
AGENDA

PARKS & RECREATION COMMISSION

WEDNESDAY, AUGUST 16, 2023
CITY HALL COUNCIL CHAMBERS

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

ORAL COMMUNICATIONS

Volunteer recognition awards

NOTE & FILE

CONSENT CALENDAR

1. **APPROVAL OF MINUTES**

Commission meeting held on July 19, 2023

APPROVE

2. **GENERAL FACILITY SCHEDULING**

Consider facility & park use requests for August 17 – September 20, 2023

APPROVE

REPORTS AND OTHER BUSINESS

3. Annual Report- SM Girls Softball
4. Annual Staff Report- Youth Programs
5. Mission Ministries of SD (Church 316)- Facility Use Application
6. San Diego Waves XTC- Commercial Use Application
7. Q4 Statistics Report
8. Park Naming Policy Update

NOTE & FILE

NOTE & FILE

APPROVE

APPROVE

NOTE & FILE

NOTE & FILE

ORAL COMMUNICATIONS

Report from the Parks & Recreation Assistant Director

WRITTEN COMMUNICATIONS

ADJOURNMENT

STATE OF CALIFORNIA)

AFFIDAVIT OF POSTING

COUNTY OF SAN DIEGO) ss.

CITY OF SAN MARCOS)

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, Evelyn Slay, 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 Friday, August 11, 2023.

Date: August 11, 2023

Evelyn Slay Digitally signed by Evelyn Slay
Date: 2023.08.11 09:40:09 -07'00'

Evelyn Slay, Commission Secretary

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MINUTES

Regular Meeting of the Parks and Recreation Commission

DATE - WEDNESDAY, JULY 19, 2023

LOCATION OF MEETING - City Council Chambers
1 Civic Center Drive, San Marcos, CA 92069

CALL TO ORDER

At 6:00 p.m. Parks and Recreation Commission Chair Franklin called the meeting to order.

PLEDGE OF ALLEGIANCE

Chair Franklin led the Pledge of Allegiance.

ROLL CALL

PRESENT: COMMISSIONERS: DIAZ, FRANKLIN, LINDSAY, MOCKUS-VALENZUELA, PRESTININZI
ROBLES, SENSMEIER, SMITH

ABSENT: COMMISSIONERS: NONE

Also present were: Parks and Recreation Director Buck Martin, Assistant Director Andrea Gonzalez, Senior Management Analyst Stacy Armacost, Management Analyst Evelyn Slay, and Ranger Supervisor Taylor Oshinski.

ORAL COMMUNICATIONS

VOLUNTEER RECOGNITION

The Commission recognized community member Jared Diaz Barrios for his commitment to the local San Marcos community. Mr. Barrios was selected Youth of the Year and represented the County of San Diego at a State level.

CONSENT CALENDAR

1. Approval of Minutes, 6/21/2023

Commissioner Sensmeier noted a typo on page 5 for the Nature Center attendance, this will be amended.

2. Approval of General Facility Scheduling, 7/20 - 8/16/2023

MOVED BY COMMISSIONER MOCKUS-VALENZUELA, SECOND BY COMMISSIONER PRESTININZI AND CARRIED TO APPROVE CONSENT CALENDAR ITEM #1 AS AMENDED AND CARRIED UNANIMOUSLY TO APPROVE CONSENT CALENDAR ITEM #2 AS PRESENTED. COMMISSIONER LINDSAY & PRESTININZI ABSTAINED FROM ITEM #1.

REPORTS AND OTHER BUSINESS

3. Annual Report- SM Youth Baseball

Presentation was given by San Marcos Youth Baseball President Daniel Max. He provided the Commission with an update on their operations for the spring of 2023 and fall of 2022.

Commissioner Smith asked about mutual efforts amongst other local youth sports groups after the gunfire incident at Mission Park earlier this year. Daniel shared organizations have reached out to them about the next steps in their program and believes other groups as a whole will also be on board to make changes to ensure safety specially those who share the facilities with SMYB.

Vice Chair Lindsay asked about capacity expansion. Daniel noted that one additional field would accommodate approximately 20 teams. Vice Chair Lindsay also suggested using schools as an alternative, with Daniel highlighting that it could work, but high school field sizes are too large and most elementary schools do not have the space. He confirmed that the organization is also required to be in compliance with AB506 as mandated by the State to provide youth protections and at this time pending their live scan number for their group.

