MINUTES
Parks, Beaches and Recreation Commission
City of Pacifica

REGULAR MEETING – 7 PM
Wednesday, May 23, 2018
City Council Chambers
2212 Beach Blvd.
Pacifica, CA 94044

CALL TO ORDER:
Chair Bier called the meeting to order at 7:00 p.m.

I PLEDGE OF ALLEGIANCE:
The Pledge of Allegiance was led by **Commissioner Kellogg.**

II ROLL CALL:
Commissioners Present: Chair Bier, Commissioners Kellogg, Murphy, Poblitz. Abbott arrived at 7:15 pm
Commissioners Absent: Cochran
Commissioners Excused: Knowles
Staff Present: Director Michael Perez, Acting Recreation Supervisor Phipps, PW Arborist Aaron Clark, PW Field Services Mgr, Raymond Biagini,

III APPROVAL OF MINUTES:
Chair Bier called for a motion to approve the minutes of the 4/25/18 meeting. **Motion was made by Commissioner Murphy, seconded by Commissioner Kellogg, motion carried 4-0.**

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 Kellogg, motion carried 4-0.**

V PUBLIC HEARING:
Appeal to Heritage Tree Removal Application No. HT-008-18. The permit to remove the tree was filed by Skyridge Homeowners Assn. and the appeal was filed by Steve Ellsworth, in addition to two separate appeals were filed by Elwood Johnson and Jesse and Joan Durazo. She stated that Parks Superintendent, Aaron Clark, was present with a staff report.

Aaron Clark, PW Dept., presented the staff report. The reason for the request for removal was safety. He mentioned various other trees that were listed. He stated that the permit, if issued, stated that all pruning was to be done in accordance with the ISA

AGENDA

Parks, Beaches and Recreation Commission
City of Pacifica

WEDNESDAY, JULY 18, 2018
CITY COUNCIL CHAMBERS
2212 Beach Boulevard

CALL TO ORDER
7:00 PM *REGULAR MEETING*

I PLEDGE OF ALLEGIANCE

II ROLL CALL

III APPROVAL OF MINUTES Regular Meeting May 23, 2018

IV ADOPTION OF AGENDA

V SPECIAL PRESENTATION
Anthony Schriver - Aquatics

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 ITEMS FOR CONSIDERATION
BPAC Update

IX REPORTS, ANNOUNCEMENTS AND CORRISPONDANCE FROM COMMISSIONERS

X REPORTS FROM STAFF
A) Director Perez

XI ADJOURNMENT

Next Study Session: TBD

Next Regular Meeting: 8/22/18

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.

guidelines, adding that it was not considered substantial and does not require a permit. He stated that the permit requires a replacement of each of the five trees to be removed with the same species of tree. He explained the process, and stated that the city has received three appeals from Mr. Ellsworth, Elwood Johnson and Jesse and Joan Durazo. He stated that the notice of the appeal hearing scheduled for May 23 was sent to each applicant. He then gave some specific data on the applicable trees, including pictures of the trees.
Commissioner Kellogg – No comment.
Commissioner Poblitz – No comment.
Commissioner Murphy – Asked, if the trees have root failure and whether that presents a safety issue.
Mr. Clark stated that for the tree to be a risk there has to be a target, and they are right behind the buildings. He stated that the trees are very young and a stone pine can reach 80 feet tall, and the roots have failed. It was his opinion that it was hard to imagine allowing them to grow any taller as they are already too tall to be supported by the failed root system. He thought it was a possibility that they could be pruned and kept in a bonsai state. He thought the degree of pruning required to make them safe with the present root system would exceed normal pruning guidelines and why he didn't recommend it. He thought, if interested, the homeowner association could hire an arborist and discuss the issue but he thought replacing them was a more logical solution.
Commissioner Murphy asked if the root failure was detrimental to the tree and would prevent its growth.
Mr. Clark stated that a tree can live with the roots' present condition but he thought it was hard to imagine it could be stable if it got much taller. He stated that they have the same problem at Frontierland Park, probably because of being planted on a graded hillside with minimal soil and they have that problem in other areas where it was graded, with a lot of tree failures where they fall over. He didn't believe they could get any bigger than they are and would likely fall over. He stated that a lot of roots have been pulled out of the ground. He stated that most roots will be in the top one foot of the soil, and probably will not find any roots deeper than that foot. He stated that, if they were reduced by 30% in size and maintained at that size, it might be okay, adding that it would be a constant maintenance chore. If someone didn't keep up, they would be running a risk. He felt the homeowners association was prudent to remove and replace them with new trees and hope those root systems will be better established.
Chair Bier referred to the mentioning of replacing the trees, but she thought that would still be on a grade and she asked how they would grow.
Mr. Clark stated that these trees were planted as part of a plan and he thought there was a procedure the homeowners association could go through to change the landscaping but it was not as simple as a regular homeowner as it has been approved by the city. He stated that he would recommend a different type of tree, but he thought the homeowners association didn't want to go through the hastle of changing the plan and they were basically agreeing to plant the same species.
Commissioner Poblitz asked the approximate age of the trees.
Mr. Clark thought they were about 15 years old.

Steve Ellsworth, appellant, thanked the Commission for the opportunity to speak. He stated that he filed the appeal because the applicant submitted to the city by the Skyridge Association manager did not meet the requirement of the city's tree heritage ordinance, specifically not identifying the exact location of each tree, the species, diameter, whether

it will be removed or pruned in addition to not including an arborist report and he didn't believe the permit application documents matched the response letter from the city with their number as 17 trees and the city as 5. He met with PW Field Services Mgr. Biagini and they did a walk through and found that only one tree was posted and agreed it only needed pruning. He stated that it was important that any replacement tree not be placed in locations resulting in future removal, impede or devalue any homeowners' property. He thought, if they were provided an arborist report and clear identification of all trees, it would allow everyone to understand the impact of the proposed work prior to the abrupt removal of the heritage tree next to the Westborough Water District property. He perceived that as an illegal and deceitful act in January, signed by staff, and he hoped a lesson was learned, mentioning various processes he felt should be followed in accordance with environmental laws such as CEQA. He was asking the Commission to deny the permit application until the applicants provide necessary documentation and noticing. He then concluded that what happened regarding the heritage tree was very wrong and he sent Council pictures of the tree, and it was the main reason that he was before the Commission now. He mentioned every action he has taken such as getting every record on this tree, and he was working with an attorney on this and looking for a fair settlement. He stated that the Water District said that the city signed off on the EIR and there were mitigation efforts to be taken and that was his premise for being present at this time.

Chair Bier asked Director Perez if she was correct that there was no one present from Skyridge.

Director Perez stated that these were all the appellants.

Chair Bier stated that they will move to public comment.
Jesse Durazo stated that he has lived on Panorama Court for 20 years. He stated that he has enjoyed the trees on Skyline. He felt to do anything to that area would be a shame, referring to all the animals and birds that live in that area. He felt the board went overboard and he hoped that they realize that preserving our land was being taken away and he hoped they make the right decision on that issue.
Chair Bier closed public hearing. She asked if he needed a three-minute rebuttal period.
Director Perez stated that, if they had questions of the appellant that would be fine.

Chair Bier asked if they had any questions or comments from the Commission.
Commissioner Kellogg stated that he was concerned about the postings not being shown on all the trees. He asked if that was an accurate assessment of what he was saying.
PW Dept. Clark stated that it was some accurate as they all had tags on them but the four trees in question were behind the building and you couldn't see them from the street. He stated that, while he might be mistaken, he was in contact with the president of the homeowners' association and thought it was discussed at the homeowners' association meeting and everyone was aware of the trees in question. He stated that they don't normally get involved with the homeowners' association, explaining that these people were all owners of the trees and the conflict is normally between adjacent property owners. He thought removing the trees was a good call, but he didn't know what to say about the fact that these people owned the trees, adding that there was a safety issue presently for the people who have houses in direct line of where the trees are leaning.

Director Perez stated that if they have questions for him, it was up to the chair to ask him to come up.
Commissioner Abbott didn't know if Mr. Clark or someone else knows the answer, but when she looked at the trees, she thought they have been in this fallen over condition for a while with a lot of growth around them and pretty stable, although awkward looking. She asked if they have been in this state for some time.
PW Dept. Clark agreed with that.
Commissioner Abbott stated that they have had appeals recently where the trees were very tall but on a hill and were standing upright. She thought, if they fell over, they could have caused a lot of damage to a structure below the tree. She thought, with these trees, they may slowly slide further down but not a real sense of threat of them falling on anything.
PW Dept. Clark agreed that now they don't create a threat but he wouldn't deny a permit to someone who wants to remove a tree where the roots have failed. He also felt, if an owner wants to keep the trees and maintain them in a safe way, it was their right to do that. He thought it was prudent to remove the trees and replace them, but if the homeowners don't want to remove the trees, the city was not telling anyone to remove it. He thought, since the appellants are owners of the trees, they needed to work it out with the homeowners association. He stated that the city's position was, if they want to remove the trees, there would be no reason to not grant the permit to do it as they meet that justification.
Chair Bier thought they know they have root failure because they are on their side.
PW Dept. Clark agreed that the trees will get bigger and if they were 15 feet taller than now, he wouldn't trust the root systems to hold them up. He thought some of them, in a stormy wet winter, could fall over and if not maintained and they get bigger, they will fail at some point.
Chair Bier asked if they had seen an opportunity to trim the trees versus taking them out.
PW Dept. Clark thought they could prune them, but he felt it was up to the homeowners association, as he would not tell an owner they can't take a tree out based on the condition of those trees. He again stated that there are probably things they can do to keep them if they want to do that and that was what the owners of the trees need to decide among themselves.
Chair Bier stated that she read the minutes of the Board of Directors but they don't know of any other conversations that took place among the homeowners about this other than stating that there was a permit for removal of the trees.
Commissioner Poblitz – No comment.
Commissioner Murphy stated that the reason for taking down the trees was a safety issue and he concluded that there did not appear to be a safety problem at the moment. He agreed that, if the trees grew bigger, it could become a safety problem because the roots won't be able to hold up a larger tree. He thought, because of the root problem, it could be a good idea to remove the trees to ensure there won't be a future safety issue. He thought, as the homeowners association was willing to plant new trees in place of them, it was a good trade off. However he didn't see that they were posing a safety problem now and he would be inclined not to cut them down.
Chair Bier agreed that she was struck by the comments of the owners of the trees present at this meeting, and she appreciated that. She also looked at the trees and she was leaning toward not approving the applicant.

