

# AGENDA

## Parks, Beaches and Recreation Commission City of Pacifica

WEDNESDAY, JANUARY 24, 2018  
CITY COUNCIL CHAMBERS  
2212 Beach Boulevard

### 7:00 PM REGULAR MEETING

**I PLEDGE OF ALLEGIANCE**

**II ROLL CALL**

**III APPROVAL OF MINUTES** Regular Meeting October 25, 2017

**IV ADOPTION OF AGENDA**

**V SPECIAL PRESENTATION**  
None

**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 HEARINGS**

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 Heritage Tree Removal Application No. HT-132-17, located at 340 Charing Cross Way.

**IX ITEMS FOR CONSIDERATION**

- A. Liaison Assignments
- B. Study Session Recap

**X REPORTS, ANNOUNCEMENTS AND CORRISPONDANCE FROM COMMISSIONERS**

**XI REPORTS FROM STAFF**

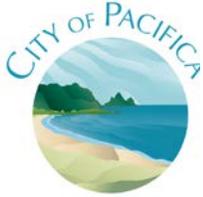
- A) Director Perez

## **XII ADJOURNMENT**

**Next Study Session:** TBD

**Next Regular Meeting:** 2/28/18

**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, October 25, 2017  
City Council Chambers  
2212 Beach Blvd.  
Pacifica, CA 94044

### **CALL TO ORDER:**

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

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

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

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

Commissioners Present: Chair Bier, Commissioners, Murphy, Abbott, Yakabe, Cochran, and Knowles (7:07).

Commissioners Absent:

Commissioners Excused: Commissioner Kellogg

Staff Present: Director Michael Perez, Acting Supervisor Phipps, Engineer Ray Donguines

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

Chair Bier called for a motion to approve the minutes of the 9/27/17 meeting.

**Motion was made by Commissioner Yakabe, seconded by Commissioner Murphy, motion carried 5-0.**

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

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

#### **V Introduction of New Commissioner Knowles:**

#### **VI ORAL COMMUNICATIONS:**

Louis Seftel, a student at Oceana High School, gave a presentation regarding his desire to research, plan, organize and implement a volunteer ocean rescue team as part of his high school senior project.

#### **VII ITEMS for CONSENT:**

None

#### **VIII SPECIAL PRESENTATION:**

Pacifica City Manager, Kevin Woodhouse, introduced himself to the Commission and gave a brief synopsis of his background and what led him to Pacifica.

## **IX ITEMS FOR CONSIDERATION:**

Ray Donguines, City Engineer gave a report regarding available grant money that was received for installing 100 ADA ramps throughout the city. The Commission as the Bicycle Pedestrian Advisory Committee (BPAC) was asked to make recommendations for placement of these ramps.

### **X PUBLIC HEARINGS**

Appeal of Heritage Tree Removal Application No. HT-111-17, located at 26 Big Sur Way.

Public Works Superintendent/City Arborist Aren Clark presented the staff report and gave an overview of the tree appeal timeline for the Commission as well as a letter from the homeowner, who would be most impacted if the tree were to fall, in support removal of the tree.

**Commissioner Abbott** – Asked if the tree was otherwise healthy and if the tree was impacted in anyway other than its positioning on the slope.

**Superintendent Clark** responded that it appeared healthy and that he could not see the root system but that in its current condition that something needed to be done and removal was not unreasonable.

**Commissioner Cochran** – stated that he had observed the parcel in questions and stated that he noticed that there were several trees on the lot.

**Commissioner Murphy** – Asked if this type of tree had a deep root or a shallow root system

**Superintendent Clark** responded that all tree root systems are shallow

**Commissioner Knowles** – Is there a way to determine how deep or strong a root system is based on the age of the tree.

**Superintendent Clark** responded that it is a misconception that the root system mirrors the tree above ground but this is a myth and educated the commissioners on root systems

**Commissioner Yakabe** – Thanked Superintendent Clark for his time and stated that he looked at the site earlier in the week but would reserve comment until after both sides were heard.

**Chair Bier** – No questions.

**Frank O'Hare**, spoke for his mother in law Mrs. Pagan, the permit holder and stated that she loved trees and would not want to remove any tree unless it was necessary. After the rains of the past year she became concerned about the tree and consulted an arborist. The arborist report supported the removal of the tree and noted that the tree would not withstand another winter like the last one. The report also noted a hole or wound on the tree as well. Mr. O'Hare also shared with the Commissioners that his Mother-in-law, who is 81 years old would not be able to live with herself if the tree fell and damaged her neighbor's house or her own and he felt they would have to take responsibility if this happened.

His in-laws love trees and spent a lot of money keeping the trees trimmed. The other trees on the property are on more level ground and do not pose a threat.

**Kim Webb**, the appellant, stated that she lives above the property with the tree in question. She loves the tree and the privacy it provides. She contacted an arborist, Butler Brothers, to see if the tree could be trimmed instead of removed as it

appeared to be healthy. He agreed. When the Butler Brothers were contacted again to provide a formal report they were too busy, they put Ms. Webb in contact with another arborist, James Goodrum, who also agreed that the tree was healthy and could be trimmed. He also felt that by removing the tree it could put the other trees in danger as it was helping to protect the other trees from high wind. Mr. Goodrum also reported that the tree provided protection for the slope. Ms. Webb provided a copy of the report as well as photos of the tree in question.

**Mary Anne Province** spoke regarding the tree in question. She stated that she witnessed the damage caused when one limb fell and crushed a portion of their fence. She feels that this was a wake-up call as to the danger this tree posed to her house. She stated that she wants to maintain the beauty of the setting that the trees provide but does not feel that the removal of a single tree, that poses a danger, would detract from that beauty. She asked if the removal of the tree was denied who would be responsible should the tree cause further damage.

**Bill Province** added that he had made a study of the lot for earthquake purposes. The soil in the area is Franciscan shale and clay, which becomes very soft in heavy rain. If the tree should fall it can and probably would hit their house and feels this tree should be removed.

**Mr. O'Hare** asked if Ms Webb's arborist went onto the property and if not how could they make thorough report without looking closely at the tree.

**Mrs. Webb** stated that her arborist did not seek permission to go onto the property.

**Commissioner Abbott** – Asked if the trees that failed during the storms and hit houses were healthy and if the failure was caused by soil saturation and wind.

**Superintendent Clark** responded that to his knowledge the trees were all healthy. He stated that he believed that the amount of trimming that would need to happen to reduce the risk of the tree in question to a level that would be acceptable to the households involved would exceed the 30% guideline for trimming.

**Commissioner Abbott** – Asked if there was a requirement to have something else planted.

**Superintendent Clark** responded that this had not been discussed but that there was an option to mitigate it with replanting.

**Commissioner Cochran** – Asked Mr. O'Hare if someone lived in the house full time.

**Mr. O'Hare** responded that normally someone does, but at present the residents are living in Napa due to health issues.

**Commissioner Murphy** – Asked Superintendent Clark if the pine trees would need to be dealt with in a certain way if the tree was cut down.

**Superintendent Clark** responded that he did not think so. He stated that the Pines were above and shading the tree in question instead of vice versa.

**Commissioner Knowles** – Asked if it was possible to remove a tree without

removing the roots.

**Superintendent Clark** responded that once a tree is cut down the roots are dead so they will only help to hold the soil for about a year after a tree is removed. It is better to replant a tree that is better suited for the location.

**Commissioner Knowles** – asked what was meant by percentage of pruning to reduce the risk to be effective.

**Superintendent Clark** responded that one measurement of the danger of a tree is the distance to target. If a tree has foliage close to the target the risk is less because it doesn't have a chance to pick up speed and the damage is less.

**Commissioner Yakabe** – No questions

**Chair Bier** – No questions

**Commissioner Abbott** – Asked that if the tree is 60' tall what is the distance of the tree from the house and could it be topped.

**Superintendent Clark** stated that crown removal is not recommended especially the amount that would need to be removed in this case.

**Commissioner Cochran** – Stated that if this was a single tree with no other trees around he would understand the concern but there are many trees in this area.

**Commissioner Murphy** – Agreed with Commissioner Cochran

**Commissioner Knowles** – No comments

**Commissioner Yakabe** – Agreed with Commissioners Cochran and Murphy.

**Chair Bier** – Thanked everyone who spoke.

Motion was made by **Commissioner Cochran** to approve the removal of the heritage tree at 26 Big Sur Way with the requirement of planting a new tree more suitable for the area, seconded by **Commissioner Murphy**. Motion carried 6-0

Appeal of Heritage Tree Removal Application No. HT-118-17, located in front of the property located at 139 Juanita Ave.

Public Works Superintendent/City Arborist Aren Clark clarified that there was no relationship between the trees on adjacent properties. He read the staff report and gave an overview of the tree appeal timeline for the Commission.

**Commissioner Abbott** – Asked if the tree was healthy, even though it had been oddly trimmed.

**Superintendent Clark** stated that the tree was healthy even though the tree had been destroyed with improper trimming. It is Superintendent Clark's belief that it would be better to replace the tree with one more suitable for the area.

**Commissioner Cochran** – Asked if the root mass that rises above the ground was normal.

**Superintendent Clark** stated that this could be an indication of internal decay but not always and he does not know if that is the case with this tree.

**Commissioner Cochran** – Asked what happens to a tree that is topped that should not be topped.

**Superintendent Clark** responded that when you top a tree that should not be topped it would need to be continually trimmed, maintained, and monitored to ensure that there is no growth that would damage the tree.

**Commissioner Murphy** – no questions

**Commissioner Knowles** – Asked if Superintendent Clark's conclusion is that since redwoods grow exceptionally tall what it would take to maintain it would destroy the tree.

**Superintendent Clark** stated that the tree was close to the power lines in the area and it could have been trimmed by PG&E but he does not know. It looks like the decision to trim the tree was done to avoid the overhead power lines.

**Commissioner Knowles** -asked if a tree that needs to be trimmed to avoid power lines would negate its status as a heritage tree.

**Superintendent Clark** stated that he did not feel that there was any unacceptable risk in maintaining the tree in its current condition.

**Commissioner Knowles** – asked if the tree was removed could you move it to another location.

**Superintendent Clark** stated that the tree could not be moved.

**Commissioner Yakabe** – No questions

**Chair Bier** – No questions

**Michelle Berend** stated that she had no comments but would be happy to answer questions.

**Commissioner Abbott** – Asked what type of tree is being considered to replace the existing tree.

Ms Berend respond that it was their intent to plant a Mayten tree.

**Commissioner Abbott** – Asked how high this type of tree grows.

**Ms. Berend** reported that they reach a height of about 20'.

**Commissioner Cochran** – No Questions

**Commissioner Murphy** – Asked if the tree was a threat to the foundation of the home.

**Ms Berend** responded that the current tree was very close to the foundation.

**Commissioner Murphy** – Asked if the sewer lines had been replaced and if the tree threatened the new sewer line.

**Ms Berend** informed the commissioners that they were told that the tree should be removed when the sewer line was replaced. She also raised a concern regarding the trees proximity to power lines and the concern of the possibility of fire.

**Commissioner Murphy** – Asked if Ms. Berend had talked to PG&E

**Ms. Berend** respond that she had not.

**Commissioner Knowles** – No questions

**Commissioner Yakabe** – No questions

**Chair Bier** – No questions

**Commissioner Abbott** – Feels that the tree is similar to another appeal that was not approved so she does not feel it needs to be removed.

**Commissioner Cochran** – Feels that the tree is very close to the power lines and that it should be replaced with another tree more suitable for the area.

**Commissioner Murphy** – Agreed with Commissioner Cochran

**Commissioner Knowles** – Feels that the tree is a danger to the structure of the house and it should be removed.

**Commissioner Yakabe** – Feels that the tree should be removed.

**Chair Bier** – Feels that the tree should be removed.

Motion was made by **Commissioner Cochran** to approve the removal of the heritage tree at 139 Juanita Ave. and be replaced with a tree more suitable for the area, seconded by **Commissioner Yakabe**. Motion carried 5-1

Ayes: Murphy, Bier, Cochran, Yakabe, and Knowles

Nays: Abbott

Appeal of Heritage Tree Removal Application No. HT-081-17, located at 151 Juanita Ave.

Public Works Superintendent/City Arborist Aren Clark read the staff report and gave an overview of the tree appeal timeline for the Commission

**Commissioner Abbott** – Asked if the ceramic plate had any impact on the tree.

**Superintendent Clark** stated that this is considered a flaw but is not a danger to the tree at this time but should be monitored.

