



# AGENDA

## Parks, Beaches and Recreation Commission City of Pacifica

WEDNESDAY, OCTOBER 25, 2017  
CITY COUNCIL CHAMBERS  
2212 Beach Boulevard

### 7:00 PM REGULAR MEETING

**I PLEDGE OF ALLEGIANCE**

**II ROLL CALL**

**III APPROVAL OF MINUTES** Regular Meeting September 27, 2017

**IV ADOPTION OF AGENDA**

**V SPECIAL PRESENTATION**  
None

**VI ORAL COMMUNICATIONS**

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

**VII ITEMS FOR CONSENT**

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

**VIII ITEMS FOR CONSIDERATION**

BPAC - Curb Ramp locations recommendation for the City of Pacifica

**IX PUBLIC HEARINGS**

During public hearings, an applicant or their agent and appellants have ten minutes for their opening presentation and three minutes for rebuttal before the public hearing is closed. Members of the public are limited to three minutes.

- A. Appeal of Heritage Tree Removal Application No. HT-111-17, located at 26 Big Sur Way
- B. Appeal of Heritage Tree Removal Application No. HT-118-17, located in front of the property located at 139 Juanita Avenue
- C. Appeal of Heritage Tree Removal Application No. HT-081-17, located at 151 Juanita Ave.

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

**XI REPORTS FROM STAFF**

- A) Director Perez

## **XII ADJOURNMENT**

**Next Study Session:** TBD

**Next Regular Meeting:** 11/29/17

**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, September 27, 2017  
City Council Chambers  
2212 Beach Blvd.  
Pacifica, CA 94044

### **CALL TO ORDER:**

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

#### **I PLEDGE OF ALLEGIANCE:**

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

#### **II ROLL CALL:**

Commissioners Present: Chair Bier, Commissioners Kellogg, Murphy, Abbott, Yakabe, and Knowles.

Commissioners Absent:

Commissioners Excused: Commissioner Cochran

Staff Present: Director Michael Perez, Acting Supervisor Phipps

#### **III APPROVAL OF MINUTES:**

Chair Bier called for a motion to approve the minutes of the 7/19/17 meeting.

**Motion was made by Commissioner Murphy, seconded by Commissioner Yakabe, motion carried 6-0.**

#### **IV ADOPTION OF THE AGENDA:**

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

#### **V Introduction of New Commissioner Knowles:**

Commissioner Knowles is excited to be here and have the opportunity to work with everyone. She has been active in Pacifica Beach Coalition's efforts in regard to cigarette butts disposal. She is interested in alternative transportation, is a new mom, and attended the Fun Fest. She works for the county of San Mateo in health services.

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

Ilsa Grammer addressed the commission in regards to opportunities for activities that are not related to kids. She would like to create an adult field day at Frontierland Park, for adults to get out and play, have innocent fun and interact as a community to get out of our usual social circles. She is looking for assistance with advertising.

## **VII ITEMS for CONSENT:**

None

## **VIII ITEMS FOR CONSIDERATION:**

**Chair Bier**-Introduced BPAC recommendation to approve the Support Letter from the Bicycle / Pedestrian Advisory Committee (BPAC) for the safe Routes to Schools/Green Streets Infrastructure Pilot Program Grant Funding.

**Raymond Donguines**– City of Pacifica engineering division – Presented on how the BPAC grant would be used. Cabrillo School and Terra Nova would be the two locations that the grant would cover. The improvements would help with pollution while also narrowing the street to make it safer for children to cross. He then asked for support of BPAC and Commission to approve the signing of the support letter.

**Commissioner Knowles** – Gave her support for anything that would make Walkability and Bike ability for schools possible.

**Commissioner Yakabe**- Is all for safer crosswalks and believes the improvements would slow traffic down and make it easier to walk.

**Commissioner Abbott**- Asked, if funding is approved, what the timeline is for when the improvements would take place.

**Raymond Donguines** – In regards to the grants guidelines, improvements must be completed by 2019.

**Commissioner Abbott** – Asked, how will the public be notified that the construction is a positive to the area?

**Raymond Donguines** – They are working with the school district to notify parents but have not discussed a plan for notifying public. They will be discussing that once it is past the grant stage.

**Commissioner Abbott** – Believes that having the improvements done will be beneficial but allowing people to rethink their drive would be helpful.

**Commissioner Kellogg** - In support of BPAC.

**Commissioner Murphy** - In support of BPAC.

**Commissioner Abbott made a motion to approve the Support Letter from the Bicycle / Pedestrian Advisory Committee (BPAC) for the safe Routes to Schools/Green Streets Infrastructure Pilot Program Grant Funding, seconded by Commissioner Yakabe, motion carried 6-0.**

**Chair Bier** - Introduced Report from Study Session – Parks and Beaches Operations.

**Director Perez** – Staff is going to be putting together a document and inventory park amenities.

## **IX SPECIAL PRESENTATION:**

**Anthony Schriver** – Gave a quarterly report and presentation of the aquatics department and activities they hold on a weekly basis as well as the Terra Nova High School use of the pool.

## **X REPORTS FROM COMMISSIONERS:**

**Commissioner Murphy** – Participated in Coastal Clean-up Day as the Site Captain at the community center.

**Commissioner Kellogg** – Attended the Fun Fest and Fog Fest and feels that the quality is getting better every year.

**Commissioner Abbott** – Passed out a hand-out with commonly asked questions about the library. Library Advisory Committee (LAC) is finding that there are still a lot of people with questions. She also participated in Fog Fest at the City Booth. LAC did a presentation to the Planning Commission and has honed down their choices to

three first tier and three second tier sites. The next meeting will be Wednesday 10/11/17 at Sanchez Library.

**Commissioner Yakabe** – Nothing to report.

**Commissioner Knowles** – Works with Pacifica Beach Coalition. She went before Chamber of Commerce to request that buckets for cigarette butts be purchased through a small grant. The buckets were painted and displayed at Earth Day earlier this year. Her goal is to have people adopt a bucket and take care of it as a way of providing a place for people to throw away their cigarette butts.

**Chair Bier** – Attended Fun Fest and was very pleased. She worked as a Site Captain for Coastal Clean-up day. She will be attending her first YAB meeting of the year on 10/4 as well as the High School Fair on 10/5.

## **XI REPORTS FROM STAFF:**

**Director Perez** – Attended the Coastal Clean-up Day and participated in the celebration.

The Director reported that it was the 35<sup>th</sup> year of the Fun Fest and there were approximately 2,500 participants during the event. The increase in participation could be due to the extension of the Fog Fest which in years past has not stretched beyond IBL. This gave us more visibility. Director Perez then went on to acknowledge the partners who helped to make the Fun Fest a success. They included: Fog Fest Organization Group, Accurate Appliance, Boy Scout troop 256, Kaiser Permanente, Miller O'Brian Towing, Drew McAdams and his students from SF State, Bill Michaelis, Pacifica 4H, Pacifica School District, Pacifica Library, Youth Advisory Board, and our staff. Surveys were given to the college students who participated and we got some great feedback about how much they enjoyed participating and helping out.

The Fog Jog had 118 runners and 35 striders.

The Director attended a training focused on individuals becoming leaders in the community.

Director Perez let the Commission know that Tracy Gillbert and Beth Phipps are still acting in supervisor roles. He announced that Jim Lange has been promoted to Recreation Manager. Jim has been working with the City of Pacifica for 13 years with Transportation and Senior Services.

The Director reported that San Francisco Rec and Park has stopped communicating with regard to Sharp Park Beach be used as an off leash dog area.

Upcoming events:

High School Fair (10/5),  
Senior Services Spaghetti Feed (10/21)  
Spooktacular (10/28-29/17),  
Parents Night Out (Reoccurring)  
Princess Dance (1/13/18)  
Spelling Bee

C/CAG has a call for applicants for a public member to their bicycle advisory committee.

**Commissioner Abbott** – Applauded the choice of Jim Lange being promoted to Recreation Manager.

**XII. Correspondence**

**None**

**NEXT STUDY SESSION: TBD**

**NEXT MEETING:**

**Regular Meeting – October 25, 2017**

**XII ADJOURNMENT:**

Chair Bier asked for a motion to adjourn the meeting. **Commissioner Murphy made the motion to adjourn, seconded by Commissioner Abbott. The motion passed 6-0** and the meeting adjourned at 8:25pm.

Respectfully submitted,  
Beth Phipps  
Acting Recreation Supervisor

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Parks, Beaches & Recreation Commission  
Mary Bier, Chair



# *Staff Report*

Item VII. A)

Date: October 25, 2017  
To: Members of the Parks, Beaches and Recreation Commission  
From: Michael Perez, Director  
Subject: Administrative Update

On the following pages you will find updates on our summer program happenings and events, put together by department staff. For most of the department, workload and activity in the summer increase quite a bit, so you will find lots of information in this update. As always, I would like to thank all of our staff and volunteers for their hard work and effort over this last quarter that has helped us to deliver quality programs and services to our community.

With fall in full swing and winter approaching, staff will be busy as we are looking forward to several special activities and events in the next few months, including – the Halloween Spooktacular, the City's 60<sup>th</sup> Anniversary Open House, the Annual Discovery Hike, the Holiday Extravaganza, Elf Market, Santa's Workshop and Senior's Night on the Town Silent Auction.

## **PLAY**

Staff are currently working on the Winter PLAY, with a final product scheduled to be mailed to Pacifica residents the week of December 4<sup>th</sup>. Class will be available for viewing on December 4<sup>th</sup> as well and registration begins on Wednesday, December 13<sup>th</sup>.

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

Some members of the Pacifica subcommittee of the Ohlone/Portola Heritage Trail Committee will be taking a hike up a portion of the trail to take a look at a few possibilities areas that will eventually be marked as historical and/or practical routes on the way into Pacifica. The County has a meeting scheduled in November.