Commissioner Abbott referred to comment that they didn't see anyone present, and she was aware that they were noticed about this meeting, but no one called anyone to say they weren't going to show up, etc., in support of this.
Director Perez stated that the notice goes out through the Public Works Department.
Steve Ellsworth stated that he understood that the HOA voted to remove the trees.

Chair Bier asked him if he would come up to the microphone so they can catch what he was saying.
Steve Ellsworth stated that the HOA works in a void without people around. He thought, when the first Cyprus tree went, the idea was to get rid of all the trees down the line and they found out they own the trees and they don't want to maintain them. He stated that they were seeing problems and issues they brought up. He stated that the stone pines were a requirement of the city to be planted as part of the EIR, and there were 30 planted over 19 years ago. He stated that the city deemed that they were the appropriate tree on the appropriate slope. He stated that the Board lets them know by putting a blurb in to remove tree and permit to be issued by the city. He stated again that the applicant stated it was five trees, but the permit application shows 17 without specifically pointing them out. He thought they were trying to take all the trees because it was a view issue for some owners, mentioning that he has one person who wants ocean views in front of his house. He stated that once you knock out a few stone pines, you just take the rest of them.
Chair Bier asked if there were any other questions.
Commissioner Murphy stated that he felt it was a telling thing when someone doesn't show up representing the homeowners association.
Chair Bier agreed. She stated that there was an action requested and staff recommended that the Commission approve the removal of the permit for five pine trees and requested that the Commission approve, disapprove or modify the decision of city staff approving the application for removal of the trees. She asked if there was a motion to uphold the appeal and to not take down the trees.
Motion was made by **Commissioner Abbott** to uphold the appeal and deny the application for the removal of Heritage Tree Removal Application No. HT-008-18 filed by Skyridge Homeowners Assn. seconded by **Commissioner Murphy**. Motion carried 4-1

Chair Bier understood that the homeowners association could come back in the future if they wanted to make another request.

Director Perez thought they could apply for another permit for removal if they would like to do that at any point, maybe talking to their constituents then.

VI ORAL COMMUNICATIONS:
None

VII ITEMS FOR CONSENT:
None

VII I ITEMS FOR CONSIDERATION:

Recap of Annual Report to Council

Chair Bier stated that she and Commissioner Kellogg gave the annual report to Council and they could speak to that.
Commissioner Kellogg stated that Director Perez gave them points to go over which they discussed at the previous month's meeting and they stayed on the same topic with no alterations to the presentation they were given.
Chair Bier stated that it was an evening when other commissioners came and gave their presentations and their time was short. She was happy that Council had questions, and Councilmember O'Neill stated that there had been a drowning at Rockaway Beach some time ago and questioned whether there would be signs posted there. She stated that she didn't have a complete answer but Jim Lang stepped up and responded to him. She asked if any of them knew or heard about that incident or heard about any signs.
Commissioner Abbott recalled talking about signs before, mostly when there had been Issues a number of years ago in Sharp Park when three people passed away over a short period of time. She understood that there are signs posted, but unfortunately not everyone reads signs. She thought signs in the city was a subject for future conversations. She again stated that putting up signs doesn't prevent something from happening as it was well posted in Sharp Park but it still happens.
Commissioner Murphy didn't know if there were any signs at Rockaway.
Commissioner Abbott was thinking of one, but it may be the waves.
Commissioner Kellogg thought it might be something to look into in the future for signs about swimming and the dangers. He stated that the reason it was brought up was with one of the presentations being on signage.
Chair Bier agreed that they should follow up because he brought it up and it would be good to come back with some kind of response to that.

IX SPECIAL PRESENTATION:

Sydney Bliss stated that her career in Recreation started when she was in high school and was a lifeguard for the local community college. She stated that she graduated in 2015 with her degree in Parks and Recreation administration. She worked with Pacifica as a building attendant and was a part of the Cabrillo after school program and worked several special events and fell in love with Pacifica. She worked for Burlingame, Moro Bay and Belmont. She was excited to be here, adding that she can't wait for summer because it was her favorite time of the year.
Chair Bier welcomed her.
Sydney Bliss stated that they were free to ask questions.
Commissioner Murphy asked her how long she has been on the job.
Sydney Bliss stated that this was her third week.
Commissioner Poblitz asked where she was spending most of her time with her new role.
Sydney Bliss stated that she was doing a lot of planning for summer. She was trying to get organized with her staff and their schedules ready to be prepared for summer camp.
Commissioner Abbott thought she was based at the Community Center where Michael had been, and she asked if there were any changes in responsibilities or basically the same role.

Sydney Bliss believed it was the same role but didn't know if anything had been shifted. She stated that she will be working with summer camp, after school programs, day teen dances, special events.
Commissioner Abbott thought she had the YAB's as well.
Sydney Bliss added the light program and the community center rentals.
Commissioner Abbott thought the Youth Advisory Board was where she steps in also. She welcomed her, stating it was good to have her back in a much bigger role and they were excited.
Commissioner Kellogg had no questions but welcomed her and was glad to have her here.
Sydney Bliss stated that she was excited to be here.
Commissioner Abbott was also glad to have her and felt her excitement which makes her feel excited. She asked that she keep her on the email list so she knows when the next Youth Advisory Board meeting is and she can attend. She added that, if she needs any support from them, let them know.
Director Perez stated that when she interned in Belmont he got a call from a couple of directors telling him how excited they were about her, and thought we would like her. He thought it was good for Pacifica because she came and left an impression. He stated that a lot of coordinators and staff talked to staff members in Burlingame and they all raved about her. He was excited when she applied for the job because he thought he could definitely see her in that job. He stated that they were excited and grateful to HR because they moved specifically to fill the job quickly as it was important to have someone in this position as it touches more things than any other one position. He thanked her and welcomed her.
Commissioner Poblitz asked, when there was communication with the Commission members, if they were on a list for almost everything or do they ask to be emailed when there are different events.
Sydney Bliss stated that she will include them on her email list.
Commissioner Poblitz stated that he would love to be included on everything.
Chair Bier agreed.
Director Perez heard that everyone wants more email from them.

X REPORTS, ANNOUNCEMENTS AND CORRESPONDENCE FROM COMMISSIONERS:

Commissioner Murphy stated that he has nothing
Commissioner Poblitz stated that he did not have any
Commissioner Abbott stated that she attended the Seniors in Action board meeting on Monday. She shared with them how much fun they had at the annual April volunteer event. She thanked them that they let them know that they had a commissioner one day on the job. She stated that it was an impressive event and they were pleased to have that acknowledgement. She showed a copy of a chart that shows how their SIA membership has grown in recent years, from tracking from 2006 at 278 members and now have topped 900. She stated it was interesting that they brought up that Supervisor Lang has been there and they talked about the need for parking and passes changed. She stated that it was a very involved and engaged group. She mentioned that they have a lot of different programs, giving an example, and a donation of $5000 which was used to put an awning over one of the entrances. She stated that it was important for all of them to be

on hand to know what was going on with the equalization basin and the next phase of the project. She stated that they mentioned that the budget will be presented at the meeting on May 29. She stated that they will be voting on their new board in June according to their by-laws. They will have a lot of information they share, such as the new Medicare card and making sure they don't throw it away. She stated that the Library Advisory Committee continues to meet and in July presentations will be going around to community organizations with members making sure they are getting out in public. She stated that the public doesn't always come to their meetings, so they plan to have one community meeting but they will try to go to people, such as making a presentation at the PB&R meeting. She stated that they are trying to communicate that they have heard everyone and they were working on how to afford two libraries which will be a challenge, including a new facility in Sharp Park, and they are working on different design concepts which will be shared at various events as well as different program elements at each library and they will share with groups and partner with city staff and the San Mateo County Libraries, etc. She encouraged sharing information to keep accurate information available. She stated the following day was the next round of the official community working group meetings as well as the technical advisory group on sea level rise. She stated that they had asked for more meetings, mentioning the agendas of those meetings. She stated that for the PB&R Commission, the benchmark that the California Coastal Commission has determined that a day at the beach was valued to be $40, explaining what the value of the beach is and what that means if they lose the beach. She stated that both meetings have been recorded and, if you have the time, she suggested that you watch them on PCT's YouTube channel.
Director Perez asked if she had the location and time.
Commissioner Abbott stated that she will have to send it to him. She thought it was at 6:00 p.m. but she forgets whether it was the Council Chamber or at the Community Center.
Director Perez asked if that was open to the public.
Commissioner Abbott stated that it was always open to the public.
Director Perez thought it was at the Community Center as they didn't have much going on Thursday nights.
Commissioner Kellogg – No comments.