**Commissioner Abbott** – Asked if it was known what kind of tree was slated to replace the tree in question.

**Superintendent Clark** responded that he did not know but that he had put the property owner in contact with the Vallemar Conservators and he is working with Jeff Morroso regarding this. He also stated that the house was being enlarged to a two story residence and that some of the existing house did not currently have a foundation.

**Commissioner Cochran** – Asked what kind of tree was being removed.

**Superintendent Clark** responded that it was a Magnolia tree

**Commissioner Cochran** – Asked if the plans had been approved or if they were based on the removal of the tree.

**Superintendent Clark** stated that he did not know.

**Commissioner Murphy** – No questions

**Commissioner Knowles** – No questions

**Commissioner Yakabe** – No questions

**Chair Bier** – No questions

John Wagle, the owner of 1551 Juanita, informed the commission that he has been working with planning and engineering for the last 2 years in order to get approval of plans for their new family home. He stated that the Magnolia is not native but they love the shade that the tree provides. He would like to replace the tree with one that is more appropriate for the area and is also native. He stated that he is working with the Vallemar Conservators to get a recommendation on an appropriate tree to replace this existing tree. Mr. Wagle informed the commissioners that the tree roots are encroaching on the sewer laterals and they have had to be replaced. He showed his plans to Mr. Chan, one of the appellants, who removed his appeal.

**Commissioner Abbott** – Asked if Mr. Wagle was aware the tree was a heritage tree.

**Mr. Wagle** responded that he had never been informed of this.

**Commissioner Abbott** – Asked if there was any thought put into trying to keep the tree.

**Mr. Wagle** responded that there would be no way to go forward with the home expansion plans with the tree there.

**Commissioner Cochran** – Stated that he also would not have thought that the tree was a heritage tree. He asked Mr. Wagle about his family.

**Mr. Wagle** stated that the house was around 980 sq. ft. He has 2 children and would like to have more. He has been looking for a place for the last 4 or 5 years especially in the Vallemar area. He wants to be a good citizen to Vallemar and help make Vallemar a better place.

**Commissioner Murphy** – No questions

**Commissioner Knowles** – Asked if the geotech was able to give a recommendation on how to strengthen the foundation without causing damage to the tree.

**Mr. Wagle** responded that footings have to meet current building codes and need to be a specific depth and size.

**Commissioner Knowles** – Stated that Mr. Wagle would need to consult with someone who could advise on what kind of tree to plant that would not damage the foundation.

**Mr. Wagle** responded that he is working with the Vallemar Conservators and that one of their members is a landscape architect and he is working with them to plant the appropriate street tree. He also needs to put the electric underground and put in a sidewalk.

**Commissioner Yakabe** – No questions

**Chair Bier** – Asked about the conversations with the Vallemar Conservators

**Mr. Wagle** stated that they are talking about the fact that this is a street tree with power lines overhead and the tree cannot grow into them. They are also looking at something that is less messy but provides shade, is native and matches the esthetics of the house.

**Commissioner Abbott** – Stated that Vallemar was built for the trees as a botanical garden and she is concerned about taking out the tree. She will probably vote no but she appreciates that Mr. Wagle is working with the Vallemar Conservators.

**Commissioner Cochran** – Is impressed with Mr. Wagle and is excited to see people who want to grow their families in Pacifica. He recommended that Mr. Wagle donate money to replant another two trees to make up for the loss of the carbon factor and energy on the area. Since there is no one present to object he recommends going forward with staff's recommendation.

**Commissioner Murphy** – Appreciates the thought that was put into this project and since the appellant is not present he would recommend approval.

**Commissioner Knowles** – Feels that the physical environment as a rule takes a back seat to the built environment. She is concerned that anytime a tree becomes a problem that it is slated for removal. The Commissioner believes that homeowners should be made aware that they have a heritage tree when they purchase and she would like to see the physical environment and the built environment become more equal in consideration. The Commissioner appreciates the effort being taken to plant a tree that would not destroy the foundation, is better for the area and pleasing to his neighbors as well.

**Commissioner Yakabe** – Echoed his fellow commissioners and appreciates the due diligence of Mr. Wagle that he followed the process and noted that there was no appellant present. He chooses to obtain from the vote due to the fact that he misunderstood and believed the tree appeal was off the table so he did not go to look at the tree.

**Chair Bier** – Stated that she grew up in Vallemar and that the area was very dear to her. She also appreciates Mr. Wagle working with the Vallemar Conservators on this project.

Motion was made by **Commissioner Murphy** to approve the removal of the heritage tree at 151 Juanita Ave. and replace it with a more appropriate tree for the area seconded by **Commissioner Cochran**. Motion carried 3-2-1

Ayes: Murphy, Bier, Cochran

Nays: Abbott, and Knowles

Abstaining: Yakabe

## **XI REPORTS FROM COMMISSIONERS:**

**Commissioner Abbott** – Library Advisory Committee is continuing, but did not make a report to City Council at the last meeting. A copy of the report is available on the Council's consent calendar. There will be a public gathering on 11/2/17 at the Community center with regard to the proposed library both the number of and location's being considered. They are also looking at ways to increase the usage of the Sanchez Library in the back of the valley to make it a more viable location in addition to Library services. The Mural Subcommittee met with the planning dept. to clarify the language as to what constitutes a mural for public art. Sanchez Art Center is having Art Guild of Pacifica 59<sup>th</sup> annual membership show and the 50<sup>th</sup> annual exhibition awards. Winter art fare will open

**Commissioner Cochran** – Thanked the Public Works Dept. and The Waste Water Dept. for working with the contractors to make it possible for the Sept. 30 event at the beach.

**Commissioner Murphy**– Nothing to report

**Commissioner Knowles** – Introduced herself to Commissioner Cochran. She is working with the Chamber of Commerce for the cigarette butt containers that they are sponsoring. She has become a site captain at Gray Whale Cove.

**Commissioner Yakabe** – It has been bothering him that we have limited resources for maintaining the parks. He shared his idea for adopting a park campaign with the commissioners.

**Director Perez** – Responded that we should agenize this idea to make sure that it can be managed easily with the staff.

**Commissioner Yakabe** – asked that this be put on the agenda for the next meeting.

**Chair Bier** – Thanked Michael Moran and his work with the Youth Advisory Board. She attended the High School Faire and it was a great success. She attended the Spaghetti fundraiser for the Senior Center, it was a great success. She will be attending the Portola Discovery Hike as well as the 60<sup>th</sup> anniversary event as well. She stopped by the pool and was given a great tour by Carlo.

## **XII REPORTS FROM STAFF:**

**Director Perez** – Thanked Aren Clark for coming.

Reminded the Commissioners that when they are out and about to take note of areas that may need an ADA ramp and let him know so that he can pass this information on to Ray Dongenus (?)

Director Perez had an inquiry from Steven Johnson regarding the old Montessori Mural at the Sanchez Art Center as to updating it. The Director referred him to the Mural Subcommittee.

At the 60<sup>th</sup> anniversary will have several city tables and commissioners are welcome to come and help out at the PB&R table. They are also welcome to come to the dinner and/or lunch.

**Commissioner Cochran** – asked for clarification on the 60<sup>th</sup> Anniversary activities.

**Commissioner Yakabe** – Wanted to thank the PB&R for all the work that is done.

**Director Perez** applauded his staff for a job well done on the quarterly reports.

Upcoming events:

Spooktacular (10/28-29/17),  
Parents Night Out (Reoccurring)  
Princess Dance (1/13/18)  
Spelling Bee

**Commissioner Abbott –**

**NEXT STUDY SESSION: TBD**

**NEXT MEETING:**

**Regular Meeting – November 29, 2017**

**XIII ADJOURNMENT:**

Chair Bier asked for a motion to adjourn the meeting. **Commissioner Cochran made the motion to adjourn, seconded by Commissioner Yokabe. The motion passed 5-0** and the meeting adjourned at 9:02pm.

Respectfully submitted,  
Beth Phipps  
Acting Recreation Supervisor

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Parks, Beaches & Recreation Commission  
Mary Bier, Chair

# Staff Report

Item VIII. A) January 24, 2018

To: Members of the Parks, Beaches and Recreation Commission

From: Michael Perez, Director

Subject: Administrative Update

With 2017 coming to end and our 2018 work already underway, I wanted to wish Commissioners a very Happy New Year and thank you for your dedication and hard work in serving our department and community. I am looking forward to working with you all this coming year.

On the pages that follow you will find our “end-of-year” quarterly report, representing the final three months of programs and activities of 2018. Special thanks to PB&R staff and volunteers for all they have done to help make our department successful.

## **Budget**

Staff will soon be analyzing mid-year budget numbers. We'll be looking at revenue and expenditures to determine whether there needs to be adjustment to budgeted numbers. The City's mid-year budget update is tentatively scheduled for a March City Council meeting. Soon after this process, staff will begin working on the 18-19 budget.

## **Staffing Update**

In November of 2016, Tracy Gilbert was promoted to the permanent position of Child Care Supervisor. Tracy has worked for the City since January of 2007, starting as a Site Coordinator in our Child Care division, followed by her promotion to Assistant Supervisor in October of 2008. Since December of 2016, Tracy has served as the Acting Supervisor.

Tracy has established herself, and is recognized in our community, as well as the county, as an authority on Child Care. She has been a major part of the success of our Child Care program as well as the entire department through her dedication, hard work and efforts.

## **Department Work Plans**

The City Council established a set of goals three years ago, have engaged a goal setting process annually since then. Council have used this time to develop and update their Work Plan, which is a list of projects and initiatives ranked. The list also identifies which goals these projects are aligned with, who the lead department(s) and staff responsible for them are and includes any additional information or updates on the status of these projects and initiatives.

The 2018 goal setting is set for Saturday, March 3<sup>rd</sup>, from 9am-5pm at the Pacifica Police Department EOC conference room.

The City Manager recently asked staff to identify and create work plans for department initiatives and projects. PB&R will be working on a department strategic plan, a playground replacement plan and a marketing plan. Staff will bring information on these items to the Commission as work begins on them.

# Staff Report

## **PLAY Brochure and Registration**

Staff is currently working on the Spring/Summer edition of our PLAY brochure. We are planning on sending it to the printer in mid-February. It will be mailed out the week of March 7<sup>th</sup> with registration beginning on March 19<sup>th</sup>.

## **Annual Report to Council**

April is the month that the PB&R Commission is scheduled to give an annual report presentation to Council. Since reports have been required, the Commission has formed a subcommittee, usually consisting of the Chair, another one or two commissioners and the Director, to put together the presentation. In the past, information to be included in the report was discussed at regular Commission meetings, and input was given to the subcommittee. However, last year's report was given to Council in May. Staff will confirm a tentative date for delivery, and get back to Commission in terms of scheduling discussion and work on this topic.

## **Ohlone Portola Heritage Trail**

(Formally known as Rediscovering America/Portola Expedition Anniversary).

Staff has been attending quarterly meetings at the County level to discuss efforts relating to the establishment of formal recognition of the trail as well as working on the 250<sup>th</sup> anniversary commemoration. In addition, a committee focusing on this project as it relates to Pacifica was formed last year with members from GGNRA, OSPC, PB&R Commission, PHS, Sister City, along with Planning Dept. At the time of this report, discussions and preparation for a later January/early February 2018 meeting were happening.

## **City of Pacifica 60<sup>th</sup> Anniversary Celebration Activities**

- November 22, 2017 marked the 60<sup>th</sup> Anniversary of incorporation for the City of Pacifica. Several events were planned to commemorate and celebrate this milestone on November 18 and 19, 2017. Director Perez served as the Anniversary Committee Chair. Committee members included Shirlee Gibbs, Horace Hinshaw and Victor Spano, along with employees Yessika Dominguez, Christina Gendreau, Michael Moran and Kathy O'Connell.
- **City Open House**, Saturday November 18, 2017, 11am-3pm, at the Pacifica Community Center, 540 Crespi.
  - Approximately 40 non-profit and City departments participated by hosting tables with information on their organizations.
  - Fire, Waster Water, Public Works and the Police Departments all brought vehicles in the lot to be on display for the public to see, touch and interact with.
  - A food truck from Moonraker was on hand and provided great food and service.
  - Anniversary pins and re-usable commemorative bags were given out to the attendees.
- **60<sup>th</sup> Anniversary History Celebration Dinner and Lunch**– Saturday November 18 and 19th, 2017 at Nick's restaurant, 100 Rockaway Beach Ave. Along with dinner/lunch, guests were treated to special historical presentations by the Pacifica Historical Society, and the City received several proclamations from state and local officials. Approximately 90 people attended the two events. The dinner was attended by all five Councilmembers, Supervisor Don Horsley and representatives from the offices of Jerry Hill and Kevin Mullin.

