



AGENDA

Parks, Beaches and Recreation Commission City of Pacifica

WEDNESDAY, JANUARY 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 November 16, 2016
- IV ADOPTION OF AGENDA**
- V SPECIAL PRESENTATION**
Poet Laurette – Camincha Benvenuto
Tracy Gilbert – Acting Child Care Supervisor
- 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**
- IX REPORTS, ANNOUNCEMENTS AND CORRESPONDANCE FROM COMMISSIONERS**
- X REPORTS FROM STAFF**
 - A) Director Perez
- XII ADJOURNMENT**

Next Study Session: TBD

Next Regular Meeting February 22, 2017

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

REGULAR MEETING – 7 PM

Wednesday, November 16, 2016
Pacifica Community Center
540 Crespi Dr.
Pacifica, CA 94044

CALL TO ORDER:

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

I PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Commissioner Cochran.

II ROLL CALL:

Commissioners Present: Cochran, Finnegan Martin, Murphy, Mau, Yakabe, and Bier (7:30)

Commissioners Absent: None

Commissioners Excused: Abbott

Staff Present: Director Michael Perez

III APPROVAL OF MINUTES:

Chair Mau called for a motion to approve the minutes of the 8/24/16 meeting. **Motion was made by Commissioner Finnegan Martin, seconded by Commissioner Cochran, motion carried 5-1-0 with Commissioner Murphy abstaining.**

IV ADOPTION OF THE AGENDA:

Chair Mau called for a motion adopting the order of the amended agenda.

Commissioner Murphy made a motion to adopt the agenda, seconded by Commissioner Yakabe, motion carried 6-0.

V SPECIAL PRESENTATIONS:

Poet Laurette Dorsetta Hale spoke to the commission about her time as Pacifica's Poet Laurette and shared a couple of poems she wrote.

VI ORAL COMMUNICATIONS:

None

VII ITEMS for CONSENT:

None

VIII ITEMS FOR CONSIDERATION:

Seniors Update

Supervisor Lange and MOW/Transportation Coordinator Ann Cooney updated the Commission on the various programs the city has in place for seniors in Pacifica.

Supervisor Lange informed the Commissioners of some upcoming senior programs which include:

- Pacifica Police Dept. donated \$15 Safeway Gift cards for each MOW Client
- Nick's annual Thanksgiving lunch for the Seniors
- Night Out on the Town Holiday basket fundraiser at the Chamber of Commerce Tree lighting event
- A SF holiday lighting Tour – Dec. 7th
- Gifts for all MOW clients provided by local Girl Scout troops
- Prime rib dinner for holiday congregate lunch

Guest speakers:

- Chris Rodriquez, Deputy Director of Aging & Adult services for the County – gave an overview of what his job entails. He also described the Elder & Adult protection team and spoke to the benefits of partnering with SF State Nursing intern program.
- Meals on Wheels (MOW) Volunteer Marilyn Richardson – Spoke about what is involved in being a MOW volunteer and the benefits received by both the client and the volunteers. These benefits include but are not limited to hot meals, wellness checks, socialization, and advice on dealing with any issues the clients may have.

Supervisor Lange took the Commission on a tour of the Community center so that they could see firsthand the improvements made during the recent construction that made the center more senior friendly. These improvements were made possible by a community block grant and matching donated (Giving Tree) funds.

Supervisor Lange answered questions from Commissioners:

Commissioner Bier: Asked where people could get wheelchairs and also about disposal of medication. Supervisor Lange told her that people should check with Senior staff regarding equipment loans. He also informed the commission that he is working on getting the center designated as a medication disposal site. This is very difficult due to the large liability involved.

Commissioner Cochran: Wanted to know what the average number of people the center services for congregate lunch. Supervisor Lange responded that they average 65 people and the average donation is around \$2.40/meal.

Commissioner Yakabe: Asked how long it usually takes for a typical MOW route and if there would be a chance for him to ride along. Supervisor Lange stated that it usually takes around an hour and that the center participates in the annual March for Meals campaign which allows for Commissioners, Councilmembers, and other community leaders to experience an MOW delivery day.

X REPORTS, ANNOUNCEMENTS AND CORRISPONDANCE FROM COMMISSIONERS:

Commissioner Bier: Reported that she attended the Portola Discovery Hike Presentation. The presenter showed a very old film about the Portola Discovery that was created by Grace McCarthy and her husband. She also applauded the work being done by the YAB's this year.

Commissioner Cochran: Reported that he is working with Director Perez on signage (especially surfing etiquette). He stated that the Pacifica State Beach is one of the busiest beaches for beginning surfers in the bay area & even nationwide. He is in the process of talking with the National Surfrider Foundation about verbiage on signs, and passed out examples.

Commissioner Murphy: None

Commissioner Finnegan Martin: Reported on the Poet Laureate selection process. She found it very interesting. She also let the Commission know the Pacifica Beach Coalition collected 35 lbs. of trash at the Sharp Beach Clean-Up. She reported that people come from all over to help clean our beaches.

Commissioner Yakabe: Visited Palmetto Ave. and asked businesses about the upcoming streetscape. He stated that businesses he talked to would like to hear more about what is happening to move forward.

Chair Mau: Gave "premature" congratulations to Commissioner Finnegan Martin on her election to Pacifica City Council.

XI REPORTS FROM STAFF:

Director Perez announced that the Winter Play Brochure will be mailed the first week of Dec. and that registration begins on Dec. 12.

Director Perez reported that the Poet Laureate selection committee met and he will keep the Commission posted on the process. He also thanked Commissioners Finnegan Martin and Abbott for their participation.

The Director stated that at the Portola group meeting Jim Sullivan (Open Space Chair) stated that he was looking at a supposed actual route of Portola versus the trail that we have at the present time.

