

# AGENDA

## PARKS & RECREATION COMMISSION

WEDNESDAY, NOVEMBER 15, 2023  
CITY HALL COUNCIL CHAMBERS

CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL

STAFF RECOMMENDATION

### ORAL COMMUNICATIONS

Volunteer recognition awards

NOTE & FILE

### CONSENT CALENDAR

1. APPROVAL OF MINUTES

Commission meeting held on October 18, 2023

APPROVE

2. GENERAL FACILITY SCHEDULING

Consider facility & park use requests for November 16 – December 20, 2023 **APPROVE**

### REPORTS AND OTHER BUSINESS

3. FSMPR check presentation to the Boys & Girls Club, San Marcos
4. Annual Report- SM United/Albion North
5. Annual Staff Report- Sports & Athletics
6. YSC Meeting Minutes- November 7<sup>th</sup>
7. Q1 Statistics Report
8. Park Naming Policy Update
9. Memorial Bench and Tree Program
10. December Meeting Cancelled

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### 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 Thursday, November 9, 2023.

Date: November 9, 2023

**Evelyn Slay** Digitally signed by Evelyn Slay  
Date: 2023.11.09 15:40:11 -08'00'

Evelyn Slay, Commission Secretary

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# MINUTES

## Regular Meeting of the Parks and Recreation Commission

**DATE - WEDNESDAY, OCTOBER 18, 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 Vice-Chair Lindsay called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

Vice-Chair Lindsay led the Pledge of Allegiance.

### **ROLL CALL**

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

ABSENT: COMMISSIONERS: FRANKLIN, PRESTININZI

Also present were: Parks and Recreation Assistant Director Andrea Gonzalez, HR/Risk Manager Stacy Armacost, Management Analyst Evelyn Slay, and Recreation Supervisor I Holly Payad.

### **ORAL COMMUNICATIONS**

No recognition this evening.

### **CONSENT CALENDAR**

#### **1. Approval of Minutes, 9/20/2023**

Commissioner Sensmeier noted a typo on page 2 for the acronym of the Women's National Basketball Association (WNBA). The minutes will be correct to reflect WNBA.

**MOVED BY COMMISSIONER SENSMEIER, SECONDED BY COMMISSIONER SMITH, AND CARRIED TO APPROVE CONSENT CALENDAR ITEM #1 AS CORRECTED. COMMISSIONER DIAZ & MOCKUS-VALENZUELA ABSTAINED.**

#### **2. Approval of General Facility Scheduling, 10/19 – 11/15/2023**

Commissioner Mockus-Valenzuela asked about facility reservations for birthday parties showing one attendee. Staff noted some of the reservations reflect only one person because they are staff events. Assistant Director Gonzalez confirmed staff does ask for updated numbers prior to the event.

Commissioner Sensmeier asked about requesting feedback from reservation customers. Assistant Director Gonzalez advised any concerns are usually received same day through the Ranger Hotline and many facility reservations are for repeat customers.

**MOVED BY COMMISSIONER MOCKUS-VALENZUELA, SECONDED BY COMMISSIONER ROBLES, AND CARRIED TO UNANIMOUSLY APPROVE CONSENT CALENDAR ITEM #2 AS PRESENTED.**

## **REPORTS AND OTHER BUSINESS**

### **3. Annual Report- SM Lacrosse**

The presentation was given by San Marcos Lacrosse representative Brad Huffman. Brad provided the Commission with a summary of the program which focuses on participants between kindergarten and 8<sup>th</sup> grade. The program has been consistently growing, with new players being added all the time. The organization focuses on teaching teamwork, conflict management, and leadership skills. They have been fortunate to have previous players from the program return to coach and give back to the sport and community.

Commissioner Sensmeier asked about the sport being introduced to the Olympics and growing popularity. Brad mentioned the sport has grown very quickly with San Diego having their own professional team the SD Seals. San Diego County has become a popular destination for lacrosse tournaments.

Commissioner Mockus-Valenzuela asked about plans to expand the sport for older youth who may not have experience. Brad advised the organization's focus is to prepare players for high school teams. They do not try to compete with the local schools or competitive teams available for older youth. Commissioner Mockus-Valenzuela suggested the group explore the possibility of expanding their program to include older youth, who might not have known about this sport when they were younger or who did not have the opportunity to make one of the high school teams.

Commissioner Robles asked about the costs associated with joining their program and their plans to recruit players from the local elementary schools. Brad advised it is an expensive sport with an approximate cost of \$300 for supplies and \$400-\$450 for the league. The organization provides scholarships through funds provided by the USA Lacrosse Association. In addition, they offer an equipment rental option for \$40 per season. Commissioner Robles commented that the costs seem reasonable compared to other recreational youth sports in the area and hopes their recruiting efforts bring additional exposure to the sport.

Commissioner Smith asked about the girl's program and if they have an elementary school option. Brad advised the program efforts are focused on the 7<sup>th</sup> to 8<sup>th</sup> grade primarily due to participation numbers, with a potential to expand the girl's program in the future.

Vice-Chair Lindsay asked if the group had encountered any field allocation issues. Brad confirmed the organization has been fortunate with the existing field allocation. The only issue they had at one point was trash pick-up when hosting games locally. The group has worked with staff and the issue has been resolved.

Commissioner Robles suggested to Brad the use of the San Marcos App to report any issues with the use of facilities or fields.

Brad finished his presentation by advocating for the implementation of defibrillators at sports parks and fields.

### **4. Annual Staff Report – Contract Classes**

Parks and Recreation Supervisor I Holly Payad gave the presentation. She provided an overview of her staff and contracts division. The Contracts Division has seen an increase of 11% in revenues Year-Over-Year. Participation has increased while maintaining affordable programs for those who are trying out an activity

for the first time. Contract classes provide an opportunity to those who may want to try a new sport or activity at an affordable price, before committing to a more expensive program. Holly and her staff have introduced additional programs focused on teenagers to promote the participation of older teens. There is a challenge in increasing enrollment for this age group and historically the older teen classes do not have the enrollment numbers that the younger age groups have. Holly is looking to strategically add additional programs without losing momentum with the existing participant age groups. Additional challenges include facility space for programs that are very popular including Taekwondo and Tennis.

Holly and her staff are also preparing for the Tree Lighting event in December, which will include performances from various San Marcos Unified School District groups.

Commissioner Mockus-Valenzuela asked about the possibility of having high school-age kids join adult classes. Holly confirmed the option is available and some parents already bring their teens to participate in the adult classes. She mentioned that a challenge exists when participants feel they do not belong in the class when there is a big age gap.

Commissioner Sensmeier asked about instructor and participant feedback. Holly confirmed feedback is collected via surveys that are emailed to participants. Instructors reach out to her directly when they have any feedback. Commissioner Sensmeier asked about Holly's comment on new tennis courts. Assistant Director Gonzalez advised there are plans to introduce additional tennis courts in future developments, but at this time it's in the planning stages and not confirmed.

Commissioner Robles asked about vendors for the Tree Lightning event and the process of selecting them. She asked about the possibility of introducing food vendors that provide smaller treat options. Holly mentioned this year's event will include cotton candy, popcorn, and Disfruta. She did advise that through all the efforts to market the event, smaller treat vendors do not usually apply. Typically, this is due to all the San Diego County Health Department permits required which take a long time to get and are costly.

Vice-Chair Lindsay asked about the possibility of using local school tennis courts. Holly mentioned the city and the school district have an existing MOU to share some of the tennis courts after school. Facilities currently do not have lighting to support the expansion of programs. Vice-Chair Lindsay asked about shared indoor space with the district. Staff advised we do not have shared indoor space with the district, but hopefully other facilities can be considered in the future to expand programming.

