



# Agenda

## MEETING OF THE COMMUNITY SERVICES COMMISSION

**Wednesday, November 18, 2015, 6:00 P.M.**  
Community Services Commission Meeting

**City Council Chambers**  
**1 Civic Center Drive**  
**San Marcos, CA 92069**

\*\*\*\*\* JAY FRANKLIN, CHAIR \*\*\*\*\*

IT IS THE DUTY OF THIS COMMISSION TO ADVISE AND MAKE RECOMMENDATIONS TO THE CITY COUNCIL PERTAINING TO THE CREATION, OPERATION, MAINTENANCE, AND MANAGEMENT OF COMMUNITY PROGRAMS AND FACILITIES. THE SEVEN MEMBERS ARE APPOINTED AND EMPOWERED BY THE CITY COUNCIL TO HAVE JURISDICTION OVER PUBLIC PARKS, PLAYGROUNDS, AND RECREATIONAL FACILITIES OPERATIONS.

PUBLIC SPEAKERS SHALL HAVE THE RIGHT TO ADDRESS THE COMMISSION ON ANY AGENDA ITEM BEING CONSIDERED.

NO ACTION WILL BE TAKEN ON ANY ITEM UNTIL PLACED ON AN AGENDA AND DUE NOTICE GIVEN.

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**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

\*\*\*\*\*

STAFF RECOMMENDATION

### ORAL COMMUNICATIONS

### CONSENT CALENDAR (Items 1-3)

#### 1. APPROVAL OF MINUTES

Commission Meeting of August 19, & October 21, 2015.

**APPROVE**

#### 2. PROGRAM STATISTICS

Consider participation statistics for October 2015.

**APPROVE**

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**3. GENERAL FACILITY SCHEDULING**

Use Requests – General Scheduling

Consider representative slate of activities for  
November 19 – December 16, 2015 facility and park use.

**APPROVE**

**REPORTS AND OTHER BUSINESS**

4. Mission 316 Church Use Request

**APPROVE**

5. Senior Center Report

**NOTE & FILE**

6. FC Sol Report

**NOTE & FILE**

7. Highland Project Park Report

**APPROVE**

8. Highland Project Trail Report

**APPROVE**

9. Trail Committee Meeting Notes for November

**NOTE & FILE**

10. Youth Sports Council Meeting Notes for November

**NOTE & FILE**

11. Trail Committee Liaison Appointment or Amend Committee Guidelines

**APPROVE**

**ORAL COMMUNICATIONS**

Report from the Community Services Director

**NOTE & FILE**

**WRITTEN COMMUNICATIONS**

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**ADJOURNMENT**

STATE OF CALIFORNIA)  
COUNTY OF SAN DIEGO) ss.  
CITY OF SAN MARCOS)

**AFFIDAVIT OF POSTING**

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Date: November 12, 2015

  
Krystal Mainprize-Sawyer

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**CITY OF SAN MARCOS  
COMMUNITY SERVICES  
COMMISSION MINUTES  
1 Civic Center Drive  
Wednesday, August 19, 2015**

**CALL TO ORDER**

Chair Franklin called the meeting of the San Marcos Community Services Commission to Order at 6:04 pm.

Chair Franklin led the Pledge of Allegiance to the Flag.  
Krystal Mainprize-Sawyer took Roll Call.

**Members Present**

FRANKLIN	(8/8)	100%
LINDSAY	(8/8)	100%
MAAS	(8/8)	100%
MOCKUS	(7/8)	88%
TOWSLEY	(7/8)	88%
SMITH (Alt)	(8/8)	100%

**Members Absent**

CRAIN	(5/8)	63%
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**STAFF PRESENT**

MAINPRIZE-SAWYER, MALAN, MARTIN, VINLUAN.

**ORAL COMMUNICATIONS**

Barb Giddings, spoke to the Commission six months ago about a problem at Simmons Park on Rocky Point Way. Barb noted they had issues with large parties at the park and traffic up and down the street and some after hour's issues with vandalism and graffiti. After Barb spoke to the Commission they continued to work with Buck Martin and the City Park Rangers. In a relatively short amount of time the City has responded to the neighborhood in more than acceptable ways. The permit for large parties was reduced and traffic up and down the street has been reduced significantly. The City put lights at the park which has helped to reduced vandalism and they have also seen an increase of ranger patrol and volunteer sheriff patrol.

**COMMUNITY LEADERSHIP**

Catherine Manis, Senior Services Specialist, recognized Jeff Blakely Senior Activity Center volunteer. Jeff was introduced to the Senior Activity Center as a student in the ukulele class. Jeff now teaches the ukulele class and also volunteers at the intergenerational community garden. Jeff's ukulele class performs monthly at the birthday celebrations for the nutrition program. Staff is pleased to have the Commission recognize Jeff for his outstanding contributions.

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**CONSENT CALENDAR**

Commissioner Mockus asked staff why we weren't offering swim lessons at Woodland Park Pool this year. Staff noted we had some challenges this year due to part time staff hourly limits. With the needed qualifications for lifeguards and water safety instructors and the restriction on only being able to work most of them 20 hours a week we were in a pinch and had to rearrange staff and lessons.

Commissioner Towsley noted the jump in music and performing arts category statistics and thanked staff for their work as it is great to see more arts and culture events in San Marcos.

**MOVED BY COMMISSIONER SMITH, SECOND BY MAAS, AND CARRIED TO UNANIMOUSLY APPROVE CONSENT CALENDAR ITEM 1-3 AS PRESENTED.**

**REPORTS AND OTHER BUSINESS**

**4. Trails Advisory Committee Appointment**

Ron Vinluan noted the Trails Advisory Committee currently has two spots open.

Steven Laslovich, resident of San Marcos in San Elijo for the past four years is a frequent user of the trails system. He sees a lot of value in the trails and wanted to volunteer and help in any way he can.

**MOVED BY COMMISSIONER MOCKUS, SECOND BY COMMISSIONER TOWLSEY AND CARRIED UNANIMOUSLY TO APPOINT STEVEN LASLOVICH TO THE TRAIL ADVISORY COMMITTEE.**

**5. San Marcos Girls Softball Report**

Jeremy Vargas, President of San Marcos Girls Softball was not available to present tonight and will reschedule.

**6. Drones and Aircraft Report**

Ron Vinluan updated the Commission since Doc Zimmer approached the Commission in March to designate a remote control aircraft site in San Marcos. Bradley Park East end was originally thought as a spot for the RC's to operate.

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Doc Zimmer who is a member of the AMA and Palomar Flyers didn't feel like the Bradley site was large enough and during a site visit asked to utilize the grass field and dirt area as well. In 2012 there was a park plan update for Bradley Park and remote control use was not considered for the site. Shared use of the sports field is not recommended due to many reasons. This use would only be temporary and could cause issues down the road and our park ordinance would need to be changed.

At this time the City is recommending directing people to the closest field where RC flying is permitted which is on unoccupied sport fields in the City of Carlsbad's El Fuerte Park which is less than five miles from Bradley Park.

Commissioner Maas is disappointed that we weren't able to accommodate the flyers. Maas understands the recommendation but feels we have a lot of services for our younger residents and was hoping we could accommodate the older portion of the community who is involved in this flying hobby. Maas noted the issue originally came up because a drone was being flown at a City park and that the City ordinance was not very clear.

Ron Vinluan noted the ordinance states "gas powered and like powered" which the City Attorney said like powered includes everything including electric, wind, rubber bands. The ordinance written the way it is covers us and does not allow any flying of aircraft unless it's in a designated area.

Staff noted we can circle back to the City Attorney's office and get a more defined interpretation of "like powered" and see how other cities ordinances read.

Commissioner Smith asked if anyone mentioned aircraft flying at the community workshops. Staff noted it was not mentioned.

Commissioner Lindsay was surprised Doc felt the area was too small as he went and looked at the site and imagined there would be room for many people to fly. Lindsay would like an alternative to telling our citizens to go to Carlsbad fields. Lindsay noted it would be nice to know what the hurdles would be to get a designated area for this type of activity.

## **7. GIS Presentation**

Staff noted Alex Sainz is the GIS Analyst for the City and runs a one man show and has done some amazing things since he has been with the City.

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Alex presented the commission with a GIS mapping presentation that was previously given to the Trails Advisory Committee to assist with future development of the trail system. Alex showed a map of the current trails within the City of San Marcos with their locations and status of development projects within the City without the 500 foot buffers. The different statuses indicate whether the development is approved, been completed, in progress, on hold or pending approval by the City. The trails are color coded for existing, not existing but are on current development plans, and trails that are non-existing and not on current development plans.

Alex spoke about the City's COSMO system which is a web mapping application. COSMO is available to the public and City staff and is an interactive map of the City. You can switch from base map to aerial imagery. Once you zoom down to a certain level you can view and select certain information such as parcel information as it currently stands from the assessor's office. Users can decide what features they want to see or don't want to see. It will show data for park locations and other relevant information through the Development Services Department.

Chair Franklin asked if COSMO has crime statistics. Alex noted COSMO does not contain crime information but has other resources through the Sheriff's Department and one is able to search by crime type. Omegagis.com is the website and it's available to the public and has many options and is updated every 6-12 hours.