The Director announced that longtime Child Care Site Coordinator Colleen Wright will be retiring at the end of the year after working for the city for 30 years. The city has approved an over-hire policy, and Cynthia Ussery will fill the coordinator vacancy prior to Colleen's retirement to take advantage of Colleen's expertise. Natasha Stoner has been promoted to lead teacher to fill the vacancy left by Cynthia.

Director Perez met with Greg Cochran and Stephanie Phelps regarding etiquette signage at the beach. Stephanie is going to speak with some national surf organizations to see if there is a way to fast track signs through the coastal commission.

Director Perez ended by thanking Commissioner Finnegan Martin for her service on the Commission.

NEXT STUDY SESSION:

NEXT MEETING:

Regular Meeting – 1/25/17

XIII ADJOURNMENT:

Chair Mau asked for a motion to adjourn the meeting. **Commissioner Bier made the motion to adjourn, seconded by Commissioner Cochran. The motion passed 6-0** and the meeting adjourned at 8:35 PM.

Respectfully submitted,
Beth Phipps
Recreation Specialist

Parks, Beaches & Recreation Commission
Michael Mau, Chair



Staff Report

Item VIII. A) January 25, 2017

To: Members of the Parks, Beaches and Recreation Commission

From: Michael Perez, Director

Subject: Administrative Update

As 2016 has come to an end and 2017 has begun, I would like to wish the Commission a very Happy New Year and thank you for your support of our department programs, events and activities. It is very much appreciated.

On the pages that follow you will find our “end-of-year” quarterly reports, representing the final three months of programs and activities of 2017. I want to thank and recognize PB&R staff and volunteers for all they have done to help make our department successful.

We are very excited about our upcoming programs, activities and events. Spring and summer plans for 2017 are currently underway as we approach February.

New Events Coming Up

Our Recreation Division has implemented two new events this month – the Princess Dance and the Spelling Bee. We are hoping that these events will become part of our regularly scheduled special events and are looking forward to reporting on their outcome next quarter.

Budget

Currently staff is analyzing mid-year budget numbers and what our department’s status is at this point in the fiscal year. We’ll be looking at revenue and expenditures to determine whether there needs to be adjustment to budgeted numbers. The City’s mid-year budget update is scheduled as a City Council agenda item on February 27th. Soon after this process, staff will begin working on the 16-17 budget.

Priority Based Budgeting will be part of the City’s budgeting process this year. Staff finished up the program inventory in early January. The next step will be cost allocation, followed by a program scorecard. From the Center for Priority Based Budgeting’s website:

“This creative and innovative process, developed by the Center for Priority Based Budgeting (CPBB), enables communities to reassess their priorities in order to make sound, long-term funding decisions. Establishing a mission-driven organization solidifies **CPBB**’s focus on being a trusted advisor and a dependable, objective resource, assisting local government leaders who are seeking service excellence, transparency to their stakeholders and a strong desire to achieve the Results that are important to their community.”

A presentation to the City Council by the Center for Priority Based Budgeting is scheduled for the February 27, 2017.

Staffing Update

Our longtime Site Coordinator at Vallemar, Colleen Wright, retired at the end of December 2016 after 30 distinguished years with the City. Colleen opened up Vallemar in 1988 and she has been the only site coordinator at Vallemar since its opening. Over the years, she has contributed to the care, safety and education of so many of Pacifica's children. On behalf of the department we thank her for her service and wish her all the best in her future endeavors.

Longtime Lead Teacher Cynthia Ussery was promoted to fill the Site Coordinator vacancy left by Colleen. Cynthia has been a longtime Full-Time Teacher III (Lead) who has worked in the Child Care program for over twenty years, and has temporarily filled Site Coordinator positions for over 20 months in the past 3 years.

We filled Cynthia's position with Natashua Stoner, a longtime (10 years, part-time) Associate Teacher. She was our top candidate on the Full-Time Teacher II eligibility list.

Child Care/Recreation Supervisor Scott Leslie accepted a promotional opportunity with the City of San Mateo's Parks and Recreation Department last month. Scott has done incredible work in the City of Pacifica since he was hired as a Coordinator in March of 2000 and then promoted to Supervisor in 2003.

Scott has been a part of so many of our department programs and events. In particular, he was responsible for shepherding our Child Care program through some extremely tough financial times. His positive impact on our department will be felt for a long time.

Tracy Gilbert has been appointed to the position of Acting Child Care Supervisor. Tracy has worked for the City since January of 2007, starting as a Site Coordinator in our Child Care division, followed by her promotion to Assistant Supervisor in October of 2008.

We have also appointed Beth Phipps to the position of Acting Recreation Supervisor. Beth started working for the City in 2000 as part of our Aquatics staff and was promoted to Recreation Specialist in 2013.

Both Tracy and Beth have a wealth of experience in their respective areas as well as great knowledge of our department. Along with Senior Services Supervisor Jim Lange, I am looking forward to working with them both in their new interim positions as our department works through this transitional period.

Poet Laureate

Tonight the Commission will be introduced to our Poet Laureate, Camincha Benevenuto. Camincha begins her three-year term this month. She will also be attending the February 13th upcoming Council meeting, with Chair Mau providing the introduction.

PLAY Brochure and Registration

Staff is currently working on the Spring/Summer edition of our PLAY brochure. We are planning on sending it to the printer in mid-February. It will be mailed out the week of March 6th with registration beginning on March 13th.

Annual Report to Council

April is the month that the PB&R Commission is scheduled to give an annual report presentation to Council. Since reports have been required, the Commission has formed a subcommittee, usually consisting of the Chair, another one or two commissioners and the Director, to put together the presentation. In the past, information to be included in the report was discussed at regular Commission meetings, and input was given to the subcommittee. This item will come before the Commission at the February meeting for further discussion and action.