4. Annual Staff Report- Budget

Parks and Recreation Senior Management Analyst Stacy Armacost gave the presentation. She provided the Commission with an overview of the Department organizational structure and FY22-23 year end budget as well as the breakdown for FY23-24 City Council approved budget.

Commissioner Diaz asked if the increase in facility rental revenue was related reservation fee increases. Analyst Armacost explained the increase was due to P&R now passing the Public Works cleaning fees to the event holder. Those fees hit the general fund, but it was revenue previously missed in the reservations.

Commissioner Sensmeier asked about contract classes and a fee analysis. Analyst Armacost noted the fee study is currently at the Finance Department. Chair Franklin asked about fee increases historically and council approval. Assistant Director Gonzalez mentioned the fee increases are at the discretion of the department at this time, which is moving towards a more businesses minded operation.

Vice Chair Lindsay asked about the SAC food expense increase and any grants or programs that offset those expenses. Analyst Armacost advised that the County offsets senior meals, but not at the full cost. The program also does not allow seniors to be charged for meals, but rather just suggest a contribution. Assistant Director Gonzalez mentioned the funds are from the State that are passed to the County and increases to the reimbursement amounts have not happened for some time.

Commissioner Smith asked about the new housing developments and if the department gets a percentage of those fees. Assistant Director Gonzalez advised the percentage is very low, with Director Martin adding it's about 9 cents on the dollar that the City gets. Commissioner Robles asked about how the department identifies a rising need in the community and funding for those needs. For example, if the department needed an additional staff member for community outreach. Analyst Armacost, summarized the collaborative process with HR, Finance, and City Managers to address needs. At this time there is a citywide

hiring freeze on full time positions and only part time roles are approved at this time. The department could make those adjustments during the midyear review.

Commissioner Lindsay asked about the contract classes and capacity constraints. Analyst Armacost and Assistant Director Gonzalez shared the department has increased capacity in youth programs, but additional facilities and staff would help to increase revenue sources. Commissioner Robles asked if this is an area the City reviews as additional housing and building developments are approved, since additional residents are added to the city. Assistant Director Gonzalez will provide an update at a future meeting on the review process the City does during a development approval process. She did note that there is a Parks Master Plan with future parks and amenities to address some of those needs.

5. TAC Meeting Minutes

Chair Franklin asked about trails signage and the Parks Masters Plan. Vice Chair Franklin noted that Ranger Supervisor Taylor pointed out the plans for signage which is in line with the Forest Service signage. The group had three participants at the meeting and plan to meet monthly now. Active recruitment is needed to find additional members to have between 5 and 8 members. Chair Franklin also shared a safety concern with trail markers and having accurate information, should they need to assist someone in an emergency. Ranger Supervisor Taylor thanked the group for assisting in his absence and staying committed.

Commissioner Smith asked about the graffiti at the park and Vice Chair Lindsay advised the ongoing efforts to combat graffiti, homelessness, and other issues that affect the parks.

6. 4th of July Fundraising Committee

Assistant Director Gonzalez reported that the committee raised \$22,423 for the event. The largest portion of the funds came from local businesses. The event was the highest attended 4th of July, with the help of multi-department and multi-agency efforts.

Commissioner Smith asked about the new digital campaign. Assistant Director Gonzalez mentioned the campaign raised slightly less funds, but savings in the traditional funding efforts offset this difference.

Chair Franklin asked about drone shows for future 4th of July events. Assistant Director Gonzalez offered to put out a survey to get community feedback as they are growing in popularity, but advised the cost for a drone show is approximately \$60K.

7. Park Naming Policy Update

Director Martin shared with the Commission that City Manager Griffin was placed on administrative leave by City Council. The department will move forward with working on the Park Naming Policy with Acting City Manager Michelle Bender.

8. PARKS AND RECREATION ASSISTANT DIRECTOR REPORT

Assistant Director Gonzalez informed the Commission on department events and updates. In addition to the events she shared with the Commission some challenges at the pools that have caused cancellations. The aging facilities have presented some challenges that the department is actively working to find solutions for.