# Staff Report

## December Study Session Recap

On December 13, 2017, a PB&R study session was held. The following items were discussed:

- 2018 meetings and presentation topics – Director shared info on having more presentations from staff during the year, such as subsidized Child Care, Senior projects, strategic planning, Recreation special events, summer activities, budget, etc.
- Liaison Assignments – these were discussed and will be brought back as part of tonight's regular meeting.
- Surf Etiquette signs were shared and discussed. Commissioner Cochran is working on getting printable designs to Director Perez. Public Works should be able to put two out at Pacifica State Beach.
- Dog Surfing Contest – this is scheduled tentatively for August 4<sup>th</sup>, 2018. Commissioners wanted to know what we might be able to do ahead of time in anticipation of a very large crowd; suggested connecting with the Chamber of Commerce as well.
- Permits – staff reported information about the permitting process for our parks and beaches and discussed how we handle people showing up without a reservation or permit.
- Questions about a possible parking district in Rockaway or Sharp Park was inquired – Director responded that this was not in the purview of the PB&R Commission.
- Drone regulations were discussed – information from will be shared with the Commission. Director has been working with and discussing this issue with the Police Department.
- Work Plans – Director shared information about department level work plans – Playground Replacement, Marketing and a PB&R Strategic Plan – all of which, staff will be working on in the coming fiscal year. Commission will be kept apprised of these plans.
- Touring parks – this is something that will need to wait for time change/spring.
- Director also shared info on homeowners from Fairmont Subdivision that are interested in working on Horizon Park, which is also something that could be brought to the Beautification Advisory Committee.

## Upcoming events

- 11<sup>th</sup> Annual Surf Movie Fundraiser – hosted by the Pacifica Beach Coalition, a fundraiser for Earth Day EcoFest
  - Friday, February 9<sup>th</sup> - 5:30pm and 8:30pm – Mildred Owen Concert Hall
- MOW night on the Town February 28<sup>th</sup>
- Coastal Creativity, YAB sponsored Art Show – March 2<sup>nd</sup>
- City Council Goal Setting Session at the Police Dept. EOC
  - Saturday, March 3<sup>rd</sup> – 9am-5pm
- Community Champions Week – March 19-30 (10:30am-12pm)
- Spring Egg Hunts – March 30<sup>th</sup> and 31<sup>st</sup>
- Senior Services Volunteer Recognition Dinner at the Community Center - April 18<sup>th</sup> (Commissioners, Councilmembers are invited to serve Seniors, arrive at 3:30)
- 54<sup>th</sup> Annual Junior Olympics - April 18<sup>th</sup>, May 2<sup>nd</sup> and 5<sup>th</sup>
- Seniors Health and Information Fair – May 16<sup>th</sup>, 11am-12pm



# *Staff Report*

Item VIII. B) January 24, 2018

To: Members of the Parks, Beaches and Recreation Commission

From: Beth Phipps, Acting Recreation Supervisor  
Anthony Schriver, Recreation Coordinator

Subject : AQUATICS UPDATE October – December 2017

## **Water Polo**

Our Pacifica Fog Water Polo program is in its sixth year and doing well. The team continues to compete around the Bay Area in various tournaments representing Pacifica. Practices are held Sunday mornings 8:30 to 10:30AM and Tuesday nights from 8-10 PM. This drop-in program cost \$6 and the minimum age for participation is 18. On average we have 14 players per practice

## **Training**

The aquatics division ran CPR/AED and First Aid classes for the public in October. Twelve people attended and successfully passed.

## **Pacifica Sea Lions Swim Team**

The Pacifica Sea Lions have been very busy and swimmers are doing well at competitions. At this time we have 96 swimmers in the competitive group and 112 in the pre-competition group for a total of 208. In October the team competed in two meets, in November they competed in one meet, and in December two meets.

## **Swim Lessons**

In the fall, we offered two sessions of swim lessons. The first session is our regular eight week set of classes one day a week, followed by a “mini” session of just four weeks with participants attending lessons two nights a week.

**2017 Fall Swim Lessons – Monday, Tuesday, Wednesday, Thursday & Saturday**

	<b>Little Bobbers</b>	<b>Tiny Tots</b>	<b>Children</b>	<b>Adults</b>	<b>Semi-Private</b>	<b>Private</b>
Mon. PM	8	9	n/a	5	2	n/a
Tues. PM	n/a	n/a	40	n/a	8	n/a
Wed. PM	8	8	18	n/a	16	n/a
Thurs. PM	n/a	n/a	43	n/a	7	2
Sat. AM	8	8	27	6	10	2
Mon/Wed PM	5	6	10	n/a	4	n/a
Tues/Thurs PM	n/a	n/a	n/a	n/a	n/a	n/a
<b>Total 2017</b>	<b>29</b>	<b>27</b>	<b>138</b>	<b>11</b>	<b>47</b>	<b>4</b>

Terra Nova Water Polo team had practices and matches during this quarter, which kept us from offering Tuesday/Thursday mini sessions.

**Water Zumba**

<b>2017</b>	<b>29 participants</b>	<b>9/20-10/18</b>
	<b>14 participants</b>	<b>11/8-12/6</b>

**Oceana Pool Rental: October - December 2017**

	Two-Hour	Three-Hour	Swim Meet Hours
October	5	2	0
November	2	4	28
December	2	4	25

**Swim Team**

Membership	<b>2017</b>
Sea Lions - \$72/month	96
Pre-Comp - \$62/month	112

Lap swimming/practice times

Sea Lions 4-7:00 PM – Monday-Thursday  
4-6:00 PM – Friday

**Daytime Drop-In Program Times**

M-F Lap swimming 5:00-8:00 AM & Sat Lap swimming 8-9:30 AM

	<b>October 2017</b>	<b>November 2017</b>	<b>December 2017</b>
Senior Lap Swim	245	198	148
Adult Lap Swim	550	390	245
All Access Members	412	264	254

### Daytime Aquatics Programs Monthly Participation Totals

	<b>October 2017</b>	<b>November 2017</b>	<b>December 2017</b>
Senior Aqua X	418	341	301
Senior Lap Swim	4411	389	376
Adult Aqua X	64	54	62
Adult Lap Swim	445	444	446
All Access Membe	189	114	102

\_M-F Lap swimming 10-2:00 PM, Sat Water Aqua X & Sun Lap swimming 11-1:00 PM

### Recreation Swim October 2017

<u>Day/Time</u>	<u>Total Meetings</u>	<u>Attendance</u>	<u>Avg. Per Meeting</u>
Monday 7-9 PM	5	162	33
Wed 7:30-9 PM	4	104	26
Friday 7-9 PM	4	302	76
Saturday 1-3 PM	5	412	82
Sunday 1-3 PM	4	342	85
<b>2017</b>	<b>22</b>	<b>1322</b>	<b>61</b>

### Recreation Swim November 2017

<u>Day/Time</u>	<u>Total Meetings</u>	<u>Attendance</u>	<u>Avg. Per Meeting</u>
Monday 7-9 PM	4	194	48
Wed 7:30-9 PM	5	160	32
Friday 7-9 PM	3	144	48
Saturday 1-3 PM	3	264	88
Sunday 1-3 PM	3	289	96
<b>2017</b>	<b>18</b>	<b>1051</b>	<b>58</b>

### Recreation Swim December 2017

<u>Day/Time</u>	<u>Total Meetings</u>	<u>Attendance</u>	<u>Avg. Per Meeting</u>
Monday 7-9 PM	3	160	53
Wed 7:30-9 PM	3	128	43
Friday 7-9 PM	5	408	81
Saturday 1-3 PM	4	227	57
Sunday 1-3 PM	2	98	49
<b>2017</b>	<b>17</b>	<b>1021</b>	<b>60</b>

Youth (17 and under)	\$5.00 per swim	\$85 discount pass (good for 20 swims)
Adult (18-59)	\$6.00 per swim	\$99discount pass (good for 20 swims)
Seniors (60+)	\$5.00 per swim	\$85 discount pass (good for 20 swims)

### **Pool will be closed on:**

January 1 - New Year's  
 January 6 & 7 - Swim Meet  
 January 15 - Martin Luther King Day  
 February 10 & 11 – Swim Meet  
 February 19 - President's Day

March 24 & 25 – Swim Meet  
 April 1 - Easter  
 April 15 – Swim Meet



# Staff Report

Item VIII. C) January 24, 2018

To: Members of the Parks, Beaches and Recreation Commission

From: Tracy Gilbert, Child Care Services Supervisor

Subject: CHILD CARE PROGRAM UPDATE October – December 2017

## Program Update

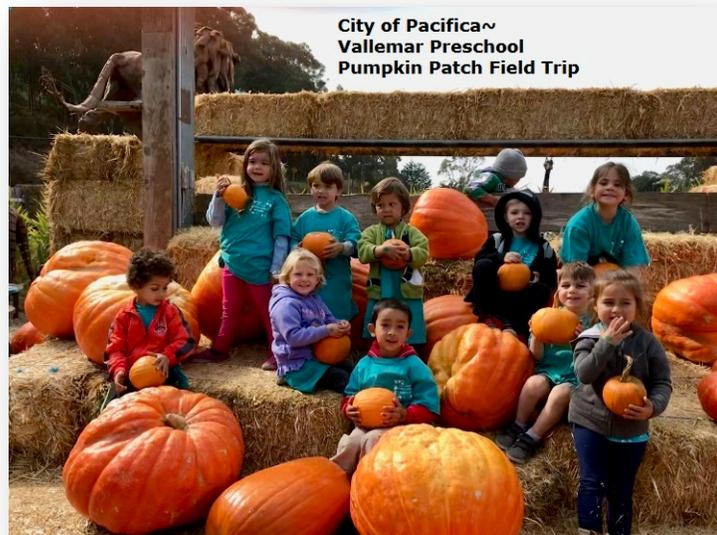
The Pacifica Child Care program currently has a total of 342 children enrolled:

- 42 preschoolers
- 300 school-aged children

Full-cost revenue is higher than last year, with numbers very close to the anticipated budget projections.

## Pumpkin Patch Field Trips

During the third week in October, the City of Pacifica's preschool programs visited Arata's Pumpkin Farm. All of the children enjoyed the outing, especially picking out their very own pumpkin to take home.



### **Child Care Holiday Celebrations**

This past holiday season was filled with many exciting happenings in the Child Care division. All of the program sites had holiday celebrations or multicultural feasts, and the children participated in many winter arts and crafts activities. Santa visited all the preschool programs bringing gifts to the children. Gifts were prepared by city staff so Santa could pass them out to the children during his visit. The children also learned winter holiday songs and a good time was had by all.

The Child Care staff continued the tradition of coordinating the craft section of the Holiday Extravaganza. After the families finished putting together their gingerbread houses they had the option of making crafts in the Community Center Preschool room. There were many art and craft activities for the children to enjoy. The event ran from 11-2pm on Saturday, December 2<sup>nd</sup> and was attended by many families.



### **Assembly Bill 1207- Mandated Child Abuse Reporter Training**

Beginning January 1, 2018, this law requires all licensed Child Care providers, applicants, directors and employees to complete training as specified on their mandated reporter duties and to renew their training every 2 years.

The on-line training includes information on identification, reporting and prevention of child abuse and neglect. Additionally, the training will provide information regarding protective factors that may help prevent abuse and recognize risk factors that may lead to abuse. Information provided in the training will also include communication strategies that could be utilized with families before or after making a suspected child abuse report.



# Staff Report



Item: January 24, 2018  
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  
October – December 2017

## Youth & Teens

### Cabrillo and Vallemar After-School Programs

The Afterschool Program (ASP) is designed for 6<sup>th</sup> to 8<sup>th</sup> graders. At a stage in life where positive socialization and self-expression are so important, the ASP provides a safe place for youth to spend time with peers outside of the school day. The program allows the teens to express themselves through art projects and activities; they are also given opportunities to maintain a healthy and active lifestyle through play. This program is successful due to the strong collaboration between the PB&R department and Pacifica schools.



