wide would be interesting, he will research this.

### **Beach Signage:**

**Commissioner Mau** - Believes that there may be too much language on the existing sign at the beach.

**Commissioner Murphy** – Agreed with Commissioner Mau

**Commissioner Yakabe** – Also agreed

**Commissioner Bier** – Likes the idea of more signage on Sharp Park beach.

**Chair Finnegan Martin** – Agreed with Commissioner Bier regarding Sharp Park beach but does not think a study session is necessary for this topic.

**Director Perez** – Asked commissioners to send pictures of signs that they found pleasing and he would catalogue them.

### **Off-Leash Dog areas Subcommittee:**

**Director Perez** – Pointed out that with the departure of Commissioners Urie and Sambraile we were left with a subcommittee of one. He asked if there was any interest from other Commissioners to join **Commissioner Murphy** on this subcommittee. The Director gave an overview of past ideas for off-leash areas.

**Commissioner Mau** volunteered to be on this subcommittee.

**Poet Laureate:**

**Director Perez** – Made the Commission aware that it is time to start thinking about the search for a new Poet Laureate. Dorsetta Hale’s term expires the end of December this year.

A subcommittee consisting of **Chair Finnegan Martin, Commissioner Yakabe,** and **Commissioner Abbott** (pending her acceptance) was formed.

**Director Perez** will send out the requirements for the Poet Laureate to the Commissioners

**X REPORTS, ANNOUNCEMENTS AND CORRESPONDANCE FROM COMMISSIONERS:**

**Commissioner Mau:** Attended the June City Council meeting where the Parks, Beaches and Recreation Dept. received a proclamation declaring July Parks, Beaches and Recreation month. He also attended the PB&R recreation “Meet and Greet” at Oddstad School as well as the Seniors in Action meeting. One concern at the seniors meeting revolved around the parking in front of the Community Center and how to make it more available for seniors. He suggested looking into painting the curb green.

**Commissioner Murphy:** Attended the 4<sup>th</sup> of July event at Frontierland Park and had a great time.

**Commissioner Yakabe** – Is glad to join the commission. He researched the Commission as well as the tree appeal situation and is looking forward to serving.

**Commissioner Bier** – Is excited to be a part of the Commission. She met with Director Perez who outlined the responsibilities of the Commission.

**Chair Finnegan Martin:** Also attended the 4<sup>th</sup> of July Frontierland Park event and agreed with Commissioner Murphy that it was great. On July 5<sup>th</sup> she participated in the fireworks clean-up with public works.

**XI REPORTS FROM STAFF:**

Director Perez officially welcomed Commissioners Yakabe and Bier. He met with both new commissioners and outlined the duties and responsibilities.

4<sup>th</sup> of July was a great day and fun was had by everyone. Anthony Schriver and Michael Moran did a great job at this event.

Director Perez thanked his staff for the wonderful job that they are doing for the city.

The Director thanked Commissioner Mau for attending the Meet and Greet held at Oddstad School. Adventure camp numbers are the highest that they have ever been, because of this a 9<sup>th</sup> week has been added. He applauded the work of all of the camp staff.

Director Perez reported that the Youth Advisory Board will be having their first meeting the end of August and that they are still looking for representatives from Oceana High School. The YAB’s will hold the 2<sup>nd</sup> Annual High School Fair on Thurs. Sept. 29<sup>th</sup>.

The Director reported that the Coastal Commission received an inquiry regarding Beach access via beach wheelchairs at the beach. Grants are available for this purpose but the logistics need to be worked out. Director Perez is looking into how to handle this.

The Fishing etiquette tournament was held at sharp park beach with around 50 participants. The organizers posted a video to YouTube which showed everyone having a good time.

The world championship for dog surfing will be held at Linda Mar Beach in Sept. Director Perez will let the commission know when solid dates are available.

The Director informed the Commission that the Tree appeal packet still on the website for anyone who is interested in reviewing the information.

Director Perez reported that the Portola Discovery site will be celebrating the 250<sup>th</sup> anniversary of the discovery of the bay and a celebration committee has been formed for this event.

The Play brochure is coming out in the mail in early Aug., with all registration beginning on Aug. 15<sup>th</sup> at 8:30 am.

Director Perez informed the commission that he will be out on vacation for the week of July 25-29 and then at a conference on priority based budgeting in Denver from Aug. 1-4.

The Director announced the promotion of Tara Walsh to the Teacher 2 full time position.

**Upcoming events:**

Fun Fest – 9/25/16

Fog Jog – 9/25/16

Spooktacular – 10/15-16/16

**Commissioner Bier** – Likes the equity of access to the beaches that the beach wheelchairs would provide.

**Chair Finnegan Martin** – Requested that there be a good transfer of knowledge to any new public works replacing retiring staff. She is also very interested in the dog surf contest but reminded staff that 9/17 is coastal clean-up so this would not be a good day for this. Chair Finnegan Martin would like to see the subject line on ActiveNet receipts to clearly read you are on wait list for those participants that this pertains to.

**XII ELECTION OF CHAIR AND CHAIR PRO-TEM**

Chair Finnegan Martin called for nominations for Chair. **Commissioner Murphy nominated Commissioner Mau to be elected as Chair and made a motion to elect, seconded by Commissioner Yakabe, motion carried 5-0.**

Chair Finnegan Martin called for nominations for Chair Pro Tem. **Commissioner Mau nominated Commissioner Bier as Chair Pro Tem and made a motion to elect, seconded by Commissioner Yakabe, motion carried 5-0**

**NEXT STUDY SESSION:**

**NEXT MEETING:**

**Regular Meeting – 8/24/15**

**XIII ADJOURNMENT:**

Chair Finnegan Martin asked for a motion to adjourn the meeting. **Commissioner Murphy made the motion to adjourn, seconded by Commissioner Mau. The motion passed 5-0** and the meeting adjourned at 8:25 PM.

