



# **AGENDA**

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

### **STUDY SESSION**

***WEDNESDAY, January 30, 2017***

***6:00 PM to 7:00 PM***

City Council Chambers

2212 Beach Blvd.

Pacifica, CA 94044

Items to be discussed:

Bicycle and Pedestrian Plan Open House

The purpose of a study session is to offer the Parks, Beaches and Recreation Commission an opportunity for discussion of items and concerns in an informal setting. No action or decision may be taken. Any statements made by the Parks, Beaches and Recreation Commission at a study session are informal only and are not to be considered commitments or guarantees of any kind.

**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.**



# AGENDA

## Parks, Beaches and Recreation Commission City of Pacifica

**WEDNESDAY, JANUARY 30, 2019  
CITY COUNCIL CHAMBERS  
2212 Beach Boulevard**

**6:00 PM TO 7:00 PM** Bicycle and Pedestrian Plan Open House Workshop

**CALL TO ORDER  
7:00 PM REGULAR MEETING**

**I PLEDGE OF ALLEGIANCE**

**II ROLL CALL**

**III APPROVAL OF MINUTES** Regular Meeting November 28, 2018

**IV ADOPTION OF AGENDA**

**V SPECIAL PRESENTATION**

**VI ORAL COMMUNICATIONS**

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

**VII ITEMS FOR CONSENT**

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

**VIII ITEMS FOR CONSIDERATION**

Bicycle and Pedestrian Plan Update – Needs Assessment Memo

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

**X REPORTS FROM STAFF**

- A) Director Perez

**XI ADJOURNMENT**

**Next Study Session:** TBD

**Next Regular Meeting** February 27, 2019

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

**REGULAR MEETING – 7 PM**

Wednesday, November 28, 2018  
City Council Chambers  
2212 Beach Blvd.  
Pacifica, CA 94044

**CALL TO ORDER:**

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

**I PLEDGE OF ALLEGIANCE:**

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

**II ROLL CALL:**

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

Commissioners Absent: Knowles, Poblitz

Staff Present: PB&R Director Michael Perez, Recreation Assistant  
Supervisor Phipps, Recreation Specialist Linda Hanssen

**III APPROVAL OF MINUTES:**

Chair Kellogg called for a motion to approve the minutes of the 10/24/18 meeting.

**Motion was made by Commissioner Cochran, seconded by Commissioner Bier, Commissioner Murphy abstained, motion carried 4-0, 1 abstain.**

**IV ADOPTION OF THE AGENDA:**

**Chair Kellogg** called for a motion adopting the order of the agenda.

**Commissioner Abbott made a motion to adopt the agenda, seconded by Commissioner Murphy, motion carried 5-0.**

**V SPECIAL PRESENTATIONS:**

**Poet Laureate Camincha – Benvenuto**

**Director Perez:** Introduced our Poet Laureate Comincha Benvenuto. Camincha Benvenuto read her poem "A Day in a Million" for the Commission and audience. She shared her recent activities as Poet Laureate promoting literacy, library and public readings, and promoting Pacifica. She recommended reading the Pacifica Tribune and attending open mic. Her readings have included Flores and the San Francisco Main Library. She is featured on a YouTube video that is currently available.

**Commissioner Abbott** – Thanked Ms. Benvenuto for being a good ambassador for the city and for sharing and promoting literature.

**Commissioner Cochran:** Thanked Ms. Benvenuto for the wonderful work she is doing. **Commissioner Bier:** Stated it was a pleasure and honor having her there.

**Commissioner Murphy:** Thanked Ms. Benvenuto for her contribution and getting others involved. He especially admired her passion for her work. **Chair Kellogg:** He has been hearing from Director Perez about all the good work she has been doing. Commented what a great benefit she was for Pacifica. **Director Perez:** Wanted to remind the group that Ms. Benvenuto will be reading a poem for us November 30 at the Holiday Extravaganza. People can access her YouTube video from the SF Library on our Website under special events.

### **Senior Services – Jim Lange, Steve Humphrey, and Dana Dieterle**

**Recreation Manager Jim Lange** introduced the Senior Services Staff; Assistant Supervisor Ann Cooney, Food Service Coordinator Steve Humphrey, and Senior Services Program Coordinator Dana Dieterle.

He asked Food Service Coordinator Steve Humphrey to talk about his background. Steve Humphrey told the group how nice it was to work in Pacifica. He grew up in Pacifica and has lived here his whole life. He raised his three children in Pacifica and has many connections here. He has coached many local sports teams. He loves cooking. Mr. Humphrey worked at Seton for 44 years. He has worked with Recreation Manager Jim Lange in the past. Mr. Humphrey told the commission how impressed he was with the number of volunteers at the Senior Center. **Recreation Manager Jim Lange** then asked Senior Services Program Coordinator Dana Dieterle to talk about her background. She resides in San Bruno and got her degree at Sonoma State. Her first job out of school was in Foster City in the senior division. She told the commissioners she has a passion for working with seniors. Her last job was helping seniors in low income housing. She specifically worked in senior activities promoting quality of life and brain building. She outlined two goals in her new position. 1. Senior Experiences 2. Bringing fresh ideas and perspective to the program, promoting socialization, and enhancing the quality of life for seniors. She doesn't want any senior in Pacifica to feel isolated or lonely. She is excited to start her journey here in Pacifica.

**Commissioner Murphy:** Welcomed both Dana Dieterle and Steve Humphrey to the team.

**Recreation Manager Jim Lange** asked Assistant Supervisor Ann Cooney to come up and speak about her new position for a minute. Ann manages the Meals on Wheels program and supervises the Senior Services program. She has brought a lot of information to us on finances and best practices. **Ann Cooney** told the commission that we have the privilege of being in the constant path of generosity, creativity, and kindness. She thanked the group for giving her the opportunity to do this work. She thanked the commission for enabling us to provide these services. She said, we get all kinds of great messages from the Seniors.



**Recreation Manager Jim Lange** Provided an update, and correction of Senior Service finances. In the previous report he missed the \$40,000 state fund which we haven't received before. He distributed a current spreadsheet of finances for the department. He had originally reported that government contributions to the program were down \$20,000. In fact they received \$21,000 back from the State. There is \$5,700 he is still disputing for the congregate lunch program. If we get that we will be the highest funded we've ever been. In fairness to the county they have been funding us fairly. Jim Lange reported to the commission that for transportation last year we received \$ 9,000. This year we got \$8,900, and after contesting it we got an additional \$13,000. So we are looking good. Contributions for congregate meals are up this year, but participation numbers for congregate lunch are down. This is due to a lack of parking caused by the construction. He reassured the group that the county isn't penalizing us financially for the drop in participation. We are now being evaluated based on the effort to make the levels numbers of service. We never had a drop in numbers until the EQ basin project started. So we feel good that we are going in there strong.

**Recreation Manager Jim Lange –Gave a presentation on CAFÉ:**

Advancing Inclusive Communities. He distributed a PowerPoint presentation explaining the program. Supervisors Canapa and Slocum championed this age-friendly initiative. Pacifica is one of three communities in San Mateo County to be selected for an age friendly study. We are considered an age friendly city. This initiative is driven by of the World Health Organization's (WHO) Age- Friendly Cities Initiative. CAFÉ (Center for Age-Friendly Excellence) is a subcontractor from the county that will help facilitate the study. This pilot program will be funded by San Mateo County. Nationally there are about 700 cities in the world that will be involved. San Mateo County Staff selected Redwood City, Daly City, and Pacifica. We will be reviewed starting in January 2019. There will be a very strong task force that will then adopt focal groups in our community to get feedback on our city. The group will evaluate the city based on 9 parameters as defined by the World Health Organization. All the feedback will come from the local focal groups in a report. Manager Lange said we are honored to have been chosen. We are still working to fully understand the program. He and Director Perez will be the city contacts for this project. Several people were recommended as possible task force members including Chris Hunter, Commissioner Cindy Abbott, Michael Mau, Roy Ernst, and county identified people. Ann Cooney will also be involved. He feels grateful that we will be getting a lot of feedback on senior issues. He feels these will be things we have the resources to do. We will be getting back some hard data we can learn from. A presentation of CAFÉ to the City Council is scheduled for July 14. Manager Lange feels we are in a good spot.

**Commissioner Abbott:** Congratulated the new staff and everyone on having a full staff. She felt CAFÉ was an exciting project. The project lead, Annabelle Pelham, has been answering questions for her. She wanted to know what the process was and if it was multi year. There is a lot of support

available after the project. By 2050 older adults will represent 22% of the world's population. The silver tsunami is coming.

**Commissioner Cochran:** Stated we now have a dream team at the Senior Center. We are the only city with two accomplished Food and Beverage professionals on the staff. He feels this is a rare blessing.

**Commissioner Bier:** Welcomed the new staff with enthusiasm. She looks forward to more work with the CAFÉ project. She was concerned if the CAFÉ project would be adding more work to the team. **Manager Lange** replied that they will act as advisors, but that the project should not be an additional burden. Café will handle all the data collection.

**Chair Kellogg:** Asked how Pacifica got chosen for CAFÉ project. **Manager Lange** responded that a group of professionals made the selection. **Chair Kellogg:** asked if we have done anything like this before. **Manager Lange**

replied that this was unexpected. This is great timing for us. It will cover areas and services we don't touch.

**Commissioner Murphy:** Felt that it was fascinating and looked forward to the results and outcome. He thanked Ann Cooney for her presentation and her hard work. He welcomed the new staff.

**Commissioner Bier:** She was glad we were including Commissioner Mau. **Jim Lange** Commissioner Mau is a really good fit.

**Chair Kellogg:** Asked if there were any other comments and thanked the group. He's always heard good things about the Senior Center.

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

None

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

None

#### **VIII ITEMS FOR CONSIDERATION:**

##### **Update on Pacifica Libraries Project**

**Commissioner Abbott:** An overview from the Library Advisory committee on the Pacifica Libraries Project was presented. This has been a 2 year project. Tina Wehrmeister, director of planning department, Dawn Merkes of Group 4 (Library Project Architect Consulting Firm), and Julie Finkling, Library Manager were introduced.

