

# AGENDA

## PARKS & RECREATION COMMISSION

WEDNESDAY, NOVEMBER 18, 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 October 21, 2020

**APPROVE**

### REPORTS AND OTHER BUSINESS

2. Staff Report, Senior Services – Catherine Manis
3. Trails Advisory Committee Meeting Minutes

**NOTE & FILE**

**NOTE & FILE**

### 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 Thursday, November 12, 2020.

Date: November 12, 2020

  
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Cheryl Salazar, Commission Secretary

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## Minutes

### Regular Meeting of the San Marcos Parks & Recreation Commission

Wednesday, October 21, 2020

GoToMeeting – Link in City Calendar

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**CALL TO ORDER:** Chairperson Jay Franklin called the meeting to order at 6:02 pm.

**PLEDGE OF ALLEGIANCE:** Chairperson Jay Franklin

**ROLL CALL:**

**Commissioners Present**

FRANKLIN	(7/7)	100%
HERNANDEZ	(7/7)	100%
LINDSAY	(7/7)	100%
MOCKUS	(7/7)	100%
ROBLES	(7/7)	100%
SENSMEIER	(7/7)	100%
SMITH	(7/7)	100%

**Commissioners Absent**

PRESTININZI (ALT)	(6/7)	86%
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**ALSO PRESENT:**

Director Buck Martin, Program Managers Darren Chamow & Andrea Gonzalez, Commission Secretary Cheryl Salazar, Recreation Supervisor, Holly Payad, 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 HERNANDEZ AND CARRIED TO APPROVE.**

**REPORTS AND OTHER BUSINESS**

**1. Staff Report, Contract Classes – Holly Payad, Recreation Supervisor**

Payad discussed how COVID has impacted the contract classes and enrichment camps over the last 6 months and shared that generally programs in this area have thrived due to limited offerings throughout the community. The Commission provided praise and suggestions on various topics.

**2. Park Naming Update – Darren Chamow, Program Manager**

Chamow provided the commissioners with a list of all known future parks and the status of their name based on approved specific plans. Chamow assured the commissioners that the P&R

department will continue to work closely with development services to ensure that all naming responsibilities flow through the commission as intended moving forward.

## **ORAL COMMUNICATIONS**

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

- San Marcos City podcast is new
- Virtual Veteran's Day ceremony will have many different facets this year including
- Double Peak Challenge was successful as we had 205 participants and made some money in fundraising efforts for the Friends and the San Marcos Promise.
- Program Manager Chamow updated the Commission on challenges with the Statistics. They should be ready next month.
- Program Manager Gonzalez talked about the Make It Rain event while the video played.
- Program Manager Gonzalez introduced the Commissioners to the CPRS D12 November Workshop and invited them to join in.
- Kevin Holt has come out of retirement to be the Interim-Superintendent for SMUSD.

## **COMMISSIONER COMMENTARY**

- Chair Franklin asked about the Veteran's Memorial Wall additional placard project. Gonzalez stated she will update the Commission once there was something to report.
- Chair Franklin asked for an expansion regarding programming for the Senior Activity Center. Gonzalez gave an update regarding the future of programming including Bingo and a technology grant for tablets and training.
- Commissioner Sensmeier asked for the outcome of the Prop 68 competitive grant. Gonzalez stated we will submit for round 2.
- Vice-Chair Lindsay asked whether another project could benefit from the grant. Gonzalez and Martin responded with additional details.
- Chair Franklin asked about whether there were some grant opportunities especially for disadvantaged communities and technology. Chamow responded that there were some opportunities but given the short staff it may be difficult to find and apply for all of them.

## **WRITTEN COMMUNICATION**

None.

## **ADJOURNMENT**

**CHAIRPERSON FRANKLIN ADJOURNED THE OCTOBER 21, 2020 SAN MARCOS PARKS & RECREATION COMMISSION MEETING AT 7:08 P.M.**

ATTEST:

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

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

## MINUTES

Regular Meeting of the Trails Advisory Committee

Wednesday, October 14, 2020 6:00 pm

3 Civic Center Drive San Marcos, CA 92069 – Meeting held via GoToMeeting.com

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**CALL TO ORDER:** Parks & Recreation - Recreation Coordinator, Taylor Oshinski, called the meeting to order at 6:02PM.