With the above goals in mind, staff made some additions and adjustments to the program. These include a new monthly calendar of activities, off-site walking field trips, the addition of a Wii & Xbox Game System, a Foosball table, and updated games and art supplies. With the addition of these activities, the youth are spending a longer amount of time at the program and are creating deeper bonds with each other. Field trips for this year include a visit to: Cold Stone Creamery, Starbucks Coffee, Rock N' Robs, and a movie on the "big screen" at the Community Center.

There are currently 28 students enrolled at both sites. The second session registration opened on December 13<sup>th</sup> and the program started on Monday, January 6<sup>th</sup>. This is the second time we have offered a split-year program which will give participants a chance to sign up for the entire year or the second half. Staff has been promoting this to the school and hopes to get some new sign-ups for the session starting this month. PB&R is working together with Cabrillo school to offer a Homework Center on Mondays, Tuesdays, and Thursdays for one hour a day to third through eighth graders.



### 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 a DJ company. A dress code is enforced for all dances. The dances are supervised by PB&R Recreation staff and sometimes additional support is provided by the Child Care and Aquatics division.

**Future Dance Dates**

Friday, February 9  
Friday, March 9  
Friday, April 20  
Friday, May 18  
Friday, June 8

**Dance Theme:**

Glow Dance  
Lucky Ones  
Don't Worry...Be Happy  
Call Me Maybe?  
Party in the USA

**Youth Advisory Board**

The Youth Advisory Board (YAB) has fourteen high school age youth who currently sit on the board. This year, the board's goal is to be a visible fixture in the community. They have volunteered at J-Teen dances, the High School Fair, the Halloween Spooktacular, and most recently the Holiday Lighting and Santa's Workshop. The YABs are currently working on several new projects including the 2<sup>nd</sup> Annual Spelling Bee and the 2<sup>nd</sup> Annual Art Show.

**Special Events**



**2017 Halloween Spooktacular**

In October, the Parks, Beaches and Recreation Department sponsored the 14th annual Halloween Spooktacular – a Haunted House and Family Carnival at the Community Center. More than 800 people came through the haunted house portion and participated in the carnival with games, snacks and prizes located in the auditorium. This year we doubled our attendance from 2016.

The Haunted House was set up in various rooms and areas of the Community Center by staff and volunteers. There were also several LITEs (Leaders In Training Education) and YABs (Youth Advisory Board) who volunteered to help with the event. Local organizations and families that participated by “adopting” a themed room in the haunted house were the Colletta Family, Cabrillo Child Care, the Pacifica 4-H Club, the Protaco Family, and the Boy Scouts 256.



enjoyed by all ages!

This event continues to provide a great sense of spirit throughout the community and is



**Holiday Lighting Event**

On Friday, December 1, 2017, the 19th annual Holiday Lighting Event served as the precursor to the weekend's events at the Community Center. Even the cold didn't keep the spectators away from this fun and festive event. Following A holiday poem by Pacifica Poet Laurette Camincha Benvenuto, remarks by Mayor Mike O'Neill, and with the dedicated assistance from the Public Works department, the LED lights illuminated the Community Center and the trellis while the Cabrillo School Choir, led by Principal Thomas Stafford, sang holiday carols. Following the singing, attendees were treated to hot cider, cookies, a blast of “snow,” and a visit from Santa and his lovely wife.



**Elf Market**

The Elf Market took place on Friday and Saturday during the Holiday Extravaganza Weekend at the Pacifica Community Center.

Thanks to the Holiday Lighting Event, there was plenty of foot traffic Friday night. Saturday also had a good amount of traffic, partly due to Santa’s Workshop. This year there were fifty-eight vendors who sold their handmade items and goodies.

This event is a fun kick-off to the holidays and feedback from the vendors and the community continues to be positive and appreciative.



**Santa’s Workshop**

On Saturday, December 2, 2017, the Parks, Beaches and Recreation Department hosted the 18th Annual Santa’s Workshop. For \$5, children were able to participate in the making of holiday crafts as well as gingerbread houses. This year 170 houses were made by children of all ages. The gingerbread house portion of the workshop event was co-sponsored by Oceana Market, which once again donated discounted “building” supplies. While the houses were drying and waiting to be decorated, children had a chance to visit with Santa and Mrs. Claus as well as make arts and craft projects provided by the Pacifica Child Care staff. Recreation staff, YAB members, and LITE’s did a great job working with the families by assisting in the house building.



## **Parent's Night Out**

Over the last three months, the Recreation division has hosted a 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, and a movie while their parents have a night out on the town or a night in without kids. Between the October and December events, 47 children attended. We did not offer a PNO in November due to the City's 60<sup>th</sup> anniversary event.



## **Upcoming Special Events include:**

Princess Dance

Saturday, January 13, 2018 5:00-7:30 pm

Spelling Bee

Saturday, February 3, 2018 10:00-2:00 pm

Art Show

Friday, March 2, 2018 6:00-8:00 pm

Parents' Night Out – 5:00-11:00 pm

January 20, 2018

February 10, 2018

March 10, 2018

April 21, 2018

Annual Spring Egg Hunts

Friday, March 30<sup>th</sup>, 2018 at Fairmont Park – 4 pm

Saturday, March 31<sup>st</sup>, 2018 at Frontierland Park – 10 am

54th Annual Junior Olympics

Wednesday, April 18, 2018 4:00-6:00 pm

Group 1 & 2 50 Meter & 100 Meter Dash Trials Only

Oceana High School, 401 Paloma Ave. Pacifica

Wednesday, May 2, 2018 3:30-5:30 pm

Group 3 & 4 Trials & Finals

Oceana High School, 401 Paloma Ave. Pacifica

Saturday, May 5, 2018 at 9:00 am

Group 1 & 2 Trials & Finals

Terra Nova High School, 1450 Terra Nova Blvd. Pacifica

**Pacifica Community Center**

Between the months of October and December, the Community Center was occupied by the following groups/rentals (this does not include the daily classes, meetings and happenings of the Senior Service Department or the contract classes)

**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	SAMCAR Refuge Recovery 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> ) Empath Support Group (4 <sup>th</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 J-Teen Dances (Once a month)
October Weekends	Parents Night Out, Senior Services Spaghetti Feed, Spooktacular, Celebration of Life
November Weekends	Portola Discovery Hike, Elaina's Dance Party, Pacifians Care Speakeasy, 60 <sup>th</sup> anniversary event
December Weekends	Holiday Extravaganza, Parents Night Out



# Staff Report



Item VII. E) January 24, 2018  
 To: Members of the Parks, Beaches and Recreation Commission  
 From: Jim Lange, Manager  
 Subject: SENIOR SERVICES UPDATE October - December 2017

## Funding

### Older American Act Funding

This quarter Manager Lange requested one-time Older American Act (OAA) funding for Congregate Nutrition Program from a small available reserve. Pacifica was granted \$16,707 expected in January 2018 pending final approval by San Mateo County Supervisors. Manager took advantage of this funding opportunity because Area Agency on Aging management stated there will be no further 2017-18 One-time Only (OTO) funds offered.

With this additional funding Pacifica Senior Services' total OAA funding reimbursement for 2017/18 is \$222,035, an increase over 2016/17 fiscal year of \$10,970. Prior to OTO request, we had a reduction of \$6,277 from the previous year in Transportation and Congregate programs. Congregate had a 62% reduction in Federal funds, but the Area Agency on Aging awarded us State General Funds to cover that reduction.

### Donations/Sponsorships

- "Giving Tree" donors contributed \$2,250 during the months of October – December 2017 bringing the total for this fiscal year to \$4,300.
- Spaghetti Feed silent auction donors contributed nearly \$5,000 of the \$8,400 event total. This represents the highest gross amount raised by this event.
- Pacifica Police Officers and staff carried out their tradition of "Folks in Blue, Turkey Too" where they collect money within their department to purchase Safeway gift cards. Gift cards of \$15 value were issued to 72 of our Meals on Wheels client households (\$1,080).
- The Gust Family continued their tradition of providing a bountiful Thanksgiving feast for our seniors at Nick's Restaurant on November 21st. Nearly 120 seniors were served!



- "Night out on the Town" gift baskets raised \$2,500 for Meals on Wheels during a silent auction held online, at the Rockaway Tree Lighting Festival, and at the Community Center during the first week of December. Employees from five departments (Calera Creek Recycling Plant; City Manager's Office; Fire; Parks, Beaches & Recreation; and Police) along with Pacifican's Care board members, local businesses, and generous individuals contributed 23 auction items.

- Torchbearer Phi sorority members provided Meals on Wheels clients with treats for every season and holiday throughout the year including Halloween, Thanksgiving and Christmas this quarter.

- Coastside Social and Service Club members provided Meals on Wheels clients with beautiful Hanukkah and Christmas gifts in December.
- Jodi Garcia, Ronnie Sanford and Janet Phillips again offered holiday gifts to Congregate Lunch guests during our celebration on December 21.

## Administrative Updates

### Planning

- Pacifica Senior Services' 2017/18 Mid-year Tactical Plan summary is attached. Our Tactical Plan is our roadmap to our 2016/2020 Senior Services Strategic Plan.
- Senior Services completed mid-year OAA fiscal audits and received no deficiencies. Mid-year audits alternate between desk top and site visits. This year was a site visit.

### Staffing

- Shane Modena, Kitchen Assistant, left his part-time employment with the City of Pacifica in November after 5 years of service. He acquired a full-time/benefited position with the Cabrillo School District. Shane also served as our Relief Cook. We've hired a new part-time Kitchen Assistant, Gary Lopiccolo, who has over 15 years of culinary background along with Linda Hanssen, Relief Cook, with over 40 years in the culinary field.
- Coordinator Cooney successfully completed the ServSafe Food Production Manager Examination in October, joining Manager Lange, Coordinator Fuentes, and Relief Cook Hanssen who have long maintained this certification. Relief Cook Hanssen is also a ServSafe instructor.

### Impact of Equalization Basin (EQ) Project on Senior Services

- To ensure sufficient parking, Senior Services utilized the Cabrillo School playground area during the Spaghetti Feed Fundraiser on October 21. Our thanks to the School district and Pacifica Police Explorers for their support and assistance.
- Manager Lange is still working with Public Works Director Ocampo to have a handrail installed on the west entrance of the Community Center to enable our frail seniors to safely enter the Senior Center from the temporary bus loading zone.

## Programs & Activities (Submitted by Janis Haynes, Program Coordinator)

### Intergenerational and Community Outreach/Support

- With the Pacifica Historical Society's Pat Kramer, Pacifica Senior Services helped promote the annual November hike to the Portola Discovery Site on Sweeney Ridge with a "Salute to Gaspar de Portola" on November 3. A statue of Gaspar -- who "discovered" the Bay -- located at the Community Center is the only statue of its kind in Pacifica and a definite landmark helping visitors to find us along Highway 1.
- Seventeen people attended the AARP Drivers' Safety / Refresher course. All received their certificate for a discount on their auto insurance for the next three years.



- A Fire Safety In-Service with North Coast Fire Authority educated and encouraged all the seniors to pay more attention on what to do in case of a fire or disaster.
- We had Ocean Shore 3<sup>rd</sup> graders' Holiday Concert with music instructor Marilyn Wells on the keyboard. The seniors love to see the kids dressed up in their holiday best. After the concert the kids received a small token of appreciation from the Senior Center and parents were thanked for their time and transportation.
- In December, music teacher Mark Sessler called

and asked if two of his students from Ocean Shore School could perform for the seniors during our Congregate Lunch program. What an amazing duo! While Mark played his guitar, Simone Gramiling

on the ukulele with Ella Ryan joining in with vocals sang the most beautiful holiday songs. These two girls were outstanding. The seniors applauded and encouraged them to come back again sometime soon.

- The Seniors in Action (SIA) Council provides leadership to members and assistance to the Program Coordinator throughout the year. They offered a total of 78 hours of support from July to December. Councilmembers coordinated ice cream socials in July and August, bake sales and the membership drive in September, the Spaghetti Feed in October, corsage-making for Veterans' Day in November, and the Christmas Gift Exchange in December. In addition to these activities, councilmembers provided support this summer to Safeway's "Hunger Bag" promotion which provides groceries to local food pantries, including the Pacifica Resource Center. SIA Council President Marge Ryan was instrumental in organizing the SIA's participation in this critical outreach. She and her fellow councilmembers totaled 24 hours helping with this project. The manager and staff at the Linda Mar Safeway fed them lunch and were very appreciative of their help.