Commissioner Lindsay asked if the trails in yellow that were planned development are incidental to other projects or is there any sort of priority or City plan for which trails should be developed. Alex said to his knowledge these trails are part of the last general plan update and have not been built at this point due to certain factors. Commissioner Lindsay noted since the Master Plan for Parks and Recreation is being updated and one of the inputs received from the citizens was trail connectivity, he asked if there is a way to identify higher priority trail connectivity areas as opposed to marking everything that is planned. Commissioner Lindsay thinks it would be a great tool to be able to identify a priority list of trails.

Staff recently met with Mr. Edwards the Engineering Director to speak about the priorities and opportunity for funding and what should be identified as first priorities.

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Staff will come back to the Commission and communicate the information received from the Master Plan Update as well as information from the Trails Advisory Committee. Staff will provide a list of the parks and trails priority list.

Commissioner Towsley asked what goes into populating a GIS map and how is San Marcos doing and what's the best way to use this information. Alex said GIS can be used to see where you live but can be used for so many other reasons. Data for road analysis, asset management such as drainage channels, water mains, sewer mains, and the fire department uses it to respond to 911 calls. Most departments within City Hall use GIS and the GIS system is only limited to the data that we can acquire.

**8. Trails Advisory Committee Meeting Notes**

Commissioner Smith was in attendance at the meeting and the minutes covered everything discussed. The City website has environmental studies for the Highland Project for the public to view if anyone is interested.

Chair Franklin looks forward to the City applying for grants for the trails system. Ron Vinluan noted we are a little late applying this year but are preparing for next year by locating particular trails on GIS maps that are near to schools and would trigger a grant opportunity and are also looking at the Safe Routes To School criteria.

**9. Open Space at Orchid & Santa Barbara**

Staff met with Public Works about this area and how we can accomplish getting the trash cleaned up. Public Works cleaned up the unsightly area that was on City property and contacted Hansen Aggregate do the same on their property cleaned up. Staff feels what was cleaned up is an improvement and will continue working on this.

Commissioner Lindsay noted the area looks much better.

**10. Turkey Trail Trot**

Commissioner Towsley noted the original vision that came from the Trails Advisory Committee was to replicate the last successful Trails Day event but call it something different. It is meant to keep simple and start small and duplicate the systems we have in place and keep the momentum going.



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Staff noted it is very challenging for the 2015 year and staffing is one issue and we also don't have any budget for this event. Staff noted Oceanside runs this type of event so we can reach out to them and see if they have a volunteer group who runs it and see what information they can give us.

**11. Invitation to Education Forum**

An invitation and event flyer was included in the Commission packet. The September Community Services Commission will be cancelled.

**CURRENT PARK PROJECTS**

**1. Richmar Park**

Isaac Etchamendy introduced Schmidt Design Group as the designer for Richmar park. They have done work with us before and have made some fantastic park facilities including the waterfront park in downtown San Diego. This park project is moving forward so this meeting was publicly noticed so the community could be involved in the park design options.

Jeff Barr with Schmidt Design Group told the commission they are extremely excited to be here and share their design concepts. This park is a tremendous opportunity for the Richmar neighborhood and the whole community.

The site is two acres in size excluding the parking lot that is 1 ½ acres in size. The park will include a series of amenities including children's play areas, shade structure, turf areas, concrete paving, picnic areas, half court basketball, performance or stage space.

The initial park design amenities and framework for the park have been set and Schmidt Design explored two design concepts for review tonight.

Concept Alternative 1 has a bold arch in the center of the park to create the framework and walkway path for the park. The park design has a large stage that can also be used as a picnic area, trellised area into the park and a water quality basin which will have a bridge over the basin and will have lush landscaping around. The half basketball court is included along with picnicking areas. In the center or heart of the park this alternative would introduce a few small mounds that allows the park space to be defined and give a sense of enclosure in the park but doesn't block site lines that could create unsafe conditions in the park. A large playground will be included off the entry plaza to the east which includes a shade structure.

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The flow of the park allows parents to park and come into the park with easy access to the playground and then seamlessly run into the large turf space. Close to the playground and parking lot a restroom and small storage space would be included.

Alternative 2 takes a slightly different approach with still accommodating all the program elements. Alternative 2 uses soft arching forms to start to define the network of circulation throughout the park. Pathways leading to the park and an axial pathway from Firebird Lane to the existing parking lot is included. A bridge is included at the low spot of the site to accommodate the water basin that starts to define the experience of entering into the park. This park alternative includes a flat play area to the north and a play area to the south that is terraced into a slope. The south end has a 6-7 foot mound that can accommodate a nature based play with boulders or a climbing wall and possibly a slide that could slide from one terrace to another. A formal plaza space at park level could function as a gathering space or a stage for community events. In the center of the park is a large turf area that can accommodate unstructured activities. In the center of the park is a half basketball court and a large picnic pavilion. The restroom will be included in the park design.

Commissioner Mockus asked if in Alternative 1 the playground structure is located right next to the parking lot and if a barrier is provided to ensure safety. Jeff said the play area will have landscape buffers to the north and east that will help children from flowing in that direction but he also anticipates low fencing that will help keep the children in the play area. Commissioner Mockus asked if park users would enter through the structure at the front. Jeff Justice associated with Schmidt Design answered that is the primary point of access and the small path is a secondary point of access.

Chair Franklin noted Alternative 1 has a lot of the elements that the citizens requested at the community workshops.

Commissioner Mockus expressed her concern for the neighborhood to have a park that they are not staring at a parking lot or car traffic and likes how Alternative 2 has buffers so they are focused on activities within the park. Jeff noted these are the initial concepts and there will be a refinement process based on the decision made tonight and they can adapt to the comments and concerns moving forward.

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Commissioner Maas asked what the size of the turf area in each alternative. Jeff noted they are very similar in size with Alternative 2 having about 3,000 square feet less of turf but each turf space is over 22,000 square feet.

Commissioner Lindsay asked if the decision to not touch the parking area adjacent to the post office was driven by a contractual agreement or cost savings? Isaac noted there is an agreement with the post office to utilize the parking lot but there is also some additional design constraints. The point of the proposals was also to evaluate the current site constraints and see what can be done. By reconfiguring the parking lot we would trigger the new Regional Water Quality Board 2013 permit requirements and would essentially knock out a huge chunk of the new parking we had planned for and thus eat into more of the usable park area to accommodate that. We have looked at is the potential to restripe and do minor improvements that will help a lot as it is currently inefficient. The City is currently in contact with MAAC Headstart to see if they are interested in doing a shared use parking lot.

Commissioner Mockus asked about security within the park and through visibility and access. Isaac said the City spoke with public safety and from staffs perspective Alternative 1 appears to create a better site line across the board. Isaac noted the mounds south of the turf area are a few feet in height and don't effect visibility that much and the higher mounds in the natural play areas those can restrict visibility. Currently the site is an open field so it is hard to say what it will look like but we keep that in mind as the project progresses. There is definitely the ability to visibly see through the park for the public and the sheriffs but the area is so flat there is no topology so it's hard to gauge how it will look completed. Jeff noted safety or "crime prevention through environmental design" is a core approach to their design process. Alternative 1 in particular has open site lines throughout the park with all the walkways and the site is fairly flat. As they move through the site process they will look at plant material and ensure they are not creating visual blockades. With Alternative 2 part of the intreset is the large mound and the play value but it does create a vertical impediment.

Commissioner Towsley noted outdoor movies is a wonderful concept and really brings the community together. Towsley asked what type of design possibilities the park has and will the budget allow for a signature place for movies to be held. Jeff noted the park is designed to accommodate those types of events with the plaza and turf area oriented towards the stage. From an operational perspective blow up screens that are portable are very popular.

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Isaac noted even if we can't install the information technology infrastructure right now we will make sure we have the power source available to accommodate the infrastructure.

Commissioner Maas was wondering if there is a cost difference in the two alternatives. Jeff noted they have not gotten to that point yet but Schmidt Design is confident they can accomplish either alternative within the budget.

Commissioner Mockus asked how large the stage is in each alternative. Jeff noted in Alternative 1 it is about a 30 foot diameter and in Alternative 2 it is a little more abstract in shape but is probably 20 x 40 in size.

Commissioner Smith asked where a farmers market would be held. Jeff noted with Alternative 1 it would be just above the promenade that runs the length of the park in a decomposed granite area where there is a row of trees and could spill into the turf space. In Alternative 2 the area is a bit more focused right around the parks wide pathways and then circulate back down to the turf.

Commissioner Smith asked if either of the options would be more drought resistant then the other. Jeff noted both options will be equally drought resistant and they will design the irrigation system to be very flexible with independent systems.

Commissioner Lindsay asked if the picnic areas have any constraints and what will the planned picnic areas look like. Jeff noted under for Alternative 1 there are 16 picnic tables total and in Alternative 2 there are six picnic tables under the large pavilion area and another two areas with another 10 tables.

Commissioner Mockus noted with Alternative 1 they have a visible site line to cars and with Alternative 2 they see the park and something different then the neighborhood they reside in. Jeff noted there is ways to explore the Alternative and be more sensitive to create the separation.

Chair Franklin noted Alternative 1 closely aligns with what the neighborhood had originally expressed they wanted and Alternative 2 is vastly different.

Maggie Tague, resident of the Richmar area and works for the City so she is very interested in this park project. Maggie has children who are 10 and 5 years old and would use this park on a daily basis. Maggie is glad the parking lot will not be eliminated as she was concerned with parking.

