



# AGENDA

## Parks, Beaches and Recreation Commission City of Pacifica

**WEDNESDAY, APRIL 24, 2019  
CITY COUNCIL CHAMBERS  
2212 Beach Boulevard**

**6:30 PM TO 7:00 PM** Youth Advisory Board Meet and Greet

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

**I PLEDGE OF ALLEGIANCE**

**II ROLL CALL**

**III APPROVAL OF MINUTES**

Regular Meeting March 27, 2019

**IV ADOPTION OF AGENDA**

**V SPECIAL PRESENTATION**  
Youth Advisory Board

**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 PUBLIC HEARINGS**

Appeal to Heritage Tree Removal Application No. HT-059-19

**IX ITEMS FOR CONSIDERATION**

PBR Annual Report to Council

**X REPORTS, ANNOUNCEMENTS AND CORRISPONDANCE FROM COMMISSIONERS**

**XI REPORTS FROM STAFF**

A) Director Perez

**XII ADJOURNMENT**

**Next Study Session:** TBD

**Next Regular Meeting** May 22, 2019

**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, March 27, 2019  
City Council Chambers  
2212 Beach Blvd.  
Pacifica, CA 94044

**CALL TO ORDER:**

Commissioner Knowles called the meeting to order at 7:00 PM.

**I PLEDGE OF ALLEGIANCE:**

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

**II ROLL CALL:**

Commissioners Present: Commissioners Abbott, Knowles,  
Andonian, and Poblitz

Commissioners Absent: None

Commissioners Excused: Kellogg, Cochran, Murphy

Staff Present: Director Michael Perez, Recreation Specialist Linda Hanssen

**III APPROVAL OF MINUTES:**

**Commissioner Knowles** called for a motion to approve the minutes of the 2/27/19 meeting. Commissioner Abbott corrected the minutes to read CAFÉ instead of CARE.

**Commissioner Abbot moved to accept the minutes as amended, the motion was seconded by Commissioner Poblitz, motion carried 3-0 with 1 exemption.**

**IV ADOPTION OF THE AGENDA:**

Commissioner Knowles called for a motion adopting the order of the agenda.

**Commissioner Abbot moved to accept the agenda. The motion was seconded by Commissioner Andonian, motion carried 4-0.**

**V INTRODUCTION OF NEW COMMISSIONER:**

**Commissioner Knowles:** welcomed new Commissioner Amy Andonian to the Parks, Beaches and Recreation Commission.

**Commissioner Andonian:** shared that she is a new Pacifica resident as of July. Her day job is CEO of a Non Profit group in Palo Alto in the field of aging and adult services. She runs an organization called Avenidas which functions as the Senior Center in Palo Alto. They also provide services for surrounding cities. She has worked in the nonprofit sector her entire career, specifically with older citizens. She is currently on the board of 2 other

nonprofits in the area. She wanted to get involved locally and is honored to be appointed to her roll and looks forward to making things happen.

#### **VI SPECIAL PRESENTATIONS:**

None

#### **VII ORAL COMMUNICATIONS:**

**Matt McPhail** spoke on the Bike Park Committee in Pacifica and their goals. Their plans include:

- present a list of goals to the City Council
- selling T-Shirts as a fundraiser
- participate in Earth Day by cleaning up lower Frontierland Park
- attend the Sea Otter Classic Trade Show in Monterey to connect with other groups representing Bike Parks.
- reach out to youth in the area through social media.
- A fundraiser is planned for August 20.

#### **VIII ITEMS for CONSENT:**

None

#### **IX ITEMS FOR CONSIDERATION::**

##### **A) PBR Commission Annual Report to Council-Discussion**

**Director Perez** reported that as part of the "resolution providing for appointments, terms, reporting and reorganization requirements for commission and committees" annual reports from committees and commissions are required. Through 2017 commissioners presented an annual report to the Council, highlighting the previous year's work. Beginning in 2018 the Council decided that all Committees and Commissions would present their annual report on the same date. Each group has about 12 minutes to present their accomplishments, highlights, etc. This year the presentation is scheduled for May 13 prior to the regular meeting. The tentative time is 5:30 PM.

As described in the report on committees and commissions, this report/presentation should be a summary of the Commissions work for the year.

**Director Perez** distributed copies of the report from the past year. The presentation will be a Power Point presentation summing up the commission's work for the year. **Director Perez** said his role is to submit a summary from the last annual report up through the March meeting of the commission's work.

- Section One always includes the names of all the commissioners and their terms of office.
- Section Two includes highlights such as special presentations, tree appeals, operations and study sessions.
- Section Three includes meeting summaries.

**Director Perez** stated that he would like to discuss which items the commissioners would like to highlight in the report. It has been a busy year with the following activities.

- Bike and Pedestrian

- Tree Appeals
- Poet Laureate
- Library Presentation
- Creative Place Making

Director Perez informed the commission that typically the Chair, along with a few other volunteer commissioners put together the presentation with the help of the director. The chair and/or the Chair pro Tem will present the information at the council meeting.

The first year PBR presented the annual report **Commissioner Abbott** set the template and the commission has continued using it.

**Director Perez** asked for input and suggestions from the commissioners.

**Commissioner Abbott:** the library activities and presentations as well as the Bike Ped should be included.

**Commissioner Poblitz:** seconded Commissioner Abbott's recommendations. He said it's great to be a part of the master plan. His favorite presentation was the one on creative spaces. There was so much spirit. He feels the City Council should see the grass roots efforts of Matt and the Bike Park group. He likes seeing something start from the ground up.

**Commissioner Andonian:** reported that she has read the commission minutes from last year and is caught up a little bit. She is impressed with the topics the commission has tackled.

**Commissioner Knowles:** likes the template for the Commission report. She would like to see a sentence about each commissioner and their emphasis/passion.

**Director Perez:** will share his notes with the subcommittee.. The template can be changed and added to. The presentation can be worked on.

**Commissioner Poblitz:** asked if google docs or a similar shared document program could be used to enable the entire group to collaborate on the template. **Director Perez** responded that input had to be done separately so we can't use a shared document. Everyone is welcome to attend the subcommittee meeting. There is an April target. The document will be an attachment to the report.

**Commissioner Abbott:** pointed out that a shared document can't be used because the communication is not public.

## **B) January PB&R Commission Study Session and Meeting Notes Summary**

**Director Perez:** reported that on Wed Jan 30, Alta Planning and Design held a study session prior to the PB&R meeting. **Director Perez** was impressed by Alta's deliverables. He has participated in phone meetings with Alta and feels they really want our input. Yesterday Alta performed site visits to "hot spots" in Pacifica. Visits included Fassler, Seabowl, Hywy1 at Crespi, the Community Center, Roberts Road, and up to De Solo. The group observed school letting out at Cabrillo, identifying dangerous areas. **Director Perez** felt that good observations were being made. Although he was unable to stay with the group longer he is pleased with the progress being made. Alta will have a booth at Eco Fest. They will be able to engage with a lot of people there.

**Commissioner Abbott:** appreciated the recap and the report and asked what the next step was after the Eco Fest. **Director Perez** stated the time line is on schedule and online comments will reopen with the presentation to City Council being the final step.

**Commissioner Poblitz:** asked if the Council members participated in the Alta working session.

**Director Perez:** replied no, that this was an all-day working session by Alta with 2 engineers and 2 consultants.

**Commissioner Andonian** is glad that Alta looked at the dangerous intersection by Cabrillo Elementary School. She wanted to know what other cities Alta has worked with. **Director Perez:** responded that we are the only coastal city.

**Commissioner Abbott:** that Alta has worked with Marin County and Sonoma. She would like to see Alta in action, on site. She feels they are professional and open.