Assistant Director Gonzalez shared an update on the sports field scheduling software Commission inquiry. The summary included IT and P&R efforts to find a viable solution, which resulted in the creation of a shared drive with shared calendars. This allows for internal checks and balances of the reservations and avoid potential revenue loss for unpermitted use of the fields.

Commissioner Mockus-Valenzuela suggested equipment rentals as a potential revenue generating activity to staff.

Commissioner Sensmeier asked about a future presentation for the park amenities at restaurant row. Assistant Director Gonzalez advised once Council approves, she will schedule a presentation for the Commission.

Commissioner Prestininzi asked about Discovery Lake and the cleaning. Assistant Director Gonzalez advised there has not been an algae bloom, therefore fish population has not been affected

Chair Franklin shared an update on the San Marcos Creek project as it relates to Parks & Recreation. In addition he shared a Parks Engineering City document that contains sample graphics and formatting that can potentially be used in the draft of the Park Naming Policy document.

WRITTEN COMMUNICATIONS

Vice Chair Lindsay emailed to advice of his attendance.

ADJOURNMENT

Chair Franklin adjourned the meeting at 7:36pm.

JAY FRANKLIN, CHAIR
PARKS AND RECREATION COMMISSION

ATTEST:

EVELYN SLAY, COMMISSION SECRETARY
PARKS AND RECREATION COMMISSION

Facility Use List
August 17 - September 20, 2023

Date	Day	Start - End Time	Facility	Event	Permit#	Attend
Aug 17, 2023	Thursday	08:30 AM - 11:00 AM	Community Main Hall	University of Saint Katherine	R10695	125
Aug 17, 2023	Thursday	04:30 PM - 08:30 PM	Community Main Hall	Community Meeting - San Elijo Hills Preschool Development	R10666	100
Aug 17, 2023	Thursday	05:30 PM - 07:30 PM	Dining Room	San Elijo AYSO 1505	R10729	40
Aug 19, 2023	Saturday	08:00 AM - 12:00 PM	San Elijo Terrace Hall	SM United/AYSO	R10697	60
Aug 19, 2023	Saturday	08:45 AM - 01:00 PM	Wood House & Garden	Clark Tea Party	R10739	15
Aug 23, 2023	Wednesday	06:00 PM - 08:00 PM	Craft Room	Greenwood Park HOA	R10398	6
Aug 24, 2023	Thursday	05:30 PM - 06:00 PM	Community Main Hall	Principle School of Dance	R10740	50
Aug 26, 2023	Saturday	02:00 PM - 06:00 PM	Williams Barn	Ms Black Global Pageant Dance	R10365	100
Aug 30, 2023	Wednesday	06:00 PM - 07:00 PM	Conference Room	TAC Committee Mtg	R10751	10
Sep 2, 2023	Saturday	11:30 AM - 03:30 PM	Community Main Hall	Kiwanis Club Banquet	R10045	100
Sep 3, 2023	Sunday	05:00 PM - 10:00 PM	Williams Barn	DiMartino Wedding	R10021	150
Sep 5, 2023	Tuesday	05:00 PM - 08:00 PM	Community Main Hall	Broadway Theater West Audition	R10532	50
Sep 5, 2023	Tuesday	05:00 PM - 08:00 PM	Conference Room	Broadway Theater West Audition	R10532	10
Sep 5, 2023	Tuesday	05:30 PM - 07:30 PM	Dining Room	Youth Sports Council Meeting	R9705	25
Sep 6, 2023	Wednesday	10:30 AM - 12:30 PM	Community Main Hall	University of Saint Katherine	R10593	150
Sep 6, 2023	Wednesday	04:00 PM - 07:00 PM	Community Main Hall	SANDAG	R10706	100
Sep 6, 2023	Wednesday	06:00 PM - 08:00 PM	Dining Room	Mission 24 HOA	R10450	5
Sep 7, 2023	Thursday	10:30 AM - 12:30 PM	Community Main Hall	University of Saint Katherine	R10593	150
Sep 8, 2023	Friday	05:00 PM - 10:00 PM	Williams Barn	SM High School Band Boosters	R10281	130
Sep 8, 2023	Friday	09:00 AM - 01:00 PM	Wood House & Garden	Daniels Tea Party	R10728	15
Sep 9, 2023	Saturday	12:00 PM - 04:00 PM	San Elijo Terrace Hall	Jones Baby Shower	R10470	30