Holly ended her presentation by asking the Commission to refer vendors for the Tree Lighting Event. Commissioner Sensmeier suggested Fire & Mud, a local crafts vendor.

## **5. TAC Meeting Minutes**

Vice-Chair Lindsay provided a summary of the TAC meeting highlighting the increase in attendance for the subcommittee. He also noted that Taylor Oshinski has been promoted to Aquatics Supervisor and his position is pending to be backfilled.

Commissioner Mockus-Valenzuela asked about the GIS Map. Vice-Chair Lindsay advised the map is being updated to reflect updates which are reflected in the new printed trails map.

## **6. Park Naming Policy Update**

Assistant Director Gonzalez advised the policy is now under review with the City Attorney's Office and hopes to report additional updates soon.

## **ORAL COMMUNICATIONS**

### **PARKS AND RECREATION ASSISTANT DIRECTOR REPORT**

The Assistant Director shared a summary of the department events including staffing updates.

Ranger Supervisor I, Taylor Oshinski, has been promoted to Aquatics Supervisor II after an internal recruitment was conducted.

P&R Sr. Management Analyst, Stacy Armacost, has been promoted to HR/Risk Manager with the Human Resources Office. She will continue to provide support to the P&R Department over the next several months.

Most recent events included the Family Night Halloween Party, Groundbreaking Ceremony for Bradley Park, Harvest Fest, and Double Peak Challenge.

Assistant Director Gonzalez asked the Commission to be on the lookout for the Spring Fest event which should align with the completion of the restaurant row park. If the Council approves the park project in November, the Commission will have the opportunity to name the park in 2024.

The Double Peak Challenge raised over \$23K to benefit the Friends of San Marcos and San Marcos Boys & Girls Club. An invitation will be sent soon for the Boys & Girls Club check presentation.

Upcoming events include Breakfast with Littlest Pumpkin on October 21<sup>st</sup> at the Community Center, SEH HOA public workshop on October 25<sup>th</sup> at the San Elijo Recreation Center, and Veterans Day Ceremony November 11<sup>th</sup> at the Helen Memorial Park.

Assistant Director Gonzalez shared with the Commission a recent success story of a resident's request to add a new tee pad at Montiel Park. P&R staff worked closely with the resident and Public Works to complete the project in a very short period.

Commissioner Smith asked about the HHC Horse Festival advertising efforts. She has attended in previous years, and she noticed attendance was much lower this year. She asked if the city assisted in the advertising efforts. Assistant Director Gonzalez confirmed both, COSM and the Friends of San Marcos partner with HHC. The request for printed materials was received late this year and staff will review the existing MOU to confirm if additional efforts have been agreed upon.

Commissioner Robles shared feedback on the Harvest Festival she received from a vendor and her observation of the event. She noted lower attendance than previous years. She would like to see a City booth added to the Tree Lighting event to promote programs and events. Assistant Director Gonzalez confirmed the city table is present at events such as the Horse Festival and the Harvest Fest. For the Tree Lighting event space is limited and usually reserved for vendors. If there is available space, staff will make note to add the table in December.

Commissioner Smith asked if Simmons Park new play structure was designed for ages 5 to 12 only. Staff confirmed the play structure is a multi-age group structure to include ages 2 to 12. Smith noted the signs on the playground structure say ages 5 to 12. She also asked about other Tot Lot availability or plans to add. Assistant Director Gonzalez mentioned most play structures now are for multiple age groups and San Elijo has a Tot Lot specifically, which is on the list to be renovated.

Commissioner Sensmeier shared she saw a high number of attendees at the Harvest Fest including a high number of visits to the City Booth. She thanked staff member Evelyn for providing P&R program information including to bilingual residents and Vice-Chair Lindsay for the information on the trail maps. She did note a high number of inquiries about coyotes and an increase in sightings. Commissioner Sensmeier asked staff if there was any information available about relocating coyotes. Staff advised they will search for additional resources to share with the Commission about coyote relocation.

Commissioner Mockus-Valenzuela shared with the group information on a County of San Diego news article released October 18, 2023, about coyotes in the area. She shared the article had a lot of useful information and answers to many questions residents may have. She also asked staff about the implementation of monthly park highlights on social media and sharing that information in Spanish as well, not just focusing on events. Assistant Director Gonzalez shared the P&R Department will be kick starting new social media campaigns with new ideas and messages.

Commissioner Mockus-Valenzuela asked about opening a teen center in the city. Staff mentioned there have been conversations in the past about opening a teen center, but due to resources the project has not moved on further than those conversations. However, she did mention that the city is very proactive to residents' needs and collects surveys on an ongoing basis. If the need is there and voiced by residents' staff will advocate for it.

Vice-Chair Lindsay gave his perception that the Harvest Festival was busy, but it was a very hot day and attendance is difficult to track. He asked about the Horse Festival; Commissioner Smith shared it felt less attended and very spread out giving the feeling that it was a smaller event than previous years. Vice-Chair will share the feedback with the HHC group.

### **WRITTEN COMMUNICATIONS**

Chair Franklin emailed to advise of his planned absence.

### **ADJOURNMENT**

**MOVED BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER SENSMEIER,  
AND CARRIED UNANIMOUSLY TO ADJOURN THE OCTOBER 18, 2023, PARKS AND RECREATION  
COMMISSION MEETING AT 7:23PM.**

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TRAVIS LINDSAY, VICE-CHAIR  
PARKS AND RECREATION COMMISSION

**ATTEST:**

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EVELYN SLAY, COMMISSION SECRETARY  
PARKS AND RECREATION COMMISSION



Facility Use List  
November 16 - December 20, 2023

Date	Day	Start - End Time	Facility	Event	Permit#	Attend/ Qty
Nov 16, 2023	Thursday	05:00 PM - 08:00 PM	Community Main Hall	BRW Annie Rehearsal	R11008	50
Nov 16, 2023	Thursday	05:30 PM - 08:30 PM	Williams Barn	SM Pop Warner Banquet	R10988	115
Nov 17, 2023	Friday	01:00 PM - 04:00 PM	San Elijo Terrace Hall	Memorial Celebration	R11036	80
Nov 17, 2023	Friday	03:30 PM - 09:00 PM	Community Main Hall	Miss Black Global Pageant	R10458	100
Nov 17, 2023	Friday	10:00 AM - 03:30 PM	Dining Room	Miss Black Global Pageant	R10458	50
Nov 18, 2023	Saturday	01:00 PM - 09:00 PM	Community Main Hall	Lopez quinceanera	R10225	150
Nov 18, 2023	Saturday	12:00 PM - 05:00 PM	Williams Barn	Wolfgramm Birthday	R10871	100
Nov 18, 2023	Saturday	09:00 AM - 01:00 PM	Wood House & Garden	Han Tea Party	R10822	15
Nov 18, 2023	Saturday	01:00 PM - 05:00 PM	Wood House & Garden	Feener Tea Party	R10916	15
Nov 19, 2023	Sunday	08:00 AM - 12:00 PM	Community Main Hall	Mission 316 Church	R10787	80
Nov 19, 2023	Sunday	03:00 PM - 09:00 PM	Community Main Hall	Miss Black Global Pageant	R10458	100
Nov 19, 2023	Sunday	05:00 PM - 09:00 PM	Dining Room	Miss Black Global Pageant	R10458	50
Nov 19, 2023	Sunday	08:00 AM - 12:00 PM	Large Rec Room	Mission 316 Church	R10787	20
Nov 19, 2023	Sunday	08:00 AM - 12:00 PM	Small Rec Room	Mission 316 Church	R10787	20
Nov 20, 2023	Monday	05:00 PM - 08:00 PM	Community Main Hall	BRW Annie Rehearsal	R11008	50
Nov 20, 2023	Monday	01:00 PM - 05:00 PM	Williams Barn	Clogging Workshop	R10913	100
Nov 21, 2023	Tuesday	05:00 PM - 08:00 PM	Community Main Hall	BRW Annie Rehearsal	R11008	50
Nov 22, 2023	Wednesday	05:00 PM - 08:00 PM	Community Main Hall	BRW Annie Rehearsal	R11008	50
Nov 26, 2023	Sunday	08:00 AM - 12:00 PM	Community Main Hall	Mission 316 Church	R10787	80
Nov 26, 2023	Sunday	08:00 AM - 12:00 PM	Large Rec Room	Mission 316 Church	R10787	20
Nov 26, 2023	Sunday	08:00 AM - 12:00 PM	Small Rec Room	Mission 316 Church	R10787	20
Nov 27, 2023	Monday	05:00 PM - 08:00 PM	Community Main Hall	BRW Annie Rehearsal	R11008	50



