



AGENDA

Parks, Beaches and Recreation Commission City of Pacifica

WEDNESDAY, APRIL 25, 2018
CITY COUNCIL CHAMBERS
2212 Beach Boulevard

6:30 – 7:00 - Youth Advisory Board – Commission Meet and Greet

CALL TO ORDER

7:00 PM REGULAR MEETING

- I PLEDGE OF ALLEGIANCE**
- II ROLL CALL**
- III APPROVAL OF MINUTES** Regular Meeting February 28, 2018
- IV ADOPTION OF AGENDA**
- V INTRODUCTION OF NEW COMMISSIONER**
Commissioner Eli Poblitz
- VI SPECIAL PRESENTATION**
Youth Advisory Board (YAB)
- VII 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.
- VIII 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
- IX ITEMS FOR CONSIDERATION**
 - A) BPAC – final review and discussion of curb cut list
 - B) PB&R Commission Annual Report to Council
- X REPORTS, ANNOUNCEMENTS AND CORRISPONDANCE FROM COMMISSIONERS**
- XI REPORTS FROM STAFF**
 - A) Director Perez
- XII ADJOURNMENT**

Next Study Session: TBD

Next Regular Meeting: 5/23/18

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.

REGULAR MEETING – 7 PM

Wednesday, February 28, 2018
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 Murphy**.

II ROLL CALL:

Commissioners Present: Chair Bier, Commissioners, Murphy, Abbott, Kellogg
Cochran.

Commissioners Absent: Knowles

Commissioners Excused: Commissioner Yakabe

Staff Present: Director Michael Perez, Acting Supervisor Phipps

III APPROVAL OF MINUTES:

Chair Bier called for a motion to approve the minutes of the 1/24/18 meeting.

**Motion was made by Commissioner Cochran, 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 SPECIAL PRESENTATION

None

VI ORAL COMMUNICATIONS:

None

VII ITEMS for CONSENT:

None

VIII PUBLIC HEARING:

None

**IX ITEMS FOR CONSIDERATION:
DEPARTMENT REORGANIZATION**

Director Perez updated the Commission on the reorganization of the PB&R dept. with City Council approving the creation of two Asst. Supervisors positions for the department.

Commissioner Abbott – Stated that it was her understanding that these positions were going to be filled by existing staff.

Director Perez responded that that was correct

Commissioner Cochran – Asked if the dept. would need more part time staff.

Director Perez responded that he did not think so.

Commissioner Kellogg – No Comment

Commissioner Murphy – Asked who the Asst. Supervisor for Seniors was

Director Perez stated that this was not known at this point, but that both of these positions would be filled by existing employees

Chair Bier – Stated that it was good to see Jim Lange given acknowledgement.

SPECIAL EVENTS

Dog Surf Contest – PB&R is working with Public Works and the Police Dept. to manage the size of this event. Director Perez also reached out to the Chamber of Commerce to see how they may be able to help with the costs.

Spike Ball – Director Perez gave a brief explanation of this event to the Commissioners. He informed the Commissioners that there is a group interested in holding a competition on Pacifica State Beach on April 14th.

Director Perez went over a chart of events hosted by the PB&R Dept.

Commissioner Abbott – Was glad to hear that the costs have been covered for the dog surf contest. She was interested to know what attracted Spike Ball to Pacifica State Beach instead of another beach. She also stated that the Sanchez staff was looking forward to awarding the prizes for the Coastal Art Show. Commissioner Abbott also thinks it would be nice to acknowledge special proclamations as well with the special events

Commissioner Cochran – Stated that the Commission has had discussions on the type of events we want on the beach and the types of events that are not appropriate for the beach.

Commissioner Kellogg – No Comment

Commissioner Murphy – Entertained the idea of spreading the event out over 2 days. He also wanted to know if Taco Bell might get involved in helping with this event since they will obviously benefit from this event.

Chair Bier – Asked if Spike Ball was only for adults.

Director Perez responded that it was for 18 year olds and up.

She also addressed the discussion of the onsite liquor license and feels that the Youth Coalition she works with would be happy to approach Taco Bell about giving back to the community. She would be nice if the Commission could spread out their representation across the events.

X REPORTS FROM COMMISSIONERS:

Commissioner Abbott – Informed the Commission that she had sent Director Perez one suggestion of an ADA curb cut at Roberts Rd and Crespi. She attended the Seniors in Action meeting and found out that they have an all-time high of 814 members. They are looking at having a housing faire with a senior focus. There are some programs that are talked about with section 8 housing program called “Back to Work”. They are looking at bringing people in from the county, the different residential housing, how to get on waiting lists and stay on waiting lists. They spoke about a program run by Mills Peninsula called Wise & Well. They come to the center once a month and do a series of tests for the seniors all information is confidential. The due date for public comment on Sea Level Rise has been moved out by 2 weeks.

Commissioner Cochran – Discussed the fundraiser held by the Pedro Point Surf Club to help fund Earth Day events on 4/21/18

Commissioner Kellogg – No Comments

Commissioner Murphy – Stated that he recently visited San Pedro Valley Park and was extremely impressed by the trails and will visit more often. He is also looking forward to attending the volunteer recognition dinner in April.

Chair Bier – Attended the Spelling Bee and found it amazing. She complimented Michael Moran and the YAB for a job well done. She invited all commissioners to attend the Family Summit at Ingrid B. Lacy Middle School.

XI REPORTS FROM STAFF:

Director Perez – Was very impressed with the running of the Spelling Bee and the gracious way the board handled all of the kids.

The Director attended The Night Out On The Town event and feels that this is one of the coolest events that the Dept. does. He is looking forward to seeing all of the Commissioners at the Volunteer Dinner in April.

Director Perez thanked Commissioner Abbott for sending a suggestion for curb cuts. He reminded Commissioners that the suggestions are due by April.

The Director updated the Commissioners on the Skate Park accident that was talked about at the last meeting. The Dept. has sent out a survey to other cities with skate parks to gather information.

Commissioner Kellogg – Asked what was happening with the make shift bike park near the parking lot at the Community Center.

Director Perez informed the commission that the City looked into what to do with the bike park, and it has been taken down.

