



AGENDA

Parks, Beaches and Recreation Commission City of Pacifica

WEDNESDAY, APRIL 27, 2016
CITY COUNCIL CHAMBERS
2212 Beach Boulevard

6:30 PM – Call to Order
Youth Advisory Board and PB&R Commission meet and greet

7:00 PM REGULAR MEETING

- I PLEDGE OF ALLEGIANCE**
- II ROLL CALL**
- III APPROVAL OF MINUTES** Regular Meeting January 27, 2015
- IV ADOPTION OF AGENDA**
- V SPECIAL PRESENTATION**
YAB Presentation
Michael Moran – Recreation Coordinator
- 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**
 - A) Annual Report
- IX REPORTS & ANNOUNCEMENTS FROM COMMISSIONERS**
- X REPORTS FROM STAFF**
 - A) Director Perez
- XI COORISPONDANCE**
Beach Etiquette email
- XII ADJOURNMENT**

Next Study Session: TBD

Next Regular Meeting: 5/18/16

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, January 27, 2016
City Council Chambers
2212 Beach Blvd.
Pacifica, CA 94044

CALL TO ORDER:

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

I PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Commissioner Greg Cochran.

II ROLL CALL:

Commissioners Present: Chair Finnegan, Chair Pro Tem Urie, Commissioners
Abbott, Cochran, Mau, Murphy, and Sambraillo,

Commissioners Absent:

Commissioners Excused:

Staff Present: Director Michael Perez

III APPROVAL OF MINUTES:

Chair Finnegan called for a motion to approve the minutes of the 7/29/15 meeting.

**Motion was made by Commissioner Mau, seconded by Commissioner
Murphy, motion carried 7-0.**

IV ADOPTION OF THE AGENDA:

Chair Pro Tem Finnegan called for a motion adopting the order of the agenda.

**Commissioner Murphy made a motion to adopt the agenda, seconded by
Commissioner Sambraillo, motion carried 7-0.**

V SPECIAL PRESENTATIONS:

Child Care Supervisor Scott Leslie presented the Commission with an overview of the
Child Care department with highlights covering the last year.

VI ORAL COMMUNICATIONS:

None

VII ITEMS for CONSENT:

Chair Pro Tem Finnegan called for a motion to accept the items for consent.

**Commissioner Abbott made a motion to accept the items for consent,
seconded by Commissioner Urie. Commissioner Abbott accepted. Motion
carried 7-0.**

VIII ITEMS FOR CONSIDERATION:

Appointment of Commissioner to the Library Advisory Committee (LAC)
Director Perez informed the Commission that on 1/11/16 the City Council established LAC and requested that a member of each commission serve on this committee.
Commissioner Cochran made a motion that Commissioner Abbott be appointed to the Library Advisory Committee, seconded by Commissioner Mau, motion carried 7-0.

Appointment of Commissioner to the Mural Subcommittee of the Beautification Advisory Committee.

Director Perez informed the Commission that he received a call from Ginny Jaquith requesting a member of the Park and Recreation Commission to serve on this subcommittee. This committee has been slated to meet the 3rd Wednesday of each month at the Park and Recreation Conference Room over the next couple of months.
Commissioner Cochran made a motion that Commissioner Urie be appointed to the Mural Subcommittee of the Beautification Advisory Committee, seconded by Commissioner Murphy. Commissioner Urie accepted. Motion carried 7-0

IX REPORTS FROM COMMISSIONERS:

Commissioner Mau – Attended Seniors in Action monthly Luncheon meeting. A question was raised at this meeting that many senior homeowners do not have numbers on their homes. Commissioner Mau asked if there was anything that could be done to assist seniors with this.

Director Perez responded that he would discuss this with Supervisor Lange.

Commissioner Cochran – Reported that working along with the Pacifica Chamber of Commerce is working on the Pacifica Summer Surf Series. There are 3 events planned: 1st annual Pacifica Jr. Surfing Classic for kids in June, Kahuna Kappuna for Sr. Surfers July 16th, 26th annual Big Daddy Surf Classic on October 8th. Promote these as another great reason to visit Pacifica. Pacifica Beach Coalition, Environmental family, Pacifica Surf Club as well as others is showing a surf movie Brothers of the Ocean Friday February 19th at the Mildred Owen Concert as a fundraiser for activities scheduled for Earth Day.