### **ROLL CALL:**

Adam Watkins (Chair), Carrie Alidaee, Rich Amiton, David Simpson & John Walsh

Parks & Recreation Commissioners - Jay Franklin & Travis Lindsay

Guests: Carolyn Reed

Not Present: Torrey Olson (Vice Chair)

### **OLD BUSINESS**

1. Taylor notified the TAC members that an email will be sent prior to each meeting. He requested to receive feedback if you are unable to attend the meeting. All meetings for 2021 have already been scheduled and are available on the first page of the agenda.
2. The Trails Master Plan is currently under the final revision but the City is currently searching for funding for the Guidelines & Classifications portion. Taylor explained that the Trails Master Plan has not been updated since 1991 so the City will not be releasing the map portion until the entire project is complete. If the City finds additional funds, the consultant will then be hired to complete the project. If there are no additional funds, the City will complete the project in house. The City hopes to have an answer and timeline for completion by the end of the year.
3. Taylor spoke about the future bike park slated for Bradley Park in the empty eight acre field behind the multipurpose fields. The TAC members received a preliminary concept plan for the park prior to the meeting. Taylor let the group know that the design was funded through the Friends of San Marcos Parks & Recreation to get the City ahead when the grant money comes through from the state. The design went through a series of public meetings to receive resident input on what they would like to see at the park. The design will go out to bid with the major features listed in priority within the budgeted amount for the project. The City is in the process of forming a maintenance agreement with SDMBA. However, the City will be seeking additional volunteers to help with the maintenance. The additional volunteers will go through the same process as Reserve Rangers for the City. The TAC is an integral part of the recruitment and sponsorship process as they are the ones connected directly to the mountain biking community.
4. Carolyn Reed was present on the call as a guest but was unable to communicate on the GoToMeeting app. The City has still not received her TAC Application to be approved by the Parks & Recreation Commission. She will remain a guest until an application is received. Taylor offered

assistance over the phone at a later time in case she needs help with either the application or GoToMeeting app.

## **NEW BUSINESS**

1. The TAC members spoke about the heavy trail usage since COVID began. All have experienced a major influx in the trails that they regularly use. Adam Watkins explained that he has witnessed an increase in vehicles parked in the neighborhood surrounding Lakeview Park. He also notified Taylor of a wall that needs some attention. Taylor requested pictures of the wall and will follow up with the Public Works Department. David Simpson also voiced his concerns regarding additional foot traffic through the Stone Canyon Community. He also notified Taylor of some waste on the trails. John Walsh also notified the TAC that he has witnessed flashlights on the trails after hours. However, the majority have experienced friendly hikers that are respectful of nature, surrounding neighborhoods and other hikers. Taylor let the TAC know to please contact him with any trail concerns and he will forward to the proper agency for clean up or repairs.
2. John Walsh and Travis Lindsay asked about the recent Democracy In Action project completed by CSUSM. Taylor notified the group that he would send it to the group when he returns to the office next week.
3. John Walsh entertained the idea of a social media campaign for trail etiquette, safety and rules. Taylor notified the group that the San Marcos Communications Team completed a campaign at the end of 2019 so it is time in the near future to discuss another campaign. Taylor requested to hear what the TAC members would like to include in this campaign.
4. Taylor spoke about how the City adapted to be able to offer the Double Peak Challenge. He explained that the course was marked for a three week period and the runners could run the course at their own pace. The funds generated from the DPC benefit the Friends of San Marcos Parks & Recreation. Registration numbers were down to 150 this year but still a positive turnout given the COVID circumstances. Just for registering the runners still received a ribbon, DPC facemask & socks, a koozie and a coupon for a discount at a local brewery.
5. The TAC spent a portion of time discussing E-Bikes on San Marcos trails. Taylor spoke about the research he has done on E-Bikes and how they offer an inclusive option for riders of all abilities and ages. Taylor also let the TAC know that he worked with the San Marcos HR Department regarding E-bikes. The HR team notified Taylor that JPIA does not see any issues with approving Class 1 & 2 E-bikes. However, Class 3 and homemade E-bikes will not be permitted. The process of amending the Municipal Code begins with the TAC so this will be voted on at the January meeting. If approved by the TAC, it will go to the Parks & Recreation Commission for approval and then to the City Council.

Taylor explained that this is a lengthy process but is the proper way to change a current Municipal Code. Adam explained that E-bikes are selling very quickly, are growing in popularity and are here to stay so this is a great time for the discussion of allowing E-bikes. Rich Amiton questioned the current signage and Taylor let him know that the signage would need to be changed throughout park and trail system by the City.

6. Carrie questioned sections of lodge pole fencing around the City and in particular the Walnut Grove Park area. Taylor explained that JPIA has been involved with the lodge pole fencing concerns and they are not recommending the removal of every 11<sup>th</sup> lodge pole throughout the City. Taylor let Carrie know that he would follow up with HR to obtain the language from JPIA and forward it on to her.

