
AGENDA

PARKS & RECREATION COMMISSION

WEDNESDAY, JUNE 17, 2020
VIRTUAL MEETING

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

ORAL COMMUNICATIONS

Volunteer recognition awards

STAFF RECOMMENDATION

CONSENT CALENDAR

1. APPROVAL OF MINUTES

Commission meeting held on May 20, 2020

APPROVE

REPORTS AND OTHER BUSINESS

1. Staff Report, Democracy In Action Project
2. Trails Advisory Committee Guidelines

NOTE & FILE

APPROVE

ORAL COMMUNICATIONS

Report from the Parks & Recreation Director

NOTE & FILE

WRITTEN COMMUNICATIONS

ADJOURNMENT

STATE OF CALIFORNIA)

COUNTY OF SAN DIEGO) ss.

CITY OF SAN MARCOS)

AFFIDAVIT OF POSTING

Agenda packets are available for public inspection 72 hours prior to scheduled meetings at City Hall: 1 Civic Center Drive, San Marcos, CA 92069. Any agenda-related writings or documents provided to a majority of the commission after distribution of the agenda packet are available for public inspection at the time of distribution in the Council Chambers. I, Cheryl Salazar, Parks & Recreation Commission Secretary, City of San Marcos, hereby certify that I caused the posting of this agenda at the entrance of City Hall Council Chambers on Wednesday, June 10, 2020.

Date: June 10, 2020

Cheryl Salazar, Commission Secretary

The City of San Marcos is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this meeting or any other City programs, service or activity, please contact the City Clerk's office at 1 Civic Center Drive, San Marcos, CA 92069, or call (760) 744-1050.

Minutes

Regular Meeting of the San Marcos Parks & Recreation Commission

Wednesday, May 20, 2020

City Council Chambers, 1 Civic Center Drive

CALL TO ORDER: Chairperson Jay Franklin called the meeting to order at 6:03 pm.

PLEDGE OF ALLEGIANCE: Chairperson Jay Franklin

ROLL CALL:

Commissioners Present

FRANKLIN	(3/3)	100%
HERNANDEZ	(3/3)	100%
LINDSAY	(3/3)	100%
MOCKUS	(3/3)	100%
PRESTININZI (ALT)	(3/3)	100%
ROBLES	(3/3)	100%
SENSMEIER	(3/3)	100%
SMITH	(3/3)	100%

Commissioners Absent

ALSO PRESENT:

Director Buck Martin, Program Managers Darren Chamow & Andrea Gonzalez, Commission Secretary Cheryl Salazar, Recreation Supervisor.

ORAL COMMUNICATIONS

Volunteer recognition awards – there were none recommended.

CONSENT CALENDAR

COMMISSIONER SENSMEIER MOVED TO APPROVE CONSENT CALENDAR ITEMS 1 AS PRESENTED, SECONDED BY COMMISSIONER MOCKUS AND CARRIED TO APPROVE.

REPORTS AND OTHER BUSINESS

1. Richmar Park Commercial Use Permit

Program Manager Darren Chamow gave background on the preschool applying for a commercial use permit to use Richmar Park as the playground that the preschool is mandated to. Chamow noted that the City determined that this was the best route since it would still allow public use of the playground. Due to the uncertain nature of when it will start, staff wanted to ensure the Commission had enough time to review.

Commissioners requested more information regarding the applicants insurance, the conditions around approval due to the other businesses in the shopping center, the plans for crossing Twin

Oaks Blvd., and the specific use of the park. Staff provided information about the park use and will follow up with the business conditions and crosswalk plan.

MOVED BY COMMISSIONER SMITH, SECOND BY COMMISSIONER HERNANDEZ AND CARRIED UNANIMOUSLY TO APPROVE THE RICHMAR PARK COMMERCIAL USE PERMIT SUBMITTED BY TRILINGUAL DAYCARE AMERICA, INC FOR TWO QUARTERS OF USE IN 2020.

2. Trails Advisory Committee Applications

Chair Franklin asked if the applicants were invited. Gonzalez confirmed they were not to avoid confusion with the first virtual meeting.

Commissioner Lindsay asked if application could add whether the applicant was a resident or if they lived in the sphere of influence.

