



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA
Parks, Beaches and Recreation Commission
1810 Francisco Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
Deirdre Martin

MAYOR PRO TEM
Sue Beckmeyer

COUNCIL
Sue Vaterlaus
Mary Bier
Mike O'Neill

Wednesday, October 28, 2020

Virtual Meeting via Zoom Link: <https://zoom.us/j/95832189618>

CORONAVIRUS DISEASE (COVID-19) NOTICE

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT AND PURSUANT TO THE ORDERS OF THE HEALTH OFFICER OF SAN MATEO COUNTY DATED MARCH 16, 2020, MARCH 31, 2020, APRIL 29, 2020 AND MAY 15, 2020. THIS MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT NECESSARY BUSINESS AND IS PERMITTED UNDER THE ORDER AS AN ESSENTIAL GOVERNMENTAL FUNCTION.

Consistent with the above-referenced Orders, this City Committee Meeting will not be physically open to the public and Committee Members and staff will be video/teleconferencing into the meeting.

To maximize public safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting as detailed below.

- To Observe the Meeting: <https://zoom.us/j/95832189618>
 - To access the meeting by computer/smartphone, go to:
 - To dial-in via phone +1 (669) 900-6833
- Then webinar ID: 97268446462

How to Submit Public Comments:

- **During the Meeting:** Live verbal public comments may be made by members of the public joining the meeting via Zoom (computer, smartphone/tablet app, or phone). Zoom access information is provided above. Use the "raise hand" feature (for those joining by phone, press *9 to "raise hand") during the public comment period for the agenda item you wish to address. City staff will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment. You will have 3 minutes to speak unless modified by the meeting chair.
- **Before the Meeting:** Written public comments for the record may be submitted in advance by 4:00 p.m. on the meeting date by email to: phippsb@ci.pacificaca.us and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:
 - Clearly indicate the Agenda Item No. or topic, or specify "Oral Communications" in the Subject Line for items not on the agenda
 - Include the submitter's full name.

Note: The format of this meeting may be altered or the meeting may be cancelled, if needed. You may check on the status of the meeting by visiting the City's website at www.cityofpacifica.org for any updates.

AGENDA

CALL TO ORDER 7:00 PM REGULAR MEETING

I PLEDGE OF ALLEGIANCE

II ROLL CALL

III APPROVAL OF MINUTES Regular Meeting 8/26/20

IV ADOPTION OF AGENDA

V INTRODUCTION OF NEW COMMISSIONER Commissioner Marchetti

VI SPECIAL PRESENTATION Pacifica Senior Services – Recreation Manager Jim Lange & Stephanie Coy Community Services Coordinator

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

VIII ITEMS FOR CONSENT

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

IX ITEMS FOR CONSIDERATION Appeal of City Staff decision to deny Heritage Tree permit application HT-001-20 for Removal of Four Heritage Monterey Cypress (*Hesperocyparis macrocarpa*) located at 24-30 Salada Avenue.

X REPORTS, ANNOUNCEMENTS AND CORRESPONDENCE FROM COMMISSIONERS

XI REPORTS FROM STAFF A) Director Perez

XII ELECTION OF CHAIR AND CHAIR PRO-TEM

XIII ADJOURNMENT

Next Study Session: TBD

Next Regular Meeting TBD

The City of Pacifica will provide special assistance for disabled citizens upon at least 24 hour advance notice to the City Manager's office (738-7301). If you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.



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

REGULAR MEETING – 7 PM

Wednesday August 26, 2020

Via Zoom

City Council Chambers

2212 Beach Blvd.

Pacifica, CA 94044

CALL TO ORDER:

Commissioner Poblitz called the meeting to order at 7:14 PM.

I PLEDGE OF ALLEGIANCE:

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

II ROLL CALL:

Commissioners Present: Commissioners Poblitz, Abbott, Kellogg, Benton Shoemaker, Heywood, Lusson, Chair Knowles

Commissioners Absent: None

Commissioners Excused: None

Staff Present: Director Michael Perez, Recreation Assistant Supervisor Beth Phipps, Recreation Coordinator Anthony Schriver

III APPROVAL OF MINUTES:

Chair Knowles called for a motion to approve the minutes of the 7/22/20 meeting. **Motion was made by Commissioner Poblitz, seconded by Commissioner Abbott, motion carried 7-0.**

IV ADOPTION OF THE AGENDA:

Chair Knowles called for a motion to adopt the agenda. **Motion was made by Commissioner Kellogg, seconded by Commissioner Benton Shoemaker, motion carried 7-0.**

V SPECIAL PRESENTATION:

None

VI ORAL COMMUNICATIONS:

None

VII ITEMS FOR CONSENT:

None

VIII ITEMS FOR CONSIDERATION:

A) Pacifica State Beach Surf Camp/School Permitting

Director Perez gave a staff report outlining the pilot program that would allow for Community Access Partner (CAP) to hold a permit for 6-months, while Commission would simultaneously work on changes to the Surf Camp/School policy.

Commissioner Benton-Shoemaker: Asked for clarification of the Commissions actions for the meeting. Was this for approving the revised policy or just the pilot program?

Director Perez: Responded that they are one and the same.

Commissioner Heywood: Stated that he believes the Commission should move forward.

Commissioner Abbott: Is excited to see this move forward. She was glad to get schedules from Mira (Executive Director of Brown Girls Surf) and Johnny (Executive Director of City Surf Project) and looks forward to starting phase 1 and beginning to work on a complete overhaul of the current process and. She read a brief paragraph from Santa Monica's policy.

Commissioner Poblitz: stated that it has been easy to catch up on the support for this. He also asked if the same weekend requirement that currently applies would apply to the CAP permit as well. He also made reference to not receiving the schedule of surf camps yet.

Director Perez: Responded that the CAP permit holders would fall under the same guidelines as all camps. He also stated that our plan was to have all the schedule information available for this meeting but it wasn't possible. He clarified that the schedules that Commissioner Abbott was referring to were documents that were sent out by Mira and Johnny.

Commissioner Poblitz: replied that this is a good thing for Pacifica and he hopes the community is made aware that this is happening. He also feels that this has the potential of good relationship building between Pacifica and San Francisco. He is looking forward to the stories that will come out of this opportunity.

Commissioner Lusson: He likes to see the support that has been shown to this project and supports a pilot program. He asked if there might be a challenge in the future if and when more organizations want to be part of the CAP permit process and meet the qualifications, is there a possibility of competition for the CAPP permit.

Director Perez: responded that this would be looked at with the new policy along with other challenges that may come up. He also stated that some may feel that this is a good problem to have because it shows that we are promoting more access.

Commissioner Lusson: acknowledged that there is a lot of support for this program but wanted to know how long standing permit holders feel about this process. He asked if they would be heard from during public comment, and that he would wait to hear what they had to say.

Commissioner Kellogg: sees the dynamics changing based on qualifications and people are applying for these permits. He also feels that we need a way to filter out the most qualified applicants for these permits. He is concerned how this might affect local businesses. Commissioner Kellogg stated that he hopes that the surf camp permit holders are working together in good faith with the local surf shops to assure safe numbers on the beach.

Chair Knowles: asked for clarification on if the Commission was moving on the red line version of the Surf Permit Policy to get us to the next step and see how it works. She also pointed out a discrepancy between the Brown Girls Surf proposal numbers and the numbers in the redline policy version.

Director Perez: stated that the policy would be temporarily amended to allow for the pilot program. He also clarified that the numbers in the proposal are not the same as our policy and in order to be fair and equitable with our current camps that are permitted for either 12 or 25 students per camp he used these numbers.

Chair Knowles: stated that she has tried to consolidate the important information that has been provided. She feels that it is important to look closely at Brown Girls Surf proposal option I and II going forward. She understands the concern of possibly adding more students to the beach each year and this is something that the

Commission will have to take a look at in the future. She also appreciated the schedule that was provided by Brown Girls Surf outlining what could happen during the pilot. She requested that the Commission hold additional study sessions where all parties are represented at the table in order to build relationships.

Commissioner Abbott: noted that the 4-6 people for Brown Girls Surf and 4-8 or 4-12 on some weekends for City Surf which is far below the number allowed. She appreciated the schedule that was submitted.

Commissioner Heywood: Clarified the information presented by Commissioner Abbott.

Public Comments:

Doug Armstrong: stated that he is an ocean lifeguard-supervisor in San Francisco and he consults with Brown Girl Surf and does safety trainings for them. In his 15 years in the profession Brown Girls Surf is one of the best run organizations when it comes to safety. He applauded the commission on taking the next steps to insure equity.

Mike Malone: stated that Linda Mar is a great memory for him. He worked for Surf Camp Pacifica and has given many lessons. He understands what this means for the beach and also commends the Commission.

Dionne: is the Executive Director of the Wahine Project based out of Monterey County. The mission of this group is to eliminate barriers that prevent a diversity of youth from a relationship with the ocean. They began supporting Brown Girls surf about 7-8 years ago they came up to Pacifica to help Brown Girls Surf. She also applauds the Commission for building something other communities can model.

Eddie Donnellan: Runs a similar program out of San Francisco. He is glad to be able to speak in favor of Brown Girls Surf and the City Surf Project. He feels it is important for the Commission to understand how incredible this opportunity is. He stated that you have to start small and then figure it out. He also stated that these groups make sure to clean up after themselves, they aren't just showing up they are cleaning up.

Mira Manickam-Shirley: extended her appreciation to the Commission and staff for working to move this forward. She would like to see this called phase I instead of a pilot which she feels better reflects the Commissions commitment to this program. She is also worried about the rule that limits camps to 10 people after 12 o'clock in the afternoon. She is excited to get to work in Pacifica.

Kimberly Williams: from San Mateo County chapter of Surfrider Foundation applauds the Commission for their commitment to providing a Community Access Partnership Permit program but would ask the Commission to change the wording to Phase I instead of pilot as a pilot implies that it may not be permanent. She also applauded Chair Knowles for encouraging all stake holders to be at the table to inform these policies. She encouraged the Commission to approve Phase I of the CAPP program effective September 1, 2020.

Olivia VanDamme: works with Brown Girls Surf. She thanked the Commission and echoed Dionne in line with Coastal Commission.

Chair Knowles closed public comment

Commissioner Benton-Shoemaker: asked if Brown Girl Surf would be reaching out to Oceana High School, she did not see this in the proposal and wondered if this would be part of the pilot program.

Director Perez responded that he did not know the answer to this.

Commissioner Heywood: asked why we would ask this of this group who comes from Oakland and not have the schools take the initiative.

Director Perez: clarified that at the last study session Commissioner Benton-Shoemaker had asked this question and Mira had responded that this might be possible.

Commissioner Abbott: asked for clarification on 10 camper restriction after 12, does this pertain to summer only or is it year round? She asked if it was worth relaxing the policy on weekday afternoon camps which now stands at 10 campers. She asked if the Commission could move to make it 24.

