



# AGENDA

## Parks, Beaches and Recreation Commission City of Pacifica

**WEDNESDAY, OCTOBER 24, 2018  
CITY COUNCIL CHAMBERS  
2212 Beach Boulevard**

**7:00 – CALL TO ORDER**

**I PLEDGE OF ALLEGIANCE**

**II ROLL CALL**

**III APPROVAL OF MINUTES**

Regular Meeting September 26, 2018

**IV ADOPTION OF AGENDA**

**V SPECIAL PRESENTATION**  
None

**VI ORAL COMMUNICATIONS**

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

**VII ITEMS FOR CONSENT**

- A) Administrative Narrative
- B) Aquatics Update
- C) Child Care Update
- D) Recreation, Youth and Teen Program Update
- E) Senior Services and Food Services Update

**VIII ITEMS FOR CONSIDERATION**

Bicycle & Pedestrian Master Plan Kick-off

**IX REPORTS, ANNOUNCEMENTS AND CORRESPONDANCE FROM COMMISSIONERS**

**X REPORTS FROM STAFF**

- A) Director Perez

**XI ADJOURNMENT**

**Next Study Session:** TBD

**Next Regular Meeting** November 28, 2018

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**Minutes  
Parks, Beaches and Recreation Commission  
City of Pacifica**

**REGULAR MEETING – 7 PM**

Wednesday, September 26, 2018  
City Council Chambers  
2212 Beach Blvd.  
Pacifica, CA 94044

**CALL TO ORDER:**

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

**I PLEDGE OF ALLEGIANCE:**

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

**II ROLL CALL:**

Commissioners Present: Chair Kellogg, Commissioners  
Abbott, Cochran, Kellogg, Knowles, Poblitz, and Murphy  
Commissioner Bier at 7:31

Commissioners Absent:

Commissioners Excused:

Staff Present: Director Michael Perez, Recreation Assistant Supervisor Phipps,

**III APPROVAL OF MINUTES:**

Chair Kellogg called for a motion to approve the minutes of the 8/22/18 meeting.

**Motion was made by Commissioner Cochran, seconded by Commissioner Poblitz, motion carried 4-2(abstaining).**

**IV ADOPTION OF THE AGENDA:**

Chair Kellogg called for a motion adopting the order of the agenda. **Commissioner Murphy made a motion to adopt the agenda, seconded by Commissioner Cochran, motion carried 6-0.**

**V SPECIAL PRESENTATIONS:**

None

**VI ORAL COMMUNICATIONS:**

None

**VII ITEMS for CONSENT:**

None

**VIII ITEMS FOR CONSIDERATION:**

**Cindy Abbott**, Executive Director of the Sanchez Art Center gave a presentation on Creative Place making. This presentation included ideas for creative events to be held along Palmetto Ave. Ms. Abbott gave a very informative power point

presentation which included many examples of what creative ideas other cities in and around the state have been doing. Ms. Abbott announced that the first event (happening) has been approved and will be held on Saturday 11/3 and 11/10. This is a Beautification Advisory Committee sponsored event and will be a planting. On 11/10 there will be wooden stakes to be painted by members of the community to add to the planters.

Ms Abbott let the Commission know that there are grants available through the California Arts Council and the National Endowment for the Arts (NEA) for activities of this type; however, these grants are extremely competitive since many cities and communities' economic development committees are using creative place making as part of their revitalization plans.

The goals of the NEA Grants are to:

- Improve quality of life
- Encourage creative activity
- Create community and a sense of place
- Revitalize the area

**Commissioner Poblitz** – Loves the idea and wanted to know how long the committee had been looking into this. Ms. Abbott responded this was presented to council about a month and a half ago but various committees have been working for over two years. **Commissioner Poblitz** asked how long each of these pop ups are erected for. Ms. Abbott responded that it depends on the type and nature of the park, some are for a couple of days some are for extended periods of time.

**Commissioner Poblitz** asked if permits would be required and Ms. Abbott responded that these would all require permits and they would be working closely with the City to secure these as needed.

**Commissioner Cochran** – Feels that Palmetto is the place that needs to be concentrated on right now. The money that has been spent so far is partially thanks to PG&E. He feels that Palmetto is a gem that we need to concentrate on along with summers by the sea. Discussed that bringing in Off the Grid along with the art and music could make this a vital area.

**Commissioner Knowles** – Is excited about the possibilities for this area.

**Commissioner Bier** – Apologized for missing the presentation and asked to meet with Ms. Abbott to discuss this idea.

**Commissioner Murphy** – Was very inspired and is looking forward to color being added to the landscape. The ideas are incredible.

**Chair Kellogg** – Commented that the park-lets that he has seen are very pleasant and an enjoyable area to sit and drink a cup of coffee. He was wondering if any thought had been given to do something similar along the boardwalk in Sharp Park. Ms. Abbott stated that they concentrated on the area the City is focusing on at this time but could be done anywhere.

## **IX REPORTS FROM COMMISSIONERS:**

**Commissioner Poblitz** – Stated that he has been approached by members of the community on how to do a presentation on creating a bike park. He stated that he would appreciate any feedback from fellow commissioners.