**Commissioner Abbott:** It was explained that this was the first run presenting the material that will be given to community groups. There is a strong need to update the public. She stated that content for the presentation included history, and future plans. She did not talk about size or cost, as they are still gathering information. They are still discussing the best size for a new library. Friends of the library started in 1964. We have been at this a long time. This specific process started in 1999. Pacifica is part of the San Mateo Joint Powers Authority (JPA), which has 12 entities. The GPA, Friends of the Library, City of Pacifica, and the Pacifica City Foundation have been working on bringing a full service library to Pacifica. The JPA provides 60 hours of service per week for a population of Pacifica's size.

There is no accommodation for the fact that we have two separate buildings. We used to have additional funding from the City, but that was cut several years ago. Currently Sanchez Library is open 30 hours per week, and Sharp Park is open 30 hours per week. They have overlapping hours of operation when both sites are open. The Sharp Park Library is not a full service library. There is not enough space. We offer limited services. It does have a multipurpose room. The building is problematic. It was built in 1964. It is over 50 years old. It's not accessible and doesn't meet life safety or building standards. People like the staff and programs but not the size. The location is liked and is well used. She told us that bringing it up to code and modernizing it would be more expensive than a new building and sq. ft. would be lost. The current site can't be expanded. Sanchez is not full service, open 4 days a week 30 hours. It is considered a boutique library at 4,000 sq. ft. It's well liked but physical location limits public use. It was built in 1981 and is in better condition and is structurally like safe. It can be remodeled. A slide from the JPA comparing libraries shows that Pacifica lags behind. We have the largest population in the system, but participation is low. Libraries are community hubs. The new HMB library was looked at as an example of what can be done.

A new vision with a two library system was presented. The measure N bond was voted down, but did receive 55% approval. City Council has endorsed a study of library options. A proposal for building a new full service library at the Sharp Park site in central Pacifica and an innovative open access concept at the Sanchez site was presented. The difference between the two and how it has worked in other cities was explained. A short video featuring an open access library concept was shown. A "survey poster" was given to each Commission member to give their preferences on services, activities, and design. The same survey will be distributed to various groups and organizations in the city. Cards were distributed with the website where people can participate in the survey. <https://www.opentownhall.com/6775>. She asked for us to let her know if they missed a group to get feedback from.

**Chair Kellogg:** Stated he liked the open access concept as long as it was clean and safe.

**Commissioner Abbott:** Responded that the one in the East Bay is working well and that the facility will be monitored with cameras. We will know who has been there from their access by card. Restrooms won't be in the library area.

**Chair Kellogg:** Was concerned about loitering, transients, and time limits on computers. **Julie Finkling, Library Manager** responded that only card holders would be able to access the library area and computer use would be limited to 2 hours per day on public computers. Wireless will be available until 11:00 pm at night. Police will do periodic checks of the building and parking lot. She didn't see those things as problems.

**Commissioner Abbott:** Felt it would be nice to have more community space.

**Commissioner Bier:** Felt WIFI was valuable. She suggested maybe an internship program could be utilized. **Julie Finkling, Library Manager** told

the group it was being done in other locations. We are doing this at all the libraries in the summer. We also bring in library students when we can.

**Commissioner Bier:** She suggested a Podcast booth would be good. She also encouraged meeting space for "Recovery" communities. Collaboration with the neighbors would be good.

**Commissioner Murphy:** Commented that stores are going to open access types of checkout. He felt a large collection of books was key to success. He preferred the "small town" look for the architecture. All felt community activities were important.

**Commissioner Cochran:** Stated his preference for additional meeting spaces. He preferred a coastal design not a modern one since we live in a geographically beautiful area. .

**Chair Kellogg:** Said he prefers natural lighting.

**Commissioner Abbott:** She thanked Tina Wehrmeister, director of planning department, Dawn Group 4 consultant, and Julie Finkling for their hard work.

## **IX REPORTS, ANNOUNCEMENTS AND CORRESPONDENCE FROM COMMISSIONERS:**

**Commissioner Murphy:** No Report

**Commissioner Abbott:** Reported that on November 10 planters on Palmetto were planted. We still have some planters left you can adopt. The painting party at Sanchez Adobe was a success. Garden sticks were painted. She reminded the group that the Winter Art Faire at Sanchez Art Center was December 6, 7, and 8.

**Commissioner Cochran:** He requested that the topic of using locals with ocean rescue experience using jet skis as part of our emergency response team be reopened. He reported that the response time for the coast guard is 45 minutes and Pillar Point Harbor is 1 hour. A study session was recommended.

**Commissioner Bier:** She reported that due to election to the City Council this was her last meeting as a PBR Commissioner. She thanked the Commission saying it had been an honor to serve. Special thanks were given to Director Perez for his help. She hoped someone would take her role as a liaison to the Youth Advisory board. She is very grateful to everyone for their help.

## **X REPORTS FROM STAFF**

**Director Perez reported on the following:**

**Director Perez:** Thanked the Senior Services group for their presentation. He welcomed Linda Hanssen as Recreation Specialist. She thanked the group. In the past six months we welcomed 5 new people into the department.

**Director Perez:** Thanked Commissioner Bier for her hard work and contribution to the Parks Commission.

**Director Perez** reported on the Commissioner Workshop. The San Mateo Commissioner workshop was well attended by the Pacifica Commissioners.

**Director Perez** gave an update on the BPAC project. The project website is now live and can be accessed at [www.walkbikepacifica.com](http://www.walkbikepacifica.com). An interactive map is available for input by residents. Business cards with the website information were distributed to the commissioners to share and pass out. Information also went out on Facebook, next door and twitter.

**Director Perez** reported on the Portola Discovery Hike. Pat Kremer from the Pacific Historical Society led a discussion and viewing of "Fascinating Facts Along the path of Portola", commemorating the 249<sup>th</sup> Anniversary of the European Discovery of San Francisco Bay by Gaspar de Portola Expedition. More than 20 people went to the Discovery site. Four GGNRA staff, Director Perez, PB&R **Commissioner Cynthia Knowles**, and **Councilwoman Sue Digre** also attended. **The Director** shared that the Ohlone/Portola Heritage Trail 250<sup>th</sup> Anniversary Event Committee planned to meet on Nov 29.

**Director Perez** informed the commission that due to the bad air quality and smoke that all of the Child Care sites were closed on November 16. The Child Care staff did a great job notifying everyone. There were no complaints. We are going to seek our subsidized funding for that day.

**Director Perez:** Listed the upcoming PBR Special Events

- Holiday Lighting- November 30, Community Center
- Holiday Extravaganza- November 30 to Dec 1, Community Center
- Rockaway Tree Lighting- City Booth, December 2, 4-7 pm

**Chair Kellogg:** Wanted to know if there was feedback from the bike popup at the farmers market. **Director Perez:** No feedback yet.

## **XII ADJOURNMENT:**

**Chair Kellogg** asked for a motion to adjourn the meeting. **Commissioner Cochran made the motion to adjourn, seconded by Commissioner Bier, motion carried 5-0** and the meeting adjourned at 9:00pm.

Respectfully submitted,  
Linda Hanssen  
Recreation Specialist



# STAFF REPORT

Item VII. A) January 30, 2019

To: Members of the Parks, Beaches and Recreation Commission

From: Michael Perez, Director

Subject: Administrative Update

With 2018 coming to an end and our 2019 work already underway, I wanted to wish Commissioners a very Happy New Year and thank you for your dedication and hard work in serving our department and community. I look forward to working with you all this coming year.

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

## **Budget**

Staff has been working during the last month, getting ready to analyze mid-year budget numbers. We'll be looking at revenue and expenditures to determine whether there needs to be adjustment to budgeted numbers. The City's mid-year budget update is tentatively scheduled for late February. Soon after this process, staff will begin working on the 18/19 fiscal year budget.

## **Staffing Update**

We began to work on a reorganization plan for our department after the resignation of our Child Care/Recreation Supervisor in December of 2016. Beginning in 2017, there were several appointments of staff members to "acting" positions, while the department remained "down" 1-2 full-time positions during this process.

Because of several changes in City Administration and the Human Resources Department, in 2017 and 2018, the implementation of this plan has taken much longer than anticipated. In addition to the proposed changes, there were three "unplanned" vacancies due to a resignation, retirement and relocation. In September and October, we completed our eighth and ninth full-time position appointment in the last year (out of 22 positions), five of whom are new to the City.

For the first time in two years, our full-time positions are all occupied and for the first time in 10 years we have 22 full-time PB&R employees.

## **Department Work Plans**

The City Council established a set of goals four years ago and has engaged in a goal setting process annually since then. Council has used this time to develop and update their Work Plan, which is a list of projects and initiatives ranked. This list also identifies which goals these projects are aligned with, who the lead department(s) and staff responsible for them are and

includes any additional information or updates on the status of these projects and initiatives.

The 2019 goal setting has not been scheduled yet; however, it will most likely take place on a Saturday at the Pacifica Police Department EOC conference room. The Council's work plan list includes the PB&R coordinated Ohlone-Portola' Heritage Trail Project – update listed below.

Last year, the City Manager asked staff to identify and create work plans for department initiatives and projects. Two were submitted from PB&R for the 18/19 fiscal year.

- Create a PB&R Strategic Plan – create a strategic plan in order to provide a shared vision that inspires and motivates the department's mission. Some of the progress to date:
  - Senior Services completed a Strategic Plan for 2016-2020.
  - Introduction, discussions and work with the PB&R Management Team.
  - Management Team participated in strategic planning exercises, resulting in a DRAFT new mission statement and tagline.
  - Division leaders have inventoried their services and programs and are in the process of identifying demographics, funding sources and doing a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis. They will be engaging their staff members during this part of the process.
- Playground Replacement Program – This will be a joint PB&R and the Department of Public Works (DPW) project. To develop a program to address ongoing maintenance and replacement needs for playgrounds at City parks/facilities. Scope of work will include:
  - Cataloging (using the Pacifica Parks Analysis Tool) all pertinent information relating to playground equipment, including cost of renovation or replacement.
  - Ranking projects based on usage, location, age, condition and safety, and use results of the analysis to nominate playgrounds for replacement.
  - Interviewing and selecting a playground consultant to work on these items.
  - Project timeline has been pushed to the second half of the fiscal year. DPW has finished installing new Fibar (playground ground covering material) and consultant selection should begin in February.