Commissioner Abbott – Attended the Open Space and Parklands committee to hear about the quarry project. There was discussion with the group that they would like to be more involved with the Parks, Beaches and Recreation Commission. Commissioner Abbott invited everyone to a tour of the Sanchez Art Center on January 28th from 10:30-11:30. She also reported that there was a medical emergency at the Art Center and was able to borrow needed equipment from the Sr. Center supply Closet, which she had never seen. She noted that she was very impressed with this service.

Commissioner Urie – No Report

Commissioner Murphy - No Report

Commissioner Sambraillo - No Report

Chair Finnigan – Pointed out that Power Lines Productions was not mentioned on the flier for the movie and suggested that they should be added before the final publicity goes out. She announced that the Pacifica Climate Community held a Transit forum in conjunction with the City of Pacifica was a big hit and that Commissioner Abbott was in attendance. Several transportation and informational agencies were in attendance. People of all ages attended to get information ranging from ridesharing possibilities, alternatives to biking and affordable transportation alternatives for seniors.

She also gave the Commission an update on the Youth Advisory Board. The Board is sponsoring a family movie night to take place on 2/26/16 at the Community Center; they will be showing "The Minions". Many of the youth will be attending a spare the air conference in Berkeley at the Lawrence Hall of Science on Sat. 1/30/16. They will be transported there via free shuttle. The youth also attended a presentation by the Youth Leadership Institute out of the County of San Mateo about creating opportunities. Some topics discussed were creating a good financial outlook for lower income kids to being able to use your local institutions to create opportunities.

X REPORTS FROM STAFF:

Director Perez Gave more information on the program that the Advisory Board would be attending. The name of the conference is Youth for the Environment Stainability (YES). This is a free program for the youth.

Director Perez gave an overview of what happens in the City of Pacifica in the case of an emergency or disaster. He informed the Commission that city staff is required to respond in an emergency and are part of the Emergency Operations Center. Special table top exercises are performed to keep staff trained in what to do in the case of an emergency. Director Perez functions as the Logistics Chief. This means that he is responsible for making sure facilities, food and other needs are being met for both those who are being directly affected by the disaster and the workers involved. When the declaration of the local emergency was announced regarding the apartment complex on Esplanade the emergency process was put into motion. The community center was set up as an evacuation center with snacks and drinks so that the displaced occupants had a place to stay until a shelter was set up, the difference being that an evacuation center is temporary and a shelter is able to handle more short term and can handle sleeping arrangements. A shelter was set up at the Baptist church on Francisco Blvd. and vouchers to the pool were given out so that the people could get showers. The resource center is looking into helping to find more long term housing for those people who are still in need. Contrary to the news this is not a new development and the residents of the apartment complex have all received letters regarding this issue long before the yellow tagging was done.

All city departments are working on this as well as the OES, Office of emergency Services for San Mateo County. By declaring this emergency we have set the stage for receiving state and federal money to help repair some of the storm related issues in the city. The city is also setting up an El Niño page for citizens to get more information regarding the storm damage in the city.

Commissioners Sambrillo asked about where the damage to the pier was. Director Perez responded that the section was at the end where the pier turned.

Commissioner Sambrillo and Urie also asked what this meant for the houses in the area. Director Perez gave an overview of the houses affected.

Director Perez stated that if any Commissioners had more questions he would attempt to find out the answers and get back with the appropriate information..

Director Perez informed the Commission that the priority based budgeting process was going to be discussed at City Council on Monday but was postponed due to the length of the meeting. 58 people spoke on rent stabilization, which caused the meeting to run very late.

City staff and staff from some neighboring cities were given a presentation by the gentlemen who helped to develop this budgeting process. During the summer some of the city's staff went to a conference for priority based budgeting and won a \$20,000 prize to have these gentlemen come and train staff on priority based budgets. The City is in the process of beginning to look at the mid-year budget numbers to get ready for the 2016/17 budget.