## **Pacifica's 60<sup>th</sup> Anniversary**

November 22, 2017 will mark the 60th Anniversary of incorporation for the City of Pacifica. A group of City of Pacifica staff members and representatives from local organizations have had a few meetings to discuss plans for how to commemorate and celebrate this milestone. So far, plans for celebration include the following:

- ON Monday October 23<sup>rd</sup>, City Council presented the City's 60<sup>th</sup> Anniversary proclamation at the regular council meeting. Committee members were there to accept it.
- City Open House – on Saturday, November 18<sup>th</sup>, 2017 (from 11am-3pm tentatively) we are planning to have an “open house” at the Pacifica Community Center. This will be a time for City departments, as well as Pacifica non-profits and local organizations, to host a table with information on their organization. There will be activities, fun, food and drink available. We would also like to have a drawing during the event using items donated by participating organizations.
- Highlighting Events During the Year – local groups, businesses and organizations hosting events over the next year may consider connecting those events to the City's 60th Anniversary. A landing page has been created on the City's website showcasing and listing open house participants and various events. Check it out at [http://www.cityofpacifica.org/about/60th\\_anniversary.asp](http://www.cityofpacifica.org/about/60th_anniversary.asp)
- We are putting together a list of “60 great things about Pacifica,” and welcome input from your organization. This will be an updating/editing of the current “50 things” currently on our website
- The Chamber of Commerce and the Pacifica Historical Society are hosting a banquet in honor of the anniversary on November 18<sup>th</sup> with a special historical presentation as well as a lunch on November 19<sup>th</sup>. Both will be at Nick's.

### **Snowy Plover Permanent Fencing**

In May the permanent fencing for the Snowy Plovers was installed on the west side of the multi-purpose trail from the north parking lot to the dry creek “trail” north of the Crespi Dr. entrance at Pacifica State Beach. Funding for this project was paid for through a US Fish and Wildlife grant as well as City of Pacifica Capital Improvement funding. There are plans to install signs and paintings (by Ocean Shore students) in the near future. Staff will announce information regarding these plans to the Commission as it becomes available.

### **Study Session September 27, 2017**

The topic of the meeting was Park and Beaches operations. Field Services Manager Ray Biagini attended to participate in the discussion. Covered topics included:

- Presentation of a parks document that included pictures, location and amenity info – suggested that we use Google for mapping locations and have that capability on the site, look at Yelp reviews as well for parks. There was a discussion of neighborhood parks vs “regional” parks, or parks that folks outside the neighborhood would visit, and how we go about marketing them differently.
- Park usage, maintenance, work assignments, how the responsibilities are divided among staff, typical schedules
- Scheduling – permitting, usage of field, relationship with sports groups
- New things happening at parks – new structure at Edgemar
- Volunteer projects at various parks and locations
- Beach/Parks – duties of Rangers, dogs, new shower, pilot bathroom door, parking lot project at the beach and the Community Center, plover fencing
- Recent interest by private citizen to donate for a new park structure at Edgemar – Commissions asked about Go Fund Me accounts and using NextDoor as a way to advertise a fundraising campaign as well as heighten awareness of parks



- Ray discussed Fibar – cost, need, usage
- Commissioner discussed a potential way to engage volunteers – signage, media for helping/volunteering – “adopt a park” type of program
- Director discussed plans to begin working on creating a “playground replacement fund/program” – this will be brought back to Commission as progress is made for regular updates

## Poet Laureate

Our Poet Laureate Camincha Bienvenutto has been busy hosting regular poetry readings at Florey’s bookstore. We have established a Poetry Corner webpage on our website, which you can view at [http://www.cityofpacific.org/depts/pbr/poetry\\_corner.asp](http://www.cityofpacific.org/depts/pbr/poetry_corner.asp). She was recently asked to read with many various poets at the Sin Fronteras/Without Borders event in the Learning Room at the San Francisco Civic Center last weekend.

## Staffing

Director Perez attended the Pacific Leadership Program this past August in San Juan Bautista. This program is a continuation of Continuing Education for Public Officials – Director attended this training 3-year ago, this is in the 2<sup>nd</sup> year of a 3-year program.

Tracy Gilbert and Beth Phipps continue to serve in their Acting Supervisor roles for Child Care and Recreation Divisions respectively. We are continuing to work through our current transitional period and are looking at some reorganization possibilities in the near future.

Last month City Council approved the creation of a Recreation Manager position. We have promoted Jim Lange to that position.

Jim has worked for the City as our Senior Services Supervisor for over 13 years, managing our Meals on Wheels, Transportation, Congregate Lunch and Senior General Recreation/Service programs. All the while he has developed and nurtured a culture of caring and compassion for our participants at the Center.

Under Jim’s leadership our Senior programs have experienced tremendous growth, in both variety and participation. He has proven to be an excellent project manager – bringing together staff, funders, vendors and contractors in order to complete any given project for the maximum benefit of participants with the least fiscal impact to the City.

Jim has established himself in the area of fiscal management and has been very adept at handling the challenges and demands that come with intergovernmental grant funds and reporting requirements.

Jim is a major part of our department’s success. Congratulations Jim.

## Upcoming Events

- **Spooktacular** - Oct. 28<sup>th</sup> and 29<sup>th</sup>, Haunted house and carnival at the community center. Fun for the whole family, Sunday less scary!
- **Parents Night Out** – Various dates, 5-11pm, Saturdays, Ages 5-12 only. Crafts, games, movie and dinner included! Located at community center.
- **Holiday Extravaganza, Elf Market, Holiday Lighting, Santa’s Workshop, Senior MOW Night on the Town Silent Auction** – Weekend starting on Friday December 1<sup>st</sup>

- **Youth Advisory Board** – Open to apply for any youth in high school that lives in Pacifica. Does not matter what school they attend.
- **Princess Dance** – January 13, 2018, Registration now open. Event will sell out. Open to anyone, all genders and all types of guardians.
- **Spelling Bee** – February 3, 2018, Grades 1-5. Word lists will be provided online closer to the event. Registration opens in Mid-December.



# *Staff Report*

Item VII. B)

Date: October 25, 2017  
TO: Members of the Parks, Beaches and Recreation Commission  
FROM: Beth Phipps, Acting Recreation Supervisor  
Anthony Schriver, Recreation Coordinator  
SUBJECT: Aquatics Update July – September 2017

During the summer we offered the opportunity for 38 swimmer aids to expand skills in lifeguarding, swim instructing, personal growth and development as they assisted staff in the instruction of swim lessons. These children, ages 11-18, spent one week in our Swimmer Aid School learning about teaching swim lessons. They were then asked to volunteer time during the summer in assisting with our swim lessons.



The aquatics program, with help from 12 local donors, promoted health and welfare by offering free recreation swim days on Wednesdays this summer. These donors contributed \$1,800 towards this program, giving 1,107 children a free afternoon of swimming. For a fourth year in a row as a marketing strategy, we offered a “two-for-one Tuesday” program. This program worked very well. We had a total of 514 participants take advantage of the program, which

brought our participation numbers up for Tuesdays this summer. There were also additional participation numbers on Tuesdays, Thursdays and Fridays, thanks to field trips from our own child care program.

There were 6-one week day lesson sessions in addition to the regular evening and Saturday swim lessons this summer. Child Care once again participated by encouraging their parents to sign up their children for the classes and providing transportation to the lessons. Many of the swim lessons were covered by a scholarship through Pacificans Care. This was a wonderful opportunity for children who may not normally have the chance, due to financial hardship, to take swim lessons.

Summer Wet & Wild Water Camp was offered twice this summer with 87 participants enrolled. The children had opportunities to learn water safety, diving basics, work on stroke technique, water polo basics, games, relays were introduced to canoes, surf boards and boogie boards. After a morning full of events at the pool, the 35 all-day campers embarked on a different adventure each day including an Ocean safety talk and presentation at Linda Mar Beach, a trip to Mori Point for a coastal clean-up and to highlight the importance of keeping our coast clean, an afternoon at Linda Mar Beach tide pools, which included sand castles, and the Friday Raft Races back at the pool.



At this time there are 196 swimmers on the team. The Pacifica Sea Lions have been very busy. On July 7<sup>th</sup> - 10<sup>th</sup> swimmers that qualified for Junior Olympics swam in Moraga. July 14<sup>th</sup> - 16<sup>th</sup> swimmers traveled to Lake Tahoe for a swim meet and team trip. The swim team competed in two meets, one at Morgan Hill and the other in San Jose. In August the team took a trip to the Raging Waters in San Jose to celebrate the summer and ride some great slides.

In July the aquatic staff offered CPR/AED and First Aid classes to the public and to Child Care staff. We had 12 people participate in these classes.

Due to their pool being renovated, the Jefferson Union High School District and the PB&R Department teamed up to plan on how to share the pool space and times where Terra Nova High School teams could practice and have minimal impact on our programs. The Water Polo Team continued practicing M-F 3:30-5:30pm during the months of August 4<sup>th</sup> – October 20<sup>th</sup>. The Coast Side Tiger Sharks (CSTS) team is also holding workouts Tuesday and Thursday mornings that are open to the public.

While there have been challenges, we are pleased to have the CSTS and Pacifica based programs going on at the Jean E. Brink Pool while the Terra Nova High School Pool is being renovated.