## **X REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS**

**Commissioner Abbott:** Reported that the focus groups for age friendly cities have been completed. After they review their notes, they will formulate ideas for new programs. They want to take on the topics of Housing and Transportation. How do we establish a local ride share for seniors? Social Participation and communication is the third area. At the end of April they will be able to share what they are working on.

**Commissioner Abbott:** shared an update on the Library Committee. The library group is developing a subcommittee. Community and poling has been going on. Concerns include design roles for the committee, and where they should go with the completed work. She also reported that The Public Art and Mural Committee met and they are currently part of the BAC committee. She stated that she attended the goal setting session last month. She spoke on consideration for funding for tree replacement and budgeting for Public Works tree management. She endorsed studying the Bike Park idea.

**Commissioner Poblitz:** is very happy with the Spring/Summer PLAY brochure. He liked the large variety of summer camps, and that there is something for everyone.

**Commissioner Andonian:** was able to attend two of the focus groups on aging. She shared that the CAFÉ Age Friendly Committee participated in 2 focus groups.

1. People aged in their 50s
2. Providers

Pacifica is a uniquely shaped city. Most of the services offered are in the Linda Mar area.

She believes that housing and transportation are issues in many cities and should be addressed.

**Commissioner Knowles:** reported on "Pacifica Pedals the Coast". A permit for the ride is being generated. Pedro Point Brewing is helping with graphic design for a poster. Participation may be limited to 35 for safety reasons.

## **XI REPORTS FROM STAFF**

### **Director Perez reported on the following::**

Please like us on Facebook. There is a link on making one minute videos.

**Home for All** the City of Pacifica, in partnership with the County of San Mateo, is holding a community-wide conversation on housing as part of the Home for All program. FREE breakfast for all and FREE childcare for ages three years and up will be provided. Pacifica Community Center, 4/13/19. Space is limited, RSVP on Eventbrite at [pacificaconnects.eventbrite.com.https://www.youtube.com/watch?v=EohzVr0XJ3I](https://www.youtube.com/watch?v=EohzVr0XJ3I)

### **New Commissioner**

Director Perez welcomed new Commissioner Amy Andonian and reported that they had met last week for an orientation.

### **Plaza at Sharp Park Promenade**

The Director reported that engineers from the City are working on a proposal/plan/design for a plaza/gathering place on the promenade. It would be mostly hard-scaped and would include a Fitness Court. It will be proposed as a CIP for the next fiscal year. They recommended a "Hard-a scape" in place of landscape due to the harsh environment at the location. He shared that we did not get the Kaiser grant we applied for. They aren't looking for capital improvement projects.

### **Budget**

The City is currently working on the 19/20 budget, holding several internal meetings to serve as "kick-offs" to various parts of the budget. Department staff is currently working on analyzing information in order to make 19/20 FY proposals.

Upcoming budget dates include:

- April 25 (Thurs), 6pm – Council goals Adoption and Budget Study Session Pt. 1
- May 6<sup>th</sup>, 7pm – CIP at Planning Commission
- May 7<sup>th</sup> (Tues), 6pm – Budget Study Session Pt. 2
- May 13<sup>th</sup> – *Commission/Committee Annual Reports (5:15 or 5:30 – BEFORE regular meeting)*
- May 13<sup>th</sup> (Mon) (regular meeting following annual reports) – Council Meeting budget presentation – Police, Fire, Gen. Gov., Planning
- May 28<sup>th</sup> (Tues) – Council Meeting budget presentation – PW – WWTP, Engineering/Field Services, **Parks, Beaches and Recreation**
- June 24<sup>th</sup> – Adoption 19/20 Budget Adoption

## **Seniors**

Gift Shop remodel – The Director reported on the gift shop remodel at the Community Center. This was done with donated work and materials, spearheaded by Rec Manager Jim Lange.

## **Staffing Update**

Recreation Assistant Supervisor Phipps, along with Coordinators Schriver, Bliss and Dieterle all attended the CPRS, California Park and Recreation Society conference last week in Sacramento. This is an annual conference providing a great opportunity for a wide-range of topics and sessions, along with networking. In the coming weeks, we anticipate getting reports from those who attended about what they learned.

## **Child Care**

As reported to Commissioners last month, our Child Care program has experienced an unprecedented demand for service as several sites have reached capacity enrollment, which has led to waiting lists for available slots. Because of these lists, families will not have a guarantee of keeping a spot in our program if they drop out in the summer. We are devising morning and afternoon summer program options for those who want to stay in our program, but don't need us the entire day.

Because of this, we will not be able to accommodate ThinkBridge attendees this summer at Vallemar Child Care. However, in working with ThinkBridge, the school district, and Vallemar, our staff has come up with a summer program option for ThinkBridge students. This will be a recreational based, afternoon program, run through our Recreation Division.

Because of this, Child Care has also experienced increases in revenue from both the full cost and State subsidized contracts. In order to properly serve the greater number of children, expenditures will be increased by \$151,000 in the Child Care Division: however, they will be more than covered by the increases in revenue. PB&R staff has identified child care facility and equipment needs to be addressed by increased revenue beyond the increased expenditures.

**Director Perez**, along with Supervisor Gilbert, had a meeting with PSD Superintendent Olson and Principal Labao (Vallemar) to discuss some space concerns/issues at Vallemar, and the district in general, as it relates to our Child Care programs at PSD sites. We also discussed summer space needs for the after-ThinkBridge program.

## **Department Work Plans**

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.

- Since last month's meeting, staff are working on their inventory as well as creating a Biography of the Department has been put together for the Strategic Plan description
- 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.
- Staff is working on a plan to bring to Council during the CIP process of the budget – Public Works is still working on the Playground Audit. We also have interest from a neighbor in Edgemar to donate to renovate the playground.

### **Upcoming events**

- 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>

**Commissioner Abbott:** thanked Director Perez for the dates he provided. She asked why there was an increase in Child Care enrollment, and what the long term need would be.

**Director Perez** responded that the main reason was the increase in two working parent households. He explained that school enrollment has not increased, and neighboring cities were having the same problem.

**Director Perez** The new Sidewalk Vendor law was discussed. There has been a lot of discussion and input from City Council. Director Perez will distribute the final draft of recommendations regarding the new law to all Commission members.

**Commissioners Abbott:** commented on the sidewalk vendor law, saying they must be distanced from sand. **Director Perez** replied that they would also be distanced from City events.

**Commissioners Abbott:** feels that vendors should not be in neighborhoods, but that pocket parks are alright. There will be a lot of restrictions she said.

**Commissioner Poblitz:** asked what the Commissioners could do to help in regard to Earth Day. **Director Perez** responded that PBR will have a booth, but the Commissioners have no specific obligations that day.

**Commissioner Poblitz:** asked about ThinkBridge Child Care this summer. He wondered if it would be less formal and who would pay. **Director Perez** explained that since the Child Care sites were full that the Recreation staff would be providing after care this year for ThinkBridge. The participants pay for the service.

**Commissioner Poblitz:** suggested that Adventure Camp could be promoted as a solution to Child Care enrollment issues. **Director Perez** explained it would not resolve the issue for summer or fall.

**Commissioner Poblitz:** asked if Food Trucks could be allowed on the street facing the golf course. **Director Perez** replied that it could be possible. He



stated that they looked at allowing Food Trucks in the council parking lot or on Palmetto.

**Commissioner Andonian:** asked in regard to Child Care if the department has the ability to over enroll. **Director Perez** replied that we can't over enroll. Our child care is licensed by the State. Since the child care is open 7:00 AM to 6:00 PM, we need to be able to take all of the children enrolled at any time. The Staff to child ratios need to be maintained.

**Commissioner Andonian:** shared that it is easier to get Kaiser to sponsor events than to get grants and to stay persistent.

**Commissioner Knowles:** asked if the Bike and Pedestrian recommendations were in the budget. **Director Perez** told the group that grants would be needed to fund then projects. The current study by Alta is being paid for by a grant.