Director Perez announced that Commissioners should contact the City Clerk, Kathy O'Connell, if you would like to attend the ethics training being held by the City.

Director Perez is working on the Coastal Commission permit for the Plover fencing. He is working on funding for permanent fencing as well as a request for keeping the temporary fencing up year round.

The study session in Dec. was good. Commissioners discussed many topics including the equalization basin project which will affect the east side of the Community Center Parking area. This is still a way off and will be discussed in more detail latter.

Commissioner Abbott asked if Commissioners were required to attend the ethics training as stated in the announcement. Director Perez responded that the information was incorrect and that they are not required to attend, however he would highly recommend it.

Commissioner Abbott also asked about the water quality notices and if the water quality problems were related to the equalization basin project. Director Perez responded that this was not related to the basin project at all. The water quality issues are more related more to the storms rather than any issue with the plant, which we would get fined for. The director is trying to get more clarification from our waste water treatment dept. Most Beach closures are more of an enter at your own risk notification not an actual you cannot be on the beach.

Upcoming events

2/26/16 "Minnions" Movie Night
4/12/16 Senior Services Volunteer Dinner
4/20/16 Jr. Olympics

NEXT STUDY SESSION:

NEXT MEETING:

Regular Meeting – February 24, 2016

XII ADJOURNMENT:

Chair Finnegan asked for a motion to adjourn the meeting. **Commissioner Cochran made the motion to adjourn, seconded by Commissioner Urie. The motion passed 7-0** and the meeting adjourned at 8:30 PM.

Respectfully submitted,
Beth Phipps
Recreation Specialist

Parks, Beaches & Recreation Commission
Deirdre Finnegan, Chair

Staff Report

Item VII. A) April 27, 2016

To: Members of the Parks, Beaches and Recreation Commission

From: Michael Perez, Director

Subject: Administrative Update

It is my pleasure to present to you the quarterly report for the first three months of 2016. In the following pages you will find a recap of the department programs and events including updates on special events, programs, funding and other happenings throughout our Recreation, Child Care and Senior divisions. While our staff is currently working hard to prepare for our summer programs, I want to acknowledge all their hard work and efforts in helping to deliver programs during the first quarter of the year.

PLAY Brochure

Last fiscal year was the first year that we went from four PLAY brochures to three. We printed a Fall, Winter/Spring combination and a Summer. This year, in an effort to help our customers get a head start on summer planning, staff combined the Spring/Summer 2016 brochures into one. The Spring/Summer brochure was mailed out to every residence in Pacifica last month. We have had a great reception, and registrations are very promising at this point.

At this point, with the earlier registration for summer, we have seen an increase in sign-ups over last year's numbers. Following the 2016 summer, staff will be able to compare these numbers to previous years.

Special thanks to staff and particularly our Recreation Specialist, Beth Phipps, for all her work in coordinating information and creating the final brochure. Summer Aquatics registration will begin Monday, May 23rd at 8:30am.

Earth Day

Earth Day took place on Saturday April 23rd, which included a morning of action/clean up and the Eco Fest celebration in the south beach parking lot. All of this is made possible by the hard work and dedication of the Pacifica Beach Coalition. The PB&R Department was proud to be a part of the day's events and once again hosted a booth. Our Youth Advisory Board also participated in the clean-up efforts earlier that morning.

Commission Activity

In February, Commissioners met for a study session to discuss the annual report as well as 2016-2017 items for consideration. The Commission is scheduled to present its annual report to City Council on Monday, May 9th.

Items for consideration in 2016-2017 included:

- Water and Beach Safety
- Mural Subcommittee of Beautification Advisory Committee
- Off leash dogs (areas)
- Beach operations
- Fireworks (litter)
- Poet Laureate

Commissioner Urie was appointed to serve on the Mural Subcommittee. Commissioner Abbott was appointed to serve on the Library Advisory Committee.

Budget

The budget will be an agenda item on City Council agenda's for most meetings until the anticipated adoption in June. The first budget study session will be Wednesday, May 11th at 6pm. Departments will most likely be presenting their individual budgets. Commissioners are encouraged to attend these meetings; however, staff will keep members updated as information is available.