Commissioner Kellogg: said that he was leaning toward no on this as it would be like giving 2 permits which he doesn't feel would be equitable. He also would like to keep this program named a pilot program. Calling it a phase I implies that there is a phase II defined, which we don't have at this time.

Director Perez: stated that we could issue 2 small camp permits which would allow for each group to have 10 campers in the afternoon.

Commissioner Lusson: asked if we are getting into an area where we don't have the staff or resources to manage the program.

Director Perez: stated that this could be a part of a larger discussion. At the present time there are only a few things which is doable for staff.

Commissioner Poblitz: No comment

Chair Knowles: acknowledged that the Commission had discussed and expressed their commitment to this program. She believes what now needs to happen is to get people on the beach. She feels that the best way to talk numbers is to get everyone together at the table at the same time in order to flush this all out.

Motion was made by Commissioner Abbott to approve the red line version of the Pacifica Surf Camp policy with the revision of 1 CAPP permit for 25 to 2 small CAPP permits of 12 each for a phased/pilot program to begin in September of 2020, seconded by Commissioner Kellogg Motion carried 7-0

Chair Knowles asked for clarification on the motion one shared permit or 2 individual permits

Commissioner Abbott verified that this was correct the total for the two permits would be 24.

Director Perez: suggested getting study sessions on the calendar and the Commission's work plan. He will send out a list of possible dates to the Commissioners.

IX REPORTS, ANNOUNCEMENTS AND CORRESPONDANCE FROM COMMISSIONERS

Commissioner Poblitz: No report

Commissioner Lusson: No report

Commissioner Kellogg: No report

Commissioner Abbott: stated that she is thankful that the pool will be reopening at Terra Nova. She informed the Commission that Pacifica was approved as an age friendly city by AARP. She also let the Commission know that the grab and go lunch program is up to 100 and Meals On Wheels (MOW) is up to 120 per day. Senior services is looking at expanding routes to accommodate this increase. She also reported that SIA membership is at more than 815 and the membership will be extended through next year. The seniors are also starting a pen pal program between seniors and youth in the community. She also let the Commission know that one mural that is still being discussed is at the pump station in Linda Mar.

Commissioner Heywood: No report

Commissioner Benton Shoemaker: Let the Commission know that Arbor Day is now being planned and is always held the 2nd Saturday of November and Public Works Department is supplying 30 trees. The group organizing this is planning on how to make this a safe distance planting event with as many community participants as possible.

Chair Knowles: let the Commissioners know that there is still a need for more shoppers for the seniors. She is educating herself on the surf camp policy by reading all of the comments and talking to the current surf camp permit holders in particular Shawn Rhodes.

XI REPORTS FROM STAFF

Director Perez reported on the following:

The Director informed the Commission that he will be talking to the City Manager about what the next steps are going forward for the bike park.

Director Perez updated the Commissioners on the aquatics program reminding the Commissioners that the pool had been open for a month before the county went back on the watch list which forced us to close the indoor facility. Anthony Schriver, Aquatics Coordinator gave a brief update on the aquatics programming and the reopening temporarily at Terra Nova Pool at the end of the month and how signups will work.

Commissioner Benton-Shoemaker: asked if people could sign up for multiple slots
Anthony Schriver: responded that signups are opened each week but yes people are signing up for more than one slot

Director Perez informed the Commission that we are not able to take payments at the Terra Nova Pool so participants are no required to prepay for their swim times with no refunds for no shows. This may discourage people from signing up for multiple swims.

Commissioner Heywood: asked if people would be allowed to use their punch cards

Anthony Schriver: responded not at this time but reminded the Commissioner that these passes do not expire.

The Director let the Commission know that the limited summer camps operated by the City were very successful and the department is looking at something for the fall but that staffing is currently an issue for both recreation and Child Care. He let the Commission know that we are in the process of hiring a Site Coordinator and some full time lead teachers. Child Care started distance learning with children at child care but the internet has been a challenge.

Director Perez told the Commissioners that the seniors never shut down. He let the Commission know that an average of 211 meals have been served per day.

Coordinator Dieterle began Zoom Bingo which is slowly progressing at 3:00 on Wednesdays. San Francisco State nursing students are completing MOW assessments and have asked them to do well fare checks as well.

Director Perez discussed recent/upcoming Beach Closures. August 22-23 was due to the wild fires south of Half Moon Bay. This was very last minute which was hard. He let the Commissioners know that we would be updating them on closures as soon as we know about them.

The Director also let the Commission that we are also hiring a new Community Services Coordinator, this used to be the MOW Coordinator position. Stephanie Coy has been hired to fill this position and will be starting on September 14, 2020.

Director Perez updated the Commission on the new Resource Parking Pass and gave them a brief overview of the process for obtaining this pass.

The Director informed the Commission about improvements at the community Center which include a new ADA compliant sidewalk and a new fence around the Skate Park.

XII ADJOURNMENT

Commissioner Poblitz asked for a motion to adjourn the meeting. **Commissioner Poblitz made the motion to adjourn, Commissioner Heywood seconded the motion. Motion carried 7-0** and the meeting was adjourned at 9:11 pm.

Next Study Session: TBD

Next Regular Meeting: September 23, 2020

Respectfully submitted,
Beth Phipps
Recreation Assistant Supervisor

Parks, Beaches and Recreation
Cynthia Knowles, Chair

Pacifica Parks, Beaches and Recreation Department Surf Camp/School Policy for Pacifica State Beach

Applicant Qualifications:

- Pacifica business license
- Facility Use (permit) form via PB&R
- Price list of camp fees and program structure/basic curriculum and schedule - curriculum should also include discussion of surf citizenship/etiquette, appropriate to the length of the session
- Copy of Certificate of Insurance for \$3 million dollar (\$3,000,000) liability insurance for current year
- Proof of Workers' Compensation policy of one hundred thousand dollars (\$100,000) if you have employees
- Safety plan and business plan submitted with application
- Proof of current WSI (water safety) and CPR certification on file for each employee
- All applicants must have proper equipment in good condition
- Applicant and all staff must be proficient in surfing

Guidelines and Rules:

- Two surf schools/surf camps with a limit of 25 students per class
- One surf school/surf camp with a limit of 12 students per class
- Two Community Access Partnership (CAP)* camps with a limit of (12) students per class added as part of a 6 month pilot program to begin Sept/Oct 2020.
- The ratio of five (5) students per instructor (minimum requirement)
- All instructors under the age of 18 must be supervised if working with minors
- Students surfing outside the impact zone (beyond the breakwaters) and/or independently, must wear leashes
- Instructors to be identified by colored jersey with "Surf Instructor" on back (preferably red)
- Students to also wear a different colored jersey for identification and wetsuits for protection
- Individual surfing by instructors should be for demonstration and instructional purposes only
- Camp hours on weekends: 8 AM to 12 Noon; 10 or fewer students per camp between 12 Noon and sunset (weekends)
- Area of operations is restricted to the area between the north restrooms and the San Pedro Creek
- Camps/lessons will need to be canceled if water is too crowded, conditions unsafe or if only one wave break is surf-able

- Local Surf Shops who hold a Pacifica Business License, carry Liability and Workers Compensation Insurance, may continue the practice of employees teaching individual and small group lessons with a maximum of 5 students in keeping with the ratio of five (5) students per Instructor (minimum safety requirement)

- One local surf shop may apply annually for a permit to increase the number of students (up to 12) at the small surf camp rate

Day passes may be issued for other groups/events at the Directors discretion and in keeping with preserving the safety and minimizing the density of use.

*Community Access Partnership (CAP) Permit Applicant Additional Criteria

- a. The organization is exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code; (is a 501(c) (3) themselves or is a fiscally sponsored project of a 501(c)(3))
- b. The organization is in compliance with the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Article 7 (commencing with Section 12580) of Chapter 6 of Part 2 of Division 3 of Title 2 of the Government Code);
- c. The organization has expertise in providing surf programming to low income or underrepresented groups who face obstacles, such as, but not limited to, transportation, cost, and disenfranchisement, to general public access and/or surfing at the beach;
- d. The organization delivers services consistent with the purpose and resource values of the park facilities granted;
- e. The organization has developed interpretive, educational and/or recreational programming to outdoor spaces with demonstrated results;
- f. The organization provides programming that is free or significantly subsidized for participants with low incomes
- g. The organization has instructors with specific training to the programming and cultural competencies to address the needs of participants served.

Access and use of beach/park facilities by eligible entities shall enhance beach/park access for disadvantaged and/or underrepresented groups who face obstacles to general public access or surf-related use of the beach/park.

Adopted by the PB&R Commission 8/26/2020



Staff Report

Item VIII A)

Date: October 28, 2020
To: Members of the Parks, Beaches and Recreation Commission
From: Michael Perez, Director
Subject: Administrative Update

The following pages represent the Parks, Beaches and Recreation (PB&R) Department's most recent quarterly report covering the months of July, August and September of 2020. As you are aware, most of our programs and facilities closed by March 16 due COVID-19. As detailed in previous reports, there has been a slow reimagining and reopening of some programs, while others are still not happening.

During the summer, we were able to open Brink pool for a month, only to have to close down because the County was placed on the State's watch list. Staff was able to work out a plan and pivot and offer limited aquatic programming at Terra Nova, thanks in large part to a collaboration with Jefferson Union High School District.

Both Child Care and our Adventure Camp programs were able to operate in a limited and restricted capacity for two 3-week sessions this summer and Child Care has continued operations into the school year.

From the beginning of the closures, Senior Services continued operation of Meals on Wheels and pivoted the daily in-person Congregate Lunch Program to a Grab and Go pick-up lunch program.

On April 25, 2020, the City implemented a temporary furlough of most of our part-time staff due to lack of available work. Typically we have between 110 and 130 part-timers during this quarter of the year; however, due to COVID-19, that number has dropped to 28.

Bike Park Joint Study Session with City Council

On November 9, 2020, at 6pm, there will be a Joint PB&R Commission and City Council Study Session on the Bike Park. Commissioners held a study session with the Bike Park Committee prior to the regular meeting on August 28, 2020, where the Committee made a presentation on their vision for a bike park in Pacifica and outlining the work they've done so far.

Coordinator Schriver and Director Perez have been meeting with the Committee to discuss their presentation to Council on the 9th and highlighting feedback given to them by the Commission at the Study Session.

Surf Camp/School Permitting

At the June 22, 2020 City Council meeting, Council referred this work item to the PB&R Commission to evaluate the Pacifica Surf Camp/School Policy to determine if/how the program could be amended to allow more surf camps to operate, or to revise the permit renewal process in order to support non-profits that work with diverse communities.

On July 22 and August 5, 2020, the Parks, Beaches and Recreation Commission held study sessions to discuss the Surf Camp/School Policy. Mira Manickham-Shirley, executive director of Brown Girls Surf and Johnny Irwin, executive director of City Surf Project, participated in both meetings. They each shared information and background on their organizations, who they serve and how they operate. Information on their organizations was also shared with Commissioners prior to the first study session.

Also in attendance at one or both sessions, were representatives from all the current surf camp permits holders. In addition, several members of the public attended both meetings, speaking in support of the two non-profits and their mission.

