



AMENDED AGENDA

Parks, Beaches and Recreation Commission City of Pacifica

WEDNESDAY, APRIL 26, 2017
CITY COUNCIL CHAMBERS
2212 Beach Boulevard

7:00 – 7:30 – CALL TO ORDER
YAB – Commission Meet and Greet

7:30 PM REGULAR MEETING

- I PLEDGE OF ALLEGIANCE
- II ROLL CALL
- III APPROVAL OF MINUTES Regular Meeting March 22, 2017
- IV ADOPTION OF AGENDA
- V SPECIAL PRESENTATION
Michael Moran – Recreation Coordinator
Miah Taylor – Recreation Intern
YAB (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 ITEMS FOR CONSIDERATION
Recap of Annual Report to Council
- IX REPORTS, ANNOUNCEMENTS AND CORRESPONDANCE FROM COMMISSIONERS
- X REPORTS FROM STAFF
 - A) Director Perez
- XII ADJOURNMENT

Next Study Session: TBD

Next Regular Meeting May 24, 2017

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Minutes Parks, Beaches and Recreation Commission City of Pacifica

REGULAR MEETING – 7 PM

March 22, 2017
City Council Chambers
2212 Beach Blvd.
Pacifica, CA 94044

CALL TO ORDER:

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

I PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Commissioner Murphy.

II ROLL CALL:

Commissioners Present: Abbott, Bier, Kellogg, Murphy, Mau, Yakabe
Commissioners Absent: Cochran
Commissioners Excused: None
Staff Present: Director Michael Perez, Acting Recreation Supervisor Beth Phipps

III APPROVAL OF MINUTES:

Chair Mau called for a motion to approve the minutes of the 2/22/17 meeting. **Motion to approve minutes as amended was made by Commissioner Abbott, seconded by Commissioner Murphy, motion carried 6-0**

IV ADOPTION OF THE AGENDA:

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

V SPECIAL PRESENTATIONS:

Wet Weather Equalization Basin Project presentation

Commissioner Abbott - expressed concern for the safety of Seniors in the housing across the street from the Community Center. She made reference to the possibility of mid street crossing. She also raised the question that since the back lot at the Community Center is not just for skateboard parking but also for classes at the center how would this effect the parking revenue and also what effect it will have on special events and community center rentals.

Director Perez – Stated that mid street crossing won't happen. He also informed the Commission that Public Works and Parks, Beaches and Recreation are working together to find the best solution to the parking. However, a lot of the impact won't be known until we try it.

The contractor reported that there will be flag people to regulate traffic and to look out for pedestrian safety.

Commissioner Bier – Thanked the presenters and asked how the noise might affect the seniors and neighborhood. The contractors reported that they will be constructing

a sound barrier during the construction and post construction noise should be minimal.

Commissioner Murphy – Thanked the presenters

Commissioner Yakabe – Asked how deep the basin would be. The contractors responded that it would be about 50' below grade.

Commissioner Kellogg – Asked if there was any concern about leaving the skate park open during construction with all of the dust in the area during construction. Contractors responded that the dirt would need to be moved to an area for drying before hauling away. They will also be constructing a construction barrier fence to minimize problems and the contractors are being required to provide 24/7 security at the site.

Chair Mau – Asked if the pipeline excavation and basin excavation would be happening at different times otherwise you have trucks coming from two different locations at the same time. The contractors responded that both projects would be happening simultaneously in order to take advantage of the dry season. The goal is to have the pipelines constructed before the rainy season which would make construction more difficult. The contractor did state that the trucks would be exiting at different locations. Commissioner Mau also wanted to know to what size seismic event the basin will be constructed for. The contractor stated that it would be constructed to withstand 2013 CBC maximum probable seismic event. Commissioner Mau asked that due to the compliance deadline are there liquidation damages built into the contract to address the issue. The presenters informed the commission that liquidated damages as well as long term effects on the community center and Skate Park have been addressed. Commissioner Mau put in a plug to insure that the MOW drivers have access to parking.

Commissioner Abbott – Asked if damages to existing structures have been addressed in the contract. The presenters responded that there will be many monitoring measures put in place to insure that the existing structures are not affected by the construction.

VI ORAL COMMUNICATIONS:

None

VII ITEMS for CONSENT:

None

VIII ITEMS FOR CONSIDERATION:

Annual Report: Director Perez reminded the commission that their annual report has been rescheduled to be delivered on April 24, 2017. The director passed out a draft report and power point of the commission's annual report. The Director took the Commissioners through the power point taking a look at each page.

Commissioner Abbott – suggested that since the Park and Recreation has such a long purpose and the report has focused on a couple over the last few reports that it might be good to pick some others for this report.

The Director is looking for more updated pictures for the report

Commissioner Abbott – suggested that it be called litter campaign and put the fireworks in "" and take out the word potential. She suggested that the longer

Commissioner Bier – Reminded the Director that the Beach Safety Etiquette sign be put into the report.

Commissioner Murphy – Likes the word safety being included in the signage.

Commissioner Yakabe – Thinks everything looks good.

Liaison Assignments

Commissioners reviewed the current Liaison assignments and indicated their areas of interest. Staff will update the assignments and provide a copy of updated assignment.

X REPORTS, ANNOUNCEMENTS AND CORRISPONDANCE FROM COMMISSIONERS:

Commissioner Kellogg – Reported that he attended the Open House

Commissioner Abbott – Reported that the Library Advisory Committee will be attending the upcoming City Council meeting to make a presentation on brainstorming ideas that were brought forth during the election. The Mural Subcommittee has put together a report which is recommending that the committee be a mural and art subcommittee instead of focusing solely on murals. City Council will need to act to make this a permanent subcommittee of the beautification committee. Sanchez art center will be celebrating their 20th anniversary on May 5th. Commissioner Abbott informed the Commission that the YAB Art Show hours have been changed to 6-7. It was originally scheduled for 7-8.