Respectfully submitted,  
Beth Phipps  
Recreation Specialist

---

Parks, Beaches & Recreation Commission  
Deirdre Finnegan Martin, Chair



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

### **Item VII A)**

Date: August 24, 2016  
To: Members of the Parks, Beaches and Recreation Commission  
From: Michael Perez, Director  
Subject: Administrative Update – Monthly Report for August 2016

In the following pages you will find information on our most recent quarter of programs and events, put together by department staff. Summer is winding down, with several of our seasonal staff members heading back to school. Child care programs are continuing; however, summer camps, rec programs and summer swim programs have all finished up. We are looking forward to our upcoming special events as well as a full recap of summer happenings.

### **PLAY**

The Fall PLAY was mailed out the week of August 8<sup>th</sup> and all class registration opened up on Monday August 15<sup>th</sup>. Our next brochure, covering winter activities from January to March, will be coming out in early December.

### **Poet Laureate**

Dorsetta Hale's term as Pacifica Poet Laureate ends this year. At our last Commission meeting, Commissioners Finnegan Martin, Yakabe and Abbott volunteered to be on the next Poet Laureate selection committee. Staff is currently working on the timeline and process for advertising, recruitment and selection, and plan to have announcements out by the end of August.

### **Priority Based Budgeting Training**

Earlier this month, I attended a Priority Based Budgeting (PBB) conference in Denver along with Assistant City Manager Hines and Police Captain Spanheimer. Workshop topics included the PBB process, presentations from Cities that are currently using it and strategies for implementation. In addition, innovative programs from other agencies were highlighted as models of efficiency and creativity.

The PBB driven budgeting process offers a unique lens to focus community resources on results. The process progresses from a diagnosis to a prescription that ultimately enables local governments/organizations to link funding decisions with priorities. The City of Pacifica went through part of the process last year, which included identifying all of its programs. It is envisioned, that we will continue this process this year with plans of implementing the PBB method for the 17/18 budget.

### **Rediscovering America/Portola Discovery Hike 250<sup>th</sup> Anniversary**

There is growing interest in formally designating the Portola Expedition route as a National Historic Trail managed by the National Parks similar to the Appalachian Trail, Pacific Crest Trail, Juan Bautista de Anza Trail, and others. The trail through San Mateo County would go through two current National Parks (Mori Point, and Sweeney Ridge). There is also a direct tie to the Sanchez Adobe which was built on and stands on the former location of the Native American village of Pruristac, which the expedition was known to have contacted before they went to Sweeney Ridge.

There is an opportunity to commemorate the Portola Expedition with a National Historic Trail designation at the County and State level in California, and the Federal level.

Wayfaring signs could be placed to mark the expedition's route on the ground prior to the Portola Expedition's 250<sup>th</sup> anniversary.

San Mateo County Parks staff, along with Supervisor Don Horsley, has coordinated committee meetings to work on this project. I have attended on behalf of Pacifica, along with members of our Pacifica Historical Society. As information becomes available, I will share it with the committee.

### **Staff Retirement**

After more than 27 years of service with the City of Pacifica Child Care Services, Full-Time Teacher Pat Phelan will be retiring next month. Pat has worked at Cabrillo and Vallemar sites over the years, contributing to the care, safety and education of so many of Pacifica's children. On behalf of the department we thank her for her service and wish her all the best in her future endeavors.

### **Upcoming Events**

Fog Fest – Senior Services info booth – September 24-25, on Palmetto Ave.

Fog Jog – Sunday September 25<sup>th</sup>, 9am (Salada Ave. near Pacifica Coastside Museum)

Fun Fest – Sunday September 25<sup>th</sup>, 1-4pm at Ingrid B. Lacy Middle School.

Senior Services Spaghetti Feed – Oct 8<sup>th</sup>

Halloween Spooktacular – Saturday and Sunday October 15<sup>th</sup> and 16<sup>th</sup>



# *Staff Report*

Item VIII. B)                    August 24, 2016  
TO:                                Members of the Parks, Beaches and Recreation Commission  
FROM:                            Scott Leslie, Recreation Supervisor  
                                      Anthony Schriver, Aquatic Recreation Coordinator  
SUBJECT:                        **AQUATICS UPDATE**

At this time, we have 198 swimmers on the swim team - 124 are on the pre competitive team and 74 are on the competitive team. In April the swim team competed in one meet, in May, two meets and in June, one. The team is also participating in a Summer League Novice Meet Program, attending one in June.

The Aquatics Division continues to keep several staff certified as American Red Cross Instructors. In April The City of Pacifica offered a Red Cross Lifeguard training course and certified eight new lifeguards.

Thirteen new lifeguard/swim instructors were hired during this quarter for summer programs. All thirteen lifeguards took our American Red Cross Lifeguard certification course either in April or December 2015. These Lifeguards were properly trained by City of Pacifica/American Red Cross Lifeguard Instructors. They were hired to teach swimming lessons, help run the Wet n Wild Camps, lifeguard lap swim programs, lifeguard recreation swim programs, and lifeguard our pool party program.

In April the Aquatics staff ran one CPR, AED, & First Aid course where we certified one Senior Staff employee and 11 members of the public.