Upcoming events

- Movie Night at the Community Center - February 17th
- MOW night on the Town February 22nd
- Volunteer Dinner at the Community Center - April 12th
- Spring Egg Hunts - April 14th and 15th
- Junior Olympics - April 19th, May 3rd and 6th



Staff Report



Item VIII. B) January 25, 2017

To: Members of the Parks, Beaches and Recreation Commission

From: Beth Phipps, Acting Recreation Supervisor
Anthony Schriver, Recreation Coordinator

SUBJECT: AQUATICS UPDATE October- December 2016

Water Polo

Our Pacifica Fog Water Polo program is in its fifth year and is doing well. The team continues to compete around the Bay Area in various tournaments representing Pacifica. Their practice times are Sunday mornings 8:30 to 10:30AM and Thursday nights from 8-10 PM. The program is drop-in with a cost of \$6. You must be 18 years of age or older to participate. On an average we have between 18 and 22 players per practice.

Training

The aquatics division ran CPR/AED and First Aid classes to the public.

- 6 people from the public attended First Aid & CPR/AED training and successfully passed.

Pacifica Sea Lions Swim Team

The Pacifica Sea Lions have been very busy and the swimmers are doing well at competitions. We presently have 92 swimmers in the competitive group and 108 in the pre-competitive group for a total of 200 swimmers. In October the team competed in two meets, in November they competed in one meet, and in December two meets.

Swim Lessons

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



2016 Fall Swim Lessons – Monday, Tuesday, Wednesday, Thursday & Saturday

	Little Bobbers	Tiny Tots	Children	Adults	Semi-Private	Private
Mon. PM	8	5	n/a	6	2	n/a
Tues. PM	n/a	n/a	43	n/a	9	2
Wed. PM	8	7	23	n/a	16	n/a
Thurs. PM	n/a	n/a	n/a	n/a	n/a	n/a
Sat. AM	8	8	36	5	10	2
Mon/Wed PM	8	7	9	n/a	2	n/a
Tues/Thurs PM	n/a	n/a	48	n/a	8	2

	Little Bobbers	Tiny Tots	Children	Adults	Semi-Private	Private
Total 2016	32	27	159	11	47	6
Total 2015	31	28	157	11	60	7
Total 2014	25	30	144	9	53	6
Total 2013	27	30	131	9	66	8
Total 2012	23	28	174	10	66	8
Total 2011	28	32	165	6	69	8

Water Zumba

2016	24	9/14-10/12
	18	10/19-11/16
	14	11/23-12/21
2015	19	9/23-10/14
	18	10/21-11/18
2014	29	9/10-10/8
	24	10/22-11/19
2013	28	9/4-10/2
	17	10/9-11/6
2012	Canceled	9/5-11/7
	14	11/28-1/16
2011	20	10/5-11/9
	9	11/16-12/14

Life Guarding Class

2016	6
2015	11
2014	13
2013	12
2012	9
2011	0

Oceana Pool Rental: October - December 2016

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	Swim Meet Hours
October	5	4	0
November	3	3	24
December	3	2	25

Swim Team

Membership	2016	2015	2014	2013	2012	2011	2010
Sea Lions - \$72/month	92	100	92	93	122	89	89
Pre-Comp - \$62/month	108	78	104	71	70	75	n/a

Lap swimming/practice times

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

There is a 4-day free trial for the Sea Lions Swim Team.

Daytime Drop-In Program Times

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

	October 2016	November 2016	December 2016
Senior Lap Swim	216	202	152
Adult Lap Swim	489	366	267
All Access Members	342	232	240
	October 2015	November 2015	December 2015
Senior Lap Swim	246	220	185
Adult Lap Swim	412	340	345
All Access Members	336	240	247
	October 2014	November 2014	December 2014
Senior Lap Swim	231	213	199
Adult Lap Swim	408	323	319
All Access Members	395	284	231
	October 2013	November 2013	December 2013
Senior Lap Swim	157	133	126
Adult Lap Swim	454	360	323
All Access Members	339	283	243

	October 2012	November 2012	December 2012
Senior Lap Swim	126	132	128
Adult Lap Swim	368	343	399
All Access Members	323	294	287
	October 2011	November 2011	December 2011
Senior Lap Swim	108	113	191
Adult Lap Swim	304	358	406
All Access Members	352	336	322

Daytime Aquatics Programs Monthly Participation Totals

	October 2016	November 2016	December 2016
Senior Aqua X	389	324	259
Senior Lap Swim	402	343	345
Adult Aqua X	52	58	65
Adult Lap Swim	489	422	480
All Access Members	176	113	110

	October 2015	November 2015	December 2015
Senior Aqua X	415	317	246
Senior Lap Swim	390	396	389
Adult Aqua X	65	68	53
Adult Lap Swim	471	390	440
All Access Members	168	130	132

	October 2014	November 2014	December 2014
Senior Aqua X	425	313	294
Senior Lap Swim	451	421	409
Adult Aqua X	70	71	56
Adult Lap Swim	483	362	403
All Access Members	129	100	129

	October 2013	November 2013	December 2013
Senior Aqua X	248	184	193
Senior Lap Swim	284	279	314
Adult Aqua X	80	62	46
Adult Lap Swim	467	385	448
All Access Members	184	137	142

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

	October 2012	November 2012	December 2012
Senior Aqua X	343	299	178
Senior Lap Swim	308	290	298
Adult Aqua X	76	88	83
Adult Lap Swim	498	402	418
All Access Members	207	212	170

	October 2011	November 2011	December 2011
Senior Aqua X	200	133	150
Senior Lap Swim	214	172	233
Adult Aqua X	70	53	78
Adult Lap Swim	392	328	480
All Access Members	188	183	212

