



# Agenda

June 17, 2024, 5:30 p.m.

Council Chamber  
1200 Carlsbad Village Drive  
Carlsbad, CA 92008

## Welcome to the Parks & Recreation Commission Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the Parks & Recreation Commission and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website.

### How to watch

#### In Person



City Council Chamber  
1200 Carlsbad Village Drive

#### Online



Watch the livestream at  
[carlsbadca.gov/watch](https://carlsbadca.gov/watch)

### How to participate

If you would like to provide comments to the Commission, please:

- Fill out a speaker request form, located in the foyer.
  - Submit the form to the Clerk before the item begins.
  - When it's your turn, the Clerk will call your name and invite you to the podium.
  - For non-agenda public comment, speakers must confine their remarks to matters within the Commission's subject matter jurisdiction.
  - For public comment on agenda items, speakers must confine their remarks to the question or matter under consideration.
  - Speakers have three minutes, unless the presiding officer (usually the Chair) changes that time.
  - You may not give your time to another person, but can create a group. A group must select a single speaker as long as three other members of your group are present. All forms must be submitted to the Clerk before the item begins and will only be accepted for items listed on the agenda (not for general public comment at the beginning of the meeting). Group representatives have 10 minutes unless that time is changed by the presiding officer or the Commission.
  - Failure to comply with the rules for public participation is disruptive conduct. Continuing disruptive conduct after being asked by the presiding official to cease may result in removal from the meeting.
- **In writing:** Email comments to [parksandrec@carlsbadca.gov](mailto:parksandrec@carlsbadca.gov). Comments received by 2 p.m. the day of the meeting will be shared with the Commission prior to the meeting. When e-mailing comments, please identify in the subject line the agenda item to which your comments relate. All comments received will be included as part of the official record. **Written comments will not be read out loud.**

### Reasonable accommodations

Reasonable Accommodations Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. Please contact the City Manager's Office at 442-339-2821 (voice), 711 (free relay service for TTY users), 760-720-9461 (fax) or [manager@carlsbadca.gov](mailto:manager@carlsbadca.gov) by noon on the Monday of the meeting to make arrangements. City staff will respond to requests by 4 p.m. on Monday, the day of the meeting, and will seek to resolve requests before the start of the meeting in order to maximize accessibility.

**CALL TO ORDER:**

**ROLL CALL:**

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES:**

Minutes of the Regular Meeting held on April 15, 2024.

**PRESENTATIONS:** None.

**CONSENT CALENDAR:** None.

*The items listed under Consent Calendar are considered routine and will be enacted by one motion as listed below. There will be no separate discussion on these items prior to the time the Commission votes on the motion unless members of the Commission or the public request specific items be discussed and/or removed from the Consent Calendar for separate action.*

**PUBLIC COMMENT:**

*The Brown Act allows any member of the public to comment on items not on the agenda, provided remarks are confined to matters within the Commission's subject matter jurisdiction. Please treat others with courtesy, civility, and respect. Members of the public may participate in the meeting by submitting comments as provided on the front page of this agenda. The Commission will receive comments as requested up to a total of 15 minutes in the beginning of the meeting. All other non-agenda public comments will be heard at the end of the meeting. In conformance with the Brown Act, no action can occur on these items.*

**PUBLIC HEARINGS:** None.

**DEPARTMENTAL REPORTS:**

1. **PARKS & RECREATION DEPARTMENT REPORT** – Receive a report on recently completed and upcoming Parks & Recreation Department activities, donations and grants, as well as other topics of interest. (Staff Contact: Mick Calarco, Parks & Recreation Department)

**Recommendation:** Receive the report.

**COMMISSION COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS:** *This portion of the agenda is for the Commission to make brief announcements, brief reports of their activities and requests for future agenda items.*

**DIRECTOR'S COMMENTS:**

**ANNOUNCEMENTS:**

**ADJOURNMENT**



# Minutes

April 15, 2024, 5:30 p.m.

**CALL TO ORDER:** 5:30 p.m.

**ROLL CALL:** Winston, Allemann, Rasines, Gisbert, Knight.  
Absent: Sander.

**PLEDGE OF ALLEGIANCE:** Chair Winston led the Pledge of Allegiance.

**APPROVAL OF MINUTES:**

Minutes of the Regular Meeting held on March 18, 2024

Motion by Chair Winston, second by Vice Chair Allemann, to approve the Minutes as edited. Motion carried, 5/1 (Sander – Absent).