Due to the Terra Nova High School (TNHS) pool renovations, beginning in August; TNHS water polo teams will be using space at the Jean E. Brink Pool for practices. The City and Jefferson Union High School District have a Memorandum of Understanding that puts district programs first priority, then City programs, followed by all other programs.

Jefferson Union High School District and the PB&R Department teamed up to plan on how to share the pool space and times where their teams could practice and have minimal impacts on our programs. The TNHS water polo teams will be practicing M-F 3:30-5:30pm during the months of August 5<sup>th</sup> – October 27<sup>th</sup>. The TNHS swim teams will be practicing at the pool starting in February 2017 for the spring swim season.

PB&R staff created a letter of understanding (LOU) between the Coastside Tiger Shark (CSTS) swim team (a private displaced by the renovation at Terra Nova) and the department underlining terms and conditions of use while holding workouts at the Jean E. Brink Pool.

The CSTS team is also holding workouts Tuesday and Thursday mornings that are open to the public.

Their coach is volunteering his time during their Brink Pool usage, and no money is being exchanged for his services, which was also a part of the LOU.

When sharing the pool our PSL program will be brought down to 3 lanes for practices. All Access Membership (AAM) lap swimming times will be cut down by 1.5 hours each day along with access to 1-2 lanes as opposed to 2-3 lanes during their evening lap swimming hours. We have also had to cancel Thursday evening swimming lessons, and AAM swimming for 8 dates due to water polo matches. We are able to extend the AAM membership by 10 days due to them losing out on 10 evenings of their lap swimming. Unfortunately the aquatics division will not be offering Thursday evening swimming lessons due to water polo matches. This will have an impact in serving our community as they will not be able to take lessons on Thursday nights and we will take in less revenue because of these matches.

Water Zumba continues to be a hit on Wednesday evenings 8-9pm. We had 14 participants in our 3/30-4/27 session, 23 participants in our 5/11-6/08 session, and 22 participants in our 6/22-7/20. We hope that these participation numbers continue to grow as this class is the “Pool party” workout with Latin rhythms.

**2016 Spring Swim Lessons Monday, Tuesday, Wednesday, Thursday & Saturday**

	<b>Tiny Tots</b>	<b>Children</b>	<b>Adults</b>	<b>Semi-Private</b>	<b>Private</b>
Monday	6	N/A	6	3	N/A
Tuesday	N/A	42	N/A	10	1
Wednesday	5	21	N/A	16	N/A
Thursday	N/A	34	N/A	10	2
Saturday	8	34	4	19	4
<b>2016</b>	<b>19</b>	<b>131</b>	<b>10</b>	<b>58</b>	<b>7</b>
2015	20	111	7	58	7
2014	23	115	6	52	5
2013	24	157	6	54	6
2012	23	177	12	49	6

**Little Bobbers Mon, Wed & Sat 201619**

2015	17
2014	24
2013	25
2012	19

**Brink Pool Rental: April through June**

Two Hour Rentals – 17

Three Hour Rentals –3

One Day Swim Meet-- 1

**Swim Team**

Membership	<b>2016</b>	2015	2014	2013	2012	2011	2010	2009
Sea Lions - \$72/month	<b>74</b>	77	100	112	112	88	71	95
Pre-Comp-\$62/month	<b>124</b>	91	103	66	86	35	N/A	

54 Families attended PSL events.

PSL Practice Times

Sea Lions 4-6:15 PM – Monday-Friday

Pre Comp 6:15-7 PM – Monday-Thursday

There are tryouts held the last week of every month for new participants to join the pre competitive swim team.

**Daytime Aquatics Programs Monthly Participation Totals**

	<b>April 2016</b>	<b>May 2016</b>	<b>June 2016</b>
Senior Aqua X	255	226	284
Senior Lap Swim	498	464	510
Adult Aqua X	82	87	46
6Adult Lap Swim	689	690	888
AAM	415	544	632

**Daytime Drop-In Program Times**

Oceana Pool

M-F 5-8 AM

M-F 10-2 PM\* These hours were modified to work around the High School Swim Schedule for the months of March, April and May

Sun 11-1 PM

Sat 8-9:30 AM

**Recreation Swim April 2016**

<b>Day/Time</b>	<b>Total Meetings</b>	<b>Attendance</b>	<b>Avg. per Mtg.</b>
Monday 7-9 pm	4	260	65
Wed 7:30-9 pm (adult)	4	142	36
Friday 7-9 pm	5	242	48
Saturday 1-3 pm	5	126	25
Sunday 1-3 pm	4	155	39
<b>2016</b>	<b>22</b>	<b>925</b>	<b>42</b>
2015	19	935	50
2014	19	1032	54
2013	20	1294	65
2012	20	1284	64

**Recreation Swim May 2016**

<b>Day/Time</b>	<b>Total Meetings</b>	<b>Attendance</b>	<b>Avg. per Mtg.</b>
Monday 7-9 pm	4	112	28
Wed 7:30-9 pm (adult)	4	102	26
Friday, 7-9 pm	4	388	97
Sat. 1-3 pm	4	206	52
Sun. 1-3 pm	5	320	64
<b>2016</b>	<b>21</b>	<b>1128</b>	<b>53</b>
2015	22	1070	49
2014	21	1380	66
2013	18	1050	58
2012	20	1143	57

**Recreation Swim June 2016**

<b>Day/Time</b>	<b>Total Meetings</b>	<b>Attendance</b>	<b>Avg. per Mtg.</b>
Monday 7-9 pm	4	388	97