Training

In March, Supervisor Leslie, Recreation Specialist Phipps and Coordinators Moran and Schriver all attended the annual California Parks and Recreation Society Conference in Long Beach. There were a wide range of topics over the three days staff attended, including sessions on social media, customer service, special needs integration, leadership, teambuilding, collaboration and many others.

Our department has also taken advantage of training opportunities offered via our HR department, sending several employees. Some of these include "Writing for Success," "Effective Public Speaking," and "Communication in the Workplace."

Upcoming Events

Junior Olympics

May 4th – Groups 3 and 4 finals at Oceana 3:30

May 7^h – Groups 1 and 2 finals at Terra Nova 9am

4th of July Activities Coming Up

- Rocket Run – 5 mile race, starting and finishing in front of the Community Center 9am
- Celebration at Frontierland Park – 11am-4pm



Staff Report

Item VII B) April 27, 2016

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Anthony Schriver, Recreation Coordinator

SUBJECT: AQUATICS UPDATE

Training

The Aquatics division ran a combined CPR/AED and First Aid class for the public on January 11th and 12th and on April 11th and 12th. 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 20 lifeguards between December 2015 and April 2016. Our next lifeguarding course is scheduled for May 31st – June 4th.

Summer Camps

There are two Wet & Wild Water Camps planned for this summer. The first week will be held July 11-15 and the second week, Aug 1-5, with an option for participants to attend either half day or all day. The all-day camp includes SamTrans 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) 84 swimmers in the competitive group and 102 in the pre-comp group, for a total of 186 swimmers. There has been a steady rise in membership, as there were 159 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 have 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.

On Saturday, April 30th, the parent board for the swim team will be hosting the 3rd annual pancake breakfast at the Community Center as a fundraiser. The parent board also employees 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.

The water polo program continues to grow with an average of 20 participants per meeting. The group has continued attending competitive tournaments and is having lots of fun.

2015 Winter Swim Lessons Monday, Tuesday, Wednesday, Thursday and Saturday

	Tiny Tots	Children	Adults	Semi-Private	Private
Monday PM	4	n/a	3	2	n/a
Tuesday PM	n/a	45	n/a	10	1
Wednesday PM	6	23	n/a	12	n/a
Thursday PM	n/a	39	n/a	10	1
Sat. AM	8	38	5	11	2
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
Total 2012	19	132	8	49	6

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

<u>Water Zumba</u>	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-4	Two Day Swim Meet- 1
February	Two Hour Rentals- 3	Three Hour Rentals- 3	Two Day Swim Meet- 1
March	Two Hour Rentals- 2	Three Hour Rentals- 3	Two Day Swim Meet- 1

Swim Team

Membership	2016	2015	2014	2013
Sea Lions	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 2016	February 2016	March 2016
Senior Lap Swim	216	198	206
Adult Lap Swim	374	332	384
All Access Members	306	274	302
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 14th thru May 20th 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 2016	February 2016	March 2016
Senior Aqua X	289	240	314
Senior Lap Swim	294	274	268
Adult Aqua X	41	51	49
Adult Lap Swim	351	362	308
All Access Members	84	101	82
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 2016

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	240	60
Wed Adult 7:30-9 pm	4	42	11
Friday 7-9 pm	4	332	83
Sat. 1-3 pm	3	349	115
Sun. 1-3 pm	4	340	85
Total 2016	25	1303	52
Total 2015	18	900	50
Total 2014	17	962	57
Total 2013	17	874	51

Recreation Swim February 2016

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	3	120	40
Wed Adult 7:30-9 pm	4	64	16
Friday 7-9 pm	4	398	99
Sat. 1-3 pm	3	240	80
Sun. 12-3 pm	3	290	96
	17	1112	65
Total 2015	19	985	52
Total 2014	19	1091	57
Total 2013	19	1006	53

Recreation Swim March 2016

Day/Time	Total Meetings	Attendance	Avg. per Mtg.
Monday 7-9 pm	4	225	56
Wed 7:30-9 pm	5	64	13
Friday 7-9 pm	4	238	60
Sat. 1-3 pm	3	174	58
Sun. 12-3 pm	3	303	101
Total 2016	19	1004	53
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