### **PLAY Brochure and Registration**

Staff is currently working on the Spring/Summer edition of our PLAY brochure. We are planning on sending it to the printer in mid-February. It will be mailed out the week of March 4<sup>h</sup> with registration beginning on March 13<sup>th</sup>.

### **Annual Report to Council**

Last year all commissions and committees participated in a joint study session with Council where annual reports were presented by each. The date for this meeting has not been set; however, it is anticipated to be scheduled for the spring. In the past a subcommittee of the Commission chair and one or two other Commissioners formed a subcommittee to assist staff in putting together the presentation. This item will be discussed at a future regular Commission meeting.

### **Ohlone Portola Heritage Trail (OPHT)**

Work on the OPHT project has been ramping up, both in the County and with the Pacifica group. To date, numerous tasks have been completed, and more recently in the last quarter:

- The Pacifica stakeholders group met in November. Goals, strategies and assignments were discussed and outlined. Committees were formed: Marketing/Media/Promotion, Education, Event Planning, Trails and a category for other help was created.
  - December 11, 2018 – staff as well as some Pacifica stakeholders attended and participated in the final Trail Feasibility meeting with the County, providing input and feedback to the draft feasibility document to be included in the final copy.
  - January 9, 2018 – staff as well as some of the Pacifica stakeholders, attended the County’s OPHT interpretive trail meeting, learning about the “traveling trunk” available to schools, teachers and organizations for educational presentations.
  - The County has created a OPHT webpage, and PB&R staff have also created one for Pacifica. The City site includes a calendar of related OPHT events happening over the next year and will be updated accordingly.
- County <https://parks.smcgov.org/ohlone-portola-heritage-trail-project>
  - City [https://www.cityofpacifica.org/about/ohlone\\_portola\\_heritage\\_trail\\_project.asp](https://www.cityofpacifica.org/about/ohlone_portola_heritage_trail_project.asp)

### **Annual Portola Discovery Hike**

It was a beautiful day with clear skies. More than 20 people headed up Sweeny Ridge to the Discovery Site accompanied by four GGNRA rangers/ staff, Director Perez and PB&R Commissioner Cynthia Knowles on Saturday following a discussion led by Pat Kremer of the Pacifica Historical Society and a viewing of “Fascinating Facts Along the Path of Portola,” commemorating the 249th Anniversary of the European Discovery of San Francisco Bay by the Gaspar de Portola Expedition. The presentation attendance was just under 30.



### **Upcoming events**

- 12<sup>th</sup> Annual Surf Movie Fundraiser – February 8, two showings - hosted by the Pacifica Beach Coalition, a fundraiser for Earth Day EcoFest
- Youth Spelling Bee – February 9<sup>th</sup>, 10am-2pm at the Community Center
- Parents Night Out – Monthly, 5-11pm
- MOW night on the Town February 20<sup>th</sup>
- Coastal Creativity, YAB sponsored Art Show – March 1<sup>st</sup>
- Community Champions Week – March 18-22 (10:30am-12pm), but will extend based on volunteer availability
- Spring Egg Hunts – April 19<sup>th</sup> (Fairmont Park) and 20<sup>th</sup> (Frontierland Park)



- Senior Services Volunteer Recognition Dinner at the Community Center - April 17<sup>th</sup>  
(Commissioners, Councilmembers are invited to serve Seniors, arrive at 3:30)
- 55<sup>th</sup> Annual Junior Olympics - April 10<sup>th</sup>, May 1<sup>st</sup> and 4<sup>th</sup>



# Staff Report

Item VII. B) January 30, 2019

TO: Members of the Parks, Beaches and Recreation Commission  
FROM: Anthony Schriver, Recreation Coordinator  
SUBJECT: RECREATION DIVISION UPDATE October – December 2018  
Aquatics

## **Water Polo**

The Pacifica Fog Water Polo program is in its seventh year and doing well. The team continues to compete around the Bay Area in various tournaments representing Pacifica. Their practices are held Sunday mornings from 8:30 to 10:30 AM and Tuesday nights from 8:00-10:00 PM. This program is run as a drop-in program for \$6 per participant. You must be 18 years of age or older to participate. On an average we have between 14 to 20 participants per practice. In November, an article was written about Fog Water Polo. The article highlighted the benefits of water polo, the history of water polo and general information of how Fog Water Polo became popular.

## **Training**

In October the aquatics division held American Red Cross CPR, AED, First Aid classes for the public.

- Nine participants from the public attended training in October and successfully passed.
- Nine people participated in the American Red Cross Lifeguarding course which was held over the high school winter break in December. All nine participants passed, which certifies them in CPR/AED, First Aid and Lifeguarding. Six of these participants have applied to become Lifeguards with the City of Pacifica. This class along with the Pacifica Sea Lions Swim team continues to be a great recruitment tool for Lifeguards.



### **Pacifica Sea Lions Swim Team**

The Pacifica Sea Lions continue to be very busy. Under the supervision of our committed coaching staff which includes Magda Caranza, Mary Germano, Vicki Russo, and Patrick Harmon the team continues to do well at competitions. At this time we have 88 swimmers in the competitive group and 108 in the pre-competitive group for a total of 196 swimmers. The team participated in the following:

|          |         |
|----------|---------|
| October  | 2 meets |
| November | 1 met   |
| December | 2 meets |

One PSL sponsored meet in November was canceled due to air quality.



### **Swim Lessons**

In the fall, we offer two sessions of swim lessons. The first session is our regular eight week set of classes one day a week; followed by a "mini" session of just four weeks with participants attending lessons two nights a week still getting a total of 8 classes.

### **Aquatic Pumpkin Patch**

On October 13<sup>th</sup> Pacifica Parks, Beaches and Recreation Dept. held its first annual Aquatic Pumpkin Patch from 3:30 – 5:30 pm. Do pumpkins sink or float? That was the question. Do you know? You will have to come and see for yourselves at our next annual aquatic pumpkin patch. We had a turnout of 87 participants for this event. We received donations from Oceana Market, Safeway and Walgreens. Oceana Market donated pumpkins at cost for this event. Safeway and Walgreens donated candy, art supplies, glitter, and stickers to decorate pumpkins.



With the pool decorated with appropriate Halloween decorations. Participants of all ages were able to retrieve a pumpkin from the water, dry it off and decorate it as they pleased. During this time participants also able to dive off our 3 meter and 1 meter diving boards to make a big splash and swim and enjoy the pool for the rest of the time. We look forward to this annual event next year and are hoping to add more activities and put Pacifica on the map as one of the only cities in the Peninsula to hold this type of event.

**2018 Fall Swim Lessons – Monday, Tuesday, Wednesday, Thursday & Saturday**

|                   | <b>Little Bobbers</b> | <b>Tiny Tots</b> | <b>Children</b> | <b>Adults</b> | <b>Semi-Private</b> | <b>Private</b> |
|-------------------|-----------------------|------------------|-----------------|---------------|---------------------|----------------|
| Mon. PM           | 8                     | 8                | n/a             | 5             | 1                   | n/a            |
| Tues. PM          | n/a                   | n/a              | 52              | n/a           | 6                   | 3              |
| Wed. PM           | 8                     | 8                | 21              | n/a           | 16                  | n/a            |
| Thurs. PM         | n/a                   | n/a              | n/a             | n/a           | n/a                 | n/a            |
| Sat. AM           | 6                     | 8                | 31              | 3             | 11                  | 3              |
| Mon/Wed PM        | 7                     | 8                | 10              | n/a           | 4                   | n/a            |
| Tues/Thurs PM     | n/a                   | n/a              | n/a             | n/a           | n/a                 | n/a            |
| <b>Total 2018</b> | <b>29</b>             | <b>32</b>        | <b>114</b>      | <b>8</b>      | <b>38</b>           | <b>6</b>       |
| Total 2017        | 29                    | 27               | 138             | 11            | 47                  | 4              |

**Water Zumba**

|             |                        |                    |
|-------------|------------------------|--------------------|
| <b>2018</b> | <b>26 participants</b> | <b>9/12-10/10</b>  |
|             | <b>24</b>              | <b>10/24-11/21</b> |
| 2017        | 29 participants        | 9/20-10/18         |
|             | 14 participants        | 11/8-12/6          |

**Oceana Pool Rental: October - December 2018**

Rental Fees:

- Pool Party: \$150 per hour (up to 50 people, 2 hr minimum)  
\$ 15 per hour for each additional 25 people
- Swim Meet: \$150 per hour
- PSL Swim Meet: \$ 95 per hour

|          | Two-Hour | Three-Hour | Swim Meet Hours |
|----------|----------|------------|-----------------|
| October  | 4        | 3          | 0               |
| November | 1        | 4          | 24              |
| December | 3        | 2          | 26.5            |

### **Swim Team**

|                        |             |
|------------------------|-------------|
| Membership             | <b>2018</b> |
| Sea Lions - \$72/month | 88          |
| Pre-Comp - \$62/month  | 108         |

Lap swimming/practice times

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

### **Daytime Drop-In Program Times**

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

|                    | <b>October<br/>2018</b> | <b>November<br/>2018</b> | <b>December<br/>2018</b> |
|--------------------|-------------------------|--------------------------|--------------------------|
| Senior Lap Swim    | 288                     | 177                      | 181                      |
| Adult Lap Swim     | 525                     | 388                      | 261                      |
| All Access Members | 452                     | 278                      | 244                      |