**PRESENTATIONS:** None.

**CONSENT CALENDAR:** None.

**PUBLIC COMMENT:** None.

**PUBLIC HEARINGS:** None.

**DEPARTMENTAL REPORTS:**

1. **LEGISLATIVE ADVOCACY AND GRANT PROCESS** – Receive a presentation regarding the Intergovernmental Affairs Program, ongoing legislative advocacy, process related to grant opportunities, and grant funding priorities. (Staff Contact: Jason Haber, Intergovernmental Affairs Director, City Manager’s Office)

**Recommendation:** Receive the presentation and provide feedback as appropriate.

City Council and Legislative Subcommittee Member Teresa Acosta and Intergovernmental Affairs Director Jason Haber presented a PowerPoint presentation (on file in the Office of the City Clerk), providing an update on the city’s recent and ongoing advocacy efforts related to parks and recreation, including an overview of the city’s process for evaluating and pursuing grant opportunities, and the city’s current grant funding priorities.

Commission received the report.

2. **SITE VISIT OPTIONS FOR A PARKS & RECREATION COMMISSION SPECIAL MEETING/TOUR** – Discuss park, recreation facility and capital improvement project site visit options for a Parks & Recreation Commission special meeting to be held on July 24, 2024 from 1 p.m. to 4 p.m. (Staff Contact: Mick Calarco, Parks & Recreation Department)

**Recommendation:** Discuss potential sites and activities for a Commission tour.

Recreation Services Manager Mick Calarco presented a PowerPoint presentation (on file in the Office of the City Clerk) of site options for the Commission's Special Meeting/Tour.

Commission discussed potential site locations for the tour, and agreed upon Pine Avenue Community Park (including Pine Avenue Community Center and Senior Center, Monroe Street Pool, Calavera Hills Community Park (including Calavera Hills Community Center), and Lake Calavera Preserve). Parks & Recreation Director Lancaster indicated staff would revisit this item, as part of the Departmental Report, during the next couple of month's meetings for finalization of the locations order.

3. **PARKS & RECREATION DEPARTMENT REPORT** – Receive a report on recently completed and upcoming Parks & Recreation Department activities, donations and grants, as well as other topics of interest. (Staff Contact: Mick Calarco, Parks & Recreation Department)

**Recommendation:** Receive the report.

Recreation Services Manager Mick Calarco and Park & Recreation Director Kyle Lancaster presented a PowerPoint presentation (on file in the Office of the City Clerk) of department report.

Commission received the report.

**COMMISSION COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS:** *This portion of the agenda is for the Commission to make brief announcements, brief reports of their activities and requests for future agenda items.*

**DIRECTOR'S COMMENTS:**

Parks & Recreation Director Kyle Lancaster mentioned the resignation of Commission Bartels.

**ANNOUNCEMENTS:** None.

**ADJOURNMENT:** Chair Winston adjourned the meeting at 6:39 p.m.

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Charlene Buckalew  
Administrative Secretary



## PARKS & RECREATION COMMISSION

# Staff Report

**Meeting Date:** June 17, 2024  
**To:** Parks & Recreation Commission  
**From:** Kyle Lancaster, Parks & Recreation Director  
**Staff Contact:** Mick Calarco, Recreation Services Manager  
mick.calarco@carlsbadca.gov, 442-339-2859  
**Subject:** Parks & Recreation Department Report

### Recommended Action

Receive a report on recently completed and upcoming Parks & Recreation Department activities, donations and grants, as well as other topics of interest.

### Executive Summary

Mick Calarco, Recreation Services Manager and Todd Reese, Parks Services Manager, will report on recently completed and upcoming parks and recreation activities, and other topics of local interest.

### Exhibits

1. Department report



**PARKS & RECREATION  
DEPARTMENT REPORT**

June 17, 2024

**GENERAL & RECREATION**

**California Parks & Recreation Society MVPP Award**

On April 2, 2024, California Parks & Recreation Society District 12 honored Brenda Elg with a MVPP (Most Valuable Player Parttime) award for her more than 31 years of dedicated service to the parks and recreation profession and the City of Carlsbad. She was recognized for her years of service and her outstanding achievement related to leading the City of Carlsbad Parks & Recreation Department preschool program.