Recreation Swim October 2016

<u>Day/Time</u>	<u>Total Meetings</u>	<u>Attendance</u>	<u>Avg. Per Meeting</u>
Monday 7-9 PM	4	148	37
Wed 7:30-9 PM	4	98	25
Friday 7-9 PM	5	348	70
Saturday 1-3 PM	5	340	68
Sunday 1-3 PM	5	380	76
216	23	1314	47
2015	21	1002	48
2014	21	946	45
2013	21	917	44
2012	21	910	43
2011	22	855	39
2010	19	1423	75

Recreation Swim November 2016

<u>Day/Time</u>	<u>Total Meetings</u>	<u>Attendance</u>	<u>Avg. Per Meeting</u>
Monday 7-9 PM	4	182	45
Wed 7:30-9 PM	5	148	30
Friday 7-9 PM	3	156	52
Saturday 1-3 PM	3	272	90
Sunday 1-3 PM	3	276	92
2016	24	1034	30
2015	19	883	46
2014	18	821	46
2013	18	737	41
2012	20	1036	52
2011	20	759	38
2010	16	977	61

Recreation Swim December 2015

<u>Day/Time</u>	<u>Total Meetings</u>	<u>Attendance</u>	<u>Avg. Per Meeting</u>
Monday 7-9 PM	4	180	45
Wed 7:30-9 PM	5	120	24
Friday 7-9 PM	5	240	48
Saturday 1-3 PM	2	124	62
Sunday 1-3 PM	2	154	77
2016	18	818	45
2015	20	564	28
2014	20	520	26
2013	18	614	34
2012	21	801	38
2011	19	668	35
2010	14	779	56

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

Pool will be closed on:

January 1 - New Years
 January 14 & 15 - Swim Meet
 January 16 - Martin Luther King Day
 February 20 - President's Day
 March 18 & 19 - Swim Meet
 April 9 - Swim Meet
 April 16 Easter



Staff Report

Item VIII. C) January 25, 2017

To: Members of the Parks, Beaches and Recreation Commission

From: Tracy Gilbert, Child Care Services Interim Supervisor

SUBJECT: CHILD CARE PROGRAM UPDATE October – December

Program Update

The Pacifica Child Care program currently has a total of 309 children enrolled:

- 36 preschoolers
- 273 school-aged children

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

During the wet month of December the children had to spend a great deal of time inside the classroom. Staff worked very hard to offer new and interesting indoor games, crafts and activities. Anytime the weather was nice enough to go outside staff made sure that the children got a chance to run around and burn off some excess energy.

Child Care Holiday Celebrations

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

The Child Care staff continued the tradition of coordinating the craft section of the Holiday Extravaganza. After the families finished putting together their gingerbread houses they had the option of making crafts in the Community Center Preschool Room. There were four easy activities including making beaded wreaths, snowflake ornaments, pinecone ornaments or gift tags. The event ran from 11-2pm on Saturday, December 3rd, and was attended by many families.



See's Candy Fundraiser

This year over \$1,200 was raised through holiday candy sales. The funds will be used to help pay for trips to the La Petite Playhouse and to the Children's Discovery Museum.

Recent Child Care Staffing Changes

In December, Colleen Wright retired from the City of Pacifica's Child Care Division. As a result, Greta Hayes, long term site coordinator at Cabrillo has moved to the Vallemar site. Lisa Menconi, site coordinator at Sunset Ridge has moved to the Cabrillo site. Cynthia Ussery, long term lead teacher was promoted to the position of site coordinator at the Sunset Ridge site.



Staff Report

Item VII. E) January 25, 2017
TO: Members of the Parks, Beaches and Recreation Commission
FROM: Jim Lange, Supervisor
SUBJECT: SENIOR SERVICES UPDATE October – December 2016

Funding

Donations/Sponsorships:

- The “Giving Tree” program received \$8,865 between the months of October - December. Fiscal YTD total is \$9,965
- Pacifica Police carried out their tradition of “Folks in Blue—turkey too”. This is a tradition where they collect money within their department to purchase Safeway gift cards. Gift cards of \$15 value were issued to 72 of our Meals on Wheels clients (\$1,080).
- The Guest Family continued their tradition of providing a bountiful Thanksgiving feast for our seniors at Nick’s Restaurant on November 22nd.
- Several donors contributed to our Meals on Wheels clients and Congregate clients during the holiday season.
- The annual “Night out on the Town” auction was a huge success. This year was the highest dollars raised for this special event-- \$3,000.
 - City of Pacifica Departments employees:
 - Police
 - Planning
 - City Hall
 - Pacifica Fire Association
 - Parks, Beaches and Recreation
 - Senior Services Division of PB&R
 - Pacifica Community Groups / Businesses:
 - North Coast County Water District employees
 - Pacificans Care
 - Direct Mortgage Funding
 - SIA Rummage Sale Volunteers
 - Individuals & Families
 - Ginny & Robin Jaquith
 - Eleanor Kikuchi
 - Pat Lancaster
 - Barbara Paquette & David Canada
 - Jackie Samoluk

Grants:

- 2016/17 CDBG Restroom and East Entrance enhancement grant work was completed.
- The small bus will be ordered in January 2017 and received approximately August 2017. This is our long-awaited grant that we applied for in November 2014. We were awarded 100% of the cost of this vehicle (\$63,000).

Administration

- Request for Proposals (RFP's) 2017-2021 for Older American Act Funding are underway. They are due February 10th and providers will be selected by April. The RFP's are for Transportation, Congregate Nutrition and Meals on Wheels programs. The RFP's are for four years and it is an early estimate of approximately \$180,000 - \$200,000 per year.
- We completed our continued resolution for Older American Act funds (July 1, 2016-September 30, 2016). Our 2016/17 agreement is for \$191,605 is to help support our Transportation, Congregate and Meals on Wheels programs. These funds are less than anticipated, but Supervisor plans to apply for one-time-only to support the above programs due to underfunding units of anticipated service.
- Exceed Beyond is now live (100% financials are being inputted and volunteers soon to come). This is the software Senior Services adopted through the leadership of MOW/Transportation Coordinator, Ann Cooney. Ann has programed, made reports and trained staff with the software. She also worked through our software customization with Telosa (software company). The company is setting us up to meet our needs. We expect to gain much efficiency through this software.