Chair Bier thanked staff for all the work that was done with the Junior Olympics. She mentioned that there was a lot of confusion, but she also thanked them for allowing the Pacifica Prevention Partnership to have a table. She stated that they were able to talk to a lot of parents and youth. She was thinking about the Fourth of July and thought it would be nice to collaborate and created a schedule on who was going to be there at what time. She felt it would help her if they pitched in and figured out when they were going to be there, adding that shifts would be great. She was happy to hear that she attended the Seniors in Action meeting. She asked when they meet.
Commissioner Abbott stated that they meet once a month on Mondays at 1:00 p.m. stated that it is the third Monday.
Commissioner Abbott stated that sometimes it gets changed or cancelled as the last time they were all in Hawaii.

XI REPORTS FROM STAFF:
Director Perez stated he will be giving an update on departmental happenings, and a real quick thank you to staff around the office. He stated that he had knee surgery and it

didn't turn out as he thought, and his recovery time will be four times as long but he was being treated as a patient by everyone at the office. He appreciated that. He then referred to Commissioner Abbott mentioning that PB&R were presenting their budget on the 29th, along with Public Works. He stated that the Capital Improvement Project and fee schedule will be on the June 11 Council meeting. He stated that the Capital Improvement Project already went to the Planning Commission then will go to Council. He stated that on June 25, the last meeting of the fiscal year, Council plans on adopting the budget at that meeting. He stated that, during his presentation on PB&R, he will be talking about department highlights, as well as projected budget numbers. He stated that two things on the list in terms of framing it for Council's work plans were the department's strategic plan and the playground replacement program. He stated that they were making strides on the playground replacement program, and Linda put together a good chart. He stated that they talked about the Roy Davies funding being recommended to be used with one being a playground audit which feed into the playground replacement program and prioritizing things. He stated that, at the budget adoption meeting which is the last meeting in June, they do a proclamation in honor and celebration of July as Parks and Red month and he will be there to accept the proclamation from Council and will talk about the highlights for the summer program. He mentioned that he wasn't available when they talked about the annual report earlier and stated that if they had any questions for him, he was watching it at home on TV. He had noted Councilmember O'Neill bringing up the subject of signs at Rockaway and he thought he would have a conversation with him as he wasn't sure if he was confused about the location or one incident happening years ago which wasn't a result of the rip current. He thought that, sometimes during the annual report, the Councilmembers blur the line between the PB&R commissioners and what PB&R does as a department and they may direct questions that do not pertain to what they do and they don't have the answer. He referred to hearing from their new wonderful coordinator. He stated that they are also working to make the adjustments for the Asst. Supervisor positions approved but they are going slowly on a few other things as they aren't the only department. He stated that they are trying to launch a child care coordinator recruitment and it wasn't that actual title but they were short a person for a year and a half and they would like to get that filled. He stated that they were targeting summer but it was moving quicker with six-week turnaround from the time they launch being good but he thought it will take longer. He stated that the play brochure comes out in August and Beth Phipps will be working on it in July.

Acting Supervisor Phipps stated that she will start working on it in June and has requested that all documentation be sent to her between June 8 and 13.

Director Perez stated that she has to herd staff members to turn information into her so she can get it to the printer, including all the contract instructors and registration will be happening in August for the fall and winter programs. He stated that he didn't have an update in terms of the Ohlone Portola Heritage Trail but they will be trying to convene a Pacifica meeting soon. He stated that he had a County meeting to identify opportunities on the trail and consider trail alignment areas. He stated that where the trail comes into Pacifica above Shamrock Ranch there was an area being ravaged by mountain bikers and you don't want to walk on it but on the safer county road. He stated that they were having some discussions because the treacherous mountain biker trail was more historically accurate but they have to make decisions on what was historical, currently being used, what's safe, etc. He thought the expedition actually came through Shamrock Ranch but they wouldn't be diverting people through Shamrock Ranch. He added that

there was also a question as to whether the trail passed Rockaway and went up Cattle Hill. He thought they actually camped on the beach, look up the hill and probably went up where Cabrillo was which wasn't practical. He stated they were trying to figure out if they went up Roberts Road to Fassler, but he thought there was a section on Roberts Road where there was no sidewalk. He stated that all those things were being taken into consideration with strong feelings from the Historical Society and they were trying to get to some sort of compromise. He thanked Chair Bier for mentioning the Junior Olympics. He felt there was a lot of work that went into it, adding that they had a deal with new technology including cancelled and rescheduled dates, yet they were able to pull it off and have a fun and successful event, specifically with Anthony Shriver and Beth Phipps. He stated that someone who wasn't on the payroll yet was there that day as they dealt with the video freezing, etc. He stated that it actually went longer than he would have liked but they had a big crowd that stayed for the results and see the kids get their awards and having a good time. He stated that the event is free and anyone living in Pacifica can participate and he thought it was amazing how many staff and volunteers they had working and doing things. He stated that Sydney Bliss will have it totally dialed in next year. He stated that they used to do the Fourth of July booth for commissioners in shifts and it was not a reflection on anyone on the Commission but in the past they had people sign up for shifts and one of two things would happen. They would all sign up for the early shifts or they wouldn't adhere to the shifts. He stated that it wasn't up to him to insist they stay but they would just put a staff person there. He stated that they can easily put out shifts but because it was a holiday some people are out of town or have other plans. He stated that, if it needs to be staffed, they will make sure that someone is there. He stated that, since this was only Commissioner Poblitz' second meeting, they only talked about liaison assignments about four times in the past year. He stated that, if there was something they would like to get out of because they are doing too many things, they can let him know and he will talk to Commissioner Poblitz about the things they have left and maybe he can be an alternate for some assignments, mentioning a few groups commissioners are involved with and a few vacancies available. He didn't think he had to bring it back to the group but do it by email. He was happy to answer any questions.
Chair Bier asked if anyone had comments or questions for Director Perez.
Commissioner Kellogg had no questions but thanked him for the report.
Director Perez stated that there was no denial about giving all the flags away.
Commissioner Murphy stated that one year he tried to throw them away because they said "made in China" on them.
Director Perez stated that, if they noticed the minutes were more expounded and longer, they used the stenographer on staff that the Planning Commission and City Council uses. He stated that doing the minutes are tough if you are just trying to put in all the action stuff. Beth Phipps has to go back and listen to it and figure stuff out, and she wanted him to remind them to always speak into the microphone, mentioning that one Commissioner did not speak into the microphone and they lost some information. He stated that they are giving it a try to relieve Beth Phipps of a time-consuming thing and, in terms of the budget, they thought they would try it as it gives a bigger record. He stated that, if they stick with it, that was great but now it was not permanent but just trying it out for the next couple of meetings.
Commissioner Abbott asked who would be doing the park audits when that comes up.
Director Perez stated that they were going to allocate some funding towards it and it would now go to an outside consultant. He thought they could do it in house and would take more time. He stated that, this way, they will get an actual document with

information that will help them. He stated that it was not unusual for Park and Rec Departments to do this type of thing. He stated that sometimes there are people who want to sell them their equipment and they can get a good deal even though they have to go out to bid so they know they can't just get their equipment.
Commissioner Poblitz stated that he feels like the newbie. He asked what was going on with the Fourth of July with the shifts.
Director Perez explained that their department puts on a combination imagining a hometown picnic with bands playing and a group that reads the Declaration of Independence by students, older people, Rotary Club, etc. He stated that they used to have a dog contest sponsored by an outside group, but they weren't doing that anymore. He stated that staff was running around playing new games, booths selling food, etc., from 11:00 to 4:00 on the Fourth. He stated that they have many booths with flyers, etc.
Commissioner Poblitz asked if they have a suggestion box.
Director Perez stated that they will give it to them and don't need a box.
Commissioner Poblitz asked if he can go onto YouTube to watch it directly.
Director Perez thought if you go to Channel 26.
Commissioner Abbott stated that, if you go to the City's website, on the Council page, you can do a live feed. She stated that they sometimes cut off at 11:00 and they get it going if they go longer and within a few days after the Council meeting it will go on YouTube and you can watch it a few days later at your leisure.
Commissioner Poblitz asked when was the last time that any instructors can apply for the next play magazine if they want to put something together.
Acting Supervisor Phipps stated that she would have to have it by the middle of June because of having to check if it was the right fit and if they have the room for it. As far as space for doing the class, she can usually make room in the play brochure itself but that was the other thing.
Chair Bier asked if the Roy Davies fund would be a phase 1 to be an audit and then from there in another budget cycle spending some of the money to replace some of the equipment.
Director Perez stated that it made sense to him but that wasn't being proposed. He stated that there were two other things proposed, and he felt weird about telling them before Council decides so he would want to defer until after the Council meeting about the specifics. He stated that it wasn't a lot of money overall being suggested. He mentioned it was something at a park and another maintenance issue that needed to be taken care of, and they were not looking at spending $400,000 on six new playgrounds right away. He envisioned that Council would approve the small amount. He stated that an audit could cost as little as $5000 but they would want to budget about $15,000 for that. He stated that the other items are just a bit more and he envisioned that, because of the 4/5 requirement for Council, he believed it needs to be a separate action item and they have to acknowledge that and can do that easily. If they are going to spend any money during the next fiscal year, not planned yet, but he didn't see why it couldn't be if they had information mid-year to come back to Council and mention what they would like to spend the money on. It was not on the table now, but he envisions something like that could be on the table.
Commissioner Abbott recalled talking about that at their last meeting when they discussed that the Commission was interested in making some sort of statement or comment about what would be presented to Council for that vote. She thought it sounded like they were in the first step now.