When sharing the pool our PSL program are brought down to 3 lanes for practices and our All Access Membership (AAM) lap swimming times are cut down by 1.5 hours each day along with access to 1-2 lanes as opposed to 2-3 lanes during their evening lap swimming hours. We have also had to reschedule Thursday and Tuesday evening swimming lessons and AAM swimming for 8 dates due to water polo matches. We are able to extend the AAM membership by 10 days due to them losing out on 10 evenings of their lap swimming

**2017 Summer Swim Lessons Monday, Tuesday, Thursday and Saturday**

	<b>Little Bobber</b>	<b>Tiny Tot</b>	<b>Children</b>	<b>Adults</b>	<b>Semi-Private</b>	<b>Private</b>
Mon. PM	9	8	n/a	5	2	n/a
Tues. PM	n/a	n/a	28	n/a	14	3
Wed. PM	8	8	17	n/a	16	n/a
Thurs. PM	n/a	n/a	35	n/a	8	2
Sat. AM	7	6	28	2	14	1

	<b>Little Bobber</b>	<b>Tiny Tot</b>	<b>Children</b>	<b>Adults</b>	<b>Semi-Private</b>	<b>Private</b>
<b>Total 2017</b>	<b>24</b>	<b>22</b>	<b>108</b>	<b>7</b>	<b>48</b>	<b>6</b>
Total 2016	24	23	122	8	52	5
Total 2015	24	24	126	12	50	4
Total 2014	23	24	124	12	52	4
Total 2013	25	24	125	12	49	6
Total 2012	24	24	123	11	70	6
Total 2011	24	24	104	12	50	6

**Special Interest Classes**

Wet & Wild Water Camp

**Total 2017 87 with 35 enrolled for all day**  
 Total 2016 93 with 31 enrolled for all day  
 Total 2015 104 with 48 enrolled for all day  
 Total 2014 97 with 34 enrolled for all day  
 Total 2013 142 with 61 enrolled for all day  
 Total 2012 113 with 54 enrolled for all day  
 Total 2011 90 with 39 enrolled for all day

**Summer Swim Lessons Monday through Friday**

	Children	S-Priv	Priv
<b>Total 2017</b>	<b>317</b>	<b>8</b>	<b>10</b>
Total 2016	322	10	11
Total 2015	490	12	12
Total 2014	474	12	11
Total 2013	429	12	12
Total 2012	530	12	9

Four one-week sessions

**Oceana Pool Rental: July through September**

Rental Fees:

Pool Party: \$125 per hour (up to 50 people, 2 hr minimum)  
 \$ 15 per hour for each additional 25 people  
 Swim Meet: \$110 per hour  
 PSL Swim Meet: \$ 85 per hour

	Two-Hour	Three-Hour	Four-Hour	Swim Meet Hours
July	3	1	0	0
August	3	4	0	0
September	3	2	0	28.5

## **Swim Team**

Membership	<b>2017</b>	2016	2015	2014	2013	2012
Sea Lions - \$72/month	<b>89</b>	71	64	92	112	111
Pre-Comp - \$62/month	<b>107</b>	123	100	104	69	84

Practice times

Sea Lions 4-6:15 PM- Monday-Friday

Pre-Comp 6:15-7 PM- Monday-Thursday

There is a 4-day free trial for the Sea Lions Swim Team that starts the last week of each month.

## **Daytime Aquatics Programs Monthly Participation Totals (includes 5-8 AM (Mon-Fri.) & 8-9:30 AM Sat.)**

	<b>July 2017</b>	<b>August 2017</b>	<b>September 2017</b>
All Access	328	277	308
Senior Lap Swim	207	259	210
Adult Lap Swim	498	428	498

	<b>July 2016</b>	<b>August 2016</b>	<b>September 2016</b>
All Access	348	284	321
Senior Lap Swim	215	249	223
Adult Lap Swim	502	462	509

	<b>July 2015</b>	<b>August 2015</b>	<b>September 2015</b>
All Access	305	300	306
Senior Lap Swim	230	216	210
Adult Lap Swim	489	426	446

	<b>July 2014</b>	<b>August 2014</b>	<b>September 2014</b>
All Access	315	335	327
Senior Lap Swim	262	221	230
Adult Lap Swim	510	463	446

**Daytime Aquatics Programs monthly Participation Totals (includes 11 am-1pm in July and August and 10-2 pm in September Mon-Fri. & 11am – 1 pm Sun. + Sat am water aerobics)**

	<b>July 2017</b>	<b>August 2017</b>	<b>September 2017</b>
All Access	112	104	244
Senior Aqua X	278	288	377
Senior Lap Swim	294	266	345
Adult Aqua X	155	128	117
Adult Lap Swim	470	409	460

	<b>July 2016</b>	<b>August 2016</b>	<b>September 2016</b>
All Access	102	111	222
Senior Aqua X	280	278	345
Senior Lap Swim	286	245	378
Adult Aqua X	132	114	102
Adult Lap Swim	430	415	449

	<b>July 2015</b>	<b>August 2015</b>	<b>September 2015</b>
All Access	122	102	218
Senior Aqua X	240	2445	316
Senior Lap Swim	300	267	356
Adult Aqua X	140	124	94
Adult Lap Swim	411	390	461

	<b>July 2014</b>	<b>August 2014</b>	<b>September 2014</b>
All Access	108	115	210
Senior Aqua X	253	292	306
Senior Lap Swim	313	257	354
Adult Aqua X	138	119	83
Adult Lap Swim	415	370	441

**Daytime Drop-In Program Times**

Adult Lap      5:00-8:00 AM Monday-Friday  
                          11-1 PM during the summer Monday-Friday  
                          10-2 PM– Monday-Friday  
                          8-9:30 AM – Saturday  
                          11 AM–1 PM– Sunday



### Recreation Swim July 2017

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9	5	410	82
Wednesday 7:30-9 pm	4	144	36
Friday 7-9	4	440	110
Sat. 1-3 pm	5	220	44
Sun. 1-3 pm	5	288	58
Mon-Fri 1-3 PM	20	1718	86
<b>2017</b>	<b>43</b>	<b>3220</b>	<b>75</b>
2016	44	2953	68
2015	45	2818	63
2014	43	2614	61
2013	46	3217	70
2012	43	3112	72

### Recreation Swim August 2017

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	340	85
Wednesday 7:30-9 pm	5	110	22
Friday 7-9 pm	4	488	122
Sat. 1-3 pm	4	306	76
Sun. 12-3 pm	4	260	65
Mon-Fri 1-3 PM	23	1100	48
<b>2017</b>	<b>44</b>	<b>2604</b>	<b>59</b>
2016	44	2416	55
2015	44	2409	55
2014	39	2146	55
2013	30	1728	58
2012	35	2333	67

### Recreation Swim September 2017

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	3	142	47
Wednesday 7:30-9 pm	4	167	42
Friday, 7-9 pm	5	348	70
Sat. 1-3 pm	5	168	33
Sun. 1-3 pm	4	306	76
<b>2017</b>	<b>21</b>	<b>1131</b>	<b>54</b>
<b>2016</b>	<b>23</b>	<b>949</b>	<b>41</b>
2015	21	941	44
2014	20	870	44
2013	17	932	55
2012	19	765	40

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

Monday 7-9 PM  
Adult Lap Swim Wednesday 7:30-9 PM  
Friday 7-9 PM  
Saturday 1-3 PM  
Sunday 1-3 PM

Prices for drop in swim, swim passes, and swimming lessons went up in price as of July 1<sup>st</sup>, 2016.

Youth (17 and under)	\$5.00 per swim	\$85 discount pass (good for 20 swims) \$45 discount pass (good for 10 swims)
Adult (18-59)	\$6.00 per swim	\$99 discount pass (good for 20 swims) \$54 discount pass (good for 10 swims)
Seniors (60+)	\$5.00 per swim	\$85 discount pass (good for 20 swims) \$45 discount pass (good for 10 swims)

All Access Membership is available at all times the pool is open with the exception of private rentals.

All Access Membership	\$67 monthly – Adult (18–59) \$191 Quarterly – Adult (18-59) \$737 Yearly – Adult (18-59) \$60 Monthly – Senior (60 and over) \$172 Quarterly – Senior (60 and over) \$663 Yearly – Senior (60 and over)
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**Pool will be closed on:**

October 31 - Pool Closes at 2pm  
November 10 - Pool Closes at 2 PM  
November 11 & 12 - Swim Meet  
November 24 & 25 - Thanksgiving  
December 8 - Pool Closes at 2 PM  
December 9 & 10 - Swim Meet  
December 24 & 25 - Christmas  
December 31 & January 1 - New Years  
January 12 after 7 pm  
January 13 & 14 Swim Meet  
January 15 for MLK Day  
February 19 for President's Day  
April 1 Easter Sunday  
April 15 Swim Meet



# Staff Report

Item VII. C)

Date: October 25, 2017  
To: Members of the Parks, Beaches and Recreation Commission  
From: Tracy Gilbert, Interim Child Care Services Supervisor  
Subject: Child Care Update July – September 2017

## **2017 Summer Programs**

The Child Care programs had a very successful summer filled with lots of activities, field trips, assemblies, educational experiences and happy children. Three school-age programs were offered at Cabrillo, Sunset Ridge, and Vallemar sites and preschool programs at Fairmont West and Vallemar remained open as well. During the month of August, total enrollment in all Child Care programs was up 68 children and September total enrollment was up 18 children compared to these same months in 2016.

Special events such as the Wild Animal Show, local walking trips, and other site-specific programs were offered at all sites. Every summer site had weekly trips to the Brink Pool for recreation swim sessions as well as summer outdoor days. Outdoor days included bike rides, nature hikes and trips to the beach. This summer's bus trips were to Cull Canyon East Bay Regional Park and Contra Loma Regional Park.

This year children attending Child Care once again had the option of signing up for learn to swim lessons at Brink Pool. Child Care children also had the choice to participate in the Recreation division field trips including Great America, Raging Waters, Santa Cruz Beach Boardwalk and Waterworld U.S.A.

The 2017 Pacificans Care Scholarship program received \$7,000 which was used to send local children on field trips, attend special events, and take swim lessons. The summer scholarships continue to support Pacifica youth due to the continued generosity of Pacificans Care. The grant allowed children to attend fieldtrips such as Great America and Raging Waters, and/or receive free swim lessons. The scholarship program makes it possible for many lower income families to enjoy additional recreation opportunities. In total, 27 families took advantage of the Pacificans Care Scholarships for their children to participate in swim lessons, attend Recreation field trips and special events.



### **QIRS Grants**

The Child Care program will be receiving a Quality Improvement Rating System (QIRS) grant again this year for \$12,325 from the County. The Child Care staff has been working with the County Office of Education to put forth a finalized plan for the best use of these funds. Both the County and site staff agree that additional computers and IT equipment, both for the teachers and the children would be very good use of these funds. The funds have also been earmarked for furniture replacement and outdoor storage.

### **See's Candy Fundraiser**

The Child Care division's preschool programs are preparing to start their See's Candy fundraiser. Last year over \$1,200 was raised through holiday candy sales. This year the funds raised will be used to help pay for field trips to the Exploratorium and to the Children's Discovery Museum.

### **New Child Care Banners**

The Child Care division has recently placed newly designed banners up at the Child Care sites to promote program enrollment. Additional banners will soon be displayed around town.