### Life-Learning and Health

- Mills Peninsula Health Services' Wise & Well Program is a free, monthly drop-in health screening and lecture series that started at the Pacifica Senior Center in March 2017. Nurses come to the Center on the first Wednesday of every month. They provide blood pressure and blood glucose (sugar) screenings along with one-on-one counseling. The lecture series covers topics including nutrition, heart smart health, and many other relevant and beneficial subjects.
- Drop-in Grief Support will once again be available at the Senior Center starting on Friday, January 12. Sessions will be facilitated by Roby Newman, LCSW from Mission Hospice & Home Care. All seniors are welcome!

### Recreation & Enrichment Classes

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. Classes average over 3,000 participations each quarter. Participation is growing this year as membership increases.

One special note, after 24 years teaching line dancing with Pacifica Senior Services, instructor Rudy Paquette retired. On December 18, 26 of his students celebrated Rudy with a "Happy Retirement" cake and a certificate of appreciation.

### Special Events, Programs and Entertainment

October:

- Our yearly poetry contest is a great way to challenge the seniors to use their talents and brains. Local poet, Anna Boothe, encouraged all to participate. Seniors voted for their favorite among the 5 wonderful poems submitted. The winning poet was John Thaxton for his poem called "The Crespi Community Center."  
I've been to Cheers and I've been to Nicks and its o.k. if you want to drink.  
But there's a place on Crespi Drive that's much more than just a dive.  
You can take a class.  
You can learn to sew.  
You can take a bus to a casino.  
You can play the uke or play some cards.  
You can have lunch.  
It isn't so hard at the Crespi Community Center.  
You can play Bingo or a little ping pong  
or have a hot lunch or sing a song.  
You can talk to your friends or talk to yourself.  
You can even improve your general health.  
So take my advice and join the fun located right off Highway One.
- Our Oktoberfest this year was as lively as the last with accordion music, pretzels, non-alcoholic beer, and the best bratwurst and sauerkraut prepared by our Food Services team. There were several seniors dancing, one even danced right out of her shoes. This is always an upbeat and fun time.
- Spaghetti Feed & Silent Auction. Please see Donations/Sponsorships above for details.

- The Halloween Show & Celebration was a crowd favorite with sweet treats, a costume contest, and a candy corn game that got everyone in the spirit before trick or treaters came knocking on their doors.

#### November:

- Our Seniors in Action membership count climbed to over 630 this month. Included among these new members are a number of seniors who, due to the limited parking brought on by the EQ Basin Project, now see the incredible value of SIA membership (which includes a pass to park in Lot C from 9 am – 5 pm Monday through Friday. We will continue to encourage these new members to support their Senior Center as each gets a closer look at what is available to them by receiving Tidings SIA's bi-monthly newsletter.
- Chaplin Bob Fletcher from the American Legion Pacifica Post 238 joined us on Veterans' Day to honor all veterans, past and present. SIA Councilmembers made corsages and pinned them on guests as they arrived. Therese Dyer encouraged a group from the San Bruno VA Clinic to participate and was a big help with information for veterans that might need medical assistance.
- Manager Lange and volunteer Diana Sodini offered fun-filled cooking demonstrations in November and December. The seniors are always looking for something quick and tasty to whip up at home. Diana has many recipes to share and her extensive experience from her restaurant days makes it all so easy.
- Nick's Holiday Luncheon. Please see [Donations/Sponsorships](#) above for details.



#### December:



- Raul's Christmas Show followed by our Annual Gift Exchange Party got the holidays off to a beautiful start. Participants wrapped up a small gift and placed it on the center table as they arrived. Refreshments were served. Everyone left with a gift and a happy holiday smile.
  - Every year we have a buffet-style Christmas luncheon and deck out the dining room with holiday decorations, tablecloths, centerpieces and a special favor handmade by volunteers. Returning again this year, was Jodi Garcia and her two aunts, Ronnie Sanford & Janet Phillips, who carefully wrapped over 80 gifts for men and women. No one goes home empty handed.
- As of late December, Seniors in Action (SIA) membership was at 728 members and growing. This marks a 20% increase over this time last year.

#### Other Entertainers:

- Scott Hill on guitar with songs that are easy to sing along to while tapping toes to the rhythm.
- Gene Gibson, Jr. plays the guitar and sings. He has a talent for inviting listeners to reminisce to his music.
- Our new pianist, Margaret Ann Kerns (member Jerry McGowan's sister) plays at our monthly Birthday Celebration.
- Volunteer and SIA Councilmember DJ Rey brings his great sound system to the Center and spins hits from the 50s, 60s & 70s.

Upcoming Special Events:

- Valentine’s Day
- Chinese New Year
- Presidents’ Day
- Mardi Gras

**Senior Nutrition Programs**

Congregate Lunch Program (Submitted by Ann Cooney, Meals on Wheels/Transportation Coordinator)

**CONGREGATE LUNCH PROGRAM (C-1)**

	FY1617			FY1718		
	Clients	Meals	Contributions	Clients	Meals	Contributions
October		1150	\$ 2,386.00		1,094	\$ 2,150.00
November		1155	\$ 2,481.00		1,077	\$ 2,043.50
December		1006	\$ 2,316.00		878	\$ 1,775.50
	287	3,311	\$ 7,183.00	268	3,049	\$ 5,969.00
				-7%	-8%	-17%



Pacifica Senior Services’ Food Services team produced and volunteers served 3,049 meals in the second quarter of FY1718 for the Congregate Lunch program which operates from 11:30 am – 1:00 pm Monday through Friday at the Community Center.

Approximately 20 volunteers served as cashiers, servers, and kitchen helpers during the second quarter. Each one, along with Senior Services’ staff members and Meals on Wheels volunteers, participated in safe food handling in-services and trainings during the period.

Please see attached November and December 2017 menu.

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

Pacifica Senior Services Food Services team produced and volunteers delivered 3,316 home delivered meals in the second quarter of FY1718.

**HOME DELIVERED MEALS (C-2)/SUPPLEMENTAL HOME DELIVERED MEALS**

	FY1617			FY1718		
	Clients	Meals	Contributions	Clients	Meals	Contributions
October		1561	\$ 2,186.00		1,306	\$ 3,017.50
November		1333	\$ 2,642.50		1,011	\$ 2,073.00
December		1365	\$ 1,902.50		999	\$ 1,367.00
	99	4,259	\$ 6,731.00	85	3,316	\$ 6,457.50
				-14%	-22%	-4%



The MOW program remains very well-served by 50 volunteers including 30 with standing weekly routes and 20 substitutes. All volunteers participated in the ongoing verification of their driver’s licenses and insurance coverages as well as “food safety on the go” in-service trainings during the quarter. We now count four retired nurses, three retired firefighters, and five active CERT members among our MOW volunteers.

The third cohort of San Francisco State University (SFSU) School of Nursing students, each one already an RN, completed their Community Health rotation in December by conducting confidential in-home assessments with Meals on Wheels clients. Their field

work confirmed the critical needs our clients face around nutrition, isolations and depression, fall prevention, fraud and abuse, and medication management. Manager Lange and Coordinator Cooney look forward to meeting our fourth SFSU cohort in late January 2018 and to working with colleagues Lisa Marlowe, BSN; Chris Rodriguez with Aging & Adult Services; and Michelle Makino with San Mateo County Health System to address our clients' needs.

**Transportation Program (Submitted by Ann Cooney, Transportation Coordinator)**

Driver Jose Meza provided over 1,252 one-way trips to and from the Center and on shopping excursions in the second quarter of FY1718.

TRANSPORTATION (IIIB)						
	FY1617			FY1718		
	Clients*	Trips	Contributions	Clients*	Trips	Contributions
October		478	\$ 189.75		463	\$ 248.00
November		489	\$ 330.00		416	\$ 351.00
December		431	\$ 416.50		373	\$ 279.00
	43	1,398	\$ 936.25	43	1,252	\$ 878.00
				0%	-10%	-6%

\*Unduplicated Year-to-Date

Two "special trips" were taken during the second quarter: an excursion down the coast to the Lemos Farm pumpkin patch in October and a tour of the Holiday Lights of San Francisco in December. The December trip included an early supper at the Delancey Street Restaurant under the Bay Bridge.

The 7-passenger, wheelchair lift equipped bus for which Manager Lange secured 100% grant funding three years ago went into service in October. Senior Services' passengers report high marks for the "new bus" which can be driven by any Senior Services' staff member. This bus is a tremendous improvement over the cargo van -- which had been Senior Services' "back up" vehicle -- particularly for the safety of passengers as they enter and disembark from the vehicle.

Pacifica Senior Services is currently recruiting for the following part-time position on our Transportation team: Driver. Class B license is desired. Bi-lingual (English-Spanish) desired.

**Information & Referral Services (Submitted by Karen Parque, Information & Referral Coordinator)**

Fraud and Abuse Prevention

Peter Keown, Enforcement Representative with the Contractors State License Board addressed attendees during our Congregate Lunch Program on November 1 sharing with our seniors how to hire a legitimate, reliable contractor and avoid scam artists.



Shopping Assistance for Seniors Homebound (SASH)

Shopping Assistance for Senior Homebound volunteers shop for homebound seniors in need of groceries and household supplies. Our three active volunteer shoppers continue to serve six clients. We are seeing a significant increase in seniors needing this kind of help to maintain their independence and health, so we are actively recruiting SASH volunteers. We are happy to announce our newest SASH volunteer Kristina De-Levi, who joined the team in December.

Medical Supply Loan Program

The Medical Supply Loan program provided 20 pieces of equipment to our seniors between October and December. These items included canes, walkers, shower chairs, commodes and wheel chairs.

### Community Outreach (Upcoming Activities)

The *AARP Foundation's Tax-Aid Service* will resume in January 2018. Please call Karen Parque for more information or to schedule your tax preparation appointment.

Every day 10,000 Americans turn 65 years old and become eligible for Medicare. Representatives from HiCAP, the *Health Insurance Counseling & Advocacy Program* will be at the Senior Center on January 10 to provide updates on Medicare enrollment. Medicare will issue new identification numbers beginning April 2018. This raises the possible specter of scammers taking advantage of the transition, a topic we want to make sure to cover.

Pacifica Senior Services will attend the *Boys & Girls Club of North San Mateo County's Health and Wellness Fair* on January 19.

*Pacifica Pop-up Library* staff visit Senior Center every other Tuesday offering a vast array of materials during our Congregate Lunch so seniors have a convenient opportunity to check out books, CDs, DVDs and books on tape



We are planning the next *Pacifica Senior Services' Health & Information Fair* for May 16, 2018. At least 25 non-profit and government services will be present at this event. If you have a recommendation for an organization you would like to see at the fair, please contact Karen Parque.

### Onsite Services Provided at the Senior Center

- Haircuts by Elizabeth – 28 Appointments
- Podiatry by Dr. Joan Small - 59 Appointments

### Responses to Inquiries (In Person and Over the Phone)

- Housing – 15 calls
- Caregivers – 3 calls
- Questions – 16



## 2016—2020 SENIOR SERVICES STRATEGIC PLAN TACTICAL PLAN 2017/18 Q2 SUMMARY

We have now completed 1 1/2 years of four. We remain committed to follow our vision and utilize this plan in efforts to deliver quality programs while maximize efficiencies—both fiscal and physical. Our staff and volunteers are committed to demonstrate “Seniors Matter”.

As we move forward in the next several years we anticipate substantial growth due to our aging population rise. With the population increasing—the demand for services also grows. Our seniors are living longer, more active and experience more financial hardships from the Bay area cost of living increase.

We are experiencing inter-governmental and client donation funding not keeping up with the cost of services or the growth increase. It is our intent to meet our community needs and be fiscally creative and responsible so we may continue our vision of being the community focal point for aging services and provide quality services.

You will see the **2017/18 2nd quarter Tactical Plan updates in a red font**. The font in black are items done during 2017 18 1st quarter.

*Jim Lange*

Recreation Manager



The Pacifica Senior Services Division of Parks, Beaches and Recreation requires fiscal management, personnel management and staff/volunteer commitment to deliver its mission of providing services and programs for older adults and those with disabilities.