**Commissioner Poblitz:** inquired about the number of swimming deaths at Pacifica Beaches. He asked if more signage was needed or some coordination with the hotel. **Director Perez** agreed that this was a good idea. He referred to the sign replacement program being proposed for 19/20 and that signs should be updated, replaced, and rewritten as needed and that they could be prioritized, for example, by safety.

## **XII ADJOURNMENT::**

**Commissioner Knowles:** asked for a motion to adjourn the meeting.

**Commissioner Andonian moved to adjourn, Commissioner Poblitz seconded the motion. Motion carried 4-0.** The meeting adjourned at 9:00pm.

Respectfully submitted,  
Linda Hanssen  
Recreation Specialist



# Staff Report

Item VII. A) April 24, 2019

To: Members of the Parks, Beaches and Recreation Commission

From: Michael Perez, Director

Subject: ADMINISTRATIVE UPDATE January-March 2019

As the first quarter of the 2019 calendar year comes to a close, staff is implementing our spring activities while putting the finishing touches on summer programming.

On the pages that follow you will find division reports for April, representing the first three months of 2019 as well as information highlighting some current and future items. I want to thank and recognize PB&R staff and volunteers for all they have done to help make our department successful. We are very excited about our upcoming programs, activities and events.

## **Budget**

Staff finished up participating in the City's mid-year budget process and is in the final stages of completing budget projections for 19/20. PB&R senior level staff has worked with the Director in order to put forth a budget in line with our current level of City Support.

PB&R will present its budget on Thursday, May 28<sup>th</sup>.

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

- April 25 – (Thurs) Council Goals Adoption and Budget Study Session Part 1
- May 7 – (Tues) Budget Study Session Part 2, Fee Schedule
- May 7 – CIP to Planning Commission
- May 13 – Budget Presentation – PD, Fire, General Government, Planning
- May 28 – Budget Presentation – PW, WWTP, Engineering/Field Services, PB&R
- June 10 – 19/20 Budget, CIP and Fee Schedule, final presentation of 19/20 Budget
- June 24 – Adoption of 19/20 Budget

## **PB&R Commission Annual Report**

Last year, City Council decided to hold all Committee and Commission annual reports at the same time during a special meeting. This year's date will be May 13<sup>th</sup> at 5:30pm. Chair Kellogg and Chair pro Tem Knowles have volunteered to serve on a subcommittee with staff to prepare and present the report. As part of tonight's meeting, we will finalize a few items for the report.

## Staffing Update

Recreation Assistant Supervisor Phipps, along with Coordinators Schriver, Bliss and Dieterle all attended the CPRS, California Park and Recreation Society conference last week in Sacramento. This is an annual conference providing a great opportunity for a wide-range of topics and sessions, along with networking. In the coming weeks, we anticipate getting reports from those who attended about what they learned.

## PLAY Brochure and Registration

Currently the PLAY brochure is out for Spring and Summer. Registration started March 13<sup>th</sup> and we are seeing a lot of sign-ups, in particular with our Adventure Camp and swim lessons. Overall there has been an increase of 30% in revenues for March registration compared to last year. Aquatics swim lesson registration for summer will begin June 5, 2019 at 8:30AM, online and in person.



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

The core Pacifica OPHT group is finalizing a flier with event information and a brochure on the Sweeny Ridge information. These should be out in a few weeks. A letter was also sent to service-type businesses as well as local non-profits, making them aware of the activities and inviting them to participate leading up to the anniversary of the expedition in November. Several updates regarding

this Council-Prioritized Initiatives #s 18 and 19:

- The City's OPHT webpage is active:  
[https://www.cityofpacific.org/about/ohlone\\_portola\\_heritage\\_trail\\_project.asp](https://www.cityofpacific.org/about/ohlone_portola_heritage_trail_project.asp)
- In February City Manager Kevin Woodhouse joined Doug McConnell from "Open Roads" and reps from the Pacifica Historical Society and the San Mateo County Historical Association for the filming of the Open Roads segment about the trail and event, including the visit to and discussion about the Cattle Hill parking lot at the end of Fassler Avenue. The Open Roads segment, aired on April 14<sup>th</sup> and should be a good promotion for Pacifica, and well worth the \$5,000 in underwriting costs we contributed along with numerous other agencies. Link to the episode can be found here:  
<https://www.nbcbayarea.com/news/local/OpenRoad-With-Doug-McConnell-300867891.html>
- The San Mateo County Historical Association provided an update that they are still anticipating completion of the new Visitor Center at the Sanchez Adobe in the fall, and that the City's previous payment of \$10,000 for assisting with media promotion is safely set aside for the Comcast ad placement which will occur later in the year more proximate to the completion of the physical work and the 250<sup>th</sup> event.

## **Child Care**

As reported to Commissioners last month, our Child Care program has experienced an unprecedented demand for service as several sites have reached capacity enrollment, which has led to waiting lists for available slots. Because of these lists, families will not have a guarantee of keeping a spot in our program IF they drop out in the summer. We are devising morning and afternoon summer program options for those who want to stay in our program, but don't need us the entire day.

Because of this, we will not be able to accommodate ThinkBridage attendees this summer at Vallemar Child Care. However, in working with ThinkBridage, the school district and Vallemar, our staff have come up with a summer program option for ThinkBridage students. This will be a Recreational based, afternoon program, run through our Recreation Division.

Staff have met with the Pacifica School District Superintendent to discuss solutions for handling more children at the school sites, and in particular Vallemar. Staff are currently working on a plan for fiscal year 19/20 that should hopefully address this issue.

## **Upcoming Events:**

Junior Olympics Group  $\frac{3}{4}$  trials and finals – Wednesday May 1

Junior Olympics Group  $\frac{1}{2}$  finals – Saturday May 4

Final J-Teen dance of the school year – Friday May 17

4<sup>th</sup> of July events both rocket run and Frontierland activities – Thursday July 4



# Staff Report

Item VII B) April 24, 2019

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Anthony Schriver, Recreation Coordinator

SUBJECT: AQUATICS UPDATE January-March 2019

## **Training**

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

We offered a lifeguarding course in December and certified a total of eight lifeguards, six of whom were hired. Future lifeguarding courses are being offered during High School Spring Break in April and again June 3rd-7th. We are currently hiring lifeguards and cashiers in an effort to fulfill our staffing shortage at the pool. There is currently a nationwide shortage of lifeguards affecting pools and programs across the country. One way in which we are trying to address this issue is by offering paid training to any current staff member interested in becoming a lifeguard.

## **Summer Camps**

There are two Wet & Wild Water Camps planned for this summer. The first week will be held July 8-12 and the second week, July 22-July 26, with an option for participants to attend either half-day or all-day. The all-day camp includes Sam Trans bus trips to the beach for ocean safety talks, a look at the Linda Mar tide pools, and an environmental presentation about our watershed with an interactive diorama.

## **Swim Team**

The Pacifica Sea Lions Swim Team has (at the time of this report) 92 swimmers in the competitive group, (this number reflects a drop due to High School Swim season) and 122 in the pre-comp group, for a total of 214 swimmers. A 4-day free trial period is offered the last week of every month Monday through Thursday and there are always children trying out for the team. This trial period allows families the opportunity to see if the team is a good fit for them. The PSL competitive team practices Monday-Friday from 4:00 – 6:15 PM, the pre-competitive team practices Monday-Thursday from 6:15-7:00 PM

The Pacifica Sea Lions have been very busy attending swim meets this quarter. Between January and March they competed in five meets, three of which were held at Brink pool. The parent board employs the swim coaches for competitions and assigns them swim meets to attend. The board is also responsible for planning outings and special events for team members.