# Staff Report

Item VII. D)

DATE: October 25, 2017

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Michael Moran, Recreation Coordinator

SUBJECT: Youth and Teens Recreation, Special Events and Community Center Rentals Update  
July – September 2017

## Youth & Teens

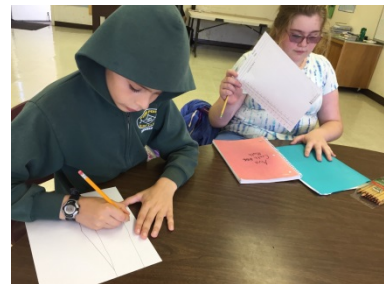
### Cabrillo and Vallemar After-School Programs

The Cabrillo program was created in the 2004-2005 academic year. In September 2017, we launched a second program at Vallemar.

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

With the above goals in mind, staff made some additions and adjustments to the program. These include a new monthly calendar of activities, off-site walking field trips, the addition of a Wii & Xbox Game System, a Foosball table, and updated games and art supplies. With the addition of these activities, the youth are spending a longer amount of time at the program and are creating deeper bonds with each other. Field trips for this year will include a visit to: Cold Stone Creamery, Starbucks Coffee, Rock N' Robs, and a movie on the "big screen" at the Community Center.

The programs opened on Tuesday, September 5<sup>th</sup> and run Monday thru Friday.



## J-Teen Dances

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

The J-Teen Dances for this school year kicked off with a sold out crowd (350 tickets) for the September dance.



### Future Dance Dates

### Dance Theme:

Friday, October 6

Monster Mash

Friday, November 17

Being a Friday

Friday, December 15 Wonderful Time of the Year

### Leaders in Training Education (LITE) program

This summer 34 youth volunteers between the ages of 13 and 17 went through a half day training prior to their summer placements. Training was led by the PB&R staff with an emphasis on leadership and teambuilding. Fun Fest trainer and San Francisco State instructor Drew McAdams volunteered to lead a games session training for the LITE's as well. Throughout the summer these young adults were able to volunteer at either Recreation sites or Child Care centers. The LITE Coordinator (with assistance from Child Care and Camp staff) evaluated participants at the end of each volunteered week and provided positive feedback to further enhance their leadership skills.



The LITE Coordinator (with assistance from Child Care and Camp staff) evaluated participants at the end of each volunteered week and provided positive feedback to further enhance their leadership skills. By the end of the summer over 2,000 hours of volunteer time was provided to Pacifica programs through the LITE program. This was an increase of approximately 150 hours from the 2016 summer.

The addition of the year-round aspect of the program is continuing to be successful. LITE's have been able to volunteer at Parks, Beaches and Recreation events such as the 4<sup>th</sup> of July Celebration at Frontierland Park, the Fun Fest and are scheduled for the upcoming Halloween and Holiday events.



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

### **Adventure Camp**

This summer Adventure Camp had 650 youth attend, which is the highest enrollment numbers ever seen in the modern history of the program. This was due in large part to the Recreation staff providing a fun, enriching, adventurous summer for all ages including a new youth program targeting ages 10-13 with an emphasis on sports—2016 we had 604, a 46 person increase!



Adventure Camp was held Monday through Friday from 8am-4pm (with an additional option of extended hours 4-6pm). Staff created a summer experience that will hopefully stay with the participants well past the time they have said good-bye. From activities and games, theme days and dress ups; the participants lived in a reality where technology was nonexistent and imagination was the tool used to unlock secret worlds and adventures. Working with a limited budget and many years of experience, staff was able to put together a program that produced some of the most consistently positive parent evaluations. Below are some videos and slideshows of Summer 2017.

Pioneers Music Video: <https://youtu.be/8Ste8r7ebOM>

Explorers Music Video: [https://youtu.be/vid7y52\\_jR8](https://youtu.be/vid7y52_jR8)

Fairmont Music Video: <https://youtu.be/cMUjBWOaUtU>

Summer 2017 Photos <http://bit.ly/2017SummerCampPhotos>

### **Fairmont Playground Program at the Esther Hall Neighborhood Center**

The Fairmont program was open from 11 am-4 pm this summer. With a new team in place this year staff took the opportunity to make some changes – creating a more dynamic program similar to the activity schedule of the Oddstad campus which left the children wanting more at the end of each day. Thirty-one youth participated in this 5-week program, an increase of two.



## **Summer Field Trips**

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

- Six Flags Discovery Kingdom
- San Francisco Giants Game
- Oakland Zoo
- Water World USA
- Pump It Up
- Great America
- SF Academy of Sciences
- Raging Waters
- Sky High
- Redwood City Roller Rink
- Santa Cruz Beach Boardwalk
- Roaring Railroad
- Cull Canyon Lagoon

Youth who signed up were placed in groups chaperoned by Recreation staff. There were 71 trip campers signed up over the 7 weeks.



## **Youth Advisory Board**

In August, the Youth Advisory Board (YAB) held its first meeting of the school year. Fourteen high school age youth currently sit on the board. This year, the board is very excited to become a visible fixture in the community and has already volunteered at the September J-Teen Dance, Fun Fest, High School Fair, and Parents Night Out. The YABs are also planning on being part of the



Halloween Spooktacular event. They are looking forward to providing events and information for Pacifica teens. The staff working alongside the board is very excited with the energy already displayed by the group.

The YABs had their 3<sup>rd</sup> annual High School Fair on Thursday, October 5<sup>th</sup>, 2017. We had 12 public and private high schools and 2 tween and teen organizations participate with over **130** youth in attendance during the event.



## Special Events

### Family Fun Fest

The 2017 Family Fun Fest was held on Sunday, September 24, from 1:00-4:00PM on the field and black top of Ingrid B. Lacy Middle School. This event has been a part of our community for 35 years and it is amazing that it has grown into what it is today.

An estimated crowd of over 2,500 people attended, participating in a wide range of games and activities led by 38 volunteers and 16 PB&R staff. The volunteers, most of whom were San Francisco State students, participated in a weekend-long new games leadership training taught by Drew McAdams.

The volunteers did an outstanding job, displaying enthusiasm and positive attitudes throughout the training and festival. Evaluations of the training were very good.

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

- 2017 Fog Fest Committee
- Accurate Appliance
- Boy Scouts Troop 256
- Kaiser Permanente
- Miller O'Brien Towing
- Drew McAdams, Head Trainer
- Bill Michaelis
- Pacifica 4-H
- Pacifica School District
- San Francisco State Student Volunteers who acted as play leaders
- San Mateo County Library
- Pacifica Youth Advisory Board (YABs)
- Pacifica Leaders In Training Education (LITEs)



## **Inflatable Family Fun Run**

On Thursday, August 17, we hosted our first obstacle run created solely for children and their guardian. We made each inflatable obstacle unique, safe and more importantly, fun! We had 49 youth and their guardians run the course in three divisions. Division one fastest time was 4:15.00 and Division two was 4:40.20. Division three was a non-compete with no times recorded.

2 minute video: <https://youtu.be/aohef49WzCc>



## **Pacifica Community Center**

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

### Regular Permits include:

Sunday	Victory Outreach Pacifica
Monday	Narcotics Anonymous-Serenity by the Sea Pacifica Oldtimers Newcomers Monday AA Women's AA – Comfortable Shoes
Tuesday	SAMCAR Refuge Recovery Coldwell Banker Fahey Properties meetings (2 <sup>nd</sup> ) Pacifica American Little League (2 <sup>nd</sup> ) Part-Time Recreation Staff meetings (Bi-Weekly)
Wednesday	Pacifica United Soccer Club (1 <sup>st</sup> ) Pacifica Sea Lions Swim Team (3 <sup>rd</sup> ) Pacifica Quilters (2 <sup>nd</sup> ) SAA Meeting
Thursday	Pedro Point Surf Club (Last) Pacifica Toastmasters Pacificans Care (3 <sup>rd</sup> )
Friday	Golden Gate South meeting J-Teen Dances (Once a month)
July Weekend Rentals	Baby Shower, PARCA
August Weekend Rentals	Fundraiser, Baptism Party
September Weekend Rentals	Fun Fest Training, Senior Holiday Sale



# Staff Report



Item VII. E)

Date: October 25, 2017  
To: Members of the Parks, Beaches and Recreation Commission  
From: Jim Lange, Recreation Manager  
Subject: Senior Update July - September 2017

## Funding

### Older American Act Funding

- 2016-17 Fiscal Closeout reports were completed in July. These reports require a lot of fiscal documentation to support expenditures and revenues in Older American Act (OAA) Funded programs-- which include our Transportation, Meals on Wheels and Congregate Nutrition programs. The difficulty is the County has a short turnaround time for completion--third week of July. Our City does not closeout their fiscal year end until the end of August. We are dependent upon our individual journals to be accurate and appreciate our Finance Departments efforts to run payroll and detail reports to support our numbers.
- Area Agency on Aging has accepted our budgets and contracts for OAA programs for fiscal year 2017-18. These contracts began July 1<sup>st</sup>. Fortunately, we do not have to go into a Continued Resolution this fiscal year—as we had the past several years. Continued Resolution requires us to invoice for reimbursement based on prior fiscal year funding during the months of July-September. Reimbursement is then adjusted to current fiscal year funding in October. Current fiscal year reimbursement rate is continued between October-June. We will be receiving \$205,328 in Inter-Governmental funds F/Y 2017/18. This is a reduction from 2016/17 F/Y of \$6,277. Reductions were primarily in Transportation. Congregate had a 62% reduction in Federal funds, but the Area Agency on Aging awarded us State General Funds to cover the reduction.

### Donations/Sponsorships

- New chairs were purchased for our Dining Room in efforts to provide comfort and safety for our seniors. New chairs have arm supports to ease sitting/standing from chair. Chairs have been well received and purchased through our Senior Endowment program. The cost was \$11,605. The old chairs were put into all of our meeting rooms and the City Council Chamber.
- Supervisor and Meals on Wheels / Transportation Coordinator participated at the Pacificans Care Donor Reception. Pacificans Care invites its four core agencies that receive annual grants to discuss to invitees what each of our agencies do in the community and how Pacificans Care Grants help us sustain our programs. Pacifica Senior Services received \$19,000 from Pacificans Care this fiscal year for general program support.
- "Giving Tree Donors" during the months of July-September have contributed \$1,725.