Commissioners were interested in implementing a pilot program with a CAP permit for either the remainder of the year or 6-months. However, during that time, there is a desire to work on the overall permit policy with an overall inclusive and equitable surf camp policy as a goal. Commissioners agreed they would like to see this task on their work plan.

At the August 26th regular meeting, the Commission approved changes to the Surf Camp/School Policy creating a six-month pilot program to include two small camp Community Access Partner (CAP) permits to be held, one each, by Brown Girls Surf and City Surf Project. They also agreed to place the Surf Camp/School Permit Policy on the Commission's work plan in order to more thoroughly study this issue, collect and analyze information and make appropriate recommended changes.

On October 14th, the Commission held another study session to talk about the policy. Staff gave a presentation including background, current requirements, guidelines and rules, example of a purpose statement, camp schedule data, a compare and contract with other agencies and the CAPP proposal highlights. Surf camp operators and members of the public attended. There were nine attendees from the public who spoke. Thoughts shared included:

- Concerns about safety and overcrowding at the beach
- That there is a very small area that the camps are in, putting more in could lead to overcrowding
- Making sure that the area is not expanded, as other areas on the beach are not suitable for beginners
- Education - Camps need to be responsible for teaching safety measures, surf etiquette
- Concern that proper surf etiquette and safety are being taught in camps
- Concerns about the current surf camp policy – need to be updated/changed
- Promotion of sharing the beach, teaching young people to surf
- Need for improvement of diversity in the system
- Surf camps are a small percentage of beach users and shouldn't be blamed for overcrowding

- Calls for collaboration between surf camp operators – in particular with calendar/schedule in order to minimize overcrowding as an impact
- Several speakers talked about racism in surfing, some disagreed and/or had no personal experience with it; others brought up movies, articles and shared experiences that show it is an issue

Some thoughts shared by Commissioners included;

- Wanting to see BGS and CSP succeed.
- Overcrowding is a major issue at Pacifica State Beach
 - How do accommodate more groups when it comes to overcrowding?
- Giving youth who normally don't have access or resources to the sport of surfing is a good solution to equity issues

Commissioners were interested in a more specific and targeted agenda for the next meeting(s). Staff is working to put this together and schedule future meetings to move this item forward.

Staff Updates

Kenda Seeley is our new Recreation Specialist, assigned to Administration for the Parks, Beaches and Recreation Department and began work on October 5th. Kenda comes to us having worked most recently as an Employment Services Analyst for San Francisco State University and as an Event Management Department Coordinator and Budget Analyst for San Jose State University. Prior to the COVID-19 shutdown most of our programs, Kenda also worked for our department as a Recreation Leader.

Stephanie Coy was hired and began work on September 14th as our new Community Services Coordinator, in charge of Meals on Wheels, within the Seniors Services Division. Stephanie comes to us having worked most recently as a Wellness Coach for The Primary School in East Palo Alto and prior to that, was an Advocacy Coordinator for the YWCA Silicon Valley in San Jose.

One of our long-term employees, Lillian Paulsen has been promoted to Site Coordinator at the Fairmont Park preschool site. Lilly earned her A.S. degree in Early Childhood Education from Skyline College. She holds a Site Supervisor permit from the California Commission on Teacher Credentialing. Lilly has experience working with both school-age and preschool children while working at almost all of the Child Care sites. Congratulations Lillian!

The Child Care division has hired one of the previously approved additional Child Care full-time positions. Ingrid Orellana joins the Child Care team with an A.A. degree in Early Childhood Education. Ingrid holds a Site Supervisor permit from the California Commission on Teacher Credentialing. Ingrid has experience working with both private and state-funded programs and is bilingual in English and Spanish. Ingrid will be working at the Fairmont West preschool site. Welcome Ingrid!

Recreation Manager Jim Lange has announced his retirement after a distinguished career with the City of Pacifica. Jim has done incredible work for the City since he was hired as the Senior Services/Food Supervisor in 2004, then promoted to Recreation Manager in 2017.

Jim is responsible for growing and nurturing our Senior Services into what it is today – a comprehensive and thriving program, which has been referred to as the Gold Standard by the County. Under Jim's watch our programs have seen quality improvement, increased and

diverse offerings as well as the implementation of innovative programming. Jim has also been responsible for the facility and program improvement through careful and thoughtful stewardship of Senior trust funds and donations with an eye towards minimizing the City general fund contributions. The “culture of caring” that is practiced at the Center is a direct result of Jim’s vision and leadership, always making sure that Seniors Matter.

Jim as also been a part of many of our department programs and events. His positive impact on our department, our Seniors, staff, customers and citizens of this community will be felt for a long time.

Congratulations to Jim on a career well done. On behalf of our department, I would like to thank Jim and wish him all the best in his future endeavors.



Staff Report

Item VIII B) October 28, 2020
TO: Members of the Parks, Beaches and Recreation Commission
FROM: Anthony Schriver, Recreation Coordinator
SUBJECT: AQUATICS DIVISION UPDATE July-September, 2020

Adult Lap Swim and Water Aerobics

In the month of July we were able to open up the Jean E. Brink Pool with restrictions set in place by San Mateo County and State of California due to COVID-19.

- Participants entering the facility must have their temperature checked with a touchless thermometer and do a self-health screening to ensure they are not showing symptoms of the COVID-19 virus.
- All persons in the facility are required to wear face masks except when they are in the water. Swimmers must come to the pool prepared to swim in their swim suites.
- One person per lap lane, 45 minute lap swims with a reservation only.
- Participants were able to reserve a lap lane through sign up genius and pay the \$10.00 fee at the door.
- Water aerobics operated the same but with 20 participants spread out in three lap lanes physically distanced six feet apart.

Unfortunately, due to State regulations the locker rooms, showers and water fountains were closed to help minimize the spread of the COVID-19 virus. Bathrooms were open for use when needed.

During the month of July we had 1,104 participants utilize our pool for water aerobics and lap swim bringing in \$11,040. Participants were thrilled to get back in the pool since most gyms, fitness centers, yoga studios and other pools have been closed. Swimmers have been very complimentary of our safe operation.

During the month of August all indoor pool operations were shut down due to State of California regulations when the County went on the “watch list.” This effected indoor businesses such as gyms, fitness centers and indoor pools, disappointing our swimmers and water aerobics participants.

Although indoor pools were closed, outdoor facilities were still able to operate following all safety protocols. Staff worked with Jefferson Union High School District (JUHSD) staff in consultation with their Board of Directors, who allowed us to utilize the Terra Nova High School (TNHS) Pool during this COVID-19 pandemic. Programs that had been operating at Brink Pool in July began at TNHS Pool on August 31st. We are so thankful to JUHSD for allowing us to operate our programs at TNHS Pool.

Swimmers have been very grateful for our services because surrounding indoor pools are not an option for swimming right now. All safety regulations and protocols which were used at Jean E. Brink pool have been carried over to Terra Nova. With our gorgeous weather during these past few months, and even better weather in the back of the valley where TNHS Pool is located, swimmers have been ecstatic to be back in the water there. There is one less lane which limits the water aerobics to 10 instead of 20 and the inability to collect fees (due to Wi-Fi and security issues) requiring us to look at other ways to collect the fees. Fortunately Sign-up Genius has the ability to do this and send us a

check. This has worked out very well and has helped to limit the number of “no shows” for swimming.

During the month of September we had 1,153 participants utilize the TNHS pool bringing in \$11,530. We will continue to use TNHS pool until we are allowed to resume operations at the Brink Pool.

On July 20, 2020 Pacifica Senior Services introduced a new aquatics program—“**Sirkka Niukkanen Senior Swim Program.**” This program is designed to subsidize the difference between the current COVID-19 fee and the pre-COVID-19 senior fee.

Current COVID-19 Senior Drop in fee:	\$10.00
Pre-COVID-19 Senior Drop in Discount fee	<u>\$ 5.00</u>
Sirkka Niukkanen Senior Program subsidy	\$ 5.00

This program is for residents of Pacifica who are seniors 60+ years of age. Senior participants will continue to pay \$5.00 per swim and must reserve a lane Monday-Saturday 8am -2pm through the online reservation system, signupgenius.com. Swim slots are one hour (45 min. swim) and COVID-19 aquatics restrictions must be followed. In order to qualify for this program you will need to provide a photo ID showing both your birthdate and address the first time you swim.



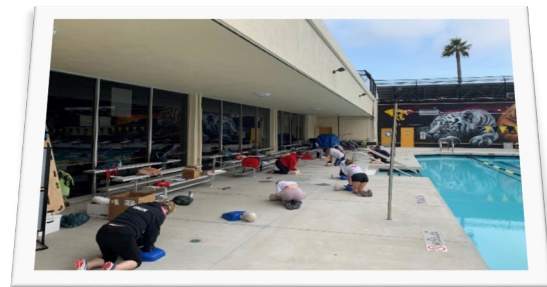
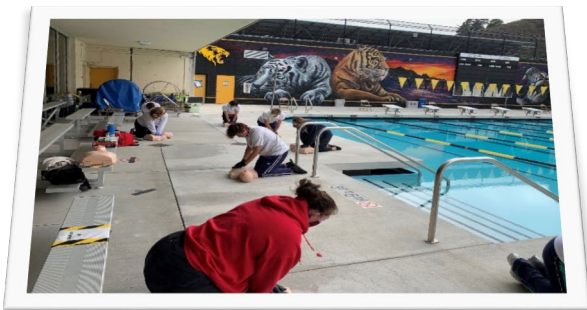
Fires

One drawback to using an outdoor pool is the weather. California is currently experiencing many wildfires. With fires comes smoke and unhealthy air quality. Staff consulted with our Safety Committee, Human Resources Department as well as other agencies, and came to the determination that an air quality index (AQI) of 151 or greater would necessitate the canceling of all outdoor programs, including swimming. If programs are cancelled due to air quality all participants are refunded their participation fee. If the AQI is 150 or below, participants have the option of coming to their swim reservation with no refunding of fees. For the safety of our staff and coaches, we purchased KN95 masks which filter out bad air or particles that may come from surrounding fires. Staff are welcome to use these KN95 masks when the air quality becomes bad.



Pacifica Sea Lions workouts (PSL)

PSL Swim Team Members 12 and up have been conducting workouts similar to our adult lap swim program. Parents of PSL athletes are able to make a reservation for 45 minute coached workouts. Cost for these workouts are \$10 per PSL member. Parents are delighted and thankful for our PSL workout programs M, W, F 3:00-5:00pm and T, TH 4:00-7:00pm. In July we had 482 swimmers workout bringing in \$4,820. In September we had 560 swimmers workout bringing in \$5,600. We will continue to hold PSL workouts at the TNHS Pool until we are allowed to go back to Brink Pool.