Youth (17 and under)	\$4.00 per swim	\$68 discount pass (good for 20 swims)
Adult (18-59)	\$5.00 per swim	\$85 discount pass (good for 20 swims)
Seniors (60+)	\$4.00 per swim	\$68 discount pass (good for 20 swims)

Pool was closed on:

March 27 Easter

The Pool will be closed on:

May 30 Memorial Day



Staff Report

Item VII C) April 27, 2016
TO: Members of the Parks, Beaches and Recreation Commission
FROM: Scott Leslie, Recreation Supervisor
SUBJECT: Child Care Program Update

Program Update

Child Care's current enrollment for all Divisions is over 345 children. The program is starting to take applications for fall 2015 for both full-cost and subsidized child care. Currently over 50% of the children served are subsidized by State and County grants.

The local economy has been heating up over the past two years and it has affected the overall makeup of the child care program. The program has seen a drop in families that are eligible to receive state subsidized care. There are many reasons for this reduction which includes but is not limited to the sharp increase in rental costs that has caused many families that would have qualified to leave the area. While the subsidized numbers have dropped; however, the full-cost families have surged. There are more full-cost children enrolled in the program now than there have been in the past 15 years.

Summer 2016

Summer 2016 planning began in March, with all of the full-time staff involved in the process. This summer the Child Care Division will keep three of the four school-age programs open. The sites that will remain open will be determined over the next few weeks. In recent years, Ocean Shore has closed down for the summer.

The 2016 Summer Themes are as Follows:

The Week of June 20 th	Welcome to the Summer
The Week of June 27 th	Around the World in 5 Days
The Week of July 5 th	Bright Light in the Sky
The Week of July 11 th	Mad Science
The Week of July 18 th	Hawaiian Luau/Tropical Paradise
The Week of July 25 th	Music & Art
The Week of August 1 st	Water Week x2
The Week of August 8 th	Sports & Games
The Week of August 15 th	Fantasy & Fiction

Current plans include special on-site events such as a wild animal assembly, barbeques, and many in-town walking trips. School-age out-of-town trips to Cull Canyon and Lake Don Castro have been planned as well. 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.



Staff Report

DATE: April 27, 2016

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
January – March 2016

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 50 registered participants with a daily average of 26.



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 1, 2016 - "Dancin' in the Rain"
May 13, 2016 - "Get Your Groove ON"
June 3, 2016 - "Summer Lovin"

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.



On Saturday, January 30th, 2016 the YAB attended the Youth for the Environment and Sustainability (YES) Conference presented by Spare the Air Youth. 250 Students from around the San Francisco Bay Area gathered to discuss transportation issues, learn how our personal decisions impact climate change, and share ways of encouraging everyone to walk, bike, take transit, or carpool to school in order to improve air quality in the San Francisco Bay Area.

On Friday, February 26, 2016, the YAB hosted their 3rd annual family movie night. Over 40 people attended the event where 'The Minions' was shown as the "feature movie" to the "oohs" and "aahs" of the crowd. 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 raffle prizes. Members of the public purchased tickets and won prizes that included a family group pass to the Seabowl, an aquarium with a fish, and countless other prizes. The snack bar sold pizza, popcorn, candy, soda, and water.



On Saturday, March 5th, 2016 the YAB attended the bi-annual Youth Advisory Committee (YAC) Attack presented by the Youth and Teen Recreation Services (YTRS) and California Parks and Recreation Society (CPRS) District 4. The theme this year was "Ignite Your Spark" and was focused on educational sessions, debates, quality networking opportunities and innovative ideas.

Special Events

Spring Egg Hunt

On Friday March 25, 2016, Pacifica egg hunters participated in the annual Spring Egg hunt held at Fairmont Park. This portion of the 2-day event was co-sponsored by the Fairmont Subdivisions Improvement Association (FSIA). The Parks, Beaches & Recreation Department was thrilled to have Pauletta Cravotto, FSIA member, present during the event to help facilitate the jelly bean contest. Over 180 children attended the event. On Saturday



March 26, 2016, over 360 children enjoyed the egg hunt held at Frontierland Park.