Director Perez thought that made a lot of sense and he voiced that opinion to the City Manager that the PB&R Commission would be a great resource for deciding things like that or recommending that sort of thing. He thought Council would need to send the message back asking them to think about that. He stated that they didn't have a plan yet but he would continue to make sure that was on the table.
Commissioner Abbott referred to the trail activities, and she concluded that his part was on the recreation side with conversations about what to do in Pacifica. She commented that he was on the County Committee and the city one.
Director Perez responded that he was.
Commissioner Abbott asked if the city was also doing additional things as far as what to do in Pacifica specifically.
Director Perez stated that Pat Kramer was involved with him and one of the more high profile people on the committee, and she was suggesting that they expand the group to get more people in. He stated that one issue he has was that there were a lot of people with ideas but not a lot of doers. He stated that they haven't been asked to do a lot, and that group was talking about everything from the actual day it happens and leading up to that and what they do now. He stated that one suggestion was that we should try to be the grand marshall of the FogFest that year. He stated that there was someone in Pacifica who has a Gaspar de Portola outfit and he has been in the parade before. He stated that he didn't know if his group would handle it, but they have an Economic Development Manager and there is a lot of discussion about historical tourism that has popped up. He stated that Councilmember Digre was involved and attended all the city meetings and most of the county meetings.
Commissioner Abbott stated that she has heard things but nothing concrete yet.
Director Perez stated that it was probably because they don't really have anything concrete.
Commissioner Abbott stated that they will stay tuned for that more concrete thing where other organizations may get into it.
Director Perez hoped to get a meeting together in the next month.
Commissioner Abbott understood, mentioning that she has heard art but wasn't sure what that means.
Commissioner Kellogg asked if he knows what the playground audit covers.
Director Perez thought they were talking only about playgrounds but they were not doing a park audit. He stated that they would look at the age of the structure, such as things he mentioned with them about with the playground replacement program. He mentioned that there were safety requirements. He asked if he has been to Edgemar Park.
Commissioner Kellogg responded that he has.
Director Perez stated that Edgemar Park has a small, older playground and the newer one they put in. He stated that the smaller one's footprint still has sand in there and the play structure was bigger than a new play structure would have in that small a space. He thought they would talk about expanding the space. He stated that you don't see swings anymore because you need a lot of space to put a swing in with the appropriate fall zone and you aren't supposed to be mixing little kid swings with big kid swings. He stated that they will look at that and what the appropriate structures would be for the space.
Commissioner Kellogg concluded that they don't have an internal audit.
Director Perez stated that they have playground inspectors but they don't have a lot of money toward this type of thing. He stated that they have a few really good parks and others not as good. He stated that once you do that, you have to do something. He stated that, if they identify all those things, they will be taking down a lot of structures. He

thought having the Roy Davies funding, as he gets more comfortable with the ideas, it made sense to use the funding for those types of things and he didn't think they would be breaking the bank but would still have money to save and work with. He thought, at the beginning of the fiscal year, they should be getting someone in following approval for the budget.
Chair Bier asked him to let her know when the meeting for the Ohlone Trail was.
Director Perez asked if she gets the email when he sends one out.
Chair Bier stated that she didn't have any questions.

Next Study Session: TBD

Next Regular Meeting - June 27, 2018

XII ADJOURNMENT:
Chair Bier asked for a motion to adjourn the meeting. **Commissioner Kellogg the motion to adjourn, seconded by Commissioner Murphy. The motion passed 4-0 and the meeting adjourned at 8:26 pm.**

Respectfully submitted,
Barbara Medina
Public Meeting Stenographer

_____
Parks, Beaches & Recreation Commission
Mary Bier, Chair

Staff Report

Item VII. A)
Date: July 18, 2018
To: Members of the Parks, Beaches and Recreation Commission
From: Michael Perez, Director
Subject: Administrative Update

On the following pages you will find information on our most recent quarter of programs and events, put together by department staff. There has been quite a lot of activity over the past few months, and I would like to thank all of our staff for their hard work and efforts in helping to deliver services to the community. Summer is in full swing with programs, classes and events happening throughout the department. In October we will have quarterly reports which will include a full recap of summer activities.

PLAY

The final touches to the Fall PLAY are currently being made, with the final product scheduled to be delivered to the printer on July 23rd. It will be mailed out to Pacifica residents the first week of August and registration for Fall classes and activities begins on August 15th.

Ohlone Portola Heritage Trail (OPHT)

The PB&R Director, Councilmember Digre, members of the Pacifica Historical Society and the Chair of the OSPAC Committee have all participated in various County committee meetings for the Ohlone Portola Heritage Trail (OPHT) initiative. The second Pacifica stakeholders meeting for 2018 took place in June, with the next one tentatively scheduled for August. These meetings have been organized with the purpose of laying out the Pacifica committee's tasks, direction and achievable goals, including building momentum in 2018 towards the 2019 event.

Surf Etiquette Signage

Recently purchased surf etiquette signage will be installed at Linda Mar Beach. Two surfboard shaped signs were purchased after research and help from Commissioner Cochran and local surfer Stefanie Phillips who brought this issue up to department staff last year.

BPAC

At the PB&R Commission's June 2017 meeting, Public Works staff presented an overview of projects staff recommended the BPAC support via a letter of recommendation to receive Transportation Development Act (TDA) Article 3 Grant Funding. The two projects were funding

for the multi-purpose trail maintenance in the Rockaway area and funding for updating the City's Bicycle and Pedestrian Master Plan. The City did receive funding for the proposal of updating Pacifica's Bicycle and Pedestrian Plan and will going before council with an award of contract on July 23rd.

As Commissioners will recall, staff presented the following information regarding the Bicycle and Pedestrian Plan:

> *The City of Pacifica is in great need of an updated Bicycle and Pedestrian plan. The previous master plan was completed in 2000 and only evaluates the Bicycle network. Since the last bicycle plan in 2000, much within the City has changed. In addition to infrastructure change, bicycle and pedestrian safety standards have also changed greatly since the City's last plan.*
>
> *The City feels a comprehensive plan will greatly help address the City with the following goals:*
>
> 1. *Enhance crosswalks with improvements such as high-visibility striping and bulb outs.*
> 2. *Address safety signs and markings to roadways for improved safety.*
> 3. *Build key sidewalk gaps to link pedestrian travel.*
> 4. *Beautify streetscapes, or high pedestrian traveled areas to encourage residents to use alternate forms of transportation.*
> 5. *Better connect public transportation and high use areas to promote a connected community.*
> 6. *Building bike lanes, bike routes, and separated bikeways to encourage multi modal travel.*
> 7. *Enhance and connect schools with bicycle and pedestrian routes.*
> 8. *Provide a guide for the City to implement Class I, II, III, and Cycle track bicycle lanes*
> 9. *Provide the City with a reference document for future grant applications and public support of projects.*

As the City's BPAC, the PB&R Commission will be very involved in the public meeting and outreach process. Staff will have more information to share with the Commission at tonight's meeting.

Staffing

As part of as part of our department's reorganization strategy, we proposed, and Council approved, the creation of a Senior Services Assistant Supervisor position for the Senior Services Division and a Recreation Assistant Supervisor for the Recreation Division. While this process has taken longer than anticipated, we are very happy to announce that in June, Meals on Wheels/Transportation Coordinator Ann Cooney has been promoted and reclassified to the position of Senior Services Assistant Supervisor, and our Acting Recreation Supervisor Beth Phipps has transitioned into the Recreation Assistant Supervisor Position.

Moving forward, these two positions will help us facilitate the consolidation of the reporting authority of the Senior Services and Recreation divisions to Recreation Manager Jim Lange. 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).

At the time of this meeting we are nearing the end of our Site Coordinator recruitment, and anticipate a announcement of that candidate very soon. In addition we are launching recruitment for a Recreation Specialist to fill Beth's vacant/old position.

We also received news that our current Food Services Coordinator/Chef, Cindy Fuentes, will be leaving in August. Cindy has been with the department for over five years and will be moving to take an out-of-state position. Cindy has been a wonderful, dedicated and hard working part of our Senior Services and PB&R team and we will certainly miss her. While we are very disappointed to see her go, we wish her well in the new position and good luck in all her future endeavors. Recruitment for the Food Services Coordinator/Chef position will be happening right away.

Upcoming Events

- World Dog Surfing Contest – August 4th – permitted activity at Pacifica State Beach
- Inflatable Family Fun Run at Frontierland Park – Thursday, August 16 – 4:30-7:30pm
- Seniors Services Membership Renewal Kick off – month of September
- Fog Jog Run and Stride – Sunday, September 30 – 9am at Salada and Francisco
- Family Fun Fest – Sunday, September 30, 1-4pm at IBL School field
- YAB High School Fair - Thursday, October 4, 6:30-8:00pm at the Community Center
- Parents' Night Out - Saturday, October 13, 5:00-11:00pm at the Community Center
- Senior Services Annual Spaghetti Feed and Silent Auction – Saturday, October 20
- Halloween Spooktacular – Saturday, October 27, 4:30-8:30 and Sunday, October 28, 5:00-7:00pm

Item VII. B)
Date: July 18, 2018
To: Members of the Parks, Beaches and Recreation Commission
From: Beth Phipps, Recreation Assistant Supervisor
Anthony Schriver, Aquatic Recreation Coordinator
Subject: **AQUATICS UPDATE**

At this time, we have 220 swimmers on the swim team - 128 are on the pre competitive team and 92 are on the competitive team. In April the swim team competed in one meet, in May, two meets and in June, one.

Eleven new lifeguard/swim instructors and two cashiers were hired during this quarter for summer programs. These Lifeguards were properly trained by City of Pacifica/American Red Cross Lifeguard Instructors. These new staff members teach swimming lessons, help run the Wet n Wild Camps, lifeguard lap swim programs, recreation swim programs, and our pool party program.

Water Zumba continues to be a hit on Wednesday evenings 8-9pm. We had 15 participants in our 4/11-5/09 session and 15 participants in our 5/23-6/20 session. We hope that these participation numbers continue to grow as this class is the "Pool party" workout with Latin rhythms.