Wed 7:30-9 pm (adult)	5	236	47
Friday, 7-9 pm	4	281	70
Sat. 1-3 pm	4	197	49
Sun. 1-3 pm	4	226	57
Mon-Fri 1-3 PM	2	138	69
<b>2016</b>	<b>23</b>	<b>1466</b>	<b>64</b>
2015	28	1412	51
2014	28	1499	54
2013	31	2013	65
2012	32	2239	70

Brink Pool is open for recreation swim on the following days:

Monday thru Sunday 1-3 PM

Through August 7, 2016

Youth (17 and under)	\$4.00 per swim	\$68 discount pass (good for 20 swims)
Adult (18-59)	\$5.00 per swim	\$85 discount pass (good for 20 swims)
Seniors (60+)	\$4.00 per swim	\$68 discount pass (good for 20 swims)



# Staff Report

Item VII. C)

Date: August 24, 2016

To: Members of the Parks, Beaches and Recreation Commission

From: Scott Leslie, Child Care Services Supervisor

Subject: CHILD CARE PROGRAM UPDATE

## Program Update

The continued upturn in the economy has increased the funding for California's Child Development programs. For the third year in a row there will be increased funding from the State for both the Cities preschool and school-aged programs. The total increases will be around 6% which will translate into approximately \$55,000 more funding in the 2016/17 fiscal year.

The program has relieved a one-time QIRS grant of \$13,000 for the State, and a second one-time QIRS grant for \$26,000 from the County. To receive the QIRS grants the program went through an extensive review process including outside evaluations of the staff qualifications, classroom environments, curriculum, and staff/child interactions. All of the classroom reviewed scored well enough to receive the funding which will be used for staff training, computers, and classroom improvements.



## Summer 2016

The summer of 2016 is shaping up to be a banner year in the Child Care division. There are a lot of full cost families who have committed to staying the entire summer, and the program should have more children attending overall than in the past few years. The program has partnered with both the Kick-off to Kindergarten and Think Bridge to offer before and after care

for families with children attending those summer programs. Additionally Child Care is partnering with the Leaders in Training Education (LITE) program for the 14<sup>th</sup> summer.

During the summer of 2016 there are three school-age programs: Sunset Ridge, Cabrillo, and Vallemar, and two preschool programs open at Fairmont West, and Vallemar. There are weekly themes and special center events throughout the summer including the annual "Wild Animal" assembly, several walking trips, and site nature fieldtrips. There will also be Child Care fieldtrips to the Cull Canyon East Bay Regional Park, Don Castro East Bay Regional Park as well as the end of the summer BBQ.

The Child Care and Recreation divisions have teamed up again to offer additional summer options for the Child Care children - summer recreation trips, with pick-up points at both Vallemar and Fairmont Park (near the Sunset Ridge site) and week-long swim lessons through the aquatics division, with pick-up and drop-off service by Child Care staff. In addition, LITE volunteers have been assigned to all three Child Care school-age summer locations and will be involved with sports, games, arts and crafts, and summer trips.

### **Pacificans Care Summer Scholarships**

For the ninth year in a row the PB&R Department is offering summer scholarships to all the subsidized children in the Child Care program. There is a total of \$5,000 in scholarships, and this summer qualified families can apply for \$100 scholarships per child. Children may attend the out-of-town summer trips or take a free swim lesson at Brink Pool throughout the summer. Scholarships can also be used for teens to take part in the summer LITE program. These scholarships were also made available to children in the community at large that qualify for the program who do not attend the Child Care programs. These opportunities are made possible through funds donated by Pacificans Care.



# Staff Report

Item VIII. D)

DATE: August 24, 2016

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Michael Moran, Recreation Coordinator

SUBJECT: Youth and Teens Recreation, Special Events and Community Center Rentals Update  
April – June 2016

## Youth & Teens

### Cabrillo After-School Program

The Cabrillo After-school Program was open Monday, Tuesday, Thursday and Friday from 3:00-5:30 pm and Wednesday 2:00-4:30 pm during the school year. The activities and trips planned by the Recreation staff were geared to allow the participants to be able to express their sense of self and remain physically and emotionally energized. In April & May, participants planned walking excursion field trips led by the recreation staff to Starbucks, Taco Bell, and Cold Stone. The program ended on May 27, for the 15/16 school year.



### J-Teen Dances

J-teen dances are held at the Community Center one Friday a month from 7:00 to 9:00 PM. These dances are one of the few opportunities for Pacifica middle school youth to socially interact with students from other schools. Appropriate current music is provided by Party DJ. The dances are supervised by PB&R Recreation staff. Our last dance for the school year took place on Friday, June 3, 2016 and was an emotional time for all 8<sup>th</sup> graders who were sad to know that this was their last J-Teen dance before entering high school.

### Future Dance Dates

September 9, 2016

October 7, 2016

November 18, 2016

December 16, 2016

January 6, 2017

February 3, 2017

March 10, 2017

April 7, 2017

May 12, 2017

June, 2, 2017 – LAST DANCE FOR 16/17 SCHOOL YEAR.

## Youth Advisory Board

The Youth Advisory Board (YAB) concluded the school year on June 15<sup>th</sup> at 6:00pm for the 15/16 school year. The 16/17 group of 15 YABs started their term on June 15<sup>th</sup> at 6:30pm They are looking forward to volunteering at J-Teen dance events, the high school fair, the Halloween Spooktacular, the Holiday Lighting, Santa's Workshop, Coastal Clean-up and Earth Day as well as helping with the 2016 Fog Fest parade in September. They are also working on new events for 16/17.