Our strategic plan identifies who we are, what services we provide and criteria of how we provide services. Our SWOT Analysis identifies our strengths, weakness, opportunities and threats. From all this information we prioritized areas of concern to address in our Tactical Plan.

This 2017/18 F/Y Tactical Plan Summaries will illustrate what we have done in moving forward with our Strategic Plan and list areas where we recognize need for more attention. Please enjoy the **Q2 Tactical Plan Report**.





# PACIFICA SENIOR SERVICES STRATEGIC PLAN 2016-2020

## FISCAL YEAR 2016-17 YEAR END EXECUTIVE SUMMARY

### OUR.....

#### MISSION

*Pacifica Senior Services is committed to providing services and programs for older adults and those with disabilities to maintain and enhance the quality of their lives and reduce isolation and promote socialization..*

#### VISION

- To be our community focal point for senior programs and assistance
- To provide programs and services that meet the needs of seniors in our community
- To advocate for issues and programs that pertain to seniors

#### SERVICES

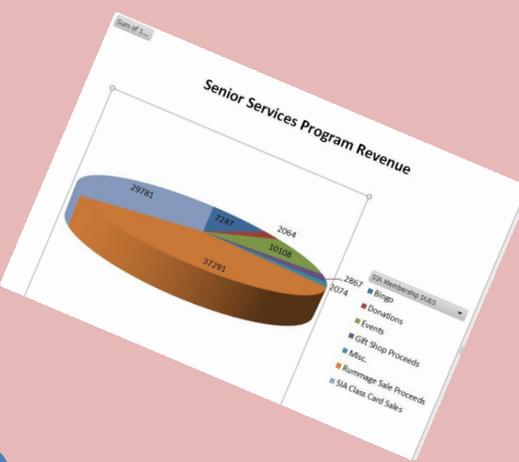
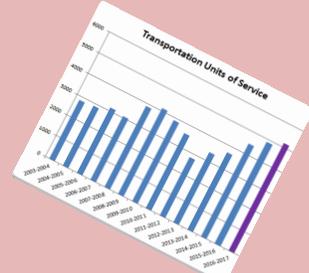
- ◇ Meals on Wheels
- ◇ Transportation
- ◇ Congregate Lunch
- ◇ Volunteer Program
- ◇ Information & Referral Services
- ◇ Life learning Classes
- ◇ Social Activities
- ◇ Health & Wellness Programs

### INTRODUCTION

Pacifica Senior Services Strategic Plan was developed by the Senior Services Staff in efforts to operate efficiently with Division goals and efforts to align services with our community needs within budgetary restraints. Efforts included preparation for anticipated City Priority Based Budgeting considerations.

Twelve years of programs data was reviewed and used in identifying criteria to support actions and decisions. The plan provides a four-year roadmap for staff/volunteer efficiencies, program development, program financial opportunities, services and organization development.

Staff feedback on the development of this plan was discussed during weekly staff meetings April 2016 – October 2016. Seniors in Action (SIA) Board was introduced to the plan in May 2016 and currently has an active role of review and input. The staff and SIA Council will review progress quarterly and update the plan as needed.



## TACTICAL PLAN OPPORTUNITIES F/Y 2017-18 included:



- ◇ Staff work efficiencies
- ◇ Center senior friendly and safe (visitors and staff)
- ◇ Maintain programs that meet the needs of our clients—within budget constraints
  - ◇ Identify new program opportunities
  - ◇ Meet the transportation needs of seniors
- ◇ Explore funding opportunities and manage funding streams
- ◇ Gather data for criteria project reporting in efforts to seek outside program funding opportunities

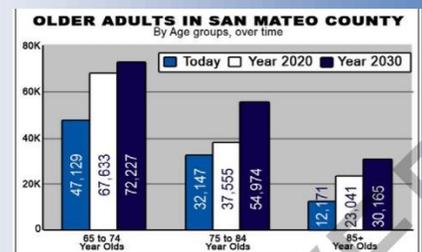
The strategic direction and goals included in this plan are the Pacifica Senior Services response in part to its understanding of the program(s) growth due to seniors living longer and living independently, our “baby boomers” and our community obligation to meet the needs of our aging, and the realization that Federal, State and County funding is not keeping up with the pace of our growth—thus potential of increased financial burden to our City. Our intent is to identify other funding opportunities or cost reduction methods and to increase staff/volunteer efficiencies to lessen the financial burden on the City for services. It is also a realization that our current staffing level is at a maximum work-load level and will be very difficult to sustain our desired service level with the projected program(s) growth without capturing opportunities and considering additional staff support.

The following pages will address the Tactical Plan outcomes and list identified opportunities to explore:

### SAN MATEO COUNTY CENSUS DATA

According to the US Census, the number of those ages 60 and over is 147,984, or 20% of the total population for San Mateo County (SMC). The current age breakdown for older adults is the following: 60 to 64 years- 44,078; 65 to 74 years- 56,029; 75 to 84 years- 31,737; and 85 years and over-16,140

Data indicates that SMC will have 53% more adults between the ages of 65 and 74 by the year 2030 than there are today. The 75 to 84 year old age group will experience a 71% increase by the year 2030. The largest increase will occur in adults over the age of 85 as the number is projected to increase 148% .



## Staff work efficiencies

- ⇒ SIA Bylaws approved and adopted by SIA Council at Sept. 25th mtg.
- ⇒ Pacifica IT Dept. installed DROBPO on all Senior Services Staff computers
  - ⇒ DROBO is a shared file cloud-based server
    - ⇒ Individual files have been moved over to DROBO
      - ⇒ Reduces duplication of files
      - ⇒ Allows others to contribute to documents
      - ⇒ Allows accessibility to shared documents for reporting, usage or building upon
    - ⇒ Free up some bandwidth at Center to speed up connectivity to files
- ⇒ Senior Services Supervisor had GO TO MY PC installed on laptop
  - ⇒ Ability to access desktop computer remotely
- ⇒ Utilizing Information and Referral Coordinator and a part-time Rec. Leader to assist with SIA Membership data input in Exceed during initial membership drive (completed drive with a 15% increase vs. prior year same time period comparison)
- ⇒ MOW/Transportation Coordinator has developed a comprehensive Exceed Beyond User Guide
- ⇒ Hired a trained Food Service Manager to be a Relief Cook for our Food Coordinator
- ⇒ Hired a Kitchen Assistant with 15 years of culinary experience from Joe's of Westlake
- ⇒ Utilizing On-Call Kitchen Assistant for performing in depth cleaning that otherwise would be done by a private contractor or not get done
- ⇒ Meals on Wheels and Information and Referral Coordinators performed data entry ("Q") training to new Building Attendants
  - ⇒ Data entry is for Older American Act funded programs and utilized for invoicing for funds

### **Follow-up**

- ◇ Scan card system for classes with paid facilitators
- ◇ Maintain volunteer hours and schedule changes
- ◇ Connectivity speed for Community Center due to lack of City shared file server
- ◇ Build on optimizing technology training for staff and targeted volunteers (data input)
- ◇ Recruit volunteers for data inputting
- ◇ Prepare procedure manual for array of software data inputting
- ◇ Staff commitment for overlapping coverage in the event of absenteeism
- ◇ ~~Update SIA Bylaws and job descriptions~~-(COMPLETED SEPT. 2017)
- ◇ Staff to continue reconciliation of detail sheets with individual journals (expenditures) or Exceed reports (revenue)—ongoing
- ◇ Work with AAS to standardize forms and update software (Q)

## Center senior friendly and safe (visitors and staff)

- ◆ Staff Training
  - ◆ MOW/Transportation Coordinator and Supervisor attended MOWA National Convention Aug.28-31st.
  - ◆ Supervisor attended “Coaching Others to Manage Conflict”
- ◆ New chairs for Dining room purchased for ease of sitting with arm supports for seniors (utilized senior endowment for purchase—\$11,605)
- ◆ Proposed safety amenities for Center due to EQ Basin project to Public Works Director and concerns for public safety:
  - ◆ Install hand railing from West entrance walkway to start of building
    - ◆ Recreation Manager received bids for railing for safety for seniors utilizing walkway due to displacement of Senior Bus Loading area on East Side parking lot
  - ◆ Make a permanent curb and a accessible ramp on East Curb of parking lot
    - ◆ City Engineer working on drawings for submission and eventual request to City Council
- ◆ Center Dining Room upgrades
  - ◆ Installed new baseboard in Dining Room and cable railing in ceiling molding
  - ◆ Kitchen Assistant painted Dining Room Window sills
- ◆ Special Events
  - ◆ Fundraisers: Craft Fair, Spaghetti Feed / Silent Auction and “Night out on the Town” Silent Auction
- ◆ Program Coordinator completed additional Ergonomic Review
  - ◆ Equipment has been ordered to improve workstation
  - ◆ “Best practices” have been reviewed with Coordinator to assist in proper sitting/standing and circulating while working
- ◆ Ceiling fans permanently installed in Dance Pod
- ◆ Swamp cooler purchased for Dining Room
- ◆ Pacifica Fire Dept. gave a presentation on Earthquake and Fire preparation to our seniors during Congregate Lunch

### Follow-up

- ◇ City follow-up to fulfill recognized ergonomic faults in staff workstations
- ◇ Awareness of EQ Basin project disposition for Community Center visitors and volunteers
  - ◇ Make alternatives for parking, donation drop-offs, inconvenience of dust (i.e. doors shut to prevent dust from coming in—but will then have impact of room temperatures
- ◇ Complete Dining Room enhancements
  - ◇ Get pictures for walls in Dining Room
  - ◇—Finish painting Dining Room trim and ~~replace baseboard~~
  - ◇ Install wall guards
- ◇ Introduce “Digital Bingo” to our Wednesday group
- ◇ Continue volunteer and staff training topics pertaining to Customer Service and communication with others

## Maintain programs that meet the needs of our clients

- ◆ Received OAA, State and County funding for 2017/18 (\$205,328)
  - ⇒ Awarded (-\$6,277) from f/y 2016/17 inter-governmental funding
  - ⇒ Awarded \$40,000 State IIIC1 funding to make up short fall of C1 OAA funds (Congregate Lunch program)
  - ⇒ Awarded -\$3,368 OAA funding for C2 Meals on Wheels
  - ⇒ Awarded -\$2,994 OAA funding for IIIB Transportation
  - ⇒ Awarded +\$1,993 County Program Support funding
    - ◆ Received an additional \$16,707 of One-time-only OAA funds for Congregate Lunch program. City will now be getting \$222,035 OAA funds for 2017/18—\$10,430 more than p/y and highest amount ever received by City
- ◆ 2017/18 SIA Membership drive
- ◆ Q1 membership 15% higher than p/y during the same period
- ◆ Q2 membership is now 734 which is a 20% increase from p/y
- ◆ Received 8 passenger/2 wheel chair assessable bus September 15, 2017 for backup to large bus. Purchased with a 100% federal grant—nearly a three year process.