### Administrative Updates

- Senior Services Meals on Wheels / Transportation Coordinator Cooney and Supervisor Lange attended the National Meals on Wheels America Conference August 28-31. This week long conference was full of breakout sessions, networking opportunities and a chance to learn best practices. Supervisor has attended two prior annual conferences and has gained a lot of knowledge that has benefited our program. Benefits included our food purchasing program (by

receiving national pricing we were able to see approximately \$18,000 reduction in annual food cost), Pet program support, and monthly ongoing webinar training sessions. MOWA continually advocates for federal funding and policy at a national level for Meals on Wheels providers.

- Senior Services Supervisor has been going through a position review and through this process has been promoted to Recreation Manager.
- 2016/17 Annual Tactical Plan was completed and a copy is attached. Our Tactical Plan is our roadmap to our 2016/2020 Senior Services Strategic Plan.

#### Impact of Equalization Basin (EQ) Project on Senior Services

As indicated below in the section on the Congregate Lunch program, the EQ Project impacted Senior Services' clients, volunteers and programs during the first quarter. Recreation Manager Lange continues to work closely with Public Works staff to minimize disruption. While the first weeks of the project presented a challenging transition, we hope we have identified and implemented solutions and work-arounds to accommodate our members, clients and visitors.

The photos below on the left show the current construction site (top) and the old Meals on Wheels (MOW) loading zone (bottom). The photo on the right shows the revamped area on Crespi Drive that is currently used for both MOW and Senior Services' bus loading zones.



Not shown are two other green zones inside Parking Lot C on the west side of the Community Center. Manager Lange is actively engaged with Public Works on a project to insure ADA compliant access to the Community Center on this side of the building as he did last year on the east side of the building. The project will include properly graded ramps and a hand railing. We look forward to sharing more on this effort in our next quarterly report.

## Congregate Lunch Program

(Submitted by Ann Cooney, Meals on Wheels/Transportation Coordinator and Cindy Fuentes, Food Services Coordinator)

CONGREGATE LUNCH PROGRAM							
	FY1617				FY1718		
	Clients	Meals	Contributions		Clients	Meals	Contributions
July		1015	\$ 2,470.00			968	\$ 1,772.00
August		1208	\$ 2,560.00			1,089	\$ 2,216.00
September		1128	\$ 2,496.00			951	\$ 1,904.00
	260	3,351	\$ 7,526.00		245	3,008	\$ 5,892.00
					-6%	-10%	-22%

Pacifica Senior Services Food Services team produced and volunteers served or delivered a total of 6,470 meals in the first quarter of FY1718. Three thousand eight of those meals were provided at the Community Center during the Congregate Lunch program which operates from 11:30 am – 1:00 pm Monday through Friday. The remaining 3,642 meals were delivered by volunteers to homebound seniors enrolled in Pacifica’s Meals on Wheels program.



As the charts above and below illustrate, both the Congregate and Meals on Wheels programs experienced a year-over-year decrease in number of clients served in the first quarter. This fluctuation is within a normal range for programs like ours, especially Meals on Wheels, which serves a vulnerable population. We are concerned, however, based on staff observation and client feedback, that the loss of parking due to construction at both the Community Center and South Lot at Linda Mar Beach, may have contributed to decreased participation in our Congregate Lunch program. Still, the recent increase in our

membership base (15%) and the solid ongoing participation in our classes and activities indicate that overall our integrated programs continue to thrive.

Seventeen volunteers served as cashiers, servers, and kitchen helpers during the first quarter. Each one, along with Senior Services staff members and Meals on Wheels volunteers, participated in safe food handling in-services and California Department of Aging (CDA) Security training during the period.

Pacifica Senior Services is currently recruiting for the following part-time positions on our Food Services team: Relief Cook and Kitchen Assistant.

## Meals on Wheels (MOW) / Senior Transportation / Equalization Basin Project Impact

(Submitted by Ann Cooney, MOW and Transportation Coordinator)

### HOME DELIVERED MEALS/SUPPLEMENTAL HOME DELIVERED MEALS

	FY1617			FY1718		
	Clients	Meals	Contributions	Clients	Meals	Contributions
July		1522	\$ 2,830.00		1,136	\$ 1,805.00
August		1729	\$ 2,369.00		1,226	\$ 2,551.00
September		1529	\$ 2,746.50		1,100	\$ 874.00
	<b>105</b>	<b>4,780</b>	<b>\$ 7,945.50</b>	<b>77</b>	<b>3,462</b>	<b>\$ 5,230.00</b>
				<b>-27%</b>	<b>-28%</b>	<b>-34%</b>

### Meals on Wheels

Pacifica Senior Services provided a total of 3,462 home delivered meals in the first quarter of FY17/18, a decline of 1,318 meals from FY16/17 due primarily to the impact of a steep increase in the number of clients lost last winter. The contribution drop in September of this fiscal year is due to a delay receiving postage pre-paid mail through the USPS and should settle early in the 2<sup>nd</sup> quarter.



The MOW program is very well-served by 49 volunteers including 27 with standing weekly routes and 22 substitutes. All volunteers participated in the annual verification of their driver's licenses and insurance coverages, California Department of Aging (CDA) Security Training, and "food safety on the go" in services during the quarter.

A new cohort of San Francisco State University (SFSU) School of Nursing students, each one already an RN, joined

Pacifica's Meals on Wheels program in August 2017. This is our third semester working with SFSU students and Lecturer Lisa Marlowe, BS, MSN. The nurses conduct in-home assessments with Meals on Wheels clients. Their contribution to our clients' quality of life is exceptional, particularly around issues concerning medication management, fall prevention and isolation/depression.



The Meals on Wheels staff successfully completed monitoring by the San Mateo County Area Agency on Aging for fiscal year 16/17 on September 14 and 15.

Transportation

Driver Jose Meza provided over 1,362 one-way trips to and from the Center and on shopping excursions in the first quarter of FY17/18. He also provided 4 medical appointment roundtrips.

**TRANSPORTATION (IIIB)**

	FY1617			FY1718		
	Clients	Trips	Contributions	Clients	Trips	Contributions
July		384	\$ 284.50		466	\$ 270.00
August		426	\$ 374.05		467	\$ 335.00
September		472	\$ 345.50		429	\$ 323.85
	<b>34</b>	<b>1,282</b>	<b>\$ 1,004.05</b>	<b>38</b>	<b>1,362</b>	<b>\$ 928.85</b>
				<b>11%</b>	<b>6%</b>	<b>-7%</b>



We are thrilled to share that the 7-passenger, wheelchair lift equipped bus for which Recreation Manager Lange secured 100% grant funding three years ago was delivered to Pacifica Senior Services and will go into service in October.



Recreation Manager Jim Lange and Information & Referral Coordinator Karen Parque inspect the new bus.

Pacifica Senior Services is currently recruiting for the following part-time position on our Transportation team: Driver. Class B license is desired. Bi-lingual (English-Spanish) desired.

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

Fraud, Abuse and Suicide Prevention

Educating seniors about fraud, abuse and suicide prevention continues to be a top Senior Services priority across all programs, particularly Information & Referral which provides leadership on these issues. We work every day to get out the critical messages and encourage peer-to-peer conversation to help prevent our seniors from becoming victims. Our fraud bulletin board is regularly updated in the Senior Lounge at the Community Center. Our Senior Tidings and Meals on Wheels newsletters, PB&R PLAY Guide, and Facebook pages also include frequent updates and stories on topics of fraud and abuse. "30 Days of Fraud" conversations during Congregate Lunch have opened up ongoing discussion groups and 1:1 dialog which have proved to be extremely powerful ways for seniors to address hard topics and share compelling personal stories.

Shopping Assistance for Seniors Homebound (SASH)

Shopping Assistance for Senior Homebound program; volunteers shop for homebound seniors in need of groceries and household supplies. Our two active volunteer shoppers continue to serve five clients. We are seeing a significant increase in seniors needing this kind of help to maintain their independence and health, and because of this we are actively recruiting SASH volunteers.



## Medical Supply Loan Program



The Medical Supply Loan program provided 25 pieces of equipment to our seniors between July and September. These items included canes, walkers, shower chairs, commodes and wheel chairs. We were also able to acquire and provide batteries for a client who needed an electric scooter chair.

## Community Outreach

### *2018 Health & Information Fair*

We are already planning our next Health and Information Fair which is scheduled for May 16, 2018. Over 25 non-profit and government services are present at this event. If you have any recommendations for an organization you would like to see at the fair, please contact Karen Parque.

## *Pop-up Library at the Senior Center*

Pacifica Library staff, including Paula Teixeira, faithfully visit the Pacifica Senior Center every other Tuesday. Their "Pop Up Library" program offers library materials during our Congregate Lunch so seniors have the opportunity to check out books, CDs, DVDs and books on tape. Senior Services partnership with the Pacifica Libraries is a shining success and greatly appreciated by our members.

*AARP Tax Preparation Service* will resume in January 2018.

## Onsite Services Provided at the Senior Center

- Haircuts by Elizabeth – 30 Appointments
- Podiatry by Dr. Joan Small - 58 Appointments

## Responses to Inquiries (In Person and Over the Phone)

- Housing – 11 calls
- Caregivers – 5 calls
- Questions – 25

## **Programs & Activities** (Submitted by Janis Haynes, Program Coordinator)

### Intergenerational and Community Outreach/Support

As they do each year, Pacifica 4-H Club members came to the Senior Center on August 17 to share their projects, animals and ribbons from the San Mateo County Fair.



### Life-learning and Health

Mills Peninsula's Wise & Well Program is a free monthly drop-in health screening/lecture series that started at the Pacifica Senior Center in March 2017. Nurses come to the Center the first Wednesday of every month. They provide blood pressure and blood glucose (sugar) screenings along with one-on-one counseling. The lecture series covers topics including nutrition, heart smart health, and many other relevant and beneficial subjects.

### Recreation & Enrichment Classes

Pacifica Senior Services continues to offer more than 40 classes and activities each week for seniors in the following categories: Arts & Crafts, Games & Groups, Exercise & Health, and Computers.

### Special Events, Programs and Entertainment

July:



July started with our Independence Day Celebration including entertainment by Raul's Revu which set the mood for all to enjoy the big red, white and blue holiday. The brightest costumes and the best traditional American songs were enjoyed by all.