# Special Events

## Earth Day Beach Clean Up & EcoFest

As part of the Earth Day activities on Saturday, April 23, staff and several YAB members picked up trash around Francisco Blvd.



Later that day, staff from Recreation and Aquatics operated a booth at the EcoFest in the South Linda Mar Beach parking lot. Staff gave out PB&R Frisbees, sunglasses, tote bags and beach balls; however, the big hit was the seed planting. We used the same newspaper pots from the Egg Hunt and helped the community prepare their spring gardens with radishes. The event had great weather and our booth went through our 50+ newspaper pots that day!

## Parent's Night Out

In April, the Recreation division hosted the monthly Parent's Night Out event where children in Grades K-8 can come to the Pacifica Community Center for a night of fun arts & crafts, games, dinner, & a movie while their parents have a night on the town or a night in without the kids. Thirty children participated.



## **52<sup>nd</sup> Annual Junior Olympics**

Boys and girls born between the years 2002 and 2009 and who attend school or live in Pacifica were eligible to compete in the 52<sup>nd</sup> Annual Junior Olympics Track and Field Meet.

The Pacifica Lions Club co-sponsored this event, which was free to all participants. The event took place over the course of three days at Oceana and Terra Nova High School Tracks.



This year, Cabrillo won the Spirit Award, Group 1 & 2 Award and won the Group 3 & 4 trophy. Congratulations to Cabrillo for winning all three awards!

<b>School</b>	<b>2016 Participant Count</b>	<b>2015 Participant Count</b>	<b>Net</b>
Alma Heights	52	75	-23
Cabrillo	100	81	+19
Good Shepherd	35	22	+13
Ortega	45	82	-37
Ocean Shore	53	43	+10
Vallemar	84	101	-17
Sunset Ridge	38	41	-3
IBL	4	13	-1
Other	0	0	-0
<b>Total:</b>	<b>411</b>	<b>458</b>	<b>-47</b>

## **NorCal Championship Meet (USATF)**

On Saturday, June 18, 2016 athletes from the City of Pacifica participated in the Nor Cal Championship Meet at Mount Pleasant High School in San Jose, California.

The participating athletes qualified for the meet by placing first and second place at the City of Pacifica Junior Olympic Track Meet this past May. The Nor Cal Championship hosted over 400 athletes from Northern California, many of whom train and compete year around.

Congratulations to all of our Pacifica Athletes!

## **Adventure Camp – Weeks 1 and 2**

Monday, June 20<sup>th</sup> marked the first day of summer camp! We opened the Oddstad campus site first with two camp groups – Pioneers (ages 5-8) and Explorers (ages 8-12). On Wednesday, June 22<sup>nd</sup> we lunched the Summer Field Trip Only program. The Fairmont Park Playground Program will open on Tuesday, July 5<sup>th</sup>.

Campers:

**Week 1:** Pioneers: 26. Explorers: 64. One-Day Field Trippers Only: 10.

All 100 campers went to Six Flags Discovery Kingdom on Wednesday, June 22th.

**Week 2:** Pioneers: 28. Explorers: 56. 1-Day Field Trippers Only: 8.

All 92 campers went to Aqua Adventure in Fremont on Wednesday, June 29th.



## Upcoming Special Events include

### ***Parents' Night Out***

- Saturday, October 1, 2016, 5:00-11:00pm

### ***Family Fun Fest and Fog Jog***

- Fog Jog Sunday, September 25, 2016, 9am
- Fun Fest Sunday, September 25, 2016 1:00-4:00pm

### ***Spooktacular***

- Saturday, October 15, 2016 4:30-8:30pm
- Sunday, October 16, 2016 5:00-7:00pm

## Building Rentals

### **Pacifica Community Center**

Between the months of April and June the Community Center was occupied by the following groups/rentals (this does not include the daily on-goings of the Senior Service Department or the contract classes).

### **Regular Permits include:**

Sunday	Victory Outreach Pacifica
Monday	Narcotics Anonymous-Serenity by the Sea Pacifica Oldtimers Newcomers Monday AA Women's AA – Comfortable Shoes
Tuesday	SAM CAR Coldwell Banker Fahey Properties meetings (2 <sup>nd</sup> ) Pacifica American Little League (2 <sup>nd</sup> ) Part-Time Recreation Staff meetings (Bi-Weekly)
Wednesday	Pacifica United Soccer Club (1 <sup>st</sup> ) Pacifica Sea Lions Swim Team (3 <sup>rd</sup> ) Pacifica Quilters (2 <sup>nd</sup> ) SAA Meeting
Thursday	Pedro Point Surf Club (Last) Pacifica Toastmasters Pacifians Care (3 <sup>rd</sup> )
Friday	Golden Gate South meeting Alanon Group meeting AlaTeen Group Meeting J-Teen Dances (Once a month)
April Weekend Rentals:	Parents Night Out, Cabrillo Child Care, Pacifica Sea Lions Pancake Breakfast
May Weekend Rentals:	PALL Poker Night, Giant Vendor Sale, Albano Baby Shower, Memorial Event
June Weekend Rentals:	Summer Camp Training, Hayes Sweet 16 Party, Baby Shower, Dr. Bill Michaels,



# Staff Report

Item VII. E)

TO: Members of the Parks, Beaches and Recreation Commission  
FROM: Jim Lange, Supervisor  
SUBJECT: SENIOR SERVICES UPDATE April – June 2016



Pacifica Senior Services' Annual Volunteer Recognition Dinner was held on April 12. Volunteers were served by staff alongside Councilmembers and PB&R Commissioners. Volunteers enjoyed an evening celebrating each other's efforts and accomplishments. Over 120 volunteers were recognized and treated to a wonderful meal and experience.