**Swim Team**

Membership	<b>2019</b>	2018
Sea Lions	<b>214</b>	205

**2019 Winter Swim Lessons Monday, Tuesday, Wednesday, Thursday and Saturday**

	<b>Tiny Tots</b>	<b>Children</b>	<b>Adults</b>	<b>Semi-Private</b>	<b>Private</b>
Monday PM	10	n/a	2	3	n/a
Tuesday PM	n/a	35	n/a	6	1
Wednesday PM	1	22	n/a	12	n/a
Thursday PM	n/a	n/a	n/a	n/a	n/a
Sat. AM	7	36	4	14	2
<b>Totals 2019</b>	<b>18</b>	<b>93</b>	<b>6</b>	<b>35</b>	<b>3</b>
Totals 2018	25	93	7	38	4

**Little Bobbers Mon/Wed/Sat 2019**

Little Bobbers Mon/Wed/Sat 2018

**22 Participants**

19 Participants

**Water Zumba**

**15 Participants**

**(1/2-1/30 2019)**

**11 Participants**

**(2/13-3/13 2019)**

23 Participants

(1/10-2/7 2018)

19 Participants

(2/28-3/28 2018)

**Brink Pool Rental: January –March 2018**

January	Two Hour Rentals-4	Three Hour Rentals-0	Two Day Swim Meet- 1
February	Two Hour Rentals- 2	Three Hour Rentals- 4	Two Day Swim Meet- 0
March	Two Hour Rentals- 2	Three Hour Rentals- 3	Two Day Swim Meet- 1

**Morning Adult Drop-In Program Times**

M-F 5:00-8:00 AM &amp; Sat 8-9:30 AM

	<b>January 2019</b>	<b>February 2019</b>	<b>March 2019</b>
Senior Lap Swim	214	174	252
Adult Lap Swim	365	384	461
All Access Members	346	274	304
<b>Total 2019</b>	<b>925</b>	<b>832</b>	<b>1017</b>

	<b>January 2018</b>	<b>February 2018</b>	<b>March 2018</b>
Senior Lap Swim	236	198	278
Adult Lap Swim	388	322	444
All Access Members	312	277	315
<b>Total 2018</b>	<b>936</b>	<b>797</b>	<b>1037</b>

**Daytime Adult Aquatics Programs Monthly Participation Totals**

M- F 10-2 PM

M- Sa Water Aerobics

Sun 11-1 PM

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

	<b>January 2019</b>	<b>February 2019</b>	<b>March 2019</b>
Senior Aqua X	222	212	312
Senior Lap Swim	274	314	288
Adult Aqua X	74	74	54
Adult Lap Swim	369	364	344
All Access Members	120	114	116
<b>Total 2019</b>	<b>1059</b>	<b>1078</b>	<b>1114</b>

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

### Recreation Swim January 2019

<b>Day/Time</b>	<b>Total Meetings</b>	<b>Attendance</b>	<b>Avg. per Mtg.</b>
Monday 7-9 pm	3	245	82
Wed Adult 7:30-9 pm	5	102	20
Friday 7-9 pm	4	389	97
Sat. 1-3 pm	3	308	102
Sun. 1-3 pm	3	344	114
<b>Total 2019</b>	<b>18</b>	<b>1388</b>	<b>77</b>

### Recreation Swim January 2018

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

### Recreation Swim February 2019

<b>Day/Time</b>	<b>Total Meetings</b>	<b>Attendance</b>	<b>Avg. per Mtg.</b>
Monday 7-9 pm	3	122	40
Wed Adult 7:30-9 pm	4	78	19
Friday 7-9 pm	4	480	120
Sat. 1-3 pm	4	308	77
Sun. 12-3 pm	4	328	82
<b>Total 2019</b>	<b>19</b>	<b>1316</b>	<b>69</b>

### Recreation Swim February 2018

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



**Recreation Swim March 2019**

<b>Day/Time</b>	<b>Total Meetings</b>	<b>Attendance</b>	<b>Avg. per Mtg.</b>
Monday 7-9 pm	4	322	80
Wed 7:30-9 pm	4	110	27
Friday 7-9 pm	4	314	78
Sat. 1-3 pm	4	301	75
Sun. 1-3 pm	3	208	69
<b>Total 2019</b>	<b>19</b>	<b>1255</b>	<b>66</b>

**Recreation Swim March 2018**

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



# Staff Report

Item VII. C) April 24, 2019

To: Members of the Parks, Beaches and Recreation Commission

From: Tracy Gilbert, Child Care Services Supervisor

SUBJECT: CHILD CARE PROGRAM UPDATE January-March 2019

## **Program Update**

The Pacifica Child Care program currently has a total of 373 children enrolled:

- 82 preschoolers
- 291 school-aged children

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

## **Summer 2019**

Summer 2019 planning began in March. This summer the Child Care division will keep all 4 school-age programs open; Cabrillo, Sunset Ridge, Vallemar and Ocean Shore.

## **2019 Summer Themes:**

Week of June 10 <sup>th</sup>	Fantasy
Week of June 17 <sup>th</sup>	Expanded Horizons
Week of June 24 <sup>th</sup>	The Land of the Giants
Week of July 1 <sup>st</sup>	Hooray for the Red, White & Blue
Week of July 8 <sup>th</sup>	Fun Under the Moon
Week of July 15 <sup>th</sup>	Escape Room
Week of July 22 <sup>nd</sup>	Explorers
Week of July 29 <sup>th</sup>	Wet & Wild
Week of Aug 5 <sup>th</sup>	Time Warp
Week of August 12 <sup>th</sup>	Taste of Adventure

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

## **Celebrating Dr. Seuss' Birthday**

The children and teachers at our Vallemar preschool celebrated Dr. Seuss' birthday this year on March 2. Below is a picture of the preschoolers with each of their Dr. Seuss hat and ties and a cut-out for each of their own faces.



## **New Uniforms for Child Care**

The Child Care division is in the process of re-designing and ordering new uniforms; shirts and sweatshirts for Child Care employees. After seeing the initial samples produced by John the Sign Guy, we are excited to be moving forward with the newly designed uniforms. Child Care will be sure to include pictures of the new uniforms in our next quarterly report.

## **Preschool Field Trip to Children's Discovery Museum**

All of our preschool programs went on a field trip to Children's Discovery Museum in Sausalito (pictures shared below). The weather was beautiful and the children enjoyed themselves so much that they didn't want to leave.





# Staff Report

Item VII. D) April 24, 2019

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Sydney Bliss, Recreation Coordinator

SUBJECT: RECREATION DIVISION UPDATE January – March 2019  
Youth and Teens, Recreation, Special Events and Community Center Rentals

## Youth & Teens

### **Cabrillo and Vallemar After-School Programs**

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



### **J-Teen Dances**

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

### **Future Dance Dates and Themes**

May 17, 2019 - "Hula Hop"



## **Youth Advisory Board**

The Youth Advisory Board (YAB) is made up of volunteer High School students that want to make a difference in our community. They are a dedicated group of young leaders who will plan special events and also participate in Parks, Beaches & Recreation events and activities. Currently we have nine active Board Members.

This year Pacifican's Care included a teen category to their People Who Care annual award. We are pleased to report that YAB president Sara Olson was chosen as a recipient.



## **3<sup>rd</sup> Annual Spelling Bee**

The Youth Advisory Board sponsored the Third annual Spelling Bee, open to kids in kinder-4th grade. They again teamed with the Pacifica School District, City of Pacifica – Parks, Beaches and Recreation Dept., and Pacifica Libraries. The Bee was split into grades 1st, 2nd, 3rd and 4th, and the finalists of their grades would then move on to the 1st/2nd grade division and the 3rd/4th grade division. The kids were buzzing with anticipation and excitement for their turn to spell the words that they have been studying for the past couple of weeks or so. Participants were told to not only study the words from their grade, but also the grades that they were competing against in the finals. This year we had 30 participants which was nine less than last year. For next year's event the YAB is looking to do more promotion to increase participation.