XII ELECTION OF CHAIR PRO TEM

Chair Bier asked for nominations for Chair Pro Tem. **Commissioner Cochran made a motion to elect Commissioner Kellogg as Chair Pro Tem, seconded by Commissioner Murphy. The motion passed 5-0.**

NEXT STUDY SESSION: TBD

NEXT MEETING:

Regular Meeting – March 28, 2018

XIII ADJOURNMENT:

Chair Bier asked for a motion to adjourn the meeting. **Commissioner Cochran made the motion to adjourn, seconded by Commissioner Abbott. The motion passed 5-0** and the meeting adjourned at 8:30 pm.

Respectfully submitted,
Beth Phipps
Acting Recreation Supervisor

Parks, Beaches & Recreation Commission
Mary Bier, Chair

Item VIII. A) April 25, 2018

To: Members of the Parks, Beaches and Recreation Commission

From: Michael Perez, Director

Subject: Administrative Update

As the first quarter of the 2018 calendar year comes to a close, staff is implementing our spring activities while putting the finishing touches on summer programming.

On the pages that follow you will find division reports for April, representing the first three months of 2018 as well as information highlighting some current and future items. I want to thank and recognize PB&R staff and volunteers for all they have done to help make our department successful. We are very excited about our upcoming programs, activities and events.

Budget

Staff finished up participating in the City's mid-year budget process and is in the final stages of finalizing budget projections for 18/19. PB&R senior level staff has worked with the Director in order to put forth a budget in line with our current level of City Support.

PB&R will present its budget on Thursday, May 29th.

As the Council will be hearing about budget items at most of the rest of the year's meetings, there are also separate study sessions to concentrate on specific departments and other areas of the budget.

- April 24 – (Tues) Council Goals Adoption and Budget Study Session Part 1
- May 3 – (Thurs) Budget Study Session Part 2
- May 7 – CIP to Planning Commission
- May 14 – Budget Presentation – PD, Fire, General Government, Planning
- May 28 – Budget Presentation – PW, WWTP, Engineering/Field Services, PB&R
- June 11 – Budget Adoption

PB&R Commission Annual Report

Council decided at its April 9th to hold all Committee and Commission annual reports at the same time at a study session. This year's date will be May 14th at 5:30pm. Chair Bier and Chair pro Tem Kellogg have volunteered to serve on a subcommittee to prepare and present the report. As part of tonight's meeting, staff has prepared a summary of Commission's work over the last year to use in the presentation.

Staffing

Recreation Coordinator Michael Moran has taken a job with another City. This is a great opportunity for him and we wish him well in all his future endeavors. His last day was at the Frontierland Park Egg Hunt on March 31st. We are currently in the process of hiring his replacement, who will be announced once all logistics are finalized.

Staff had presented Commission with an informational item regarding the department's reorganization. We had not anticipated having to replace our Recreation Coordinator, which has delayed some of the other staffing implementations.

As part of a reorganization strategy, staff proposed, and Council approved, the creation of a Senior Services Assistant Supervisor position for the Senior Services Program and a Recreation Assistant Supervisor for the Recreation program. This will facilitate the consolidation of the reporting authority of the Senior Services and Recreation Services to the Recreation Manager. These positions will assist in the effective management of each division and create opportunities for succession planning by assigning each division an Assistant Supervisor (including the already assigned Assistant Supervisor position in the Child Care Services division).

In addition, we are going to fill a site coordinator position, so our Assistant Child Care Supervisor can work more effectively in her capacity. This will create efficiencies at our office on the administrative side of child care, but also at the child care facility, resulting in cost savings.

The process for filling these positions has begun and staff is hoping to have all full time positions onboard by summer.

PLAY Brochure and Registration

Currently the PLAY brochure is out for Spring and Summer. Registration started March 21st and we are seeing a lot of sign-ups, in particular with our Adventure Camp. Aquatics swim lesson registration for summer will begin June 4, 2017 at 8:30AM, online and in person.

Ohlone/Portola Heritage Trail 250th Anniversary Event

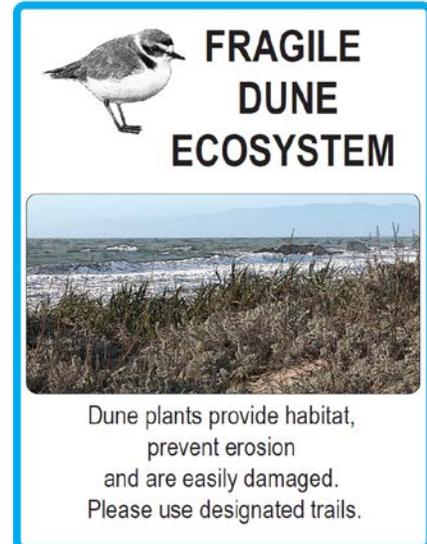
Pacifica is participating in a San Mateo County collaborative effort to commemorate the 250th Anniversary of the Portola Expedition (European discovery of the San Francisco Bay), including a National Historic Trail designation at the County, State and Federal levels. This project is committed to the development of an educational and recreational trail that follows the route of the Portola Expedition as closely as possible. The proposed FY18-19 scope includes representatives from Pacifica (City and community members) participating in County planning and coordination meetings, as well as a Pacifica-specific committee planning for local events and promotion leading up to the anniversary celebration in November 2019. Key partners are the Pacifica Historical Society and San Mateo County.

Director has formed a committee to focus on Pacifica as relates this. Members from GGNRA, OSPC, PB&R Commission, PHS, Sister City, along with Planning Dept. staff have met twice. The county group will be meeting May 1st at 1pm. Commissioner Bier is the PB&R Commission liaison to this group. The larger County group is meeting in Redwood City on May 16th.

Snowy Plover Fencing

Recently signage went up on the Snowy Plover protective fencing along the beach multi-use trail. These decorative signs are actually pictures painted a few years ago by 2nd grade students at Ocean Shore School, depicting various wildlife (mostly birds/plovers). Margaret Goodale of the

Pacifica Shorebird Alliance arranged the hanging of the signs with volunteers (and in coordination with the Public Works Department) on the Martin Luther King Jr. Day of Service in January. Since then, City ordered signs relating to the sensitive habitat and dune system have been placed along the fencing as well.