Commissioner Bier – Thanked the YAB for participating at the family summit at IBL. The Commissioner had some questions regarding the future of MOW with the pending government cuts. Commissioner Bier also attended the PB&R Open House and spoke with Carlo Parra who is a lifeguard at the pool. She was very impressed with how versed he is and his knowledge of all programs in the aquatics program.

Commissioner Murphy – Attended the open space and Parkland Committee. They have installed signs for the ridge trail which is a 300 mile trail that will circumnavigate the whole bay area. The GGNRA dog management rules have been suspended pending an investigation and Jackie Speier is asking for it to be thrown out.

Commissioner Yakabe – Reported that his wife attended the Women in Surfing movie event. He attended the Open House at the Community Center as well as the Pacifica Mother's Club bagels in the park event.

Chair Mau – Attended the meeting on the annual subcommittee with Commissioner Bier and Director Perez. He briefly attended the Chamber mixer and then attended the safety meeting at the community Center. He also attended the PB&R Open House as well as the SIA meeting. Concerns were raised regarding the MOW program. The good news is that Pacifica's MOW funds come from the Old Americans Act and not from the funds in question. The good news is that the news is highlighting the MOW program and this could cause donations to go up. Chair Mau did a March for Meals delivery as well. He attended the San Francisco Rec and Park meeting as an introduction and introduced the idea that we were looking at off leash dog areas.

XI REPORTS FROM STAFF:

Director Perez reported on how disheartening the national news regarding MOW is. What people are seeing is not the whole picture. MOW is more than a meal this could be the only contact some people have with the outside world and is very important. The county is sending a PR person out to cover our program due to the fact that we have a very good program.

Economic Development Street Scape: Director Perez has been enlisted by the Economic Development manager to talk about pocket parks and the grand opening.

Opening could be as soon as May. The director let the Commission know that bike share programs as well as telescopes at Linda Mar Beach have been suggested. He would like to know the Commission's opinion.

Director Perez reported that the City is in the process of the budget season. The department is checking around to see what other agencies in the area are charging and what the maximum price point people are willing to pay for services. A tentative PB&R budget presentation to council has been set for May 18th. Director Perez will let Commission know the exact date as soon as he knows.

Staffing update: The Executive team workshop was held at the Police EOC for a day and a half. The Director finds these very useful.

The Director reminded Commission that the City Manager is leaving the end of March and let them know that an interim city manager will be announced at Monday's Council meeting.

Director Perez let the Commission know that the Play brochure came out the beginning of March and that registration began on March 13th. There was a glitch in the aquatics registration which was fixed around 11-12. Anthony Schriver (Aquatics Coordinator) and Acting Supervisor Beth Phipps took care of all the people who called or came in before opening the system back up to the general public. This was completed around 5:30pm.

Reported that chair Mau talked to the person who was the director's contact with the City of San Francisco Rec and Park. He has not gotten a call back.

Upcoming Events:

Rediscovering America will be holding their next county group meeting in May and the Pacifica group will be meeting in April.

Ethics training will be held on Wed. 3/29. The director encouraged the new Commissioners to attend - it is well worth it. It is not mandatory for the commission but it is for new Council members.

Community champion's week will be the last week of March. This is an opportunity for VIPs and other interested community leaders to do ride along with our MOW volunteers. MOW delivers meals from 10-11:30 daily. The director asked if anyone was interested to let him know or contact Anne Cooney at the senior center.

The Senior Volunteer Recognition Dinner will be held on 4/12/17 from 4-6. This is our opportunity to serve a meal to our volunteers as a thank you.

The Spring Egg Hunts will be held on Friday 4/14 and Saturday 4/15.

The Junior Olympics will be having 2 preliminary dates this year due to School spring break schedules. The first for Good Shepherd and Alma Heights will be held on 4/11 and the second for the public schools will be on 4/19. Both will be held at the Oceana track.

There will be two fund raisers at Pieology Pizza. The first will be on Wednesday 4/12

and the second will be on Thursday 5/4. 20% of all purchase will go toward purchasing a timing system for the Jr. Olympics.

Commissioner Abbott asked if the timing system would be specifically for the Junior Olympics or could it also be used for the community runs.

Director Perez responded that he was not sure at this time but that we would definitely use it for other events , like our runs, if we can.

NEXT STUDY SESSION:

NEXT MEETING:

Regular Meeting – 4/26/17 (7:00 pm)

XII ADJOURNMENT:

Chair Mau asked for a motion to adjourn the meeting. **Commissioner Murphy made the motion to adjourn, seconded by Commissioner Yakabe. The motion passed 6-0** and the meeting adjourned at 8:50 PM.

Respectfully submitted,
Beth Phipps
Acting Recreation Supervisor

Parks, Beaches & Recreation Commission
Michael Mau, Chair

Item VII. A) April 26, 2017

To: Members of the Parks, Beaches and Recreation Commission

From: Michael Perez, Director

Subject: ADMINISTRATIVE UPDATE

As the first quarter of the 2017 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 2017. 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

We have been working through budget projections for 16/17 as well as our proposals for next fiscal year. Supervisors have 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 18th at a study session.

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. At the April 24th Council meeting, the 2017-2018 proposed budget and fee schedule were presented. Adoption of the budget is scheduled for the June 26th Council meeting.