Lifeguarding and Swim Coaching Staff

Staff have been doing an amazing job at our pools. Before each pool opened staff went through 2.5 hours of training. All staff practiced and reviewed protocols of how to rescue victims, give ventilations, automatic defibrillator with CPR practice, proper checking in of customers, and sanitation processes of all frequently touched and used areas around the pool, reception and bathrooms. All staff used their own equipment, which was provided by the City, had their masks on, were physically distanced and wore gloves while participating in these trainings.

I commend and appreciate their services as they are our frontline workers serving our community for a sport and workout loved by many participants. Participants have, and continue to commend our staff! They are constantly thanking us and commenting on how awesome and amazing a job we are doing and how safe they feel while in our pools. We are happy and it's our pleasure to offer swimming to Pacifica.



CITY OF PACIFICA



Staff Report

Item VII. C

Date: October 28, 2020

To: Members of the Parks, Beaches and Recreation Commission

From: Tracy Gilbert, Child Care Services Supervisor

Subject: Child Care Division Update July-September 2020

DISTANCE LEARNING

All of our Child Care sites are up and running effective the first day of school, 8/20/2020 and are providing in person learning and distance learning opportunities for those families choosing to continue to Shelter in Place due to the COVID-19 epidemic.

Additionally, our school-age Child Care sites are providing for school time distance learning throughout the day. Staff are doing very well managing the complications and challenges associated. Our first priority remains keeping the children and families safe while trying to navigate through the difficult and fluid COVID-19 pandemic.

Below are some pictures showing distance learning happening at the Child Care sites.



SUMMER CHILD CARE

Child Care's summer sessions went very well. The Child Care division worked very hard to develop plans to offer summer Child Care based on following current health orders and adapting to additional State Licensing regulations as a result of COVID-19. We offered two summer sessions of care that were three weeks each. Staff developed a plan that outlined the "new" procedures for offering Child Care and distributed the plans to the families. Each site held Zoom parent meetings to discuss the new procedures.

QIRS GRANT

The Child Care program will be receiving a Quality Improvement Rating System (QIRS) grant again this year for \$5,371 from the County. Staff have 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 to support social emotional learning.



Staff Report



Item VIII D

Date: October 28, 2020
To: Members of the Parks, Beaches and Recreation Commission
From: Sydney Bliss, Recreation Coordinator
Subject: Recreation Division and Community Center Rentals Update
July – September 2020

Youth & Teens

Virtual Website:

At the beginning of the COVID-19 shutdown the Parks, Beaches, and Recreation Department created a virtual website for the community. On the website you will find links to games, educational supplements, fitness classes, and much more. We continue to update this sight to make it fresh and more informative as we go along. To access the website;
https://www.cityofpacifica.org/depts/pbr/virtual_community_center.asp .

Youth Advisory Board

The Youth Advisory Board (YAB) has eight high school age youth members who are making plans to meet virtually to discuss putting together upcoming virtual events.

Summer Adventure Camp:

The City of Pacifica Recreation Programs were redesigned to help support families affected by the impact of COVID-19 and give children a much needed sense of normalcy. The Division and City closely monitored guidelines and regulations of the San Mateo County Health Department, the State of California, and the Centers for Disease Control and Prevention (CDC), etc. The goal of our programs was to provide a clean, safe, fun, loving, and enriching environment for children.

Children were divided into 12 or fewer small groups per classroom with continuing care by the same teachers throughout the day for a minimum of 3 consecutive weeks. These groups were engaged with age appropriate activities, which could be challenging since children from the same household were required to be together no matter their age. Activities included movement, arts and crafts, creative projects, etc. We practiced social distancing, and implemented systems to continue to keep our children, staff and families healthy and safe throughout the program!

Session 1 - July 6, 2020 to Jul 24, 2020 - 34 participants
Session 2 - July 27, 2020 to August 14, 2020 - 41 participants.

Pacificans Care donated \$5,000 to offset the cost of camp for the families of Pacifica, allowing us to lower the cost by \$50 for each camper.

Some of the feedback we received from families for this program included:

“You all are doing an awesome job with adventure camp. My kids are super happy and loving the activities and I’m hoping to find something else for them since school is all remote.”

"Hannah said her camp experience has been "excellent, which means perfect." Thank you so much for all the extra work you have all put in during this hard time to show her the best first camp experience. We are all very thankful and appreciative."

"The girls are so excited and would love to be with Sammy and Suren again for the next session!"

Some of the highlights of the Summer Adventure Camp program included:

Tie-dye face coverings

Water balloon toss

Noodle tag

Walking fieldtrips to Rockaway Beach

Sandcastle building

Burying staff in the sand

Writing thank you notes to first responders

Camp show and tell

Building and erupting volcanoes





Pacifica Community Center

Between the months of July and September, the Community Center was unoccupied to community renters. The building was used for Seniors Meals on Wheels and Seniors Grab and Go lunch. Ongoing and special event rentals stopped March 13th due to COVID-19.

Upcoming Special Events

Story Time Facebook Posts

Keep an eye out for Sandy Witch and Mrs. Clause in the coming months for Friday story times on the Pacifica Recreation Facebook page.

Halloween Drive Thru – October 31st, 5:30pm-7:30pm

GET CONNECTED WITH PACIFICA PARKS,
BEACHES, AND RECREATION

HALLOWEEN DRIVE THRU

More Treats than Tricks at a bloodcurdlingly boo-tiful
scare-fest!

Free Event

October 31, 2020 | 5:30PM-7:30pm
Enter at 170 Santa Maria Ave. Exit at Salada



A small bag of candy will be provided to each person in costume
while supplies last.

COVID-friendly protocols will be followed
to ensure items are safely provided
through car windows.

**PACIFICA PARKS
BEACHES
RECREATION**



For more information contact (650)738-7376

Holiday Events, tentative plans include:

Tentative Plans

- Santa riding around town on December 5th, escorted by the police and fire Dept., similar to what was done with the Reverse Egg Hunt in April.
- Elf in the park virtual event
- Holiday House decorating contest
- Letters to Santa.

We will be working in conjunction with the Pacifica Chamber of Commerce for many of these events and are hoping to bring some much needed joy with festive activities that will be safe for the community this year.



Staff Report



Item VIII. E) October 28, 2020

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Jim Lange, Recreation Manager

SUBJECT: SENIOR SERVICES DIVISION UPDATE July - September 2020

Manager's Report

Funding update:

Pacificans Care Grant met our request for f/y 2020/21 for \$25,000 for program relief (25% increase PY)

Efforts are underway to receive CARES Act and FAMILY FIRST Act funds to support our Meals on Wheels, "Grab and Go" and Transportation (CaR) programs during COVID for fiscal year 2020-2021. California Department on Aging (CDA) has changed the rules for FY 2020/21 from 2019/20 which will not allow providers to use Older American Act funds for COVID programs. Since Pacifica is not operating our standard Congregate and Transportation programs—these programs are affected. The programs that we are providing to offset the affected programs include our Congregate and Meals on Wheels "Grab and Go" and CaR program rides to shopping and medical purposes.

The Giving Tree program received \$10,200 between the months of July- September. A \$10,000 gift from Earl Adkins' Trust was specifically for the Senior Services Computer Lab upgrades. Earl was an active participant at the Center and enjoyed the classes provided. He was also a Meals on Wheels volunteer for several years and enjoyed eating lunch at our Congregate program daily. Earl began participation at the Center after his wife's passing.

COVID-19 updates:

Childcare staff assisted in the Meals on Wheels deliveries during COVID until the first of July—at which point they returned to reopen the Childcare program. We have been soliciting new volunteers from the Community to fill these voids and the growth in the number of deliveries.

Senior Services plea letter campaign raised \$19,500 with 220 donors. The campaign was an effort to recoup lost revenue from the cancellation of our annual Spaghetti Feed fundraiser and lost revenue from the Center being closed. Plea letters were only sent to the SIA Membership.

"Grab and Go" program continues to be a great success and well appreciated by the participants. We are serving nearly 90 seniors daily in this program. Prior to COVID-19 we averaged 56 clients daily in our Congregate program. Our Meals on Wheels program had a substantial growth and is currently averaging 120 meals per day vs. 64 avg. prior to COVID-19.

Programs and activities have remained closed at the Center since March 16th due to COVID-19 "Shelter in Place" order. Our Program Coordinator has introduced several virtual social activities,

classes and activities.

Age Friendly Cities (AFC) update

City of Pacifica’s has been officially recognized as an Age Friendly Community by the World Health Organization (WHO). AARP Age Friendly Cities worked with Roy Earnest, Pacifica’s AFC Chair, to move forward with WHO to retain the certification. Pacifica AFC Community Coalition is still meeting periodically for discussions of moving forward with projects.



CaR Program (Connect a Ride) update:

CaR ridership has begun increasing and expanding distance since the COVID-19 “Shelter in Place”. We have witnessed an increase in trips for medical appointments and number of rides. There are currently 264 Pacifica residents 65+ years old registered in the program since the roll-out November 4, 2019.

Month	Days of Service	Total Rides	Avg. Daily Rides	Fare Totals	Avg. Monthly Fare	Medical	Bart	Local
July	31	47	1.5	1084	23.07	14	0	33
August	31	64	2.1	1636	25.57	37	0	27
September	30	70	2.3	1605	22.93	32	0	38
TOTAL	92	181	2 avg.	4325	23.90 avg.	83	0	98

Senior Services Administration

Senior Services Community Services Coordinator (MOW), Stephanie Coy, joined our team on September 14th. Recruitment started June 1-22 and 185 applicants were received. Stephanie brings a lot of experience dealing with difficult situations, crisis management, and volunteer oversight and demonstrates a great deal of compassion for others.

Our vacant Transportation Specialist-“Class B” Bus Driver position remains open and recruitment will not start until we plan to resume our Transportation Services. This position will assume all transportation services operations--including the CaR program.

Pacifica Senior Services 2019/20 Executive Summary report was completed in August. (Attached)

Building & Facilities

Playground replacement and expansion has been completed and will be opening soon—since San Mateo County has approved reopening playgrounds/structures. New walkways and railings have been installed for ease and safe access.

Skate park fence replacement project has been completed and well received. A powder coated black chain link fence was installed and an additional entrance on the North West corner—allowing ease of access from the West side parking lot.

A retaining wall with landscaping was constructed to brace the new walkway at the East walkway entrance of the skatepark is near completion and landscaping is to follow. The original walkway was removed for construction of the EQ Basin project. There was erosion beneath the new walkway—which was a result of poor planning for the replacement walkway.

A new safe and ADA compliant sidewalk and pathway has been installed on the West side curb parallel with the Community Center. This addition will aid in a safe and ADA compliant access to the building and outdoor amenities.

Programs & Activities (Submitted by Dana Dieterle, Program Coordinator)

SIA Membership

The SIA membership expired September 30, 2020, based on the current COVID-19 crisis, we have decided to extend the membership until September 30, 2021. New members will be welcome to join for \$25.00 throughout the upcoming year.