Later in the month, Cabrillo's Blue Grass Band, a small group of students from Cabrillo School, brought their musical talents to our lunch program. Music instructor, Jared Katz,

loves watching the kids as they take off plucking away, making the best music ever. The seniors love them too and the band has agreed to come back.



August:



Dancers from our hula class joined forces with the musicians from our ukulele classes to offer an exceptional performance in August. Our ukulele program is not just a class anymore, it's a community band called the "Coastside Strummers" comprised of an array of different levels of talent who enjoy music and singing. The "Coastside Strummers" now tour, performing in other cities upon request and are making their mark in San

Mateo County. Our hula class instructor, Shirley Ortega, is from the Hawaiian Islands. She teaches island stories from her culture through expressive dance. The hula performances are breath taking.



Our Seniors in Action Council members put on two of the sweetest ice cream socials over the summer. These socials were started by Donna Northrop, a loyal SIA board member for many years. They continue in memory of Donna as a tradition enjoyed by everyone who supports our Senior Center. They are a simple, fun and effective way to thank our members for their support.

SIA board members, led by Council President Marge Ryan,

also accomplished the herculean task of updating the Senior in Action by-laws this quarter.

September:



Tuesday, September 19 saw the start of our annual Seniors in Action membership drive. Membership is Senior Services' largest fundraiser. This year's campaign is off to a very successful start with new and renewing memberships up 15% over this time last year.

This year member premiums included Chef Cindy's white chocolate specialty fudge and a Senior Services' lanyard



with a pocket pouch for storing membership and class/activity cards. Ongoing benefits include a subscription to "Senior Tidings" bi-monthly newsletter, a parking placard for Lot C, and discounts on classes and activities. Members love coming to the Center where they make friends, go to classes, enjoy lunch, socialize and relax. Their support and love is what makes our mission and purpose clear!



September marked Hispanic Heritage Month which we honored at the Center with a performance by Grupo Folklorico. [Pictured from left to right: Elvira Young and Minerva Garcia] These two ladies can put on a show all by themselves! Their beautiful performance celebrated the proud history and colorful culture of Central America.

Our Annual Pre-Holiday Vendor and Craft Show was held at the Community Center on Saturday, September 30 and raised over \$1,300 to support Pacifica Senior Services. This fundraiser, in its second year, has been a trial event testing whether or not we can create a win-win benefit for both vendors/crafters and Senior Services. Next year we plan to increase the price of the vendor/crafters tables and to change the hours to better suit shoppers.



#### Other Entertainers:

- Scott Hill on guitar with songs that are easy to sing along to while tapping toes to the rhythm
- Gene Gibson, Jr. plays the guitar and sings. He brings back the sounds of the "good ol' days"
- Pianist Doug Jones, a very talented musician, creates a special mood during our congregational program
- Volunteer D.J. Rey brings in his great sound system to spin hits from the 50s, 60s & 70s

#### Upcoming Events:

- Our 14<sup>th</sup> Annual Spaghetti Feed & Silent Auction will be held on October 21 from 4-7pm. Tickets are available at the Center, on our web page and will be available at the door. Tickets are: \$10 for SIA members, \$15 Non-SIA members and \$5 for kids under 8 years. We have over 40 silent auction baskets and raffles every 15 minutes. The auction and raffles end at 6pm. Additional free parking for the event will be available at the Cabrillo School playground.



# Staff Report



## Item VIII

To: Members of the Parks, Beaches and Recreation Commission  
From: Raymond Donguines, Acting Senior Civil Engineer  
Subject: Curb Ramp Locations Discussion  
Date: October 25, 2017

### **SUBJECT:**

Curb Ramp locations recommendation for the City of Pacifica Curb Ramp Project.

### **BACKGROUND:**

On September 8, 2016 the C/CAG Board adopted the call for projects for Bicycle/Pedestrian Improvement Program (BPIP). The BPIP program is designed to build upon and enhance the bicycle network and pedestrian environment to encourage the use of active transportation such as walking or bicycling.

City staff applied for and received funding for the City of Pacifica Citywide Curb Ramp Project under the BPIP Program. This project will install 100 ADA curb ramps throughout the City.

### **DISCUSSION:**

Staff is looking for nominations of eligible locations for new curb ramps. BPAC members are encouraged to explore potential locations, submit nominations via lists, pictures or both. Staff will compile the list as nominations come in and present to the Committee at a future meeting. These would be areas of need, such as high-traffic areas, and do not have existing ramps.

### **ATTACHEMENTS**

None.

### **COMMISSION ACTION REQUESTED**

Informational/discussion item for tonight's meeting. Staff is asking the members provide curb ramp location nominations over the next few months. Deadline will be April 2018.



# Staff Report

Item IX. A)

Date: October 25, 2017

To: Members of the Parks, Beaches and Recreation Commission

From: Aren Clark, Public Works Superintendent

**Subject:** Appeal to Heritage Tree Removal Application No. HT-111-17, located at 26 Big Sur Way

## **Background/Discussion:**

On June 3, 2015, Manuela Pagan applied for a permit to remove one heritage Monterey cypress (*Hesperocyparis macrocarpa*) tree in front of the property located at 26 Big Sur Way. The reason stated for the removal request is that the tree poses a hazard to the house and to the house of the neighbor to the north.

The tree has a diameter of approximately three feet and stands roughly sixty feet in height. It is located on a steep slope which places the top of the tree another twenty feet above the homes below. The tree has a large wound on the west side located four feet above grade. Adjacent to the wound (pictures attached) is an old pruning cut where a ten inch diameter limb was removed at some time in the past. The trunk has approximately a ten degree lean to the west starting at the site of the wound. The trunk angle corrects itself at about twenty feet above grade and the top of the tree is growing vertical. As the tree is shaded on the east side, the majority of the foliage and the large limbs are located on the west side. Due to the weight of the growth on the west side and the lean of the trunk it is reasonable to assume that if the tree were to fail it would fall towards the home of the neighbor to the north of 26 Big Sur Way. In the tree's current condition with the unbalanced foliage, the lean of the trunk and the steep slope on which it is growing, it is conceivable that under certain conditions (for example unusually high winds and /or saturated soil) the tree could fail.

Notification of the tree removal request was posted on August 17, 2017 and letters were sent to adjacent and abutting property owners. The City has since received one appeal letter protesting the removal of the tree. The person filing the appeal feels that the risk this tree represents could be managed with pruning. A notification of the appeal hearing scheduled for October 25, 2017 was sent to the applicant and the appellant on October 18, 2017.

**Fiscal Impact:** None

**Documents Attached:**

- 1. Heritage Tree Permit Application # HT-111-17**
- 2. Appeal Notification**
- 3. Pictures of the Tree**



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506  
[www.cityofpacifica.org](http://www.cityofpacifica.org)

---

**MAYOR**  
Karen Ervin

**MAYOR PRO TEM**  
Sue Digre

**COUNCIL**  
Mary Ann Nihart  
Mike O'Neill  
John Keener

**Date:** October 19, 2017

**To:** Manuela Pagen

**From:** Aren Clark, Public Works Superintendent

**Subject:** Appeal for Heritage Tree Application No. HT-111-17

Dear, Manuela Pagan,

The City of Pacifica's Public Works Department has been unable to resolve the conflict concerning the tree removal at 26 Big Sur Way in a way that satisfies all the concerned parties. The matter has therefore been referred to the Parks Beach and Recreation Commission. The matter will be heard and a decision will be made at the regular monthly meeting of the commission. All of the concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for Wednesday, October 25, 2017 at 7:00 PM. The meeting will be held at the City Council Chambers located at 2212 Beach Boulevard, Pacifica CA.

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

Sincerely,

Aren Clark  
Public Works Superintendent



Scenic Pacifica  
Incorporated Nov. 22, 1957

---

## CITY OF PACIFICA

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[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
Karen Ervin

**MAYOR PRO TEM**  
Sue Digre

**COUNCIL**  
Mary Ann Nihart  
Mike O'Neill  
John Keener

Date: October 19, 2017

To: Kim Webb

From: Aren Clark, Public Works Superintendent

Subject: Appeal for Heritage Tree Application No. HT-111-17

Dear, Kim Webb,

The City of Pacifica's Public Works Department has been unable to resolve the conflict concerning the tree removal at 26 Big Sur Way in a way that satisfies all the concerned parties. The matter has therefore been referred to the Parks Beach and Recreation Commission. The matter will be heard and a decision will be made at the regular monthly meeting of the commission. All of the concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for Wednesday, October 25, 2017 at 7:00 PM. The meeting will be held at the City Council Chambers located at 2212 Beach Boulevard, Pacifica CA.

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

Sincerely,

Aren Clark  
Public Works Superintendent



**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-111-17 DATE: 8/10/17 PAID: 202 RECEIPT NUMBER: 154585 Daughters  
 APPLICANTS NAME: Manuela Pagan PHONE NUMBER: 1-650-355-1220 or cell #  
 ADDRESS: 26 Big Sur Way 707-738-6811

1) LOCATION OF TREE(S): BACK YARD  
 (ATTACH A SKETCH OR PLOT OF PROPERTY)

2) VARIETY OF TREE(S): Monterey Cypress TOTAL NUMBER OF TREE(S): 1

3) ACTION REQUESTED:  
 removal / destruction       construction affecting dripline       other (please specify)  
 move       designate as Heritage Tree

4) JUSTIFICATION (STATE THE REASON WHY THE ACTION IN SECTION 3 IS BEING REQUESTED):  
Dangerous hazard to Neighbor on  
Left Side of house. And our house

5) SIGNATURE OF PROPERTY OWNER: Manuela Pagan  
 (by signing, you are granting permission for the City of Pacifica to inspect tree(s) on your property)  
 THE PERMITTEE AND/OR PROPERTY OWNER BY ACCEPTANCE OF THIS PERMIT, AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF PACIFICA FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS AND LEGAL ACTIONS FOR INJURIES OR DAMAGES TO PERSONS OR PROPERTY RESULTING FROM OPERATIONS OR MAINTENANCE UNDER THIS PERMIT, REGARDLESS OF PASSIVE NEGLIGENCE OF THE CITY OF PACIFICA, ITS OFFICERS, EMPLOYEES, CONSULTANTS AND AGENTS, AND AGREES TO COMPENSATE THE CITY IN FULL FOR ALL DAMAGES TO PROPERTY OF THE CITY OR TO PUBLIC PROPERTY UNDER ITS JURISDICTION RESULTING FROM OPERATIONS OR MAINTENANCE UNDER THIS PERMIT.