Junior Olympics

The 54th Annual Junior Olympics trials were scheduled for April 18th at Oceana; however, the school ended up needing that day, and we had to reschedule to April 26th. Finals will be Wednesday May 2nd for the older children at Oceana and Saturday May 5^h, 9am at Terra Nova for the younger children. Commissions are invited to attend the opening ceremonies on May 5th.

For 53 of the 54 years, we have been the fortunate recipients of sponsorship by the Pacifica Lions Club. They pay for up to \$1,500 of the cost of trophies, medals and ribbons and host a snack bar at the meets. We could not have this event without the support of the Lions Club. This is an essential part of us being able to keep it a free meet for the youth.

Last year the Lions Club donated \$5,000 towards the purchase of a timing system, and with additional donations from other individuals and groups, we were able to have the system in place for last year's finals. This year, will be our first full year using the system, and because staff members who used it last year are no longer with the City, we have held several training sessions this year.

Item VII B) April 25, 2018

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Anthony Schriver, Recreation Coordinator

SUBJECT: AQUATICS UPDATE

Training

The Aquatics division ran a combined CPR/AED and First Aid class for the public on January 9th and 10th. A total of 12 participants took this course which certified them in Child, Infant, & Adult CPR/AED, and First Aid.

Aquatic staff is preparing for a busy summer session. Classes planned for June include our annual Swimmer Aide School for youth 11-18 years old who wish to volunteer their time in assisting with swim lessons. This program is entirely free to participants. We will also be running five (5) one-week morning sessions of lessons during the summer.

We offered one lifeguarding course and certified a total of 10 lifeguards. Our next lifeguarding course is scheduled for June 3rd-7th. We are currently hiring lifeguard and cashiers in an effort to fulfill our staffing shortage here at the pool. We are offering paid training to any current staff interested in becoming a lifeguard.

Summer Camps

There are two Wet & Wild Water Camps planned for this summer. The first week will be held July 9-13 and the second week, July 30- August 3rd, with an option for participants to attend either half day or all day. The all-day camp includes SamTrans bus trips to the beach for ocean safety talks, a look at the Linda Mar tide pools, and an environmental presentation about our watershed with an interactive diorama.

Swim Team

The Pacifica Sea Lions Swim Team has (at the time of this report) 96 swimmers in the competitive group and 109 in the pre-comp group, for a total of 205 swimmers. There has been a steady rise in membership, as there were 180 swimmers at this point last year. A 4-day free trial period is offered the last week of every month Monday through Thursday and there are always children trying out for the team. This trial period allows families the opportunity to see if the team is a good fit for them.

The Pacifica Sea Lions have been very busy attending swim meets this quarter. Between January and March they competed in five meets, three of which were held at Brink pool.

The parent board also employs the swim coaches for competitions and assigns them swim

Daytime Adult Aquatics Programs Monthly Participation Totals

M- F 10-2 PM
M- Sa Water Aerobics
Sun 11-1 PM

*note: The high school is using the pool March 14th thru May 18th resulting in our day time hours being severely reduced Mondays, Tuesdays, Thursdays, and Fridays lap times to 12pm-1pm and no Wednesday afternoon lap swim.

	January 2018	February 2018	March 2018
Senior Aqua X	247	242	308
Senior Lap Swim	298	302	274
Adult Aqua X	66	67	42
Adult Lap Swim	351	328	354
All Access Members	101	120	108
Total 2018	1063	1059	1086

Recreation Swim January 2018

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	302	75
Wed Adult 7:30-9 pm	5	82	16
Friday 7-9 pm	4	378	94
Sat. 1-3 pm	3	390	130
Sun. 1-3 pm	3	312	104
Total 2018	19	1464	77

Recreation Swim February 2018

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	3	124	41
Wed Adult 7:30-9 pm	4	59	14
Friday 7-9 pm	3	455	151
Sat. 1-3 pm	3	224	75
Sun. 12-3 pm	3	318	106
Total 2018	16	1180	74

Recreation Swim March 2018

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	308	77
Wed 7:30-9 pm	5	98	20
Friday 7-9 pm	4	302	75
Sat. 1-3 pm	4	245	61
Sun. 1-3 pm	3	264	88
Total 2018	20	1217	61

Item VIII. C) April 25, 2018

To: Members of the Parks, Beaches and Recreation Commission

From: Tracy Gilbert, Child Care Services Supervisor

SUBJECT: CHILD CARE PROGRAM UPDATE

Program Update

The Pacifica Child Care program currently has a total of 352 children enrolled:

- 82 preschoolers
- 270 school-aged children

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

Summer 2018

Summer 2018 planning began in March. This summer the Child Care division will keep 3 of the 4 school-age programs open; Cabrillo, Sunset Ridge and Vallemar. Ocean Shore will be closed for the summer.

2018 Summer Themes:

Week of June 17 th	Pure Imagination
Week of June 24 th	Moving Out
Week of July 1 st	Red, White & Blue
Week of July 8 th	We are All Champions
Week of July 15 th	Out of Your Nightmares
Week of July 22 nd	Art & Architecture
Week of July 29 th	Enterprising Entrepreneurs
Week of Aug 5 th	The Seven Seas
Week of Aug 12 th	Anything Goes

Current summer plans include two out-of-town field trips; one to Cull Canyon Regional Recreation Area in Castro Valley and one to Don Castro Regional Recreation Area in Castro Valley, Wild Animals assembly and various local walking trips. This summer we will continue to integrate other recreation department programs into the summer schedule by offering families the option to enjoy summer recreation fieldtrips, recreation swimming at Brink pool, and swim lessons.

Preschool Field Trip to Children's Discovery Museum

On March 29th all of our preschool programs went on a field trip to Children's Discovery Museum in Sausalito (pictures shared below). The children enjoyed themselves so much that they didn't want to leave. We discussed and evaluated this field trip during our last Preschool Liaison Meeting and the group unanimously agreed that the preschool programs will visit the Children's Discovery Museum again next year.



QRIS (Quality Rating Improvement System) Coaching & Assessments

Nearly every state in the nation has either launched, or is developing, a Quality Rating and Improvement System (QRIS) to improve the quality of early care and education for children. A QRIS helps programs to improve by measuring current levels of quality against research-backed standards. In California, these standards tie to:

- Child observation
- Developmental and health screenings
- Teacher and administrator qualifications
- Teacher-child interactions
- Teacher-child ratios and group size
- Program environment

The QRIS rates sites based on three core areas: child development and school readiness; teachers and teaching; and program and environment. To begin the process, each program conducts a self-study and submits documentation. Then at least one-third of each site's classrooms are assessed on the quality of teacher-child interactions and classroom environment using the nationally recognized Classroom Assessment Scoring System (CLASS) and the Environment Rating Scales (ERS) tools. Lastly, staff conducts a rating validation visit.