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She also noted it would be great if the MAAC center would share their parking lot because at pick up time there is a lot of traffic in that cul-de-sac. Maggie said currently there are a few trees in the lot and one of them is a fairly large tree. If possible she hopes we can avoid taking the trees down that have been there for so long. Maggie noticed at other parks if the slides and play equipment don't have shade over them the children can't go down the slide on a warm day so it would be nice to have a shade structure over the play areas. Maggie is really excited to see this project coming together and she prefers Alternative 1 much better. Isaac noted they will evaluate the tree and see if they can look into retaining the tree that is sustaining itself very well in this drought.

Tish Murry, CEO of the Boys and Girls Club shared they are excited about the park as it is within walking distance from their club. Tish feels both alternatives have pros and cons but the one thing that bothers her is the location of the basketball court. In Alternative 2 the basketball court is over by the restrooms and the little guys use the restroom most and the teens use the basketball court more so you would be walking small children through the area older children will be hanging out to get to the restroom. With Alternative 1 the restroom is close to the younger children's area so for age and safety there is a nice separation with Alternative 1. Tish prefers the playground in Alternative 2 as she likes the height.

**MOVED BY TOWSLEY, SECOND BY MAAS AND CARRIED  
UNANIMOUSLY TO RECOMMEND TO THE CITY COUNCIL AND  
ACCEPT DESIGN ALTERNATIVE 1 AS PRESENTED.**

**ORAL COMMUNICATIONS**

Report from the Community Services Director:

Staff wanted to thank Jennifer Overman for doing an outstanding job with the Adventure Camp program over the summer. She also held the Family Campout which was very well received. The aquatics season has been a little challenging this summer with trying to manage the part time hourly staff due to some new regulations but they made their best effort during this learning curve and we will do even better next year.

We have had some challenges in the Double Peak area with people in the park after dark. We have done as much as we can internally with the Rangers and the caretakers who lives on site but there is only so much they can do as it is their job to observe and report.

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We have a great working relationship with the Sheriffs and did an environmental study on what adjustments could correct the situations. We have changed some signage in the area related to parking so the Sheriffs can have more authority and can write situations.

A meeting was held with the residents in the area with representation from the City and the Sheriff's Department and we listened to their concerns and shared with them our solutions. The outcome was positive and we are going to continue to have zero tolerance. We haven't had any issues this past week.

Staff will be briefing the Council on the Parks Master Plan in the next few weeks and staff wanted to bring the Commission some information as things develop. Part of this process is to incorporate input from the other City Departments to get the best possible plan and then we will go through the RFP process to look at how we will fund the recreational amenities. We hope to go to Council no later than June of 2016 for approval of the Parks Master Plan.

Commissioner Maas attended the Family Campout with her mother and daughter. Maas had the best time and the event was so well organized and all the staff was so nice and they offered so many activities and crafts to do. They had plenty of food and they kept the children so busy.

Commissioner Smith took prenatal yoga at the Community Center and was thankful the City offers this class.

Commissioner Lindsay also was at the Family Campout and he wasn't the lone volunteer this time as they had plenty of staff to assist as well. Ron and his team did an awesome job patrolling the event.

**WRITTEN COMMUNICATIONS**

Commissioner Crain emailed his absence for tonight's meeting.

**ADJOURNMENT**

**CHAIR FRANKLIN ADJOURNED THE AUGUST 19, 2015 SAN MARCOS  
COMMUNITY SERVICES COMMISSION MEETING AT 8:14 P.M.**

**COMMUNITY SERVICES COMMISSION  
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APPROVED:

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JAY FRANKLIN, CHAIR  
COMMUNITY SERVICES COMMISSION

ATTEST:

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KRYSTAL MAINPRIZE-SAWYER, SECRETARY  
COMMUNITY SERVICES COMMISSION

**CITY OF SAN MARCOS  
COMMUNITY SERVICES  
COMMISSION MINUTES  
1 Civic Center Drive  
Wednesday, October 21, 2015**

**CALL TO ORDER**

Chair Franklin called the meeting of the San Marcos Community Services Commission to Order at 6:03 p.m.

Chair Franklin led the Pledge of Allegiance to the Flag.  
Krystal Mainprize-Sawyer took Roll Call.

**Members Present**

CRAIN	(6/9)	67%
FRANKLIN	(9/9)	100%
MAAS	(9/9)	100%
MOCKUS	(8/9)	89% (6:10pm)
TOWSLEY	(8/9)	89%

**Members Absent**

LINDSAY	(8/9)	89%
SMITH (Alt)	(8/9)	89%

**STAFF PRESENT**

MAINPRIZE-SAWYER, MALAN, MARTIN.

**ORAL COMMUNICATIONS**

**CONSENT CALENDAR**

**MOVED BY COMMISSIONER TOWSLEY, SECOND BY CRAIN, AND  
CARRIED TO UNANIMOUSLY APPROVE CONSENT CALENDAR ITEM 2-3  
AS PRESENTED.**

Consent calendar item 1 will be voted on at the next meeting when a quorum is present.

**REPORTS AND OTHER BUSINESS**

**4. River Church Facility Use of Senior Center**

Lead pastor at River Church Ray Owens shared that they have been in existence for 3 years. The Church met off of Barham Drive and then moved to San Elijo Hills for a short time. When the opportunity to meet at the Senior Center became available, he jumped on it and was eager to start. Their congregation is about 60 people at this time and is very family-based.

**MOVED BY COMMISSIONER CRAIN, SECONDED BY TOWSLEY AND  
CARRIED UNANIMOUSLY TO APPROVE SENIOR CENTER FACILITY  
USE REQUEST BY RIVER CHURCH AS PRESENTED.**



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**5. San Marcos Girls Softball Report**

Jeremy Vargas, President of San Marcos Girls Softball (SMGS) gave the Commission an update on the organization. Jeremy noted that they use Bradley Park and have 370 girls playing on 34 teams, which is a growth of 50 girls from last year. A competitive Force Program was started to give the girls a higher caliber of play and keep them playing at a competitive level. Bradley Park was one of six sites who participated in a tournament called Triple Crown Monster Mash. SMGS holds a golf tournament once a year typically in April at Twin Oaks Golf Course and they collect donations and sponsors. This is their biggest fundraiser of the year and the funds go to keeping the registration fees low. SMGS participates in San Diego Padres Day and new this year is a program for softball organizations to get money for team uniforms which would save them between \$3,000 - \$5,000.

Jeremy noted the City Community Services and the parks staff have both been very good to their organization. James and his team has been so responsive and SMGS appreciates that. The only real issue is the lack of field space because they share the Bradley fields with baseball.

Staff noted Jeremy has done an amazing job leading the organization and has done a lot of innovative things to grow the program. SMGS is a really great partner with the City and with the formation of the Youth Sports Council the teams are really working well together and have the collaboration they need to make the most of the resources provided to them.

Commissioner Maas thanked Jeremy for working to keep the cost low as well as growing the program.

Commissioner Towsley invited Jeremy and the league to submit pictures to the City so we can post pictures of the league on social media because what the organization is doing is commendable.

**6. Youth Programs Report**

Jennifer Overman, Recreation Supervisor gave the Commission an update on the youth programs she supervises. Jennifer spoke about the Raggedy Ann & Andy Preschoolers program, Adventure Day Camp, San Marcos Family Campout, Family Enrichment, and Fantasy Tea Parties.

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Raggedy Ann & Andy preschoolers program has over 300 children per session at three locations and five classrooms. Currently staffed by 25 working in the program, the staff has grown in the past year due to some challenges with part time hour limitations and new health care laws. The preschool program had an increase in the program attendance and this is largely in part of the session date changes. The preschoolers calendar dates were adjusted and we now offer two fall sessions and don't offer a holiday session as many people elected not to participate. This calendar change helped the revenue as well as the attendance for the program.

Mommy and Me Preschool is a class for children 1 ½ to 3 years old and their parent/caretaker and is held at Jack's Pond. The class runs from 9:30 – 11 am on Wednesday or Thursday mornings. There are currently 25 children enrolled.

The Adventure Day Camp program is offered during non school times and runs 7am – 6pm offered at three locations. Campers participate in arts and crafts, games and there is a weekly theme. This year we had about 200 campers daily. This summer we had the same staff challenges so the camp staff almost doubled in size to 50 staff members who worked 4-5 hour shifts. The campers go to Woodland Pool once a week and also go on a field trip once a week.

The Family Enrichment program offers fun and affordable activities and is held once a month on Wednesday evening. It includes cooking projects, arts and crafts, special events including a Halloween party on October 24<sup>th</sup> at the Wood House.

Fantasy Tea Parties are held on Saturdays and Sundays at the Wood House for birthday parties, play groups, Girl Scouts, etc. The program has been very popular lately with approximately 4-6 parties every month. The children decorate tea cups, bake scones, and do a craft project.

The 7<sup>th</sup> annual San Marcos Family Campout was held this summer and was a lot of fun even though attendance was a bit lower than last year. The event was held at Walnut Grove Park and included arts and crafts, outdoor games, flashlight walk, campfire, smores and songs. This year Ranger Ron and his crew gave a bug demonstration, using a black light that attracted bugs to the enjoyment of the children.

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Jennifer reviewed the revenue and expenditures for the programs discussed tonight, noting that the results were positive. The expenses have increased this year due to all the costs for the employees is now reflected in our department's budget.

Commissioner Towsley thanked Jennifer for a great report and asked how the Leaders in Training program went this year. Jennifer said the program coincides with the Adventure Day Camp Program and is for 13-15 year olds. At each site there were 2-5 teenage leaders who are given leadership roles and also assist with prepping art projects, prepping snack, or leading a game.