Facility Use List  
November 16 - December 20, 2023

Nov 28, 2023	Tuesday	07:00 PM - 08:00 PM	Dining Room	Kiwanis Club of SM	R10574	25
Nov 28, 2023	Tuesday	04:30 PM - 07:00 PM	Large Rec Room	Broadway Theater West Reh	R11078	50
Nov 29, 2023	Wednesday	06:00 PM - 08:00 PM	San Elijo Terrace Hall	TKO Athletic Performance LLC	R10873	30
Nov 29, 2023	Wednesday	10:30 AM - 12:30 PM	Community Main Hall	University of Saint Katherine	R10593	150
Dec 2, 2023	Saturday	08:00 AM - 08:00 PM	Community Main Hall	COSM Tree Lighting Event	R10088	1
Dec 2, 2023	Saturday	06:00 PM - 10:00 PM	Williams Barn	Fellowship of Christian Athletes	R10812	120
Dec 3, 2023	Sunday	02:00 PM - 06:00 PM	San Elijo Terrace Hall	Wedding Shower	R10961	80
Dec 3, 2023	Sunday	08:00 AM - 12:00 PM	Community Main Hall	Mission 316 Church	R10787	80
Dec 3, 2023	Sunday	08:00 AM - 12:00 PM	Large Rec Room	Mission 316 Church	R10787	20
Dec 3, 2023	Sunday	08:00 AM - 12:00 PM	Small Rec Room	Mission 316 Church	R10787	20
Dec 3, 2023	Sunday	03:00 PM - 08:00 PM	Williams Barn	Mission Hills Football Boosters	R11018	150
Dec 4, 2023	Monday	04:00 PM - 08:00 PM	Community Main Hall	Broadway Theater Tech Week	R10535	80
Dec 4, 2023	Monday	06:00 PM - 08:00 PM	Conference Room	SMYB Board Meeting	R10559	15
Dec 4, 2023	Monday	04:00 PM - 08:00 PM	Dining Room	Broadway Theater Tech Week	R10535	50
Dec 5, 2023	Tuesday	04:00 PM - 08:00 PM	Community Main Hall	Broadway Theater Tech Week	R10535	80
Dec 5, 2023	Tuesday	05:30 PM - 07:30 PM	Dining Room	Youth Sports Council Meeting	R9705	25
Dec 6, 2023	Wednesday	04:00 PM - 08:00 PM	Community Main Hall	Broadway Theater Tech Week	R10535	80
Dec 6, 2023	Wednesday	06:00 PM - 08:00 PM	Dining Room	Mission 24 HOA	R10450	5
Dec 6, 2023	Wednesday	10:30 AM - 12:30 PM	Williams Barn	University of Saint Katherine	R10593	150
Dec 7, 2023	Thursday	04:00 PM - 08:00 PM	Community Main Hall	Broadway Theater Tech Week	R10535	80
Dec 7, 2023	Thursday	04:00 PM - 08:00 PM	Dining Room	Broadway Theater Tech Week	R10535	50
Dec 8, 2023	Friday	09:00 AM - 09:00 PM	Community Main Hall	Broadway Theater Performance	R10534	280
Dec 8, 2023	Friday	09:00 AM - 09:00 PM	Dining Room	Broadway Theater Performance	R10534	50

Facility Use List  
November 16 - December 20, 2023

Dec 8, 2023	Friday	04:30 PM - 08:30 PM	Horizon Rooms 1,2,3	Palomar RC Flyers	R11059	100
Dec 9, 2023	Saturday	03:00 PM - 07:00 PM	San Elijo Terrace Hall	Cook Birthday Party	R10432	50
Dec 9, 2023	Saturday	09:00 AM - 09:00 PM	Community Main Hall	Broadway Theater Performance	R10534	280
Dec 9, 2023	Saturday	09:00 AM - 09:00 PM	Dining Room	Broadway Theater Performance	R10534	50
Dec 9, 2023	Saturday	12:00 PM - 04:00 PM	Horizon Rooms 1,2,3	Inocencio Birthday	R10996	125
Dec 9, 2023	Saturday	08:00 AM - 12:00 PM	Williams Barn	North County Church of Christ	R10818	120
Dec 9, 2023	Saturday	09:00 AM - 01:00 PM	Wood House & Garden	Brady Yantis Tea Party	R10927	15
Dec 10, 2023	Sunday	01:30 PM - 05:30 PM	Double Peak Park Amphitheater	Star Walk	R10640	1
Dec 10, 2023	Sunday	01:00 PM - 05:00 PM	San Elijo Terrace Hall	SEH Community Association Celebration	R10643	80
Dec 10, 2023	Sunday	08:00 AM - 12:00 PM	Community Main Hall	Mission 316 Church	R10787	80
Dec 10, 2023	Sunday	01:00 PM - 09:00 PM	Community Main Hall	Broadway Theater Performance	R10534	280
Dec 10, 2023	Sunday	09:00 AM - 09:00 PM	Dining Room	Broadway Theater Performance	R10534	50
Dec 10, 2023	Sunday	08:00 AM - 12:00 PM	Large Rec Room	Mission 316 Church	R10787	20
Dec 10, 2023	Sunday	08:00 AM - 12:00 PM	Small Rec Room	Mission 316 Church	R10787	20
Dec 11, 2023	Monday	08:00 AM - 05:30 PM	Community Main Hall	COSM Harassment Training	R10724	100
Dec 12, 2023	Tuesday	08:00 AM - 05:30 PM	Community Main Hall	COSM Harassment Training	R10724	100
Dec 13, 2023	Wednesday	08:30 AM - 08:00 PM	Community Main Hall	COSM Years of Service Breakfast	R10556	200
Dec 13, 2023	Wednesday	07:00 PM - 09:00 PM	Recreation Room	Twin Oaks Community Sponsor Group	R10217	10
Dec 14, 2023	Thursday	01:30 PM - 06:30 PM	Dining Room	Youth Programs Staff Meeting	R11041	25
Dec 16, 2023	Saturday	04:00 PM - 09:00 PM	San Elijo Terrace Hall	50th Wedding Anniversary	R10968	80
Dec 16, 2023	Saturday	03:00 PM - 10:00 PM	Williams Barn	Prieto Quincenera	R10938	100
Dec 16, 2023	Saturday	01:00 PM - 05:00 PM	Wood House & Garden	Sarah Picollelli Tea Party	R10872	15
Dec 17, 2023	Sunday	11:00 AM - 04:30 PM	San Elijo Terrace Hall	Alarid Banquet	R11005	50