- April 18 – Long Term Financial Plan and Fee Schedule
- May 1 – CIP to Planning Commission
- May 2 – Budget Study Session – Public Works – Waste Water, Engineering, Field Services
- May 16 – Budget Study Session – Police, Fire and Planning
- May 18 – Budget Study Session – General Government, Parks, Beaches and Recreation
- May 22 – Public Hearings – 17/18 Budget and CIP, Final Presentation to Council
- June 26 – Adoption of the 17/18 Budget

PLAY Brochure and Registration

Currently the PLAY brochure is out for Spring and Summer. Registration started March 13th and we are seeing a lot of sign-ups, in particular with our Adventure Camp. Aquatics for summer will begin June 5, 2017 at 8:30AM, online and in person. Our fall brochure will come out the first week of August.

Annual Report to Council

On April 24th, the Commission presented their annual report to Council. We will have a recap of that tonight in order to discuss and address any comments, questions and/or direction from Council.

Rediscovering America/Portola Expedition Anniversary

Director has formed a committee to focus on Pacifica as it relates this. Members from GGNRA, OSPC, PB&R Commission, PHS, Sister City, along with Planning Dept. staff have met twice. The county group will be meeting May 1st at 1pm. Commissioner Bier is the PB&R Commission liaison to this group. The larger County group is meeting in Redwood City on May 16th.

Snowy Plover Fencing

As you know part of our snowy plover protections were to eventually place permanent fencing on the west side of the multi-purpose trail north and south of the Crespi entrance. On Monday April 24th, work began on installing the fence. Once the fencing is up, staff is working with the Pacifica Shorebird Alliance on installing picture signs made by children (similar to those south of the south parking lot) on the permanent fencing. This project was paid in part by a grant from the US Fish and Wildlife as well as the City's CIP program. While the contractor has until June to complete it, our engineering staff is estimating it to take about two weeks.

Dogs

Chair Mau attended a SF Rec and Park Commission meeting last month and introduced himself as well as the idea of our interest in Sharp Park Beach, west of the levy, as an off-leash area. Chair Mau shared a contact of a staff member he met and staff has sent a message and is waiting to hear back at this point.

Junior Olympics

The 53rd Annual Junior Olympics trials have been completed, with finals coming up in May. The Dates are Wednesday, May 3rd for the older children at Oceana and Saturday May 6th, 9am at Terra Nova for the younger children. Commissions are invited to attend the opening ceremonies on May 6th.

For 52 of the 53 years, we have been the fortunate recipients of sponsorship by the Pacifica Lions Club. They pay for up to \$1,500 of trophies, medals and ribbons and host a snack bar at the meets. We could not have this event without the support of the Lions Club. This is an essential part of us being able to keep it a free meet for the youth.

For the last two years, staff has been trying to have a company come in and run a professional timing system. Unfortunately, May is the track meet season, and they have always been booked up. It was suggested that we purchase our own system and it was decided we would actively fundraise and solicit donations. A timing system would make our races more accurate, more timely and more efficient, and in April a fundraiser at Pieology was held, where close to \$400 was raised. We have also received donations via schools, coaches and their businesses. Most likely any donations we received this year would have to go towards a purchase next year.

The Lions Club heard about our fundraising efforts and invited staff to come and make a presentation about the timing system on Monday, April 17th. On the morning of April 18th, we received a message from Lions president Shirlee Gibbs that we should order the timing system because they were donating \$5,000 towards the purchase. The system has been ordered and is expected to be available for both final events.

Pacifica's 60th Anniversary

This year Pacifica is turning 60, and Director has been part of a group working on ways in which we will be celebrating. There will be more on this at a future meeting; however, at this time, staff would ask if there is a Commission interested in taking part in these meetings.

Future Agenda Topics

In February, Commission met to discuss upcoming agenda topics for 2017. The list of “what’s next?” is below:

- Beaches
 - Operations
 - Signage
 - Safety and Etiquette
 - Surf Camps
- Parks
 - Signage
 - Maintenance
 - Field Trip to City Parks
- Fireworks Follow-up and Litter Campaign
- Off-Leash Dog Areas



Staff Report

Item VII B) April 18, 2017

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Anthony Schriver, Recreation Coordinator

SUBJECT: AQUATICS UPDATE January – March 2017

Training

The Aquatics division ran a combined CPR/AED and First Aid class for the public on January 9th and 10th. A total of 24 participants took this course which certified them in Child, Infant, & Adult CPR/AED, and First Aid.

Aquatic staff is preparing for a busy summer session. Classes planned for June include our annual Swimmer Aide School for youth 11-18 years old 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 two lifeguarding courses and certified a total of 7 lifeguards. Our next lifeguarding course is scheduled for May 29th – June 2nd.

Summer Camps

There are two Wet & Wild Water Camps planned for this summer. The first week will be held July 10-14 and the second week, July 31- August 4th, 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 and 112 in the pre-comp group, for a total of 204 swimmers. There has been a steady rise in membership, as there were 186 swimmers at this point last year. 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 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 also employs the swim coaches for competitions and assigns them swim meets to attend. The board is also responsible for planning outings for the swim team as well as special events.