**Commissioner Cochran** – Suggested the possibility of a study session on a bike park and that Commissioner Poblitz could also talk with Director Perez. He reported on the Big Chill Surf Contest that was held on September 22. He stated that this

was a very successful event that took coordination from many different departments in the City. Events like this bring many people to Pacifica.

**Commissioner Knowles** – Reported that she participated in Coastal Clean-up day in Pacifica but did not have any numbers to report. She also went to City Council and advocated for a simple use plastic ban and working with businesses especially shopping centers where there are multiple owner issues regarding waste management. She became the Montara site captain for clean-up but they cannot get anything going at Grey Whale cove due to safety issues crossing the street. She is talking with the climate committee on organizing a bike tour “Pacifica Peddles the Coast” for people to enjoy the beauty of Pacifica.

**Commissioner Bier** – Attended the Ohlone Trail committee. She stated that there is a lot of momentum surrounding this project and it is exciting to see it come to fruition. She also attended the Youth Advisory Board meeting and reported that they are busy planning their High School Faire that will be held on October 4<sup>th</sup>.

**Commissioner Abbott** – Talked about the Library plan that was discussed at the previous meeting and reported that the concept was taken to City Council and they were very supportive of the concept so it would now be taken out to the community. Council wanted to make sure that the committee knew how the Sanchez Library was being used now to see how it could be expanded. The committee noted that one major use of the library was the number of books placed on hold to be picked up which could easily translate into the new format. Another point touched on was the expanded use of the library as a potential shared space and use as a community center. Anything that is put in place needs to cover the cost of the space. Council approved the concept as well as some design ideas for the Palmetto space. She met with Director Perez and members from Ocean Shore School regarding a project that has already been approved. This project is to create Totem poles with sign messages concerning wild life. The representatives from Ocean Shore School will be looking into grant funding and are hoping to tie this project into their Ocean’s week. Commissioner Abbott reached out to PG&E regarding obtaining old poles for this project but was informed that they do not donate these any longer due to the creosote in them. They did say that they would keep us in mind when trimming trees and save any appropriate size sections for us. Commissioner Abbott attended the Ohlone heritage trail meeting and was surprised by the magnitude of the project. The trail is 90 miles long and is a multi-use trail including automobile routes. This is a very exciting undertaking. She just finished with the judges of the Fog Fest photography contest and encouraged the commissioners to come down and see them at the photography corner. She is once again coordinating the Fog Fest green team, the Fog Fest will not be using straws and possibly no lids as well.

**Commissioner Murphy** – Was a site captain at the Community Center for coastal clean-up day.

**Chair Kellogg** – No report

**Commissioner Knowles** – Stated that she was excited about the possibility of a shared space at the Sanchez Library.

## **X REPORTS FROM STAFF:**

**Director Perez reported on the following:**

### **Commissioner Workshop**

Director Perez reminded Commissioners of the upcoming San Mateo County Park and Recreation Administrators Commissioner Workshop on October 20<sup>th</sup> from 8:30am-1:00pm (lunch included) in Belmont at the Twin Pines Center. He also outlined the tentative session topics.

### **BPAC Consultant Update**

The Bicycle and Pedestrian Master Plan consultants, Alta Planning and Design, will be at the October 24, 2018 regular PB&R Commission meeting for an introduction/kick off presentation. Commissioners will learn about the schedule and planned public meetings, interactions, etc., that Alta have, and be able to ask questions.

### **Ohlone/Portola Heritage Trail 250<sup>th</sup> Anniversary Event**

Reported out about the recent OPHT county meeting and the Feasibility Consultants latest report outlining the information covered. Information was also reported about the Community Center public workshop hosted by the consultant on Sept. 25<sup>th</sup>. Some of the information shared:

- Historical Significance of the trail and the lands
- Vision and goals of the project
- Interpretive Themes
- Trail Recommendations
- 6 Challenges
  - Recognize the OPHT for its statewide significance
  - Fund and complete/update the State Historical Marker Series
  - Fund and establish the automobile trail
  - Fund and install signs for existing recreation trail segments
  - Complete existing fund Projects and Install Logo Signs
  - Initiate term priority projects
- 250<sup>th</sup> Anniversary

### **OPHT Public Workshop**

More than 50 members of the public (and two canines) attended the public workshop on September 25<sup>th</sup>, 7pm at the Community Center. OPHT consultants presented results of the feasibility study, work done so far, highlighted partners, discussed interpretive, design and other opportunities for the project and solicited feedback from the audience. Two councilmembers (Mayor Keener and Councilmember Digre), three PB&R Commissioners (Abbott, Bier and Knowles), Chris Hunter from the County Supervisors office and members of OSPAC and the EDC all attended. PCTV was also there, interviewing County Parks Planner and project lead Sam Herzberg, Councilmember Digre and Director Perez. Jean Bartlett from the Pacifica Tribune also attended.

### **Staffing**

Steve Humphrey was announced as the new Food Services Coordinator. The department is currently in the interview process of filling our Recreation Specialist (office) and Senior Services Coordinator positions.

### **Pacific Leadership Program**

At the end of August 2018, Director Perez graduated from the Pacific Leadership Program, a leadership development training cohort, by completing the final week of 105 program hours over the course of three one-week sessions (starting in 2014 as part of CEPO - Continuing Education for Public Officials).