Her efforts over the past 31 years to make the preschool program successful have been truly remarkable. Her ability to relate to staff, parents, and children in our community has proven to be extremely valuable as the department continues to offer and grow our program year after year. Staff started the preschool program at one site 35 years ago with limited classes, and now offer 16 different classes at three sites.

**Leo Carrillo Ranch Historic Park Classic Car Show**

On April 13, 2024, over 200 people visited Leo Carrillo Ranch Historic Park to admire an array of classic Packard automobiles from the San Diego Packard Club. Set against the picturesque backdrop of Leo Carrillo's rustic ranch, visitors were treated to a blend of automotive marvel along with walking tours of the historic buildings and beautiful grounds. Members of the Packard Club were on site to share their expertise and engage visitors. Notably, Leo Carrillo owned a 1931 Packard Deluxe Eight 840, adding a special historical connection to the event. It was a successful day, with visitors admiring the cars, exploring the scenic grounds, and enjoying springtime in the park.

**AARP Tax-Aide Foundation Tax Return Preparation**

Each year the Carlsbad Senior Center hosts and coordinates appointments for the AARP Foundation Tax-Aide assistance program on Tuesdays and Thursdays for the duration of the tax season. AARP IRS-certified volunteers assist adults 50+ with tax return preparation free of charge. AARP volunteers assisted with filing 832 federal tax returns this season – a nearly 10% increase from last season!

**Tween/Teen Friday Nights at Pine Avenue Community Center**

On April 19, 2024, staff hosted a Friday Nights at Pine cooking competition. More than 25 tweens/teens participated in the safe, fun and supervised event. The competition allowed students to put their skills to the test and display their food creations to be judged. The judging included presentation and overall taste. The menu included 'appetizer' type dishes including a savory dip and a sweet dip. The sweet deep was truly something, as it was made using different types of beans and cacao powder. Participants also had the opportunity to play pickleball and basketball to burn off some of those calories!

**Alga Norte Aquatic Center Pirate Plunge**

The seas were calm at the Pirate Plunge event on Saturday, April 27, 2024. More than 500 people took to the decks of Alga Norte Aquatics Center to join our pirate crew for an epic treasure hunt! Kids roamed the poolside with their treasure maps in search of costume pieces to complete their buccaneer look. The heated pools were filled with games and activities like diving for treasure, racing away from sharks, collecting a message in a bottle, walking the planks (diving boards), balancing on the log roller, and racing

across floating obstacle courses with rope swings and slides. For the 'land lubbers', we had themed games and activities set around a giant pirate ship slide and a special visit from Pirate Black Beard.

### **Pine Avenue Community Park Hot Rods and Cool Treats**

Hot Rods & Cool Treats was a great success on May 11, 2024, with over 800 attendees. The event, held at Pine Avenue Community Park, featured 50 classic cars on display. Enthusiasts of all ages marveled at the cool vintage rides and even got the opportunity to vote on their favorites. Guests enjoyed the old-fashioned, family-friendly carnival, partaking in games like can-knock-down, fishing, Plinko and more. As the cherry on top, attendees indulged in delicious ice cream sundaes prepared by Carlsbad's very own LITE program teens, creating the perfect blend of nostalgia and sweetness. It was a day filled with revving engines, laughter, retro music, and fun in the sun, making memories that will last a lifetime.

### **Leo Carrillo Ranch Historic Park Fiesta at the Rancho: A Fundraiser for California History & Art Program**

The evening of Saturday, May 11, 2024, was a night of celebration, community, and giving back, as the Parks & Recreation and Library & Cultural Arts departments, along with the Friends of Carrillo Ranch, Inc., came together to host the annual Fiesta at the Rancho fundraiser for the California History & Art Program at Leo Carrillo Ranch Historic Park.

Guests were greeted by serenading mariachis and offered a refreshing sangria; they mingled in the twilight to live music and enjoyed a gourmet meal under the stars. An expansive silent auction of exciting items and experiences, an art activity inspired by the kids worked on in the school program, and fiesta themed photo opportunity meant that there was something for everyone to enjoy. With over 135 supporters in attendance, the event successfully raised nearly \$25,000 to support history and art education for local fourth-grade students. Heartfelt gratitude is extended to all the donors and volunteers whose collective generosity helps ensure the program's continued success in enriching young minds.