2018 Spring Swim Lessons Monday, Tuesday, Wednesday, Thursday & Saturday

	Tiny Tots	**Children**	**Adults**	**Semi-Private**	**Private**
Monday	6	N/A	4	2	N/A
Tuesday	N/A	46	N/A	6	1
Wednesday	5	20	N/A	13	N/A
Saturday	6	28	6	16	4
2018	**17**	**94**	**10**	**37**	**5**

Little Bobbers Mon, Wed & Sat 2018 17

Brink Pool Rental: April through June
Two Hour Rentals – 16
Three Hour Rentals – 6
One Day Swim Meet - 1

Swim Team

Membership	**2018**
Sea Lions - $72/month	**92**
Pre-Comp-$62/month	**128**

PSL Practice Times

Sea Lions 4-6:15 PM – Monday-Friday
Pre Comp 6:15-7 PM – Monday-Thursday

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

Daytime Aquatics Programs Monthly Participation Totals

	April 2018	**May 2018**	**June 2018**
Senior Aqua X	288	188	245
Senior Lap Swim	541	412	501
Adult Aqua X	94	98	56
Adult Lap Swim	702	808	923
AAM	412	550	605

Daytime Drop-In Program Times
Oceana Pool
M-F 5-8 AM
M-F 10-2 PM* these hours were modified to work around the High School Swim Schedule for the months of March, April and May
Sun 11-1 PM
Sat 8-9:30 AM

Recreation Swim April 2018

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	5	244	49
Wed 7:30-9 pm (adult)	5	180	36
Friday 7-9 pm	4	222	55
Saturday 1-3 pm	4	308	77
Sunday 1-3 pm	4	166	41
2018	**22**	**1120**	**51**

Recreation Swim May 2018

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	122	30
Wed 7:30-9 pm (adult)	4	208	52
Friday, 7-9 pm	5	544	109
Sat. 1-3 pm	5	388	78
Sun. 1-3 pm	4	404	101
2018	**22**	**1472**	**74**

Recreation Swim June 2018

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	404	101
Wed 7:30-9 pm (adult)	4	260	65
Friday, 7-9 pm	5	254	51
Sat. 1-3 pm	4	208	52
Sun. 1-3 pm	4	240	57
Mon-Fri 1-3 PM	2	148	74
2018	**23**	**1514**	**65**

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

Monday thru Sunday 1-3 PM
Through August 5, 2018

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

Item VII. C)

Date: July 18, 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 Child Care division attended an in-service training in June hosted by the California School-Age Consortium (**CalSAC**) on the topic of Professionalism. During this training, participants discussed what it means to be a professional in the world of school-age care and learn how to support the families of the children and youth that they serve. Additionally, participants discussed their understanding of professionalism as it relates to their work with children and youth. They were also given strategies for how to think critically about their role as professionals in school-age care and the importance of being responsible for children and youth.

Over 30 Child Care employees attended this training. Participants who attended the training 'clocked' 2 hours of professional development to add to their Professional Growth Plan & Record. Child Care employees that hold a Teaching Permit from the Commission on Teacher Credentialing must clock a minimum of 105 hours of professional development to renew their permit for an additional 5 year period.

Summer 2018

The summer of 2018 is shaping up to be another busy season in the Child Care division. The program has partnered with both the Kick-Off to Kindergarten (K2K) and ThinkBridge programs to offer before and after care for families with children attending these summer programs. Additionally, Child Care is partnering with the Leaders in Training Education (LITE) program for the 16th summer.

During the summer of 2018 there are three school-age programs operating: Sunset Ridge, Cabrillo and Vallemar and two full day preschool programs open at Fairmont West and Vallemar. There are weekly themes and special site events taking place throughout the summer, including the annual “Wild Animals” assembly, several walking trips and local nature field trips. There will also be Child Care field trips to the Cull Canyon East Bay Regional Park, Don Castro Regional Park, as well as the end of the summer BBQ at Frontierland Park.

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

Pacificans Care Summer Scholarships

For the 11th year in a row the PB&R Department is offering summer scholarships to all the subsidized children in the Child Care program. There is a total of $7,000 in scholarships and this summer qualified families can apply for $100 scholarships per child. Children may attend the out-of-town summer trips or take free swim lessons at Brink Pool throughout the summer. Scholarships can also be used for teens to take part in the summer LITE program. These scholarships were also made available to children in the community at large that qualify for the program who do not attend Child Care programs. These opportunities are made possible through funds donated by Pacificans Care.

Item VII D)
Date: July 18, 2018
To: Members of the Parks, Beaches and Recreation Commission
From: Sydney Bliss, Recreation Coordinator
Subject: Youth and Teens Recreation, Special Events and Community Center Rentals Update

Youth & Teens

Cabrillo and Vallemar After-School Programs

The Cabrillo and Vallemar After-school Program is open Monday, Tuesday, Thursday and Friday from 3:00-5:30pm and Wednesday 1:45-4:15pm during the school year. 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. There were 12 Cabrillo and 27 Vallemar students registered during the last two months of the school year. Both Cabrillo and Vallemar programs will start back up September 2018. This is the first year for the Vallemar program and staff is looking forward to working with site administration to expand attendance with a larger space in the fall. Staff will be working with Cabrillo site administration to help increase attendance in the coming year.

J-Teen Dances

J-teen dances are held at the Community Center one Friday a month from 7:00 to 9:00 PM during the school year. 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 and Aquatics staff. Our last dance for the school year took place on Friday, June 8, 2018, and had an attendance of 197 students.

Future Dance Dates

September 14, 2018
October 12, 2018
November 9, 2018
December 14, 2018
February 8, 2019
March 8, 2019
April 12, 2019
May 17, 2019 – LAST DANCE FOR 18/19 SCHOOL YEAR.

Youth Advisory Board

The Youth Advisory Board (YAB) concluded the 17/18 school year. The next meeting will take place in September and there will be 3 new members installed. They are looking forward to volunteering at J-Teen dance events, the high school fair, the Halloween Spooktacular, the Holiday Lighting, Santa's Workshop and more coming in 18/19.

Special Events

Earth Day Beach Clean Up & EcoFest

As part of the Earth Day activities on Saturday, April 21, staff and several YAB members picked up trash around Francisco Blvd.

Later that day, Recreation staff members worked the PB&R booth at the EcoFest which took place in the south parking lot of Pacifica State Beach. Staff gave out PB&R Frisbees, sunglasses, tote bags and beach balls as well as lots of information about department programs.

Parent's Night Out

On April 21st, the Recreation division hosted the last monthly Parent's Night Out event of the year. Children in Grades K-8 can come to the Pacifica Community Center for a night of fun arts & crafts, games, dinner, & a movie while their parents have a night on the town or a night in without the kids. Sixteen children participated in April's event and Parent's Night Out will start back up in October.

54th Annual Junior Olympics

Boys and girls born between the years 2003 and 2011 and who attend school or live in Pacifica were eligible to compete in the 54th Annual Junior Olympics Track and Field Meet.

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

This year, Ortega won the Don and Hazel Beck Spirit Award. Good Shepherd won the Group 3-4 high point trophy, and Cabrillo won the Group 1-2 high point trophy. Congratulations to every school!

School	2018 Participant Count	2017 Participant Count	2016 Participant Count
Alma Heights	29	35	52
Cabrillo	65	89	100
Good Shepherd	84	43	35
Ortega	68	59	45
Ocean Shore	51	90	53
Vallemar	53	75	84
Sunset Ridge		26	38
IBL	4	4	4
Other	3	1	0
Total:	**357**	**422**	**411**

Participation was down from last year, and staff is planning to work closely with schools next year to support their volunteer coaches. Schools participation can be directly correlated with strong volunteer support.

Adventure Camp 2018 (weeks 1 and 2)

Monday, June 18th marked the first day of summer camp! We opened the Oddstad campus site first with three camp groups – Pioneers (ages 5-8), Explores (ages 8-12) and Trailblazers (ages 10-13). On Monday, July 2nd we opened the Fairmont Park Playground Program called Rangers (ages 8-13).

Campers:
Week 1: Pioneers: 34. Explorers: 32. Trailblazers: 14. 1-Day Field Trippers: 4.
All 84 campers went to Six Flags Discovery Kingdom on Wednesday, June 20th.

Week 2: Pioneers: 32. Explorers: 35. Trailblazers: 14. 1-Day Field Trippers: 7.
All 88 campers went to Antioch Water Park on Wednesday, June 27th.

Pioneer Camper of the Week

Color Wars Sponge Relay

Discovery Kingdom Field Trip Group

Sea Creature Mural for Week 1

Upcoming Special Events include

Inflatable Family Fun Run

- Thursday, August 16, 2018, 4:30-7:30pm

Family Fun Fest

- Sunday, September 30, 2018, 1:00-4:00pm

Youth Advisory Board – High School Fair

- Thursday, October 4, 2018, 6:30-8:00pm

Parents' Night Out

- Saturday, October 13, 2018, 5:00-11:00pm

Spooktacular

- Saturday, October 27, 2018 4:30-8:30pm
- Sunday, October 28, 2018 5:00-7:00pm

Pacifica Community Center

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

Regular Permits include:

Sunday	Victory Outreach Pacifica
Monday	Narcotics Anonymous-Serenity by the Sea Pacifica Oldtimers Newcomers Monday AA Women's AA – Comfortable Shoes
Tuesday	SAM CAR Victory Outreach Pacifica Pacifica American Little League (2nd) Part-Time Recreation Staff meetings (Bi-Weekly)
Wednesday	Pacifica United Soccer Club (1st) Pacifica Sea Lions Swim Team (3rd) Pacifica Quilters (2nd) SAA Meeting
Thursday	Pedro Point Surf Club (Last) Pacifica Toastmasters Pacificans Care (3rd)
Friday	Golden Gate South meeting Alanon Group meeting AlaTeen Group Meeting J-Teen Dances (Once a month)
April Weekend Rentals:	90th Birthday, Art Show, Parents Night Out
May Weekend Rentals:	75th Birthday, Art Show,
June Weekend Rentals:	Summer Camp Training, Bar Mitzvah, Group Reading, Devil's Slide Ride and Run with PARCA

Item VII. E)

Date: July 18, 2018

To: Members of the Parks, Beaches and Recreation Commission

From: Jim Lange, Manager

Subject: SENIOR SERVICES UPDATE April – June 2018

Older American Act Funding

Allocations were released for FY2018-19 Older Americans Act (OAA) funding.