## **YAB COMMUNITY SERVICE SCHOLARSHIP**

This year the YAB will again grant a \$500 scholarship to a graduating senior that lives in Pacifica. The board will use a list of criteria for candidates and review applications. All reference to applicants name and school will be removed so that the YAB screeners review with an unbiased evaluation.

## Special Events

### **Parent/Child Ball**

This year we hosted our third annual youth dance for ages 5-11, with the theme "A Whole New World". The whimsical event delighted all attendees with craft booths, a princess, staff and YAB volunteers dressed in theme, and a live DJ. This event created special memories for the guardians and the youth.



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

Parent's Night Out event where children in Grades K-8 can come to the Pacifica Community Center for a night of fun arts & crafts, games, dinner, & a movie while their parents have a night on the town or a night in without the kids. Our last Parent's Night Out of the year will take place on May 18th.

### **Upcoming Special Events include:**

#### ***J-Teen Dance***

- Friday, May 17, 2019 – 7-9pm

#### ***Parents' Night Out***

- Saturday, May 18, 2019 – 5-11pm

### ***53<sup>rd</sup> Annual Junior Olympics***

- Wednesday, May 1, 2019 – 3:30pm
  - Group 3 & 4 Trials & Finals
  - Oceana High School, 401 Paloma Ave. Pacifica
- Saturday, May 4, 2019 – 9:00am
  - Group 1 & 2 Trials & Finals
  - Terra Nova High School, 1450 Terra Nova Blvd. Pacifica

### ***Earth Day and EcoFest***

- Saturday, April 27, 2019 9:00am Earth Day 11:00am EcoFest

## **Building Rentals**

### **Pacifica Community Center**

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

#### Regular Permits include:

#### Regular Permits include:

SundayVictory Outreach Pacifica

Monday	Narcotics Anonymous Serenity by the Sea Pacifica Oldtimers Newcomers Monday AA Women's AA
Tuesday	SAM CAR Victory Outreach Pacifica Part-Time Recreation Staff meetings (Bi-Weekly) YAB meetings (Bi-Weekly)
Wednesday	Pacifica United Soccer Club (1st) Pacifica American Little League (1st) Pacifica Tigersharks Board Meetings (3rd) Pacifica Quilters (3rd) 504 Monterey Homeowners Association (3rd) Pacifica Girls Softball League (3rd) SAA Meeting
Thursday	Pacifica PM Toastmasters Pacificans Care (3 <sup>rd</sup> ) Pedro Point Surf Club (last)
Friday	Golden Gate South AA meeting J-Teen Dances (Once a month)



January Weekend Rentals: Parents Night Out, Princess Dance, Spelling Bee, Elevator Technician Training, Birthday Party, Birthday Party, Memorial Service

February Weekend Rentals: Parents Night Out, Life Celebration, Birthday Party, Richmond Neighborhood Center Retreat, Birthday, Celebration of Life, Birthday

March Weekend Rentals: Baby Shower, Baby Shower



# Staff Report



Item VII. E) April 24, 2019

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Jim Lange, Recreation Manager

SUBJECT: SENIOR SERVICES DIVISION UPDATE January – March 2019

## Manager's Report

### Federal Older American Act Funding

Manager Lange finished mid-year Area Agency on Aging audit for fiscal year 2018-19.

### Giving Tree Trust Funding

Giving Tree contributions totaled \$1,765 for the 3<sup>rd</sup> quarter and are at \$10,315 year-to-date.

Donor	Date	Gift Amount
Benevity Community Impact Fund (Matching Gift)	2/28/2019	\$30.00
Caroline and Augustine Chou (Mizpah)	2/28/2019	\$120.00
Peggy Howell	2/28/2019	\$200.00
Michael and Miyoung Kleine	1/31/2019	\$700.00
Stephan Matsuo	2/28/2019	\$200.00
Randolph and Elaine Maynard	2/28/2019	\$200.00
Our Savior Lutheran Church	2/28/2019	\$215.00
Ena M. Rico	2/28/2019	\$100.00

### Program Income (March, 2-Year Comparison, Preliminary Report)

	LAST YEAR		THIS YEAR	
	Month	Year To Date	Month	Year To Date
	Amount	Amount	Amount	Amount
100-Bingo (Net Proceeds)	\$736.00	\$5,954.00	\$984.00	\$7,504.00
101-SIA Membership Drive	\$590.00	\$17,021.00	\$640.00	\$18,250.00
102-Classes	\$2,685.00	\$22,089.50	\$2,579.00	\$23,450.00
103-Rummage Sale Proceeds	\$4,518.45	\$29,799.45	\$3,883.81	\$30,868.68
105-Gift Shop (Gross Proceeds)	\$543.50	\$2,486.75	\$70.00	\$2,227.50
106-Special Events	\$0.00	\$17,467.25	\$0.00	\$10,757.85
107-Misc. Fundraising Activity	\$826.00	\$5,927.80	\$580.50	\$5,606.15
201 Non-OAA Program Income	\$100.00	\$1,350.00	\$10.00	\$567.00
301-OAA Program Income	\$4,764.50	\$38,015.65	\$5,137.26	\$41,040.72
410-Grants Foundation	\$0.00	\$19,000.00	\$0.00	\$20,000.00
501-Trust Accounts	\$150.00	\$10,275.00	\$0.00	\$10,415.00
<b>Total</b>	<b>\$14,913.45</b>	<b>\$169,386.40</b>	<b>\$13,884.57</b>	<b>\$170,686.90</b>

### Sirkka Niukkanen Bequest

As estimated \$2 million dollars is expected to be received by Senior Services with the purpose of adding new programming for seniors in Pacifica and to be planned by Manager Lange. Staff is looking into a new transportation program to address medical appointments, "ride-share" concierge program for shopping and local outings, and larger charter trips to promote socialization.

- A \$1,000,000 check was presented to Manager Lange on March 3<sup>rd</sup>.
  - Check was for remainder of savings account and sale of Fassler property after fees and commission
  - The check was deposited into its own trust account
  - Manager Lange did not spend any of the check and did show up for work on March 4<sup>th</sup>
- There were two additional properties for sale in which Senior Services will receive after commissions and fees are paid.
  - San Mateo property sold on March 12, 2019 for \$925,000
  - Lake County property sold on April 15, 2019 for \$170,000

### Administration & Staffing

- Age Friendly Cities Initiative (AFCI) of the World Health Organization was adopted by City Council on January 14<sup>th</sup> to move forward to form a local task force and work with CAFÉ: The Center for Age-Friendly Excellence (contracted consultants hired by San Mateo County Board of Supervisors).
  - Checklist of Essential Features of Age-friendly Cities is attached
  - Pacifica, Redwood City and Daly City were the first three cities to be considered for this initiative in San Mateo County
  - Task Force was formed in late December and convened January 4 and had updated monthly meetings
  - Conducted 4 Community Focus Groups in February
    - Older Adults 50-59 yrs.; 55+ yrs; 80+ yrs; and Senior Service Providers in San Mateo County
  - Conducted 3 Pacifica Senior Independent Housing presentations
    - Pacifica Oaks, Casa Pacifica and Oceana Terrace
  - Task force identified three Pacifica projects (new) to be considered by the World Health Organization for approval during the WHO as consideration for Pacifica to be accepted as an applicant for the AFC status.
    1. Host 3 "Affordable Housing Symposiums" that would provide information about the eligibility/application requirements for the 4 existing affordable senior apartment complexes in Pacifica, highlight shared housing options and explore other strategies for affordable housing.
    2. Transportation program to stave off isolation: Medical appointment (para-transit contract), "Ride Share" Concierge service for shopping and local outings and Travel Company to arrange chartered trips for socialization.
    3. Recognize "Age Friendly Business" practices of local businesses and offer a training program to further encourage AF approaches.
- Food Services Coordinator, Steve Humphrey, completed his ServSafe Manager certification
- Priority Based Budgeting - Senior Services inventory was completed in February