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

### **Daytime Aquatics Programs Monthly Participation Totals**

|                   | <b>October<br/>2018</b> | <b>November<br/>2018</b> | <b>December<br/>2018</b> |
|-------------------|-------------------------|--------------------------|--------------------------|
| Senior Aqua X     | 430                     | 332                      | 312                      |
| Senior Lap Swim   | 421                     | 394                      | 366                      |
| Adult Aqua X      | 70                      | 48                       | 57                       |
| Adult Lap Swim    | 420                     | 460                      | 445                      |
| All Access Member | 175                     | 104                      | 109                      |

|                   | <b>October<br/>2017</b> | <b>November<br/>2017</b> | <b>December<br/>2017</b> |
|-------------------|-------------------------|--------------------------|--------------------------|
| Senior Aqua X     | 418                     | 341                      | 301                      |
| Senior Lap Swim   | 441                     | 389                      | 376                      |
| Adult Aqua X      | 64                      | 54                       | 62                       |
| Adult Lap Swim    | 445                     | 444                      | 446                      |
| All Access Member | 189                     | 114                      | 102                      |

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

**Recreation Swim October 2018**

| Day/Time        | Total Meetings | Attendance  | Avg. Per Meeting |
|-----------------|----------------|-------------|------------------|
| Monday 7-9 PM   | 5              | 144         | 33               |
| Wed 7:30-9 PM   | 4              | 115         | 26               |
| Friday 7-9 PM   | 4              | 314         | 76               |
| Saturday 1-3 PM | 4              | 395         | 82               |
| Sunday 1-3 PM   | 4              | 351         | 85               |
| <b>2018</b>     | <b>21</b>      | <b>1319</b> | <b>63</b>        |

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

**Recreation Swim November 2018**

| Day/Time        | Total Meetings | Attendance  | Avg. Per Meeting |
|-----------------|----------------|-------------|------------------|
| Monday 7-9 PM   | 3              | 120         | 48               |
| Wed 7:30-9 PM   | 4              | 178         | 32               |
| Friday 7-9 PM   | 4              | 168         | 48               |
| Saturday 1-3 PM | 3              | 261         | 88               |
| Sunday 1-3 PM   | 3              | 299         | 96               |
| <b>2018</b>     | <b>17</b>      | <b>1026</b> | <b>60</b>        |

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

**Recreation Swim December 2018**

| Day/Time        | Total Meetings | Attendance | Avg. Per Meeting |
|-----------------|----------------|------------|------------------|
| Monday 7-9 PM   | 3              | 145        | 53               |
| Wed 7:30-9 PM   | 4              | 165        | 43               |
| Friday 7-9 PM   | 3              | 221        | 81               |
| Saturday 1-3 PM | 4              | 232        | 57               |
| Sunday 1-3 PM   | 5              | 150        | 49               |
| <b>2018</b>     | <b>19</b>      | <b>913</b> | <b>48</b>        |

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

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

**Pool will be closed on:**

January 1 - New Years  
 January 12 & 13 - Swim Meet  
 January 21 - Martin Luther King Day  
 February 18 - President's Day  
 March 23 & 24 – Swim Meet  
 March 31 – Swim Meet  
 April 21 - Easter





# Staff Report

Item VII. C) January 30, 2019

To: Members of the Parks, Beaches and Recreation Commission

From: Tracy Gilbert, Child Care Services Supervisor

Subject: CHILD CARE DIVISION UPDATE October – December 2018

## **Program Update**

The Pacifica Child Care program currently has a total of 389 children enrolled; last year 342

- 60 preschoolers; last year 42
- 329 school-aged children; last year 300

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

## **Pumpkin Patch Field Trips**

During the month of October, all of the City of Pacifica's preschool programs visited Lemo's Pumpkin Farm in Half Moon Bay. All of the children enjoyed visiting Lemo's Pumpkin Farm. The children especially liked picking out their very own pumpkin to take home.





## **Child Care Holiday Celebrations**

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

The Child Care staff continued the tradition of coordinating the craft section of the Santa Workshop during Pacifica's Holiday Extravaganza. After the families finished putting together their gingerbread houses they had the option of making crafts in the Community Center Preschool room. There were many art and craft activities for the children to enjoy. The event ran from 11-2pm on Saturday, December 1<sup>st</sup> and was attended by many families.







# Staff Report

Item VII. D) January 30, 2019

TO: Members of the Parks, Beaches and Recreation Commission

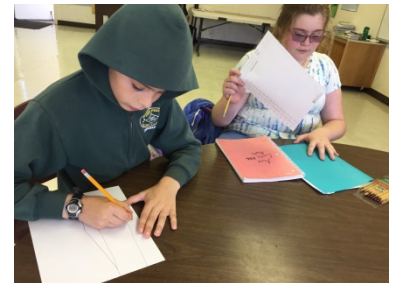
FROM: Sydney Bliss, Recreation Coordinator

SUBJECT: RECREATION DIVISION UPDATE October – December 2018  
Youth and Teens Recreation, Special Events and Community Center Rentals

## Youth & Teens

### Cabrillo and Vallemar After-School Programs

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



There are currently 42 students enrolled at both sites as compared to the 38 students enrolled at this time last year. The second session registration opened on December 12<sup>th</sup> and the program started on Monday, January 7<sup>th</sup>. This is the third time we have offered a split-year program which will give participants a chance to sign up for the remainder of the school year. Staff has been promoting this to the school in hopes to get some new sign-ups for the session starting this month.



### J-Teen Dances

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

#### Future Dance Dates

Friday, February 8  
Friday, March 8  
Friday, April 12  
Friday, May 17

#### Dance Theme:

I Heart Dancing  
March Moves  
Glow in the Dark  
Hula Hop





## **Youth Advisory Board**

The Youth Advisory Board (YAB) has ten high school age youth who currently sit on the board. This year, the board's goal is to be a visible fixture in the community. They have volunteered at J-Teen dances, the High School Fair, the Halloween Spooktacular, and most recently the Holiday Lighting and Santa's Workshop. The YABs are currently working on several new projects including the 3rd Annual Spelling Bee and the 3rd Annual Art Show.

## **Special Events**

### **2018 Halloween Spooktacular**

In October, the Parks, Beaches and Recreation Department sponsored the 15th annual Halloween Spooktacular – a Haunted House and Family Carnival at the Community Center. The event included a haunted house portion and carnival with games, snacks and prizes located throughout the Community Center.

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

This event continues to provide a great sense of spirit throughout the community and is enjoyed by all ages!



### **Holiday Lighting Event**

On Friday, November 30, 2018, the 20th annual Holiday Lighting Event served as the precursor to the weekend's events at the Community Center. Even the cold didn't keep the spectators away from this fun and festive event. Poet laureate, Camincha Benvenuto, recited a holiday poem with the help of the crowd, and Parks, Beaches, and Recreation Director, Mike Perez, started our countdown to the lighting. With the dedicated assistance from the Public Works department, the LED lights illuminated the Community Center and the trellis while the Cabrillo School Choir, led by Principal Thomas Stafford, sang holiday carols. Snow fell after the singing and attendees took pictures with Santa and Mrs. Clause before entering the Elf Market.



### **Elf Market**

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

This event is a fun kick-off to the holidays and feedback from the vendors and the community continues to be positive and appreciative. Getting people in the building is a challenge for this event and going forward there are plans to ramp up marketing to attract more foot traffic.





### **Santa's Workshop**

On Saturday, December 1, 2018, the Parks, Beaches and Recreation Department hosted the 19th Annual Santa's Workshop. For \$5, children were able to participate in the making of holiday crafts as well as gingerbread houses. This year 212 houses were made up from the 170 that were made by children of all ages last year. The gingerbread house portion of the workshop event was co-sponsored by Oceana Market, which once again donated discounted "building" supplies. While the houses were drying and waiting to be decorated, children had a chance to visit with Santa and Mrs. Claus as well as make arts and craft projects provided by the Pacifica Child Care



staff.

### **Parent's Night Out**

Over the last three months, the Recreation division has hosted a monthly Parent's Night Out event where children in Grades K-8 can come to the Pacifica Community Center for a night of fun arts & crafts, games, dinner, and a movie while their parents have a night out on the town or a night in without kids. During our October thru December events, 32 children attended. Attendance is down from last year and marketing will be a priority moving forward.



**Upcoming Special Events include:**

Princess Dance

Saturday, January 12, 2019 5:00-7:00 pm

Spelling Bee

Saturday, February 9, 2019 10:00-2:00 pm

Art Show

Friday, March 1, 2019 6:00-8:00 pm

Parents' Night Out – 5:00-11:00 pm

January 19, 2019

February 16, 2019

March 9, 2019

April 13, 2019

Annual Spring Egg Hunts

Friday, April 19<sup>th</sup>, 2019 at Fairmont Park – 4 pm

Saturday, April 20<sup>th</sup>, 2018 at Frontierland Park – 10 am

54th Annual Junior Olympics

Wednesday, April 10, 2019 4:00-6:00 pm

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

Oceana High School, 401 Paloma Ave. Pacifica

Wednesday, May 1, 2019 3:30-5:30 pm

Group 3 & 4 Trials & Finals

Oceana High School, 401 Paloma Ave. Pacifica

Saturday, May 4, 2019 at 9:00 am

Group 1 & 2 Trials & Finals

Terra Nova High School, 1450 Terra Nova Blvd. Pacifica

**Pacifica Community Center**

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

**Regular Permits include:**

Sunday

Victory Outreach Pacifica

Monday

Narcotics Anonymous-Serenity by the Sea  
Pacifica Oldtimers Newcomers Monday AA  
Women's AA – Comfortable Shoes

Tuesday

SAMCAR  
Refuge Recovery  
Pacifica American Little League (2<sup>nd</sup>)  
Part-Time Recreation Staff meetings (Monthly)

Wednesday

Pacifica United Soccer Club (1<sup>st</sup>)  
Pacifica Quilters (2<sup>nd</sup>)  
SAA Meeting

|                   |  |
|-------------------|--|
| Thursday          | Pedro Point Surf Club (Last)<br>Pacifica Toastmasters<br>Pacifans Care (3 <sup>rd</sup> )                    |
| Friday            | Golden Gate South meeting<br>J-Teen Dances (Once a month)  |
| October Weekends  | Parents Night Out, Spooktacular, Celebration of Life   |
| November Weekends | Portola Discovery Hike, Elaina's Dance Party, Pacifans Care<br>Speakeasy, 61 <sup>st</sup> anniversary event |
| December Weekends | Holiday Extravaganza, Parents Night Out  |





# Staff Report



Item VII. E) January 30, 2019

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Jim Lange, Manager

SUBJECT: SENIOR SERVICES DIVISION UPDATE October - December 2018

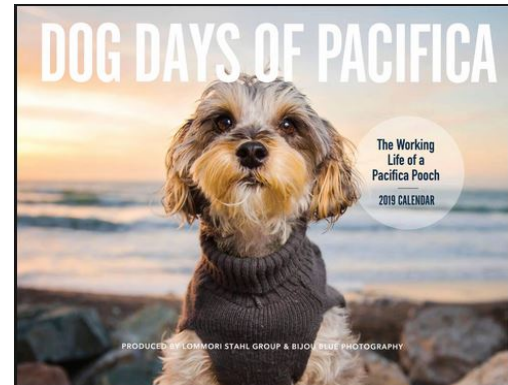
## Manger's Update

### Older American Act Funding

- Manager Lange continued to work with the Area Agency on Aging for an increase in Older American Act Funding for Fiscal Year 2018/19. Initially, Pacifica Senior Services was allocated \$16,048 less in 2018/19 than in 2017/18. Following a request for clarification on this reduction, the program received an additional \$19,963 (\$6,550 for Meals on Wheels and \$13,413 for Transportation). Total inter-governmental funding for 2018/19 is \$225,950, the most ever granted to Pacifica Senior Services.