## **PLAY Brochure and Registration**

We will start work on the next PLAY brochure in October, which will be sent to the printer in early November, mailed out the first week of Dec, with registration beginning Wednesday December 12<sup>th</sup>.

## **Snowy Plover Fencing**

Last month there were some additional, unauthorized signs put up on the snowy plover fencing, depicting dogs on the beach with animals and off leash. We also were made to believe that some signs were removed to put these up. DPW staff removed the unauthorized signs.

Director had a meeting last week with Commission Abbott, wearing her hat as Executive Director of the Sanchez Art Center, along with Sheila Gamble, and artist and Ocean Shore teacher, as well as two Ocean Shore parents.

Ocean Shore is applying for a grant to make these poles, and staff has signed a letter of support. It is possible this may be a project implemented in 2019, and staff will keep Commissioners updated.

## **Surf Etiquette Signs at the Beach**

We will be installing 5 signs – one in the south lot, one north of Taco Bell at beach entrance, one north of the north lot restrooms at beach entrance, one on the north restroom and a final one most likely at the Crespi entrance.

## **National Fitness Campaign information**

City was awarded a non-binding \$30,000 grant towards building a Fitness Court® and launching the campaign. The City of Pacifica has been selected to receive the NFC Fitness Grant, provided by official 2019 Campaign sponsors, to join the 2019 Healthy Cities Campaign.

They are building Fitness Courts – these are outdoor exercise “courts” – staff has approached We will be looking to see if we can get sponsors, partners, etc., to help fund the purchase and installation of one of their fitness courts. Staff has approached Kaiser and will be applying for funding from them once they release the next round of RFP’s in Jan/Feb 2019.

## **Upcoming Special Events**

Fog Jog - Sunday September 30<sup>th</sup>, 9am – on Salada

Fun Fest – Sunday September 30<sup>th</sup>, 1-4pm at IBL

Aquatic Pumpkin Patch – October 13<sup>th</sup>, 3:30-5:30pm at Brink Pool

Spaghetti Feed and Silent Auction – October 20<sup>th</sup>, 4-7pm at the Community Center

Halloween Spooktacular – Oct. 27-28

Discovery Hike – Saturday November 3<sup>rd</sup>, 10am at the Community Center

Holiday Lighting – November 30<sup>th</sup> at the Community Center

Holiday Extravaganza November 30<sup>th</sup> - December 1<sup>st</sup> at the Community Center

**NEXT STUDY SESSION: TBD**

**NEXT MEETING:**

**Regular Meeting – October. 24, 2018**

**XI ADJOURNMENT:**

Chair Kellogg asked for a motion to adjourn the meeting. **Commissioner Cochran made the motion to adjourn, seconded by Commissioner Murphy. The motion passed 7-0** and the meeting adjourned at 8:35pm.

Respectfully submitted,  
Beth Phipps  
Recreation Assistant Supervisor

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Parks, Beaches & Recreation Commission  
Kevin Kellogg, Chair



# Staff Report

Item VII. A)

Date: October 24, 2018  
To: Members of the Parks, Beaches and Recreation Commission  
From: Michael Perez, Director  
Subject: Administrative Update

I am pleased to present to you our October 2018 quarterly reports. On the following pages you will find updates on our summer program happenings and events, put together by department staff. While department programs expand in the summer, there is a corresponding increase in workload for our staff, which will be apparent in their reports.

With school year programming starting up, fall is in full swing. We have several of our department signature events coming up – J-Teen Dances, Parents Night Out, Senior Spaghetti Feed, Halloween Spooktakular, the 249<sup>th</sup> Discovery Hike and our Holiday Extravaganza, Elf Market, Santa’s Workshop and Senior’s Night Out on the Town Silent Auction.

I would like to thank our staff and volunteers for their hard work and effort this last quarter and over the summer for helping us to deliver these programs and services to our community.

## **PLAY**

Staff is currently working on the Winter PLAY, with a final product scheduled to be mailed to Pacifica residents the week of December 3<sup>rd</sup>. Classes will be available for viewing on December 3<sup>rd</sup> as well and registration begins on Wednesday, December 12<sup>th</sup>.

## **Ohlone/Portola Heritage Trail Committee**

More than 50 members of the public (and two canines) attended the public workshop on September 25<sup>th</sup>, 7pm at the Community Center. OPHT consultants presented results of the feasibility study, work done so far, highlighted partners, discussed interpretive, design and other opportunities for the project and solicited feedback from the audience. Two councilmembers (Mayor Keener and Councilmember Digre), three PB&R Commissioners (Abbott, Bier and Knowles), Chris Hunter from the County Supervisors office and members of OSPAC and the EDC all attended. PCTV was also there, interviewing County Parks Planner and project lead Sam Herzberg, Councilmember Digre and Director Perez. Jean Bartlett from the Pacifica Tribune also attended.

## **Snowy Plover Permanent Fencing**

The Coastal Commission approved a five year extension to the existing Snowy Plover Fencing Coastal Development Permit (CDP). The extension will expire in April of 2023.

As reported last month, there were some additional, unauthorized signs put up on the snowy plover fencing, depicting dogs on the beach with animals and off leash. We also were made to believe that some signs were removed to put these up. DPW staff removed the unauthorized signs.