2017 Winter Swim Lessons Monday, Tuesday, Wednesday, Thursday and Saturday

	Tiny Tots	Children	Adults	Semi-Private	Private
Monday PM	10	n/a	6	2	n/a
Tuesday PM	n/a	42	n/a	10	1
Wednesday PM	8	20	n/a	12	n/a
Thursday PM	n/a	TN ST SM	TN ST SM	TN ST SM	TN ST SM
Sat. AM	8	26	6	8	2
Totals 2017	26	88	12	24	3
Total 2016	18	145	8	45	4
Total 2015	24	113	11	30	6
Total 2014	15	216	12	46	6
Total 2013	17	143	8	52	11

Little Bobbers Mon/Wed/Sat 2017	22
2016	23
2015	17
2014	13
2013	12

Thursday night swimming lessons were impacted due to the Terranova High School Swim Team Swim Meets. PB&R was not able to operate lessons at full capacity due to these meets. The City of Pacifica and Jefferson Union High School District continue to work with each other to meet the needs of each organization. Due to not having lessons on Thursdays PB&R took a hit in revenue.

<u>Water Zumba</u>	2017	17 (1/1-3/6)
		19 (3/1-3/29)
	2016	14 (1/6-2/3)
		16 (2/17-3/16)
	2015	20 (1/1-2/4)
		21 (2/18-3/18)
	2014	21
	2013	11 (1/23-2-27)

Brink Pool Rental: January –March 2016

January	Two Hour Rentals-3	Three Hour Rentals-1	Two Day Swim Meet- 2
February	Two Hour Rentals- 3	Three Hour Rentals- 3	Two Day Swim Meet- 1
March	Two Hour Rentals- 1	Three Hour Rentals- 5	Two Day Swim Meet- 1

Swim Team

Membership	2017	2016	2015	2014	2013
Sea Lions	204	186	159	202	170

Lap swimming/practice times

Sea Lions 4-7 PM – Monday-Friday, includes Pre-Comp Group

There is a 4-day free trial for the Sea Lions Swim Team at the end of each month.

Morning Adult Drop-In Program Times

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

	January 2017	February 2017	March 2017
Senior Lap Swim	247	162	254
Adult Lap Swim	348	310	427
All Access Members	342	291	321
Total 2017	937	763	1002
Total 2016	896	804	892
Total 2015	864	788	825
Total 2014	881	826	924
Total 2013	864	797	716

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 13th thru May 19th resulting in our day time hours being severely reduced Mondays, Tuesdays, Thursdays, and Fridays lap times to 12pm-1pm and Wednesdays 12:45pm-3:45pm

	January 2017	February 2017	March 2017
Senior Aqua X	276	232	302
Senior Lap Swim	287	298	259
Adult Aqua X	54	62	56
Adult Lap Swim	341	334	324
All Access Members	93	115	94
Total 2017	1051	1041	1035
Total 2016	1059	1028	1021
Total 2015	1034	1003	999
Total 2014	1284	1223	858
Total 2013	1228	1138	777
Total 2012	619	641	977

Recreation Swim January 2017

Day/Time	Total Meeting	Attendance	Avg. per Mtg.
Monday 7-9 pm	5	268	54
Wed Adult 7:30-9 pm	4	88	22
Friday 7-9 pm	4	366	92
Sat. 1-3 pm	4	388	97
Sun. 1-3 pm	4	332	83
2017	21	1442	69
Total 2016	25	1303	52
Total 2015	18	900	50
Total 2014	17	962	57
Total 2013	17	874	51

Recreation Swim February 2017

Day/Time	Total Meeting	Attendance	Avg. per Mtg.
Monday 7-9 pm	3	134	44
Wed Adult 7:30-9 pm	4	54	14
Friday 7-9 pm	3	431	144
Sat. 1-3 pm	3	216	72
Sun. 12-3 pm	3	306	102
Total 2017	16	1141	71
Total 2016	17	1112	65
Total 2015	19	985	52
Total 2014	19	1091	57
Total 2013	19	1006	53

Recreation Swim March 2017

Day/Time	Total Meeting	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	245	61
Wed 7:30-9 pm	5	80	16
Friday 7-9 pm	3	241	80
Sat. 1-3 pm	3	162	54
Sun. 1-3 pm	3	314	105
Total 2016	18	1042	58
Total 2015	20	914	46
Total 2014	20	1223	61
Total 2013	20	1360	68

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

Monday 7-9 PM

Friday 7-9 PM

Saturday 1-3 PM

Sunday 1-3 PM



Staff Report

Item VII C) April 26, 2017

To: Members of the Parks, Beaches and Recreation Commission
From: Tracy Gilbert, Child Care Services Interim Supervisor
SUBJECT: CHILD CARE PROGRAM UPDATE

Program Update

The Pacifica Child Care program currently has a total of 303 children enrolled:

- 71 preschoolers
- 232 school-aged children

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

Summer 2017

Summer 2017 planning began in March. This summer the Child Care division will keep 3 of the 4 school-age programs open; Cabrillo, Sunset Ridge and Vallemar. Ocean Shore will be closed for the summer.

2017 Summer Themes:

Week of June 19 th	Creepy Crawly
Week of June 26 th	Moving to Music
Week of July 3 rd	Red, White & Blue
Week of July 10 th	Fantasy
Week of July 17 th	Exploring Our Community
Week of July 24 th	Mad Scientist
Week of July 31 st	Visit to the Tropics
Week of Aug 7 th	Taste for Adventure
Week of Aug 14 th	Animal Week
Week of Aug 21 st	Anything Goes

Current summer plans include 2 out of town field trips to Cull Canyon Regional Recreation Area in Castro Valley and Contra Loma Regional Park in Antioch, 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 fieldtrips, recreation swimming at Brink pool, and swim lessons. Child Care will also have LITE's (Leaders in Training) at all summer locations.