Chair Franklin asked if the fees were increased for the Family Campout this year but Jennifer noted that they were not.

Chair Franklin noticed the future goals and objectives at the end of some of the programs are identical to each other. Franklin asked if in the future the goals and objectives could be more specific, achievable and time bound.

Staff noted Jennifer does an excellent job managing her programs which are the major income producers for the department. She is excellent with her staff and we are very blessed to have her overseeing such an important component in our department. Jennifer now has four full time employees she oversees in addition to her part time staff.

**7. Enrichment Class Refund/Cancellation Policy**

Holly Malan noted the report was prepared by Holly Payad who is responsible for the enrichment classes and after discussion with other cities at roundtable meetings, a problem that was occurring was the increase in refunds and last minute drops. We currently don't have a refund or cancellation policy for the enrichment classes. Holly included a summary report of the refunds given over the past two years. Due to the increasing amount of refund requests, the fiscal impact and the last minute cancellations from classes which is a burden for the instructors, implementing this new refund cancellation policy is recommended. This policy is in line with surrounding cities and will go into effect in 2016. It will be noted in our 360 Recreation Guide that is mailed to every San Marcos resident in December.

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Chair Franklin asked what other cities we measured against. Holly said we looked at most cities in our County and also throughout the State through California Parks and Recreation Society. This refund policy is average for the North County area.

Commissioner Towsley noted looking at the policy and is surprised that a full refund is never given. Towsley asked if there is a case where you register for the class and then 48 hours later you realize it won't work for your family can a full refund be given. Staff noted there are instances where we could offer a full refund for example if the person is physically unable to attend the class at that time.

**8. Trails Advisory Committee Meeting Notes**

Commissioner Towsley reported that she attended the Horse Heritage Festival and enjoyed the activities. A kiosk and a riding block were installed at the horse arena as part of an Eagle Scout Project at Walnut Grove Park. The media was there to cover the story and they interviewed the Eagle Scout so this was a good way to complete the project. Towsley received a personal tour of the equestrian facility with one of the committee members and the facility is such a gem for the City of San Marcos, as well as being the only free public equestrian facility in San Diego County.

**9. Youth Sports Council Meeting Notes for September**

Staff noted the Youth Sports Council has been helping with the beautification of Bradley Park by painting the sea container storage bins a uniform color.

**ORAL COMMUNICATIONS**

**Report from the Community Services Director:**

Staff briefed the City Council on the update of the Parks Master Plan and staff included statistical information to the Commissioners that he provided at the briefing. The public outreach was recently completed and a total of nine stakeholder focus groups and two community meetings were held. 206 residents participated in the process including members of important community organizations. Separate forums were held with City staff to get their input.

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The statistical chart provided showed the area of highest priority was for sports followed by trail connectivity, park development and enhancements and aquatic facilities. The Community Services Staff had some of the same responses but focused more on large capital needs such as new or enhanced pools, additional recreational facilities for all programs, large amphitheater, new gymnasium, ADA accessible play equipment and a Ranger Station.

Staff noted now that we know the community wants and needs, we will measure where we are now and what our strengths and deficiencies lie. The National Parks and Recreation Association (NPRA) has recommended standards for fields and facilities based on population. We need to keep in mind these are national recommendations for "any town USA" so it may not be necessarily relevant to our community in San Diego County and how our residents recreate. It is also important to look at our demographics and think about what the City will look like in 10 – 20 years. We will have a growing senior population with all the baby bombers retiring and consider how they will recreate.

The other handout shows where we are now with NRPA standards and where we are expected to be with SANDAG projected population growth estimates. According to the NRPA standards we currently have an excess of basketball courts, lighted baseball fields, soccer fields and playgrounds. We are about where we need to be with football fields but we are falling behind in the number of tennis courts, softball fields and baseball fields and swimming pools. The chart shows the needs continue to grow as the population grows and twenty years from now if we build nothing new we will be deficient in all areas except soccer fields and lighted baseball fields based on the benchmark. NRPA does not currently have any recommended standards for the number of public gyms.

The next step is to sit down with Community Services Staff and do an in-depth review of the data and see how the wants of the community match the future plans of the department. Community Services staff will review with other City Departments to obtain their input on the results because there are other moving parts once the facilities are built such as the financial and maintenance aspect for the added facilities. The goal is to have a completed and City Council approved Master Plan update by the end of 2016.

Commissioner Maas noticed the SMUSD facilities are included and asked if the facilities at the new Double Peak School are included. Staff noted the new school is not included in the current inventory. The national standard for NRPA counts school district facilities as 50%. If we use 20 school district fields it is counted as 10 for our inventory.

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Staff has spoken with Jim Poltl from the SMUSD to stripe two of the tennis courts at the Woodland Park Middle School for pickle ball use. Four pickle ball courts can fit on one tennis court so that would give us eight pickle ball courts there plus four more at Connors Park.

Staff noted the Trails Advisory Committee does not currently post their agenda and minutes as they are an advisory committee to the Commission. However, we are looking at doing that as they are a body that makes recommendations to the Commission. Also, we need to address the issue of the committee bylaws and that a single Commissioner needs to be appointed to be a voting member on the committee and who attends meetings on a regular basis. The bylaws could also be changed to not have a specific Commissioner assigned as a voting member on the Committee.

Staff noted the Twin Oaks Valley Equestrian Association raised about \$9,700 at the Horse Heritage Festival. Staff noted they are a great partner. A part of the Master Plan, the horse facility is being evaluated. Staff noted there are 18 different equestrian disciplines who could potentially utilize the horse facility.

The restrooms and gates at Lakeview Park will be unlocked by Tegriscap subcontracted through Public Works and locked at night by a contracted security company.

The Friends of San Marcos held a fall mixer and it was a great evening and a lot of information was exchanged between City, SMUSD staff, board members and local non-profits like the Boys and Girls club. Staff thanked the Friends board member who opened his home for this event.

The Veterans Day event is coming up soon and will be held at Helen Bougher Park and starts at 12 noon. The program is one hour and we will have refreshments and entertainment from 1-3pm. Staff invited the Commissioners to attend.

Staff noted the developer for the Highlands Project will be giving a presentation at the November Trails Advisory Committee meeting asking them to make a recommendation to the Commission on this project.

Staff noted there has been a lot of information in the media about the issue of drones and the issue is ever changing. Commissioner Crain asked if a park that is underutilized or not developed yet that could be utilized for a drone flying facility. Commissioner Crain suggested the land across from Walnut Grove where the flag pole is or possibly at the acreage on La Moree.

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Staff noted he will speak with Ranger Ron and discuss this with him and see what constraints those properties have. Staff met with an Associate Planner in the Planning Department and she provided us with some information that was handed out to the Commissioners this evening. We also provided the policies and ordinances from two other cities. Staff noted we didn't receive any interest at the public meetings for the Master Park Plan on this activity.

Staff noted we are currently updating some of our playground equipment outside the Gymnasium in back of the Boys and Girls Club. The Boys and Girls Club could really use a basketball hoop and they don't always have access to the gymnasium so we are looking at the potential of doing this. Commissioner Maas noted her daughter always asks to play basketball and asked why we don't have kids size basketball hoops at parks. Staff noted they do make them but the issue is when they are lowered the older kids slam dunk and hang and swing on them they ruin the baskets, nets and backboard. Staff noted the City will enter an agreement soon to allow access to the San Elijo Middle School basketball courts on the weekends and afterschool.

Commissioner Crain noted US Soccer has new standards for field sizes and numbers of players per side for under U13. They have a chart that shows how the fields can be broken up but he will pass this information along to James Daza.

**WRITTEN COMMUNICATIONS**

Commissioner Lindsay and Smith emailed their absence for tonight's meeting.

**ADJOURNMENT**

**CHAIR FRANKLIN ADJOURNED THE OCTOBER 21, 2015 SAN MARCOS  
COMMUNITY SERVICES COMMISSION MEETING AT 7:35 P.M.**

APPROVED:

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JAY FRANKLIN, CHAIR  
COMMUNITY SERVICES COMMISSION

ATTEST:

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KRYSTAL MAINPRIZE-SAWYER, SECRETARY  
COMMUNITY SERVICES COMMISSION

## Community Services Monthly Program Statistics October 2015

Service Areas/Division	Estimated # of Different Participants	Number of Meetings	Total Number of Entrances 2015	Total Number of Entrances 2014	Total Entrances % Variance	Notes
<b>Aquatics- Woodland Pool</b>	0	0	0	0	0%	
<b>Las Posas Pool</b>	0	0	0	0	0%	
<b>Special Events</b>	0	0	0	0	0%	
<b>Sports- Adult</b>	3069	472	11227	13576	-17%	
<b>Youth</b>	1690	139	6542	3493	87%	1
<b>Classes- Adult</b>	201	82	904	828	9%	
<b>Youth</b>	563	225	2311	2134	8%	
<b>Music/Performing Arts</b>	150	54	630	1525	-59%	2
<b>Youth- Preschoolers</b>	297	40	3020	3743	-19%	
<b>Camps</b>	0	0	0	0	0%	
<b>Special Events</b>	516	9	516	500	3%	
<b>Seniors- Services &amp; Meals</b>	244	124	6612	7148	-7%	
<b>Programs/Classes</b>	593	340	5364	9425	-43%	3
<b>Trips</b>	71	13	71	130	-45%	4
<b>Indoor Facility Use</b>	4197	79	5341	5361	0%	
<b>Outdoor Facility Use</b>	2605	50	2605	2235	17%	
<b>Nature Center/Hikes/Parks</b>	1957	18	1957	1525	28%	5
<b>Total</b>	16,153	1,645	47,100	51,623	-9%	

1. The gym has a brand new rental called Top Gun that rents the gym on a weekly basis for basketball games and this brought in an additional 3,000 people.
2. The October show was Robin Hood and we had a single cast so we had less attendance in the audience then last October when we had a double cast show.
3. The Senior Center now has a system in place to more accurately account for class and program totals. The numbers previously reported were perhaps best guess estimates.
4. We had 13 trips this October and had 10 last year.
5. The Nature Center held two outreaches in October totaling 400 people. We did outreach at the Horse Heritage Festival and at Autumn Terrace.