Director had a meeting last month with Commission Abbott, wearing her hat as Executive Director of the Sanchez Art Center, along with Sheila Gamble, and artist and Ocean Shore teacher, as well as two Ocean Shore parents. Sheila had approached staff about putting up informational totem sign poles at the beach several years ago and as part of the original Coastal Commission snowy plover fencing project submission, staff included these designs which were approved.

Ocean Shore is applying for a grant to make these poles, and staff has signed a letter of support. It is possible this may be a project implemented in 2019, and staff will keep Commissioners updated.

## **Poet Laureate**

Our Poet Laureate Camincha Bienvenuto read work along with two other poet laureates at the San Francisco Public Library last month on September 13<sup>th</sup>. It is viewable on YouTube at <https://www.youtube.com/watch?v=A8zPIzmrk4&list=PLGpyl74Nnel4Mog6rfFzan6taCwMGeDIg&t=0s&index=2>

## **Staffing**

As you know the department has been going through a reorganization strategy process. There have been several changes in positions as well as new hires to our department over the last year. We will be making our 8<sup>th</sup> and 9<sup>th</sup> full-time position change in the last year with our next two appointments – that is a 40% change in our staff – not all new people, but new positions. Five out of the 9 positions are people new to the City of Pacifica.

We are currently in the interview process of filling our Recreation Specialist (office) and Senior Services Coordinator positions

We are also pleased to announce the appointment of Steve Humphrey to the position of Senior Services Food Coordinator. Steve comes to us from Seton Medical Center with over 40 years of very well rounded institutional cooking and kitchen management. He does a lot of community volunteer work and works very well with people.

Steve is a native born and raised Pacifican. Steve had been employed at Seton Medical Center Chef since 1974—retiring after the last 25 years as Chef. He is married to Lois Humphrey for 35 years and they have 3 children. Steve attended our ISanchez, Ortega, and what once was Pedro Valley and Crespi elementary schools. He grew up in Pacifica playing local sports including Baseball and football. Was a part of the first ever Pacifica little league District 52 championship team as well as the first Pacifica Pop Warner championship team. Steve has coached local sports here in town for 22 years-- Loves Pacifica and loves to cook.

## **PB&R Strategic Plan**

As part of our work plan for 2018-2019, the PB&R Department will be creating a strategic plan in order to provide a shared vision that inspires and motivates the department's mission. This will include employee group engagement meetings, reviewing mission statement, focusing on vision and values for each division as it supports the entire PB&R Dept. With our recent staffing changes we have been a little delayed in getting this process started. The department's management team will be meeting next month to begin the initial phase of this process.

## **Pacific Leadership Program**

At the end of August 2018, Director Perez graduated from the Pacific Leadership Program, a leadership development training cohort, by completing the final week of 105 program hours over the course of three one-week sessions (starting in 2014 as part of CEPO - Continuing Education for Public Officials). The Pacific Leadership Program offers a multi-disciplinary learning community created by a wide-variety of professionals brought together through their common commitment to public service. Course designs are interactive and experiential and the program engages participants who are seasoned professionals, as well as emerging leaders to envelop the essence of effecting change from within ourselves to create the change we need in our organizations and our communities.

As a fresh leadership program designed for the 21st Century, the program continues to honor the spirit of the long-time CEPO program. A program founded in 1973 that provided training for thousands of people working to better their communities, organizations and selves. With encouragement from former City Manager Tinfow, I attended the final year of CEPO in 2014. In 2017 former CEPO instructors and training consultants Stacey McLaughlin (worked with Pacifica on E-TEAM and Council retreats) along with Juan Lopez created PLP, and began by reaching out to former CEPO participants.

## **Upcoming Events**

- **Spooktacular** - Oct. 27<sup>th</sup> and 28<sup>th</sup>, Haunted house and carnival at the community center. Fun for the whole family, Sunday less scary!
- **Parents Night Out** – Various dates, 5-11pm, Saturdays, Ages 5-12 only. Crafts, games, movie and dinner included! Located at community center.
- **Holiday Extravaganza, Elf Market, Holiday Lighting, Santa's Workshop, Senior MOW Night on the Town Silent Auction** – Weekend starting on Friday November 30<sup>th</sup>
- **Youth Advisory Board** – Open to apply for any youth in high school that lives in Pacifica. Does not matter what school they attend.



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# Staff Report

ITEM VIII. C)

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Tracy Gilbert, Child Care Services Supervisor

DATE: October 24, 2018

SUBJECT: Child Care Quarterly Report July-September 2018

## Program Update

The Pacifica Child Care program currently has a total of 432 children enrolled:

- 83 preschoolers
- 349 school-aged children

## 2018 Summer Programs

The Child Care programs had a very successful summer filled with lots of activities, field trips, assemblies, educational experiences and happy children. Three school-age programs were offered at Cabrillo, Sunset Ridge, and Vallemar sites and preschool programs at Fairmont West and Vallemar remained open as well.

Special events such as the Wild Animal Show and local walking trips to the Farmer's Market were offered at most sites. Every summer site had weekly trips to the Brink Pool for recreation swim sessions as well as summer outdoor days. Summer outdoor days included bike rides, nature hikes and trips to the beach. This summer's bus trips were to Cull Canyon East Bay Regional Park and Don Castro Regional Park.