## **Funding**

### Older American Act Funding:

The Area Agency on Aging (AAA) requires service providers which receive Federal Older American Act (OAA) and/or County General Funds to submit fiscal closeout packets for each of the programs. The City of Pacifica Senior Services received these funds for the following programs: Transportation, Congregate Nutrition, Home Delivered Meals (formerly Meals on Wheels) and Supplemental Home Delivered meals (formerly Supplemental Meals on Wheels-non-seniors). These annual closeout reports were submitted mid-July for fiscal year 2015/16.

### Highlights of fiscal year 2015/16:

- Total 2015/16 inter-governmental funds received \$198,622—a decrease of \$22,918 (-11% from p/y).
  - The primary decrease in inter-governmental funds was the lack of one-time only funds for the Congregate program f/y 2015/16 compared to f/y 2014/15 award of \$20,916
- We overserved our Meals on Wheels program by 2,945 meals and served 3,441 meals more than f/y 2014/15
- Pacifica was contracted and / served the following: Transportation 4,472 /4,875; Congregate 12,731 / 12,466; HDDM 14,362 /17,307 and SHDM 750/71.
- Unduplicated clients for 2015/16 were as follows: Meals on Wheels 149 (avg. age 80), Supplemental MOW 4 (avg. age 52) and Congregate 433 (avg. age 77) and Transportation averaged 20 one-way trips per day.
- Program reimbursement is based upon targeted units of service by County projections—not our projections
  - Only SHDM is reimbursed by actual units served
  - Served over 30,000 meals (12,624 Congregate and 17,378 MOW)
- Food cost was projected to have a 15% increase per our past food vendor projections. With our new Meals on Wheels America national purchasing program agreement we decreased our food cost .05 per meal. That was a \$1500 savings and a \$6,000 under budget savings. This national contract gives us the same purchasing program as large programs.

Senior Services is now entering into fiscal year 2016/17 with the following OAA contracted funding: Meals on Wheels 14,362 meals- \$91,342; Supplemental Meals on Wheels (non-seniors) 750 meals-\$4,770; Congregate 12,500 meals-\$64,750; and Transportation 4,472 one-way trips. County General fund support has not been granted at this time, but we anticipate approximately \$20,000. County program support funds can be utilized for any of the above OAA programs. Senior Services Supervisor has notified AAA that the MOW and Transportation services are being underfunded based upon our projected anticipated units of service. AAS has said additional funds will probably be allocated later in the year.

#### Donations/Sponsorships:

- The “Giving Tree” program received \$1,735 between the months of April - June. This brings the total received this fiscal year to \$6,192. Since the 2006 conception of the Giving Tree program, \$110,274 has been donated.
- Senior program participant gave Senior Services a wash machine. Our prior one was not repairable and we listed a wash machine on our Wish List in our Senior Tidings newsletter. The wash machine is primarily used to wash server aprons and kitchen towels utilized for food prep and general cleaning.

#### Grants:

- Pacifica Community Center renovation Community Development Block Grant (CDBG) was approved by the San Mateo County Board of Supervisors and the Housing and Community Development Committee. The projects that the grant will be used for are the following: improvements to our senior bus loading area and East entrance of our Center as well as renovations to the public bathrooms near the dining room—making them safer and cleaner. A rough cost of \$60,000 is planned for the total project (30,000 from CDBG and \$30,000 from the senior trust account). City of Pacifica Engineer has prepared project specifications and work is scheduled to begin in August 2016. Our Public Works Department will be assisting with the plumbing and electrical work.
- Our “Healthy Pets, Health Seniors” program initiated in FY1516 with a \$2,500 grant from the Banfield Charitable Trust through Meals on Wheels America successfully provided 12 MOW clients with food, supplies and veterinary care for their 14 pets. This national program ensures low-income seniors don’t sacrifice their own nutritional needs in order to care for their pet companions. A second round of funding (\$1,000) from Meals on Wheels America was awarded to extend the program into a second year. Our first year of our program MOW Coordinator, Ann Cooney, set up all the guidelines and tools to identify the clients/pets and made linkages for the operation of the program. We are able to provide pet food and supplies, vet care and board/care for pet during hospitalization of Meals on Wheels client. Supplies have been delivered by Ann and volunteers.
- Each year, the Pacifica Meals on Wheels program participates in the national “March for Meals” campaign to increase awareness of senior hunger issues. “March for Meals” includes a “Community Champions” component during which community leaders take the time to deliver Meals on Wheels. Due to pressing issues caused by winter storms, Senior Services delayed our “March for Meals” events until April when we were most grateful to have Mayor Sue Digre, City Manager Lorie Tinfow, PB&R Commissioner Michael Lau and Pacifica Tribune Editor Horace Hinshaw participate as 2016 Community Champions. Our efforts resulted in a \$1,000 Community Champions grant and more community awareness of this valued program.
- Pacificans Care has supported social services in Pacifica for 34 years. In response to our April grant proposal, Senior Services was honored to receive \$15,000 for MOW from Pacificans Care at its June Board meeting. Coordinator Cooney prepared and submitted all the grant application materials. This is an increase of \$3,000 from prior year. Senior Services Supervisor elected not to ask for \$3,000 for Transportation since it would have been for labor cost relief. Pacificans Care does not like to fund salaries in grant request. The justification for the additional \$3,000 for Meals on Wheels was based upon the increased meals served.