Preschool Field Trip to Bay Area Discovery Museum

All of our preschool programs went on a field trip to the Bay Area Discovery Museum in Sausalito (pictures shared below). The weather and views from this location were amazing! The children enjoyed themselves so much that they didn't want to leave. We discussed and evaluated this field trip during our last Preschool Liaison Meeting and the group unanimously agreed that the preschool programs will visit the Discovery Museum again next year.



Child Care Enrollment

Child Care preliminary strategy planning meetings are underway to increase enrollment spaces. The 2017-'18 Child Care budget includes specific enrollment goals that will help the Child Care division to earn increased revenue from their county and state child care contracts. The increase in spaces include: an additional 6 in the part day preschool spaces and an additional 5 in the school-age, after school care spaces.

The Child Care division site coordinators under the direction of the assistant supervisor and interim supervisor will be developing an incentive program to assist in fulfilling the enrollment goals. Additionally, the Child Care division will be increasing networking strategies with other local Pacifica agencies to expand the umbrella of services provided to families to include child care. The desired outcome strategy would include the scaffolding of multiple services provided to families while simultaneously fulfilling the increased enrollment spaces.



Staff Report

(Item VII. D) April 26, 2017

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Michael Moran, Recreation Coordinator

SUBJECT: YOUTH AND TEENS, RECREATION, SPECIAL EVNETS AND COMMUNITY CENTER RENTAL UPDATE January – March 2017

Youth & Teens

Cabrillo After-School Program

The Cabrillo After-school Program is 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 26 registered participants.



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

April 7, 2017 - "Let it Rain!" Special Event – Glow in the Dark party

May 12, 2017 - "Spring Fling"

June 2, 2017 - "June Jiggle"



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 16 active Board Members.

1st Annual Spelling Bee

The Youth Advisory Board sponsored the first annual Spelling Bee, open to children in kinder-4th grade. The Spelling Bee has been a goal for YAB since they heard about it at a YAC (Youth Advisory Committee) social in 2016. With the help of the Pacifica School District, City of Pacifica Parks, Beaches and Recreation Dept., and Pacifica Libraries, the YAB were able to make it happen. 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.

Participants were buzzing with anticipation and excitement for their turn to spell the words that they had been studying for the weeks leading up to the event. Jonas Desyatnik, 2nd grade finalist said, "My mom printed out the list [of Spelling Bee words] and split them into different sections for me and I studied them that way." The children were told to not only study the words from their grade, but also the grades that they were competing against in the finals. The first grade finalist, Nathaniel Kung, later went on to compete with the second grade finalists, Luke Huang, Jonas Desyatnik, and Darah Katz. In the 1st/2nd grade finals, Darah Katz went on to take the trophy with the winning word, "annoyed" which she later said was her favorite word to spell. The 3rd grade finalists, Josh Szeto and Madrox Louie went on to compete with 4th grade finalists Benjamin Todd and Maggie Siefertman, where Todd took the win in the 3rd/4th grade finals.



4th Annual Community Movie Night – Back to the Future

On Friday, February 17, 2017, the YAB hosted their 4th annual family movie night. To prepare for this event, the YAB went shopping for snack bar items. They also went out into the community and collected donations of items that were used as drawing prizes. Members of the public purchased tickets and won prizes that included gift cards, hats, jewelry from several local shops, and much more. The snack bar sold pizza, popcorn, candy, soda, and water.



Special Events

Princess Dance

This year we hosted our first annual youth dance for ages 5-11 with the theme of “Under the Sea”. The whimsical event delighted all attendees with craft booths, a real Disney princess, staff and YAB volunteers dressed in themed outfits, and a live DJ. This event created special memories for the guardians and the youth. The event sold out with 50 princesses and we plan to add another event in the near future.



Parent's Night Out

Over the last three months, the Recreation division has hosted a monthly Parent's Night Out (PNO) event where children in Grades K-8 can come to the Pacifica Community Center for a night of fun, including arts & crafts, games, dinner and a movie while their parents enjoy a night on the town or a night in without the kids. Participant Count: January – 24, February – 21, and March -22. Our last PNO will be held on April 8th.



Upcoming Special Events include:

J-Teen Dance

- Friday, April 7, 2017 – 7-9pm

Parents' Night Out

- Saturday, April 8, 2017 – 5-11pm

Spring Egg Hunt – Day 1

- Friday, April 14, 2017 4:00pm
- Saturday, April 15, 2017 10:00am

53rd Annual Junior Olympics

- Tuesday, April 11, 2017 4:00pm – Good Shepherd and Alma Heights Only
 - Group 1 & 2 50 Meter & 100 Meter Dash Trials Only
 - Oceana High School, 401 Paloma Ave. Pacifica
- Wednesday, April 19, 2017 3:30pm
 - Group 1 & 2 50 Meter & 100 Meter Dash Trials Only
 - Oceana High School, 401 Paloma Ave. Pacifica
- Wednesday, May 3, 2017 – 3:30pm
 - Group 3 & 4 Trials & Finals
 - Oceana High School, 401 Paloma Ave. Pacifica
- Saturday, May 6, 2017 – 9:00am
 - Group 1 & 2 Trials & Finals
 - Terra Nova High School, 1450 Terra Nova Blvd. Pacifica

Junior Olympics Fundraisers at Pieology in Daly City from 4:00-8:00pm

- Wednesday, April 12, 2017
- Thursday, May 4, 2017

Earth Day and EcoFest

- Saturday, April 22, 2017 9:00am Earth Day 11:00am EcoFest – PB&R staff will be on hand with information and give-a-ways at our booth in the south beach parking lot.