City of Pacifica preschool classrooms are currently being rated for the second time. The QRIS rater and QRIS coach have had wonderful comments regarding their site visits with the City of Pacifica's teachers.

A few of their comments that I would like to share are:

"As a coach, I simply can't ask for a better team of teachers to work with - I greatly appreciate everyone's open-minded approach and desire to learn. Thank you so much for your work and for supporting your staff."

"You have a really dedicated crew of teachers which as we know in this field can be hard to retain. I will be sad to finish up my last Pacifica assessment."

As the Child Care Supervisor for the City of Pacifica, I am very proud of our teachers and the programs we are providing for the community.

(Item VIII. D) April 25, 2018

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Beth Phipps, Acting Recreation Coordinator

SUBJECT: Youth and Teens Recreation, Special Events and Community Center Rentals Update
January – March 2018

Youth & Teens

Cabrillo and Vallemar After-School Programs

The Cabrillo and Vallemar After-school Programs are open Monday, Tuesday, Thursday and Friday from 3:00-5:30pm and Wednesday 1:45-4:15pm. The activities and trips planned by the Recreation Staff are geared to allow the participants to be able to express their sense of self and remain physically and emotionally energized. We have 14 registered participants at Cabrillo and 30 registered at Vallemar.

J-Teen Dances

J-teen dances are held at the Community Center one Friday a month from 7:00 to 9:00 PM. These dances are one of the few opportunities for Pacifica middle school youth to socially interact with students from other schools. Appropriate current music is provided by Party DJ. The dances are supervised by PB&R Recreation staff.

Future Dance Dates and Themes

May 18, 2018 - "Call Me Maybe"

June 8, 2018 - "Party In The USA"

Youth Advisory Board



The Youth Advisory Board (YAB) is made up of volunteer High School students that want to make a difference in our community. They are a dedicated group of young leaders who will plan special events and also participate in Parks, Beaches & Recreation events and activities. Currently we have 18 active Board Members. YAB members just participated in the Earth Day clean-up activities on Saturday, April 21st.

2nd Annual Spelling Bee

The Youth Advisory Board sponsored the second annual Spelling Bee, open to kids in kinder-4th grade. Once again they teamed with the Pacifica School District, City of Pacifica – Parks, Beaches and Recreation Dept., and Pacifica Libraries to put on this amazing event. The Bee was split into grades 1st, 2nd, 3rd and 4th, and the finalists of their grades would then move on to the 1st/2nd grade division and the 3rd/4th grade division. The kids were buzzing with anticipation and excitement for their turn to spell the words that they have been studying for the past couple of weeks or so. The kids were told to not only study the words from their grade, but also the grades that they were competing against in the finals. This year we had 39 participants which was up from last year's 20.



YAB COMMUNITY SERVICE SCHOLARSHIP

This year the YAB's offered the first ever Community Service Scholarship. The board came up with a list of criteria for applicants and reviewed applications. Because some of the applications received were from local schools all reference to applicants name and school were removed so that the YAB screeners could review with an unbiased evaluation. It was very interesting that reviewers unanimously voted on the same person. Brennah Sereni from Mercy High School in San Francisco was awarded the \$500 scholarship.

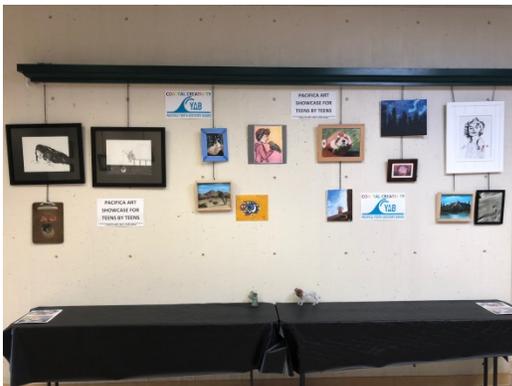
YAC ATTACK

The YAB attended their second YAC Attack (Youth Leadership Conference). This year we had 7 members of our board attend. These ambitious youth also ran a debate session on Student Rights.



2nd Annual Coastal Art Show “Teens for Teens”

The YAB held their 2nd annual Teens for Teens art show which was a great success. We increased the number of participants from 6 last year to 17 this year. There was a myriad of art which ranged from abstract to sculpture. It was great to have such a variety of art which showcased wonderful talent.



YABS/MOW

YAB board president Sara Olsen challenged all of the board to take part in March for Meals this year. All board members who participated said they were impressed and moved by the experience and would love to do it again.

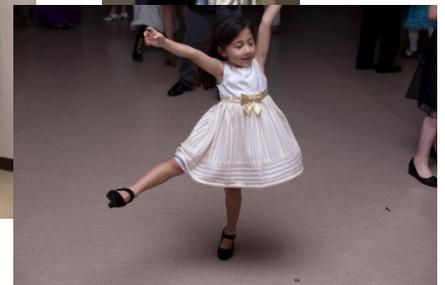


Special Events



Princess Dance

This year we hosted our second annual youth dance for ages 4-11. This year it was themed “Bibbidi Bobbidi Boo”. The whimsical event delighted all attendees with craft booths, a princess, staff and YAB volunteers dressed in theme, and a live DJ. This event created special memories for the guardians and the youth. The event sold out with 62 happy participants and we plan to add another event in the near future.



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, & a movie while their parents have night on the town or a night in without the kids. Participant Count: January – 20, February – 10, and March -10. Our last PNO will be held on April 21st.



Hair 911

A new event was added this year for all of those parents who are perplexed with doing their child's hair. A group of salon professionals was brought in to demonstrate and help the attendees learn to manipulate unruly hair or fumbling fingers. Also on hand were representatives from the Hair Fairies who demonstrated how to check for lice.