Facility Use List
August 17 - September 20, 2023

Sep 9, 2023	Saturday	11:00 AM - 04:00 PM	Community Main Hall	Patel Indian Cultural Event	R10393	100
Sep 10, 2023	Sunday	10:00 AM - 02:00 PM	San Elijo Terrace Hall	Baby Shower	R10358	50
Sep 10, 2023	Sunday	01:00 PM - 08:00 PM	Community Main Hall	San Diego Youth Sikh Society	R10542	150
Sep 11, 2023	Monday	06:00 PM - 08:00 PM	Conference Room	SMYB Board Meeting	R10559	15
Sep 11, 2023	Monday	06:00 PM - 08:00 PM	Dining Room	Contemporary Women of North County	R9680	30
Sep 13, 2023	Wednesday	10:30 AM - 12:30 PM	Community Main Hall	University of Saint Katherine	R10593	150
Sep 13, 2023	Wednesday	06:00 PM - 08:00 PM	Community Room	Vallecitos Ridge HOA	R9661	10
Sep 16, 2023	Saturday	03:00 PM - 10:00 PM	San Elijo Terrace Hall	Quinceanera	R10018	80
Sep 16, 2023	Saturday	11:00 AM - 03:00 PM	Dining Room	Baby Shower	R10567	54
Sep 16, 2023	Saturday	04:00 PM - 08:00 PM	Williams Barn	Philanthropic Educational Banquet	R10354	150
Sep 17, 2023	Sunday	11:00 AM - 03:00 PM	Williams Barn	North County Inland Narcotics Anonymous	R10596	100
Sep 20, 2023	Wednesday	10:30 AM - 12:30 PM	Community Main Hall	University of Saint Katherine	R10593	150
Sep 20, 2023	Wednesday	06:00 PM - 08:00 PM	Craft Room	Greenwood Park HOA	R10398	6
Sep 20, 2023	Wednesday	07:00 PM - 09:00 PM	Recreation Room	Twin Oaks Community Sponsor Group	R10217	10

Park Use List
August 17 - September 20, 2023

Date	Day	Start - End Time	Facility	Event	Permit#	Attend
Aug 18, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Aug 19, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	Hollandia Park Shelter	Razo Party	R10563	50
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	Las Abejas Park Shelter	Davis Event	R10619	50
Aug 19, 2023	Saturday	09:00 AM - 01:00 PM	Woodland Park West Shelter	Rebecca's Birthday Party	R10672	50
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	Woodland Park Pepper Shelter	Amari's Party	R10686	50
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	San Elijo Park Shelter	Sea Breeze Properties Summer Picnic	R10702	35
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	Evelyn's Babyshower	R10582	150
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	Lakeview/Discovery Park Gazebo	Avalyn's 1st Birthday Party	R10606	25
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Pac West Painting Picnic	R10541	200
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	Woodland Park East Shelter	Sanchez Birthday Party	R10292	50
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	Simmons Park Shelter	Johanne Family Event	R10145	50
Aug 19, 2023	Saturday	09:00 AM - 01:00 PM	Jack's Pond Park East Shelter	Enzo's 3rd birthday	R10517	50
Aug 19, 2023	Saturday	09:00 AM - 05:30 PM	Buelow Park Shelter	Yazmins	R10714	40
Aug 19, 2023	Saturday	09:00 AM - 01:00 PM	Sunset Park East Shelter	Azteca Team Social	R10748	50
Aug 19, 2023	Saturday	01:30 PM - 05:30 PM	Woodland Park Schoolside Shelter	Kevin bingham	R10671	50
Aug 19, 2023	Saturday	01:30 PM - 05:30 PM	Sunset Park East Shelter	Mercy's birthday	R10577	24
Aug 20, 2023	Sunday	09:00 AM - 05:30 PM	Sunset Park East Shelter	EVASKYE	R10602	30
Aug 20, 2023	Sunday	09:00 AM - 05:30 PM	Woodland Park Pepper Shelter	Nguyen Party	R10653	100
Aug 20, 2023	Sunday	09:00 AM - 01:00 PM	Jack's Pond Park Corral	birthday	R10703	30
Aug 20, 2023	Sunday	09:00 AM - 05:30 PM	Las Abejas Park Shelter	Gender Reveal	R10698	100
Aug 20, 2023	Sunday	01:30 PM - 05:30 PM	Sunset Park West Shelter	Lucas's 1st birthday	R10656	75