Facility Use List  
November 16 - December 20, 2023

Dec 17, 2023	Sunday	08:00 AM - 12:00 PM	Community Main Hall	Mission 316 Church	R10787	80
Dec 17, 2023	Sunday	08:00 AM - 12:00 PM	Large Rec Room	Mission 316 Church	R10787	20
Dec 17, 2023	Sunday	08:00 AM - 12:00 PM	Small Rec Room	Mission 316 Church	R10787	20
Dec 19, 2023	Tuesday	10:00 AM - 01:00 PM	Williams Barn	City Association Mtg	R10390	50
Dec 20, 2023	Wednesday	06:00 PM - 08:00 PM	Craft Room	Greenwood Park HOA	R10398	6

Park Use List  
November 16 - December 20, 2023

Date	Day	Start - End Time	Facility	Event	Permit#	Attend /Qty
Nov 17, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Nov 18, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Nov 18, 2023	Saturday	09:00 AM - 05:30 PM	Simmons Park Shelter	Ramirez Birthday Party	R10966	50
Nov 18, 2023	Saturday	09:00 AM - 05:30 PM	Las Abejas Park Shelter	Mila'S 3rd Birthday Party	R11004	30
Nov 18, 2023	Saturday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	4th Birthday Party	R10634	80
Nov 18, 2023	Saturday	09:00 AM - 05:30 PM	Sunset Park East Shelter	Luca's Birthday	R10930	45
Nov 18, 2023	Saturday	09:00 AM - 05:30 PM	Woodland Park Pepper Shelter	Birthday Party Ethan & Albert	R10955	40
Nov 18, 2023	Saturday	09:00 AM - 05:30 PM	Woodland Park Schoolside Shelter	Eros Birthday Party	R11028	1
Nov 18, 2023	Saturday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Sophia's 1st Birthday	R10678	60
Nov 18, 2023	Saturday	09:00 AM - 05:30 PM	Jack's Pond Park East Shelter	Kennedy Birthday Party	R10941	40
Nov 18, 2023	Saturday	09:00 AM - 05:30 PM	Double Peak Park Gazebo	Birthday Party	R11032	50
Nov 19, 2023	Sunday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Balancio Birthday	R11042	35
Nov 19, 2023	Sunday	09:00 AM - 05:30 PM	Lakeview/Discovery Park Gazebo	Bennett's 7th Birthday	R10991	25
Nov 19, 2023	Sunday	09:00 AM - 05:30 PM	Sunset Park East Shelter	Leif's 2nd birthday	R10908	50
Nov 19, 2023	Sunday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	Palmer's First Birthday	R11013	60
Nov 20, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Nov 20, 2023	Monday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Nov 22, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Nov 22, 2023	Wednesday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Nov 24, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Nov 25, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Nov 25, 2023	Saturday	09:00 AM - 05:30 PM	Las Abejas Park Shelter	Birthday	R11019	20

Park Use List  
November 16 - December 20, 2023

Nov 25, 2023	Saturday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	Baby Shower	R10904	50
Nov 25, 2023	Saturday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Birthday party	R10965	50
Nov 25, 2023	Saturday	09:00 AM - 05:30 PM	Lakeview/Discovery Park Gazebo	Levi's Birthday!	R11024	35
Nov 25, 2023	Saturday	09:00 AM - 05:30 PM	Jack's Pond Park East Shelter	5th Birthday	R11056	50
Nov 25, 2023	Saturday	09:00 AM - 05:30 PM	Woodland Park Schoolside Shelter	Klitzke Event	R11021	50
Nov 26, 2023	Sunday	09:00 AM - 05:30 PM	Walnut Grove Park Central Shelter	Birthday Party	R10989	60
Nov 26, 2023	Sunday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Baker's 1st birthday	R11049	80
Nov 26, 2023	Sunday	09:00 AM - 05:30 PM	Las Abejas Park Shelter	Tides 1st birthday party	R10999	50
Nov 27, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Nov 27, 2023	Monday	06:00 PM - 07:00 PM	Hollandia Park Commercial Use	San Diego Waves XTC	R10732	25
Nov 29, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 1, 2023	Friday	09:00 AM - 05:30 PM	Sunset Park West Shelter	PCA Community Day	R10700	60
Dec 1, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 2, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 2, 2023	Saturday	09:00 AM - 05:30 PM	Las Abejas Park Shelter	Birthday Party	R10875	50
Dec 2, 2023	Saturday	09:00 AM - 05:30 PM	Simmons Park Shelter	Ryder's 5th Birthday Party	R11072	50
Dec 2, 2023	Saturday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Kora's 1st Birthday	R10993	60
Dec 2, 2023	Saturday	09:00 AM - 05:30 PM	Woodland Park Pepper Shelter	Birthday	R11069	65
Dec 2, 2023	Saturday	09:00 AM - 05:30 PM	Double Peak Park Amphitheater	New Year Gender Reveal	R10992	40
Dec 3, 2023	Sunday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Birthday Party	R11060	70
Dec 3, 2023	Sunday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	Work Holiday	R11058	150
Dec 3, 2023	Sunday	09:00 AM - 05:30 PM	Hollandia Park Shelter	Blake and Brynn's Birthday	R11007	50
Dec 4, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15

Park Use List  
November 16 - December 20, 2023

Dec 6, 2023	Wednesday	09:00 AM - 05:30 PM	Walnut Grove Park South Shelter	St. Katherine's	R10777	100
Dec 6, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 8, 2023	Friday	09:00 AM - 05:30 PM	Walnut Grove Park Central Shelter	Holiday Party	R11068	100
Dec 8, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 9, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 9, 2023	Saturday	09:00 AM - 05:30 PM	Simmons Park Shelter	De Jesus Birthday	R11073	50
Dec 9, 2023	Saturday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Holiday Party	R11014	120
Dec 9, 2023	Saturday	09:00 AM - 05:30 PM	Woodland Park Pepper Shelter	Ellies Birthday Party	R11067	60
Dec 10, 2023	Sunday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	Veale Baby shower	R11071	100
Dec 10, 2023	Sunday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Movimiento Sancirensense	R11026	150
Dec 10, 2023	Sunday	01:30 PM - 05:30 PM	Double Peak Park Amphitheater	Star Walk	R10640	1
Dec 11, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 13, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 15, 2023	Friday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 16, 2023	Saturday	07:00 AM - 08:00 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 16, 2023	Saturday	09:00 AM - 05:30 PM	Las Abejas Park Shelter	Vinay Birthday Party	R11043	20
Dec 16, 2023	Saturday	09:00 AM - 05:30 PM	Jack's Pond Park Corral	Baby's First Birthday	R11038	50
Dec 17, 2023	Sunday	09:00 AM - 05:30 PM	Hollandia Park Shelter	Skyler's 10th Birthday	R11033	50
Dec 18, 2023	Monday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15
Dec 20, 2023	Wednesday	09:30 AM - 10:30 AM	San Elijo Park Open Area	Stroller Strides	R10531	15



## YOUTH SPORTS COUNCIL MEETING

**Tuesday, November 7, 2023**

**1 Civic Center Drive – Valley of Discovery Room**

**Attendance:** All members present except SMGS & SM UNITED.

City staff present: James Daza, Taylor Oshinski, and Stew Rutledge.

SMUSD staff present: Ted Norman

Parks & Recreation Commissioner present: Sasha Smith

### **Call to Order**

James Daza called the November Youth Sports Council meeting to order at 6:05pm.

### **Approval of Minutes**

San Marcos Youth Lacrosse motioned to approve the minutes from the September 5, 2023 meeting. San Elijo AYSO 1505 seconded the motion.