### Pacificans Care

The 2018 Pacificans Care Scholarship program granted \$7,000 to Child Care this year which was used to send local children on field trips, attend special events, and take swim lessons. The summer scholarships continue to support Pacifica youth due to the continued generosity of Pacificans Care. The grant allowed children to attend field trips such as Great America and Raging Waters, and/or receive free swim lessons. The scholarship program makes it possible for many lower income families to enjoy additional recreation opportunities.

### QIRS Grants

The Child Care program will be receiving a Quality Improvement Rating System (QIRS) grant again this year for \$5,450 from the County. The Child Care staff has been working with the County Office of Education to put forth a finalized plan for the best use of these funds. The funds have also been earmarked for the purchase of additional children's books and furniture replacement.

### See's Candy Fundraiser

The Child Care division's preschool programs are preparing to start their See's Candy fundraiser. Last year over \$1,300 was raised through holiday candy sales. Once again this year the funds raised will be used to help pay for field trips to the Exploratorium and to the Children's Discovery Museum.



# Staff Report

ITEM: VIII D)

DATE: October 8, 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 quarterly report July – September 2018

## Youth & Teens

### Cabrillo and Vallemar After-School Programs

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

- Cabrillo ASP has 14 students enrolled and will continue to take new enrollments.
- Vallemar ASP has 27 students enrolled and will continue to take new enrollments.
- The programs opened on Tuesday, September 4<sup>th</sup> and runs Monday thru Friday.



## **J-Teen Dances**

J-teen dances are held at the Community Center one Friday a month from 7:00 to 9:00 PM. These dances are one of the few opportunities for Pacifica middle school youth to socially interact with students from other schools. Appropriate current music is provided by DJ Arthur de Vera. A dress code is enforced for all dances. The dances are supervised by PB&R Recreation staff with additional support provided by the Child Care and Aquatics division when necessary.



The J-Teen Dances for this school year kicked off with a sold out crowd (324 tickets) for the September dance.

<b><u>Future Dance Dates</u></b>	<b><u>Dance Theme:</u></b>
Friday, October 10	Halloween Haunt
Friday, November 9	Mustache Bash
Friday, December 14	Winter Wonderland

## **Leaders in Training Education (LITE) program**

This summer 28 youth volunteers between the ages of 13 and 17 went through a half day training prior to their summer placements. Training was led by the PB&R staff with an emphasis on leadership and teambuilding. Fun Fest trainer and San Francisco State instructor Drew McAdams volunteered to lead a games session training for the LITE's as well. Throughout the summer these young adults were able to volunteer at either Recreation sites or Child Care centers. The LITE's were evaluated at the end of each volunteered week and provided with feedback to further enhance their leadership skills. By the end of the summer over 2,000 hours of volunteer time was provided to Pacifica programs through the LITE program. With the year-round aspect of the program, LITE's have been able to volunteer at Parks, Beaches and Recreation events such as the 4<sup>th</sup> of July Celebration at Frontierland Park, and will be asked to volunteer at the upcoming Halloween and Holiday events.



## Summer Programs – Adventure Camp, Fairmont Park, & Summer Trips

### **Adventure Camp**

This summer, 653 youth attended Adventure Camp. Our Recreation staff provided a fun, enriching, adventurous summer for all ages including the second summer of our Trailblazer program targeting ages 10-13 with an emphasis on sports.

Adventure Camp was held Monday through Friday from 8am-4pm (with an additional option of extended hours 4-6pm). Staff created a summer experience that will hopefully stay with the participants well past the time they have said good-bye. From activities and games, theme days and dress ups; the participants spent their summer learning, playing, and growing through adventure. Staff were able to put together a program that encouraged teamwork, imagination, and fun for the youth of Pacifica. The response from parents and participants was consistently positive.



## Fairmont Playground Program at the Esther Hall Neighborhood Center

The Fairmont program was open Monday through Friday from 10:30 am - 4 pm this summer. Staff cultivated a fun environment for youth 8-13 years old. Thirty-six youth participated in this program, an increase of five from last year.



## Summer Field Trips

*The PB&R department offered the following out of town trips during the summer:*

- Six Flags Discovery Kingdom
- Antioch Water Park
- Waterworld USA
- Pump It Up
- Great America
- SF Academy of Sciences
- Raging Waters
- Sky High
- Santa Cruz Beach Boardwalk
- Cull Canyon Lagoon



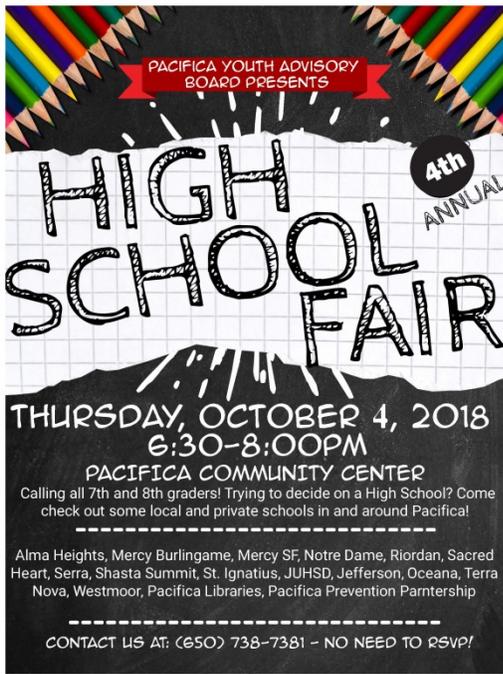
Youth who signed up were placed in groups chaperoned by Recreation staff. There were 41 camper signed up for trips over the 7 weeks.