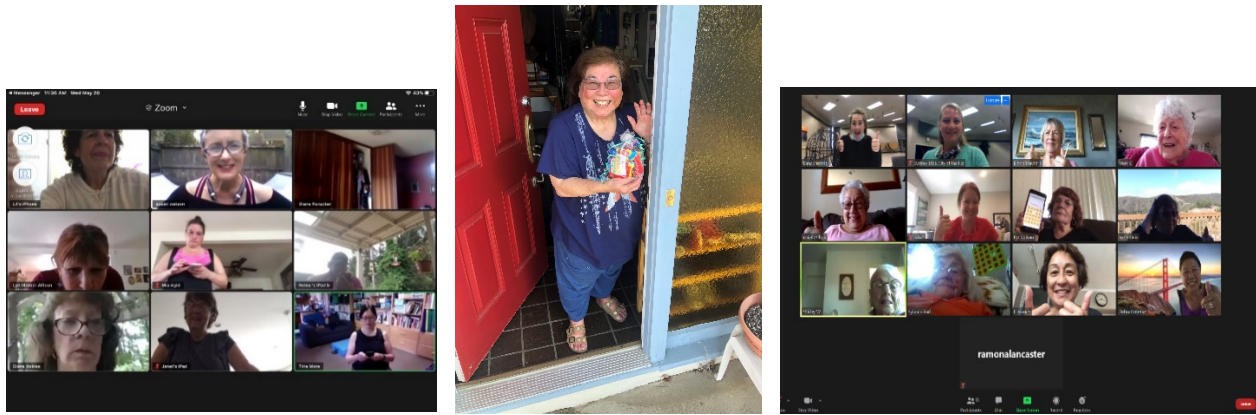
Congregate “Grab and Go” Lunch Program

The “Grab and Go” lunch program continues to be a huge success. Along with the meals, efforts are made to distribute printed educational material pertaining to COVID-19, “brain teasers”, as well as the offer of books and jig saw puzzles. Staff has brought some creativity and fun to “Grab and Go” with themes such as Wacky Wig Wednesday and Disney Day.



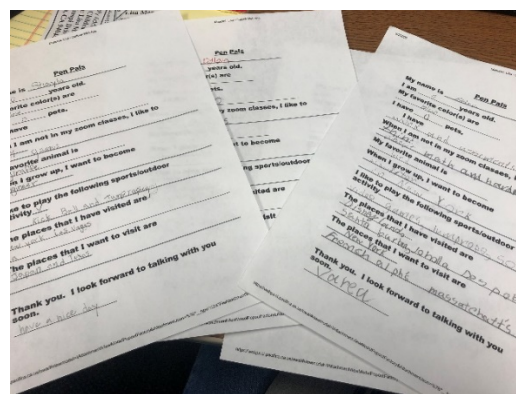
Reimaging Programs

All in-house classes, programs, services, and activities continue to remain suspended (since March 16, 2020). Senior Services staff continue to strategize ways to reimagine programs. Pacifica Senior Services has created a Virtual Senior Center page to give seniors a nice way to get a break from their routine at home and keep them entertained. The Virtual Senior Center consists of URL links that will direct participants to fitness, puzzles, games, and more! The URL links are posted online at www.cityofpacific.org/seniorservices and in the Senior Tidings newsletter. Currently, nine classes and services are being offered virtually through Zoom: American Line Dancing, Aerobics, Chair/Mat Yoga, Rosen Method Movement, Zumba Gold, “STAGES” Drop-in Discussion, Drop-in Grief Support, and Ukulele Class Jam Session. Virtual Bingo hosted by PB&R on Zoom is held weekly on Wednesdays at 3pm, and participation has gradually increased since we started this program in July. Senior Services staff is now hosting Virtual Coffee Happy Hour via Zoom on Thursdays at 10am. This is a time to provide updates, conversation, reconnect, check in, and share a laugh.



Pacifica Senior Services is preparing a wonderful custom cookbook featuring favorite recipes from our members that will be used as a fundraiser. The cookbook will be professionally published, and it is certain to become a treasured keepsake. In an attempt to bring our community and generations together off-line, we have matched up six Senior and Youth pen pals to begin writing one another. Seniors will be able to pass on thoughts and experiences to a younger generation while engaging with their community. Youth will have the ability to practice expressing themselves in writing, off of a screen, share their lives and dreams, and see the world through the eyes of someone new. We hope to create lasting friendships and amazing connections within our community while keeping everyone safe and healthy

We have partnered up with the local Library and are offering eight Loaner Wifi Hotspots & Laptops to seniors. Participants must provide their Library card information for check out, and may borrow the device for up to 3 months. The intent of the Loaner program is to make it possible for seniors to participate in virtual classes.



Senior Nutrition Programs (Submitted by Jim Lange, Manager, Stephanie Coy, Community Services Coordinator)

Meals on Wheels (MOW)

- Meals on Wheels volunteers delivered 7,310 meals 6,684 meals to our frail homebound clients enrolled in the MOW program and an additional 626 meals to seniors "Shelter in Place" during the first quarter of 2020-21.
- Unduplicated clients were 127 homebound seniors (115 MOW clients + 12 "Grab and Go" delivered clients). Meals continue to be delivered fresh daily M-F and frozen meals for weekend and holidays delivered on Fridays or the day before the holiday.
- The average client donation for service is \$1.56 per meal (4% increase from PY).
- We are currently operating 7 meal delivery routes (5 routes were our standard prior to COVID-19). We are on the verge of developing an additional route due to continued program growth.

Congregate (currently 100% "Grab and Go")

- "Grab and Go" drive-thru program has served 5,378 meals during the first quarter of 2020-21.
- There were approximately 140 unduplicated seniors picking up meals during the months July-September.
- Fresh meals continue to be picked up M-F between 11:30am-12:30pm from the East driveway of the Community Center.



PARKS, BEACHES AND RECREATION DEPARTMENT



"Community focal point for seniors quality of life"

PACIFICA SENIOR SERVICES 2019/20 EXECUTIVE SUMMARY

YEAR OF RESILIENCE!



Services include: Transportation, Meals on Wheels, Information & Referral, Congregate Lunch
Health and Wellness programs, array of classes, clubs and entertainment

540 Crespi Drive
Pacifica, CA 94044

(650) 738-7352

Resilience

MISSION STATEMENT:

Pacifica Senior Services is the community focal point for seniors' quality of life. We are committed to providing services and programs which maintain and enhance the quality of their lives, reduce isolation, and promote socialization.

SIA COUNCIL BOARD

2019-21



Horace Hinshaw, Chair

Carol Kirby, Nominating Chair

Linda Giorgi, Board Member

Lucky McGowan, Vice Chair

Eileen Underwood, Sunshine Chair

Marge Ryan, Board Member

Jean McNab, Secretary-(not pictured)



This year brought many challenges with a lot of unforeseen circumstances that were addressed by our staff, volunteers and seniors with resilience.

Through the interruptions at our Center from the EQ Basin construction, area fire storms, power outages and COVID-19 pandemic we were able to meet the essential services for seniors in our community without missing a single day. This was possible by the dedicated staff, City leadership and most of all—our volunteers and program participants. Our community came out to offer support and assistance.

We were able to accomplish many of our goals due to the generosity of donors. Pacificans Care continues to be our largest community fiscal support and program assistant. Our program volunteers up until COVID-19 “Shelter in Place Order” continued to contribute many hours of hard work facilitating classes and activities and fundraising for our programs.

As we move forward reimagining our services and programs our safety for community seniors welfare will be our focus, and the challenge will be met with resilience!

Jim Lange, Recreation Manager

Connect a Ride (CaR) Program

Sirkka Niukkanen Trust Fund is partially being used to subsidize the majority of the cost of Serra Cab rides for participants of the CaR program. Transportation was a need identified as a barrier for senior isolation. CaR participants must be a Pacifica resident 65+ years old. CaR riders only pay \$5.00 per one-way ride anywhere in Pacifica 24/7. Other boundaries include neighboring hospitals, medical offices and Colma Bart Station. Assessable vehicles and additional passengers are no extra charge. Currently nearly 250 seniors are enrolled in the CaR program. CaR was launched in November 2019.



Pacifica was awarded the designation of Age Friendly Community by the World Health Organization (WHO). San Mateo County Board of Supervisors chose Pacifica as one of 3 cities for Phase 1 in San Mateo County's effort to have all cities in the County participate in the Age Friendly Cities (AFC) Initiative.

Pacifica formed a AFC Task force, and conducted Community focus groups around needs on how to make Pacifica a senior-friendly community. Three Pacifica projects centered around: Housing, Transportation and Business Friendly Practices.

2019 / 20 ACCOMPLISHMENTS.....

- ◇ Seniors in Action (SIA) membership is strong and was on pace to break the record of last years membership prior to the COVID-19 pandemic—845 members as of March 16th, 2020
- ◇ “Senior Space” kiosk and software is 100% live. SIA members now get a scan card which is a membership card and has the capacity to do all their financial transactions for their membership renewal and classes/activities. This has helped reduce the redundancy of financial reports, facilitator payment process and ensures class participants receiving a SIA discount are truly SIA members. Scanning for a class is easier for the seniors vs. sign-n sheets
- ◇ More than 40 classes and activities were offered weekly for seniors all of ages and abilities prior to COVID-19 “Shelter in Place” Order. Quarterly participations in these classes exceeded 3,000
- ◇ During the COVID-19 crisis we launched:
 - ⇒ “Grab and Go” lunch program to substitute the Congregate Lunch program
 - ⇒ Expanded our Meals on Wheels program and Shopping Assistance for Seniors Homebound (SASH)
 - ⇒ Performed welfare checks to all nutrition program participants
 - ⇒ Created multiple virtual classes, activities and social opportunities to stave away isolation.
- ◇ Prior to COVID 19 stoppage of program (March 16, 2020)
 - ◇ Rummage Sale contributed over \$27,000
 - ◇ Gift Shop \$3,500
 - ◇ Seniors in Actions Membership reached \$24,000
 - ◇ Class cards \$15,600
- ◇ Events cancelled due to COVID-19
 - ◇ Volunteer Recognition Dinner
 - ◇ Spaghetti Feed / Silent Auction Fundraiser
 - ◇ Expanded Health and Information Fair
 - ◇ Completion of AARP Tax services

Senior Services Giving Tree funds contributed in 2019/20 to program and facility upgrades which included:

- ◇ SeniorSpace Kiosks and software
- ◇ Portola and Card Rooms wall guards and painting
- ◇ 75" Flat screen TV for Portola Room for senior movies and lecture presentations
- ◇ Bocce Ball Court upgrades
- ◇ Computer Lab color printer
- ◇ Carousel stain glass panels framing and installation for Community Center entry way
- ◇ Exterior plants and garden stones
- ◇ "Healthy Senior / Healthy Pet" Program assistance



Parks, Beaches and Recreation Department underwent reorganizational changes after there were key vacancies in the Department

Senior Services impact of the reorganization included:

- ⇒ Elimination of Asst. Senior Services Supervisor position
- ⇒ Add full-time Transportation Specialist (open position due to COVID-19) to attract a "Class B Driver and manage the CaR program and Transportation Services
- ⇒ Add Community Services Coordinator who will primarily manage our Meals on Wheels program.