Both events had a special GOLDEN EGG hidden for each age group. Winners for the golden egg and jelly bean guessing contest were given special baskets or goodies. The Spring Bunny also made a special appearance at both events posing for pictures.

Parent's Night Out

Over the last three months, the Recreation division has hosted a monthly Parent's Night Out event where children in Grades K-8 can come to the Pacifica Community Center for a night of fun arts & crafts, games, dinner, & a movie while their parents have night on the town or a night in without the kids. Participant Count: January – 24, February – 25, and March -28



Upcoming Special Events include:

Parents' Night Out

- April 2, 2016 – 5-11pm

52nd Annual Junior Olympics

- Wednesday, April 20, 2016
 - Group 1 & 2 50 Meter & 100 Meter Dash Trials Only
 - Oceana High School, 401 Paloma Ave. Pacifica
- Wednesday, May 4, 2016
 - Group 3 & 4 Trials & Finals
 - Oceana High School, 401 Paloma Ave. Pacifica
- Saturday, May 7, 2016
 - Group 1 & 2 Trials & Finals
 - Terra Nova High School, 1450 Terra Nova Blvd. Pacifica

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 Meeting
Tuesday	SAM CAR Coldwell Banker Fahey Properties meetings (2 nd) Part-Time Recreation Staff meetings (Bi-Weekly) Victory Outreach Pacifica
Wednesday	Pacifica United Soccer Club (1 st) Pacifica Sea Lions Swim Team (3 rd) Pacifica Girls Softball League (3 rd) SAA Meeting Pacifica Tigersharks Board Meetings (3 rd) Pacifica Quilters Club (2 nd)

Thursday

Pacifica Toastmasters
Pacificans Care (3rd)
Pedro Point Surf Club (Last Thursday of every month)

Friday

Alcoholics Anonymous meeting
Crespi Alanon Group meeting
J-Teen Dances (Once a month)

January Weekend Rentals: Parents Night Out, Baby Shower, Terra Nova Crab feed

February Weekend Rentals: Parents Night Out, Boutique & Craft Sale

March Weekend Rentals: Parents Night Out, Pure Courage



Staff Report

Item VII. E)

Date: April 27, 2016
TO: Members of the Parks, Beaches and Recreation Commission
FROM: Jim Lange, Supervisor
SUBJECT: SENIOR SERVICES UPDATE January – March 2016

Funding

Donations/Sponsorships:

- The “Giving Tree” program received \$1,057 between the months of January - March. This brings the total received this fiscal year to \$4,457.

Grants:

- Senior Services participated in the “Share of Love” Meals on Wheels of America (MOWA) program and received a \$750 grant based upon our efforts. This is a MOWA program sponsored by Subaru. Subaru is a great financial supporter of Meals on Wheels (MOW), and this monetary support filters directly down to us providers. MOW Coordinator Cooney completed the MOWA application and demonstrated great efforts to partner with Serramonte Subaru—but they elected to recognize the national brand of MOW vs. a local provider.
- Supervisor received the Standard Agreement with the California Department of Transportation to move forward with the Mini Bus Grant. We were awarded \$63,000 for the purchase of an 8 passenger, wheel chair assessable bus a year ago. This is the last step before the State Procurement purchases the bus (it will be approximately 6 more months before receiving the bus).
- Supervisor received a recommendation for 100% of grant funding request for the Community Development Block Grant (CDBG) by the Housing and Community Development Committee. The final phase of approval will be the San Mateo County Board of Supervisors approval slated for May 2016. The projects that the grant will be used for are the following: improvements to our bus loading area and East entrance of our Center as well as renovations to the public bathrooms near the dining room to make them safer and cleaner. CDBG grants usually fund 50% total cost. The senior trust account will provide the additional funds so there will be no general City funds utilized. A rough cost of \$60,000 is planned for the total project (30,000 from CDBG and \$30,000 from the senior trust account).
- Pacificans Care granted Senior Services \$1,000 for an audio projector for our dining room. We hope to install a state of the art system and screen for presentations during our Congregate Lunch program.