### Building & Facilities

- The EQ Basin Project is moving along with the roof installation underway
- Community Center network upgrade was completed in March in which has resulted in 300 times faster data stream



- Senior Services “Golden Treasurers” Gift Shop got a new face lift and Grand Re-opening conducted on March 27.
  - Gift Shop has been in operation for 35 years and has had on upgrades since conception
  - Project completed with donations and “Giving Tree” funds—no City funds utilized
  - New floor, paint and fixtures installed

**Membership, Classes & Groups, Volunteers** (Submitted by Ann Cooney, Assistant Supervisor)

Seniors in Action (SIA) Council & Membership

- Last year, a record 928 members joined Seniors in Action. This year-to-date, we are already at 911 members. We are planning a surprise acknowledgement for the 929<sup>th</sup> member to join this year.
- An extraordinary field of 7 candidates put their hats into the ring to run for the 7-member Seniors in Action Council election, voting for which ends on 6/14/2019. Two 2-year term seats are open this year.

Classes & Groups (Preliminary Report)

An adjusted 3-year comparison of “participations” in Senior Services’ more than 40 weekly classes, games and groups follows for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters. Pedro, Zumba Gold and Chair Yoga continue to be participant favorites!

	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19
<b>Quarter 1</b>	2,961	3,120	2,744
<b>Quarter 2</b>	3,036	2,894	4,047
<b>Quarter 3</b>	3,089	3,379	3,795

Volunteers (Preliminary Report)

Senior Services continues to be sustained by 156 active volunteers, each of whom we look forward to honoring at the Volunteer Appreciation dinner on April 17. The new system established last September to capture volunteer service hours is running well (though still a work in progress) and provides the following preliminary breakdown by volunteer role for fiscal year 2018-19 to date.

Volunteer Role	2018-19 Hours
Baker	49.00
Computer	747.00
Congregate (Cashier)	238.00
Congregate (Server)	1,440.00
Coordinator Assistant	191.00
Entertainment (DJ & Ukulele)	53.00
Exercise & Heath	102.00
Games & Groups	504.00
Garden	192.00
Gardening & Maintenance	96.00
Gift Shop	720.00
Kitchen Assistant	539.25
Meals on Wheels	2,550.00
Receptionist	661.05
Rummage Sale	2,127.50
SIA Council	136.00
	<b>10,345.80</b>

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

### Ongoing Programs

- Rummage sales are held at the Community Center every other Wednesday and Thursday from 9 am to 2 pm. Customers are always finding great bargains on everything including clothing, collectibles, books and art.
- The Golden Treasures Gift Shop is officially OPEN and had a recent make over. The Gift Shop was closed for a month while it was undergoing extensive renovations. A new floor, paint and fixtures were installed. The modern look to the shop is attracting new vendors and customers.
- Big Bucks Bingo is enjoyed every Wednesday from 1 – 3 pm after Congregate Lunch. Buy-ins are \$7 for one pack and \$10 for two pack.
- SIA member Lucky McGowan and Travel Center's Lisa Mittone have planned a trip to see "All That's *New* in San Francisco". The July trip sold out quickly and its waitlist grew so long that they decided to plan the same exact trip again in September, which is almost full.



### January

- We kicked off the New Year with our Zumba Gold and Aerobics instructors demonstrating why their classes are important for bettering our overall health, both physically and mentally for the upcoming year.
- Senior Services introduced Brain Builder's programming designed to stimulate each of our brain's cognitive function, keeping it strong and fit while having fun.
- A brand new class, Rosen Method Movement taught by Jane Pittsinger, started on January 23<sup>rd</sup>.

### February

- This year's Super Bowl Party was held on Friday, February 1, 2019. The crowd cheered for their favorite Football team, enjoyed Chef Steve's luncheon of Polish sausage with grilled peppers, and played Super Bowl Trivia.
- For Chinese New Year -- the year of the pig -- the beauty of Chinese culture and cuisine were enjoyed at the Center. A few seniors partook in a chop stick challenge where participants had to pick up as many Skittles as they could in two minutes. Seniors left with smiles on their faces and fortune cookies in hand.



- Love was definitely in the air on Valentine's Day this year! We crowned our new King and Queen of Hearts – Lucky and Jerry McGowan – in our decorated auditoriums, played name that love song, and guessed the amount of chocolate kisses in the jar.
  - Children from Cabrillo School Pacifica Child Care ranging from 5 to 10 years old along with their Site Coordinator Lisa Menconi came to the Pacifica Community Center to do an intergenerational activity. For this activity, both children and seniors participated in playing animal bingo. More intergenerational activities planned with Senior Services this summer.

### March

- Mardi Gras is a fun time of year especially with the auditorium decorated with beads in traditional green, purple and white colors and the seniors listening to jazz music putting everyone in the mood for a New Orleans's experience. Guests were given 15 fun facts about the history of Mardi Gras and enjoyed a Jambalaya lunch.

- Pi Day was held on March 14 and the seniors celebrated by eating some cherry pie and understanding the history behind this mathematical constant.
- As of March 7, the Pacifica Senior Center now screens movies every Thursday afternoon at 1:00 pm. Attendance has been increasing as the program continues to be promoted. Fresh popped popcorn and iced water are provided.
- St. Patrick's Day is one of the most attended celebrations at the Senior Center. The Center had approximately 80 seniors fill the Auditorium enjoying Chef Steve's luncheon of Corn beef and Cabbage, sipped on some Near Beer, and finished off with Mint Chocolate Chip Ice Cream for dessert, graciously donated by Baskin Robbins in San Bruno.



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

**CONGREGATE LUNCH PROGRAM (C1)**

	FY1718			FY1819		
	Clients*	Meals	Contributions	Clients*	Meals	Contributions
January		963	\$ 2,178.50		988	\$ 2,018.42
February		927	\$ 1,636.00		940	\$ 2,069.90
March		1,081	\$ 1,998.00		1,061	\$ 2,271.26
	<b>371</b>	<b>2,971</b>	<b>\$ 5,812.50</b>	<b>389</b>	<b>2,989</b>	<b>\$ 6,359.58</b>
				<b>5%</b>	<b>1%</b>	<b>9%</b>

\*Unduplicated Year-to-Date

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

	FY1718			FY1819		
	Clients*	Meals	Contributions	Clients*	Meals	Contributions
January		1,226	\$ 1,808.00		1304	\$ 1,132.50
February		1,095	\$ 1,625.50		1259	\$ 2,577.00
March		1,333	\$ 2,361.00		1454	\$ 2,704.00
	<b>109</b>	<b>3,654</b>	<b>\$ 5,794.50</b>	<b>112</b>	<b>4,017</b>	<b>\$ 6,413.50</b>
				<b>3%</b>	<b>10%</b>	<b>11%</b>

\*Unduplicated Year-to-Date

Our annual "Night Out on the Town" dinner for otherwise homebound Meals on Wheels offered a festive and lovely evening to our guests again this year. A delicious meal was prepared by Chef Steve and the Food Services team. Corsages and boutonnieres – hand-made by volunteers Elaine Maynard, Lucky McGowan and Nattie Juvland – were gifted to each guest. Incredible live entertainment was provided by Susan Watson-Acero and Grant Ewald. Professional portraits were taken and framed by Lynne Fried of Capture Today's Magic. All this was made possible by donors, including City of Pacifica employees, supporting Senior Services' silent Auction in December 2018.