*Motion carried 8-0.*

### **NEW BUSINESS**

#### **YSC Contact List**

James reminded the YSC groups to update their contact info when board members change. San Marcos Pop Warner mentioned that they are currently seeking new board members so there may be changes coming.

#### **San Marcos Unified School District Update/Facilitron Reminders**

Ted Norman reported that everything is running smoothly as far as he is aware. SMUSD has no field closures planned for the winter break. Ted is continuing to remind all SMUSD schools to update their programming info on Facilitron so it is viewable to the public. SMMS will have school groups using the field until 6pm, so YSC groups may have later start times moving forward. James Daza reminded all groups to submit SMUSD requests through Facilitron, even if the fields are a part of their City allocation. Ted stated that the SMUSD staff break is





scheduled from roughly 12/22 – 1/7. James plans to send out the rough draft of the Spring/Summer 2024 allocation by December 8<sup>th</sup>, which will include SMUSD locations.

### **City Parks/Sport Fields Updates/Winter Closures/Summer Closures**

Stew Rutledge notified all groups that Connors Park turf field will be closed on Thursday, 11/9 to finish the last of the recent turf maintenance related repairs. The Bradley Park caretaker home demolition project will begin towards the end of November. Stew let the groups know that the janitorial provider recently changed. There are now two contracted janitorial providers for the City of San Marcos. The standard rate for additional service is \$58/hour and \$87/hour for any shifts that extend past eight hours. SMYB stated that the service provided is significantly poorer and more costly than previous contractors. Stew was open to discussing alternative options for ground services with the groups to help keep costs down. SMYS notified Stew that the new company didn't restock toilet paper at Walnut Grove Park over the past two weekends, and they were all out by 10am. SMYS asked for keys to the toilet paper dispensers so their volunteers can change them out. Stew asked for the YSC members to bear with us as we maneuver through this transition and to notify James of these issues. James reminded the groups of all the winter field closures coming up starting January 1<sup>st</sup>.

### **Winter Arena Availability**

James notified the groups that availability is very limited after January 31<sup>st</sup> due to the San Marcos adult recreation leagues beginning in February.

### **Club Soccer Tryout Dates**

James asked that groups schedule tryout dates during their allocated time.

### **Spring/Summer 2024 Allocation**

James reminded all groups to submit their field request form as soon as possible. He reiterated that he hopes to have the first draft of the allocation sent out by December 8<sup>th</sup>.

### **Winter/Spring 2024 Arena Allocation**

James stated that all YSC soccer groups received and confirmed this allocation.

### **Palomar Minkoff**



Access to this location will begin at 4:30pm soon. James reminded the soccer groups to please not arrive early due to Palomar College programming. He asked the groups to be good neighbors and to respect this site. A kind reminder was provided to pick up trash to avoid suspensions.

### **Holiday Hours & Staff Vacations**

James notified the YSC members that the Parks & Recreation Department will be closed from 12/22/23 – 1/1/24. He also stated that he will be out of the office from 12/12/23 – 1/9/24, so Eric Lechlitter will be the main point of contact for that period.

### **Old Business**

#### **Soccer Goals**

City SC recently installed new wheels on their goals at multiple locations. James asked about the potential revamp of the goals at Las Posas Park. SMYS/AYSO offered to collaborate on fixing these.

#### **YSC Banner Application**

James reminded groups to submit banners for the City and SMUSD. SMUSD now has a new banner application process, so these must be submitted separately from the City's.

#### **Field Allocation**

James asked the groups to please return any unused field space so it can be made available to other groups.

#### **Park Rangers**

James provided the Park Ranger hotline phone number (760-744-9494 ext. 3700 or 3707). He reminded all members that if they need assistance with another organization on their allocated fields to contact City staff or the Park Ranger hotline. If they encounter any public



safety issues at the parks to contact the Sheriff's Department non-emergency line (760-510-5200) or 911 depending on the severity of the incident.

### **Liability Insurance**

James reminded all groups to please submit insurance in a timely manner.

### **Ballfield Light Schedules**

James asked the groups to please send in their payment for ballfield lights. He let them know to follow up if they have any questions regarding billing.

### **Field Closed Policy/Weather Line/Rainedout.com**

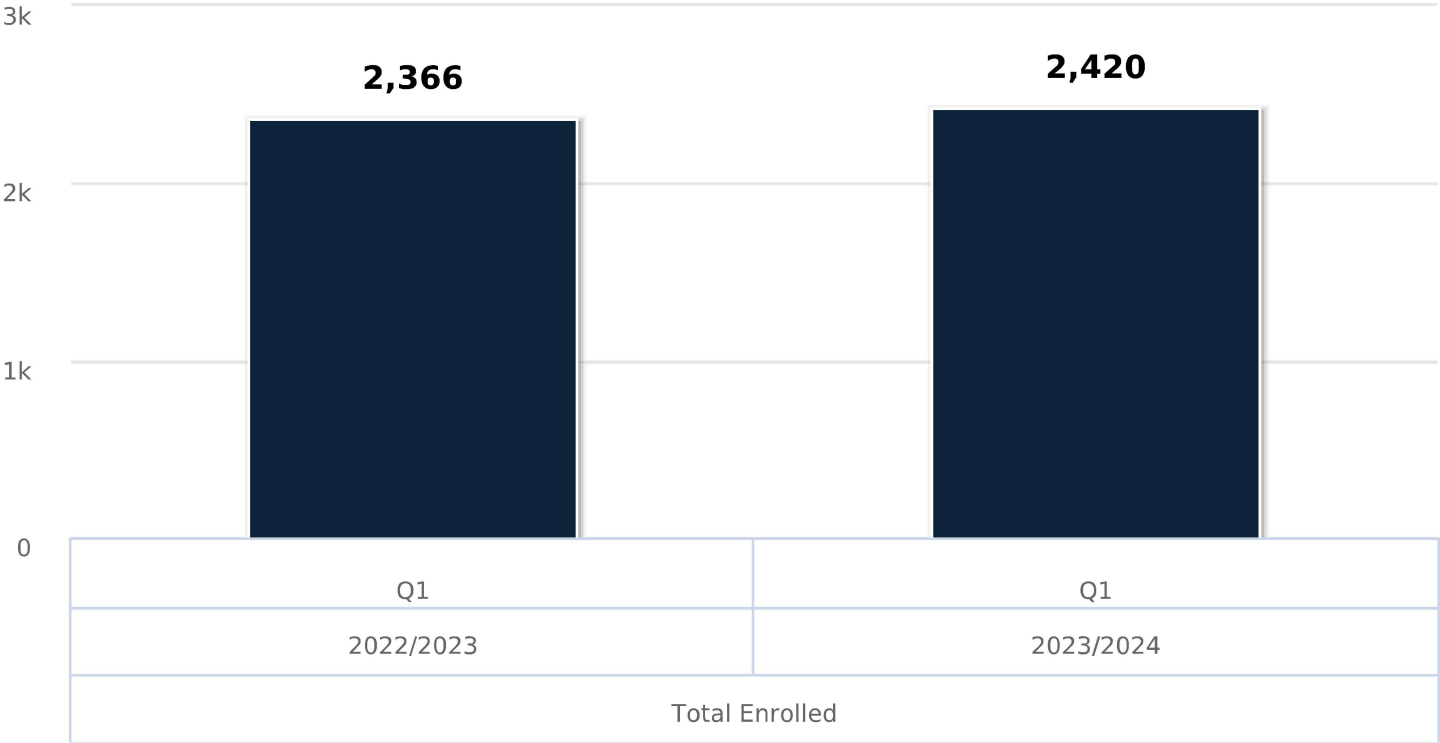
James reminded the groups that the rainy season is right around the corner. He asked the groups to please notify participants and parents of the rainedout.com signup information. SMYBB asked about the leaky roof at Corky Smith Gymnasium. James said Facilities will address this as soon as possible. SMYBB plans to work around the leaks this year as they have done for the past few seasons. Stew said he would follow up with the Facilities Supervisor to see if there are any scheduled improvements.