Park Use List
August 17 - September 20, 2023

Aug 20, 2023	Sunday	01:30 PM - 05:30 PM	San Elijo Park Gazebo	Rian's Birthday	R10621	75
Aug 21, 2023	Monday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Aug 21, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Aug 23, 2023	Wednesday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Aug 23, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Aug 25, 2023	Friday	09:00 AM - 01:00 PM	Sunset Park West Shelter	Pacific Coast Academy SEP	R10438	100
Aug 25, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Aug 25, 2023	Friday	04:30 PM - 06:00 PM	San Elijo Park Commercial Use	Sprockids San Diego	R10380	10
Aug 26, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Aug 26, 2023	Saturday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	William's party	R10429	75
Aug 26, 2023	Saturday	09:00 AM - 01:00 PM	Hollandia Park Shelter	Kira's Birthday Party	R10522	30
Aug 26, 2023	Saturday	09:00 AM - 05:30 PM	Lakeview/Discovery Park Gazebo	Gwyneth's 2nd Birthday	R10603	50
Aug 26, 2023	Saturday	09:00 AM - 01:00 PM	Sunset Park West Shelter	Shadowridge Ward Picnic	R10630	150
Aug 26, 2023	Saturday	09:00 AM - 01:00 PM	Woodland Park East Shelter	Kids Birthday Party	R10707	60
Aug 26, 2023	Saturday	09:00 AM - 01:00 PM	Sunset Park East Shelter	Liam's Birthday Party	R10689	25
Aug 26, 2023	Saturday	01:30 PM - 05:30 PM	Hollandia Park Shelter	Seb and Tom's birthday	R10647	100
Aug 26, 2023	Saturday	01:30 PM - 05:30 PM	Sunset Park East Shelter	Oliver's Birthday	R10554	50
Aug 26, 2023	Saturday	01:30 PM - 05:30 PM	Sunset Park West Shelter	birthday	R10513	40
Aug 27, 2023	Sunday	09:00 AM - 05:30 PM	Sunset Park East Shelter	David's 6th Birthday Party	R10510	50
Aug 27, 2023	Sunday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Movimiento Sancirensense	R10608	150
Aug 27, 2023	Sunday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	Family Day	R10682	80
Aug 28, 2023	Monday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Aug 28, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15

Park Use List
August 17 - September 20, 2023

Aug 30, 2023	Wednesday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Aug 30, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 1, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 1, 2023	Friday	04:30 PM - 06:00 PM	San Elijo Park Commercial Use	Sprockids San Diego	R10380	10
Sep 2, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 2, 2023	Saturday	09:00 AM - 01:00 PM	Sunset Park East Shelter	Naomi's Birthday Party	R10519	100
Sep 2, 2023	Saturday	09:00 AM - 05:30 PM	Woodland Park East Shelter	DeGuia Party	R10181	100
Sep 2, 2023	Saturday	01:30 PM - 05:30 PM	San Elijo Park Gazebo	Wedding Shower	R10628	25
Sep 2, 2023	Saturday	01:30 PM - 05:30 PM	Sunset Park East Shelter	Alice's birthday party	R10721	25
Sep 2, 2023	Saturday	01:30 PM - 05:30 PM	Sunset Park West Shelter	Gender Reveal	R10747	200
Sep 3, 2023	Sunday	09:00 AM - 01:00 PM	San Elijo Park Gazebo	Alfa and Omega Church	R10633	60
Sep 3, 2023	Sunday	01:30 PM - 05:30 PM	Sunset Park West Shelter	Angelucci Party	R10583	50
Sep 4, 2023	Monday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Sep 4, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 6, 2023	Wednesday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Sep 6, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 8, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 8, 2023	Friday	04:30 PM - 06:00 PM	San Elijo Park Commercial Use	Sprockids San Diego	R10380	10
Sep 9, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 9, 2023	Saturday	09:00 AM - 05:30 PM	Sunset Park West Shelter	1st Birthday Party	R10581	100
Sep 9, 2023	Saturday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	Analia's first birthday	R10691	60
Sep 9, 2023	Saturday	09:00 AM - 01:00 PM	Sunset Park East Shelter	Jina 6th birthday	R10730	100
Sep 9, 2023	Saturday	09:00 AM - 05:30 PM	Jack's Pond Park East Shelter	Andy and Jamie's Birthdays	R10737	50