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:

Sunday	Victory Outreach Pacifica
Monday	Narcotics Anonymous Serenity by the Sea Pacifica Oldtimers Newcomers Monday AA Women's AA
Tuesday	SAM CAR Victory Outreach Pacifica Coldwell Banker Fahey Properties meetings (2nd) Pacifica Historical Society – (2nd) Part-Time Recreation Staff meetings (Bi-Weekly) YAB meetings (Bi-Weekly) Pacifica Fog Fest Refuge Recovery
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 Historical Society (4 th) Pacifica PM Toastmasters Pacificans Care (3 rd) Beta Sigma Phi (2 nd every other month) Pedro Point Surf Club (last)
Friday	Golden Gate South AA meeting Crespi Alanon Group meeting J-Teen Dances (Once a month)
January Weekend Rentals:	Parents Night Out, Birthday Party, Princess Dance, Spelling Bee
February Weekend Rentals:	Pacifica Mothers Club, Parents Night Out
March Weekend Rentals:	Parents Night Out, Mauricio Party,



Staff Report



Item VII. E) April 26, 2017

TO: Members of the Parks, Beaches and Recreation Commission
FROM: Jim Lange, Supervisor
SUBJECT: SENIOR SERVICES UPDATE January – March 2017

Funding

Donations/Sponsorships:

- The "Giving Tree" program received \$2,320 between the months of January and March. Fiscal year-to-date total is \$11,185.
 - We will be hosting a 10-Year Anniversary of the "Giving Tree" on May 3rd. Donors have received an invitation. Hors d'oeuvres will be served and Commission Chair Michael Mau and Seniors in Action (SIA) President Marge Ryan will speak during the program.
 - \$121,012 has been raised in this program since its conception



- Supervisor requested and received additional funds for underfunded units of service for Meals on Wheels (MOW). Our contract shorted us nearly 4,000 meals and we were told that we would receive one-time-only funding during our third quarter to cover gap. In early February we were notified one-time-only funds were not going to be available. Supervisor began negotiations with Aging and Adult Services and implemented a waiting list for new MOW clients. After the implementation of the waiting list and negotiations it was determined that we will receive \$20,000 in State one-time-only funds.
- Our group of afternoon ping pong players has expanded and its members requested an additional table. Supervisor shared with group if they want to contribute to a well-built table, Senior Services would also contribute. The group identified an excellent table and purchased it (with Supervisor approval) with their own monies because it was on sale. Supervisor met with purchaser to offer paying the balance and the group feels they will probably collect enough to pay for it on their own.

Grants:

- Senior Services received an additional \$2,900 from the Javier Trust. Supervisor is looking into the purchase of chairs with arm rests for the dining room. More of our lunch clients need additional assistance getting in/out of our current chairs which do not offer sufficient support.
- Supervisor submitted the annual Pacificans Care grant proposal on April 2, 2017 for FY 2017/18. Prior to submittal, Supervisor met with Pacificans Care President Karen Ervin to see if we could submit for General Program Support rather than solely for Meals on Wheels. The shift to general support acknowledges that all of Senior Services programs are integrated and dependent upon each other for success. Funding across the board makes the most sense. President Ervin checked with other Pacificans Care board members and there was consensus. The request for general program support will be for \$20,000 (a \$5,000 increase from prior year). Grant request will be formally presented by Supervisor at the Pacificans Care Board meeting on April 20, 2017.

Administration

- Proposals for 2017-2021 Older American Act funding were submitted by Supervisor in February 2017. Contract awards were tentatively scheduled for mid-March 2017. We were notified that our proposals were very well-prepared, but contracts have not yet been awarded. The following units of service and corresponding Older American Act funds were requested for fiscal year 2017/18.

	Units of Service	OAA Fund Request	2017/18 funding vs. 2016/17
Transportation	5,500	\$19,360	+ \$7384
Congregate Nutrition	14,000	\$72,620	+ \$7,870
Meals on Wheels	18,000	\$114,680	+ \$23,338
Supplemental MOW	500	\$3,180	0

Supervisor requested 100% funding based upon projected units of service multiplied by reimbursable rate. It is likely we will not receive the 100% funding. Providers were informed “unofficially” that we should expect the same funds as 2016/17 and no one-time-only funds, which amounts to a cut in funding. It should also be noted that Transportation total funds received have not changed since 2010/11, even though our units of service increased 53% (1,902 units).

- Senior Services received a 2016/17 mid-year fiscal audit from Aging and Adult Services and had no issues.
- Supervisor attended the Para-transit Coordinating Council (PCC) Conference February 21st. Their last conference was 10 years ago and they realize they need to conduct these more frequently. PCC’s from neighboring counties participated. Best practices and shared concerns were discussed in breakout sessions. Meals on Wheels Coordinator Cooney and Supervisor Lange have been participating at some of the monthly San Mateo County PCC meetings to represent Pacifica. The PCC meetings primarily review and discuss SamTrans transportation services and service levels for disabled San Mateo County residents.

Congregate Lunch Program (Submitted by Cindy Fuentes, Food Services Coordinator)



	Congregate Lunch Program					
	FY15/16			FY16/17		
	Clients	Meals	Client Contributions	Clients	Meals	Client Contributions
January	178	968	\$ 2,296.00	194	1030	\$ 2,267.00
February	184	984	\$ 2,227.00	201	1023	\$ 2,121.00
March	204	1077	\$ 2,166.00	232	1247	\$ 2,881.00

Clients -Unduplicated with in reporting month.