### Follow-up

- ◇ Continue getting feedback from Community pertaining to aging issues and make efforts to identify community partners to assist with resolution to issue(s).
- ◇ Monitor service units with OAA funding
- ◇ Search for fiscal sponsors i.e. Kaiser, Sutter Health, CDBG grant opportunities
- ◇ Continue to monitor menu selections for client acceptance, cost and preparation
- ◇ Introduce “Digital Bingo” to our Wednesday group



## Identify program opportunities within budget constraints

- ◆ Requested to have SF State Nursing Students to address senior medication management practices
  - ◆ Completed third group of SF State Nursing Students doing MOW home assessments and identified further need for medication management for MOW clients and need for County Aging and Adult Services to give us more guidance to move forward. Requested meeting with appropriate County personnel to discuss next steps and possibility of next nursing cohort to continue this project.
- ◆ Continue to expand reports for budgetary considerations through ExceedBeyond
- ◆ Conducted “Night out on the Town” silent auction at Lisa Eccleston Office during the Rockaway Holiday Light event. This allowed us an incredible amount of public foot traffic and program exposure
- ◆ Identified that SIA Membership should no longer be pro-rated. Twenty dollars is a value and if we pro-rate it throughout the year we do not recoup the value of the parking privilege
- ◆ Information and Referral Coordinator represented Senior Services at the “Seniors on the Move” Conference at the San Mateo County Event Center and also the City of Pacifica 60th Anniversary Community Fair.
- ◆ Information and Referral Coordinator has arranged to participate representing Senior Services at the Boys and Girls Club first Health and Wellness Fair Jan. 19th.
- ◆ Staff met with Mission Hospice & Home Care and made arrangements to have a monthly Grief Support group session at our Center starting January 10, 2018

### **Follow-up**

- ◇ Continue to search for program sponsors and utilize County wide assets for educating our seniors
- ◇ Continue “Scam Stopper” event to be hosted in Pacifica annually
- ◇ Complete negotiations to introduce new programs at no cost to City or client
  - \* ~~Bereavement class through Mission Hospice & Home Care~~ completed 12/21/17
  - \* “Art on Wheels” through Sanchez Art Center
- ◇ Continue hosting Annual Health and Information Fair
- ◇ Monitor service units with OAA funding
- ◇ Continue donor recognition and communication of projects as they are completed
- ◇ Search for fiscal sponsors i.e. Kaiser, Sutter Health, CDBG grant opportunities

## Meet the Transportation needs for seniors

- ◆ Senior Services Supervisor presented to the New Beginning Coalition the “Barriers a Transportation Provider has in San Mateo County” on Oct. 17
- ◆ New 7-passenger (+2-wheel chair assessable) bus was received Oct. 2nd. This was our 100% Federal grant for purchase
- ◆ Special trips this quarter included: Pumpkin Patch, “Seniors on the Move Conference and SF Holiday Light Tour
- ◆ Recreation Manager attended New Beginning Coalition Meeting pertaining to transportation needs for seniors in our County
- ◆ Recreation Manager has requested SamTrans to evaluate cross walks near the Center for safety and ADA compliance
- ◆ On-going posting in Cal Opps for Relief Driver



## Follow-up

- ◆ Acquire 7 passenger assessable bus which can be operated with a Class “C” driver
- ◆ Recruit for Class “B” Driver for back-up for heavy periods or absence permanent Class “B” driver
- ◆ Explore day trips as staffing level permits
- ◆ Participate at Paratransit Coordinating Council (PCC) meetings a minimum of quarterly basis
- ◆ Participate in on-going County Transportation plan for seniors and people with disabilities
- ◆ Seek additional funding for Transportation



**SENIOR SERVICES TRANSPORTATION**  
City of Pacifica Senior Services is proud to offer transportation programs for seniors (60+) who are Pacifica residents.

**Trips To and From the Senior Center**  
The Pacifica Senior Services bus is available for transportation to and from the Senior Center Monday through Friday. Our 20-passenger bus is lift-equipped for wheelchair and walker access. Our driver picks up passengers between 8:45 am and 10:00 am and returns them home between 1:00 pm and 2:15 pm. A suggested \$3 round-trip donation is appreciated. No eligible individual will be denied participation because of failure or inability to contribute.

**Shopping Trips**  
Shopping trips are offered twice a month from your Pacifica home to local shopping centers. They include lunch at the Senior Center prior to your return home. A suggested \$3 round-trip donation is appreciated.

Date	Trip	Time
Wed, Nov 8	Farmington	10:30 AM - 11:30 AM
Tues, Nov 22	Linda Mar	10:30 AM - 11:30 AM
Tues, Dec 5	Westlake	10:30 AM - 11:30 AM
Tues, Dec 19	Linda Mar	10:30 AM - 11:30 AM

**Medical Appointment Transportation**  
Transportation may be scheduled with 48-hour advance notice for medical appointments scheduled between 10:45 am and 11:15 am Monday - Friday. Transportation is available from your home in Pacifica to:

- Campus Medical Center (Daily City),
- Seton Medical Center (Daily City),
- Kaiser Permanente (South San Francisco), or
- Medical appointment transportation is a mandatory free of cost round trip. Please call to check on transportation availability before scheduling your medical appointment. For more information, contact Ann Cooney, MOW & Senior Services Coordinator and José Meza, Senior Services Driver (en Español) at 650 738-7350.

**Holiday Lights Trip to Treasure Island**  
Wednesday, December 13 from 3:30 pm-9:00 pm  
\$15 SIA Members  
\$25 Non Members  
Join us for our annual holiday lights trip through San Francisco with stops on Treasure Island and at the United Irish Cultural Center. RSVP in person with Karen Paque on Monday, November 27 between 9:00 am and 1:00 pm.

**MEALS on WHEELS**  
Pacifica's Meals on Wheels (MOW) program delivers scratch-cooked meals to qualifying homebound seniors between 11 am and 12:30 pm Monday-Friday. To find out if you are eligible to receive MOW or if you are interested in becoming a MOW volunteer, please call Ann Cooney, MOW Coordinator, at 650 738-7350.

**Meals on Wheels Special Events**  
**Share the Love**  
For the 10th year in a row, Subaru of America has invited Meals on Wheels America members to participate in its annual "Share the Love" event. From November 16, 2017 through January 2, 2018, Subaru will donate \$250 to a host of charities - including The City of Pacifica's Meals on Wheels program - for every new Subaru vehicle sold or leased. Please stay tuned to [www.facebook.com/ShareTheLoveMOW](http://www.facebook.com/ShareTheLoveMOW) and [www.subaru.com/ShareTheLoveMOW](http://www.subaru.com/ShareTheLoveMOW) for more information on how to support this exciting campaign!

**Night Out on the Town - Silent Auction**  
Catch the holiday spirit by joining the fun of our Rockaway Tree Lighting on Sunday, December 3 online at [www.bsdngowl.com/SeniorServices](http://www.bsdngowl.com/SeniorServices) and silent auction in December at the Rockaway Tree Lighting on Sunday, December 3 online at [www.bsdngowl.com/SeniorServices](http://www.bsdngowl.com/SeniorServices). All proceeds benefit Pacifica Meals on Wheels!

## Gather data for criteria base project reporting for outside funding opportunities

- ◆ Utilizing Exceed Beyond for all revenue reporting as of July 1, 2016
- ◆ On-going conversations with SF State Nursing instructor and USF Nursing program to have students develop tools to measure criteria based outcomes for some of our programs such as our exercise classes
  - ◆ To identify Social Determinants for MOW clients
- ◆ Requested from Wise and Well Program Coordinator to give us aggregate measures from monthly screenings on an annual basis
- ◆ 2017/18 SIA Membership LYBUNT letters were sent out in November to over 200 former SIA Members. Purpose of the letter was to remind former members from prior year they did not renew their membership by Oct. 1st. This intent was to recapture those who forgot to register in a timely manner and prior to pro-rotated membership amounts—which would reduce income

### **Follow-up**

- ◇ Work with AAS to add fields in “Q” reason codes regarding client going on program, discharging from program, temporary holds, and ZZ clients
- ◇ Continue conversations with SF State, USF Nursing instructors and Wise and Well Coordinator to develop tools to measure evidence based criteria from services
- ◇ Work with exercise facilitators to help design measureable outcomes from exercise activity
- ◇ Partner with Wise and Well Program Coordinator to receive aggregate measures from monthly screenings on an annual basis

## Manage funding streams and identify funding opportunities

- ◆ Received OAA, State and County funding for 2017/18 (\$205,328)
  - \* Awarded -\$6,277 from f/y 2016/17 inter-governmental funding
  - \* Awarded \$40,000 State IIC1 funding to make up short fall of C1 OAA funds (Congregate Lunch program)
  - \* Awarded -\$3,368 OAA funding for C2 Meals on Wheels
  - \* Awarded -\$2,994 f/y 2016/17 OAA funding for IIIB Transportation
  - \* Awarded +\$1,993 f/y 2016/17 County Program Support funding
- \* **Applied for One-Time-Only Congregate funds and granted \$16,707**
- \* Completed 2016/17 Fiscal Closeout without and deficiencies
- \* Received Pacificans Care 2017/18 grant—\$19,000
- \* MOW Coordinator applied for MOWA grants:
  - \* Pet Program
  - \* “Sharing the Love Campaign”
- \* **Discontinue prorating SIA membership**
- \* **Sent out LYBUNT letters to former SIA members to capture those who missed membership drive period**
- \* **Completed mid-year fiscal OAA audit with no deficiencies**

### **Follow-up**

- ◇ **Continue purchasing food and supplies through Meals on Wheels America National purchasing Program**
- ◇ **Continue to pursue MOWA grant opportunities: “Share the Love”, Pet Program and “Community Champions”**
- ◇ **Continue to utilize contracted trip company to save labor cost of Casino Trips**
- ◇ **Identify “fare” trips that will offset cost of driver when staffing levels permit**

**PARKS, BEACHES AND RECREATION DEPARTMENT  
2016-2017 COMMISSION LIAISON ASSIGNMENTS**

COMMITTEE	MEETINGS	LIAISON
Open Space and Parkland Advisory Committee	3 <sup>rd</sup> Wednesday, 6:00 pm PB & R Conference Room	Commissioner Murphy
Beautification Committee	1 <sup>st</sup> Wednesday, 6:30 pm EOC	Commissioner Abbott
<a href="#">Library Advisory Committee</a>		Commissioner Abbott/Yakabe
Childcare Services	As needed for issues/events, Scott Leslie	Commissioner Murphy
Aquatics Liaison	As needed for pool issues/events	Commissioner Yakabe
Pacifica Junior Olympics	As needed	Commissioner Bier/Kellogg
Senior In Action Council	As needed (Senior Advisory Council meets 3 <sup>rd</sup> Monday, 10:15am if you can make it)	Open
4 <sup>th</sup> of July Celebration	July 4 <sup>th</sup> planning meetings, July 4	<b>All Commissioners</b>
Fog Fest and Family Fun Fest	As needed	Commissioner Abbott
Youth Advisory Board	2 <sup>nd</sup> & 4 <sup>th</sup> Wed Schedules permitting Community Center 6:00-7:00 pm Contact Michael Moran (738-7376) for meeting schedule	Commissioner Bier
City Council	Martin	Commissioner Knowels
		Alternate: Commissioner Kellogg
	Digre	Commissioner Yakabe
		Alternate: Commissioner Cochran
	Vaterlaus	Commissioner Bier
		Alternate: Open
	Keener	Commissioner Murphy
		Alternate: Commissioner Abbott
	O'Neill	Commissioner Abbott
		Alternate: Commissioner Murphy
Chamber of Commerce	<a href="http://www.pacificachamber.com">www.pacificachamber.com</a>	Commissioners Cochran
Beach Coalition Committee	Lynn Adams <a href="mailto:lynn4promos@aol.com">lynn4promos@aol.com</a> or 355-1668	Commissioner Cochran
Earth Day Committee	As needed	Commissioner Cochran/Kellogg
Off Leash Dog Subcommittee	As needed, Mike Perez	Commissioner Murphy/Kellogg
<a href="#">Economic Development Committee</a>	2 <sup>nd</sup> Tuesday of the month, 6pm at EOC	Commissioner Abbott
<a href="#">Mural Subcommittee</a>		Commissioner Abbott
<a href="#">Rediscovering America</a>		Commissioner Bier



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506  
[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
John Keener

**MAYOR PRO TEM**  
Sue Vaterlaus

**COUNCIL**  
Sue Digre  
Mike O'Neill  
Deirdre Martin

**December 27, 2017**

Re: Heritage Tree Permit HT-132-17

Dear Michael Panesi,

Due to the hazardous condition of trees number one and two referenced in the arborist report prepared by Keilty Arborist Sevices LLC describing the condition of three trees located at 340 Charing Cross Way the City of Pacifica is granting an emergency removal permit. This permit is for the removal of these two trees only and does not apply to any other trees at this location. Accordingly, this letter and the enclosed approved and signed permit gives permission for these trees to be removed.

Enclosed is a copy of the permit issued to you under the provisions of the Heritage Tree Ordinance. **It is your responsibility to have this approved permit on site at all times that work is being performed**, and make it available to City of Pacifica staff, Police personnel or others, should you be asked to show proof of legal permission to remove this tree(s).

If you have any questions please contact the Public Works office at (650) 738-3760.

Sincerely,

Aren Clark  
Public Works Superintendent



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506  
[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
John Keener

**MAYOR PRO TEM**  
Sue Vaterlaus

**COUNCIL**  
Sue Digre  
Mike O'Neill  
Deirdre Martin

To: Michael Panesi  
From: Aren Clark, Public Works Superintendent  
Subject: Appeal for Heritage Tree Application No. HT-132-17

Dear Michael,

The matter of the removal of three of the five trees referenced on tree removal application number HT-132-17 will be referred to the Parks Beach and Recreation Commission. The matter will be heard and a decision will be made at the regular monthly meeting of the commission. All of the concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for January 24 2018, at 7:00 PM. The meeting will be held at the City Council Chambers located at 2212 Beach Boulevard, Pacifica CA.