### **Good of the Order**

There were no comments made by YSC groups. James gave one final reminder to please submit allocation info.

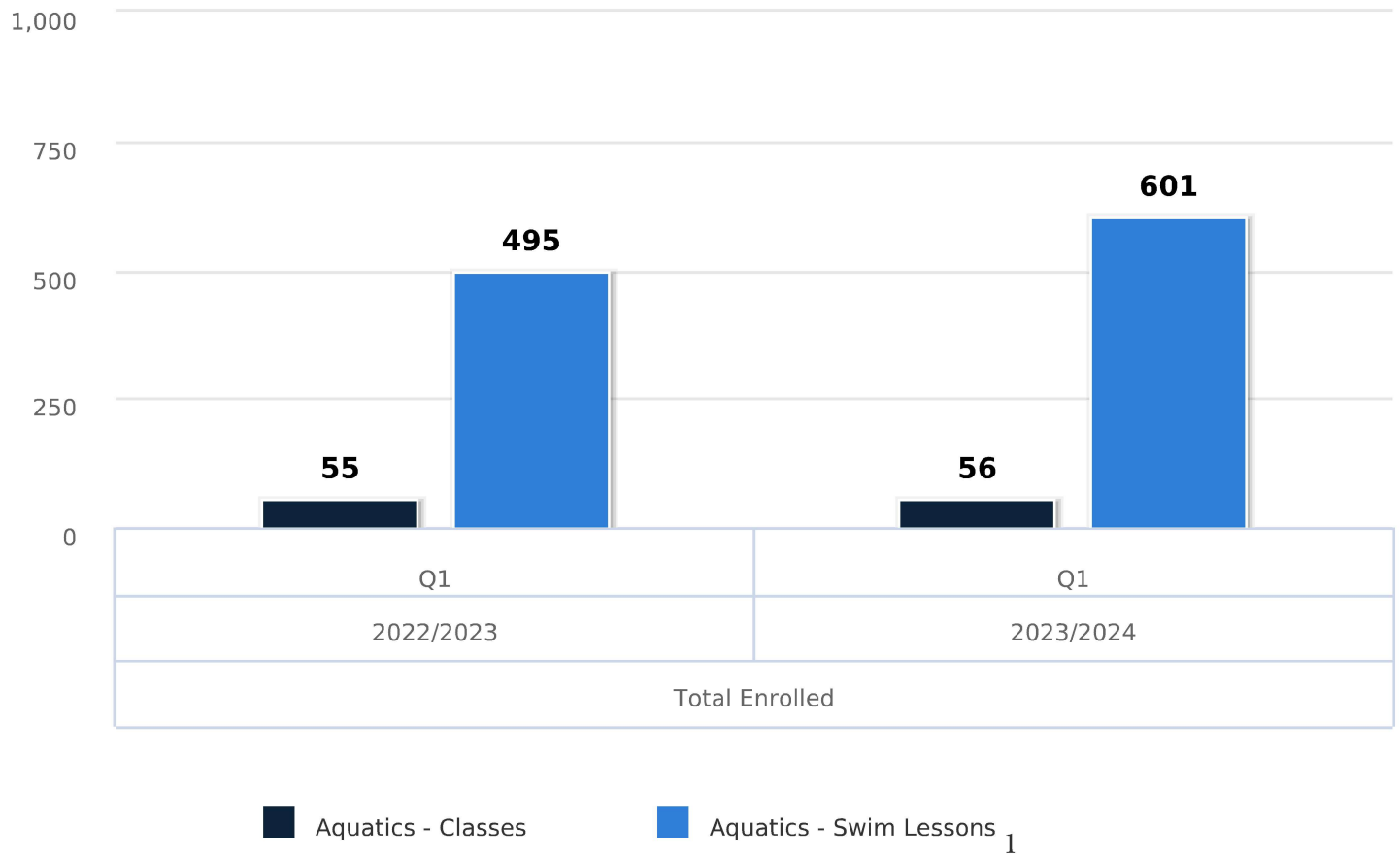
**Next regularly scheduled meeting will be Tuesday, December 5 @ 6pm. Meeting adjourned at 6:35pm.**