Meals on Wheels (MOW) / Transportation Coordinator
 (Submitted by Ann Cooney, MOW and Transportation Coordinator)

Meals on Wheels

Meals on Wheels Programs						
	FY15/16			FY16/17		
	Clients	Meals	Client Contributions	Clients	Meals	Client Contributions
January	86	1338	\$ 2,588.00	79	1292	\$ 2,755.50
February	83	1418	\$ 2,409.00	73	1096	\$ 2,265.00
March	90	1655	\$ 2,520.00	63	1255	\$ 1,838.00

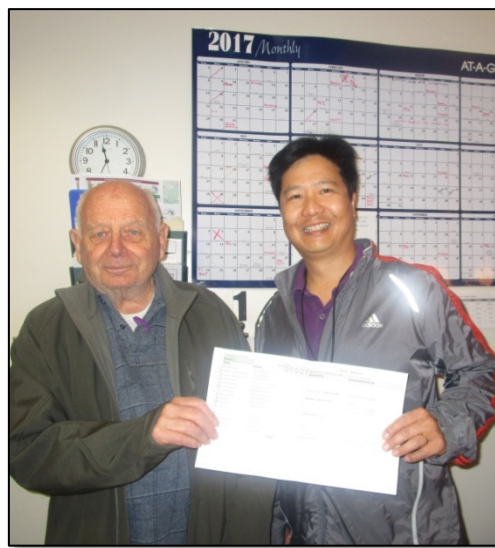
Clients - Unduplicated with in reporting month.

For the first time in the history of our program, a waiting list was instituted in January 2017 for seniors eligible for Meals on Wheels. (See Grants report above for more detail.) Still, thanks to successful negotiations by Supervisor, four (4) new clients were served by Pacifica Meals on Wheels last quarter bringing the total number of unduplicated clients to 118 this year.

MOW clients contributed \$6,858.50 to the program in the third quarter compared with \$7,515.00 for the same period last fiscal year. Client contributions this year total \$21,499 compared to \$20,201 for the same period last fiscal year.

While we are always recruiting, the MOW program is currently well served by 48 volunteers including 26 with standing weekly routes and 22 substitutes. Staff and volunteers are looking forward to annual Senior Services Volunteer Recognition event on 4/12/2017.

As in year's past, our volunteer base was extended significantly in March when Community Champions including Mayor Mike O'Neill, Commissioner Michael Mau, 10 Pacificans Care board members, and *Pacifica Tribune* Editor Horace Hinshaw delivered meals during the national March for Meals campaign. Due to overwhelming support, we are extending our local campaign into April when Commissioner Mary Bier, as well as other Commissioners, Council Members and VIPs are able to schedule time to participate.



Since September 2016, Pacifican and SFSU Lecturer Lisa Marlowe, RN has facilitated the work of 22 San Francisco State University School of Nursing students with the Pacifica Meals on Wheels program. Following a comprehensive orientation, the students delivered meals, provided blood pressure screenings and wellness checks, and conducted client assessments during scheduled home visits. The success of this program may lead to a cohort of Masters students from the University of San Francisco (USF) School of Nursing joining Pacifica Senior Services this summer.

On February 22, Senior Services hosted the 10th Annual “Night Out on the Town” for otherwise homebound Meals on Wheels clients. It was another spectacular evening thanks to donations from City of Pacifica employees and NCCWD employees along with support from other generous donors including Ginny & Robin Jaquith, Carol Fregly, Lynne Fried, Darlene Gonzalez, Andy & Danna Hillard, Diane Saunders-Sui and many more.



Transportation

Jose Meza, Senior Services Class B licensed bus driver, provided 1,351 one-way trips to and from the Senior Center and on local shopping trips in the third quarter. He also provided one client with transportation to three medical appointments and, guided by Information & Referral Coordinator Karen Parque, transported 20 seniors to see a “La La Land” matinee in Daly City.

Nine new clients joined the senior transportation program in the third quarter, bringing the total number of unduplicated clients in this program to 52. Forty-six (46) unduplicated clients had been served by this point last year.



SENIOR SERVICES PROGRAMS

(Submitted by Janis Haynes, Program Coordinator)

Intergenerational: Community Outreach / Support

- Angie’s Ballroom Dance provided the seniors with the most wonderful swing dance performance from two of her students that compete and just had performed at their schools talent show. They were amazing! Leanna Wynne is my contact and plans on having more of Angie’s students perform here at the Center for the seniors in the future.

- Pacifica's Mothers Club visited us with their little ones that the seniors love so much. This is a great group of mommies and daddies that share their babies and time with the seniors. It's a win/win for both sides of the age scale.

Life Learning programs:

- FREE Mills-Peninsula Wise & Well Program once a month to check heart and blood as well as an educational spot that encourages them to self asses and maintain their health.
- San Mateo County Nutritionist will talk once a month on the topic of how to balance food that makes for a healthier diet. She will also do 1:1's as needed for special needs.
- Strength & Balance talk once a month. This keeps everyone thinking and working on their balance.
- The Peninsula Humane Society & SPCA continue with Pet Therapy at the Center. "Mollie" a long haired dashund is our current pet that the seniors look forward to visiting and loving once a month.
- San Mateo county Libraries provide a Pop-Up Library that visits us two times a month for the senior's easy access of books, music, movies and much more. They are an outreach in our city and continue to be an educational asset to our Center.