## Youth Advisory Board

In August, the Youth Advisory Board (YAB) held its first meeting of the school year. Nine high school age youth currently sit on the board. This year, the board is very excited to continue serving the community and become actively involved in Community Center events. So far this year the YAB has worked on the September J-Teen Dance, Fog Fest, Fun Fest, and High School Fair. The YABs are also planning on being part of the Halloween Spooktacular event. They are looking forward to providing events and information for Pacifica teens throughout the year. The staff, working alongside the board, is very excited with the energy already displayed by the group.

The YABs had their 4<sup>th</sup> annual High School Fair on Thursday, October 4<sup>th</sup>, 2018. Twelve public and private high schools, Pacifica Library, and Pacifica Prevention Partnership participated.



## Special Events

### Family Fun Fest

The 2018 Family Fun Fest was held on Sunday, September 30, from 1:00-4:00PM on the field of Ingrid B. Lacy Middle School. This event has been a part of our community for 36 years. During the course of the day there was frequent talk of families that have attended year after year.

There was an estimated crowd of over 600 people at the peak hour participating in a wide range of games and activities led by 16 volunteers and 14 PB&R staff. The volunteers, most of whom were San Francisco State University students, participated in the weekend-long New Games Leadership training taught by Drew McAdams to transform "in class" theory into real life practice. The volunteers did an outstanding job, displaying enthusiasm and positive attitudes throughout the training and festival.

The Parks, Beaches & Recreation Department was fortunate enough to have the help and support of numerous other volunteers, organizations and businesses. Helping put on this event are the groups listed below in alphabetical order.

- 2018 Fog Fest Committee
- Accurate Appliance
- Boy Scouts Troop 256
- Miller O'Brien Towing
- Drew McAdams, Head Trainer
- Bill Michaelis
- Pacifica 4-H
- Pacifica School District
- Pacifica School Volunteers
- San Francisco State Student Volunteers who acted as play leaders
- San Mateo County Library
- Pacifica Youth Advisory Board (YABs)



## **Pacifica Community Center**

Between the months of July and September, the Community Center was in use by by the following groups/rentals (this does not include the daily programs offered by the Senior Service Department or the contract classes)

### **Regular Permits include:**

Sunday	Victory Outreach Pacifica
Monday	Narcotics Anonymous-Serenity by the Sea Pacifica Oldtimers Newcomers Monday AA Women's AA – Comfortable Shoes
Tuesday	SAMCAR Refuge Recovery Pacifica American Little League
Wednesday	Pacifica United Soccer Club Pacifica Sea Lions Swim Team Pacifica Quilters SAA Meeting
Thursday	Pedro Point Surf Club Pacifica Toastmasters Pacificans Care
Friday	Golden Gate South meeting J-Teen Dances (Once a month)
July Weekend Rentals	Memorial Service, Homeowners Association Meeting, Film Screening
August Weekend Rentals	Wedding Shower, Graduation Party, Beach Coalition Movie Screening
Sept. Weekend Rentals	Memorial Service, Celebration of Life, Fun Fest Training



# Staff Report



ITEM VIII. E)

TO: Members of the Parks, Beaches and Recreation Commission  
 FROM: Jim Lange, Manager  
 DATE: October 24, 2018  
 SUBJECT: Senior Services' quarterly report July - September 2018

## Manger's Update

### Older American Act Funding

- 2017/18 Older American Act (OAA) Fiscal "closeouts" were completed. Annual closeouts are a reconciliation of expenses and revenues reflected in OAA programs. The City of Pacifica receives OAA funds for Transportation, Congregate Nutrition and Meals on Wheels.
- 2018/19 Intergovernmental Funds have been allocated. Federal grants for 2018/19 were supposed to increase for meal reimbursement, but Pacifica Senior Services received its largest reductions in our nutrition programs. Overall, Pacifica Senior Services will receive \$64,587 less in 2018/19 than in 2017/18. Recreation Manager Lange has asked for clarification and is awaiting a response.

Program	Intergovernmental Funds	2017/18 Funding	2018/19 Funding	Variance
Transportation	OAA (Federal)	8982	9431	449
Congregate	OAA (Federal)	24650	26257	1607
Congregate	State General Fund	40000	37003	-2997
Congregate	OAA-OTO (Federal)	16807	100	-16707
Meals on Wheels	OAA (Federal)	107974	111110	3136
Meals on Wheels	OAA-OTO (Federal)	20000	0	-20000
Meals on Wheels	OAA NSIP (Federal)	28839	0	-28839
Meals on Wheels	County Trust	932	1232	300
County Support for OAA Programs	County General Fund	22350	20814	-1536
	<b>TOTALS</b>	<b>270,534</b>	<b>205,947</b>	<b>-64,587</b>

### Program Funding

"Giving Tree" contributions for the first quarter totaled \$6,350.00 from nine generous donors.