**Facility Use List  
Representative List  
November 19, 2015 – December 16, 2015**

**Community Center**

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Room</b>
Thursday, November 19	City Clerk Workshop	7:30 a.m. – 3:00 p.m.	Main Hall, Kitchen
Friday, November 20	Susie Dance	6:15 – 9:00 p.m.	Meeting
Saturday, November 21 & December 12	<b>American Red Cross*</b>	8:30 a.m. – 5:00 p.m.	Arts & Crafts
Saturday, November 21	Irving Advisory Group	9:00 – 11:30 a.m.	Dining Room
Sunday, November 22 & 29 December 13	<b>Mission 316 Church*</b>	8:00 a.m. – 1:00 p.m.	All Rooms
Tuesday, December 1	COSM Workshop	8:00 a.m. – 4:30 p.m.	Dining Room
Tuesday, December 1	Kiwanis Parade Meeting	6:00 – 8:30 p.m.	Dining Room
Tuesday, December 1	Trails Meeting	6:00 – 8:00 p.m.	Conference
Wednesday, December 2	COSM Meeting	6:00 – 8:30 p.m.	Arts & Crafts
Wednesday, December 2	COSM Workshop	8:00 a.m. – 4:30 p.m.	Dining Room
Wednesday, December 2	TOVR HOA	5:30 – 8:00 p.m.	Dining Room
Thursday, December 3	Youth Orchestra	4:00 – 6:30 p.m.	Main Hall
Friday, December 4	Susie Dance	6:15 – 9:00 p.m.	Meeting
Friday, December 4 & 11	Friday Fun Nights	6:00 – 10:00 p.m.	Preschool
Saturday, December 5 & 12	Fun Shopping Saturdays	8:00 a.m. – 2:00 p.m.	Preschool
Saturday, December 5	Santa's Village	3:00 – 8:00 p.m.	Civic Center
Sunday, December 6	Santa's Village	10:00 a.m. – 3:00 p.m.	Civic Center
Sunday, December 6	Breakfast with Santa	9:00 – 11:30 a.m.	Main Hall
Monday, December 7	SMYB	6:00 – 8:00 p.m.	Arts & Crafts
Monday, December 7	Youth Commission	4:00 – 5:00 p.m.	Dining Room
Saturday, November 14	SMYS Volunteer Party	1:00 – 11:00 p.m.	Main Hall
Tuesday, December 8	Chamber Board Meeting	8:00 – 9:30 a.m.	Dining Room
Tuesday, December 8	City Council Meeting	6:00 p.m.	Main Hall
Wednesday, December 9	Family Enrichment Program	6:00 – 7:00 p.m.	Arts & Crafts
Wednesday, December 9	High Tech High	6:00 – 9:30 p.m.	Main Hall
Thursday, December 10	Performance		
Thursday, December 10	<b>American Red Cross*</b>	8:30 a.m. – 5:00 p.m.	Arts & Crafts
Friday, December 11	Ballet Folklorico	5:00 – 9:00 p.m.	Dance Room
Saturday, December 12	SMYS	9:00 a.m. – 1:00 p.m.	Dining Room
Monday, December 14	Art Animates Life	5:00 – 8:00 p.m.	Main Hall
Tuesday, December 15	Boys & Girls Club Breakfast	3:30 a.m. – 12:00 noon	Main Hall
Tuesday, December 15	Art Animates Life	6:00 – 8:30 p.m.	Main Hall
Wednesday, December 16	CSC Meeting	6:00 p.m.	Dining Room
Wednesday, December 16	Art Animates Life	6:00 – 8:30 p.m.	Main Hall

**Barn**

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Room</b>
Saturday, November 21	Falk Wedding	11:00 a.m. – 10:00 p.m.	Barn
Friday, November 27 December 11	Whirlaways	6:30 – 10:30 p.m.	Barn

Friday, December 4	Summit Church Banquet	12:00 – 11:00 p.m.	Barn
Saturday, December 5	Acevedo Quince	11:00 a.m. – 12:00 a.m.	Barn
Sunday, December 6	Ramirez Wedding	4:00 p.m. – 1:00 a.m.	Barn
Saturday, December 12	Dominguez Sweet 16	11:00 a.m. – 11:00 p.m.	Barn

#### Senior Center

Date	Event	Time	Room
Thursday, November 19	Palomar RC Flyers	7:00 – 9:15 p.m.	Main Room
Thursday, November 19	Green Wood HOA	6:00 – 7:30 p.m.	Crafts Room
Sunday, November 22 & 29 December 6 & 13	<b>River Church*</b>	8:00 a.m. – 1:00 p.m.	Main Room, Rec, Comm
Tuesday, November 24	Twin Oaks Valley Ranch	5:45 – 8:00 p.m.	Community
Tuesday, November 24 December 1, 8 & 15	<b>Music Men*</b>	6:00 – 10:00 p.m.	Horizon Room 3
Tuesday, November 24 December 1, 8, 15	<b>Bridge</b>	6:00 – 9:00 p.m.	Main Room
Tuesday, November 24 December 1, 8, 15	<b>Quilting</b>	11:00 a.m. – 9:00 p.m.	Crafts Room
Wednesday, December 2, 9, 16	<b>San Diego Church*</b>	7:00 – 9:00 p.m.	Main Room
Friday, December 4 Saturday, December 5	Huntington Rare Coins	8:30 a.m. – 4:30 p.m.	Crafts Room
Tuesday, December 8	San Marcos Girls Softball	6:30 – 9:00 p.m.	Community
Wednesday, December 9	Autumn Heights HOA	6:00 – 8:30 p.m.	Crafts
Wednesday, December 9	Belleza HOA	5:45 – 8:00 p.m.	Community
Monday, December 14	CWONC	6:00 – 8:30 p.m.	Main Room
Wednesday, December 16	Glenpark HOA	6:30 – 8:30 p.m.	Crafts
Sunday, December 6	Scout n Weavers	1:00 – 5:30 p.m.	Fitness Room

#### Wood House

Date	Event	Time	Room
Saturday, November 21	Tea Party	1:30 – 4:30 p.m.	Jenny Lind

#### San Elijo

Date	Event	Time	Room
Saturday, November 21	Black Baby Shower	12:00 – 6:00 p.m.	Terrace Hall
Sunday, November 22	Barrett 16 <sup>th</sup> Birthday	6:00 – 11:00 p.m.	Terrace Hall
Friday, December 4 & 11	Friday Fun Nights	6:00 – 10:00 p.m.	Terrace Hall
Saturday, December 5 & 12	Fun Shopping Saturdays	8:00 a.m. – 2:00 p.m.	Terrace Hall
Saturday, December 12	Martinez Birthday Party	2:00 – 11:00 p.m.	Terrace Hall

#### \*On-Going Facility Use

## Reservation Master Report

Nov 12, 2015  
11:17 AM

Reservation Date: From Nov 19, 2015 through Dec 16, 2015  
 Reservation Site: San Marcos Community Services  
 Facility Type: Amphitheater, Park Gazebo, Park Picnic Shelter, Picnic Area

Date / Setup - Ready Time / Start - End Time	Facility / Equipment / Type / Center	Event / Event Type / Schedule Type	Contact Information	Permit# Attend/Qty	Notes
Nov 21, 2015 Saturday 11:00 AM - 4:00 PM 11:30 AM - 3:30 PM	Simmons Ocean View Park Picnic Shelter Simmons Family Park	Food Drive #805 Picnic without jump house, ponies, etc.		805 50	
11:00 AM - 1:00 PM	Sunset West 1 Park Picnic Shelter Sunset Park	Birthday party Picnic without jump house, ponies, etc.		756 45	
11:30 AM - 2:30 PM 12:00 PM - 2:00 PM	Jack's Pond Park Corral Park Picnic Shelter Jack's Pond Park	Class Party #788 Picnic without jump house, ponies, etc.		788 50	
Dec 5, 2015 Saturday 11:30 AM - 4:30 PM 12:00 PM - 4:00 PM	San Elijo Gazebo Park Picnic Shelter San Elijo Hills Park	Christmas Gathering Picnic w/jump house		9000746 90	
Dec 6, 2015 Sunday 11:00 AM - 4:00 PM 11:30 AM - 3:30 PM	Sunset West 1 Park Picnic Shelter Sunset Park	birthday Picnic without jump house, ponies, etc.		9000748 50	
Dec 12, 2015 Saturday 11:30 AM - 4:30 PM 12:00 PM - 4:00 PM	Sunset West 1 & 2 Park Picnic Shelter Sunset Park	Company Party Picnic without jump house, ponies, etc.		9000750 80	