### Program Funding

- Giving Tree contributions for the second quarter totaled \$2,400 from 9 generous donors bringing the fiscal year to date total to \$8,750.
- Thanks to the leadership and creativity of Pacificans Care board member Christine Stahl, Pacifica Senior Services' Healthy Seniors, Healthy Pets program became a beneficiary of the Rockaway Ricky Memorial Fund and its Dog Days of Pacifica 2019 calendar project. The Healthy Seniors, Healthy Pets program provides pets of Pacifica Meals on Wheels clients in need with food and care.



|                                | Fiscal Year 2017-18 |                     | Fiscal Year 2018-19 |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                | December 2017       | Year To Date        | December 2018       | Year To Date        |
|                                | Amount              | Amount              | Amount              | Amount              |
| 100-Bingo (Net Proceeds)       | \$537.00            | \$3,988.00          | \$749.00            | \$4,932.00          |
| 101-SIA Membership Drive       | \$873.00            | \$15,186.00         | \$1,655.00          | \$16,110.00         |
| 102-Classes                    | \$1,680.00          | \$13,948.50         | \$1,779.00          | \$15,174.00         |
| 103-Rummage Sale Proceeds      | \$494.00            | \$20,523.00         | \$917.74            | \$19,100.71         |
| 105-Gift Shop (Gross Proceeds) | \$436.50            | \$1,491.75          | \$454.00            | \$1,203.50          |
| 106-Special Events             | \$1,539.00          | \$11,072.27         | \$395.00            | \$7,620.00          |
| 107-Misc. Fundraising Activity | \$767.00            | \$2,791.80          | \$338.50            | \$4,257.63          |
| 201 Non-OAA Program Income     | \$1,040.00          | \$1,230.00          | \$90.00             | \$457.00            |
| 301-OAA Program Income         | \$3,421.50          | \$25,351.15         | \$4,123.29          | \$27,738.14         |
| 410-Grants Foundation          | \$0.00              | \$19,000.00         | \$0.00              | \$20,000.00         |
| 501-Trust Accounts             | \$1,700.00          | \$3,425.00          | \$200.00            | \$8,750.00          |
| <b>Total</b>                   | <b>\$12,488.00</b>  | <b>\$118,007.47</b> | <b>\$10,701.53</b>  | <b>\$125,342.98</b> |

Administration & Staffing

- Director Perez and Manager Lange will be the City staff liaisons for the Age Friendly Communities initiative. Pacifica was one of three cities in San Mateo County chosen for this study. The Center for Age-Friendly Excellence (CAFE) will be presented an overview of the project to the City Council on January 14. CAFE was chosen as the consultants for this project by the San Mateo County Board of Supervisors. San Mateo County Supervisors Canepa and Slocum championed the Age Friendly Communities initiative to enhance the age-friendly nature of cities within the county. Age Friendly Communities is a worldwide initiative driven by World Health Organization (WHO) which developed evidence-based standards and programs to guide cities.
- Senior Services’ Food Service employees continue to prepare the food for the City’s Ambassadors of Fun staff events. This quarter included the Halloween party in October and Holiday Bowling in December. The practice of utilizing Senior Services Food Service has equated to substantial savings for the City.
- Training of our new Food Services Coordinator and Program Coordinator has been underway and is progressing. Both had “big shoes” to follow and are doing well.

Building & Facilities

- The EQ Basin Project will not be finished as originally scheduled in January. It may be near completion by the late spring or early summer. This project continues to negatively impact our Congregate Lunch program participation due to the reduction in available parking. Our Meals on Wheels volunteers are looking forward for the project’s completion and the restoration of their loading zone.
- Work is ongoing throughout the Community Center. Fiber optic cable is being installed to enhance telecom and network performance. Flooring has been repaired in the Gallery. Improvements aimed at providing consistent heat have been made to both the Center’s circuit breaker and air compressor.
- Storms have taken a toll on the exterior marquee. Bids are being requested to replace the marquee.
- Pictures have been donated for our Senior Pod hallway.
- Both the bocce ball court and Program Coordinator office were painted during the quarter by a volunteer.

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

Seniors in Action (SIA) Council & Membership

- There are more than 8,000 Pacifica residents age 60 or older. Our unofficial SIA membership goal for this year is 1,000 members, a target nearly reached last year with 932 members.
- As of December 31, this year’s membership drive already reached 787 new and renewing members (approximating an 84% renewal rate).

Classes & Groups

Participation in Senior Services presentations, classes and groups showed a significant increase this quarter (quarter 2) vs. prior year time period. A 3-year comparison of “participations” in Senior Services’ more than 40 weekly classes, games and groups follows for the first and second quarters. Pedro, Chair Yoga, Zumba Gold, Aerobics, Ukulele and American Line Dancing were each especially popular activities and classes this quarter.

|           | Fiscal Year<br>2016-17 | Fiscal Year<br>2017-18 | Fiscal Year<br>2018-19 |
|-----------|------------------------|------------------------|------------------------|
| Quarter 1 | 2,961                  | 3,120                  | 2,865                  |
| Quarter 2 | 3,036                  | 2,894                  | 3,919                  |

Tai Chi will be restored in January by volunteer instructor Robin Stice. A brand new class, Rosen Method Movement taught by Jane Pittsinger, begins on January 23. Our search for a new counselor for monthly Grief Support continues. An exciting drop-in discussion group for seniors led by JoAnne Arnos and Dave Ruettinger, both trained at Peninsula Family Services, starts on January 8. We are grateful to the exceptional instructors that offer all Senior Services' classes.

### Ongoing Programs

- SIA Rummage Sales, thanks solely to volunteer service, are on pace for a banner year. Additional volunteers are currently being sought to help with sale set-up and break down.



- The Golden Treasures Gift Shop, also managed largely by volunteers, welcomed four new vendors this quarter (Linda Hughes, Lisa Menconi, Donna Newland, Gerri Smith) offering a variety of crafts including handmade soaps, wreaths and jewelry.
- Wednesday afternoon "Big Buck's Bingo" enjoyed increased participation during the fall and winter months.
- Staff and SIA Council members met with the TravelCenter's Lisa Mittone to strategize about ways to enhance special trips for seniors including casino junkets and local tours in 2019.

### October

- Our annual Oktoberfest on October 11 was a wonderful fall celebration thanks to Chef Steve's luncheon of bratwurst, sauerkraut and near-beer accompanied by Simon Shtauber's polkas on the accordion.
- Senior Services' Annual Spaghetti Feed & Silent Auction was hosted on Saturday, October 20. Special thanks go out this year to Horace Hinshaw who served as the event's first ever Master of Ceremonies, members of MIZPAH who expertly managed the silent auction, Pacifica Quilters, and to the Girl Scout, Boy Scout Troops, and the Pacifica Youth Advisory Board (YAB) (coordinated by Recreation Coordinator Sydney Bliss) who served meals and beverages. All funds raised support Senior Services programs and activities.
- This year's Halloween celebration was a crowd favorite with sweet treats, games, and a very festive and competitive costume contest. The fun started earlier in the day with trick or treaters from the Center's pre-school students followed by members of the City Manager's office!



## November

- Members of the American Legion Post 238 joined us on Veterans' Day to honor all veterans, past and present, with an honor guard and salute to the flag. Lunch guests brought in photos of their loved ones who served in the U.S. Armed Forces and Al Hale invited all present to share stories about their service. It was an especially humbling and moving afternoon.
- The Senior Center Thanksgiving buffet and celebration was held on November 15. Volunteers helped decorate the dining room with fall decor, tablecloths, and centerpieces.
- A record 120 participants attended the annual Nick's Restaurant Thanksgiving Luncheon held on November 20. Every seat was taken as Chuck Gust, Lena Gust and staff served a scrumptious three course meal including a garden salad and Nick's famous garlic bread, a main course of turkey, mashed potatoes, stuffing, gravy and green beans followed by carrot cake, coffee and tea. Chuck wrapped up a perfect afternoon with heartfelt holiday greetings and sent us all home with wonderful stories that left everyone laughing.
- Back by popular demand, two delightful young pairs of salsa dancers entertained seniors during lunch on November 21.
- On November 28, Pacifica Poet Laureate Camincha Benvenuto joined seniors for lunch and offered a reading of her beautiful poems. We hope she will make a return visit in the New Year.