Upcoming Special Events include:

53rd Annual Junior Olympics

- Thursday, April 26, 2018 4:00pm
 - Group 1 & 2 50 Meter & 100 Meter Dash Trials Only
 - Oceana High School, 401 Paloma Ave. Pacifica
- Wednesday, May 2, 2018 – 3:30pm

- Group 3 & 4 Trials & Finals
- Oceana High School, 401 Paloma Ave. Pacifica
- Saturday, May 5, 2018 – 9:00am
 - Group 1 & 2 Trials & Finals
 - Terra Nova High School, 1450 Terra Nova Blvd. Pacifica

Building Rentals

Pacifica Community Center

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

Regular Permits include:

Regular Permits include:

Sunday Victory Outreach Pacifica

Monday Narcotics Anonymous

Serenity by the Sea
Pacifica Oldtimers Newcomers Monday AA
Women's AA

Tuesday

SAM CAR
Victory Outreach Pacifica
Coldwell Banker Fahey Properties meetings (2nd)
Pacifica Historical Society – (2nd)
Part-Time Recreation Staff meetings (Bi-Weekly)
YAB meetings (Bi-Weekly)
Pacifica Fog Fest
Refuge Recovery

Wednesday

Pacifica United Soccer Club (1st)
Pacifica American Little League (1st)
Pacifica Tigersharks Board Meetings (3rd)
Pacifica Quilters (3rd)
504 Monterey Homeowners Association (3rd)
Pacifica Girls Softball League (3rd)
SAA Meeting

Thursday

Pacifica Historical Society (4th)
Pacifica PM Toastmasters Pacificans Care (3rd)
Beta Sigma Phi (2nd every other month)
Pedro Point Surf Club (last)

Friday

Golden Gate South AA meeting
Crespi Alanon Group meeting
J-Teen Dances (Once a month)

January Weekend Rentals: Parents Night Out, Princess Dance, Spelling Bee, Women's March

February Weekend Rentals: Chan Party, Parents Night Out

March Weekend Rentals: Parents Night Out, Chrystal Figeroa Party, First Birthday, Peggy's 90th Birthday

Item VII. E) 4/25/18

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Jim Lange, Manager

SUBJECT: SENIOR SERVICES 3rd QUARTER UPDATE January – March 2018

Administration

Budgets

- The FY1718 mid-year budget reviews are complete. Senior Services is on track to come under its forecasted budget by approximately \$15,000 due primarily to one-time only funds received from Older American Act (OAA) Intergovernmental grants.
- Budget planning for FY1819 is underway.
- Senior Services anticipates being assigned a new Area Agency on Aging monitor for our four OAA and County Trust funded programs and to have monitoring completed for this fiscal year in May or June. (While we've successfully completed all past monitoring sessions, we are still awaiting written reports for the last three years.)

Information Technology

- Senior Services' staff continues to enhance our implementation of the Exceed Beyond CRM (customer relationship management) system. We are now capturing all income -- contributed and earned -- including intergovernmental grants in Exceed Beyond. New reports and management and analytical tools have been developed to capture all Senior Services' revenue. Please see attached FY2017-18 Monthly Income Report for a breakdown by source of year-to-date Senior Services income. Additional reports providing three-year comparison and budget variances are also available.

Planning

- Manager Lange worked with stakeholders to update Senior Services' mission statement to read:

Pacifica Senior Services is the community focal point for seniors' quality of life. We are committed to improving life for older adults through the development and coordination of programs and supportive services that encourage independence and overall well-being for seniors, their caregivers and the community we serve. These coordinated efforts will maintain and enhance the quality of their lives, reduce isolation, and promote socialization.

- Pacifica Senior Services' FY1718 Strategic Plan Tactical Update for the third quarter is attached.
- At the time of the submission of this report, the Senior Services' annual Volunteer Recognition Dinner was scheduled to be held on April 18 from 4 pm to 6 pm. Councilmembers and Commissioners were encouraged to attend to help staff serve the volunteers during this event.

Staffing, Training, Honors

- Manager Lange is planning customer service training for the entire PB&R Department prior to the start of increased seasonal Recreation Division activity in July.
- Senior Services' staff will participate in County-provided training mandated by Assembly Bill 959 requiring the collection of sexual orientation and gender identity (SOGI) information upon intake for

Older American Act (OAA) Programs. (Pacifica Senior Services operates three OAA programs: Congregate Lunch, Home Delivered Meals, and Transportation.) It is the goal of the State of California to “collect data that can lead to improvement of public services.” Assembly Bill 955 acknowledges that “due to the historical systemic exclusion of data collection of LGBT communities significant disparities in their health and welfare have been prolonged compared to broader communities.”

- Senior Services’ volunteer Lana Thomson was a recipient of this year’s “People Who Care” award from Pacificans Care. Lana was recognized for the extraordinary fundraising efforts achieved through Senior Services’ Rummage Sales at the Community Center. Lana and her volunteer team generate approximately \$45,000 in proceeds annually. The award presentation was April 5th at the Pacifica



Historical Museum. Other honorees this year included former PB&R Director Mari Brumm-Merrill and community volunteers Horace and Marian Hinshaw who are active Meals on Wheels volunteers.

- Manager Lange is currently working with Director Perez and HR Consultant Letty Juarez on hiring for the newly approved Recreation Assistant Supervisor and Senior Services Assistant Supervisor positions.
- Coordinator Cooney has been working with Manager Lange and HR Consultant Letty Juarez recruiting part-time drivers for Senior Services in the wake of current driver Jose Meza’s request to reduce his hours in a move toward retirement. Interviews are taking place this month.

Funding

Donations

- “Giving Tree” donors contributed \$7,950.00 during the months of January – March 2018 bringing the total for this fiscal year to \$14,830.00.
- Members of the Torchbearer Phi chapter of Delta Sigma Phi (pictured right) presented Senior Services with a check for \$1,000 after participating in this year’s “March for Meals” campaign by delivering Meals on Wheels to clients residing at Ocean View Senior Apartments. In addition to this generous support, Torchbearer Phi members have been providing gifts for Pacifica Meals on Wheels clients every holiday for over 10 years.
- Members of the Torchbearer Rho chapter of Delta Sigma Phi presented a \$250 donation to sponsor lunch and serve our Congregate participants during the “March for Meals” campaign. They topped off their afternoon community service by offering raffle door prizes to luncheon guests.