MOVED BY COMMISSIONER SENSMEIER, SECOND BY COMMISSIONER HERNANDEZ AND CARRIED UNANIMOUSLY TO APPOINT JIM COOPER AND RICHARD AMITON TO THE TRAILS ADVISORY COMMITTEE.

3. Trails Advisory Committee Guidelines

Commissioner Smith asked to confirm the total number of TAC members and staff confirmed it is 5. Commissioner Lindsay asked to update the application to include resident/sphere of influence and asked about the property owner language be changed to “resident or something else” as well as Section 3B be changed to be “up to 3 members but not more than half of total appointed members be allowed to be non-residents.” Commissioner Mockus agreed that it would be of benefit to ensure that members are residents and not just property owners concerned of the trails because the trails abut their property. Director Martin said that City staff would take care of the requested changes. Commissioners also discussed some specific duties of TAC members.

ORAL COMMUNICATIONS

Parks & Recreation Director Buck Martin provided an update on the following items:

- County directors have worked together to move in the same direction at the same speed regarding COVID-19 guidelines and implementation
- The City overall from the top down has taken a furlough/pay cut and will have every Friday off to help with the City deficit of about \$13 million. Each department has been asked to make cuts.
- Parks & Rec has made about \$700k in cuts: \$600k in part-time staff budget and about \$100k in supplies.
- Surveys have been sent out to gauge public sentiment about programming.
- Parks & Rec may open things as soon as July 6 as long as we are following all County protocols.
- The Gym, Community Center are both closed while the SAC is still delivering meals.
- Ranger presence has increased to educate people on social distancing.
- Pools are closed until next Spring. Aquatics budget has been reduced to only include limited programming next year.
- Events are limited – no concerts, no movies, no July 4th celebration. Santa’s Village is still on for now.

- The Nature Center has not been open. The department will continue to try to open with volunteer help when it is allowed to reopen.
- Tennis courts, disc golf, pickleball courts, playgrounds and splash grounds are all closed.
- Some city neighbors are interpreting rules differently which makes things challenging due to the fact that in order to open a park it must be staffed however families living in one household may picnic together. Rangers are trying to monitor as many parks as possible with the current resources.
- The County initiative "Game On" was described along with the challenges the department would have in participating with this initiative due to staffing shortages.
- The department has been reorganized to create sustainability and opportunities for upward mobility. Krystal Mainprize will be responsible for all reservations. Cheryl Salazar will have expanded duties including Commissions, RecGuide, marketing and other projects including liaising with the Friends of San Marcos Parks and Recreation. Jennifer Overman is moving to the Adult services programs and Brian Thill is moving to Youth Programs.

Commissioners discussed the current trail availability and the future of the monthly hike program. Chair Franklin asked about the Discovery Lake aeration project. Martin apologized for not having an update and will follow up and report back.

COMMISSIONER COMMENTARY

Commissioner Robles would like to encourage the others to get out and take a hike. The trails are keeping her fit and are helping emotionally.

Commissioner Hernandez thanked staff for their work during these difficult times and with letting go of the part-time staff. Hernandez asked about the Democracy In Action survey results and whether the department would share. Hernandez would also like to know whether the department is seeing issues as far as park maintenance or vandalism. Chamow received a preliminary Democracy In Action report, the department provided feedback for the final report and will report back when it is received. Hernandez inquired about whether there is a plan for the sports leagues to start using the parks and what that looks like. Director Martin will report back regarding the sports leagues.

Commissioner Prestininzi has been convalescing but during her commute to work has seen many people along Mission Road by Palomar College and along the Sprinter line. She feels sad because people cannot utilize all of the amenities. She would like to thank staff and expresses her sorrow for staff needing to be let go.

Commissioner Smith would like to echo the sentiment for staff regarding the stressful times and the selfless acts they are doing. Smith wishes everyone to be safe and happy and hopes to return to normal.

Commissioner Mockus would like to thank City staff and mentioned the County is dealing with a lot and remembers layoffs in 2009. Mockus appreciates the strategic actions taken to continue services. May is Mental Health Awareness month and wanted to learn if there was a way on social media to promote the month and encourage folks to keep active and get out to stay healthy to tie into not

increasing the risks associated with substance use and misuse. Mockus asked about whether we are looking at opening camps this summer. Director Martin responded that we are looking at opening 3 locations and that would amount to a little less than half capacity due to group size restrictions.