## Marketing

- Senior Services brochures and flyers were distributed during the annual Earth Day Event.
- Senior Services participated in “Touch a Truck” event in May. This was an opportunity for the public to touch and sit in large trucks such as Fire, Street Cleaner, and our Bus. Kids enjoyed the bus and we received a lot of questions about our services from the public.
- Senior Services Brochures were updated to reflect some minimal program changes.
- Health and Information Fair was conducted May 18<sup>th</sup>.

## Administration

- Senior Services completed its annual monitoring from Aging and Adult Services. Monitoring checks policies/procedures and practices to ensure Older American Act contract requirements are being fulfilled. It is a two-day process. Pacifica had no violations.
- Senior Services Staff has begun utilizing Exceed Beyond software to streamline accounting procedures, track volunteer hours, donors and class/activity fiscal activity. Software considerations included: Exceed Beyond, MySenior Center and Active Net. Consideration was based on user ease, reporting capabilities and functionality. We are fortunate to have Ann Cooney, MOW / Transportation Coordinator, to help direct this effort with all of her IT consulting experience. She is training all staff and myself.
- Senior Services staff and Recreation Coordinator participated in a team work workshop. The workshop was based upon communication and relationship building in the work place. Peninsula Conflict Resolution was the facilitator of the training and Senior Services Supervisor is planning follow-up meetings with staff to develop a work plan and address staff session(s) feedback.
- Supervisor will be attending the National Meals on Wheels Conference August 29-September 2<sup>nd</sup>. This is an annual event where we will be able to network with other providers to identify national trends and best practices. The days will be filled with multiple workshops and keynote speakers. Supervisor attended last year for the first time and came back with a lot of training, good practices, MOWA programs and grant opportunities (that were successful).

## **Meals on Wheels (MOW) / Transportation Coordinator** (Submitted by Ann Cooney, MOW and Transportation Coordinator)

### Meals on Wheels

- The Food Services staff prepared and MOW volunteers delivered 4,616 meals during the 4<sup>th</sup> quarter bringing the total meals delivered in FY1516 to 17,307. At 3,000 more than FY1516, that’s a record number of annual meals.
- 10 new clients enrolled in MOW during the 4<sup>th</sup> quarter bringing the total number of unduplicated MOW clients to 150 for the year.
- In the 4<sup>th</sup> quarter, MOW clients contributed \$6,949 toward the cost of the MOW program, bringing total client contributions for FY1516 to \$27,073.
- MOW volunteers continue to be central to Pacifica Senior Services MOW program. Along with each meal delivery, volunteers’ quick and confidential client visits offer critical wellness checks. When clients fail to answer a volunteer’s knock or when clients answer but do not seem well, MOW volunteers immediately contact the MOW Coordinator. On average, volunteers call the MOW Coordinator 20 times each month from the field to initiate follow-up support and the occasional comprehensive welfare checks for clients.
- Every aspect of the City of Pacifica’s MOW program is monitored by the Area Agency on Aging. Under Supervisor Lange’s leadership, our MOW monitor visit in April was a complete success.
- Senior Services’ general information and MOW brochures were updated and reprinted during the 4<sup>th</sup> quarter. Outreach continues on Facebook, in the *Pacifica Tribune*, and in the PB&R PLAY Activity Guide. Updates are in progress on the Senior Services’ section of the City of Pacifica’s new website.

## Transportation

- Senior Services driver Jose Meza, with support from his colleagues, provided 1,324 one-way trips to and from the Senior Center in the 4th quarter to bring the total number of Senior Center trips for the year to 4,627. Additionally, he provided 77 one-way trips to local shopping centers and 19 roundtrips on April 19 to the Culinary Institute on Treasure Island.
- Driver Meza will complete his first year with Pacifica Senior Services in August 2016. He is on track to continue in Pacifica the perfect safety record he established during his 33-year career with MUNI.
- Relief driver Colin de Souza shuttled VIPs, volunteers and visitors in Senior Services' 20-passenger, wheelchair lift-equipped bus during Pacifica's Earth Day celebration on April 23. He also showcased the bus alongside fire engines, police cars and tractors at the first annual "Touch a Truck" event for families at IBL School on May 15.
- As with MOW, every facet of Pacifica's Senior Transportation program is monitored by the Area Agency on Aging. Our Transportation program, its vehicles and staff are also inspected by the California Highway Patrol. April monitoring and May inspections when smoothly.
- Senior Services Transportation staff continues to attend San Mateo County Paratransit meetings in order to stay up-to-date on issues relating to transportation for Pacifica seniors and residents with disabilities.

## **SENIOR SERVICES PROGRAMS (Submitted by Janis Haynes, Program Coordinator)**

### Intergenerational: Community Outreach / Support:

- *AARP Drivers Safety* Refresher Course
- *Pop-Up Library* comes every other Tuesday of the month. Circulation supervisor, Paula Teixeira, encourages the seniors to check out books, DVD movies, books on tape, and brings a Kindle. They can provide a library card to new comers and continue to include the seniors in their community contests.
- Training and Outreach Specialist Nicole Fernandez from San Mateo Co.'s Aging and Adult Services, along with Commissioner Arnos, did an overview of *elder financial abuse* followed by a one on one question and answer period, supplying our I & R Coordinator, Karen Parque with all kinds of information. Prior, Karen had created a SCAM Board highlighted various types of scams and posted it in the senior lounge. Karen also has taken time during our congregate lunch program to alert our participants of new scams as they arise.
- Karen Parque also coordinated the Health & Information Fair.
- *Ocean Shore School* 8<sup>th</sup> grade student Sofia Aylware, who is taught by music teacher Mark Sessler, came to play her guitar at our congregate lunch program. She was exceptional! She performed some classics and a specific piece of music that one of the seniors remembered as a child but hadn't heard it since then. We love to have students come and share their talents!