Grants

- Manager Lange is preparing the proposal for this years’ Pacifica Care funding opportunity.
- Coordinator Cooney is drafting a proposal for an AARP grant opportunity.

Program Income

- Please see attached Monthly Income Report and program reports below.

Facilities, Equipment, Supplies

Impact of Equalization Basin (EQ) Project on Senior Services

- Manager Lange coordinated with Public Works Director Ocampo to have a handrail installed on the west entrance of the Community Center to enable frail seniors to safely enter the Senior Center from the temporary bus loading zone in Parking Lot C. The railing was primed and painted by a volunteer. All work was completed March 19.



Ergonomic Evaluations

- New chairs for the computer lab were purchased with “Giving Tree” funds. These safer and more comfortable chairs will arrive April 24.
- Staff workstations were evaluated and improvements needed to correct ergonomic deficiencies were identified. Purchases primarily consisting of new chairs, monitors, mousepads and headsets have been made. Where possible, donations of these items were solicited and received.

Programs, Classes & Activities

(Submitted by Janis Haynes, Program Coordinator)

Membership

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

As indicated in the U.S. Census data in the chart to the right, there were an estimated 8,264 seniors residing in Pacifica, CA in 2016. Pacifica Senior Services is proud to share that as of March 2018, 846 local seniors were enrolled as “Seniors in Action” members of the Pacifica Senior Center (a 31% increase over last year). This year these members, along with non-member seniors, engaged in 9,390 participations in the 40 classes and group activities offered weekly at the Senior Center (chart below). Please see attached FY2017-18 Monthly Income Report for information on revenue related to membership and class participation.

Pacifica, California Age Range	2016	
	Estimate	% of Total
60 to 64 years	2,803	7.22%
65 to 74 years	3,485	8.97%
75 to 84 years	1,386	3.57%
85 years and over	590	1.52%
	8,264	21.27%

https://factfinder.census.gov/table//series/017/pages/productview.xhtml?_lang=en

Quarter	Participations/Attendances
QTR 1 JUL-SEP	3,120
QTR 2 OCT-DEC	2,894
QTR 3 JAN-MAR	2,276
Total Year-to-Date	9,309

“Seniors in Action” members receive “Senior Tidings,” our bi-monthly newsletter which includes activities, classes, menus, a spotlight on nutrition, and timely updates via USPS or email. Starting with the May & June 2018 edition, the email version of “Tidings” will be expanded to include a membership corner (acknowledging birthdays, anniversaries and get well wishes); a Golden Treasures gift shop update; promotion of general PB&R programs available to seniors; flyers on significant, regional senior programs; and photo collages of special events.

Life-Learning and Health Activities

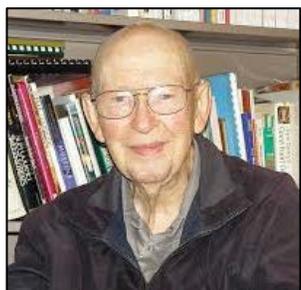
- January 31 – Mary Bernstein, LMFT of Mills-Peninsula Behavior Health presented on the subject of “Beating the Blues” during Congregate Lunch. She spoke of isolation, loneliness, depression and their effects on both physical and mental health. Mary described how social isolation can make seniors more vulnerable to elder abuse and how feelings of loneliness are associated with more depressive symptoms in both middle-aged and older adults. These are sensitive topics. While the question and answer portion of the presentation was subdued, all the hand-out materials were taken and staff has been asked to include “Beating the Blues” sessions on a weekly or, at least monthly, basis.

- March 7 – 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. Its nurses come to the Center on the first Wednesday of every month to 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. On March 7, the *Wise & Well Annual Health Screening* was conducted with 41 participants including 17 new enrollees. Janel Jurosky, MSN, RN, extended her gratitude to all who participated and assisted with the program. Janel cherishes the partnership with Pacifica Senior Services and shares our hope that we can continue to grow "Wise & Well."
- March 8 – Representatives from Sutter Health demonstrated *Philips Lifeline*, one of a number of medical alert systems on the market.
- March 13 and 20 – Ten participants completed the 8-hour *AARP Drivers' Safety Course*. Each will receive a certificate to present to their auto insurance agent for a possible discount.
- Every other Wednesday of each month – Registered dietician, Tracie Dalton, provides monthly *nutrition education* during Congregate Lunch. Topics covered this quarter included: understanding the new food label, diabetes care, and the importance of dietary fiber.
- Second Friday of each month – *Drop-in Grief Support* sessions facilitated by Roby Newman, LCSW from Mission Hospice & Home Care are increasingly well attended. All seniors navigating the loss of a love one are welcome to attend these free sessions.

Recreation & Enrichment Classes

Second and Fourth Monday of each month – American Line Dancing with instructor Allen Isidro started at the Pacifica Senior Center on March 12. Instructor Isidro has quite a following and is well known from his classes at the San Bruno Senior Center. We expect American Line Dancing to become one of our most popular classes.

Special Events and Entertainment



January 18 - With great sadness, every passing quarter Pacifica Senior Services' members, guests, volunteers and staff say "good bye" to friends and loved ones. After long-time Senior Services and Sanchez Art Center member, Basil Brummel, passed away in November 2017 his son Eric contacted Senior Services about the possibility of displaying some of Basil's paintings in the Community Center gallery. That showing and a reception with Eric and Basil's family and friends took place in January. Many were pleasantly surprised by the scope and beauty of Basil's work. All were grateful for sharing in this celebration of Basil's life.

- February 14 – Valentine's Day is always celebrated in style at the Senior Center. SIA President Marge Ryan was delighted to announce this year's King and Queen of Hearts: Karla Summers and Charles Ozorio. Decorations, delicious food, festive games, and Valentine's Day cookies were at the heart of this lovely day.
- February 16 – Chinese New Year - the year of the dog – and the beauty of Chinese culture and cuisine were enjoyed at the Center.
- February 27 – Mardi Gras was celebrated during Congregate Lunch -- not on Fat Tuesday -- but on Thursday, February 27 this year. Always a colorful party, this year's event centered on Chef Cindy Fuentes' New Orleans inspired traditions including red beans and rice.