Chair Franklin asked whether or not Parks & Rec had resources to promote Mental Health Awareness. Martin mentioned that we do not offer a structured Mental Health program. Salazar offered that she could utilize resources from NRPA to promote in the Facebook group and make recommendations to the Communications office. Chair Franklin mentioned that it Mental Health Awareness has not been elevated by Commissioner Mockus.

Commissioner Robles mentioned that mental health is much more of a concern considering the situation and that the Prevention Coalition is helping with the youth emotional situation and joining through other organizations in San Marcos that it would be beneficial.

Commissioner Sensmeier received a note from Karen Brindley that the General Plan Advisory Committee is on hold until further notice although residents can still submit comments online. Would like to thank staff and that it is sad that so many things are lost including those events discussed at the last meeting.

Vice-Chair Lindsay echoes the comments about the hard work of City staff and special thank you to Gonzalez for the patience shown to Lindsay regarding the TAC guidelines.

Chair Franklin expressed the thanks to City staff for doing more with less. He is honored to sit on the Commission with great commissioners that are engaged with the City and the County. He does appreciate that there are more people in the community in parks and that it is amazing how friendly everyone is.

WRITTEN COMMUNICATION

Letter from the California Wildlife Foundation/California Oaks

Director Martin stated that the department has investigated and takes this very seriously. The department is awaiting a response from Mr. Hall to conduct a site visit with him and take the needed action. Chair Franklin acknowledged that the Commission will hear back when department staff have something to report.

ADJOURNMENT

CHAIRPERSON FRANKLIN ADJOURNED THE MAY 20, 2020 SAN MARCOS PARKS & RECREATION COMMISSION MEETING AT 7:06 P.M.

ATTEST:

Jay Franklin, Chairperson
Parks & Recreation Commission
City of San Marcos

Cheryl Salazar, Comm. Secretary
Parks & Recreation Commission
City of San Marcos

CITY OF SAN MARCOS
PARKS & RECREATION COMMISSION
TRAILS ADVISORY COMMITTEE
GUIDELINES – MAY 20, 2020

SECTION 1 Purpose

The purpose of the Trails Advisory Committee is to advise the Parks & Recreation Commission and through them the City Council, of the multi-use trail needs of the City and on the implementation of the City Master Trail Plan. Further, the Trails Advisory Committee shall encourage community involvement in development, maintenance and use of the trail system including equestrian and bicycle lanes and pathways within the city.

SECTION 2 Duties

The duties of the Trails Advisory Committee shall include the following:

- A. Monitor the City's Master Trail Plan and submit recommendations for trails-related matters to the Parks & Recreation Commission.
- B. Identify existing and future needs for trail development within the city, including interconnections with regional trails outside the city's boundaries.
- C. Review existing trail and Ranger programs and standards, recommending changes as deemed necessary.
- D. Review the status of existing trails and recommend future improvements and additions to the trails system.
- E. Recommend priorities for trails development for budget consideration and grant applications.
- F. Seek out and identify potential new sources of funding for trail development, improvement and maintenance.
- G. Encourage and advise on citizen involvement in the use, development and maintenance of trails, including Reserve Park Rangers and docents, Eagle Scouts, school groups, interns, etc.
- H. Discuss and receive input from members of the public about trails-related matters.
- I. Educate the public about the existence and scope of the City's Master Trail Plan and related matters.
- J. Advise and recommend interpretive and educational information along trails, through the use of kiosks, trail signage and interpretive centers.
- K. Foster collaborative partnerships to create trail connections within San Marcos and surrounding areas with both private and government entities including, but not limited to, HOAs and San Diego County.

SECTION 3 Appointment

- A. The Trails Advisory Committee shall consist of up to (8) members, one [HHP1] of whom will be a member of the Parks & Recreation Commission serving in an ex-officio capacity, appointed by that Commission, and the remaining to be

community members (including at least one (1) alternate) appointed through an application process by the Parks & Recreation Commission.

SECTION 3 Appointment (cont'd)

- B. Committee members shall represent diverse trail user groups of the community, be residents of the city, except that up to three members may be residents and less than half may be property owners in the City's Sphere of Influence area.
- C. Members shall serve at the will of the Parks & Recreation Commission.
- D. The Parks & Recreation Director and/or his/her designee shall be an ex-officio member of the committee and serve in an advisory capacity.