On December 17, 2017 the City of Pacifica received an application requesting a permit to remove six trees located at 340 Charing Cross Way. Site inspection by City Staff revealed only five trees at the site. These trees were marked with removal notices and letters were mailed to adjacent property owners informing them of the proposed tree removals. The city then received an appeal opposed to the to the tree removals from William Crist. The City also received an arborist report prepared by Kielty Arborist Services LLC stating that three of the five trees represent an immediate hazard. City staff is agreeing with the report as it pertains to two cypress trees referred to in the report as trees one and two (see sight map and arborist report included). City staff does not see an immediate hazard with regards to the pine tree listed as tree number three. The City of Pacifica will therefore issue an emergency removal permit for trees number one and two. The removal of the remaining three trees will be referred to the Parks Beach and Recreation Commission at the time and date stated above.

If you have any questions regarding this matter, please call the Public Works Department at (650) 738-3760. Our fax number is (650) 738-9747.

Sincerely,

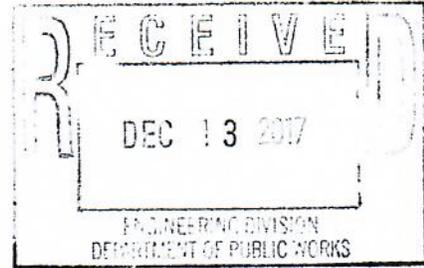
Aren Clark  
Parks and Streams Supervisor

12/13/17

City of Pacifica

170 Santa Maria

Pacifica, CA 94044



Re: Appeal of Removal of Four Heritage Trees

Dear Addressed,

I am appealing the removal of four heritage trees located on the slope at the east end of Charing Cross Way.

The reason for this appeal is first, why are these trees being removed? Second, the root systems of these trees provide stabilization of the hillside and removal will present a danger of an earth slide onto the street in front of my home and/or damage to my property.

If you have any questions regarding this appeal please contact me.

A handwritten signature in cursive script that reads "William F. Crist".

William F Crist

343 Charing Cross Way

Pacifica, CA 94044

A handwritten note on a rectangular piece of paper. The text is written in capital letters and reads "BILL CRIST" followed by a checkmark, and "415-516-2281" on the line below.



# Staff Report

Item VII. A)

Date: January 24, 2018  
To: Members of the Parks, Beaches and Recreation Commission  
From: Aren Clark, Public Works Superintendent  
Subject: Appeal to Heritage Tree Removal Application No. HT-132-17

## Background/Discussion:

On December 17, 2017 the City of Pacifica received an application requesting a permit to remove six trees located at 340 Charing Cross Way. The reason stated for the removals was to allow for development of the property. Site inspection by City staff revealed only five trees at the site. These trees were marked with removal notices and letters were mailed to adjacent property owners informing them of the proposed tree removals. The ~~city~~ City then received an appeal opposed to the tree removals from William Crist owner of the property at 343 Charing Cross Way. The City also received an arborist report prepared by Kielty Arborist Services LLC stating that three of the five trees represent an immediate hazard. City staff is agreeing with the report as it pertains to the cypress trees listed as trees one and two (see sight map and arborist report included). City staff does not see an immediate hazard with regards to the pine tree listed as tree number three. The City of Pacifica will therefore issue an emergency removal permit for trees number one and two. The discussion of the removal of the remaining three trees is being referred to the Parks Beach and Recreation Commission.

Of the remaining three trees the condition of pine tree number three is described in the arborist report prepared by Kielty Arborist Services LLC.

Pine number four is approximately 22 inches in diameter and 60 feet tall. It is located on a steep slope with exposed roots on the downhill side. Due to shading on the east side by trees number one and five, the majority of the limbs are on the west side. The slight lean and unbalanced weight suggests that if the tree fails, it is likely to fall away from existing structures. This tree appears to be in fair health. Split bark and sap evident on one of the exposed roots is likely pine pitch canker.

Tree number five is a Monterey cypress that stands approximately 40 feet tall with an 80 foot canopy spread. This tree separates at the base into four main trunks the largest being five feet in diameter. The tree has several broken limbs in the lower canopy and the eastern fork of the southern trunk has an eight foot long crack. The tree appears healthy and the flaws could probably be managed using approved arboricultural practices.

**Fiscal Impact:** None

**Commission Action Requested:**

Commission is requested to approve, disapprove or modify the decision of City Staff approving the application for the removal of the trees.

**Documents Attached:**

1. **Heritage Tree Permit Application # HT-132-17**
2. **Appeal Notice**
3. **Arborist report prepared by Kielty Arborist Services LLC**
4. **Photographs of the trees.**
5. **Site Plan**



Pine Tree # 3

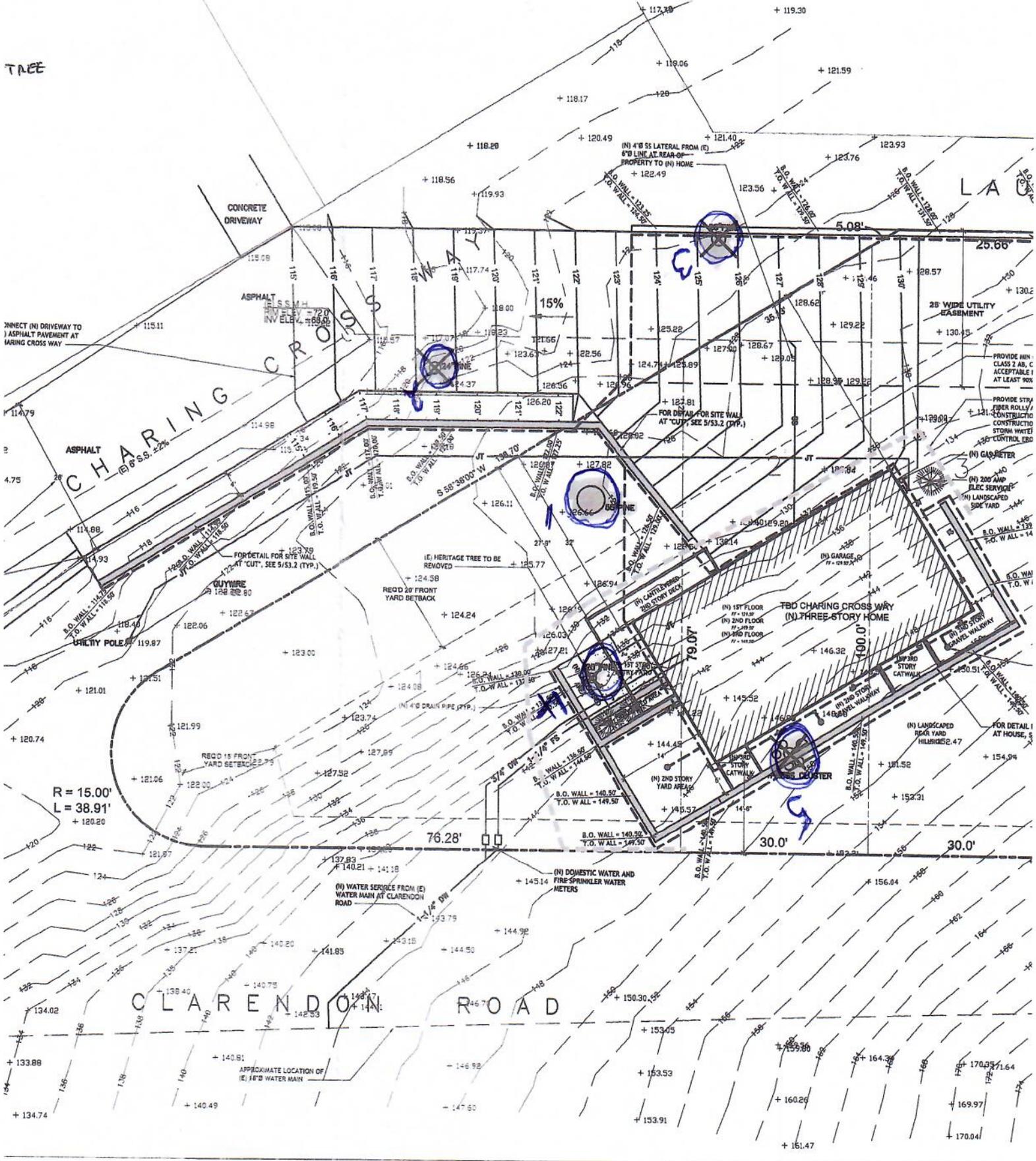


Pine Tree # 4



Cypress Tree # 5

TREE



# NEW PARTIAL SITE PLAN (1 of 3)

SCALE: 1" = 10'-0"

# Kiely Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650-515-9783

December 22, 2017

Mr. Brian Brinkman  
P.O. Box 868  
Pacifica, CA 94044

Site: Charring Cross, Pacifica CA

Dear Mr. Brinkman,

As requested on Wednesday, December 20, 2017, I visited the above site to inspect and comment on three trees on site. The trees have obvious form flaws and your concern as to the future health and safety of the trees has prompted this visit.

## Method:

All inspections were made from the ground; the tree was not climbed for this inspection. The trees in question were located on a map provided by you. The trees were then measured for diameter at 48 inches above ground level (DBH or diameter at breast height). A condition rating (CON) is provided using 50 percent vitality and 50 percent form, using the following scale.



1	-	29	Very Poor
30	-	49	Poor
50	-	69	Fair
70	-	89	Good
90	-	100	Excellent

The height of the tree was measured using a Nikon Forestry 550 Hypsometer. The spread was paced off (HT/SP). Comments and recommendations for future maintenance are provided.

driveway.

Trees #1, #2 and #3 as seen from neighbor's

(2)



**Observations:**

Tree #1 is a Monterey cypress (*Cupressus macrocarpa*) with a diameter at breast height of 60.9 inches. The tree is located in the center of the lot at the top of the temporary driveway. The estimated height of the cypress is 55 feet with a total crown spread of 65 feet. The vigor of the tree is good with normal shoot growth for the species. The form of the cypress is poor with multiple leaders at 6 feet and a split main crotch. The split extends from the top of the crotch to the ground. The split opens and closes during wind events. The tree receives a condition rating of 25 on a 1-100 scale (very poor).

**Tree #1 with a split crotch. The split opens and closes in wind events.**



Tree #2 is a Monterey cypress (*Cupressus macrocarpa*) with a diameter at breast height of 28 inches. The tree is located on the northwestern edge of the property near the neighbors parking area. The estimated height of the cypress is 45 feet with a total crown spread of 40 feet. The vigor of the cypress is poor-fair with a dead top and less than normal shoot growth for the species. The form of the tree is poor as the tree is located on a steep embankment and has a history of limb failure. The tree receives a condition rating of 45 on a 1-100 scale (poor).

**Tree #2 on a steep embankment with a cut made in the root zone. This tree relies on tree #1 for protection.**

Tree #3 is a Monterey pine (*Pinus radiata*) with a diameter at breast height of 31.9 inches. The tree is located on the northwest side of the lot near tree #1 and #2. The estimated height of the pine is 45 feet with a total crown spread of 50 feet. The pine has poor-fair vigor with pine pitch canker being present in the canopy. The form of the pine is poor with a spreading canopy and a history of large limb failure.

**Summary:**

The three trees on site are all quite hazardous. Tree #1 has a split that will soon cause catastrophic failure of the tree. Tree #1 is an immediate hazard and tree #2 and the neighbor's parking area is the likely target.

Tree #2 is located on a very steep embankment and is protected by the canopy of tree #1. The tree is above the parking area where a boat is stored making the home and parking area the probable target if failure were to occur.

Tree #3 is a large diseased Monterey pine. The tree has pine pitch canker which is common for the trees on the coast. The ivy on the trunk made inspecting for bark beetle impossible. The tree has a history of limb failure with will continue. Infected Monterey pine cannot be heavily trimmed as the reduction in leaf canopy will lead to further decline.

Remove and replace all three of the trees as trimming within ANSI standards cannot improve the form of the trees or reduce the trees chances of failure making the trees an immediate hazard. Removal is the only method that eliminates all hazards and liabilities associated with the tree.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,

Kevin R. KIELTY  
Certified Arborist WE#0476A