March

- March 6 – Seniors not only partake of Senior Services' programs, they often initiate and lead them. Case in point, Diana Sodini (retired and renowned restaurant owner) offered her third Cooking Demonstration featuring tasty, nutritious recipes that are easy to prepare at home for one or two diners. Seniors thoroughly appreciated getting an up close, birds-eye view of how to prepare a new dish at home. Take-away recipes helped budding chefs simplify shopping and cooking.
- March 13 – Volunteer Linda Giorgi, who coordinates our casino trips with the Travel Center, filled the bus to Graton Casino generating \$227 for the Senior Center. Our next casino trip will be to Red Hawk on July 17.
- March 14 – Senior Joan Grant offered what was the first of many presentations on how to "Declutter & Organize."
- March 17 – Year in and year out, St. Patrick's Day marks one of the most attended celebrations at the Senior Center. Seventy five seniors filled the dining room for fun and shenanigans this year. The celebrations also included special guest, Stan Morgan, who wanted to celebrate his 100th birthday at the Center with family and friends. Stan's daughter Jane brought a delicious birthday cake for all to share.
- March 29 – Easter was celebrated with bonnets and hats, jelly bean games, and holiday cookies for all!



Senior Nutrition Programs

Congregate Lunch Program

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

CONGREGATE LUNCH PROGRAM (C-1)

	FY1617			FY1718		
	Clients	Meals	Contributions	Clients	Meals	Contributions
January		1030	\$ 2,516.00		963	\$ 2,178.50
February		1024	\$ 2,121.00		927	\$ 1,636.00
March		1253	\$ 2,881.50		1,081	\$ 1,998.00
	297	3,307	\$ 7,518.50	251	2,971	\$ 5,812.50
				-15%	-10%	-23%



Pacifica Senior Services' Food Services team produced and volunteers served 2,971 meals in the third quarter of FY1718 for the Congregate Lunch program which operates from 12:00 pm – 1:00 pm Monday through Friday at the Community Center. (Last quarter, 3,049 meals were served.)

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

Food Services Coordinator Fuentes informally surveys Congregate Lunch guests every day. Based on feedback, she introduced new entrees this quarter including Turkey Salad Wraps and Greek Garbanzo Bean Salad. Both have been very well received. It's important to note that each new or modified recipe must meet strict nutrient guidelines when introduced into the Pacifica Senior Services system of four six-week seasonal menu plans.

Coordinator Fuentes will be honored for 5 years of service with the City of Pacifica at the City's employee recognition event on May 17. Manager Lange notes Coordinator Fuentes' leadership efforts during the last two quarters assisted new colleagues at sister agency Senior Coastsiders in Half Moon Bay and the San Mateo County Health System.

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

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

	FY1617			FY1718		
	Clients	Meals	Contributions	Clients	Meals	Contributions
January		1292	\$ 2,755.50		1,226	\$ 1,808.00
February		1096	\$ 2,265.00		1,095	\$ 1,625.50
March		1255	\$ 1,938.00		1,333	\$ 2,361.00
	82	3,643	\$ 6,958.50	78	3,654	\$ 5,794.50
				-5%	0%	-17%

Pacifica Senior Services Food Services team produced and volunteers delivered 3,654 Meals on Wheels in the second quarter of FY1718. (Last quarter 3,316 meals were delivered.)

The MOW program is currently very well-served by 57 volunteers including 35 with standing weekly routes and 22 substitutes. All volunteers participate in the ongoing verification of their driver's licenses and insurance coverages as well as "food safety on the go" in-service trainings as needed. We proudly count four retired nurses, three retired firefighters, and five active CERT members among our MOW volunteers.



During the first week of March, Pacifica Senior Services added a sixth delivery route covering Shelter Cove to our Meals on Wheels program. Shelter Cove (pictured left) is a 17-acre beach neighborhood at the southerly edge of Pacifica that is accessible only on foot down 160 stairs. Coordinator Cooney reached out to a variety of community leaders hoping to find volunteers for this rigorous route among their extended networks. These leaders, however, personally and immediately stepped in to meet the need. Our thanks to Forrest Whitaker, Ginny and Robin Jaquith, Christine Stahl, Pat Early, Bruce Heckert, Sue Lange, Ann Van Ess, and Greg and Karen Cochran...Team Shelter Cove!

The fourth cohort of San Francisco State University (SFSU) School of Nursing students joined the Meals on Wheels program in January. These students conduct in-home visits with clients to determine eligibility and the need for other supportive services. This partnership offers tremendous service to our homebound seniors, has proven to be a rich learning environment for the students, and provides more than 100 hours of community service each semester to augment Pacifica Senior Services staffing.

Our annual "Night Out on the Town" event designed specifically to provide our homebound Meals on Wheels clients with their own evening of elegance was a terrific success on February 28. Guests were greeted with corsages/boutonnieres, seated for a professional portrait by Lynne Friend of Capture Today's Magic, and escorted to their tables where they were served a sumptuous entrée of either beef wellington or crab-stuffed filet of sole. The evening was very well attended. Staff was particularly moved to see old friends reconnect, some after months or years with little or no contact. We witnessed two



guests share laughter and tears as both recounted the very recently passing of their adult daughters. This genuinely special event would not be possible without the generosity of City of Pacifica employees and community members, including Commission Abbott who scored the prized silent auction item: a stay at Safari West in Santa Rosa donated by Pacifica Police Officers and staff. Our heartfelt thanks to all who enabled this celebration!

Pacifica Seniors Services continued its tradition again this year of participating in the national “March for Meals” campaign to raise awareness of senior hunger and isolation. Special thanks are due Mayor John Keener and City Manager Woodhouse for serving as the campaign’s Community Champions, delivering Meals on Wheels, and addressing the guests at Congregate Lunch on Wednesday, March 21. Other community leaders participating in the campaign included members of Torchbearer Phi, members of Torchbearer Rho, and Youth Advisory Board members. Additional opportunities to raise awareness of senior issues and to make the rounds with Meals on Wheels volunteers will be available in May during National Older Americans Month.



Transportation Program (Submitted by Ann Cooney, Transportation Coordinator)

Driver Jose Meza provided over 1,351 one-way trips to and from the Center and on shopping excursions in the third quarter of FY1718.