## December

- Pearl Harbor Day was remembered with a special screening of Pearl Harbor starring Ben Affleck.
- Raoul's Revue Christmas Performance was held on December 13. Performers dressed up in costumes and sang Christmas carols that succeeded in getting everyone in the holiday spirit.
- On December 17, Ocean Shore School 3<sup>rd</sup> graders under the direction of music instructor Marilyn Wells brought their beautiful holiday concert to the Senior Center.
- Our annual Christmas Party was held on December 20. The seniors enjoyed a buffet-style luncheon of Roast Pork Loin in the auditorium that volunteers decked out with holiday decorations, tablecloths and centerpieces. This year Santa Claus surprised the seniors with a special visit and delicious egg nog as he led them in singing a few Christmas carols.
- The annual SIA member Holiday Gift Exchange occurred on December 21. Participants wrapped up a coffee mug or tea cup stuffed with goodies and placed it on the center table as they arrived. Refreshments were provided.
- Carolers from Cabrillo School Pacifica Child Care ranging from 5 to 10 years old along with their Site Coordinator Lisa Menconi delighted seniors with a holiday concert on December 21. Lisa has more intergenerational activities planned with Senior Services in the coming months.
- New Year's 2019 was rung in a bit early at the Senior Center with a countdown to 12 noon and a delicious lunch of Beef Stroganoff.



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

Senior Services continues to be sustained by more than 140 active volunteers. The new system established in September to capture volunteer service hours is up and running (though still a work in progress) and provides the following preliminary breakdown by volunteer role for the second quarter.

| Volunteer Role               | Hours           |
|------------------------------|-----------------|
| Baker/Kitchen Assistant      | 110.00          |
| Cashier                      | 46.25           |
| Computer Lab                 | 176.00          |
| Congregate (Server/Cashier)  | 306.00          |
| Coordinator Assistant        | 17.00           |
| Entertainment (DJ & Ukulele) | 1.50            |
| Games & Groups               | 231.50          |
| Gardening & Maintenance      | 18.00           |
| Gift Shop                    | 190.00          |
| Kitchen Assistant            | 104.00          |
| Meals on Wheels              | 464.00          |
| Receptionist                 | 191.50          |
| Rummage Sale                 | 887.00          |
| SIA Council                  | 36.75           |
| <b>2nd QTR TOTAL HOURS</b>   | <b>2,779.50</b> |

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

Manager Lange and Food Services Coordinator Humphrey reviewed and updated their complete set of four seasonal menu cycles, adding recipes for new entrees in the process. All menus have been approved by the County dietician as is required by guidelines for our Federal Older American Act Funding.

**CONGREGATE LUNCH PROGRAM (C1)**

|          | FY1718     |              |                    | FY1819     |              |                    |
|----------|------------|--------------|--------------------|------------|--------------|--------------------|
|          | Clients*   | Meals        | Contributions      | Clients*   | Meals        | Contributions      |
| October  |            | 1,094        | \$ 2,150.00        |            | 1,164        | \$ 2,443.78        |
| November |            | 1,077        | \$ 2,043.50        |            | 1,000        | \$ 1,502.29        |
| December |            | 878          | \$ 1,775.50        |            | 928          | \$ 2,028.29        |
|          | <b>268</b> | <b>3,049</b> | <b>\$ 5,969.00</b> | <b>281</b> | <b>3,092</b> | <b>\$ 5,974.36</b> |

\*Unduplicated Year-to-Date

5%

1%

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




|          | FY1718                            |              |                    | FY1819    |              |                    |
|----------|-----------------------------------|--------------|--------------------|-----------|--------------|--------------------|
|          | Clients*                          | Meals        | Contributions      | Clients*  | Meals        | Contributions      |
| October  |                                   | 1,306        | \$ 3,017.50        |           | 1538         | \$ 3,115.00        |
| November |                                   | 1,011        | \$ 2,073.00        |           | 1234         | \$ 2,618.50        |
| December |                                   | 999          | \$ 1,367.00        |           | 1239         | \$ 1,886.00        |
|          | <b>85</b>                         | <b>3,316</b> | <b>\$ 6,457.50</b> | <b>91</b> | <b>4,011</b> | <b>\$ 7,619.50</b> |
|          | <b>*Unduplicated Year-to-Date</b> |              |                    | <b>7%</b> | <b>21%</b>   | <b>18%</b>         |



Meals on Wheels is deeply grateful to all its regular and substitute volunteers along with those from the SFSU School of Nursing. Our fifth cohort of students completed conducting home visits with Meals on Wheels clients in December. A sixth cohort starts up on February 8, 2019.

Meals on Wheels is also grateful to Pacifica Police Department Officers and staff for continuing their "Folks in Blue, Turkey Too" tradition of donating Safeway Gift Cards to each and every Meals on Wheels client during the holiday season. Christmas holiday donors included Jodi Garcia, members of Torchbearer Phi, the Coastside Social & Service Group, and Novelles Developmental Services.

The annual silent auction supporting a "Night Out on the Town" for Meals on Wheels clients scheduled for February 20, 2019 was held at the Rockaway Tree Lighting on December 2. Hosted by the Pacifica Chamber of Commerce and thanks to the generosity of the silent auction donors listed to the left, the event raised over \$1,800.

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




**THANK YOU  
"Night Out on the Town"  
2018 SILENT AUCTION DONORS!**



**CITY DEPARTMENTS**  
 Pacifica City Hall Employees  
 City Manager's Office, City Attorney,  
 Finance and Human Resources  
 Pacifica Firefighters and Staff  
 Pacifica Planning Department Staff  
 Pacifica Police Officers and Staff  
 Parks, Beaches & Recreation Employees  
 Aquatics, Child Care, Recreation  
 and Senior Services

**COMMUNITY GROUPS**  
 Pacifica Chamber of Commerce  
 Pacificans Care Board Members & Champions

**BUSINESSES**  
 Direct Funding Mortgage, Inc.  
 Darlene Gonzalez and Debbie Gonzalez  
 Lisa Eccleston Real Estate Group  
 Christine Stahl, Re/Max Star Properties

**INDIVIDUALS**  
 Angelo Flores, Seniors in Action Member  
 Jeanne O'Brien, Seniors in Action Member

**TRANSPORTATION (IIIB)**

|          | FY1718                            |              |                  | FY1819     |              |                  |
|----------|-----------------------------------|--------------|------------------|------------|--------------|------------------|
|          | Clients*                          | Trips        | Contributions    | Clients*   | Trips        | Contributions    |
| October  |                                   | 463          | \$ 248.00        |            | 409          | \$ 236.00        |
| November |                                   | 416          | \$ 351.00        |            | 321          | \$ 172.00        |
| December |                                   | 373          | \$ 279.00        |            | 295          | \$ 209.00        |
|          | <b>43</b>                         | <b>1,252</b> | <b>\$ 878.00</b> | <b>40</b>  | <b>1,025</b> | <b>\$ 617.00</b> |
|          | <b>*Unduplicated Year-to-Date</b> |              |                  | <b>-8%</b> | <b>-22%</b>  | <b>-30%</b>      |

In addition to the daily trips noted above, special trips were taken to Lemos Farms Pumpkin Patch in October and on a new holiday lights adventure to San Carlos, South San Francisco, and Pacifica in December.

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

### Shopping Assistance for Seniors Homebound (SASH)

SASH volunteers shop for homebound seniors in need of groceries and household supplies. Our one active volunteer is down to serving one client.

### Medical Supply Loan Program

The Medical Supply Loan Program provided 37 pieces of equipment to seniors between October and December. These items included canes, walkers, shower chairs, commodes and wheel chairs.

### Educational Programming

- November 14 - Cherie Moreno from HiCAP addressed our seniors during Congregate Lunch about the new Medicare card and prescription drug plans.
- Monthly "spotlights" on nutrition education continued throughout the quarter with expert guidance from Tracie Dalton, RD, CDE. Topics included this quarter were: reducing salt, food safety, and the importance of fruits and vegetables.

### Significant planning for new and returning Educational Programs occurred during the quarter involving:

- Finding a new Mission Hospice & Home Care counselor for the Drop-in Grief Support Program
- Inaugurating Peninsula Family Services "Stages," a twice monthly drop in discussion group for seniors with trained counselors JoAnn Arnos and David Ruettiger
- The renewal of Sutter Health's Wise & Well monthly health education and screening sessions with Janel Jurosky, MSN, RN and the Mills-Peninsula team
- Enrolling students in the "Stepping On" fall prevention course with Sarah Eggen-Thornhill
- Preparation for the return of the weekly AARP Tax-Aide program starting February 4, 2019 Scheduling the AARP Mature Driver Safety classes in April 2019

### **MISSION**

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





# Staff Report

Item VIII. January 30, 2019

**SUBJECT:**

Bicycle and Pedestrian Plan Update – Assessment of Existing Bicycle and Pedestrian Network Conditions

**RECOMMENDED ACTION:**

Receive report/presentation on the Bicycle and Pedestrian Plan Update – Assessment of Existing Bicycle and Pedestrian Network Conditions. Provide input – comments, questions, discussion – to consultants and staff.

**BACKGROUND/DISCUSSION:**

Over the past 5 months City staff along with Alta Planning + Design have been working on updating the City's Bicycle & Pedestrian Plan. The Bicycle and Pedestrian Plan aims to identify key areas of bicycle and pedestrian improvements and additions to safety within the City's limits.

Alta has been collecting data by interviewing members of the community as well as directing the public to a website designed to collect feedback as to the desires of the citizens of Pacifica. Alta is wrapping up the Needs Assessment and will be moving into the Recommendations phase. Attached with this staff report is the draft Needs Assessment Memo. This memo is up for discussion and comments from the Commission. Additionally, Alta Planning + Design will be presenting their findings thus far in the process and will explain the next steps in the work.

**FISCAL IMPACT:**

None

**ATTACHEMENTS:**

Bicycle and Pedestrian Plan Update Needs Assessment Memo





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Oakland, CA 94607  
(510) 540-5008  
www.altaplanning.com

# MEMORANDUM

To: City of Pacifica and PBR Commission

From: Jeff Knowles and Otto Melara, Alta Planning + Design

Date: January 24, 2019

## **Re: Assessment of Existing Bicycle and Pedestrian Network Conditions**

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### Introduction

In advance of the January 30, 2019 Parks, Beaches, and Recreation (PB&R) Commission meeting, this memorandum provides an overview of the existing conditions assessment conducted for Pacifica's existing bicycle and pedestrian conditions. These results will be presented at the PB&R Commission meeting by the project team. The following topics are summarized below and have supplemental maps attached.