### **Kidz Camp Kudos**

A regular Kidz Camp customer and parent emailed recently to praise Recreation Supervisor Eric Sapp:

She wrote in part, "My children have been attending Kidz Camp for the past three years. Each summer, we've had the pleasure of interacting with Eric, who has consistently been exceptional. Eric warmly greets our family by name and always provides a delightful experience. It's reassuring to have such a reliable leader like Eric at the camp.

Recently, while trying to secure spots for my kids in Carlsbad camps, I faced challenges with Kidz Camps availability. Eric proactively reached out to assist us in getting our children enrolled, guiding us through the waitlist process with great care. I want to express my deep appreciation for Eric's exceptional support. Eric's leadership, kindness, and outstanding customer service shone through. His dedication and proactive assistance were truly remarkable. I am thoroughly impressed by his leadership qualities and grateful for his assistance."

### **Aquatics Annual All-Staff Training**

Aquatics staff successfully conducted its annual pre-summer all-staff training on Saturday, June 1, 2024, at Alga Norte Aquatic Center. Staff practiced rigorous drills and live-action scenarios to adequately prepare them for the unexpected. Lifeguards enhanced their rescue techniques, CPR, and first aid skills, all while participating in realistic emergency simulations. A joint demonstration with the Carlsbad Fire Department showcased effective coordination and turnover in rescue operations and medical emergencies. The training ensures the aquatics team is fully prepared for the upcoming summer season, ready to provide the highest level of supervision and community safety.

## **Parks & Recreation Department Volunteers Appreciation Dinner**

It was a remarkable evening of gratitude and community at Leo Carrillo Ranch Historic Park, on Wednesday June 5, 2024, for the Parks & Recreation Department Volunteers Appreciation Event. This year's gathering was particularly special as it marked the first time that all volunteer groups within the department were honored together. Over 130 volunteers, representing the Senior Center, Trails, Leo Carrillo Ranch and Special Events, came together to partake in an evening of camaraderie and appreciation. Guests enjoyed an array of lawn games and had fun capturing memories at the photo op. One highlight of the evening was an engaging activity where volunteers shared what they loved most about volunteering for the City of Carlsbad. Some of the sentiments expressed included: "I make a difference in someone else's life" and "Volunteers make a difference! We embrace the sense of community." The festivities continued with a delicious dinner and desserts, providing the perfect opportunity for guests to mingle not only with their fellow volunteers, but also to connect with volunteers from different groups. As the sun set over the ranch, the evening served as a heartfelt expression of gratitude for the invaluable contributions of our volunteers. Staff were reminded of the profound impact that volunteers have on our community, and we extend our heartfelt gratitude to each person who dedicates his/her time and effort to make our city a better place.

## **Upcoming Event: Aloha Plunge**

Alga Norte Aquatic Center

Saturday, July 20, 2024

5 p.m. – 8 p.m.

\$10 per person, children aged three years and younger are free. Food available for separate purchase.

Enjoy island-themed pool games and activities, giant inflatables, the splash pad and more. End the night with a special Polynesian dance performance where the audience can learn the hula.

## **PARKS**

### **Stagecoach Park Community Garden Project**

Staff received a Consistency Determination with the park's Conditional Use Permit from the Community Development Department in February 2024. Staff subsequently finalized the application for a building permit. The approval of the plans, specifications, contract documents, and authorization to advertise for bids for the project occurred at the City Council Meeting on April 23, 2024. The project is in the bidding phase. Staff anticipate returning to the City Council on July 23, 2024, with a recommendation to award the construction contract. Commencement of construction on the project is targeted for Summer/Fall 2024.

### **Robertson Ranch Park Project**

The Communications & Engagement staff prepared and published a Public Input Summary Report from the second round of public engagement. Staff and the design team reviewed the report and utilized the feedback obtained during this round of public engagement to create a final concept plan. Staff anticipates presenting the final concept plan, a.k.a. the recommended master plan, to the Parks and Recreation Commission and the City Council in July 2024.