Pacifica Senior Services participated in the annual March for Meals campaign to raise awareness of critical issues facing seniors including hunger and isolation. This year's campaign was led by our Honorary Committee of Pacifica PB&R Directors including Ginny Jaquith, Pat Marques, Mari Brumm-Merrill and Mike Perez. The campaign kicked off with days of service by Delta Sigma Phi Torchbearer Rho members hosting a Congregate Lunch followed by Torchbearer Phi members delivering Meals on Wheels on March 1. Mayor Sue Vaterlaus served as our the campaign Community Champion delivering meals with volunteers Shirley Ortega and Georgette Hertzberg before visiting with Congregate Lunch members. Ongoing MOW volunteer, Joyce Robison, represented Pacificans Care during the campaign. Supervisors Don Horsley and Dave Canepa and their staff members will wrap up the campaign with visits in April.

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

**TRANSPORTATION (IIIB)**

	FY1718			FY1819		
	Clients*	Trips	Contributions	Clients*	Trips	Contributions
January		462	\$ 344.00		320	\$ 188.50
February		458	\$ 308.00		344	\$ 179.00
March		431	\$ 402.00		370	\$ 162.00
	<b>47</b>	<b>1,351</b>	<b>\$ 1,054.00</b>	<b>45</b>	<b>1,034</b>	<b>\$ 529.50</b>
				<b>-4%</b>	<b>-31%</b>	<b>-50%</b>

\*Unduplicated Year-to-Date

**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. Three new volunteers joined the program and will be paired with clients in the coming weeks.

Medical Supply Loan Program

The Medical Supply Loan Program provided 30 pieces of equipment to seniors between January and March. These items included canes, walkers, shower chairs, commodes and wheel chairs.

Educational & Wellness Programming

- Monthly "spotlights" on nutrition education continued throughout the quarter with expert guidance from Tracie Dalton, RD, CDE. Topics included this quarter were: Senior Facts on Fiber, Diabetes & Diet, Nutrition Label Facts.
- Eight-hour comprehensive and 4-hour "refresher" AARP Mature Driver Safety classes were conducted by instructor Jane Anderson in April 2019
- Beth Bashore, MFT from Mission Hospice & Home Care is doing wonderful work with the Drop-in Grief Support Program
- Peninsula Family Services "Stages," a twice monthly drop in discussion group for seniors with trained counselors JoAnn Arnos and David Ruettiger has attracted wonderful participants and continues to grow each week.
- Sutter Health's monthly Wise & Well health education and screening sessions with Janel Jurosky, MSN, RN and the Mills-Peninsula team continue.
- Our spring "Stepping On" fall prevention course with Occupational Therapist Sarah Eggen-Thornhill was at capacity and another great success. Unfortunately this multi-week course will likely be discontinued due to cuts to County funding for fall prevention education.

Congregate Lunch Program Guest Speakers

As in year's past, Pacifica Senior Services focused on fraud awareness and prevention throughout the month of February. Representatives from the following organizations presented on fraud.

- Jane Kreidler Outreach Coordinator Contractors State License Board.
- Debra Gonzales from Direct Mortgage Funding. She reviewed reverse mortgage.
- Nicole Fernandez, San Mateo County EDAPT, was scheduled but had to postpone her visit.

In March, Senior Services hosted Paul Buchanan from San Mateo County Aging & Adult Services.

AARP Tax Aide Program

Once again our tax preparation season at the Senior Center was a resounding success led by Steve Matsuo and his dream team. Please keep in mind that all the tax preparers are volunteers. How amazing is that? Here are the outcomes accomplished by our AARP Tax Aide volunteers.

Served 258 clients over 9 sessions with 5 preparers per session and about 29 clients per session.

- Federal earned income credit (\$11,464)
- Child tax credit (\$9413),
- Education credit (2,125).
- All Federal refunds combined = \$247,983
- State Refunds = \$82,937
- State Earned Income Credit = \$2674

### 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 IX            April 10, 2019

To:                Members of the Parks, Beaches and Recreation Commission

From:             Aren Clark, Public Works Superintendent

**Subject:**        Appeal to Heritage Tree Removal Application No. HT-059-19

## **Background/Discussion:**

On February 26, 2019 Tina Perry, applied for a permit to remove one (1) heritage Monterey cypress (*Cupressus macrocarpa*) tree in front of the property located at 647 Rockaway Beach Avenue. The reason stated for the proposed tree removal is that the tree presents a hazard to pedestrians, power and communication cables and nearby houses. The Applicants also provided an arborist report prepared by Blake Watkins of the Davey Tree Expert Company. The report recommends the removal of the tree based primarily on the extent of decay in the lower trunk.

The tree was posted with a removal notice and letters were sent to adjacent and abutting property owners informing them of the proposed action. The City has since received one appeal protesting the removal of the tree. Notification of the appeal hearing scheduled for April 24, 2019 was sent to the property owner and the appellant on April 11, 2019.

**Fiscal Impact:** None

## **Commission Action Requested:**

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

## **Documents Attached:**

- 1. Heritage Tree Permit Application # HT-059-19**
- 2. Arborist Report**
- 3. Appeal Notice**

Public works

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-059-19 DATE: 2/26/19 PAID: \$209 RECEIPT NUMBER: 157449

APPLICANTS NAME: TINA PERRY PHONE NUMBER: 650/359-6413

ADDRESS: 647 ROCKAWAY BEACH AVE., PACIFICA, CA. 94044

1) LOCATION OF TREE(S): ON THE STREET, AT THE ENTRANCE  
(ATTACH A SKETCH OR PLOT OF PROPERTY) OF THE DRIVEWAY.

2) VARIETY OF TREE(S): CYPRESS TOTAL NUMBER OF TREE(S): 1

3) ACTION REQUESTED:

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

4) JUSTIFICATION (STATE THE REASON WHY THE ACTION IN SECTION 3 IS BEING REQUESTED): THIS TREE IS A HAZARD. IT TARGETS PEDESTRIANS & CARS AS WELL AS HIGH AND LOW VOLTAGE POWER AND COMMUNICATIONS LINES ACROSS THE STREET. ALSO THE TWO (2) HOUSES ACROSS THE STREET. PLEASE READ I.S.A. CERTIFIED ARBORIST REPORT #50-6587B ENCLOSED.

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: \_\_\_\_\_  EXTENTION 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: Aron Clark DATE: 3-6-19

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
HERITAGE TREE ORDINANCE APPEAL

NAME OF APPELLANT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REASON TO APPEAL THE ADMINISTRATIVE DECISION ABOVE FOR THE FOLLOWING REASON: \_\_\_\_\_

RECEIVED  
MAR 18 2019  
CITY CLERK

*Public Works*

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-059-19 DATE: 2/26/19 PAID: 2007 RECEIPT NUMBER: 157449

APPLICANTS NAME: TINA PERRY PHONE NUMBER: 650/359-6413

ADDRESS: 647 ROCKAWAY BEACH AVE, PACIFICA, CA. 94044

1) LOCATION OF TREE(S): ON THE STREET, AT THE ENTRANCE OF THE DRIVEWAY.  
(ATTACH A SKETCH OR PLOT OF PROPERTY)

2) VARIETY OF TREE(S): CYPRESS TOTAL NUMBER OF TREE(S): 1

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 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): THIS TREE IS A HAZARD. IT TARGETS PEDESTRIANS & CARS AS WELL AS HIGH AND LOW VOLTAGE POWER AND COMMUNICATIONS LINES ACROSS THE STREET. ALSO THE TWO (2) HOLES ACROSS THE STREET. PLEASE READ I.S.A. CERTIFIED ARBORIST REPORT # 50-6587B ENCLOSED.

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\*\*\*\*\*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: \_\_\_\_\_  EXTENTION 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: Anna Clark DATE: 3-6-19

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

HERITAGE TREE ORDINANCE APPEAL

NAME OF APPELLANT: Deborah Blake PHONE NUMBER: 510 773 5068

ADDRESS: 647 Rockaway Beach Ave.