- Pacifica's existing active transportation network
- Accessibility to the city's activity generators
- Level of Traffic Stress (LTS) analysis for Pacifica's network of major roadways
- Collisions involving pedestrians and bicyclists.

### Existing Active Transportation Network

Within Pacifica, there are only 10 miles of bicycle facilities. Existing facilities can be broken into two primary categories: on-street facilities and trails. The Coastal Trail is the centerpiece of Pacifica's trail network and accounts for most of the system's mileage. On street facilities are currently composed of Class III bicycle routes and Class II bicycle lanes. Palmetto Avenue was recently improved with bicycle lanes and pedestrian improvements like curb extensions. There are currently 5.2 miles of trails, 2.6 miles of Class III facilities, and 2.9 miles of bicycle lanes within Pacifica.

The Coastal Trail and Palmetto Avenue are the primary active transportation north-south spines of Pacifica's active transportation network (both west of Highway 1). Highway 1 and the side path (where present) also provides north-south connectivity, but in a higher-stress environment. The street grid prevents any continuous north-south travel east of Highway 1. Bicycle facilities are very sparse east of the highway. While overall connectivity (for all modes) is limited by the street grid, combined with the lack of bicycle facilities, the attractiveness of bicycling is greatly dampened for many current and potential users. The disconnected street grid also discourages pedestrians trips by limiting direct, efficient routes.

However, despite the many activity generators and the city's relatively small geographic size, bicycling and walking in Pacifica has additional challenges including steep hilly terrain, suburban development patterns, and limited connectivity between neighborhoods. The mountainous terrain between neighborhoods creates connectivity bottlenecks, funneling trips to the few available connected corridors. Additionally, Highway 1 is

a major barrier for active transportation users. The crossings are uncomfortable and stressful for active transportation users and discourage trips.

### **Highway 1 Crossings**

Within city limits, there are thirteen crossings of Highway 1. Each crossing type has a unique set of challenges associated with it. There are seven at-grade crossings, three above-grade crossings, and 3 below-grade crossings. Overpasses and tunnels can have access issues, at-grade crossings expose users to more conflict points, and underpasses are typically dark and uninviting to pedestrians and cyclists. Twelve of these intersections are signalized. The Westport Drive intersection is stop-controlled at the minor approaches. In addition to the crossings themselves, these locations are not evenly spread across the city. On average, crossings are about half-a-mile apart (0.48 miles), but distance between crossings can range between 2.0 miles and 0.1 miles apart.

## Access to Activity Generators/Destinations

### **Schools**

The attached map displays the existing bicycle network overlaid with Pacifica's schools and a half-mile buffer around each school. A common theme heard throughout the early public outreach has been concern about the lack of safe walking and bicycling routes to the schools and poor connectivity to them. Of the 11 schools, only three of them have an adjacent bicycle facility. Even if there is a bicycle facility, it is not a low-stress facility that most parents would feel comfortable allowing their child(ren) to use. Having a large network that connects to all schools is especially important in Pacifica, as Pacifica United School District allows families to select the school their child(ren) attends; there are no school enrollment boundaries. Families who do choose local schools face challenges walking to/from school. The School Terrain Map shows steepness of the roadway within half a mile of each school. Steep terrain can discourage active trips or lead to less-direct preferred routes.

### **Activity Generators**

Pacifica has a wide array of local community and tourist destinations including the beaches, bluffs, hiking trails, parks, community centers, schools, libraries, and commercial areas. The vast majority of Pacifica residents live east of Highway 1, and most of the destinations are west of Highway 1. Given the limited street grid connectivity within the city, crossing or traveling along Highway 1 is a component of many trips within the city. While the Coastal Trail and Palmetto Avenue are as north-south active transportation spines west of Highway 1, no such network of facilities exists east of Highway 1 to link neighborhoods and community and visitor destinations together.

Additionally, hiking, biking, and mountain biking through parks and trails is very common for both locals and visitors of Pacifica. Some of these destinations like Milagra Ridge, Sweeny Ridge Trail, and San Pedro Valley Park are also on the east side of the highway. Enhancing on-street connections to these off-street facilities will enhance connectivity and improve access to these locations. The attached map displays the location of many destinations (including trail heads) in relation to the existing bikeway network.

## Level of Traffic Stress

The Level of Traffic Stress (LTS) analysis quantifies stress levels when riding along a given roadway based on several roadway characteristics including: number of lanes, posted speed limit, existing bike facilities, and others. The outputs can also be codified to correspond to different types of bicyclists: strong and fearless (LTS 4), confident adult (LTS 3), average adult (LTS 2), and all ages and abilities (LTS 1). Neighborhood streets carry relatively little vehicular traffic that typically travels at slower speeds and are generally considered LTS 1 or 2. Trails, like the Coastal Trail, are considered LTS 1. Collector and arterial streets without bicycle facilities cannot score higher than LTS 3. Terrain, high vehicle speeds, curves, and other difficult environmental conditions also raise LTS.

The segment of Palmetto Avenue with Class II bike lanes and a few other roadway segments are considered LTS 2. Most of the remaining non-residential roadways are considered LTS 3. Five roadway segments have been coded as LTS 4 facilities: Fassler Avenue, Linda Mar Boulevard (four lane segment), San Pedro Avenue (near Highway 1), Hickey Boulevard, and Sharp Park Road. These roads provide key linkages to major destinations including schools, parks, transit, and shopping. The lack of connectivity between many residential streets and across Pacifica's neighborhoods requires Pacifica residents and visitors to travel along these higher-stress corridors for their trips. Constructing bicycle facilities on these roads is key to creating lower-stress routes throughout the city.

The attached map displays the LTS results for Pacifica. Residential streets are not shown on the map.

## Collision Analysis














Between 2013 and 2017 there were 38 pedestrian-involved collisions and 24 bicycle-involved collisions, 62 in total. These collisions were scattered fairly evenly across the city. There was one pedestrian fatality during the analysis period. The fatality occurred at the intersection of Skyline Boulevard/Glenncourt Way/King Drive. There are a few corridors that had multiple collision locations including:

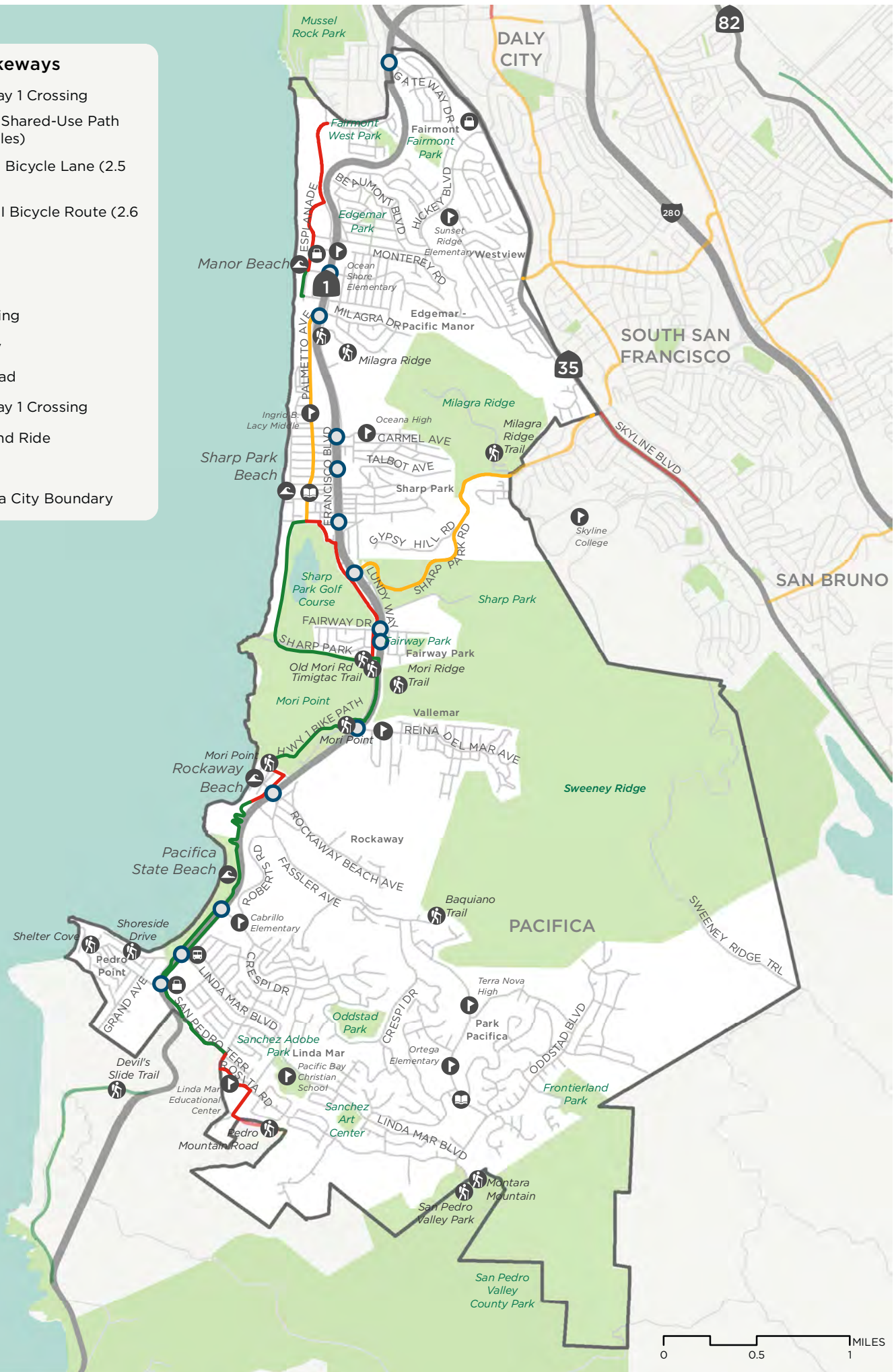
- Palmetto Avenue
- Hickey Boulevard
- Linda Mar Boulevard

The intersection of Linda Mar Boulevard and Peralta Road was the location of four pedestrian-involved collisions. The Skyline Boulevard/Glenncourt Way/ King Drive intersection had two pedestrian-involved collisions and one bicycle-involved collision. No other single location in the city had more than two active transportation-involved collisions. Collisions have occurred at or near destinations including parks, schools, park-and-rides, and other community destinations.