SECTION 4 Terms of office

Members of the Trails Advisory Committee appointed by the Parks & Recreation Commission shall serve a two-year term, with no limitation on the number of terms that may be served.

SECTION 5 Voting

Each Committee member shall be entitled to one vote. Approval of any recommendation requires an affirmative vote from the majority of the members present, provided a quorum of at least three (3) members is present and voting^[HHP2].

SECTION 6 Termination of Membership

If a member misses more than two (2) consecutive meetings of the Committee, without prior authorization from the Chair, termination of membership shall be at the discretion of the Chair, and the position may be available for appointment of a different member.

SECTION 7 Meetings

- A. Regular meetings of the Committee shall be scheduled at least quarterly, or more often as needed, at a time and place within the City limits which is agreed upon in advance by the Committee.
- B. Special meetings and sub-committee meetings may be called at any time by the Chair, provided that notification is given to all interested parties.

SECTION 8 Compensation, Financial Disclosure

^[HHP3]The members of the Committee will serve without compensation, and will not be eligible to have expenses associated with membership, such as mileage, reimbursed. Given these restrictions, although Committee members are still subject to the provisions of the Political Reform Act concerning conflicts of interest with respect to

voting, Committee members will not be subject to the filing of California Fair Political Practices Commission Form 700, Statement of Economic Interests.

SECTION 9 Officers

- A. The Officers of the Committee shall be a Chair and Vice-Chair, selected by the membership of the Committee. Other Officers may be appointed as necessary to carry out the work of the Committee.
- B. The Chair and Vice-Chair shall be chosen annually by the Committee at its January meeting.

SECTION 10 Duties of the Officers

- A. Duties of the Chairperson
The Chair shall preside at all meetings of the Committee, shall act as the Committee's liaison to the Parks & Recreation Commission, and shall act as spokesperson at other events or meetings as requested by the Parks & Recreation Commission. The Chair shall present annually to the Parks & Recreation Commission at a regularly scheduled monthly meeting.
- B. Duties of the Vice-Chairperson
In the absence or incapacity of the Chair, the Vice-Chair shall assume all duties of the Chair.

SECTION 11 Ad-Hoc Committees

The Committee may create such ad-hoc sub-committees as the business of the Committee may require. Each shall be made up of at least one but fewer than a quorum of Committee members and shall have such authority and perform such duties as the Trails Advisory Committee may determine.

SECTION 12 Procedures

These procedures shall be reviewed and revised as deemed necessary upon direction by the Parks and Recreation Commission.

APPROVED: Community Services Commission, November 17, 1993
APPROVED: Community Services Commission, April 17, 1996
APPROVED: Community Services Commission, September 17, 1997
APPROVED: Community Services Commission, February 16, 2000
APPROVED: Community Services Commission, February 20, 2008
APPROVED: Parks & Recreation Commission, January 15, 2020

Martin, Buck

From: Chamow, Darren
Sent: Wednesday, June 3, 2020 1:13 PM
To: Martin, Buck
Cc: Gonzalez, Andrea; Salazar, Cheryl
Subject: Fw: proposed revisions to the letter / RE: Business License / Vision Trilingual Preschool San Marcos, CUP19-0005
Attachments: Proof of Insurance City of San Marcos cert 2020-2021.pdf

FYI - see response below from the Richmar preschool folks regarding the hookah lounge. Sounds like a reasonable explanation to me.

Buck - we should add this to your list for your director's report to inform the commission.

From: Dottie Surdi <Dottie@pacificcoastcommercial.com>
Sent: Wednesday, June 3, 2020 1:06 PM
To: Chamow, Darren <DChamow@san-marcos.net>
Cc: sandiego@visionpreschool.com <sandiego@visionpreschool.com>; 'Serge Pelletier' <spelletier@visioned.group>
Subject: RE: proposed revisions to the letter / RE: Business License / Vision Trilingual Preschool San Marcos, CUP19-0005

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Darren,
See attached for Proof of Insurance showing the city as additional insured. Please confirm receipt.

Regarding your question on the Hookah lounge. Karyne Begin, owner and principal of the preschool, early on before signing the lease at the property advised state licensing about the presence of 7-Eleven, billiards parlor and the hookah lounge on the property. The state did not have an issue with these tenants being on the property which cleared the way for Karyne to sign the lease for this space. We will of course send you the final approved preschool license once received.