## **CONSENT CALENDAR**

### **1. APPROVAL OF MINUTES – Trails Advisory Committee**

July 2020 TAC meeting minutes were approved. John Walsh motioned to approve and David Simpson seconded.

## **ORAL COMMUNICATIONS:**

1. No additional information was presented or requests made.

## **TAC MEMBER COMMENTARY**

Next meeting is scheduled for Wednesday, January 13, 2021 at 6:00pm

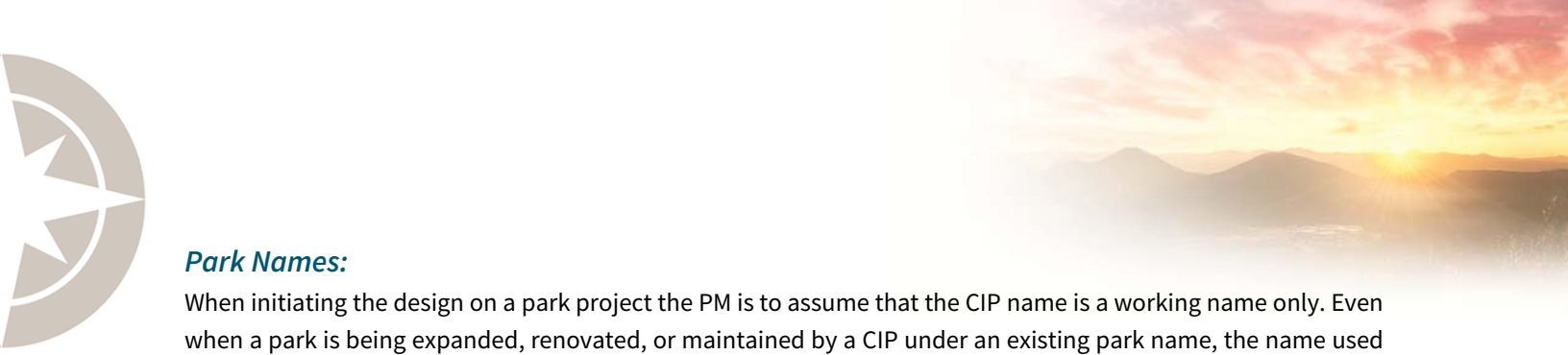
## **ADJOURNMENT**

Taylor Oshinski adjourned the October 14, 2020 San Marcos Trails Advisory Committee meeting at 7:10PM.

ATTEST:

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TAYLOR OSHINSKI, RECORDING SECRETARY  
CITY OF SAN MARCOS  
TRAILS ADVISORY COMMITTEE



### ***Park Names:***

When initiating the design on a park project the PM is to assume that the CIP name is a working name only. Even when a park is being expanded, renovated, or maintained by a CIP under an existing park name, the name used by the CIP is simply a working name. The working name will be used for the duration of the project feasibility, design and construction for the purposes of identification in the budget and other working documents.

The Parks & Recreation department is fully responsible for the naming of parks and park components. Pursuant to City Council Resolution 90-3392, the Parks & Recreation department takes naming of parks forward to the Parks and Recreation Commission that then provides recommendations to the City Council. City Council ultimately adopts the park name. The Parks & Recreation department is responsible for the execution of the naming policy and determining if the project or project component should have its own name. For example, the Parks & Recreation department may determine a playground receive its own name subject to the park naming policy. It should be noted that naming a park component is rare but may be requested from time-to-time by the Parks and Recreation Department.

#### **Beginning Design with a park name**

If a park name is already selected, the PM will incorporate this name into any design elements that may require the name such as signage. This will be done at the onset of design. Parks & Recreation is responsible for providing a signed resolution to the PM with the approved park name or a memorandum indicating it has made a determination that an existing name can be used.

#### **Beginning Design without a park name**

Design on a project may begin without a designated park name. The PM will notify the Parks & Recreation department that a park name has yet to be provided at the onset of design. Design will progress and the PM will utilize the working name of the park for design elements that require a name to help establish the aesthetic nature of the park. If Parks & Recreation cannot supply a name by the time 90% plans, or equivalent, are completed design elements requiring the park name will be removed from the bid. If budget permits the PM will bid park components that would require the park name as additives to the bid.

#### **Completion of parks without names**

If a park or park component is completed or nearing completion, without a name it will be the responsibility of the PM to resolve the issue. For park components constructed within the footprint of an existing park the PM shall assume the name to be applied to the new improvements. For new parks the PM shall take forward an agenda item to the Parks & Recreation Commission initiating the policy pursuant to Resolution 90-3392. The PM shall act as the applicant, under direction from the Public Works Director, requesting to name the park based on the working name, general plan designation, or specific plan designation. A name shall be in place prior to opening new parks.