The attached collision maps show the location of pedestrian and bicycle-involved collisions within Pacifica between 2013 and 2017.

### Existing Bikeways

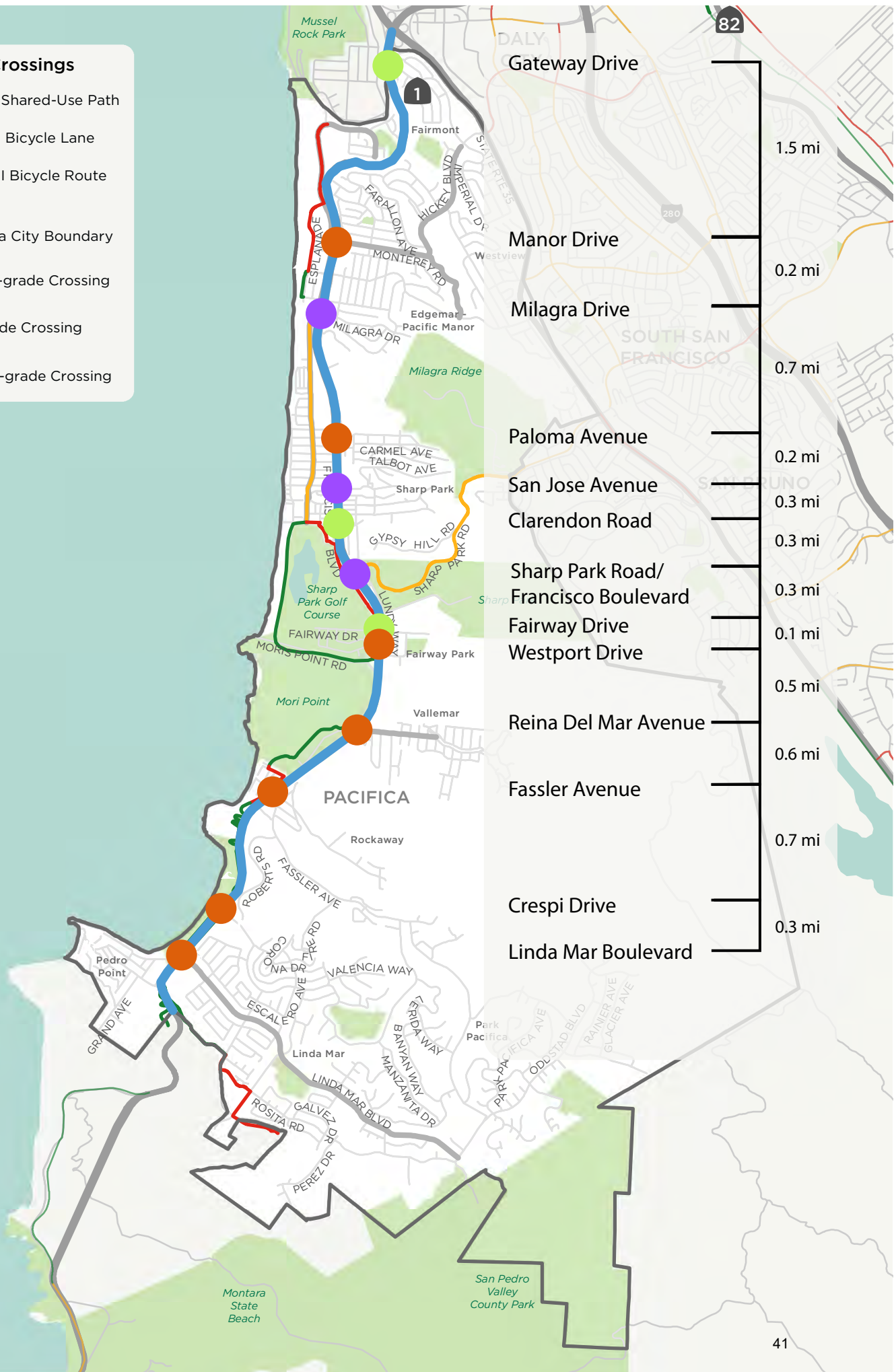
-  Highway 1 Crossing
-  Class I Shared-Use Path (4.8 Miles)
-  Class II Bicycle Lane (2.5 Miles)
-  Class III Bicycle Route (2.6 Miles)
-  Beach
-  School
-  Shopping
-  Library
-  Trailhead
-  Highway 1 Crossing
-  Park and Ride
-  Park
-  Pacifica City Boundary

















### Highway 1 Crossings

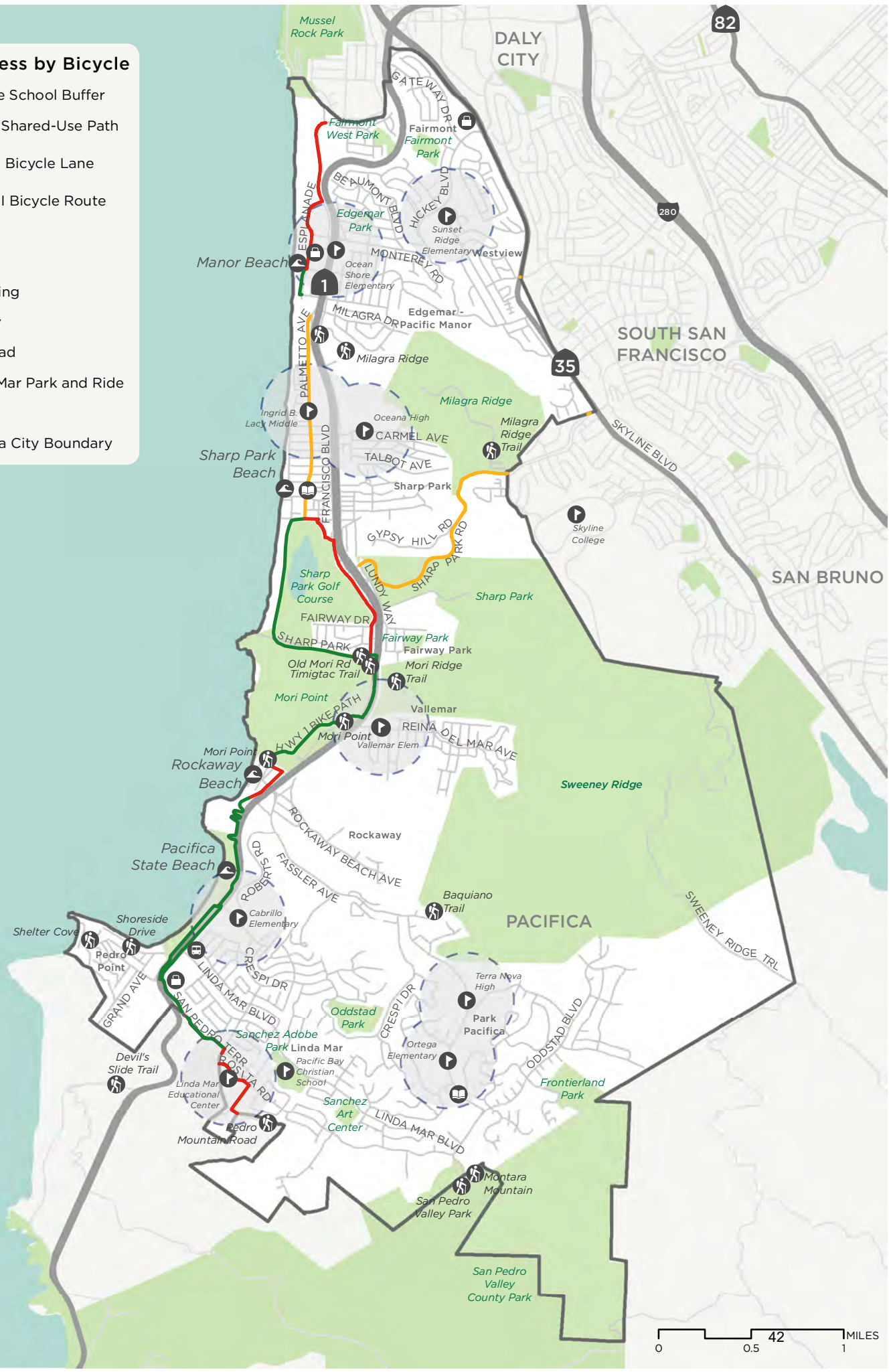
- Class I Shared-Use Path
- Class II Bicycle Lane
- Class III Bicycle Route
- Park
- Pacifica City Boundary
- Below-grade Crossing
- At-grade Crossing
- Above-grade Crossing













### School Access by Bicycle

-  1/4 Mile School Buffer
-  Class I Shared-Use Path
-  Class II Bicycle Lane
-  Class III Bicycle Route
-  Beach
-  School
-  Shopping
-  Library
-  Trailhead
-  Linda Mar Park and Ride
-  Park
-  Pacifica City Boundary











### Major Destinations

-  Beach
-  School
-  Shopping
-  Library
-  Trailhead
-  Park and Ride
-  Park
-  Pacifica City Boundary





### Level of Traffic Stress

- Level 1: All Ages and Abilities
- Level 2: Average Adult
- Level 3: Confident Adult
- Level 4: Fearless Adult
-  Beach
-  School
-  Shopping
-  Library
-  Trailhead
-  Linda Mar Park and Ride
-  Park
-  Pacifica City Boundary





### Stressful Intersections





- Class I Shared-Use Path
- Class II Bicycle Lane
- Class III Bicycle Route
- Park
- Pacifica City Boundary
- ★ Major Locations
- ★ Stressful Intersections

Locations selected based on public comment & LTS Analysis.













### Bicycle and Pedestrian Collisions (2013 - 2017)

-  Severe Injury
-  Minor Injury
-  Fatality
-  Severe Injury
-  Minor Injury

### Major Destinations

-  Beach
-  School
-  Shopping
-  Library
-  Trailhead
-  Park and Ride
-  Park
-  Pacifica City Boundary