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 a total of 4,259 meals during the second quarter of FY1617: 4,205 to HDM clients (age 60+) and 54 to SHDM clients (below the age of 60).
- A total of 8,969 meals have been prepared and delivered so far this fiscal year, which is an increase of 633 meals (8%) over the same period last year.
- 13 new clients joined Pacifica's MOW programs in the second quarter, bringing the total number of unduplicated clients to 114 this year. We had served 119 clients by this point last year.
- Client donations continue to outpace prior years, thanks in large part to the monthly "Recap" communication initiated last year. MOW clients contributed \$6,731 to the program in the second quarter with \$14,650.50 contributed year-to-date. \$12,632.02 was contributed by clients by this time last year.
- While we are always recruiting, the MOW program is currently well served by 46 volunteers including 26 with standing weekly routes and 20 substitutes. 3 new volunteers joined their ranks this quarter.
- While MOW volunteers are just one among a number of vital volunteer groups serving Senior Services, the nature of their work requires ongoing training in order to comply with Older American Act (OOA) guidelines and to foster the skills and temperament required to confidentially serve a vulnerable population. In addition to the in-services and recognition event planned each year, we are instituting quarterly meetings for MOW volunteers so we can cover all trainings, address questions and offer volunteers opportunities to share stories and best practices with one another. Additionally, we are in the process of enhancing the Senior Services' volunteer website page to include more information on volunteer opportunities and resources including easy access to our complete volunteer handbook.

- In September, Pacifica and SFSU Lecturer Lisa Marlowe and six SFSU School of Nursing students joined the Pacifica Meals on Wheels team. Following a comprehensive orientation, the students delivered meals, provided blood pressure screenings and wellness checks and conducted client assessments during scheduled home visits. Their contributions were outstanding, particularly their observations on clients issues with prescription medication and the health risks of isolation, loneliness and depression. We are thrilled to share that 16 SFSU School of Nursing students will join Pacifica Meals on Wheels during the Spring semester.
- Volunteer Diane Saunders-Sui continues to organize our grant-funded “Healthy Pets, Healthy Seniors” program, which provides pet food, supplies and some services to the pets of active Pacifica Meals on Wheels clients. The program currently serves 5 clients.
- Staff, volunteers and clients are committed to being good stewards of the public and private resources dedicated to Meals on Wheels. Given the significant growth of Pacifica’s Meals on Wheels program, we would like to underscore that this growth continues to be accompanied by vigilant adherence to Older American Act (OOA) and City of Pacifica program eligibility guidelines. Quarterly assessments by staff and volunteers and daily feedback from volunteers inform our determinations regarding client eligibility. When clients are deemed ineligible, every effort is made to provide information and referral to helpful programs to which the client is eligible or entitled.



Marketing, Communication, Special Events, Fund Development

- We would like to thank all of the individuals, families and organizations that offered special support to Meals on Wheels' clients over the holidays including: the Pacifica Police Department; the women of Epsilon Theta Master, members of Novelles Developmental Services (Ogden), the Coastside Social & Service Group and Girl Scout Troop #62307.
- Special acknowledgement is due to City of Pacifica employees who, by department, provided incredible gift baskets for the "Night Out on the Town" silent auction that began during the Rockaway Tree Lighting in December. In particular, thanks go out to the City Manager's and City Attorney's offices; Finance; Pacifica Fire Fighters; Parks, Beaches & Recreation, Planning and Police. North Coast County Water District employees, Seniors in Action members, Pacificans Care, Christine Stahl, Direct Mortgage Funding, Darlene Gonzalez, Brady Air Conditioning, Ginny & Robin Jaquith, Carol Fregly and Diane Saunders-Sui also offered tremendous support. A record \$3,000 was raised for a "Night Out on the Town," which will be held for Meals on Wheels clients on Wednesday, February 22nd from 4 pm – 6 pm at the Community Center.
- Our City of Pacifica colleagues in Finance and MIS provided extra technical assistance that enabled Senior Services to establish a PayPal account and, for the first time, conduct the silent auction online over a 5-day period. We are confident that their assistance contributed to the auction's record success. And, it enables us to pilot new contributed revenue programs moving forward.
- As we prepare for a "Night Out on the Town," we are also preparing grant proposals for Area Agency on Aging, Pacificans Care and Meals on Wheels America. Pacificans Care continues to be a major donor to Meals on Wheels and also enabled the installation of the new audio-visual system which is getting heavy use in the Community Center auditorium.
- We are also preparing for Meals on Wheels America's 12th annual "March for Meals" campaign, including its "Community Champions Week" which will be celebrated between Monday, March 20 and Friday, March 24. During this time, we invite local, state and federal officials, local celebrities and other prominent community figures to deliver meals, speak out for seniors and raise awareness for the power of Meals on Wheels. Many thanks to Councilmember Sue Digre, City Manager Lorie Tinfow, Commissioner Michael Mau and Pacifica Tribune Editor Horace Hinshaw for providing leadership to last year's campaign.

Transportation

- Jose Meza, Senior Services Class B licensed bus driver, provided 1,398 one-way trips to and from the Senior Center and on local shopping trips in the second quarter, 272 more than the same period last year. These are door-to-door trips, not curb-to-curb, during which Jose is in and out of the bus safely assisting clients.
- 9 new clients joined the senior transportation program in the second quarter, bringing the total number of unduplicated clients in this program to 43. 39 unduplicated clients had been served by this point last year.
- While requests for transportation to medical appointments are consistent, only 1 was provided this quarter. We are limited to offering this service between 10:30 am – 12:30 pm and with 48-hours notice which is too narrow a window for many callers.
- Back-up Senior Services driver (and full-time Pacifica School District employee), Colin de Souza, shuttled 16 seniors on our annual "Holiday Lights of San Francisco" trip on December 7. It was a truly remarkable evening with views of the City from Treasure Island followed by the scenery along the Embarcadero and around Union Square.