Pacifica Senior Services has received during fiscal year 2019/20:

- ◇ Inter-governmental funding of \$278,300—36% increase from prior year
- ◇ Pacificans Care annual program support \$20,500 (3% increase from prior year) and \$8,000 COVID Emergency Aid. Annual grant for 20/21 was increased to \$25,000
- ◇ 2nd Annual “Rockaway Ricky Memorial Fund” received \$2500 for Meals on Wheels pet program (400% increase from prior year)
- ◇ Meals on Wheels America Emergency COVID Relief Grants \$22,800
- ◇ Sirkka Niukkanen Trust granted \$2,110,000 YTD for new senior program development to benefit Pacifica seniors
- ◇ Giving Tree donors contributed \$28,200
- ◇ First plea letter was created in response to lost senior program revenue during COVID and our Seniors in Action Community donated over \$19,500—far surpassing our goal.
- ◇ Pacifica Senior Services has sustained the 100+% program participation growth of Meals on Wheels and Congregate (“Grab and Go”) programs

Meals on Wheels volunteers delivered 21,638 meals to homebound seniors

Senior Services staff remained committed and resilient during all these difficult times and have not missed a day of providing essential services!

14,300 meals were served by volunteers or picked up during our Congregate & “Grab and Go” nutrition programs



“Hope you have a great day.....and a better tomorrow”

..... Jim Lange



**CITY OF PACIFICA
PARKS, BEACHES & RECREATION COMMISSION
AGENDA SUMMARY REPORT
October 28, 2020**

SUBJECT:

Appeal of City Staff decision to deny Heritage Tree permit application HT-001-20 for Removal of Four Heritage Monterey Cypress (*Hesperocyparis macrocarpa*) located at 24-30 Salada Avenue.

RECOMMENDED ACTION:

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

ORIGINATED BY:

Public Works Department

STAFF CONTACT:

Aren Clark, Parks Superintendent
(650) 738-3760
clarka@ci.pacifica.ca.us

Lisa Petersen, Director of Public Works
(650) 738-3767
petersenl@ci.pacifica.ca.us

BACKGROUND/DISCUSSION:

On January 6, 2020, Mr. Christopher Gibbs applied for a permit to remove four (4) Monterey Cypress trees on the property located at 24-30 Salada Avenue. Mr. Gibbs supplied an arborist report prepared by Kielty Arborist Services, LLC describing the condition of the trees. The full arborist report is attached. The report describes the condition of five trees. The condition of the individual trees is described as poor, with one tree listed in fair condition. As stated in the report:

“Trees 2H through 5H are recommended for removal. Their combination of poor to fair condition and form, imbalanced and substantial canopy lean, and dead limbs, reveal an accelerating decline in their state of health. Additionally, both their declining health and existing dead growth poses a danger to the PG&E power lines routed through four of the trees, especially during storms which result in breakage of already weakened limbs. Tree 1H exhibits most of the same factors as the other four, however with selective trimming its particular limb and leader form may allow a longer life, as well as posing a lessened risk to the PG&E power line. Tree 1H may be preserved, if its counter balancing leader is selected and trimming is carefully performed to optimize its health.”

City staff met with Mr. Gibbs at 24-30 Salada Avenue to inspect the trees approximately a couple weeks after receiving the application. City staff determined that the trees do not represent an

unreasonable risk. It was the opinion of City staff that the potential for limb failure, discussed in the arborist's report, could be reduced using proper pruning practices.

Mr. Gibbs mentioned that the owner of the adjacent property to the south had plans for development of the property. Mr. Gibbs was informed that there were three ways to proceed. The options given were:

1. Withdraw the application and seek reimbursement for the application fee from the City of Pacifica.
2. Appeal the decision of City staff denying the removal application to the City of Pacifica Parks, Beach and Recreation Commission. He was advised that the Commission had the authority to overturn the decision of City staff and would consider any re-landscaping plan, if he chose to submit one.
3. Coordinate with the adjacent property owner regarding their development plans. Mr. Gibbs was informed that the trees could be negatively impacted depending on the configuration of the proposed new construction. Mr. Gibbs was advised that if an arborist report submitted with the building plans stated that the trees needed to be removed due to factors related to the building project, the City would reconsider the removal request.

Mr. Gibbs requested that City staff hold the application in order to allow time for him to consult with the adjacent property owner. On July 17, 2020, Mr. Gibbs sent a letter to the City of Pacifica requesting the City move forward with the removal process. In this letter, Mr. Gibbs raises additional concerns related to the trees that were not specifically addressed in the arborist report supplied to City staff. These concerns and the City's responses are provided below:

1. Damage to the trees (girdling) caused by utility lines. *City staff did not see any significant damage to the trees; however, there are several apparent repairs that have been made to the power line connecting the house to the utility pole. It is reasonable to assume that the damage to the power lines was likely caused by limb failure or abrasion against the tree.*
2. Potential fire hazard due to the power lines proximity to the trees. *City staff is not in a position to evaluate the safety of PG&E's facilities other than to state that routing home droplines through trees is common throughout Pacifica.*
3. The high risk the trees present. *The arborist report supplied by Mr. Gibbs does not provide a risk rating for individual trees nor does it contain a standard International Society of Arboriculture (ISA) tree risk form making it difficult for City staff to comment on this concern.*

Mr. Gibbs was mailed a letter on August 12, 2020 officially denying the removal application thereby allowing Mr. Gibbs to appeal this decision to the City of Pacifica Parks Beach and Recreation Commission. The hearing has been scheduled for Wednesday, October 28, 2020. Mr. Gibbs, as well as adjacent property owners, were sent letters informing them of the hearing. A notice of the hearing was also posted on the property of 24-30 Salada Avenue.

ALTERNATIVE ACTION:

The Commission may choose to consider re-landscaping options regarding this property.

RELATION TO CITY COUNCIL GOALS AND WORK PLAN:

Denying the application to remove the trees is consistent with chapter 12, Sec. 4-12.01 (2) stating that one purpose of preserving of heritage trees is:

- *To protect and conserve the attractiveness, aesthetic and scenic beauty and historic*

atmosphere of the City:

FISCAL IMPACT:

There is no fiscal impact to the City of Pacifica.

DOCUMENTS ATTACHED:

1. Copy of Tree Removal Application
2. Copy of Arborist Report Prepared by Kielty Arborist Services LLC
3. Letter to City of Pacifica Requesting to Proceed with the Removal Process
4. Letter officially Denying the Removal Request
5. Application with Appeal
6. Letter Sent to Adjacent Property Owners Advising of the Permit Denial
7. Letter Sent to Mr. Gibbs and Adjacent Property Owners Informing of Hearing Date.
8. Pictures of trees at 30 Salada

Kielty Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650-515-9783

December 6, 2019

Christopher Gibbs
2 Buffalo Court
Pacifica CA 94044

Site: 24 - 30 Salada Avenue, Pacifica CA

Dear Mr. Gibbs,

On Friday, November 22, 2019, I visited the above site as requested, to inspect and analyze the five (5) trees located along the easterly border of your property at 24 - 30 Salada Avenue, Pacifica, CA. Concern as to PGE electric power lines wired throughout this group of trees, as well prior storm-related limb failures, the residences beneath, and the future health and safety of the trees, has prompted this visit.

Method:

All inspections were made from the ground; the trees were not climbed for this inspection. The trees in question were located on a plot provided. The trees were then measured for diameter at 24 inches above ground level (DBH or diameter at breast height). A condition rating (CON) is provided using 50 percent vitality and 50 percent form, using the following scale:

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



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

Five cypress trees at 24-30 Salada Ave. The trees have PGE electric power lines wired throughout and beneath.

Survey:

<u>Tree#</u>	<u>Species</u>	<u>DBH</u>	<u>CON</u>	<u>HT/SP</u>	<u>Comments</u>
1H	Monterey cypress (<i>Cupressus macrocarpa</i>)	28	50	35/40	Poor-fair vigor, poor form, leans easterly by 15 feet.
2H	Monterey cypress (<i>Cupressus macrocarpa</i>)	22	45	35/40	Fair vigor, poor form, leans northerly by 25 feet.
3H	Monterey cypress (<i>Cupressus macrocarpa</i>)	28	50	40/35	Fair vigor, fair form, co-dominant at 15 feet, leans easterly by 18 feet.
4H	Monterey cypress (<i>Cupressus macrocarpa</i>)	24	45	35/40	Fair vigor, poor form, large northern leader removed. Leans easterly by 25 feet.
5H	Monterey cypress (<i>Cupressus macrocarpa</i>)	28	45	40/35	Fair-good vigor, poor form, history of limb failure. Leans easterly and southerly by 25 feet.

H indicates heritage tree



Subject trees

Summary:

The five (5) cypress trees at 24 - 30 Salada Avenue are all of a protected size. All five of the trees at this location are in "poor" to "fair condition", with no "good" or "excellent" trees. Only one tree is in "fair" form, with all others in "poor" form.

Four exhibit substantial to severe canopy imbalance in their form.

Limb failures, storm damage, and poor maintenance practices in the past, including topplings, has resulted in majority of the trees having "poor" form. This practice has led to further limb failures, as at places the new growth is not well anchored to the limbs and trunk of the tree.

Tree 5H has a history of successive large limb failures as evidenced by stubs and scarring. Additionally, tree 5H canopy extends over residence as well as adjacent property.

Portions of the canopies of trees 2H to 5H exhibit dead

and dying limbs. A PGE power line is routed through and beneath the canopy of four of the trees. Past girdling from the power line is evidenced in some of the leaders and limbs.

Recommendations:

Trees 2H through 5H are recommended for removal. Their combination of poor-to-fair condition and form, imbalanced and substantial canopy lean, and dead limbs, reveal an accelerating decline in their state of health. Additionally, both their declining health and the existing dead growth poses a danger to the PGE power lines routed through four of the trees, especially during storms which result in breakage of already weakened limbs.

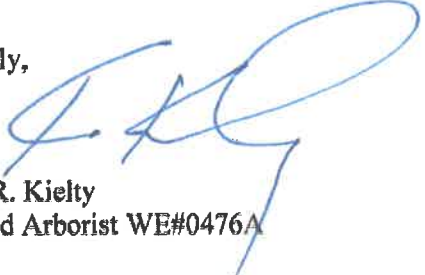
Tree 1H exhibits most of the same factors as the other four, however with selective trimming, its particular limb and leader form may allow a longer life, as well as posing a lessened risk to the PGE electric power line. Tree 1H may be preserved, if its counter-balancing leader is selected, and trimming is carefully performed to optimize its health.

Tree Removals and Trimming:

All tree trimming and removals will be carried out by a licensed tree care provider with experience in trimming and removals of large coastal species of trees. The project arborist will be on site during the trimming process of the tree selected for preservation to identify optimal limb form and health.