### Events executed: Programs and Special Event Entertainment:

#### **April:**

- Volunteer Appreciation Dinner was a wonderful success. Some of the City Council and Commissioners helped serve that night making it extra special for the volunteers. The volunteers love it! The food was great and they all loved their gift of a reversible tote bag with "More than words can say you're Appreciated in Every Way" printed on the front.

#### **May:**

- Cinco de May was and always is a bright and colorful celebration. Grupo Folklorico was back after the death of one of their group members. Another dancer has stepped in to complete this group of Latina's that love what they do to educate their story through music and dance. A wonderful Fiesta!

- Mother's Day we were entertained by Raoul's Revue. This group set the stage and took us back in time remembering Mom.
- Memorial Day with Army Chaplin, Don Nelson, who speaks of the past wars and the loss of the men and women who fought for our Country followed by a prayer for all the ones left behind. We display books, newspapers and magazine w/military stories & pictures and military memorandum for all to see and reflect.

#### June:

- Father's Day with a most graceful Belly Dancer who was paying special attention to the senior men. A class act! This entertainment and delicious cake was provided by So. San Francisco's Westborough Royal. A fun, fun time for all!
- *Ukulele Summer Concert* with special dancers by our *Hula Dance* instructor, Shirley Ortega and students, made this extra special. Our Ukulele Band continues to grow and has the magic of uplifting spirits as they sing, and you can't help but to join in forgetting your troubles. Good Therapy!
- CHP presented in conjunction with the San Mateo County Commission on Aging and San Mateo County Supervisor Adrienne Tissier, *the Older Driver traffic Safety Seminar*.
- We held a 4<sup>th</sup> of July Show on the 30<sup>th</sup> due to July 4, Monday holiday closure. Red-White & Blue everywhere. Great music and costumes by Raoul's Revue.

#### Other Entertainers that perform once a month:

- Scott Hill on guitar and song
- Eugene Gibson plays his guitar and encourages sing a longs during our congregate lunch program.
- Pianist Doug Jones, a talented musician, who brings an uplifting mood to our dining program
- D.J. Rey is a volunteer that has a great Bose sound system and spins the best music ever!
- Maestro Lionel Sequeira plays our baby grand for our Birthday Celebrations

#### Monthly speakers:

- Blood Pressure readings monthly which is used as a monitoring tool for our seniors.
- Tracy Dalton, RD, conducts monthly nutrition talks. She brings food samples and shopping tips that aligns with the topic she is speaking on. Tracy also does phone/home visits to MOW clients on an as needed basis.
- Jayah Faye Paley is the new volunteer for our Strength & Balance spot during our congregate lunch (once a month). She will teach the seniors some safe stretches and good walking habits to prevent falls. She encourages the seniors to practice on a daily basis.

#### July:

- Fall Prevention "Stepping On" program thru August
- Jean E. Brink Pool P.B.&R. Coordinator Anthony Schriver came to talk about the benefits of swimming and utilizing the pool
- The Spindrift Players gave a sneak preview of their upcoming production of Mary Poppins
- Project Sentinel came to give a presentation about tenants' and landlord rights
- Luigi's Bocce Ball Tournament
- SIA Ice Cream Social (2x's in the Summer)

#### Coming up:

##### August:

- Poetry Month
- A Poetry Contest will be challenging the seniors to write a poem starting with "I remember....."
- The 4H Club will be visiting with their story boards, ribbons and animals for Country Day

**September:**

- Membership Kick-Off Luau
- Labor Day BBQ
- Grandparents Day
- AARP Driver Safety Course
- Fog Fest Booth & Parade

**INFORMATION AND REFFERALS, I&R Coordinator**

- Shopping Assistance Senior Homebound (SASH) program is going strong. We currently have two volunteers who have been busy shopping for our 6 clients. SASH is a program that has a volunteer grocery shop for a senior that is homebound. The volunteer shops from a list provided by the client. Payment for the items is worked out between the volunteer and client.
- The medical loan closet handed out 87 pieces of equipment to our seniors between April - June. Canes, walkers, shower chairs, and wheel chairs. We also handed out pads, depends, wipes and much more. 2015/2016 total pieces of equipment loaned was 381.
- Pacifica Library staff members have been at the center faithfully every other Tuesday. The "Pop up Library" program brings library materials during our congregated lunch every other Tuesday. Seniors have the opportunity to check out books, CD's & books on tape. Many of our participants are taking full advantage of Pop up Library.
- In May, we had our Annual Senior Health & Information Fair with over 22 Vendors participating. A couple of the new vendors this year were Family Caregiver Alliance and the Pacifica Lions Club. Approximately 85 seniors attended.
- We are keeping our seniors very educated regarding "FRAUD." When we get any kind of fraud alert we share it with our seniors. We have also started a public Fraud Alert board in our Senior Lounge.

**Special Trips**

- Twenty seniors enjoyed lunch on Treasure Island at the Job Corps Advanced Culinary academy dining restaurant.
- San Mateo County fair was a special trip. We had 20 seniors join us on the senior free day at the fair.
- Fiscal year 15/16 Senior Services had 5 trips with 96 seniors participating. It is our hope to have additional trips in the coming year, once additional hours and staffing are worked out.