Events executed: Program and Entertainers:

January

- We recognized Marin Luther King Jr. for Black History Month.
- Rotary Club members Wendy Santiago, Dennis Burke, Patrick Hall, Jack & Barbara Hug, and Kathleen Courtney, came to visit the seniors bringing sunshine & snacks. The Senior Lounge was buzzing with all kinds of conversations and commentary.
- Coordinator had a meeting with the Gift Shop volunteers and went over procedures for the Golden Treasure Gift Shop to facilitate a better understanding of the new "inputting" system for improved accuracy.
- "Zumba Gold" chair exercise is back and encouraged for muscle strength, balance and flexibility.
- We had a real life experience when there was a power failure on the 20th. This was a prime time for all staff to execute our Disaster Plan, which went very well. Flashlights and safety for all the seniors was our focus. With adaption from the kitchen staff we were still able to conduct our regular Congregate Lunch Program.
- Chinese New Year was celebrated on the 27th. May from Kenny's Restaurant did it again, donating fortune cookies for M.O.W. clients and our Congregate Lunch Program. We always play the Good Luck candy game as we say goodbye to the Monkey and say hello to the Rooster for this coming year.

February

- Program Coordinator had reviews with the Receptionist and the San Mateo County Congregate Lunch Program cashier volunteers. We went over policies and procedures for a better understanding and a smoother-run system.

- Advance Healthcare Directives Workshop with Stanford Law Students met with 11 of our seniors and family members that provided information and guidance in completing the California statutory healthcare directive form.
- Valentine's Day Celebration with a live show and contest for the new Queen & King of Hearts. They were voted in by our members and a small prize was given but bragging rights are the best!
- Presidents Day was acknowledged with a word bingo by using words that pointed out the history of our forefathers.
- Mardi Gras is a fun, fun time of the year with beads and bright colors and jazz putting everyone in the mood for this New Olean's experience.

March

- Mills-Peninsula Health Services has adopted us as a new location for their Wise & Well Program which is free for seniors. They keep track of their heart and blood and provide an educational talk once a month. They teach and encourage the seniors to self-evaluate, to keep on track and be more proactive with their health care. Once a year they do a screening (valued over \$200) on a larger scale which is much more detailed involving nurses, techs and counselors. This year, our first, we had 38 seniors that participated, which was considered a success by the program's coordinator, Janel Jurosky, R.N.
- City of Pacifica's Public Works Dept. Wastewater Division Deputy Director Louis Sun presented information on the upcoming Wet-Weather Equalization Basin Project. This was to provide information to the seniors so they know what's going to be happening and how it will impact the back parking lot and Community Center operations.
- St. Patrick's Day Celebration with a live show of costumes and music galore that everyone sang along with. It was also longtime resident and school bus driver Stan Morgan's 99th birthday. This was indeed a special time.
- AARP 8 hour Drivers Safety Course was held on the 14 and 21st. This is for people that want a discount on their auto insurance. We are one of their sites that people have gotten familiar with and feel comfortable coming to also making it convenient for our Pacifica residents.

Other Entertainers:

- Scott Hill on guitar with songs that people sing along to while tapping toes to the rhythm.
- Gene Gibson plays the guitar and sings. He brings back the sounds of the good ol days.
- Pianist Doug Jones, a talented musician, who brings a special mood in our dining program
- D.J. Rey is a volunteer that has a great sound system and has music from the 50's, 60;s & 70;s

Upcoming Events:

April

- Anniversary of the Titanic presentation "The Ship of Dreams"
- AARP Drivers Safety Course saving money on your auto insurance
- Volunteer Recognition
- Easter Celebration with a Spring Hat Contest

May

- Cinco de Mayo Celebration with Grupo Latino
- CHP & the Co. San Mateo presents "Age Well-Drive Smart" seminar for older drivers to improve driver safety
- Mother's Day with Raul's Revu
- Memorial Day
- Bocce Ball Tournament

June

- American Stroke Association will do an educational talk
- Coastside Farmers Markets Erin Tormey will be encouraging us to shop/support our local farmers
- Father's Day

INFORMATION AND REFFERAL (Submitted by Karen Parque, I&R Coordinator)

Shopping Assistance for Seniors Homebound (SASH)

The Shopping Assistance for Senior Homebound program is currently serving 6 clients with two busy volunteers. We are still looking for more SASH volunteer shoppers.

Medical Supply Loan Progam

The Medical Supply Loan program handed out 40 pieces of equipment to our seniors between January and March including canes, walkers, shower chairs and wheel chairs.

Community Outreach

- Pacifica Library staff, including Paula Teixeira, has faithfully been at the Senior Center every other Tuesday. Their "Pop Up Library" program brings library materials during our Congregate Lunch so seniors have the opportunity to check out books, CDs, DVDs and books on tape. Our seniors greatly enjoy and benefit from the Pop Up Library at the Center.
- We are all preparing for and looking forward to hosting Assemblymember Kevin Mullin at the Senior Center on May 12 for his "Senior Scam Stopper" event. Assemblymember Mullin is a leading advocate on fraud prevention for seniors. One of our other speakers will be our own Police Captain Joe Spanheimer.
- We are gearing up for our annual Seniors Health & Information Fair on May 17 with anywhere from 25- 30 vendors onsite to consult with and hand out any information our seniors may need. We will also have the Pacifica Fire Fighters, Pacifica Police, North Coast County Water, HiCAP, Kaiser (Senior Advantage), San Bruno VA, Health Plan of San Mateo, and many more organizations represented at the Health & Information Fair.
- We are currently coming to the end of our annual AARP Tax Preparation program. We received 180 phone calls about the program. AARP volunteers prepared 280 tax returns for low-income seniors.

Onsite Services

- Haircuts – 25 Appointments
- Podiatry - 62 Appointments

Inquiries (In Person and Over the Phone)

- Housing – 8 calls
- Caregivers – 2 calls
- Questions - 15