Program	FY 2017-18 Actual	FY 2018-19 Contracted	Funding Variance
Congregate Nutrition			
Units of Service	15725	12,000	-3725
OAA Funds	$24,750	$26,357	$1,607
State Funds	$40,000	$37,003	$-2997
One-Time-Only (OTO)	$16,707	0	$-16,707
Meals on Wheels			
Units of Service	16,977	16,963	-14
OAA Funds	$107,974	$111,110	$3,136
Supplemental MOW			
Units of Service	70	200	TBD
County Trust	$580	$1,272	
Transportation			
Units of Service	5,375	5,375	
OAA Funds	$8,982	$9,431	449
General Program Support (County)	$22,350	$20,814	-$1,536
TOTALS>	**$222,615**	**$205,987**	-$16,628

Program Funding

- 2017/18 was our highest year of Inter-Governmental Funding. 2018/19 contract is disappointing to see a $16,628 decrease. We were told we received an increase per unit of service, but they decreased the number of units they are contracting for.

- 2017 /18 was a strong finish with other funding (non-governmental) and donation efforts:
  - ◊ Membership: $17,947
  - ◊ SIA Class Activity Card Sales: $26,780
  - ◊ *Non-SIA member class participants: $3,896*
  - ◊ Rummage Sales: $41,327
  - ◊ Bingo: $ 7,502
  - ◊ Gift Shop: $3,659
  - ◊ Donations: $2,294
  - ◊ Fundraising: $9,557

◊ Misc. proceeds: $1,736

Total: $114,698

Donations/Sponsorships

- "Giving Tree" contributions reached $19,750 during fiscal year 2017/18. Since the introduction of the "Giving Tree" program, over $149,327 has been raised and $150,000 was contributed from an endowment. Many donations are made in memory or honor of loved ones. Senior Services also received many program upgrade items from our "Wish List" which is published in "Tidings," the Seniors in Action newsletter.
  Projects funded this year from these proceeds include: Chairs for dining room and computer lab, dining room paint job, dining room photos (recently installed), and a camera for Senior Services to photo activities and events.

- Pacificans Care granted our request of $20,000 to assist with programexpenses. This was the second time Senior Services requested general program support instead of program specific funding recognizing that all Senior Service programs are inter-dependent. Pacificans Care is our largest private donor for Senior Services.

Administrative Updates

- Volunteer Recognition Dinner was a huge success. This year's theme was "Volunteers are the Heart of our Team"—and that they are! Their efforts, talents and time allow us to sustain and expand our programs—thus meeting the needs of our community. Over 725 years of accumulated years of service was represented that evening with over 120 of our 150 volunteers attending.. Thank you to the Commissioners that assisted with the evening event.

- Senior Services Annual (2nd) Executive Report for the Senior Services Strategic Plan 2016-2020 draft is attached.

- Senior Services Meals on Wheels / Transportation Coordinator, Ann Cooney, has accepted the promotion of Assistant Senior Services Supervisor. Ann will assist the Recreation Manager in the daily operation and supervision of the Senior Services Coordinators. Ann will continue to manage the MOW and Transportation services.

- The Recreation Manager and Senior Services Staff will be evaluating the Strategic Plan goals and align a work plan in August to move forward for 2018/19.

- Recreation Manager, Asst. Senior Services Supervisor and Information and Referral Coordinator all completed a Sexual Orientation Gender Identity (SOGI) training provided through Aging and Adult Services. It is a California law that any provider receiving federal / state funding must attend this training. As of July 1, 2018 there are three SOGI questions that will be on all Older American Act funded program intake-forms. This data will be used to measure who is/or not receiving services.

- Rummage Sale Manager Volunteer, Lana Thomson, received the Pacificans Care "People Who Care Award" on April 5th. This well-deserved award was given to Lana in recognition of the hours and work that she and her team provide us which as resulted in over $41,000 this fiscal year. Lana has been the Manager of our Rummage Sales for over 13 years.

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

April

- Titanic Experience with volunteer Joan Grant playing the part of Violet Constance Jessop an ocean liner stewardess and nurse surviving both Titanic and the Britannic. The menu was taken from the original recipe book from the Titanic April 1912.
  - Volunteer Recognition-we have 150 volunteers that keep our Center going. Without them I don't know what we'd do! Much thanks to our Commissioners that helped serve.
  - Ukulele Concert-This group has formed a great base of people from all over enjoying playing and singing. They bring a lot of happiness to our Center especially at their concerts during our congregate lunch.

May

- Groupo Folklorico brought us another Cinco de Mayo celebration as they demonstrated some of their authentic dances while wearing their beautiful, colorful dresses.
- Mother's Day with Raul's Revue theatrical group is always a great show with song and dance.
- Educating the seniors on how to "Declutter & Organize" is always a challenge. What to do with all your stuff. This will be on going helping them to keep clutter down to feel comfortable in their living environment.
- We recognized all of our veterans on Memorial Day. A couple of our Seniors in Action Council members made corsages in honor of their services.

- Ocean Shore Schools 3rd graders gave a Spring Concert for the seniors. It's so special having the little ones here. They have a way to brighten up a day. Thanks to Marilyn Wells for their continued visits remembering the seniors.

June

- Father's Day entertainment was provided by Westborough Royal. We had accordionist, Bob Monticelli who is an outstanding entertainer. Root Beer Floats for everyone and all the men received a boutonniere hand made by our SIA Council members.
- Volunteer Receptionists, Jeannie O'Brien, sold the 900th SIA membership on June 12, 2018. Yes! This is a record mark here at the Center. Both Jeannie and our 900th member, Penny Mayo, received a $15 Gift Card from Safeway for this monumental record, which was voted and approved by the Seniors in Action Council (SIA).
- Diana Soudini and Jim Lange did a Cooking Demo that was the best so far! Cabbage Supper and Broccoli & Cheddar Bake recipes were handed out along with samples for everyone to try. This activity highlights simple recipes that Diana brings and feels seniors can cook at home. Efforts are to highlight Diana's recipes every other month.

Program Revenue:

April	Rummage Sales	$9,493
May	Bingo	$1,090
June	Classes & Activities	$5,762

$16,345

<u>Life-Learning and Health</u>

- 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 to this free program.

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.

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 pianist, Margaret Ann Kerns 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:

- July 10th and August 30th - "Getting to know your Seniors in Action Council Members", Ice Cream Social.
- August 7th - Intergenerational: Summer visit from the 4H Club kids with their animals, ribbons and posters.
- SIA Membership 2018/19 drive begins Sept.4-14th. It will be kicked off with a Luau and Ukulele Concert – September 13th. Anyone who joins during this period will be treated to our Chef's "special fudge' and a small gift. Membership is $20 annually and members receive a parking placard for free parking while participating in activities at the Center, bi-monthly newsletter, discount on trips and activities as well as support for our programs. This is our largest fundraiser for Senior Services. This fiscal year we raised over $18,000!

Senior Nutrition Programs (Submitted by Ann Cooney, Senior Services Asst. Supervisor)

- Congregate Lunch Program

Pacifica Senior Services' Food Services team produced, and volunteers served, 3,008 meals in the fourth quarter—totaling 12,070 meals and client donations of $23,426 for FY 2017/18. There were 13,220 meals for FY 2016/17 and $29,246 in client donations. We have experienced a decline in participation with this program due to the impact of reduced parking at lunch time caused by the EQ Basin construction project. Our Congregate Lunch program operates from 11:30 am – 1:00 pm Monday through Friday at the Community Center. This is a drop-in program—meaning there are no reservations.

We have approximately 20 volunteers serving as cashiers, servers, and kitchen helpers at this time. Each one, along with Senior Services' staff members and Meals on Wheels volunteers, participated in safe food handling in-services and trainings throughout the year.

- Meals on Wheels (MOW)

Pacifica Senior Services Food Services team produced, and volunteers delivered, 4,431 home delivered meals in the fourth quarter of FY1718. A total of 14,763 meals were served to homebound clients for the enrire FY 2017/18.. Client donations were $24,039. In FY 2016 /17, 16,175 meals were served and $28,063 was collected through client donations.

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 fourth cohort of San Francisco State University (SFSU) School of Nursing students, each one with an array of experience such as RN's and social workers, completed their Community Health rotation in May by conducting confidential in-home assessments with Meals on Wheels clients. Their field work confirmed the critical needs our clients have in regard to nutrition, isolation and depression, fall prevention, fraud and abuse, and medication management. Staff is looking forward to meeting our SFSU cohort in late September 2018 and to working with colleague Lisa Marlowe, BSN, to address our MOW clients' needs.

Transportation Program (Submitted by Ann Cooney, Asst. Senior Services Supervisor)

- Driver Jose Meza provided over 1,313 one-way trips to and from the Center and on shopping excursions in the fourth quarter of FY1718. This service provided a total of 5,278 trips and $3,959 in client donations. In FY 2016/17, 5,723 trips were provided and $4,477 in client donations were received.

- Thirteen seniors were taken to the San Mateo County Fair "Seniors Day" on June 12th. All had a good time and enjoyed the displays, animals, fair food, and most of all, free admission.