- Federal Older American Act was signed for reauthorization April 7, 2016. The impact to Pacifica programs is anticipated to ensure future funding for Congregate and Meals on Wheels programs. For fiscal year 2016/17 we hope to see a bump in our MOW programs due to the increase in OAA funding and our increased number of clients being served (We have had a 13% increase this year compared to prior years—which was a record year).
- Coordinator Cooney drafted a grant proposal for submission to Pacificans Care seeking \$15,000 for MOW. It was suggested that Senior Services include the original \$3,000 request for the Transportation program into the MOW grant due to the increase in clients served (46% increase from prior year).

Marketing

- Senior Services continues to build on the “Seniors Matter” logo and brand developed, by utilizing it in all collateral, online and social media materials.
- Pacifica Senior Services, a member of Meals on Wheels America, participated in the national “March for Meals” campaign to help raise awareness for the growing number of seniors facing hunger and isolation. Special thanks to PB&R Commissioner Michael Mau and to Pacifica Tribune Editor Horace Hinshaw and his wife Marian Hinshaw for assisting with MOW deliveries during “March for Meals.” We are extending the “Community Champions” component of this promotion into April to coincide with National Volunteer Recognition Week, proclaimed by Mayor Digre, from April 11 – 15.

Administration

- Coordinator Ann Cooney is working closely with entire Seniors Services team to implement a new program to manage all Seniors Services’ income and all confidential member and donor data. Coordinator Cooney brings a broad depth of software knowledge which is helping our Division be able to manage data in a more concise method. This will be of great value as we continue to pursue grant opportunities and manage our dedicated donors. The program will be piloted in the 4th quarter and officially launched on July 1, 2016.
- In March, Senior Services began using Drop Box to back up mission critical files and ensure secure, remote access to those files in the event of an emergency.
- Supervisor Lange and Coordinator Cooney are collaborating with Ken Fong of the Pacifica Police Department on bids to install an audio-visual system in the Community Center auditorium which would enable presentations to seniors and enhance youth programming. Special thanks to Pacificans Care for awarding Senior Services a “mini-grant” of \$1,000 toward installation of this system.
- Next quarter Coordinator Cooney will prepare the first annual stewardship report for the “Healthy Seniors, Health Pets” program, evaluating services provided and lessons learned thanks to the \$2,500 Banfield Charitable Trust/Meals on Wheels America grant.
- Supervisor Lange and Coordinator Cooney are preparing for the annual audit by our Area Agency on Aging monitor on May 17.
- Senior Services Staff is in the process of developing a Strategic Plan for Senior Services. Efforts include analyzing our mission and doing a SWOT analysis to help prepare efforts to obtain future goals. Efforts also include a staff workshop on teamwork and communication skills.

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

Meals on Wheels

- Food Services staff prepared and MOW volunteers delivered 4,411 meals during the third quarter bringing the total meals delivered year-to-date to 12,676.
- 18 new clients enrolled in MOW during the third quarter bringing the total number of unduplicated MOW clients to 140 for the year.

- In the third quarter, \$7,569.00 was collected in client contributions for MOW programs bringing year-to-date client contributions to \$20,201.
- The revamped MOW “Recap” program continues to boost client donations (“cost recovery”) with average monthly donations climbing to \$2,245 so far this fiscal year.

Transportation

- Seniors Services driver Jose Meza, supported by other staff as needed, provided 1,035 one-way trips to and from the Senior Center in the third quarter bringing the total number of these one-way trips to 3,303 for the year. An additional 39 one-way trips were provided to and from local shopping centers as well as 3 round-trips to medical appointments. This was accomplished even though the 20-passenger wheelchair lift-equipped bus was out-of-service from February 23 – March 14.
- Eight new clients joined the Senior Services transportation program in the third quarter bringing the total number of unduplicated transportation clients to 47 for the year.
- Supervisor Lange continues to work on expediting delivery of the new bus for which he secured 100% grant funding in 2015.
- Seniors enjoyed a special trip to the Sanchez Art Center on January 28 for refreshments and a private tour by Cindy Abbott, Executive Director. More local trips like this are being planned.
- All Senior Services transportation programs offer clients door-to-door service, a feature which truly distinguishes the program. It is worth noting that each one-way trip involves the driver getting in or out of a vehicle to support a client. That’s at least 1,000 ventures in and out of the bus or van this quarter.