- Pacifica Senior Services was included in a bequest from Sirkka Niukkanen for almost \$2 million. Sirkka appreciated our services and programs and wanted her donation to be used strictly for senior services and expansion of programs. The gift is expected to be received in the next four months.
- On behalf of the entire Pacificans Care board, President Karen Ervin presented Pacifica Senior Services with a grant for \$20,000 on July 26, 2018. Abby Margolis and Dorrie Nelson from Senior Services' ukulele band, "The Coastside Strummers," performed "Brighten the Corner Where You Are" to thank the board members for their tireless and generous support of Seniors Services over the last 36 years.



SIA President Marge Ryan and Councilmember Eileen Underwood accept donation from Pacificans Care President Karen Ervin.

### Administrative & Staffing

- After 5 years, Food Service Coordinator Cindy Fuentes ended her employment with the City on August 10. She moved to Arizona and is currently a Kitchen Manager at an assisted living complex. The cost of living in the Bay Area made it difficult for her to plan for her future, whereas she was able to purchase a home in Arizona 15 minutes from her work.
- We are fortunate to have hired Chef Steve Humphrey from Seton Medical Center (44 years with Seton). I had the privilege of working with Steve during my 17 years at Seton and am excited to have him onboard. His first day of employment was September 24.
- Program Coordinator Janis Haynes retired on August 31 after 13 years of service. Recruitment for her position attracted 42 candidates with the top ten interviewed on September 20 followed by second interviews on September 27. A preliminary candidate has been chosen and is currently in the hiring process with an expected start date in early November.
- Two part-time drivers were hired and trained this quarter to restore staffing levels and ensure capacity to meet our OAA contract obligations. Driver Jeannine Menger will alternate weeks with Jose Meza. Driver Renee Glenn will serve "on call" and on special outings as needed. Both Jeannine and Renee will use the 7-passenger bus to transport seniors until they secure their Class B licenses in the next 6-9 months. (There is no fiscal impact with these hires, they are budget neutral.)
- Recreation Manager Lange attended the Annual Meals on Wheels America Conference the week of August 27-30. (Assistant Supervisor Cooney remained at the Center this year amid staffing changes.) The conference had daily breakout sessions that were very helpful. Sessions of most interest included: grant writing, strategic planning, social determinants, and "talking the talk." It was a great opportunity to network with providers from across the Country and to share best practices and concerns.

Building

- Large-scale, professional photographs taken by local artist Brad Wittke, which are mounted on metal, were purchased and installed in the Dining Room. Purchased through the "Giving Tree" program, these pictures, spanning our City from the Manor District to Shelter Cove, have already inspired a great deal of conversation among our seniors and visitors about our beautiful home town.
- The Computer Lab received an upgrade and a face lift in September. A 65" smart monitor was donated and mounted on the wall for instruction purposes. New switches and cabling upgrades were completed to improve connectivity and network performance. The lab was painted by a volunteer. Upgrades, including paint, were purchased through the "Giving Tree" program.
- The Portola Room was also painted in August by a volunteer. A chair guard was purchased and installed to minimize future wall damage.

**Programs & Activities** (Submitted by Ann Cooney, Senior Services Assistant Supervisor and Karen Parque, Information & Referral Coordinator)

Seniors in Action (SIA) Council & Membership

- SIA Council Officers were installed in July following the June election. Marge Ryan was chosen to continue as Council President and Lucky McGowan as Vice President.
- Last year's SIA membership base included a historic 928 members.
- As of September 30, this year's membership drive had already reached 532 new and renewing members (57% renewal rate).

Programs, Presentation & Activities

- Participation in Senior Services classes and groups remains strong. A 3-year comparison of "participations" in the more than 40 weekly classes, games and groups follows for the first quarter.

	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19
Quarter 1	2,961	3,120	2,865

- On August 7 we had a wonderful visit with members of the Pacifica 4H Club and their animal companions. This annual event allows our seniors to get up close and personal with the animals while the youth share details from their San Mateo County Fair projects.
- The Seniors in Action Council's Ice Cream Social on August 30 was a great success marking the end of summer and reminding everyone about the membership drive in September.
- SIA member Joan Grant led two sessions on how to "Declutter Your Life." Joan's well-researched presentations and handouts made us see that getting clutter out not only keeps one's home a safer and cleaner environment, but allows us to feel better!
- Jane Anderson brought her effective 8-hour AARP Mature Driver course to the Senior Center on September 11. Successful completion of this course improves driver safety and enables seniors to get a discount on their automobile insurance.

Entertainment

- Guitarists and vocalists Scot Hill and Gene Gibson, Jr. brought their magic to the Center each month during the first quarter as did DJ Rey Hauser.
- September brought special island celebrations to the Center as Shirley Ortega's Hula Class performed on September 4; the "Coastside Strummers," our own ukulele band performed on September 12; and Raoul's Review topped off our Hawaiian Luau on September 13.



**Special Events**

Senior Services' Annual Spaghetti Feed & Silent Auction is scheduled for Saturday, October 20. Tickets are available at the Center and online at Eventbrite.com (Pacifica). The Spaghetti Feed is a truly special evening during which our seniors share "their space" with family and friends. All funds raised support Senior Services.