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

**HERITAGE TREE ORDINANCE - PERMIT**

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

EFFECTIVE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_       EXTENSION EXPIRATION: \_\_\_\_\_

SUBJECT TO THE FOLLOWING CONDITIONS:  
 to be done by a professional tree service with a City of Pacifica business license  
 debris to be removed when work is completed  
 mitigation measures (specify): \_\_\_\_\_

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

INSPECTED BY: Alex Clark DATE: 8-17-17

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

**HERITAGE TREE ORDINANCE APPEAL**

NAME OF APPELLANT: Kim WEBB PHONE NUMBER: 650-544-4612  
 ADDRESS: 11 KATHERIN CT PACIFICA CA 94044

REASON TO APPEAL THE ADMINISTRATIVE DECISION ABOVE FOR THE FOLLOWING REASON: TREE IS HEALTHY AND WOULD LIKE IT TRIMMED INSTEAD OF REMOVED. THE TREE ADDS BEAUTY TO OUR HOME  
AND WOULD LIKE IT TRIMMED INSTEAD OF REMOVED. THE TREE ADDS BEAUTY TO OUR HOME













# Staff Report

Item IX. B)

**Date:** October 25, 2017  
**To:** Members of the Parks, Beaches and Recreation Commission  
**From:** Aren Clark, Public Works Superintendent  
**Subject:** Appeal to Heritage Tree Removal Application No. HT-118-17, located in front of the property located at 139 Juanita Avenue

## **Background/Discussion:**

On September 20 2017, Randy Berend, applied for a permit to remove one (1) heritage Coast redwood (*Sequoia sempervirens*) tree in front of the property located at 139 Juanita Avenue. The reasons stated for the proposed tree removal are:

- Resent sewer repair work
- the potential for root damage to the house foundation
- the tree has been topped
- the tree is too large for the front yard
- a desire to plant a more appropriate tree at the site

Notification of the tree removal request was posted on September 25, 2017 and letters were sent to adjacent and abutting property owners. The City has since received one appeal protesting the removal of the tree. A notification of the appeal hearing scheduled for October 25, 2017 was sent to the applicant and the appellant on October 18, 2017.

The tree in question has a trunk diameter of five (5) feet when measured two feet above grade. The main trunk separates at about fifteen feet into two separate leaders. Both leaders are topped at thirty (30) feet most likely to avoid conflict with the overhead power lines. Due to the topping, a limb on the north side of the tree has assumed the role of the main leader and has grown upward to a height equal to the two topped leaders. This new top has not been cut at this time. The tree will need to be pruned periodically to maintain the tree in a safe condition in its current configuration.

The International Society of Arboriculture (ISA) stresses the importance of planting the appropriate species of trees in a given location. One reason for this is to avoid the negative consequences of extreme pruning. Chapter 12 of the City of Pacifica Municipal Code entitled "Preservation of Heritage Trees" states that the word "destroy," as it applies to the City code, includes substantial trimming which threatens the healthy growth and development of the tree.

City staff acknowledges the inappropriate tree choice for this location due to the large size of this tree species and its close proximity to the overhead conductors.

**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 and replacement with a tree species more suited to the location.

**Documents Attached:**

1. **Heritage Tree Permit Application # HT-118-17**
2. **Appeal Notice**
3. **Photographs of the tree.**





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## CITY OF PACIFICA

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---

**MAYOR**  
Karen Ervin

**MAYOR PRO TEM**  
Sue Digre

**COUNCIL**  
Mary Ann Nihart  
Mike O'Neill  
John Keener

**Date:** October 19, 2017

**TO:** Randy Berend

**From:** Aren Clark, Public Works Superintendent

**Subject:** Appeal for Heritage Tree Application No. HT-118-17

Dear, Randy Berand,

The City of Pacifica's Public Works Department has been unable to resolve the conflict concerning the tree removal at 139 Juanita Avenue in a way that satisfies all the concerned parties. The matter has therefore been referred to the Parks Beach and Recreation Commission. The matter will be heard and a decision will be made at the regular monthly meeting of the commission. All of the concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for Wednesday, October 25, 2017 at 7:00 PM. The meeting will be held at the City Council Chambers located at 2212 Beach Boulevard, Pacifica CA.

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

Sincerely,

Aren Clark  
Public Works Superintendent



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Incorporated Nov. 22, 1957

---

## CITY OF PACIFICA

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[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
Karen Ervin

**MAYOR PRO TEM**  
Sue Digre

**COUNCIL**  
Mary Ann Nihart  
Mike O'Neill  
John Keener

Date: October 19, 2017

To: David & Antoinette Ellis

From: Aren Clark, Public Works Superintendent

Subject: Appeal for Heritage Tree Application No. HT-118-17

Dear, David & Antoinette Ellis,

The City of Pacifica's Public Works Department has been unable to resolve the conflict concerning the tree removal at 139 Juanita Avenue in a way that satisfies all the concerned parties. The matter has therefore been referred to the Parks Beach and Recreation Commission. The matter will be heard and a decision will be made at the regular monthly meeting of the commission. All of the concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for Wednesday, October 25, 2017 at 7:00 PM. The meeting will be held at the City Council Chambers located at 2212 Beach Boulevard, Pacifica CA.

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

Sincerely,

Aren Clark  
Public Works Superintendent

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

RECEIVED  
OCT 02 2017  
CITY CLERK

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

PERMIT NUMBER: HT-118-17 DATE: 9/20/17 PAID: 202 RECEIPT NUMBER: 154825

APPLICANTS NAME: RANDY BEREND PHONE NUMBER: 450-808-7559

ADDRESS: 139 JUANITA AVE

1) LOCATION OF TREE(S): FRONT YARD - (ON BACK)  
(ATTACH A SKETCH OR PLOT OF PROPERTY)

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

3) ACTION REQUESTED:  
 removal / destruction  construction affecting dripline  other (please specify)  
 move  designate as Heritage Tree

4) JUSTIFICATION (STATE THE REASON WHY THE ACTION IN SECTION 3 IS BEING REQUESTED): ROOTS AFFECTING FRONT FOUNDATION. NEW SEWER BECAUSE ROOTS DAMAGED PREVIOUS LINE. TREE HAS BEEN TOPPED, IT IS TO BK FOR FRONT YARD RE-LANDSCAPING & PLANTING NEW TREE (proper scale)

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

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

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

HERITAGE TREE ORDINANCE - PERMIT

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

EFFECTIVE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  EXTENSION EXPIRATION: \_\_\_\_\_

SUBJECT TO THE FOLLOWING CONDITIONS:  
 to be done by a professional tree service with a City of Pacifica business license  
 debris to be removed when work is completed  
 mitigation measures (specify): \_\_\_\_\_

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

INSPECTED BY: Alan O'Neil DATE: 9/25/17

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

HERITAGE TREE ORDINANCE APPEAL

NAME OF APPELLANT: ELLIS PHONE NUMBER: 898 8712

ADDRESS: 140 ANGELETA

REASON TO APPEAL THE ADMINISTRATIVE DECISION ABOVE FOR THE FOLLOWING REASON: WE OPPOSE REMOVAL OF HERITAGE TREES. MODIFY COSTS TO ACCOMMODATE. We moved here because of the trees!











# Staff Report

Item IX. C)

Date: October 25, 2017

To: Members of the Parks, Beaches and Recreation Commission

From: Aren Clark, Public Works Superintendent

Subject: Appeal to Heritage Tree Removal Application No. HT-081-17, located at 151 Juanita Avenue

## Background Discussion:

On February 15, 2017, Justin Wagle applied for a permit to remove one heritage Magnolia tree in front of the property located at 151 Juanita Avenue. Mr. Wagle informed city staff that the reason it was necessary to remove the tree was to allow for remodeling of the existing home. City staff waited until Mr. Wagle submitted his remodeling plans to the City before processing the tree removal permit. The plans for the proposed remodeling are included as exhibit A. Notification of the tree removal request was posted on September 25, 2017 and letters were sent to adjacent and abutting property owners.

The tree in question is thirty three (33) inches in diameter when measured at two (2) feet above grade and stands approximately twenty five (25) feet tall. The main trunk separates into two main leaders at four and one half feet (4'6") above grade. There is some wood and a ceramic plate grown into the tree at this point (see pictures) possibly compromising some strength at this juncture. The base of the tree is seven feet from the deck and fifteen feet from the main house.

The remodel plans call for excavation and foundation work to be done in close proximity to the existing tree. The extensive root removal involved would impact the tree's health and possibly its stability creating a potential hazard.

The City has received two written appeals to the removal of this tree (attached).

A notification of the appeal hearing for October 25, 2017 was sent to the applicant and the appellants on October 18, 2017.

**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 and replacement with a tree species more suited to the location.

**Documents Attached:**





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## CITY OF PACIFICA

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---

**MAYOR**  
Karen Ervin

**MAYOR PRO TEM**  
Sue Digre

**COUNCIL**  
Mary Ann Nihart  
Mike O'Neill  
John Keener

Date: October 19, 2017

To: David & Antoinette Ellis

From: Aren Clark, Public Works Superintendent

Subject: Appeal for Heritage Tree Application No. HT-081-17

Dear, David & Antoinette Ellis ,

The City of Pacifica's Public Works Department has been unable to resolve the conflict concerning the tree removal at 151 Juanita Avenue in a way that satisfies all the concerned parties. The matter has therefore been referred to the Parks Beach and Recreation Commission. The matter will be heard and a decision will be made at the regular monthly meeting of the commission. All of the concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for Wednesday, October 25, 2017 at 7:00 PM. The meeting will be held at the City Council Chambers located at 2212 Beach Boulevard, Pacifica CA.