- Pacifica Senior Services is still currently recruiting for the following part-time position of a driver, class B and bi-lingual (English, Spanish) desired, to join our Transportation team.

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

2018 Health and Information Fair was conducted on May 16th --how can I explain the excitement, good feelings and smell of the popcorn popping in the air the morning of the health fair? Walking into the fair you were greeted by Carol Kirby and Lucky Mc Gown who are both SIA Council Board Members. The ladies handed out over 80 Seniors in Action shopping bags, which worked great for the seniors to gather all of their information flyers and goodies.
We had 23 different community groups as well as the Pacifica Police and Fire Departments. Fun and connections to services were made and attendees expressed much gratitude for the event.

<u>Shopping Assistance for Seniors Homebound (SASH)</u>
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.

<u>Medical Supply Loan Program</u>
The Medical Supply Loan program provided 30 pieces of equipment to our seniors between April and June Items included canes, walkers, shower chairs, commodes and wheel chairs.

<u>Community Outreach</u> (Upcoming Activities)

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.

On-site Services Provided at the Senior Center fourth quarter

- Haircuts by Elizabeth – 28 Appointments
- Podiatry by Dr. Joan Small - 56 Appointments

Responses to Inquiries (In Person and Over the Phone)

- Housing – 10 calls
- Caregivers – 5 calls
- Questions – 18

2016—2020 SENIOR SERVICES STRATEGIC PLAN

2017 /18 EXECUTIVE SUMMARY

We have completed year two of four of our strategic plan. We remain committed to follow our vision and utilize this plan in efforts to deliver quality programs while maximizing 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. San Mateo County 2030 projections are that 25% of the population in the County will be 65 years or older. With the population increasing, the demand for services also grows. Our seniors are living longer, being more active and experiencing more financial hardships due to the Bay Area cost of living increase.

Intergovernmental and client donation funding are 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.

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 our **2017/18 EXECUTIVE SUMMARY Report.**

PACIFICA SENIOR SERVICES STRATEGIC PLAN 2016-2020

FISCAL YEAR 2017-18 YEAR END EXECUTIVE SUMMARY

OUR.....

MISSION

"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".

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

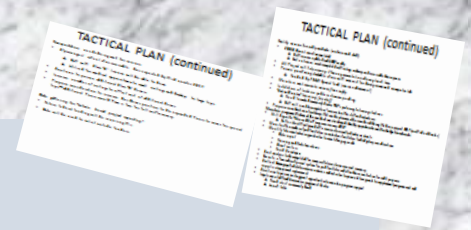
- ◊ ***Meals on Wheels***
- ◊ ***Transportation***
- ◊ ***Congregate Lunch***
- ◊ ***Volunteer Program***
- ◊ ***Information & Referral Services***
- ◊ ***Life learning Classes***
- ◊ ***Social Activities***
- ◊ ***Health & Wellness Programs***

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. This is the second year of completion with this four year plan.

Twelve years of program 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.

Feedback on the Tactical Plan is ongoing with staff and Seniors in Action (SIA) during scheduled meetings throughout the year. The staff and SIA Council review progress quarterly and update the plan as needed.



TACTICAL PLAN OPPORTUNITIES F/Y 2017-18 included:

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, contributing to potential 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:

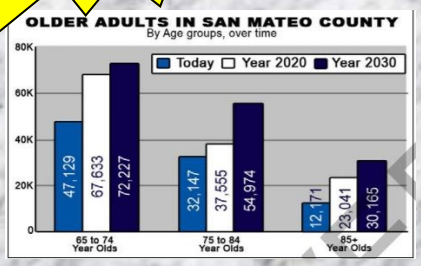
2017 / 18 IDENTIFIED OPPORTUNITIES:

- ◊ 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

1 out of 4 SM County residents will be age 65 or more by 2030

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

- ⇒ Annual Senior Services Calendar of events was developed in efforts to pre-schedule event preparation deadlines and execution
  - ⇒ Individual Coordinator calendars included to improve meeting deadlines and improved outcomes of donor participation for fundraising activities
- ⇒ Seniors In Action (SIA) Bylaws were updated and adopted by SIA Council to ensure protocols were defined and followed
- ⇒ Pacifica IT Dept. installed a cloud-based shared drive (DROBPO) on all Senior Services Staff computers
  - ⇒ Individual files can be shared to reduce duplication of files, access shared documents for reporting, usage or editing
  - ⇒ Bandwidth freed up at Center to speed up connectivity to files
- ⇒ SIA Membership hit an all time high of 900 members
  - ⇒ This year initial membership drive had a 15% increase from p/y and staff and volunteers inputted application data into our software daily to capture correct mailing address and members access to SIA benefits
- ⇒ Asst. Senior Services Supervisor position was approved and filled by our current Meals on Wheels /Transportation Coordinator. This position will assist the Recreation Manager in the daily operations and supervision of Coordinators. This position will continue to assume the MOW and Transportation management
- ⇒ Asst. Senior Services Supervisor has developed a comprehensive Exceed Beyond User Guide
- ⇒ Continued to recruit experienced staff members as our Kitchen Assistants and Relief Cook
  - ⇒ These members have exceeded our expectations in food handling, kitchen sanitation and in depth cleaning —that otherwise would be done by a private contractor or not get done
- ⇒ ("Q") training to new Building Attendants is conducted by staff to avoid time costly errors in identifying data entry errors
- ⇒ Volunteers continue to assist with data input and reconciliation
  - ⇒ Volunteer hours
  - ⇒ SIA Membership, Rummage Sales, Gift Shop, Bingo and Class/Activities proceeds

Outstanding / On-going opportunities

- ◊ Scan card system for classes with paid facilitators
- ◊ Build on optimizing technology training for staff and targeted volunteers (data input)
- ◊ Recruit volunteers for data inputting
- ◊ Complete and maintain procedure manual for array of software data inputting

Center senior friendly and safe (visitors and staff)

- Staff Training
  - Asst. Senior Services Supervisor and Rec Manager attended MOWA National Convention Aug.28-31st.
  - Rec Manager attended "Coaching Others to Manage Conflict"
  - Rec Manager, Asst. Senior Services Supervisor and I&R Coordinator completed Sexual Orientation and Gender Identity (SOGI)
    - Training to comply with new State regulations for OAA funding
- New chairs for Dining room ($11,605) and Senior Computer Lab ($1,914) were purchased through a senior endowment fund to provide ease of sitting with arm supports for seniors
- All staff received a workstation ergonomic review and suggested equipment was purchased to meet the needs
- Proposed safety amenities for Center due to EQ Basin project to Public Works Director and concerns for public safety:
  - Installed hand railing from West entrance walkway to start of building due to displacement of Senior Bus Loading area on East Side parking lot
  - Requested a permanent curb and a accessible ramp on East Curb of parking lot
    - City Engineer completed drawings for submission and eventual request to City Council pending funding identification from Public Works Director
- Installed custom awning over South Entrance Doorway—which was purchased through a "Giving Tree" donor
- Center Dining Room upgrades
  - Installed new baseboard in Dining Room and cable railing in ceiling molding
  - Dining Room painted
  - Swamp cooler, hanging fans and kerosene heater were purchased to ensure comfort during incremental weather conditions
- Seniors continue to get educated on fraud prevention tips, earthquake and fire prevention preparation, nutrition and many other health or aging issues

Outstanding / On-going opportunities

- Complete Dining Room enhancements
  - Get metal art work for walls in Dining Room
  - Install wall guards
- Continue volunteer and staff training topics pertaining to Customer Service and communication with others
- Continue to offer a welcoming and inclusive center for all—including the new "Sexual Orientation Gender Identity (SOGI) training and new intake form implementation as required by Aging and Adult Services

Maintain programs that meet the needs of our clients

- Received 8 passenger/2 wheel chair assessable bus for backup to large bus
  - Purchased with a 100% federal grant—nearly a three year process
  - Decals were installed to identify Pacifica Senior Services vehicle
- Received $19,000 grant f/y 2017/18 and a $20,000 grant f/y 2018/19 from Pacificans Care for general program(s) support
- Senior Services "Giving Tree" Contributions were $19,750 FY2017/18. Since conception of program nearly $150,000 has been donated to this program
- Continued to offer the MOW Pet Assistance programing by funding it through private donors (MOWA grant did not support the program during f/y 2017/18)

Outstanding / On-going opportunities

- 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
- Pursue MOWA Pet Assistance Grant 2019/20 fiscal year
  - Continue Pet Program through financial assistants of "Giving Tree" if needed 2018/19
- Search for fiscal sponsors i.e. Kaiser, Sutter Health, CDBG grant opportunities for program enhancements
- Continue to monitor menu selections for client acceptance, cost and preparation

Identify program opportunities within budget constraints

- Completed fourth semester of SF State Nursing Students doing MOW home assessments
  - 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
- Conducted the 11th Annual "Night out on the Town" MOW client event
  - Silent auction moved to Rockaway Holiday Light event to attract more public foot traffic and more public program exposure
    - Lisa Eccleston hosted event in her new business office
  - Executed the "Night out on the Town" Dinner and social event in Feb.
- Stopped the benefit of pro-rated SIA Membership
  - Twenty dollars is a value and if we prorate it throughout the year we do not recoup the value of the parking privilege
- Information and Referral Coordinator represented Senior Services at:
  - "Seniors on the Move" Conference at the San Mateo County Event Center
  - City of Pacifica 60th Anniversary Community Fair
  - Boys and Girls Club first Health and Wellness Fair
  - Pacifica Senior Services Annual Health & Info. Fair
    - Had 23 agencies represented
- Relaunched a Grief Support program
  - Mission Hospice is providing at no cost to City/or client
  - Service the second Friday of each month
- Annual "Wise and Well" Health Screening
  - 41 physicals were completed
- AARP Tax assistance continues to grow—over 260 returns completed this year
- Ongoing Congregate Lunch special speakers:
  - "Down in the Blues", Fraud alerts, HICAP, Fire safety and emergency preparedness and nutrition education are some of the topics