As an update, the billiards parlor recently closed for good. The preschool took over the hookah lounge space which means the preschool is now the only business in the building at 403 N Twin Oaks Valley Rd. The hookah lounge is relocating within the center and will re-open around August, 2020 in suite 102 in the building at the north end of the property. The property manager tells us their hours of operation are 6 pm to midnight 7 days a week. The preschool will be closed by 6pm.

This screen shot shows the 3 buildings in the center and the approximate location of these businesses. The "X" marks the approximate location of #102, the Hookah lounge.



Please let me know if you require additional information.

Dottie Surdi

Associate Vice President / Sales & Leasing



Cell (858) 349-2007 | Fax (858) 560-5604

Dottie@PacificCoastCommercial.com | www.PacificCoastCommercial.com

10721 Trenea Street, Suite 200, San Diego, CA 92131 | Lic. 01771294

"Selling San Diego by the Square Foot Since 1979"

From: Chamow, Darren <DChamow@san-marcos.net>

Sent: Wednesday, June 3, 2020 7:29 AM

To: Dottie Surdi <Dottie@pacificcoastcommercial.com>

Cc: sandiego@visionpreschool.com; 'Serge Pelletier' <spelletier@visioned.group>

Subject: Re: proposed revisions to the letter / RE: Business License / Vision Trilingual Preschool San Marcos, CUP19-0005

Ah, yes, that makes sense. Yeah, we just wanted to see the list of conditions the state has on your permit.

On-site Playground Waiver Terms and Conditions

Vision Trilingual Preschool San Marcos
403 N Twin Oaks Valley Rd. , San Marcos CA
State of California Facility #374845606

Use the municipal playground at Richmar Park for the preschool playground (refer to satellite overhead attached). This playground is equipped with play modules designed for 2-5 yr old children, separate men's and women's restrooms and an adjacent large grass field. Click these links for a short [video](#) of Richmar Park, and photos of the [restrooms](#) and [playground](#).

Period of Waiver is 2 years from the date of the State License for the preschool.

The following measures shall be strictly adhered to while using the Richmar Park playground:--

- Only children whose parents give written permission to these Terms and Conditions shall be allowed to use the Richmar Park playground.
- All staff accompanying the children to Richmar Park shall have completed and passed the State required background check and wear smocks printed with the word "Staff"
- Before leaving for the playground, the children will be dressed in a colored smock identifying them with the group and containing the state license ID # and preschool name.
- Staff to child ratio will be 1 staff to 6 children for the 3 to 4-year old groups and 1 staff to 4 children for the toddlers.
- The children will go to the playground according to the following schedule:

9:30 am to 10:15 am	24 3-4 year olds	w/4 staff
10:15 am to 11:00 am	24 3-4 year olds	w/4 staff
11:15 am to 12:00 pm	12 toddlers	w/3 staff
- A playground outing at the end of the school day for the children that have not been picked up by their parents may also take place between 4:30pm to 5:15pm, always maintaining the adult to child ratio stated above
- The older children will walk to the playground attached to two children's walking ropes with 12 children on each rope. Click this [link](#) for an example of the rope with velco wrist straps. There will be one staff holding the rope at the front of the first rope, one staff in the middle holding both ropes and one staff at the end of the second rope. The toddlers will be transported in a stroller with a capacity of six toddlers similar to that in this [link](#). As the group approaches the playground area, one staff member will go ahead to check the playground and restrooms to confirm it is safe for the group to follow.
- When crossing the road or the parking lot entrance near the park, one staff member will holdup a double-sided stop sign in the road being crossed.
- Staff will bring bottled water for the children and emergency first aid kits.
- Staff will be equipped with communication devices, both cell phones and 2-way radios (walkie talkies), to be able to get in touch immediately with the preschool and/or emergency personnel as needed.
- Staff will be trained on how and what to do in the event first aid and emergency communication is necessary and will carry a card with the procedures and emergency phone numbers.
- Children will be accompanied to the restrooms by a staff member.
- On days with inclement weather the mini-gym inside the preschool shall be substituted keeping the classroom child ratio per square feet in compliance with state requirements.

Overhead of Preschool and Richmar Park

The overhead below shows the Preschool in relationship to the playground at Richmar Park. The restroom building is identified as RR. The red line defines the path of travel from the side door of the preschool to the playground and is ~508 ft.