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

Intergenerational: Community Outreach / Support

- The annual Senior Spaghetti Feed & Silent Auction brought in over \$7000 and approx. 200 people attended. The Boys & Girl Scouts of America were the servers at this event, which everyone loved! Italian sodas & handmade spaghetti bibs were sold along with Raffle tickets and Silent Auction; all making this event a successful one. Special thanks to all the volunteers who helped us out.
- Ocean Shore School's 3rd grade class, led by Marilyn Wells, gave the best Holiday Concert! The kids were dressed for the holiday and they loved every minute of it. They even had one of the kids dressed up like Santa Claus. They all received the greatest applause and candy canes for such a great job.
- Senior Holiday Gift Giving by Del & Roni Sanford & Jody Garcia- they handed out Christmas gifts to approx. 60 seniors this day. The Gift of Giving is what these people are all about! They love the seniors.
- *Pop-Up Library* comes every other Tuesday each month. Circulation supervisor, Paula Teixeira, encourages the seniors to check out books, DVD movies, books on tape, and she even has a kindle. They can provide a library card to new comers and continue to include the seniors in their community contests.
- AARP Drivers Safety Courses continue as a Community Out Reach which helps seniors save money on auto insurance.

Events executed: Programs and Special Event Entertainment:

October

- **Oktoberfest**-with a true accordionist, Simon Schtauber, from San Francisco set the mood. Beer (nonalcoholic) & pretzels all around made it like you were really in Germany at a Fest.
- This year was our first **Pre-Holiday Craft & Vendor Sale**; we made over \$1200 a big difference from the Indoor Rummage Sales. We made more in this one day event than the 3 to 4 Giant Indoor Rummage Sales. This event was a trial to see how it would go. I would like to continue this event so it will become an established event for all crafters and vendors.
- Intro to **APPLE Workshop** w/ Judy Mason-this workshop was successes so Judy will be staying on to teach an Apple i-pad/i-phone Class on Thursday's. This is exciting news for all the Apple people.
- 83 attended the **Halloween Party & Show** along with a candy guessing game, costume contest which Judy Ingram won 1st place with her Bettys Ross costume, too cute!

November

- **Veterans Day**-We had approx 15 Veterans here that received a fresh flower corsage. Army Chaplin Don Nelson from the American Legion & Veterans of Foreign War said a prayer for all the men and women who are currently serving also a reminder from the wars past. A salute and a Pledge of Allegiance to the Flag finishing up with singing "God Bless America" made the truest meaning of what this day is all about.
- **Central Coast Energy Service** representative Liz Moreno, Marketing and Outreach Manger, came to sign up low income people for a credit on their PG& E bill. She will be working without Information & Referral Coordinator Karen Parque for future references.
- **Thanksgiving Dinner** was served buffet style and we served 100 people. We had the new big screen showing a burning fireplace that was in awe of the crowd. All staff from the kitchen, Supervisor, Jim Lange and even PB&R Director, Michael Perez stopped by to help serve from the buffet of delicious food that everyone raved about it for days.

- **Nicks Holiday Luncheon**-Cindy the Hostess from Nicks set the room for 122. We had 115 seniors plus staff: Karen, Janis, Jose. Jim came late due to non-coverage at the Center. Ann had to deliver MOW this day because her volunteers attended the luncheon. Five dollars each was collected from the seniors wanting to attend. They signed the Thank You cards reassuring a seat at the table. \$80 went to Chuck Gust for cigars; \$169 went for 3 bouquets of flowers for Mrs. Loraine Gust, Granddaughter, Lena Gust and Cindy the Hostess. Cindy had the day off so Ryan covered for her. The staff was very appreciative as well receiving the \$326 for tips. Everyone left with full tummies and some "to go's". Chuck Gust and family always put on the Ritz making any holiday the best ever!
- **Rotary Club of Pacifica** came by to visit the seniors. President, Wendy Santiago, brought along Ginny Jaquith, Ruth amber, Jack & Barbara Hug, Carl Schwab, Jerry Trecroci, Linda Jonas, Patrick & Marilyn St. Germain-Hall and Dennis Burke. It seemed that they enjoyed themselves more than the seniors and said they'd like to come back for another visit.

December

- A 55 passengers Bus took us to **Graton Casino** on December 6. This event was very successful making a profit of over \$300. We will be looking for a new assistant for Linda Giorgi as Marge Ryan had to step down due to physical concerns, possibly Lucky McGowan. We will continue to work with volunteers and support their needs.
- **Wise & Well Talk** with Janel Jurosky, RN, MSN, Wise and Well Heart Smart Program Coordinator, from Mills-Peninsula Health Services-Senior Focus came to speak to the seniors encouraging them to take advantage of this FREE program. January 4 will be the kick-off of 2017 and will continue through the year. Plus once a year they will have an Annual Health Screening that is valued at over \$300.
- We served and entertained 85 seniors for our **Christmas Luncheon & Holiday Entertainment** w/Raul's Revue. The Prime Rib stole the show! It was delicious! Again we used the big screen to plug in snow falling outside our windows via U-Tube putting everyone in the spirit of this wonderful holiday.
- At our **New Year's Party** we had 78 in attendance. Two students from JUNIPRO SERRA High school in San Mateo came and played some nice jazz for the seniors. Their parents came as well as a retired teacher that was our liaison. Birthday cake was a plus which was provided by a Japanese lady who just turned 97 this month. New Year's Hats & leis, Sparkling cider, poppers and noise makers along with everybody singing Old Lang Syne after the count down to 12 noon celebrated the coming of 2017. It was a fun party.