# Program Statistics - Adult Sports



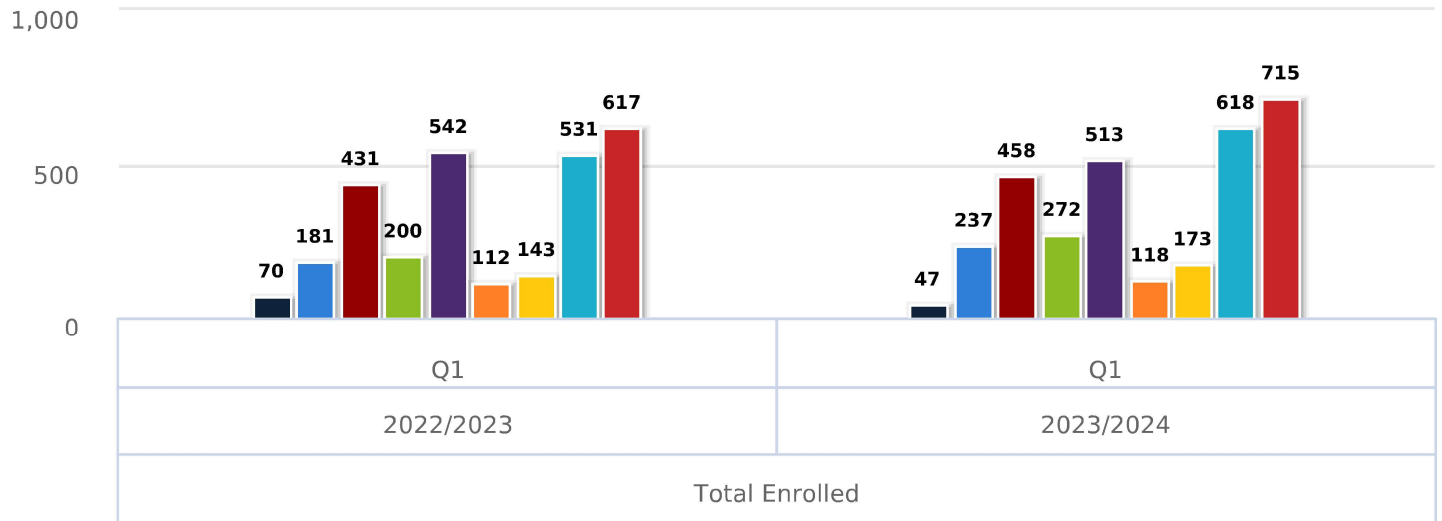
■ Sports - Adult

# Program Statistics - Aquatics



1. Increase of 21% was due to programming changes and temporary pool closure in FY22-23 Q1 for heater replacement.

# Program Statistics - Enrichment Classes & Camps



Classes - Adult Dance <sup>1</sup>

Classes - Senior 50+

Classes - Youth Fitness/Sports

Specialty Camp - Dance <sup>4</sup>

Specialty Camp - Specialty

Classes - Adult Fitness/Sports <sup>2</sup>

Classes - Youth Dance <sup>3</sup>

Classes - Youth Specialty

Specialty Camp - Fitness/Sport

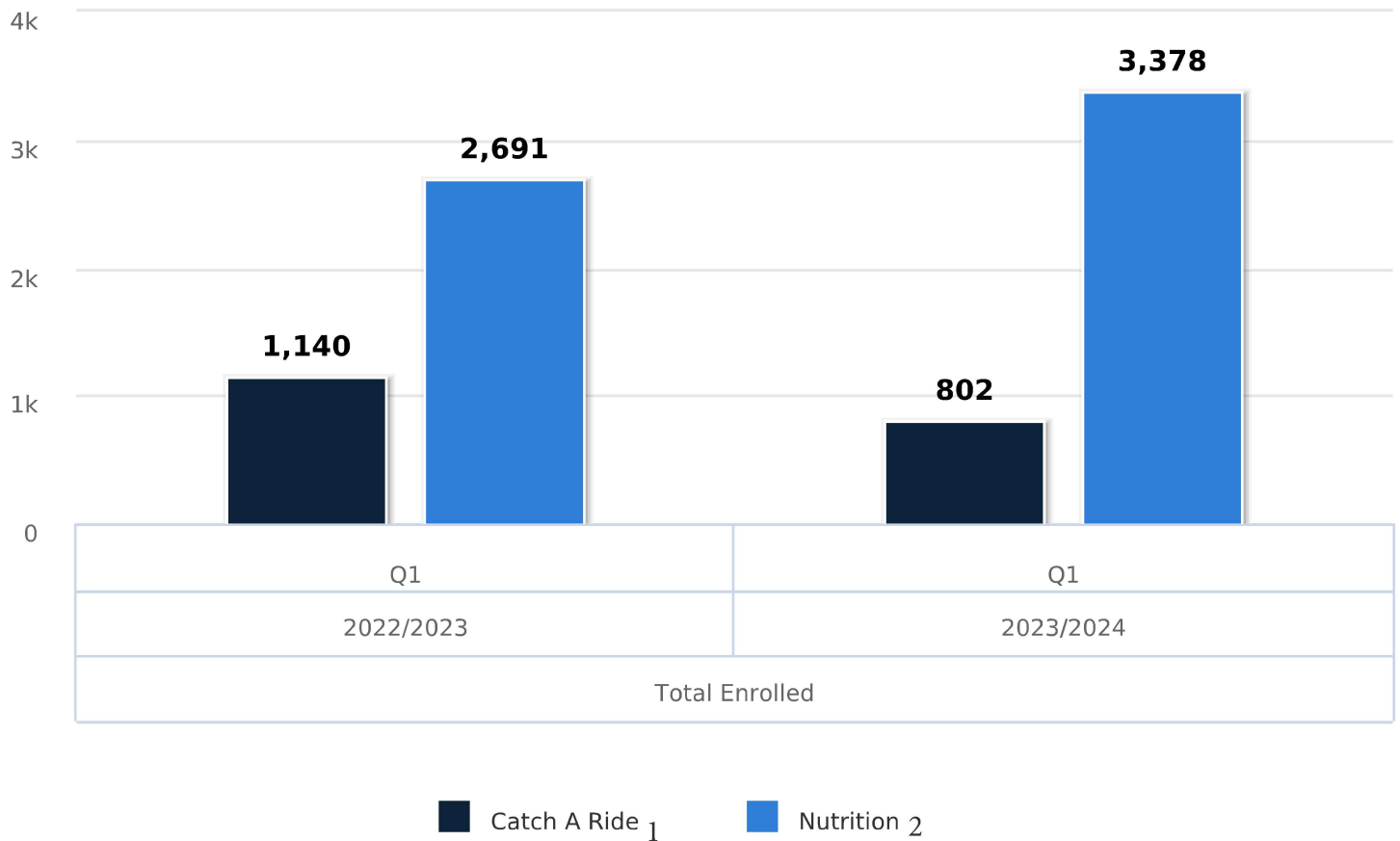
1. Decrease of 33% was due to 3 less classes being offered in FY23-24.

2. Increase of 31% due to an additional 4 classes offered in FY23-24 and increased enrollment in AMPD & Pound Fitness.

3. Increase of 36% was due to an additional ballet & tap class being offered in the afternoon which is at max capacity currently. In addition to workshops

4. Increase of 21% was due to an increase in participants overall and one additional camp.

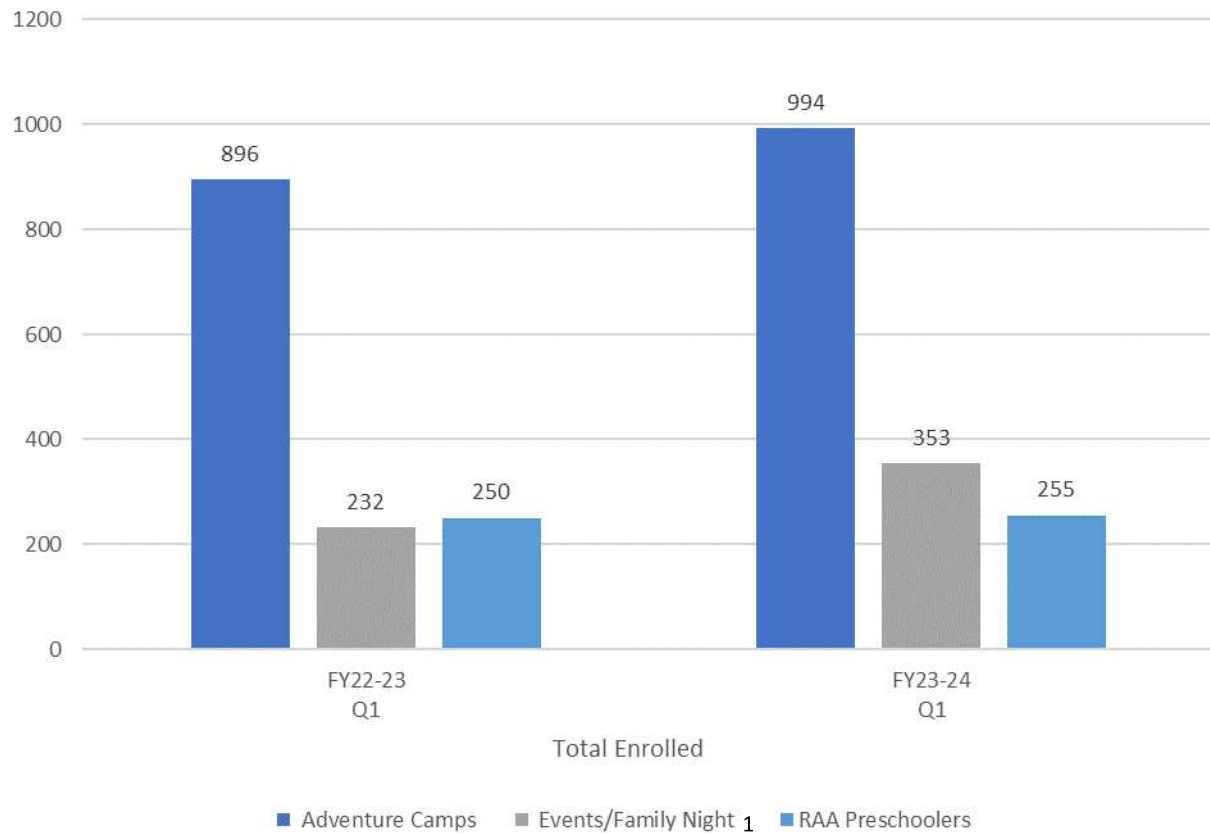
# Program Statistics - Senior Activity Center



1. Decrease of 30% due to loss of regular use riders in FY23-24 Q1.  
 2. Increase of 26% due to additional participants on a more consistent basis.