Park Use List
August 17 - September 20, 2023

Sep 9, 2023	Saturday	01:30 PM - 05:30 PM	Sunset Park East Shelter	Eladio Baptism	R10745	30
Sep 9, 2023	Saturday	01:30 PM - 05:30 PM	Lakeview/Discovery Park Gazebo	Ariella's 3rd Birthday	R10664	75
Sep 10, 2023	Sunday	08:00 AM - 03:00 PM	Walnut Grove Park Horse Arena	SD Arabian Horse Association	R9434	50
Sep 10, 2023	Sunday	09:00 AM - 05:30 PM	Woodland Park Pepper Shelter	Geo's Baby	R10601	61
Sep 10, 2023	Sunday	01:30 PM - 05:30 PM	Sunset Park West Shelter	Jr's 2nd Birthday	R10705	50
Sep 10, 2023	Sunday	01:30 PM - 05:30 PM	Lakeview/Discovery Park Gazebo	Babyshower	R10722	25
Sep 11, 2023	Monday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Sep 11, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 13, 2023	Wednesday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Sep 13, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 15, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 15, 2023	Friday	04:30 PM - 06:00 PM	San Elijo Park Commercial Use	Sprockids San Diego	R10380	10
Sep 16, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 16, 2023	Saturday	01:30 PM - 05:30 PM	Las Abejas Park Shelter	ochoa sisters b-day party	R10744	50
Sep 16, 2023	Saturday	01:30 PM - 05:30 PM	Sunset Park East Shelter	Emily's birthday	R10734	40
Sep 17, 2023	Sunday	01:30 PM - 05:30 PM	Sunset Park East Shelter	2nd Birthday Party	R10736	30
Sep 17, 2023	Sunday	01:30 PM - 05:30 PM	San Elijo Park Gazebo	Baby shower	R10710	50
Sep 18, 2023	Monday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Sep 18, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Sep 20, 2023	Wednesday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Sep 20, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15



INDOOR FACILITY RENTAL APPLICATION

This is a facility rental request and is subject to review and availability. Submission of this form is not a guarantee of a facility rental. Once this form is received, a city representative will contact you.

APPLICANT INFORMATION:

Applicant's Name (person responsible): Judy Brumit Submittal Date: 8/2/20
Business/Organization Name: Mission Ministries of San Diego (Mission 316 Church)
Address: PO Box 668 City: San Marcos State: CA Zip: 92079
Phone: 7606590316 Email: office@mission316church.com
Non-Profit Tax ID #: 45-3633820

FACILITY INFORMATION:

Facility & Room(s) Requested (please check all that apply):

SAN ELIJO REC CENTER

☐ Terrace Hall & Kitchenette

WILLIAMS BARN BANQUET/WEDDING

☐ Barn & Kitchen

WOOD HOUSE

☐ Garden Grounds & Jenny Lind Room

SENIOR ACTIVITY CENTER

☐ Horizon Hall

☐ Horizon 2 & 3

☐ Recreation

☐ Craft

☐ Community

☐ Other

SAN MARCOS COMMUNITY CENTER

☐ Dining

☒ Large Rec.

☒ Small Rec.

☐ Other

☒ Community Hall & Kitchen

Date(s): 11-05 2023 (possibly sooner)

If Reoccurring: ☒ Weekly

☐ Monthly

☐ Other 6mo - 1 year approval

Attendance (expected) 80

1 year preferred

Time Details: Enter Facility: 8:00 Event Start: 10:30am Event End: 12:45pm Exit Facility: 1:45pm

Note: Mon-Thurs (2 Hour Min.); Fri-Sun (4 Hour Min.); Event Start to End Max (6 Hours); Total time not to exceed (12 hours)

Specific Activity (list all activities you will engage in; no other activities will be permitted):

church service; worship; children's classes

Will food be served: ☐ Yes ☒ No Caterer: _____

Will alcohol be served: ☐ Yes ☒ No Bartender: _____

APPLICANT ACKNOWLEDGEMENTS (Initials):

JB Reservations are not secured until a non-refundable reservation fee has been paid at the time of booking for all bookings over \$200. This fee will be forfeited if the event is cancelled, including a request for a change of date.