Outstanding / On-going opportunities

- Continue to search for program sponsors and utilize County wide assets for educating our seniors
- Continue hosting "Scam Stopper" event in Pacifica annually
- Complete negotiations to introduce new programs at no cost to City or client
  - "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

- New 8-passenger (+2-wheel chair assessable) bus
- received
  - This was our 100% Federal grant for purchase
- Special trips included: Pumpkin Patch, "Seniors on the Move Conference, SF Holiday Light Tour and "Senior Day" at the San Mateo County Fair
- 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 CalOpps for Relief Driver
- Rec Manager is the City point person for SamTrans Senior Mobility plan
  - Has been meeting with SamTrans staff to identify unsafe crosswalks near bus stops

Outstanding / On-going opportunities

- ◊ Recruit for Class "B" Driver for back-up for heavy periods or absence permanent Class "B" driver
- ◊ Hire Class "C" Relief Driver and assist with acquisition of Class "B" license
- ◊ Explore day trips as staffing level permits
- ◊ 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	Fairmont	10:30 AM – 11:30 AM
Wed, Nov 22	Linda Mar	10:30 AM – 11:30 AM
Tues, Dec 5	Westlake	10:30 AM – 11:45 AM
Tues, Dec 19	Linda Mar	10:30 AM – 11:30 AM

Medical Appointment Transportation

Transportation may be scheduled with 48 hours 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 (Daly City),
- Seton Medical Center (Daly City),
- Kaiser Permanente (Daly City),
- Kaiser Permanente (South San Francisco), or

Medical appointment transportation is a mandatory free of $20 round trip. Please call to check on transportation availability before scheduling your medical appointment. For more information, contact Ann Cooney, MOW & Transportation Coordinator and José Meza, Senior Services Driver (en Español) at **650 738-7350.**

SPECIAL TRIPS

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 Parque 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 stayed tuned to www.Facebook.com/PacificaSeniorServices 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 silent auction in December at the Rockaway Tree Lighting on Sunday, December 3 and online at www.biddingowl.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
- Implemented Reason Codes for all programs on July 1, 2017
- 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
    - Intent was to recapture those who forgot to register in a timely manner

Outstanding / On-going opportunities

- 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
- On-going conversations with SF State Nursing instructor 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

Manage funding streams and identify funding opportunities

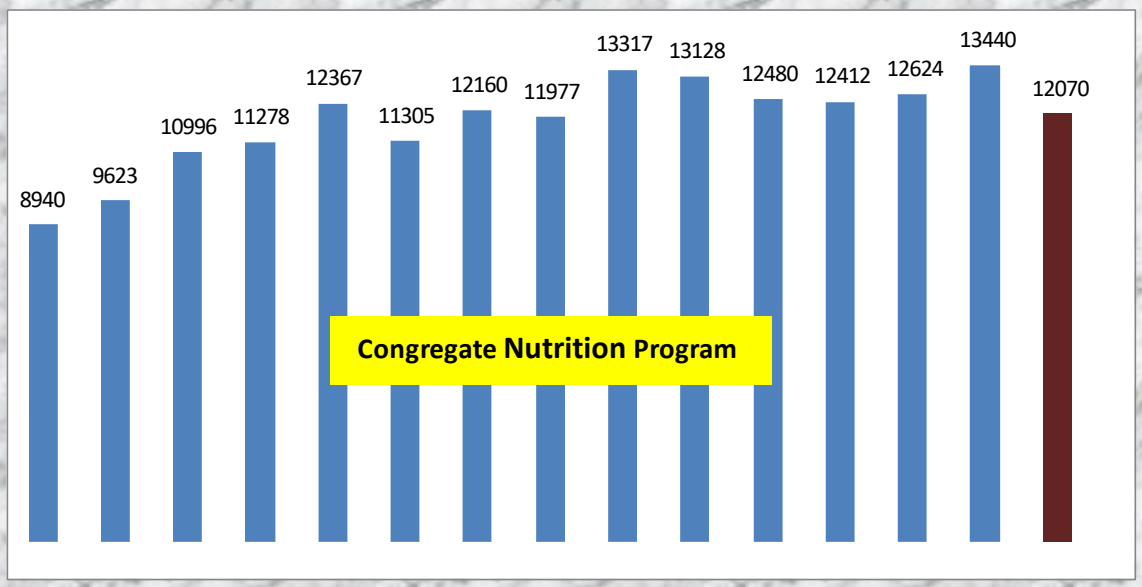
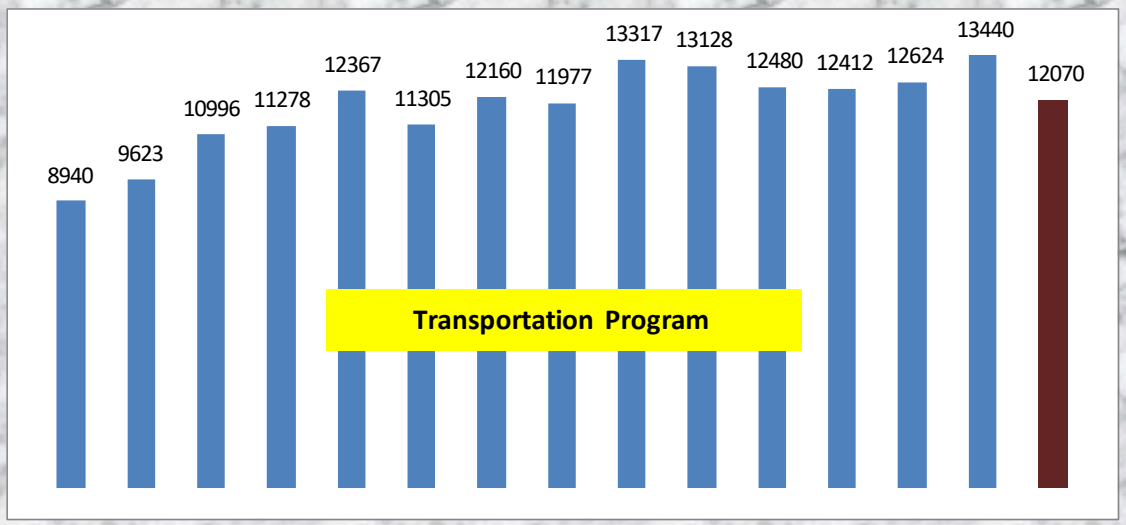
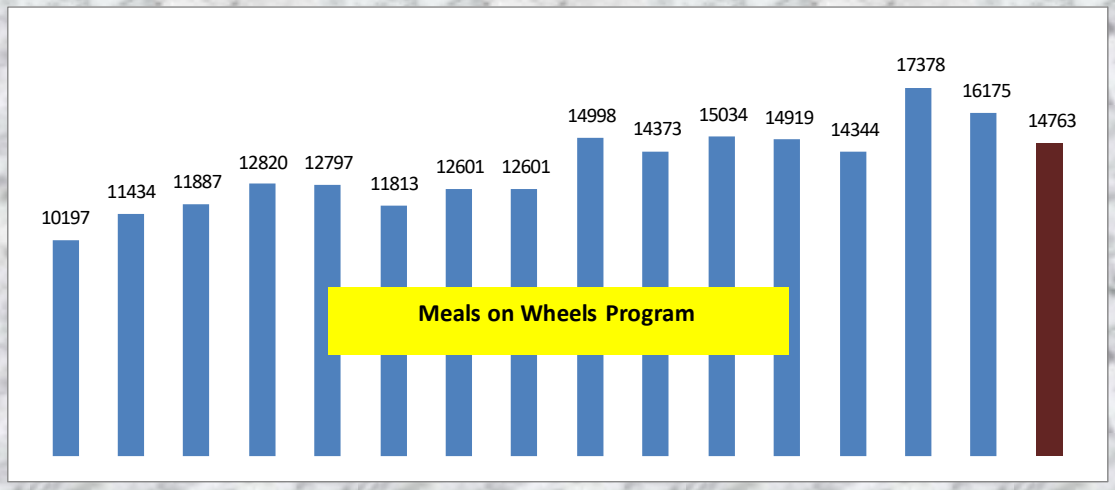
Intergovernmental Funds :

- **F/Y 2017/18**
  - Received OAA, State and County funding for 2017/18—$222,035—highest amount ever received by City
  - $10,430 more than previous year
- **F/Y 2018/19**
  - Contracted for OAA, State and County funding for 2018/19—$205,9987
  - -$16048 from previous year

INTERGOVERNMENTAL FUNDING	2017/18			2018/19		
	OAA (Fed.)	State	County	OAA (Fed.)	State	County
Transportation	8,982	0	17,350	9,431	0	15,814
Cong. Nutrition	41,457	40,000	5,000	26,357	37,003	5,000
Meals on Wheels	107,974	0	0	111,110	0	0
Supplemental MOW	0	0	932	0	0	1,272

- Completed mid-year fiscal OAA audit with no deficiencies
- Completed annual program monitoring with no deficiencies
- Completed 2016/17 Fiscal Closeout without any deficiencies or corrections
- Received Pacificans Care 2017/18 grant—$19,000 and 2018/19 grant—$20,000
- Discontinue prorating SIA membership—$20 from Oct.—Sept. or anytime within this period
- Sent out LYBUNT letters to former SIA members to capture those who missed membership drive period
- Conducted Community Champions Week throughout the month of March.

Outstanding / On-going opportunities

- ◊ 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” grant opportunities for f/y 2019/20
- ◊ 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

Fiscal years 2003/04—2017/18 OAA Program Participation