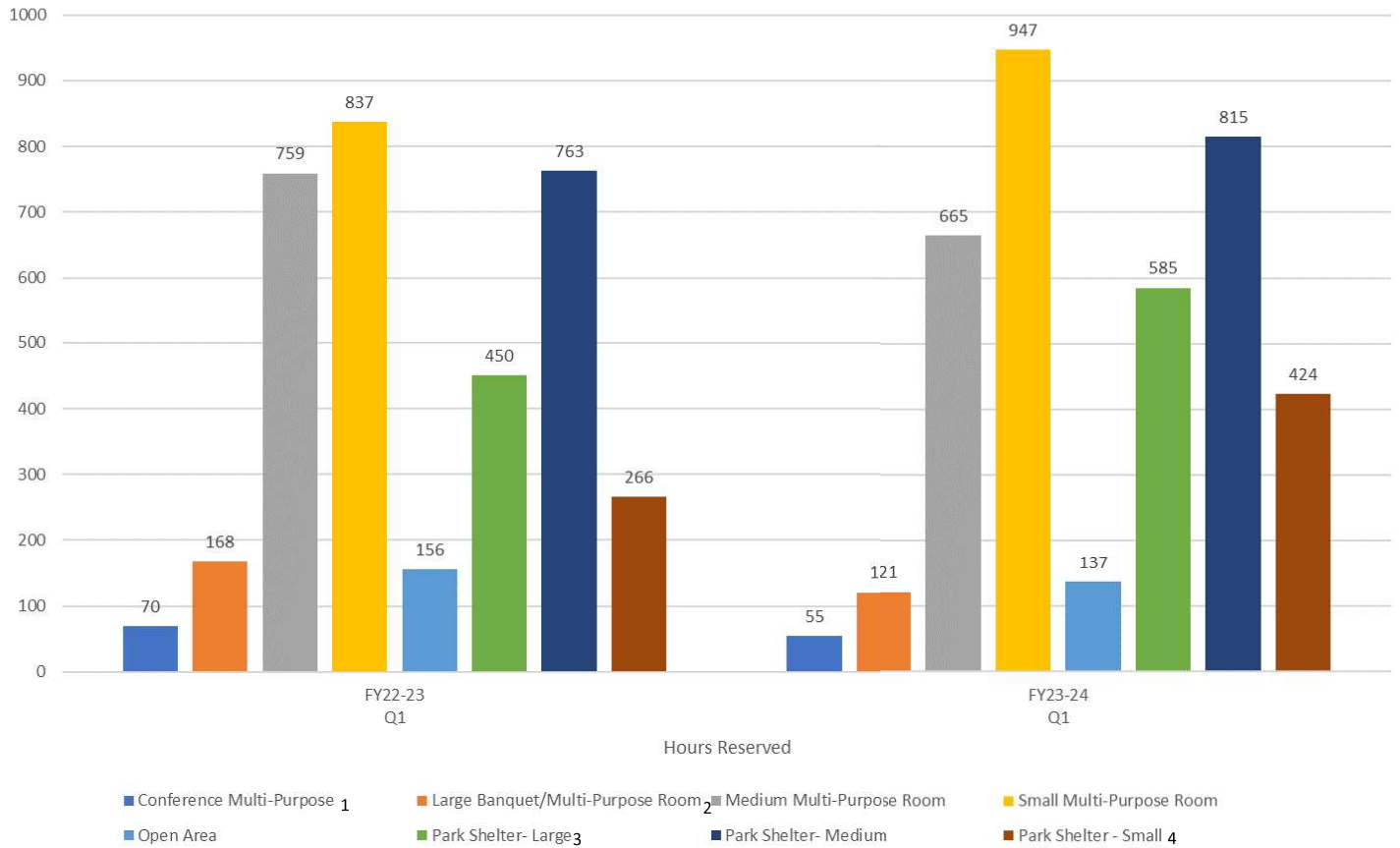


### Program Statistics - Youth Programs



1. Demand has increased and additional spots were made available in FY23-24 Q1. Improved communication using ActiveNet tools has also helped to reach more potential participants.

### Program Statistics - Facility Reservations



1. Decrease of 21% was due to a decrease in the number of reservation hours. There were 21 meetings in 2022 as compared to 19 in 2023.
2. Decrease of 28% was due to a decrease in reservations. There were 25 rentals in 2022 versus 16 in 2023.
3. Increase of 30% was due to an increase in reservations. Total reservations went from 71 to 96.
4. Increase of 59% was due to a general increase in rentals. Total reservations went from 48 to 63.



## MEMORIAL BENCH AND TREE PROGRAM

The Parks & Recreation department has created a Memorial Bench and Tree program that allows individuals or groups to purchase a bench or tree in honor of their loved one. This program will offer a meaningful way to remember someone while contributing to the enhancement of the City's parks and public open spaces.

Requests for placing memorials in City owned or maintained public parks and/or open space areas are to be coordinated through the Director of Parks & Recreation and shall involve the Public Works department to evaluate site location, installation and maintenance of memorials, and to ensure their public safety.

### MEMORIAL OPTIONS:

#### **Bench:**

The cost of a memorial bench is approximately \$4-\$5K based on bench style and installation. City standard bench options will be provided based on the location. This fee includes the site preparation, concrete bench pad including ADA required companion seating, procurement and installation of the bench. The plaque is purchased by the applicant but will be installed by the City (see below for details).

City staff have full discretion over location.

Plaque specifications: Plaque proof to be reviewed and approved by City staff prior to fabrication. Applicant can expect to pay approximately \$200 for plaque depending on vendor and specifications.

#### **Tree:**

The cost of the memorial tree varies based on size, species, location and installation. The City does not guarantee the memorial tree's viability.

Plaque type, specifications, materials, font and size to be discussed with and approved by City staff.

#### CRITERIA:

- The City does not permit the installation of memorials commemorating living persons. The following criteria needs to be met:
  - Bench: Honoree has been a San Marcos resident and has contributed significantly to the quality of life in San Marcos, such as, but not limited to serving on a City commission, committee or other impactful community volunteer work.
  - Bench: Honoree has provided a substantial donation toward the cost of construction of a park facility or maintenance of said facility.
  - Tree: By request; requires approval from the Director of Parks and Recreation
- The applicant shall pay all costs associated with the memorial, including materials and installation.
- Memorials shall be limited to a single representation per person commemorated.



- Memorials will be placed at a location to maximize the benefit to an area. The City may limit the number of memorial benches and trees in a particular area or park.
- Once installed, the asset becomes the property of City of San Marcos. The City reserves the right to remove the bench or tree for operational or other reasons. City staff will do their best to relocate if that is a viable option.
- This policy does not govern the naming of parks, trails and other amenities.
- Scattering of cremated remains is prohibited in city owned or maintained spaces.
- A memorial should be sensitive to social, environmental, historical, or relevant contexts, and must be suitable for individuals of all ages.

### APPLICATION AND APPROVAL PROCESS

Part of the application process includes listing the top three locations where the applicant would like the memorial placed. The City will do its best to accommodate the request. The following locations are at capacity and will not be approved as part of this application.

- Discovery Lake/Trail
- Double Peak Park/Trails
- Helen Bougher Park

Memorial applications must be submitted to the Director of Parks & Recreation.

Parks & Recreation and Public Works staff will evaluate the application and contact the applicant to confirm receipt.

If accepted, a representative from the Public Works department will meet with the donor to review the policy and criteria as well as identify a specific location.

The application needs to be approved by the Public Works Manager and Parks & Recreation Director, or designees.

Once approved, payment will be due in full before procurement of the memorial. Lead times vary depending on the time of the year, equipment ordered and supplier inventory.

Updated: October 2023