REV

**SAN MARCOS COMMUNITY SERVICES DEPARTMENT**

3 Civic Center Drive San Marcos, CA 92069-2949  
Phone: 760.744.9000 Ext. 3511 Fax: 760.752.1328

SMCC# \_\_\_\_\_

**FACILITY USE  
APPLICATION**TODAY'S DATE 11-12-15

Person Responsible: Sam Brumit Title: Pastor  
ADDRESS: Po Box 668 CITY: San Marcos ZIP: 92079

NAME OF ORGANIZATION: Mission 316 ChurchPHONE# Cell: 760-659-0316 Other: \_\_\_\_\_ FAX: 760-690-2550Email: office@mission316church.com coveredindust@gmail.comTYPE OF ACTIVITY: Church services/children classes NON - PROFIT I.D. 95-192-1154  
GEN-1585FACILITY REQUESTED (CIRCLE): COMMUNITY HALL KITCHEN DINING CRAFTS  
MEETING DANCE FITNESS FIRE PIT OUTDOOR STAGEDATE(S) OF USE: Sundays AM's (ongoing) January-June 2016DAY: Sunday Special Items \_\_\_\_\_REQUESTED PREPARATION TIME: 8 A.M./P.M. TO: 10 A.M./P.M.EVENT START TIME: 10 A.M./P.M. TO: NOON A.M./P.M.EXPECTED ATTENDANCE: 160-170 ADMISSION CHARGE: YES \_\_\_\_\_ NO ☒ AMOUNT: \$ \_\_\_\_\_WILL FOOD BE SERVED? YES ☒ NO \_\_\_\_\_ WILL ALCOHOL BE SERVED? YES \_\_\_\_\_ NO ☒I ACKNOWLEDGE THAT CANDLES ARE NOT PERMITTED ON PREMISES AND THERE IS NO SMOKING  
EXCEPT IN DESIGNATED AREAS. INITIALED: SAB

A.B.C. LICENSE #: \_\_\_\_\_ OR BARTENDER'S NAME: \_\_\_\_\_

REFERENCE PHONE #: \_\_\_\_\_

GROUP INSURANCE REQUIRED: YES ☒ NO \_\_\_\_\_ IF YES, SEE SUPPLEMENT SHEETINSURANCE COMPANY: Cotter Ins. Company CERTIFICATE RECEIVED DATE: 11/12/15**HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

Applicant represents and agrees as follows:

1. Applicant has received, reviewed and fully understands the Policies and Regulations for use of the facility. Applicant and all members of applicant's group or organization shall abide by the Policies and Regulations.
2. Applicant has inspected the City property or premises proposed for use and has determined that they are in a safe and appropriate condition for the activities planned. Applicant and all members of applicant's group or organization hereby ensure that said property or premises will be kept and operated in a safe and appropriate condition.
3. Applicant waives, releases and discharges any and all claims for or right to claim damages of any kind that may arise as a result of Applicant's use of the City's facilities.
4. Applicant and the members of applicant's group or organization, individually and collectively, hereby agree that:  
Applicant shall indemnify and hold harmless the City of San Marcos, City of San Marcos as Successor Agency to the San Marcos Redevelopment Agency and their elected and appointed boards, officers, agents and employees (collectively, "City") from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the activities described herein, caused in whole or in part by any negligent act or omission of the City, except where caused by the sole negligence or willful misconduct of the City, its subdivisions, officers, agents or employees.
5. Applicant is expressly authorized to bind each and all of the members of applicant's group or organization.

APPLICANT SIGNATURE: Sam Brumit  
Title: Pastor Driver's License # C4994980



# AGENDA REPORT

## Meeting of the Community Services Commission

**MEETING DATE:** November 18, 2015  
**SUBJECT:** San Marcos Senior Activity Center update

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### Recommendation

Review and provide comments about the changes, updates and future at the San Marcos Senior Activity Center.

### Introduction

Over the past eight months many improvements have been made at the Senior Center including updating the name to Senior Activity Center to better reflect the mission of the center:

The mission of the San Marcos Senior Activity Center is to provide social, recreational, healthful, and educational programs that facilitate the emotional and physical well-being of independent senior citizens. The Senior Activity Center offers access to community resources, services, nutrition and leisure interests that help foster social connection, vibrant aging, personal autonomy and life-long learning. Our goal is to promote opportunities that enrich the quality of life and support vitality for seniors.

In addition to our mission statement update, other areas in which great improvements were made include: aesthetics, policies & procedures, staff, programs and marketing.

Aesthetically, new floors were installed to give the facility an updated, contemporary look. We also expanded the computer lab to provide seniors with more access to technology and opportunities to learn. The Wall of Discovery information and resources was relocated from an isolated room behind the front desk to an area more accessible to the public. We created a lounge area with comfortable couches and chairs where seniors can gather or just relax. We also dedicated wall space in the lobby to proudly exhibit paintings from art class students.

In an effort to stay up with industry practices, trends and ensure compliance with City standards and requirements, we made changes to some policies and procedures at the center including contracting with a new nutrition program meal provider (Essenco) and outsourcing the nutrition program transportation with San Marcos Unified School District. We also began scheduling staff to work the front desk during regular





operating hours and after-hours facility use. And we are in the process of implementing a more modern, constructive Code of Conduct for the center.

The staff at the Senior Activity Center have been assigned program areas and responsibilities based on skills, knowledge and experience. We created a learning-based environment where employees see a path for advancement at the center, in the department, or in other City departments. By fostering long-term employee growth, these efforts as well as others have dramatically improved morale, performance and teamwork.

In addition to adding some programs such as smartphone/electronic device classes, monthly movie matinees, and open computer lab days/times, we also created a distinction between classes and activities. Classes are instructor led and have different fees associated. Registration is required for classes. Activities are volunteer led and cost a minimum of \$1 fee to participate. Activities are drop-in and do not require registration. We produced a glossary listing of all our activities and classes for customers with descriptions, skill level required and equipment needed.

Our marketing endeavors include improvements made to the monthly newsletter, an email newsletter being distributed monthly, and regular updates and maintenance made to the Senior page within the City's website. We are looking at current marketing methods, styles and genres that resonate with the senior population. Giving the newsletter a fresh look and feel, as well as keeping up with information dissemination will continue to attract new customers and reach a wider audience.

Finally, there are several upcoming projects and developments on the horizon. Beginning in Jan 2016, all class registration will take place through ActiveNet, which the Community Center has been utilizing for several years. Part of this conversion includes ensuring our contract instructors have all protections and City requirements in place. We are looking forward to streamlining the registration process, contract instructor administration, and associated financial practices. This will pave the way for an organized, efficient pathway for us to begin expanding our class offerings, and augment our marketing efforts. In addition to adding classes inside the center, we are eager to offer classes outside the center in the new Fitness Zone! The proposed Fitness Zone will replace the playground and will include fitness equipment such as cardio and weight machines and resistance devices. We anticipate adding classes such as personal training (solo and group), circuit, intro to weight training, muscle building, and cardio fit. These fitness classes will have an edge on the indoor classes because natural vitamin D will be included. The future of the Senior Activity Center is exciting and bright!

#### **Attachment(s)**

Power Point



# AGENDA REPORT

## Meeting of the Community Services Commission

**MEETING DATE:** November 18, 2015

**SUBJECT:** San Marcos Highlands park improvements and General Plan change

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### Recommendation

Recommend approval to the City Council for the San Marcos Highlands park improvements.

### Board or Commission Action

Not applicable

### Relevant Council Strategic Theme

Quality of Life

### Introduction

The San Marcos Highlands project proposes 189 single-family homes on approximately 262 acres at the northern end of Las Posas Road within the San Marcos Highlands Specific Plan Area. The project also proposes annexation of about 124 acres of County land to the City.

The project includes three parks. Two are small private parks for use of the residents, and one is a 1.16-acre neighborhood park that will be open to the public. The proposed park improvements require a General Plan Amendment to modify the acreage and description of the Buena Neighborhood Park to be consistent with the Parks Master Plan.

This report addresses only the parks within the project site. A separate staff recommendation on the trails within the San Marcos Highlands area will also be considered at this Commission meeting.

### Discussion

The project's two private Homeowner's Association parks include one 0.28 acre park and one 0.09 acre park on the west side of the development. They will include seating, passive lawn area, and children's play structures. The larger of the two parks will also have access to a community trail and a basketball half court.



The developer will pay for the construction of these parks and the ongoing maintenance will be done through the HOA. The City will not be responsible for any maintenance.

The public park will be 1.16 acres and located along the easterly side of the riparian area on the east side of the development. Proposed amenities include a tot lot, cabana with seating area, picnic tables and grills, open lawn/play area, benches, restroom facility, a connecting path with a trailhead, and parking off the cul-de-sac. The developer will construct the park, but the City will be responsible for the ongoing maintenance. Residents of the development will pay into a Community Facilities District (CFD) that will offset the cost of the park's maintenance.

The Parks Master Plan addresses this park in its Buena Neighborhood Park section. The original plan called for a 12-16 acre neighborhood park of mostly passive recreational land. It also described a one-acre open field play area. With the exception of a water play area and a place for fishing, the 1.16 acre neighborhood park will have the same amenities as described in the Parks Master Plan. Staff believes that this proposal meets the intent of the Parks Master Plan.