JB All refunds are subject to the department refund policy found [here](#).

JB Reservations over \$200 must be made and paid in full at least sixty (60) days in advance of the rental date. Reservations under \$200 must be paid in full at time of booking. If fees are not paid in full, your reservation will be cancelled and all monies paid will be forfeited.

JB Room set-up and clean-up are the responsibility of the facility renter. A cleaning deposit may be required per the Indoor Facility Rental Policy.

JB Facility renters who exceed their approved exit time will be billed in (1) hour increments at a rate of 2x the standard hourly rate for the facility.

JB Security guards are required at certain type events, including all events where alcohol is present. A separate alcohol application may be required through Alcohol Beverage Control.

JB All bookings must end 1 hour prior to facility closing time. The hour before facility closure is available for cleaning only.

JB No smoking allowed in/around city facilities.

JB Alcohol is prohibited at events held in honor of guests under 21 years of age.

JB I agree to submit insurance meeting the requirements of the City of San Marcos Indoor Facility Rental Policy.

JB I agree to adhere to all terms and conditions of the City of San Marcos Indoor Facility Rental Policy.

TERMS & SPECIFICATIONS:

Rules and Regulations: Applicant and the members of applicant's group or organization (collectively, "applicant"), individually and collectively, agree to comply with all rules and regulations of the City with respect to their use of any City facilities, services and equipment, and/or participation in the activity.

Inspection: Applicant(s), individually and collectively, have inspected the City property or premises proposed for use and have determined that they are in a safe and appropriate condition for the activities planned. Applicant(s) hereby warrant and represent that said property or premises will be kept and operated in a safe and appropriate condition.

Waiver and Liability Release: Applicant(s), individually and collectively, hereby unconditionally waive, release and discharge any and all rights that participant and/or participant's heirs, assigns, agents, or other representatives may have or which hereafter may accrue to participant, to file any claim, lawsuit and/or any other cause of action against the City of San Marcos and/or its elected and appointed officers, boards, directors, agents, employees, and designees (collectively, "City Parties") as a result of participant's use of the City facilities, services and equipment and/or participation in the activity.

Indemnification: Applicant(s), individually and collectively, hereby agree that they shall indemnify, defend, and hold the City Parties harmless from and against all claims, damages, losses and expenses, including but not limited to, court costs, attorneys' fees, and witness costs, 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 Parties, except where caused by the sole negligence or willful misconduct of the City Parties.

Assumption of Risk: Applicant(s), individually and collectively, are aware of and assume full responsibility for the potential risks and hazards inherent in participating in the Activity, up to and including the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. Applicant(s) hereby acknowledge that participation is voluntary in this Activity and agree to assume any such risks, and understand that the City does not carry insurance to cover participants or spectators of the Activity.

Binding: Applicant is expressly authorized to bind each and all of the members of applicant's group or organization.

False Information: Applicant(s) each agree that the City will not be responsible for any consequences arising from providing incorrect, inaccurate, and/or false information given at the time of submission of this Waiver and Liability Release form.

Failure to comply with all City of San Marcos' rental policies, procedures, ordinances, laws, etc. may result in loss of your deposit and/or your event being cancelled early or entirely.

Judy D. Brumit

Print Name

Judy D. Brumit

Signature

08/02/2023

Date

COMMERCIAL PARK USE APPLICATION

Submission of this application form is not a guarantee of permit issuance. Once this form is received and reviewed, a City representative will contact you. Any permit based on this application must be used in conjunction with the Commercial Park Use Policy.