Other Entertainers that perform once a month:

- Scott Hill on guitar and song
- Eugene Gibson Jr., plays his guitar and encourages sing-a-longs during our lunch program.
- Pianist Doug Jones, a talented musician/pianist, brings an uplifting mood to our dining program
- D.J. Rey is a volunteer that has a great Bose sound system and spins the best music ever!
- Maestro Lionel Sequeira plays our baby grand for our Birthday Celebrations

Monthly speakers:

- Blood Pressure readings are taken monthly and are used as a monitoring tool for our seniors.
- Tracy Dalton, RD, conducts monthly nutrition talks. She brings food samples and shopping tips that align with the topic she is speaking about. Tracy also does phone/home visits to MOW clients on an as needed basis.
- Jayah Faye Paley is the new volunteer for our Strength & Balance spot during our congregate lunch (once a month). She will teach the seniors some safe stretches and good walking habits to prevent falls. She encourages the seniors to practice on a daily basis.

Coming up:

January:

- Wise & Well Heart Smart Program
- Rummage Sales will start again for the year
- Martin Luther King Jr Day
- Chinese New Year's this being the year of the Rooster

February:

- Wise & Well Heart Smart Program
- Valentine's Day
- Presidents Day
- Mardi Gras/Fat Tuesday

March:

- Annual Wellness Screening
- St. Patrick's Day
- Spring Concert

Extra Notes:

- From October 1-December 31 we had 3,036 seniors attending our classes here at the Center.
- Gift Shop - starting Dec. 1st we took the receipt book out and replaced it with a new record keeping system using the same as the front desk. This will be a weekly record of sales and vendor #'s to be deposited at the end of the week. I will write up a procedure for the gift shop attendants and meet with the Gift Shop Manager when she returns from her leave.
- I'm in communication with two new contacts for entertainment with children. The Spindrift Parents Group & Angie's Dance Studio. Will be looking forward to having these children perform for the seniors this coming year.

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

- Shopping Assistance Senior Homebound (SASH) program is currently serving 6. We currently have two volunteers who have been busy shopping. We are looking for More Shopping Assistants.
- The medical loan closet handed out 24 pieces of equipment to our seniors between October - December. Canes, walkers, shower chairs, and wheel chairs.

COMMUNITY OUTREACH

- Pacifica Library staff, Paula Teixeira, and other library staff members have faithfully been at the center. The "Pop up Library" program brings library materials during our congregate lunch every other Tuesday. Seniors have the opportunity to check out books, CD's & books on tape.
- Pacifica Senior Services participated in the annual Seniors on the Move Conference in November. This year theme was "THE GOOD LIFE". We brought 20 seniors from the Center to the San Mateo County Convention Center to enjoy the speakers, entertainers, information fair and lunch. I&R Coordinator managed an information table in the fair to promote our services. Congress woman Jackie Speier and Assembly Speaker Kevin Mullin spoke on senior issues pertaining to medical, housing, and fraud. Senior attendees received a bag of fresh produce as a departure gift.

I&R ENQUIRIES IN PERSON OR BY PHONE

- Haircuts – 16 Appointments
- Podiatry - 65 Appointments
- Housing – 10 calls
- Caregivers – 4 calls

The holiday season it is often a sad time for our seniors. We try to keep them entertained and promote socialization during the season. In December one of our seniors passed away which reinforced to staff that our mission is the right one. He started coming to our Center in 2014 under his Niece's direction. She introduced us to him as one that cannot read, very introverted and explained he had a pretty rough life. The first two weeks at the center he made no friends. Staff welcomed him and made several introductions. During our Valentine's Day lunch celebration we crown a king/queen and Staff felt he was the choice for king and crowned him--he was so excited and turned really red. From that time on he started talking to more of the lunch participants and found a whole table full of "new friends". He came faithfully every day riding our bus. Upon his passing his Niece came by to thank the Pacifica Senior Services. She said she can't express her thanks for the wonderful friendship and care we gave her uncle over the years. He had treasured his days at the senior center. He regularly came home with stories of his friends and (food)—"Thank you from the bottom of our hearts for giving him a wonderful life".

- We have placed a fraud board up in the senior lounge and it's still going strong. Before the board none of the seniors would talk about fraud now I can't keep them out of my office. They want to tell me and each other about everything they have experienced.

Special Trips

Holiday light extravaganza 20 seniors went out and enjoyed the lights of the bay bridge, the Embarcadero, and Treasure Island. This is one of the senior's favorite trips.



Staff Report



Item VIII. D) January 25, 2017

TO: Members of the Parks, Beaches and Recreation Commission

FROM: Michael Moran, Recreation Coordinator

SUBJECT: YOUTH & TEENS RECREATION, SPECIAL EVENTS and COMMUNITY CENTER RENTALS
UPDATE October – December 2016

Youth & Teens

Cabrillo After-School Program

The Cabrillo After-school Program is open Monday, Tuesday, Thursday and Friday from 3:00-5:30 pm and Wednesday and minimum days 1:45-4:15 pm. The activities and trips planned by the Recreation staff are geared to allow the participants to express their sense of self and remain physically and emotionally energized. The program has been working with the school to help reinforce positive personal choices.

With the above goals in mind, staff added some new ways to create a stronger atmosphere for youth to bond with each other and to express themselves. These include a new monthly calendar of activities, off-site walking field trips, the addition of a Wii 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.

There are currently 24 students enrolled. The second session registration opened on December 12th and the program started on Tuesday, January 2nd. This is the first time we have offered a split-year program which will give participants a chance to sign up for the entire year, the first half of the second half. Staff has been promoting this to the school and hopes to get some new sign-ups for the session starting this month.