The project will require an amendment to the Parks, Recreation, and Community Health Element of the General Plan. It will modify the acreage related to the active park area and the description of the future Buena Neighborhood Park to reflect this project proposal and the current condition of the area. It will also be revised to say that the remaining acreage will be an open space riparian corridor with limited public access via a trail because of its sensitive nature.

The General Plan park acreage standard calls for 5 acres of parkland for every 1,000 San Marcos residents. Based on the projected population of the project, about 2.9 acres of new park space is required. The private parks being built by the developer do not count towards the park requirements for this project, and neither does the passive acreage of the riparian area. As a result, only the 1.16 acre neighborhood park is allocated under this formula for the project. In order to make up the deficiency, the developer will also pay the City's Public Facility Fee (PFF), a portion of which is designated for the acquisition and development of park space citywide.

### **Fiscal Impact**

The new park operated by the City will result in increased costs for maintenance. Park maintenance would be funded through a Community Facilities District established for the properties that are part of the Highlands development.

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### **Attachment:**

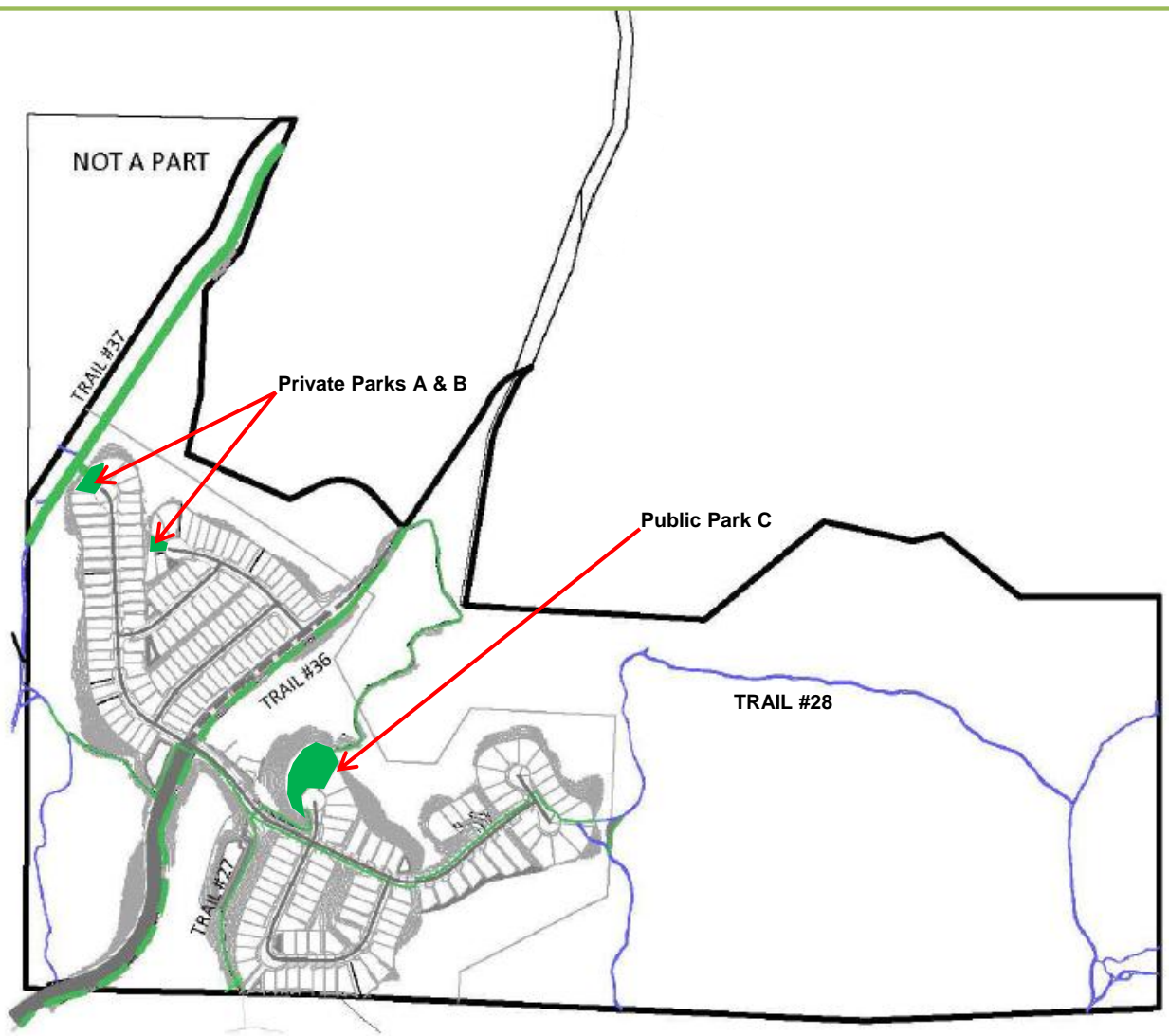
San Marcos Highlands park map





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Prepared by: Michael Gordon, Management Analyst  
Reviewed by: Holly Malan, Community Services Program Manager  
Reviewed by: Norman Pedersen, Associate Planner  
Approved by: Buck Martin, Community Services Director



— Secondary Arterial 61'/84'  
 - - - Secondary Arterial 44'/84'  
 — Public Local Street 60'

— Multiple Use Trail 20'  
 - - - Urban Trail 16'  
 — Local Trail 10'  
 — Existing Trail

Circulation Plan

Exhibit

SAN MARCOS HIGHLANDS





# AGENDA REPORT

## Meeting of the Community Services Commission

**MEETING DATE:** November 18, 2015

**SUBJECT:** San Marcos Highlands trail improvements and Master Trails Plan changes

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### Recommendation

Recommend approval to the City Council for the San Marcos Highlands trail improvements as long as the trails are secured, maintained, and publicly accessible in perpetuity.

### Board or Commission Action

The Trails Advisory Committee recommended approval on November 3, 2015. The committee also recommended that this project, or other future projects in this part of the City, include a public horse staging area as part of any trail improvements.

### Relevant Council Strategic Theme

Quality of Life

### Introduction

The San Marcos Highlands project proposes 189 single-family homes on approximately 262 acres at the northern end of Las Posas Road within the San Marcos Highlands Specific Plan Area. The project also proposes annexation of about 124 acres of County land to the City. Segments of the City's trail system, as described in the 1991 Master Trails Plan, are located within the project site. Aspects of the planned improvements deviate from the Master Trails Plan due to the environmental requirements of federal, state, and regional regulatory agencies, and the steep terrain of the site.

This report addresses only the trails within the project site. A separate staff recommendation on the parks within the San Marcos Highlands area will be considered at this Commission meeting.

### Discussion

The trails in the proposed Highlands project will help connectivity in that area through 4.2 miles of trail improvements. However, due to regulatory requirements and difficulties with terrain, they will not match what was described in the Master Trails Plan. A description of the trails changes are as follows:



Trail #16: In the Master Trails Plan, Trail #16 runs from Las Posas Road to the aqueduct, just north of “Street D.” However, this trail cannot be completed because the U.S. Army Corps of Engineers has determined that this is a protected wildlife corridor. As an alternative, a new local trail connection will be constructed going from Las Posas Road along the southwest side of the development to Trail #37 along the aqueduct. In addition, Trail #37 will be accessed by Park A at the end of Street A.

Trail #27: This trail runs along the north side of the Santa Fe Hills development and connects to the Owen’s Peak Trail to the east. From Santa Fe Hills, it goes north to Park C, circles the riparian habitat area, and connects to Trail #36 on Las Posas Road. Originally envisioned as a multi-use trail with 10 feet of paved surface and 10 feet of decomposed granite surface, this will be a local trail that is made of 10 feet of decomposed granite surface and continues the existing trail width from Santa Fe Hills. It will be maintained by the City.

Trail #28: Trail #28 is an unimproved dirt trail that will remain as such due to environmental requirements from federal and state regulatory agencies. From the east side of the development, it provides connectivity over Owen’s Peak to Twin Oaks Valley Road and the site of the future Las Brisas subdivision. Its maintenance will be done by a conservancy.

Trail #36: Trail #36 runs up Las Posas Road as the continuation of the trail that runs through Santa Fe Hills. In the Master Trails Plan, this trail was originally proposed to be a 20 foot wide multi-use trail. Under this proposal, Trail #36 would continue the existing 16 foot wide urban trail to the south, with 16 feet of right of way consisting of 5 feet of sidewalk, a double-rail fence, and 10 feet of decomposed granite surface. This trail will be maintained by the City.

Trail #37: Trail #37 is the trail that runs along the aqueduct, which runs through the northwest corner of the development. It will match the Master Trails Plan as a multi-use trail, except that it will not have a fence separating the 10 feet of paved surface with the 10 feet of decomposed granite surface. The San Diego County Water Authority has said that they need full access to this trail without a fence.

Some of the trails will not be on public land, so it is important that public access to these trails be protected. Without proper easements, it is possible that a conservancy or other private operator of the trails could eliminate public access or change the trail alignments. Staff recommends that the Commission approve the trail improvements and Master Trail Plan changes on the condition that the trails are secured, maintained, and publicly accessible in perpetuity.

## **Fiscal Impact**



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Trails maintained by a conservancy will have no fiscal impact. New or improved trails operated by the City will result in cost increases for trail maintenance. Trail maintenance would be funded through a Community Facilities District established for the properties that are part of the Highlands development.