**Volunteers** (Submitted by Ann Cooney, Assistant Supervisor Senior Services)

- Senior Services continues to be very well-served and supported by more than 140 active volunteers. In September, we instituted a new system to capture each volunteer's hours of service. We look forward to presenting that data in future reports.
- A number of outstanding, long-term volunteers retired from key positions during the quarter. They include Lana Thomson who deftly managed the Rummage Sale with her unique style and warmth. Special thanks to Linda McHugh and Steve Ide for stepping into Lana's rummage leadership shoes.
- Toni Blanchard retired as Golden Treasures Gift Shop manager to move north with her daughter. Her colleagues continue on in a collaborative leadership effort.
- After many years of service, Maureen Hillard stepped down from her role as a Meals on Wheels volunteer. Her clients will miss her friendly visits.

**Senior Nutrition Programs** (Submitted by Ann Cooney, Senior Services Assistant Supervisor and Karen Parque, Information & Referral Coordinator)

Congregate Lunch

CONGREGATE LUNCH PROGRAM (C1)						
	FY1718			FY1819		
	Clients*	Meals	Contributions	Clients*	Meals	Contributions
July		968	\$ 1,772.00		995	\$ 1,883.50
August		1,089	\$ 2,216.00		1,097	\$ 2,192.36
September		951	\$ 1,904.00		856	\$ 1,651.90
	243	3,008	\$ 5,892.00	244	2,948	\$ 5,727.76
				0%	-2%	-3%

\*Unduplicated Year-to-Date

## Meals on Wheels

### HOME DELIVERED MEALS (C2)/SUPPLEMENTAL HOME DELIVERED MEALS

	FY1718			FY1819		
	Clients*	Meals	Contributions	Clients*	Meals	Contributions
July		1,136	\$ 1,805.00		1395	\$ 2,114.50
August		1,226	\$ 2,551.00		1602	\$ 1,826.00
September		1,100	\$ 874.00		1343	\$ 3,030.50
	77	3,462	\$ 5,230.00	82	4,340	\$ 6,971.00
				6%	25%	33%

\*Unduplicated Year-to-Date

In addition to our more than 50 regular and substitute delivery volunteers, Meals on Wheels is grateful to have started its fifth semester in collaboration with students from the San Francisco State University School of Nursing. We began the semester in September with a seminar on fall prevention by Patrice Christensen from the San Mateo County Fall Prevention Coalition and another on Adult Protective Services by Paul Buchanan, MFT. As in semesters past and in coordination with Lecturer Lisa Marlowe, MSN, students will assist Assistant Supervisor Cooney with mandated home visits and confidential client re-assessments.

**Transportation Program** (Submitted by Ann Cooney, Assistant Supervisor Senior Services and Karen Parque, Information & Referral Coordinator)

### TRANSPORTATION (IIIB)

	FY1718			FY1819		
	Clients*	Trips	Contributions	Clients*	Trips	Contributions
July		466	\$ 270.00		480	\$ 326.00
August		467	\$ 335.00		422	\$ 321.00
September		429	\$ 323.85		354	\$ 327.96
	38	1,362	\$ 928.85	34	1,256	\$ 974.96
				-12%	-8%	5%

\*Unduplicated Year-to-Date

- In addition to the trips noted above, special summer trips were taken to Sheldance Orchid Nursery and the Sanchez Adobe.
- Thanks to volunteer Judy Ingram who makes helpful reminder calls, the number of participants on our twice monthly shopping trips continues to grow. We're close to having a full bus on shopping trips!



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

#### Shopping Assistance for Seniors Homebound (SASH)

SASH volunteers shop for homebound seniors in need of groceries and household supplies. Our one active volunteer continues to serve two 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.

#### Medical Supply Loan Program

The Medical Supply Loan Program provided 21 pieces of equipment to seniors between July and September. These items included canes, walkers, shower chairs, commodes and wheel chairs. We were also able to acquire an electric scoot chair and new batteries for a client in need.

## Community Outreach

- July 18 – Derek Brown from Kaiser Senior Advantage held a presentation for our seniors on preparing for open enrollment and to give them the best information on Kaiser’s Senior Advantage option.
- July 25 - Cherie Moreno from HiCAP addressed our seniors during Congregate Lunch about the new Medicare card many will receive in the mail, what to look for, and how to avoid fraud regarding your medical card.
- Monthly “spotlights” on nutrition education continued throughout the summer with expert guidance from Tracie Dalton, RD, CDE. Topics included food to boost your memory, the importance of drinking water, and diet and depression.
- September was National Suicide Prevention month. Isolated seniors are most vulnerable to suicide, many have even made a plan. Knowing this, staff regularly address this topic directly providing both compassion and resources.
- September 6 - The Peninsula Family Services’ team including Michele Epstein, Dave Rutiger and Jo Ann Arnos (San Mateo County Commission on Aging) shared information about their programs, highlighting their Senior Peer Counseling Drop-In Support Group which they hope to bring to Pacifica Senior Services in January 2019.
- Manager Lange and Assistant Supervisor Cooney met with Chris Rodriguez, Deputy Director of Aging & Adult Services for San Mateo County, to review a project Director Rodriguez is working on to prevent senior homelessness.