REASON TO APPEAL THE ADMINISTRATIVE DECISION ABOVE FOR THE FOLLOWING REASON:  
PLEASE SEE ATTACHED

Tina Perry  
647 Rockaway Beach Ave  
Pacifica, CA 94044

Blake Watkins  
The Davey Tree Expert Company  
1400 Mission Rd  
Colma, CA 94014

Dear Tina Perry,

I visited your single family residential property at 647 Rockaway Beach in Pacifica, California on February 7, 2019. While on site I inspected the large Monterey cypress at the front right corner of your property. I inspected the tree from the ground only, without the use of tools or equipment (Level 1 inspection). My findings follow below and are for your use alone in support of your application to the City of Pacifica application for a tree removal permit.

The tree is a mature Monterey cypress (*Cupressa macrocarpa*) of 48" in diameter at breast height. The tree is located in a planting strip on the Southeastern edge of your lot. The road is paved up to the base of the tree at the front, and the tree is bounded narrowly by your driveway and your neighbor's driveway (FIGURE 1). The tree shares the narrow planting strip with a larger cypress located 2' to the East. The tree in question is shaded by the larger cypress, and its canopy extends asymmetrically over the road (FIGURE 2).

The tree is in good health. Its needles have color and density consistent with a healthy cypress. The trunk of the tree extends over the road at an angle of approximately 25 degrees from vertical. The lower branches have been removed over time with the canopy begin at about 20' from the base. Both the road and the adjacent driveway are paved up to the base of the tree (FIGURE 3). Deep furrows are present at the base of the tree as are several notable cavities. The largest cavity is on the southern side of the tree. It extends vertically from the base to approximately 10' up the trunk. It is about 10" wide and reveals a deep column of decay in the interior of the tree (FIGURE 3). On the East side of the tree, there is a smaller cavity of approximately 12" x 36". This cavity reveals brown rot (FIGURE 4). On the North side of the tree, the final cavity of note is approximately 4" x 48" (FIGURE 5). All of these cavities are narrow and vertical with good wound-wood development on the sides.

Although the tree is in good health, its structural stability warrants examination. The pavement at the base of the tree is concerning because the asphalt roadway and the concrete driveway likely caused damage to the tree's supporting roots. The lower trunk of the tree is the area of most obvious concern. In my experience, these deep furrows are typical of Monterey cypress. Though they may appear well attached further up the trunk, they begin as bark inclusions at the base of the tree and often conceal areas of weakly attached wood and columns of decay. When mature Monterey cypresses fail, they often split apart vertically along these seams. In this case, the deep vertical cavities give us a view into the interior of the tree and reveal the brown rot and open cavities that extend throughout the lower 10' or more of the trunk. Although the presence of strong wound-wood suggests the tree has a healthy ability to adapt to this weakness, the depth of the cavities is concerning. Based only on my visual assessment, there appears to be a column of decay at the center of the tree that extends to the surface at each of

the cavities listed above. Additionally, the asymmetric growth habit of the tree puts additional strain on the defect and exposes the tree to torsion forces.

Based on my inspection, I believe that the remaining healthy wood in the lower trunk is insufficient support to the tree in its current state. With the entire canopy extending over the road, targets include pedestrians and cars as well as the high and low voltage power and communications lines across the street. Mitigation of the major defect in this tree would include bracing with through bolts and weight reduction pruning. While mitigation efforts may offer short term support for the tree, the decay in the lower trunk will be the likely cause of stem failure. Given the lean of the trunk and the targets under the canopy, I do not recommend mitigation for this tree and instead recommend that this tree be promptly removed.

Best Regards,

Blake Watkins  
ISA Board Certified Master Arborist  
#SO-6587B



Figure 1



Figure 2



Figure 3





Figure 4

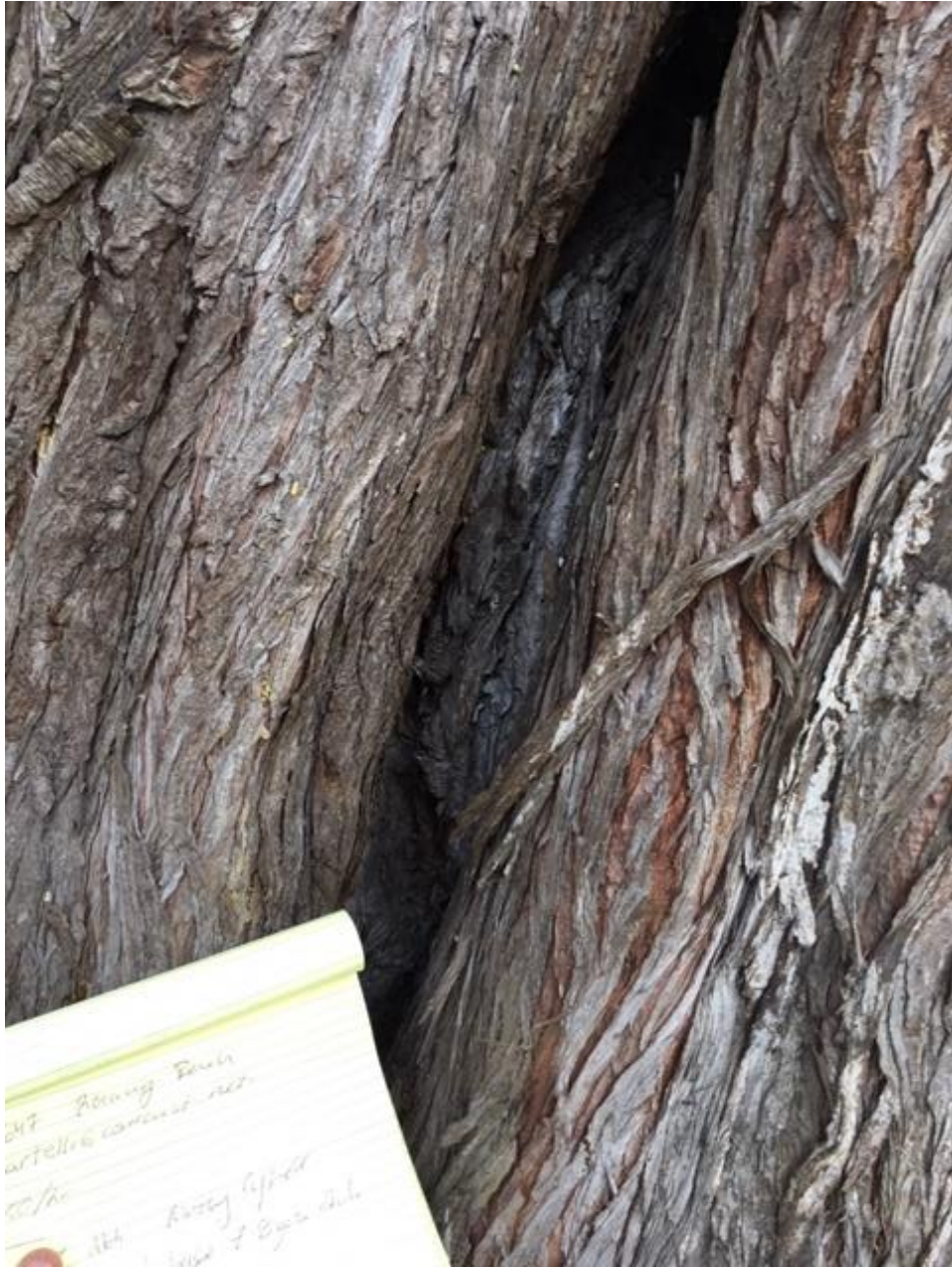


Figure 5