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**Attachment:**

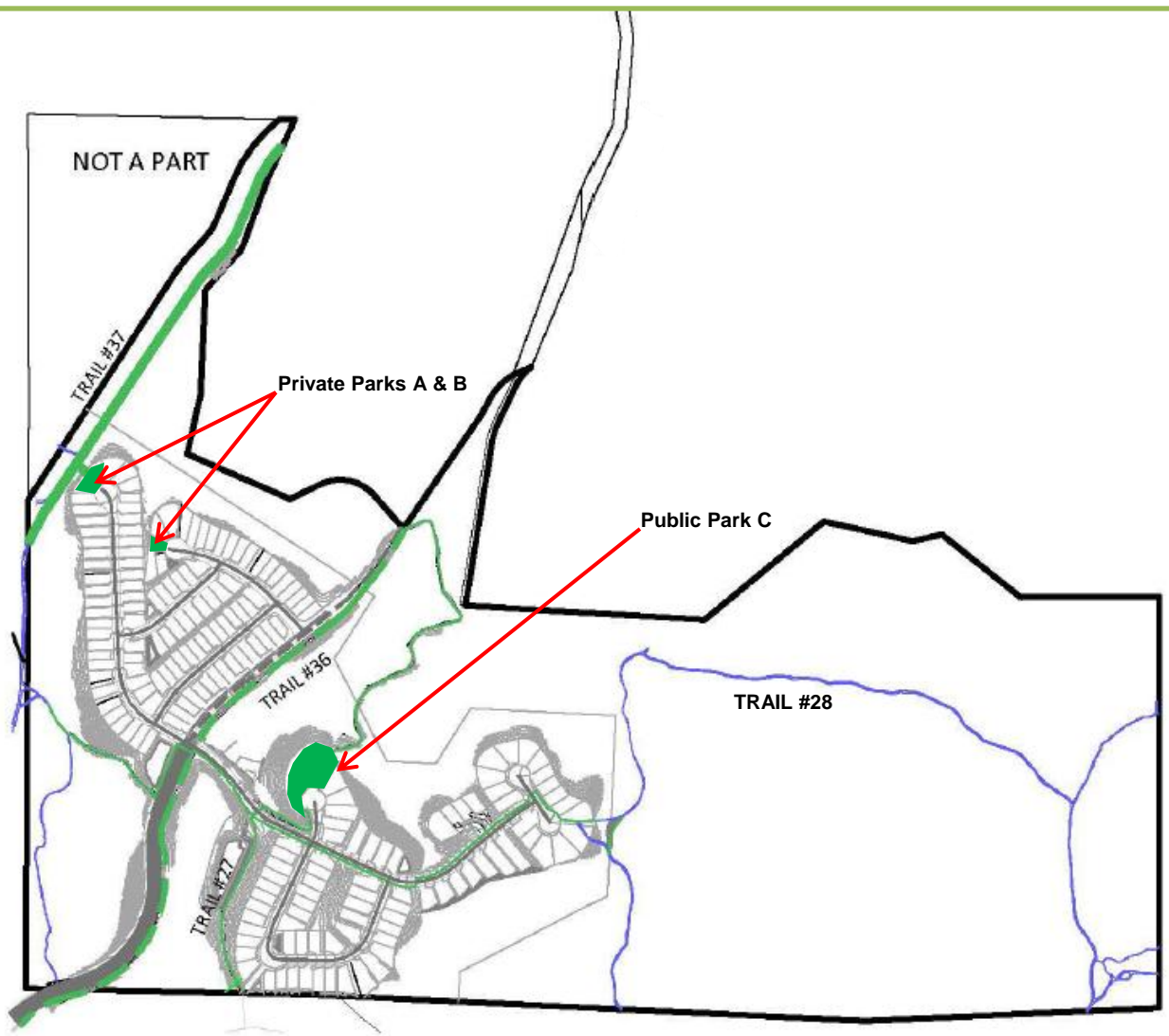
San Marcos Highlands proposed trail map

Prepared by: Michael Gordon, Management Analyst

Reviewed by: Ron Vinluan, Recreation Supervisor/Park Ranger

Reviewed by: Norman Pedersen, Associate Planner

Approved by: Buck Martin, Community Services Director



- Secondary Arterial 61'/84'
- - - Secondary Arterial 44'/84'
- Public Local Street 60'

- Multiple Use Trail 20'
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- Local Trail 10'
- Existing Trail

Circulation Plan

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SAN MARCOS HIGHLANDS

NORTH



NOT TO SCALE

**CITY OF SAN MARCOS**  
**YOUTH SPORTS COUNCIL**  
**Tuesday, November 3, 2015**  
**201 MATA WAY**

**Attendance:** All members present except San Marcos Pop Warner and NC Rugby.

*\*NFL Flag Football was present.*

**Call to order**

James Daza called the Youth Sports council meeting to order at 6:04pm.

**Approval of Minutes**

Jason Simmons (FC Sol) motioned to approve the modified minutes from the May 5, 2015 meeting. Scott Yeaman (SMYS) seconded the motion.

*Motion carried 5-0 with San Marcos AYSO 127 abstaining.*

**San Marcos Unified School District**

Martin Leon updated the YSC about SMUSD projects. At San Elijo Elementary SMUSD is completing fencing repair on the east side of the campus as well as moving a section of chain link fencing to prevent accidents. He also explained that most school district fields will be aerated during the Christmas break but it will not affect scheduled field use.

**City of San Marcos Parks Update**

Art Sotelo talked about projects at the parks. Plans are being drawn up to re-grade the upper part of Bradley Park from July-September 2016. The Bradley Park Soccer Arena will have the artificial turf replaced and is planned to be completed before January 2016, but it might take until the middle of January. Public Works will be laser leveling two to three infields at Mission Sports Park and are hoping to add a fourth if funds allow. Molly Carpenter with San Marcos Youth Baseball was present and requested if possible to have the new infield dirt mix brought in for fields 1, 4, 5, and 7. Art informed San Marcos Youth Baseball that the City has received three emails from Vallecitos Water District saying that baseballs have been hit into their property and asked them to remind all coaches to in turn remind their teams to be mindful of balls hit over the fence. Public Works is scheduled to begin aerating sports fields within the next week to improve field conditions. San Marcos Youth Baseball requested that due to new baseball regulations, the mounds on fields 1, 3, and 4 at Mission Sports Park would need to be removed. Jeremy Vargas informed Art that the North softball field at Bradley Park has a raised lip

where the infield meets the outfield. A player tripped and suffered a broken nose in one of the tournaments recently held there.

### **Field Allocation**

James Daza reminded the YSC members to send any feedback they had regarding the upcoming field allocation to him. He has not received much feedback except from SMYS requesting more practice space.

### **FC Sol – LA Galaxy Partnership**

Jason Simmons spoke to the group about FC Sol's interest in partnering with the LA Galaxy club system. He explained that FC Sol wanted them to move to San Diego to give more support and resources for FC Sol. He explained that if the partnership were to happen that it would not affect their participation residency rates. James spoke regarding the situation and assured the YSC that no Los Angeles or San Diego teams will be receiving allocated field space. Jason Simmons explained to the group that they would still be staying local with the board and would be based here in San Marcos.

### **Spring Arena**

James spoke to the YSC soccer groups about next year's arena soccer scheduling and proposed keeping the same schedule as last year if the groups are in agreement. John Gomez reminded James that SMYS would again like to have the two seasons with the inflatable arena at Sunset Park.

### **NFL Flag Football**

Chris Williams was present from NFL Flag football for their 12<sup>th</sup> meeting. Chris spoke to the YSC and gave more detail about their program. Their main season is in the spring, running from the middle of February through May. The teams participating in their program practice for one hour one time per week and their games are played on Saturdays. In the fall they had 1100 total kids for the North County Region with about 250 from San Marcos. John Gomez (SMYS) asked Chris how many kids or teams are strictly from San Marcos; Chris answered they have between 240-250 participants just from San Marcos. James reiterated the process for becoming a member of the YSC and that NFL Flag Football will be on a three year probationary period. Fields that remain unscheduled after the allocation is finalized will be assigned to the NFL program.

The YSC then voted to allow NFL Flag Football to become an Associate Member. *The vote carried 8-0 and NFL was welcomed as an Associate Member.*



## **Triple Crown Sports**

James spoke about the Triple Crown Sports tournaments that the City has hosted recently and explained that they have a large out of state tournament and bring a lot of business to the City. He also reminded the YSC about the online Tournament Guide that gives a detailed list of hotels and restaurants in the City.

## **Participation Number Due Dates**

The YSC revisited the idea of changing the due date required for turning in their participation numbers for their priority season. After a short discussion, it was decided to keep the current date of the 3<sup>rd</sup> week in June.

## **Minimum Participation Number Requirement**

Jason Simmons presented an idea to the YSC to require a minimum number of participants when new groups are inquiring about the requirements to joining the YSC. James reminded the group of the research he had done and said that 100-150 is the standard number from other cities he surveyed.

Jason Simmons motioned to require 100 participants for new groups to become members. Lori Schultz (SMYBB) seconds that motion.

*Motion carried 8-0.*

## **Final Thoughts**

James reminded the groups that Public Works staff has requested that the color "Nevada Tan" be used on all storage/sea containers in the parks. He also reminded the groups to please have containers painted before January 2016.

**Next regularly scheduled meeting will be Tues, December 1 @ 6pm. Meeting adjourned at 7:00pm.**