J-Teen Dances

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



Future Dance Dates

Dance Theme:

Friday, February 3	City of Love
Friday, March 10	March Madness
Friday, April 7	Let it Rain!
Friday, May 12	Spring Fling
Friday, June 2	June Jiggling

Youth Advisory Board

The Youth Advisory Board (YAB) has fifteen high school age youth who currently sit on the board. This year, the board's goal is to be a visible fixture in the community. They have volunteered at J-Teen dances, the High School Fair, the Halloween Spooktacular, and most recently the Holiday Lighting and Santa's Workshop. The YABs are currently working on several new projects including the 1st Annual Spelling Bee, 4th Annual Movie Night, and the 1st Annual Art Show.

December was also busy with YABs preparing for the Youth for the Environment and Sustainability (YES) Conference. The Pacifica YAB has been selected as a presenter for the 2017 Conference which will be held on Saturday, February 25th.

Special Events

2016 Halloween Spooktacular



In October, the Parks, Beaches and Recreation Department sponsored the 13th annual Halloween Spooktacular – a Haunted House and Family Carnival at the Community Center. More than 450 people came through the haunted house portion and participated in the carnival with games, snacks and prizes located in the auditorium.

The Haunted House was set up in various rooms and areas of the Community Center by staff and volunteers. There were also several LITEs (Leaders In Training Education) and YABs (Youth Advisory Board) who volunteered to help with the event. Local organizations and families that participated

by "adopting" a themed room in the haunted house were the Colletta Family, Cabrillo Child Care, the Pacifica 4-H Club, Alpha Phi Omega from San Francisco State University, the Protaco Family, the Boy Scouts, and The Mitch.

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

Holiday Lighting Event

On Friday, December 2, 2016, the 18th annual Holiday Lighting Event served as the precursor to the weekend's events at the Community Center. Even the cold didn't keep the spectators away from this fun and festive event. Following remarks by Mayor Pro Tem Mike O'Neill, and with the dedicated assistance



from the Public Works department, the LED lights illuminated the Community Center and the trellis while the Ocean Shore 2nd and 3rd Grade Choir, led by Marilyn Wells, sang holiday carols. Following the singing,



attendees were treated to hot cider, cookies, and a visit from Santa and his lovely wife.

Elf Market

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

Thanks to the Holiday Lighting Event, there was plenty of foot traffic Friday night. Saturday also had a good amount of traffic, partly due to Santa's Workshop. This year there were fifty-eight vendors who sold their handmade items and goodies.

This event is a fun kick-off to the holidays and feedback from the vendors and the community continues to be positive and appreciative.



Santa's Workshop

On Saturday, December 3, 2016, the Parks, Beaches and Recreation Department hosted the 17th Annual Santa's Workshop. For \$5, children were able to participate in the making of holiday crafts as well as gingerbread houses. This year 185 houses were made by children of all ages. The gingerbread house portion of the workshop event was co-sponsored by Oceana Market, which once again donated discounted "building" supplies. While the houses were drying and waiting to be decorated, children had a chance to visit with Santa and Mrs. Claus as well as work on holiday arts and crafts projects provided by the Pacifica Child Care staff. Recreation staff, YAB members, and LITE's did a great job working with the families by assisting in the house building.



Parent's Night Out

Over the last three months, the Recreation division has hosted a monthly Parent's Night Out event where children in Grades K-8 can come to the Pacifica Community Center for a night of fun arts & crafts, games, dinner, and a movie while their parents have a night out on the town or a night in without kids. Between the three October, November and December events, 91 children attended.



Upcoming Special Events include:

Princess Dance
Saturday, January 21, 2017 5:00-7:45 pm

Spelling Bee
Saturday, January 28, 2017 2:00-6:00 pm

Movie Night
Friday, February 17, 2017 – TIME TBD
Movie: Back to the Future (1985)

Art Show
Friday, March 24, 2017 6:00-8:00 pm

Parents' Night Out – 5:00-11:00 pm
January 7, 2017
February 4, 2017
March 11, 2017
April 8, 2017

Annual Spring Egg Hunts
Friday, April 14th at Fairmont Park – 4 pm
Saturday, April 15th at Frontierland Park – 10 am

53rd Annual Junior Olympics
Wednesday, April 19, 2017 3:30-5:30 pm
Group 1 & 2 50 Meter & 100 Meter Dash Trials Only
Oceana High School, 401 Paloma Ave. Pacifica
Wednesday, May 3, 2017 3:30-5:30 pm
Group 3 & 4 Trials & Finals
Oceana High School, 401 Paloma Ave. Pacifica
Saturday, May 6, 2017 at 9:00 am
Group 1 & 2 Trials & Finals
Terra Nova High School, 1450 Terra Nova Blvd. Pacifica

Pacifica Community Center

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

Regular Permits include:

Sunday	Victory Outreach Pacifica
Monday	Narcotics Anonymous-Serenity by the Sea Women's AA – Comfortable Shoes Pacifica Oldtimers Newcomers Monday AA Refuge Recovery

Tuesday	SAM CAR Part-Time Recreation Staff meetings (Bi-Weekly) Victory Outreach Pacifica
Wednesday	Pacifica United Soccer Club (1 st) Pacifica Girls Softball League (3 rd) SAA Pacifica Quilters (2 nd) Pacifica Tiger sharks (3 rd)
Thursday	Pedro Point Surf Club (4 th) Pacifica Toastmasters Pacifans Care (3 rd)
Friday	Golden Gate South - AA Alanon Group meeting Alateen Group meeting J-Teen Dances (Once a month)
October Weekend Rentals	Parents Night Out, Senior Services Spaghetti Feed, Baby Shower, Spooktacular, Senior Services Vendor Sale, 18 th Birthday Party, Shark-Tober
November Weekend Rentals	Speakeasy, Portola Discovery Hike, Parents Night Out, Quinceanera
December Weekend Rentals	Holiday Extravaganza, Pacifica's Mother's Club, Parents Night Out