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

Sincerely,



Kevin R. Kiely
Certified Arborist WE#0476A





City of Pacifica APPEAL FORM

RECEIVED

SEP 08 2020

CITY CLERK

INSTRUCTIONS: TO FILE AN APPEAL, COMPLETE THIS FORM AND FILE IT WITH THE CITY CLERK'S OFFICE, CITY HALL, 170 SANTA MARIA AVENUE, PACIFICA, CA 94044, NO LATER THAN TEN (10) CALENDAR DAYS OF THE DECISION (NO POSTMARKS WILL BE ACCEPTED), TOGETHER WITH ANY REQUIRED APPEAL FEE. (ONLINE PAYMENTS INCUR A \$3.00 ADD'L CONVENIENCE FEE.) YOU WILL BE NOTIFIED IN WRITING OF THE HEARING DATE FOR YOUR APPEAL.

APPELLANT: FILL IN BLANKS AND CHECK APPROPRIATE BOXES BELOW. ATTACH ADDITIONAL SHEETS IF NECESSARY.
(\$514.50 FEE IS REQUIRED PER APPEAL OF PLANNING COMMISSION DECISION(S), IF FILED BY NON-APPLICANT)
(\$399.00 FEE IS REQUIRED PER APPEAL OF HERITAGE TREE REMOVAL PERMIT)

PROPOSED PROJECT:

Title/Name: TREE REMOVAL

Address: 30 SALADA

Applicant/Developer: CHRIS GROSS

APPELLANT:

Name: CHRIS GROSS

Address: 404 WRIGHTON RD

Phone (Day): 650-222-4843

DECISION OF (check one): Planning Commission Parks, Beaches & Recreation Division City Staff (Title): _____
DECISION DATE: _____ **Email Address:** TNGROSS4@SBCglobal.NET

DECISION AT ISSUE: APPROVAL or DENIAL of:

- Use Permit
- Site Development Permit
- Tentative Subdivision Map
- Animal Permit
- EIR or Negative Declaration
- Coastal Development Permit
- Administrative Decision
- Variance
- Parking Exception
- Home Occupation Permit
- Tree Removal Permit
- Other _____

DESCRIBE DECISION BEING APPEALED: TREE REMOVAL

DESCRIBE GROUNDS FOR APPEAL: PER ARBORIST'S REPORT THE TREES ARE A DANGER TO THE RESIDENTS & PROPERTY

APPELLANT'S RELATIONSHIP TO THE ITEM BEING APPEALED? (check one):

- Project Applicant
- Neighbor
- Concerned Citizen
- Other _____

APPELLANT'S SIGNATURE: X Chris Gross **DATE:** 9-7-20

Received By: Sarah Coffey, City Clerk (via email) Fee Paid: Cash Check Online 9/8/20
 Receipt Date: 9/8/2020 Receipt #: 35465
 Online Transaction ID: 5629809181

Coffey, Sarah

From: chris & angela gibbs <tntgibbs4@sbcglobal.net>
Sent: Tuesday, September 8, 2020 9:13 AM
To: Coffey, Sarah
Subject: 30 salada appeal
Attachments: IMG_3231.jpg

[CAUTION: External Email]

Hi Sarah,

Here is the appeal form I'll go on line and make the payment now . Can you please confirm receipt

Thank you

Chris Gibbs

CAUTION: This email originated from outside of the City of Pacifica. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA
Parks, Beaches and Recreation Department
1810 Francisco Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
Deirdre Martin

MAYOR PRO TEM
Sue Beckmeyer

COUNCIL
Sue Vaterlaus
Mary Bier
Mike O'Neill

10/15/20

Chris Gibbs
404 Brighton Rd.
Pacifica, CA 94044

Dear Mr. Gibbs:

The Parks, Beaches and Recreation Commission meeting on 10/28/20 will be held via video/teleconference using the Zoom platform. Access details as well as a link to the agenda are included below. Members of the public will be able to join the Zoom webinar for live public comments by. With regard to **Agenda Item No. VIII** for the public hearing related to your appeal of Heritage Tree Application No. HT-001-20, I am reaching out to you as the appellant and to see if you would like the option to participate in the public hearing on this item as a "panelist" participant in order for you to be both seen and heard (audio and video enabled) for your testimony as the appellant or if you prefer to participate with audio-only comments.

In order to identify you in this meeting format, it will be helpful to know how we will be able to recognize you in the meeting participants, e.g. using first and last name as shown by your Zoom login/profile or phone number from which you will be dialing in if participating by dial-in connection. We will enable your selected option (allow to speak w/audio only or bring on as panelist to allow for audio with video) for your portion of the public hearing participation. Please also let me know if you intend to have any additional individuals participating as part of the applicant's testimony, and provide me with a list of those individuals (if any) with first and last name and how we can identify them by Zoom login. Note that if you have others participating with you, you will be sharing the time allotted for testimony/rebuttal to the appellant with any other individuals that you have designated. Those team members would **not** have the separate option of providing public comments during the public comment period. Please communicate this to any individuals you designate, as they will **not** have the option to switch during the meeting.

If you have a PowerPoint presentation to share during your testimony as appellant, please send the PowerPoint to me by 12:00pm on 10-27-20. I will share the presentation during your time for testimony. Please do not use any additional transitions in the slides aside from advancing from slide to slide. We have Zoom set so that only the meeting host may share the screen. You can give a verbal cue for sharing the presentation and advancing the slide. Generally the applicant and appellant are

each provided ten minutes for their testimony with the option to reserve up to three minutes for rebuttal.

If you have any questions about the meeting format and participation in the public hearing, I can be reached at 650-738-7378 or Mike Perez at 738-7382.

You are invited to a Zoom webinar.

When: Oct 28, 2020 07:00 PM Pacific Time (US and Canada)

Meeting link: <https://zoom.us/j/95832189618>

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://zoom.us/webinar/tJEldOuppjlsG9zvQjQD8PEUaay53uKZ-](https://zoom.us/webinar/tJEldOuppjlsG9zvQjQD8PEUaay53uKZ-jKS/ics?icsToken=98tyKuCtpjgoG9ycthiPRowMGojCa-vxiFhdjfpHii7vMgQLUibDN-NbZ-FqO-Kd)

[jKS/ics?icsToken=98tyKuCtpjgoG9ycthiPRowMGojCa-vxiFhdjfpHii7vMgQLUibDN-NbZ-FqO-Kd](https://zoom.us/webinar/tJEldOuppjlsG9zvQjQD8PEUaay53uKZ-jKS/ics?icsToken=98tyKuCtpjgoG9ycthiPRowMGojCa-vxiFhdjfpHii7vMgQLUibDN-NbZ-FqO-Kd)

Topic: Pacifica Parks, Beaches & Recreation Commission Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/95832189618>

Or iPhone one-tap :

US: +16699006833,,95832189618# or +12532158782,,95832189618#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866

Webinar ID: 958 3218 9618

International numbers available: <https://zoom.us/u/acxYKviKh>

Sincerely

Beth Phipps

Beth Phipps

Recreation Assistant Supervisor

Parks, Beaches & Recreation

City of Pacifica

phippsb@ci.pacifica.ca.us

www.cityofpacifica.org



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
Deirdre Martin

MAYOR PRO TEM
Sue Beckmeyer

COUNCIL
Sue Vaterlaus
Mike O'Neill
Mary Bier

Date: October 14, 2020
From: Aren Clark, Public Works Superintendent
Subject: Appeal for Heritage Tree Application No. HT-001-20

On August 12, 2020 the City of Pacifica denied a request for a tree removal permit to the owner of the property located at 24-30 Salada Avenue. The permit application filed by the property owner requested permission to remove four Monterey cypress trees on the east side of the property. The owner of the property also supplied an arborist report prepared by a certified arborist recommending the removal of the trees. The owner of the property wishes to proceed with the removal of the trees and has appealed the decision made by the City of Pacifica denying the removal permit.

The matter has been referred to the Parks Beach and Recreation Commission. The matter will be heard and a decision will be made regarding the removal of the trees at the regular monthly meeting of the commission. All concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for October 28, 2020 at 7:00PM.

You are invited to a Zoom webinar.

When: Oct 28, 2020 07:00 PM Pacific Time (US and Canada)

Meeting link: <https://zoom.us/j/95832189618>

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://zoom.us/webinar/tjEldOuppjlsG9zvQjQD8PEUaay53uKZ-](https://zoom.us/webinar/tjEldOuppjlsG9zvQjQD8PEUaay53uKZ-jKS/ics?icsToken=98tyKuCtpjgoG9ycthiPRowMGojCa-vxiFhdjfpHii7vMgQLUibDN-NbZ-FqO-Kd)

[jKS/ics?icsToken=98tyKuCtpjgoG9ycthiPRowMGojCa-vxiFhdjfpHii7vMgQLUibDN-NbZ-FqO-Kd](https://zoom.us/webinar/tjEldOuppjlsG9zvQjQD8PEUaay53uKZ-jKS/ics?icsToken=98tyKuCtpjgoG9ycthiPRowMGojCa-vxiFhdjfpHii7vMgQLUibDN-NbZ-FqO-Kd)

Topic: Pacifica Parks, Beaches & Recreation Commission Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/95832189618>

Or iPhone one-tap :

US: +16699006833,,95832189618# or +12532158782,,95832189618#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866

Webinar ID: 958 3218 9618

International numbers available: <https://zoom.us/u/acxYKviKh>

If you have any questions regarding this matter, please call the Public Works Department at (650) 738-3760, or the Parks Beach and Recreation Department at (650) 738- 7386. Our fax number is (650) 738-9747.

Sincerely,

A handwritten signature in black ink that reads "Aren Clark". The signature is written in a cursive, flowing style.

Aren Clark

Public Works Superintendent

RECEIVED

AUG 04 2020

City of Pacifica

Christopher Gibbs

**2 Buffalo Court
Pacifica CA 94044
650-222-4843**

July 17, 2020

Planning Department
1800 Francisco Blvd.
Pacifica, CA 94044
Attn: Tina Wehrmeister, Planning Director

Dear Tina,

I would like to meet personally with you to discuss a stalemate that is occurring with the Planning Department.

Earlier this year in January, my family and I submitted our City of Pacifica Heritage Tree Application and our Arborist Report for removal of the dead/damaged/dangerous trees on our properties located at 24 & 30 Salada Avenue, Pacifica. As of this date, we have not received much of a response except that it has been "tabled" or the City may be waiting for us to submit a Re-Planting Plan.

I submitted this Application as a homeowner, not a developer. Power lines run directly through all trees. There is evidence that electricity from the power lines have damaged these trees. Most of trees have been deemed High Risk. The remainder have been deemed Medium to High Risk. Even after trimming, all trees remain Unstable, Severely Imbalanced, and in Poor Form.

I am enclosing our Tree Report by Certified and Licensed Arborist, Kevin R. Kielty of Kielty Arborist Services LLC which confirms that trees are a danger to residences as are rated Poor in vigor and form; have severe canopy imbalance; have dead or dying limbs; have a history of storm-related limb failures; there are concerns about falling on and damaging residents and houses below; PGE power lines are wired throughout the trees causing concern for fire; the trees lean 18ft - 25ft onto adjacent property, etc. The City's Tree Inspector Arborist Aren Clark has seen, witnessed and confirmed the above-described references especially the fact that live PG&E lines go literally right through the crotches of the trees and the trees should be removed.