### **Monroe Street Pool Renovation/Replacement Project**

The design consultant (LPA) has prepared the 100% construction plans and specifications. Staff will review and provide comments to LPA by early July, 2024. Staff anticipate returning to the City Council with the construction plans and specifications, and an updated cost estimate, on Sept. 10, 2024, for further direction.

### Veterans Memorial Park Project

Modifications to the park’s hydrology and grading plans were determined to be required to comply with the latest standards. A local hydrology subconsultant (Torrey Walker) was brought onto the design team to address those modifications. The design work associated with those modifications is anticipated to be completed in July 2024, at which time the balance of the park’s initial plan-check comments can be addressed, and the 100% construction plans can be submitted to the Community Development Department for the next round of review.

### Outdoor Pickleball Courts Project

The City Council approved a Capital Improvement Program Project Charter for eight new outdoor pickleball courts. Once designed, four courts are to be constructed at Calavera Hills Community Park and four courts are to be constructed at Stagecoach Community Park. The courts are anticipated to be completed in Spring 2026. The addition of these new outdoor pickleball courts is responsive to the public’s current demand for this amenity and will substantially broaden the service area coverage. The project has an estimated total cost of 2 to 2.4 million dollars and an anticipated schedule of 24 to 28 months to design, permit, bid and construct. Once the final designs and cost estimates are completed, staff will return to the City Council for further direction on the funding and construction.

### Capital Improvement Program Projects - Summary

The following table provides a summary of department led or sponsored Capital Improvement Program Projects.

Project Name	Phase	YTD Funding Identified	FY 25 Funding Requested	Project Description
Stagecoach Community Garden	Bidding	620,000	0	Former maintenance yard to be converted to 35 raised planting beds, information kiosks, composting bins, tool storage and picnic benches
Robertson Ranch Park	Conceptual design	1,038,000	425,000	11 acres to be developed into a park; final amenities to be determined
Monroe Street Pool Renovation/Replacement	Final design	4,810,764	0	Renovations to include replacement of pool deck, expansion of pool, solar panels, reconstruction of mechanical building, parking lot refurb, and expansion of admin/restroom facilities
Veterans Memorial Park	Final design	49,711,450	5,800,000	39 acres of total 94-acre community park to be developed; amenities include memorial plaza, trails, outlooks, three playgrounds, fitness equip, family bike park, picnic areas, restroom facilities, and public art
Outdoor Pickleball Courts	Scoping	300,000	2,100,000	Design and construct four new courts at Stagecoach Community Park and four new courts at Calavera Hills Community Park.

## **Recent Trails Volunteers Events**

### Village H North Trail Maintenance

The city hosted a trail maintenance volunteers event on March 20, 2024. This weekday event brought in both new and experienced trail volunteers alike to take part in trail maintenance on the Village H North trail along Carlsbad Village Drive.

24 volunteers spent their Wednesday morning working alongside Parks & Recreation Staff, from 8:30 until 10:30 a.m. to fill low spots on the trail surface with base material. Staff and volunteers were supported by Parks Rangers, who helped truck material down the steep and narrow trail. Village H North trail had been subject to significant erosion over the recent rainy season.

### Hosp Grove Trails Maintenance

The city hosted a trails maintenance volunteers event on May 11, 2024. This event was a great opportunity for new and experienced volunteers alike to take part in trails maintenance at Hosp Grove East, one of the city's most popular trails systems.

More than 40 volunteers worked alongside Parks & Recreation Staff from 8:30 until 11:30 a.m. to realign selective trails, regrade the decomposed granite parking lot, pick up trash and clear trails of fallen leaves. Volunteers and staff moved small delineation logs along the trails and picked up 10 bags of trash.

### Rancho Carrillo West Trail Hike

The city hosted a trails volunteers event for National Trails Day on June 1, 2024. This event was a great opportunity for volunteers to enjoy a hike along one of our most beautiful trails, Rancho Carrillo West, while cleaning up trash along the way! 20 volunteers hiked the two-mile Rancho Carrillo West trail alongside Parks & Recreation staff during the cool misty morning. Volunteers cleared more than four bags of trash off the trail and adjacent greenways.

The Trail Program Coordinator administered the National Trails Day Pledge to volunteers before the hike and spoke about the history of the event. Staff also shared information about the Rancho Carrillo West Trail, which wraps around the Historic Leo Carrillo Ranch Park.