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

Sincerely,

Aren Clark  
Public Works Superintendent



Scenic Pacifica  
Incorporated Nov. 22, 1957

---

## CITY OF PACIFICA

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[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
Karen Ervin

**MAYOR PRO TEM**  
Sue Digre

**COUNCIL**  
Mary Ann Nihart  
Mike O'Neill  
John Keener

Date: October 19, 2017

To: Justin Jow

From: Aren Clark, Public Works Superintendent

Subject: Appeal for Heritage Tree Application No. HT-081-17

Dear, Justin Jow,

The City of Pacifica's Public Works Department has been unable to resolve the conflict concerning the tree removal at 151 Juanita Avenue in a way that satisfies all the concerned parties. The matter has therefore been referred to the Parks Beach and Recreation Commission. The matter will be heard and a decision will be made at the regular monthly meeting of the commission. All of the concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for Wednesday, October 25, 2017 at 7:00 PM. The meeting will be held at the City Council Chambers located at 2212 Beach Boulevard, Pacifica CA.

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

Sincerely,

Aren Clark  
Public Works Superintendent



Scenic Pacifica  
Incorporated Nov. 22, 1957

---

## CITY OF PACIFICA

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[www.cityofpacifica.org](http://www.cityofpacifica.org)

---

**MAYOR**  
Karen Ervin

**MAYOR PRO TEM**  
Sue Digre

**COUNCIL**  
Mary Ann Nihart  
Mike O'Neill  
John Keener

Date: October 19, 2017

To: Justin Wagle

From: Aren Clark, Public Works Superintendent

Subject: Appeal for Heritage Tree Application No. HT-081-17

Dear, Justin Wagle,

The City of Pacifica's Public Works Department has been unable to resolve the conflict concerning the tree removal at 151 Juanita Avenue in a way that satisfies all the concerned parties. The matter has therefore been referred to the Parks Beach and Recreation Commission. The matter will be heard and a decision will be made at the regular monthly meeting of the commission. All of the concerned parties will be allowed to present their opinions on the matter at this time. This meeting is scheduled for Wednesday, October 25, 2017 at 7:00 PM. The meeting will be held at the City Council Chambers located at 2212 Beach Boulevard, Pacifica CA.

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

Sincerely,

Aren Clark  
Public Works Superintendent

RECEIVED  
OCT 02 2017  
CITY CLERK

CITY OF PATERA  
DEPARTMENT OF PUBLIC WORKS - TREE SERVICES DIVISION  
300 South Main Street, PATERA, HI 96778  
APPROXIMATE COORDINATES: 19.431111, -155.070000  
PHONE: 808.941.4400

PERMIT NUMBER: HC-081-17 DATE: 2/15/17 PAGE: 143 RECEIPT NUMBER: 153559

APPLICANT NAME: Justin Wagle PHONE NUMBER: 408-465-4402

ADDRESS: 151 Juana Ave

LOCATION OF TREE: front yard

NUMBER OF TREES: Magnolia TOTAL NUMBER OF TREES: 1

- REASON FOR REQUEST:
- Removal of tree
  - Pruning of tree
  - Other tree work
  - Move
  - Designate as Heritage Tree

REASON FOR REQUEST: Compromising utility lines / tree in the way of new construction.

SIGNATURE OF PROPERTY OWNER: [Signature]

RECOMMENDED BY: [Signature]

REASON FOR REQUEST: [Signature]

REASON FOR REQUEST: tree to be planted after construction

APPROVED BY: Ben Chen DATE: 7/25/17

NAME OF APPELLANT: ELLIS ADDRESS: 298 8712

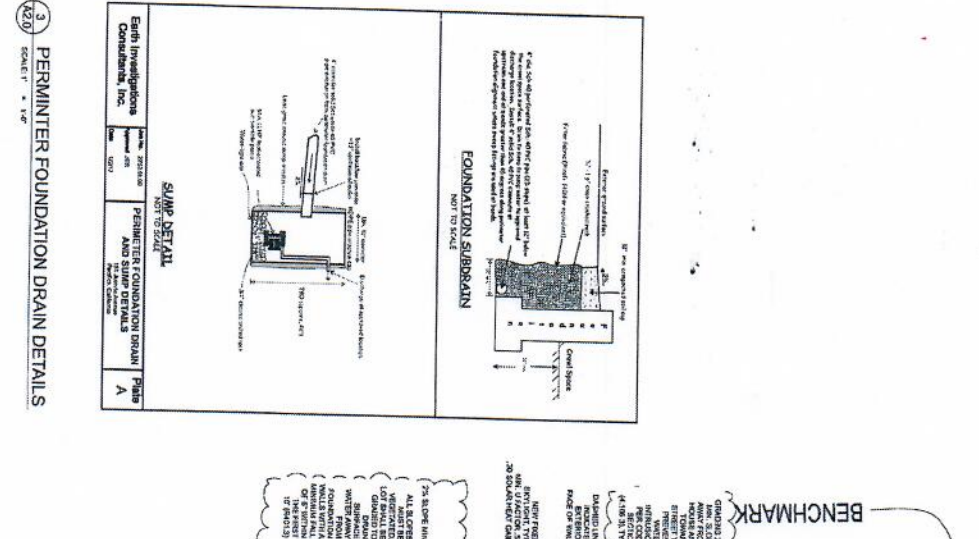
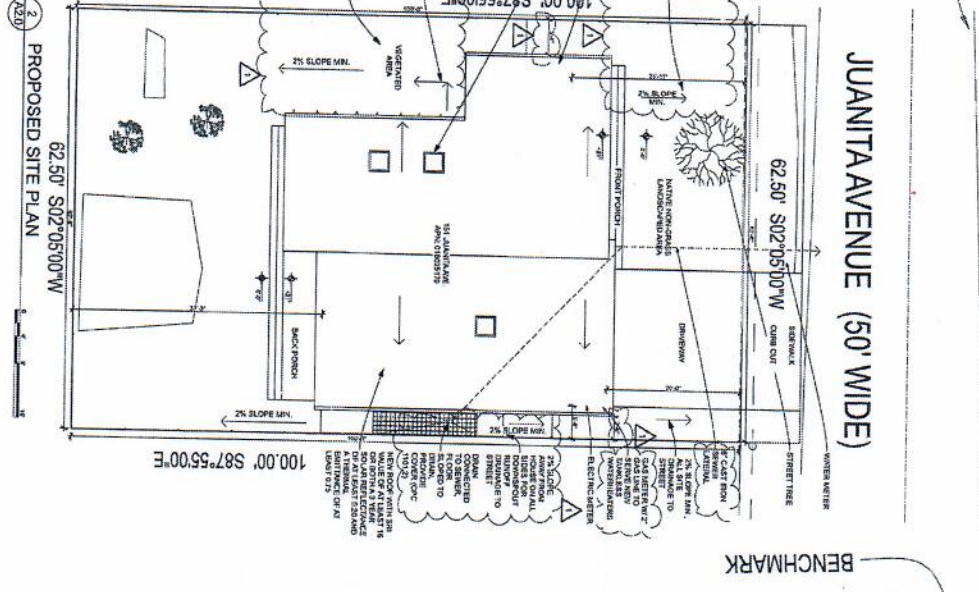
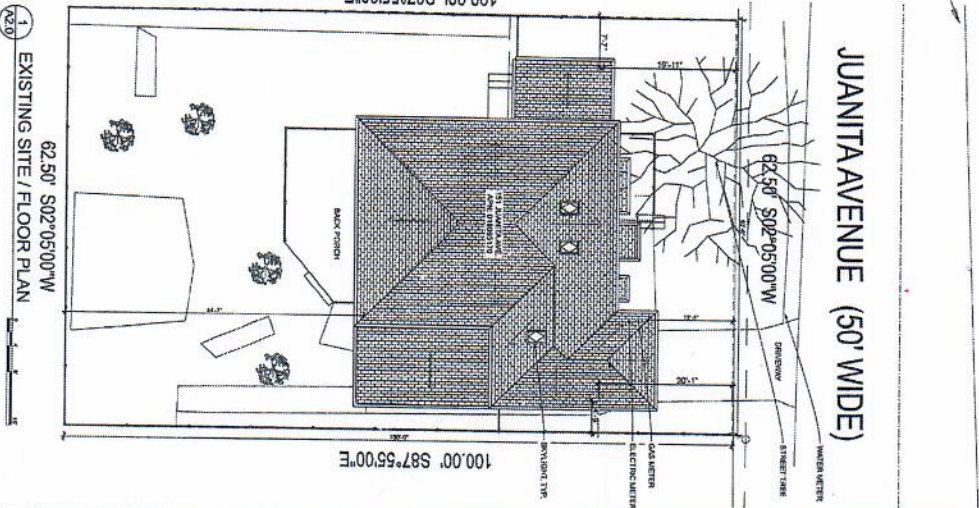
ADDRESS: 180 ANGELITA

REASON FOR REQUEST: WE OPPOSE REMOVAL OF HERITAGE TREES. MODIFY COEXIST TO ACCOMMODATE. We moved here because of the trees!

**MSP**  
 MSP DESIGN INC.  
 MASON ST. PETER  
 1502 GREAT HIGHWAY  
 SAN FRANCISCO, CA. 94122  
 PH: 415-200-8579  
 MSP@MASONSTPETER.COM  
 WWW.MASONSTPETER.COM

**151 JUANITA AVENUE**  
 PACIFICA : CALIFORNIA

**MSP**  
 DATE: 11/15/14  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 TITLE: PERMINTER FOUNDATION DRAIN  
 SHEET: A2.0



**3** PERMINTER FOUNDATION DRAIN DETAILS  
 SCALE: 1" = 1'-0"

**2** PROPOSED SITE PLAN  
 SCALE: 1" = 1'-0"

**1** EXISTING SITE / FLOOR PLAN  
 SCALE: 1" = 1'-0"

Justin Jow  
168 Juanita Ave.  
Pacifica, CA 94044  
justin.jow@gmail.com

September 30, 2017

City of Pacifica  
City Clerk - Tree Appeal  
170 Santa Maria Avenue  
Pacifica, CA 94044

To whom it may concern:

I would like to appeal the proposed decision to remove the heritage tree at or around 151 Juanita Avenue as posted on 9/25/2017.

I would like to receive further information on the reasoning for and any planned impact of the removal.

Thank you,  
Justin