These trees cannot stand for the following combinations of reasons:

1. The PG&E ELECTRIC HIGH POWER LINE goes literally right through these tree limbs and its canopy. My trees have PGE Electric Lines wired

throughout and also beneath the group of trees. Tree limbs that rub against power lines can burn the power lines and tree limbs, which can be the source of fires. This tremendously increases the danger of a fire, causing damage to not only the residences and inhabitants living on our property but also damage to lives and properties of fellow Pacifica Residents. Trees limbs and canopies growing near or through power lines greatly increase the likelihood of fires from arcing electricity, serious injuries or fatalities, and electrical shock and injury to anyone in the vicinity of an energized tree. Just think about the Paradise Fire.

2. According to Certified Arborist Kielty, "***past girdling from the power line is evidenced in some of the leaders and limbs***" of each of these trees. "***Girdling***", also called ring-barking, is the complete removal of a strip of bark from around the entire circumference of either a branch or trunk.. Girdling results in the death of the area above the girdle over time. When the main trunk of a tree is girdled, the entire tree will die as it cannot re-grow from above to bridge the wound. A branch completely girdled will also fail.

3. **Three (3) Trees have been deemed HIGH RISK.** These trees are rated as being Less Than 50%, which is, itself, High-Risk. Trees that fall into this category and should be removed no matter what. The Other Two (2) Trees Are Medium Risk, which means they fall under the category of Medium Risk based upon The City's and Our Arborist's interpretations. From discussions and my review of the Report, I understand that all are rated poor in vigor and form; have severe canopy imbalance; have dead or dying limbs; have a history of storm-related limb failures; there are concerns about falling on and damaging residents and houses below; *the trees lean 18ft - 25ft* onto adjacent property, PGE power lines are wired throughout the trees causing concern for fire; etc.

4. My family and I are tremendously concerned with the Continuing Stability and Imbalance of our trees. The Arborist Report clearly addresses these concerns. When the large limbs break, lives of my tenants and other Pacifica residents are threatened.

Sincerely,



Christopher Gibbs

**DECISION OF TREE REMOVAL AT
24-30 SALADA AVENUE**



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
Deirdre Martin

MAYOR PRO TEM
Sue Beckmeyer

COUNCIL
Sue Vaterlaus
Mary Bier
Mike O'Neill

August 12, 2020

Mr. Christopher Gibbs
2 Buffalo Court
Pacifica CA. 94044

Dear Mr. Gibbs,

The City of Pacifica has rejected your request to remove four Monterey Cypress trees on the property located at 24-30 Salada Avenue. City staff has reviewed your removal application along with the supplied arborist report and performed a site visit. City staff agrees with the report in that the trees exhibit poor form, show evidence of previous limb failures and are unbalanced with foliage concentrated on the east side of the trees as is common for this tree species when located in close proximity to the coast.

The City of Pacifica recognizes that Monterey Cypress trees can be a burden on homeowners in that they have a tendency to shed limbs in high winds. In this case, it is the determination of City staff that the risk associated with poor form and limb failure can be reduced to an acceptable level by the removal of dead limbs and reducing weight on remaining limbs using proper pruning practices, instead of removal. The City of Pacifica does not require a permit for tree pruning as long as the work is performed in adherence with International Society of Arboriculture (ISA) standards.

Monterey cypress trees are protected under the City of Pacifica Preservation of Heritage Trees Ordinance as they are an integral part of the ecology and character of many neighborhoods in Pacifica. They are relatively long lived (up to 200 years) and are not only unique to the coast but one of the few California native trees that can grow in close proximity to the ocean.

The review of the application by City staff is one step in the tree removal process. Once City staff have made a decision regarding a tree removal permit, there is a seven day waiting period in which an appeal may be filed by you with written notice of appeal with the Planning Director either by the property owner or a concerned citizen and pay the Heritage Tree Permit Appeal Fee of \$399.

The appeal will be heard by the Pacifica Parks Beach & Recreation (PB&R) Commission. Once a decision has been reached by the PB&R Commission, there is again a seven day period in which this decision may be appealed to the City of Pacifica City Council by filing a notice of appeal with the City Clerk within seven (7) days of the date of the decision of the PR&R Commission, along with a fee of \$514.50. Section 4-12-09 of the Pacifica Municipal Code describes the appeal process in detail.

DECISION OF TREE REMOVAL AT
24-30 SALADA AVENUE

Mr. Christopher Gibbs
2 Buffalo Court
Pacifica CA. 94044
Page 2

Should you have any questions, please feel free to contact me at the Public Works Department –
Field Services Division at 650-738-3760.

Sincerely,

A handwritten signature in blue ink that reads "Aren Clark" with a stylized flourish below the name.

Aren Clark
Parks and Streams Supervisor

CITY OF PACIFICA
PUBLIC WORKS DEPARTMENT
PARKS & STREAMS DIVISION
N O T I C E

Date Posted:

An application has been submitted to remove this heritage tree under the provisions of the City's Heritage Tree Ordinance (Chapter 12, Title 4, of the Pacifica Municipal Code). A heritage tree is defined as a tree, exclusive of Eucalyptus, which has a trunk circumference of fifty (50") inches (approximately sixteen (16") inches in diameter or more), measured at twenty- four (24") inches in diameter or more), measured at twenty-four (24") inches above the natural grade, or a tree or grove of trees including Eucalyptus designated by resolution of the city Council to be a special historical, environmental or aesthetic value. No person may trim, cut down, destroy, remove, or move a heritage tree for which a permit application is in process.

A person violating any of the provisions of the Heritage Tree Ordinance shall be guilty of a misdemeanor and shall be subject to a fine of up to \$1,000 or six months imprisonment, or a combination thereof, and may be subject to administrative civil penalties as provided by the Municipal Code.

The permit to remove of the tree has been denied by the City of Pacifica Public Works Department and this decision has been appealed. The matter concerning the removal of this tree will be heard and a decision will be made at the regular monthly meeting of the City of Pacifica Parks Beach and Recreation Commission. All of the concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for October 28, 2020 at 7:00 PM via zoom. Please see link below.

Please click the link below to join the webinar:

<https://zoom.us/j/95832189618>

Or iPhone one-tap :

US: +16699006833,,95832189618# or +12532158782,,95832189618#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866

Webinar ID: 958 3218 9618

International numbers available: <https://zoom.us/j/95832189618>

If you have any questions regarding this matter, please contact the Public Works office at 650-738-3760, 650-738-9747 (fax) or email: DPWassistance@ci.pacifica.ca.us

City of Pacifica

City Clerk-Tree Appeal

170 Santa Maria Avenue

Pacifica, CA 94044

CITY OF PACIFICA
 DEPARTMENT OF PUBLIC WORKS - FIELD SERVICES DIVISION
 170 SANTA MARIA AVE. PACIFICA, CA 94044
 650-738-3760 650-738-9747 (fax) DPWassistance@ci.pacifica.ca.us
HERITAGE TREE APPLICATION

THIS SECTION IS A PERMIT APPLICATION ONLY.
 IT DOES NOT GUARANTEE ISSUANCE OF PERMIT NOR GIVE PERMISSION TO BEGIN WORK

PERMIT NUMBER: HT-001-20 DATE: 11/6/2020 PAID: 216 RECEIPT NUMBER: 159195

APPLICANTS NAME: Christopher Gibbs PHONE NUMBER: _____

ADDRESS: 2 Buffalo Court, Pacifica, Ca 94044

1) LOCATION OF TREE(S): Easterly side of property
 (ATTACH A SKETCH OR PLOT OF PROPERTY)

2) VARIETY OF TREE(S): Monterey Cypress TOTAL NUMBER OF TREE(S): Four (4)

3) ACTION REQUESTED:

- removal / destruction construction affecting dripline other (please specify)
 move designate as Heritage Tree

4) JUSTIFICATION (STATE THE REASON WHY THE ACTION IN SECTION 3 IS BEING REQUESTED): ARBORIST CONFIRMS THAT TREES ARE A DANGER TO RESIDENCES AS ARE RATED POOR IN VIGOR AND FORM, SEVERE CANOPY IMBALANCE; DEAD OR DYING LIMBS; HISTORY OF STORM-RELATED LIMB FAILURES; CONCERNS ABOUT FALLING

5) SIGNATURE OF PROPERTY OWNER: [Signature]
 (by signing, you are granting permission for the City of Pacifica to inspect tree(s) on your property)

THE PERMITTEE AND/OR PROPERTY OWNER BY ACCEPTANCE OF THIS PERMIT, AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF PACIFICA FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS AND LEGAL ACTIONS FOR INJURIES OR DAMAGES TO PERSONS OR PROPERTY RESULTING FROM OPERATIONS OR MAINTENANCE UNDER THIS PERMIT, REGARDLESS OF PASSIVE NEGLIGENCE OF THE CITY OF PACIFICA, ITS OFFICERS, EMPLOYEES, CONSULTANTS AND AGENTS, AND AGREES TO COMPENSATE THE CITY IN FULL FOR ALL DAMAGES TO PROPERTY OF THE CITY OR TO PUBLIC PROPERTY UNDER ITS JURISDICTION RESULTING FROM OPERATIONS OR MAINTENANCE UNDER THIS PERMIT.

*****APPLICANT - DO NOT COMPLETE BELOW THIS LINE*****

HERITAGE TREE ORDINANCE - PERMIT

IN ACCORDANCE WITH THE APPLICATION EXECUTED ABOVE, PERMISSION IS: GRANTED DENIED

EFFECTIVE DATE: _____ EXPIRATION DATE: _____ EXTENSION EXPIRATION: _____

SUBJECT TO THE FOLLOWING CONDITIONS:

- to be done by a professional tree service with a City of Pacifica business license
 debris to be removed when work is completed
 mitigation measures (specify): _____

NOTE: ANY COSTS FOR THE REMOVAL OF HERITAGE TREE(S) IS AT THE EXPENSE OF THE PROPERTY OWNER

INSPECTED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

HERITAGE TREE ORDINANCE APPEAL

NAME OF APPELLANT: Christopher Gibbs PHONE NUMBER: 650-222-4843

ADDRESS: 30 Sabida Ave Pacifica

REASON TO APPEAL THE ADMINISTRATIVE DECISION ABOVE FOR THE FOLLOWING REASON: Danger



ON AND DAMAGING RESIDENTS AND HOUSES BELOW; THE POWER LINES ARE WIRED THROUGHOUT THE TREES CAUSING CONCERN FOR FIRE. LEAN 18-25FT ONTO ADJACENT DRIVEWAY, ETC. ATTACHED PLEASE FIND ARBORIST'S REPORT DATED DECEMBER 2019

Trees Located at 30 Salada Avenue (pictures taken October 22, 2020)