Volunteers

- The MOW program continues to be very well served by 45 volunteers including those with standing weekly routes and substitutes. In the third quarter, long-time volunteers Stu and Evelyn Ramsey retired from Route 2 and David Melton stepped down from Route 3 into service as a substitute. We thank them for their exceptional service.
- In March alone, 32 routes were covered by substitute volunteers. MOW would simply not be possible without this committed support.
- We often talk about the MOW program as “more than a meal” in light of the wellness check provided by volunteers during each visit. This quarter a MOW volunteer ably assisted a client who had been on the floor of her apartment for 3 hours after a fall. Another pair arrived with their delivery as paramedics were also pulling up at the client’s home. Each week during the quarter volunteers made calls requiring staff follow-up with clients and their emergency contacts.
- A particular challenge faced by MOW volunteers is found in grieving the loss of clients with whom they’ve developed a rapport. This quarter two beloved clients, both on Route 2, passed away. Other clients experienced hospital stays or moved into skilled nursing facilities. Senior Services is especially grateful to our volunteers for their capacity to serve our seniors with such sensitivity and dedication.
- MOW volunteers have been submitting their updated CA driver’s license and vehicle insurance verifications to the Coordinator throughout the month of March.
- Senior Services is planning to conduct basic background checks on volunteers starting in FY16/17.
- Coordinator is drafting a new comprehensive MOW Volunteer Procedures Manual.
- The ladies of Epsilon Theta Master continue to provide holiday treats for MOW clients. They outdid themselves this quarter with hand-crafted New Year’s, Valentines, St. Patrick’s and Easter treats.

Special Events

- The 9th Annual “Night Out on the Town” held on February 24 was a fantastic success attended by 19 MOW clients and their guests. Most attendees rarely, if ever, leave home and one shared she had never been at a special event like “Night Out on the Town.” Special thanks is due again to employees of Calera Creek Water Recycling Plant; the City Manager’s and City Attorney’s offices;

- Finance; Fire; Parks, Beaches & Recreation; Planning and Police for their support for this event. Thanks, too, to event photographer Eleanor Kichuchi and professional portrait photographer Lynne Fried who donated their expert services to produce stunning keepsake photos of each client.

SENIOR SERVICES PROGRAMS (Submitted by Janis Haynes, Program Coordinator)

Intergenerational: Community Outreach / Support:

- The Pacifica's Mother's Club brought their little ones and passed out valentines to all the seniors.
- The Pop-Up Library bi-monthly visit includes: movies, books on tape and much more.
- Blood Pressure readings - monitoring health is held once a month.
- AARP Safety Drivers Course - helps seniors get a discount from most auto insurance companies.



Programs and Entertainers:

January activities: Acknowledged Martin Luther King Jr.

“Stepping On” was offered to us by the San Mateo County Fall Prevention Task Force. This was a free Fall Prevention Workshop to help reduce the risk of falling by up to 31% by the end of the seventh session. We accommodated 13 seniors. This course turned out to be very successful! They plan on coming back for follow up in May.

February activities: Chinese New Year's, Valentine's Day Celebration, and Presidents Day.

March activities: St. Patrick's Day and Easter Celebration

Pop-up - Our Librarians brought in Sandy Ashley & Alicia Allan to entertain the seniors with their ukulele, guitar and songs.

Other Entertainers that perform once a month:

- Scott Hill on guitar and vocals
- Kit & Gene guitar and vocal duo who sound like the Everly Brothers
- Pianist Doug Jones, a talented musician, who brings a special mood to our dining program
- D.J. Rey (a volunteer with a great Bose sound system) spins the best music ever!
- Maestro Lionel Sequeira performs for our Birthday Celebrations

Monthly Speakers:

- Tracy Dalton, RD, conducts an educational nutrition talk. She supplies hand-outs, samples and shopping tips. Tracy also does phone/home visits to MOW clients on an as needed basis.
- David Weigert is a volunteer for our Strength & Balance class. He also does a monthly talk during lunch that encourages seniors to keep moving by stretching and walking to stay strong which helps prevent falls.