APPLICANT INFORMATION:

Name (First, Last): Hector Menchaca Submittal Date: 8/3/2023
 Business/Organization Name: San Diego Waves XTC
 Address: 1526 Madrid Dr. City: Vista State: CA Zip: 92081
 Phone: (760) 505-8442 Email: sandiegowavesxtc.com
 San Marcos Business License ID #: _____

PARK USE INFORMATION:

Park Site Requested (please check all that apply):

☐ Sunset Park ☐ Simmons Family Park ☒ Hollandia Park ☐ San Elijo Park ☐ Richmar Park

Quarter Requested (please check all that apply):

☐ Q1 (Jan-Mar: Due Dec. 5th) ☐ Q2 (Apr-Jun: Due Mar. 5th) ☒ Q3 (Jul-Sep: Due Jun 5th) ☒ Q4 (Oct-Dec: Due Sep 5th)

Use Type (e.g., boot camp, dog obedience course, running club, etc.):

Youth Running Club August 14 - 27 November

Specific Activity (list all activities you and your group will engage in):

Drills and Runs

Day of Week Requested (please check all that apply)

☒ Mon ☐ Tues ☒ Wed ☐ Thurs ☐ Fri

☐ Sat (8AM-9AM) ☐ Sat (9AM-10AM)

☐ Sun (8AM-9AM) ☐ Sun (9AM-10AM)

Time Requested: Arrival Time: 6:00 AM/PM Departure Time: 7:00 AM/PM

Daily Expected Attendance: (max. 25) 25

APPLICANT ACKNOWLEDGEMENTS (Initials):

The requested date(s) are not reserved until the permit request has been approved and permit fee has been paid.

The following are included with this permit application:

- Completed and signed application form
- Permit fee – Use permit fee calculator to determine total amount owed
- Copy of current San Marcos business license
- Certificate of insurance naming the City of San Marcos as additionally insured with General Liability minimum of \$1,000,000 per occurrence for bodily injury, personal injury and property damage.

All applicable laws and adopted use policies (City, County, State, and/or Federal) are to be obeyed by all applicants and their guests while on the City premises, which includes the parking lot.

Park equipment shall be used in accordance with its intended purpose. Any damage caused as a result of misuse will be charged to the applicant. Note: playground equipment, picnic tables, etc. are not permitted to be utilized.

Provider has approval to collect fees associated with the service(s) provided.

Permit must be available upon request during each class/program time. Inability to provide current and valid permit will result in potential citation/fine and loss of commercial park permit and privileges.

The person applying for use of the permit must be at least twenty-one (21) years of age. A form of government-issued identification is required to verify identification. Commercial use of the parks is restricted to the applicant named on the application.

Park facilities are to be left in clean condition. Any cleaning of trash or damage expense incurred other than normal wear and tear will be billed to the applicant.

Applicant has received, reviewed, and fully understands the Commercial Park Use Policy. Applicant and its group/organization will abide by all policies and regulations listed, and all local, county, state, and/or federal laws, at all times while on the City premises.

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.

Applicant and the members of applicant's group or organization (collectively, "applicant") waive, release, and discharge 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.

Applicant(s), individually and collectively, agree that they shall indemnify, defend, and hold the City of San Marcos and/or its elected and appointed officers, boards, directors, agents, employees, and designees (collectively, "City Parties") harmless from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees and witness costs 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 Parties, except where caused by the sole negligence or willful misconduct of the City Parties.

Applicant(s), individually and collectively, are aware of and assume full responsibility for the potential risks and hazards inherent in participating in the Activity, up to and including the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. Applicant(s) hereby acknowledge that participation is voluntary in this Activity and agree to assume any such risks, and understand that the City does not carry insurance to cover participants or spectators of the Activity.

Applicant(s), individually and collectively, hereby give the City of San Marcos the absolute right and permission to use their photograph(s) in its promotional materials and publicity efforts. Applicant(s), individually and collectively, understand that the photograph(s) may be used in a publication, print ad, direct-mail piece, and electronic media including the City website or other form of promotion. Applicant(s), individually and collectively, release the City Parties and the photographer, its officers, employees, agents, and designees from liability for any violation of any personal or proprietary right applicant(s) may have in connection with such use.

Applicant(s) each agree that the City will not be responsible for any consequences from providing incorrect, inaccurate, and/or false information to the City.

FAILURE TO COMPLY WITH ALL CITY OF SAN MARCOS POLICIES, PROCEDURES, ORDINANCES, LAWS, ETC. MAY RESULT IN CANCELLATION OF PERMIT.

Print Name

Hector Menchaca

Signature

Hector Menchaca

Date

8-3-2023



QUARTERLY STATISTICS WILL BE DISTRIBUTED AFTER THE POSTING OF THE AGENDA
AND PROVIDED TO THE PARK & RECREATION COMMISSION