TRANSPORTATION (IIIB)

	FY1617			FY1718		
	Clients*	Trips	Contributions	Clients*	Trips	Contributions
January		418	\$ 376.00		462	\$ 344.00
February		401	\$ 307.00		458	\$ 308.00
March		532	\$ 371.00		431	\$ 402.00
	52	1,351	\$ 1,054.00	49	1,351	\$ 1,054.00
				-6%	0%	0%

*Unduplicated Year-to-Date

Installation of the City of Pacifica and Senior Services logos and graphics on the new 7-passenger bus was completed in March.

Recreation Manager Lange and MOW/Transportation Coordinator Cooney participated in the SamTrans “Get us Moving” event on February 1.

Recreation Manager Lange serves as the PB&R staff representative on the SamTrans “Senior Mobility Plan Update” project. Hopes are to address improved path of travel issues to/from bus stops and key facilities for older adults. The first meeting pertained to ways to solicit feedback from older adult on areas of concern by the end of March. After reviewing the feedback, public solicitation for input will begin.



Information & Referral Services (Submitted by Karen Parque, Information & Referral Coordinator)
Shopping Assistance for Seniors Homebound (SASH)

SASH volunteers shop for homebound seniors in need of groceries and household supplies. Our three active volunteer shoppers continue to serve six clients. As we are seeing a significant increase in seniors needing this kind of help to maintain their independence and health, staff is actively recruiting SASH volunteers.

Medical Supply Loan Program

The Medical Supply Loan program provided 25 pieces of equipment to our seniors between January and March. At this time we are hoping to receive donations to restock it. In particular, we are looking for canes, walkers, shower chairs, commodes and wheelchairs.

Community Outreach & Partnerships



The *AARP Foundation's Tax-Aide Service* wraps up its season on April 12. Our experienced tax-aid volunteers worked very hard and were extremely productive this year. As of March 31, they had met with 334 clients and completed 268 tax returns at a savings of over \$40,000 for clients. The processed returns generated \$292,472 in refunds that will enhance savings accounts and stimulate our local economy.

Pacifica Pop-up Library staff visit the Senior Center every other Tuesday offering a convenient opportunity for seniors to check out books, CDs, DVDs and books on tape.

January 10 - HICAP speaker Cherie Moreno offered an information presentation on *Medicare Enrollment* for Part A & B along with updates on the new Medicare identification cards coming in April 2018.

January 24 - *Fraud & Elder Abuse* expert, Nicole Fernandez, returned to the Pacifica Senior Center to share the latest tips on how to avoid scams and identify signs of financial abuse.



January 19 - Information and Referral Coordinator Parque participated in the *Pacifica Boys and Girls Club's first annual Health & Wellness Fair*. She staffed an inviting table offering comprehensive information pertaining to services that are available to Pacifica seniors.

Senior Services will have materials available at the PB&R booth during the *Pacifica Earth Day Eco Fest* on Saturday, April 21

This year's *Pacifica Senior Services' Health & Information Fair* is set for May 16. At least 25 non-profit and government services representative will be present. If you have a recommendation for an organization you would like to see at the Fair, please contact Coordinator Parque.

Onsite Services Provided at the Senior Center

- Haircuts by Elizabeth – 26 Appointments
- Podiatry by Joan Small, DPM - 50 Appointments

Responses to Inquiries (In Person and Over the Phone)

- Housing – 16 calls
- Caregivers – 4 calls
- General Questions – 16

**CITY OF PACIFICA
CITYWIDE CURB RAMP PROJECT
PROPOSED LOCATION LIST**

SITE #	STREET	CROSS STREET	QUANTITY
1	GATEWAY DRIVE	FAIRMONT SHOPPING CENTER	4
2	MAGELLAN DRIVE	ARCADIA DRIVE	2
3	PALMETTO AVENUE	MAGELLAN DRIVE	2
4	GATEWAY DRIVE	SPRINGDALE DRIVE	3
5	PALMETTO AVENUE	BILL DRAKE WAY	2
6	PALMETTO AVENUE	WEST AVALON DRIVE	2
7	PALMETTO AVENUE	MILAGRA PEDESTRIAN OVERCROSSING	4
8	OCEANA BOULEVARD	MILAGRA DRIVE	2
9	OCEANA BOULEVARD	PALOMA AVENUE	3
10	CRESPI DRIVE	ROBERTS ROAD	3
11	CRESPI DRIVE	LADERA WAY	2
12	CRESPI DRIVE	PERALTA ROAD	3
13	CRESPI DRIVE	ESCALERO ROAD	4
14	CRESPI DRIVE	SEVILLE DRIVE	3
15	DE SOLO DRIVE	ANZA DRIVE	4
16	DE SOLO DRIVE	ARGUELLO BOULEVARD	4
17	PERALTA ROAD	MONTEZUMA DRIVE	4
18	FRANCISCO BOULEVARD	CARMEL AVENUE	1
19	ODDSTAD BOULEVARD	LINDA MAR BOULEVARD	4
20	ODDSTAD BOULEVARD	TOLEDO COURT	3
21	ODDSTAD BOULEVARD	SHOPPING CENTER DRIVEWAY	2
22	ODDSTAD BOULEVARD	PARK PACIFICA AVENUE	4
23	TERRA NOVA BOULEVARD	SHOPPING CENTER DRIVEWAY	2
24	TERRA NOVA BOULEVARD	ODDSTAD BOULEVARD	4
25	ROSITA ROAD	MONTE VERDE DRIVE	4
26	ROSITA ROAD	RIO VISTA DRIVE	4
27	ROSITA ROAD	PALOU DRIVE	2
28	ROSITA ROAD	GALVEZ DRIVE WEST	2
29	ROSITA ROAD	GALVEZ DRIVE EAST	4
30	ROSITA ROAD	CAPISTRANO DRIVE	3
31	LINDA MAR BOULEVARD	CAPISTRANO DRIVE	2
32	LINDA MAR BOULEVARD	MADEIRA DRIVE	2
33	ROCKAWAY BEACH AVENUE	DONDEE WAY	5
34	REINA DEL MAR AVENUE	RIECHLING AVENUE	2
35	REINA DEL MAR AVENUE	LAUREN AVENUE	2
36	FRANCISCO BOULEVARD	CLARENDON ROAD	4
37	FRANCISCO BOULEVARD	SANTA MARIA AVENUE	2
38	FRANCISCO BOULEVARD	SALADA AVENUE	2
39			
40			

TOTAL

111