



# Agenda

## MEETING OF THE COMMUNITY SERVICES COMMISSION

**Wednesday, January 20, 2016, 6:00 P.M.**  
Community Services Commission Meeting

**City Council Chambers**  
1 Civic Center Drive  
San Marcos, CA 92069

\*\*\*\*\* JAY FRANKLIN, CHAIR \*\*\*\*\*

IT IS THE DUTY OF THIS COMMISSION TO ADVISE AND MAKE RECOMMENDATIONS TO THE CITY COUNCIL PERTAINING TO THE CREATION, OPERATION, MAINTENANCE, AND MANAGEMENT OF COMMUNITY PROGRAMS AND FACILITIES. COMMISSIONERS ARE APPOINTED AND EMPOWERED BY THE CITY COUNCIL TO HAVE JURISDICTION OVER PUBLIC PARKS, PLAYGROUNDS, AND RECREATIONAL FACILITIES OPERATIONS.

PUBLIC SPEAKERS HAVE THE RIGHT TO ADDRESS THE COMMISSION ON ANY AGENDA ITEM BEING CONSIDERED. NO ACTION WILL BE TAKEN ON ANY ITEM UNTIL PLACED ON AN AGENDA AND DUE NOTICE GIVEN.

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**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

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**STAFF RECOMMENDATION**

**ORAL COMMUNICATIONS**

**CONSENT CALENDAR**

**1. APPROVAL OF MINUTES**

Commission meeting held on November 18, 2015.

**APPROVE**

**2. PROGRAM STATISTICS**

Consider participation statistics for November & December 2015.

**APPROVE**

**3. GENERAL FACILITY SCHEDULING**

Consider indoor and outdoor facility use requests for January 21– February 17, 2016

**APPROVE**

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**REPORTS AND OTHER BUSINESS**

4. Stroller Strides Use Request	APPROVE
5. SM Youth Soccer Annual Report	NOTE & FILE
6. Aquatics Annual Report	NOTE & FILE
7. Trail Advisory Committee	NOTE & FILE
A. Dec. 2015 and Jan. 2016 meeting notes	APPROVE
B. 2016 meeting date changes	APPROVE
C. Committee Guidelines Revision	APPROVE
D. Appoint commissioners to meetings calendar	APPOINT
8. Youth Sports Council	NOTE & FILE
A. Jan. 2016 meeting notes	APPOINT
B. Appoint commissioners to meetings calendar	
9. Election of Chair & Vice Chair	ELECT

**ORAL COMMUNICATIONS**

**NOTE & FILE**

**WRITTEN COMMUNICATIONS**

**NOTE & FILE**

City Calendar distribution- 2016

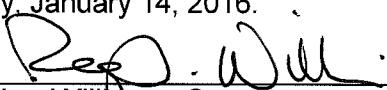
**ADJOURNMENT**

STATE OF CALIFORNIA)  
COUNTY OF SAN DIEGO) ss.  
CITY OF SAN MARCOS)

**AFFIDAVIT OF POSTING**

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Date: January 14, 2016

  
\_\_\_\_\_  
Regina Williams, Secretary

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**CITY OF SAN MARCOS  
COMMUNITY SERVICES COMMISSION MINUTES  
1 Civic Center Drive  
Wednesday, November 18, 2015**

**CALL TO ORDER**

Chair Franklin called the meeting of the San Marcos Community Services Commission to Order at 6:04 p.m.

Chair Franklin led the Pledge of Allegiance to the Flag.  
Krystal Mainprize-Sawyer took Roll Call.

<b><u>Members Present</u></b>		<b><u>Members Absent</u></b>
CRAIN	(7/10)	70%
FRANKLIN	(10/10)	100%
LINDSAY	(9/10)	90%
MAAS	(10/10)	100%
MOCKUS	(9/10)	90%
SMITH (Alt)	(9/10)	90%
TOWSLEY	(9/10)	90%

**STAFF PRESENT**

MAINPRIZE-SAWYER, MALAN, MARTIN, SYLVIA, WILLIAMS.

**ORAL COMMUNICATIONS**

None

**CONSENT CALENDAR**

**MOVED BY COMMISSIONER MAAS, SECOND BY TOWSLEY AND CARRIED TO APPROVE THE MINUTES FROM THE AUGUST 19, 2015 MEETING AS PRESENTED. COMMISSIONER CRAIN ABSTAINED.**

**MOVED BY COMMISSIONER MAAS, SECOND BY TOWSLEY AND CARRIED TO APPROVE THE MINUTES FROM THE OCTOBER 21, 2015 MEETING AS PRESENTED. COMMISSIONER LINDSAY AND SMITH ABSTAINED.**

**MOVED BY COMMISSIONER MOCKUS, SECOND BY TOWSLEY, AND CARRIED TO UNANIMOUSLY APPROVE CONSENT CALENDAR ITEM 2-3 AS PRESENTED.**

Chair Franklin asked how the Senior Center is accounting for their stats at this time. Brenda Sylvia, Senior Center Supervisor told the Commission they do building counts every hour and count visitors/participants in every room to get an accurate account of who is using the facility.

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**REPORTS AND OTHER BUSINESS**

**4. Mission 3:16 Church Facility Use of Community Center**

Larry Turner from Mission 3:16 Church filled in for Pastor Sam tonight who is out of town and told the Commission they are so thankful for the Commission allowing them use of the Senior Center for the past 2 years. It really helped them get their church grounded and launched. They recently moved to the Community Center and it has helped their operations. They are a Church in a box so they have everything in a trailer that they unload and load up each Sunday. Since they have been meeting at the Community Center they have already had some new families join them on Sundays. They offer a Kids Unlimited program that runs 10 weeks and includes biblical teachings, dance, music, sign language and they have a grand finale on the last week and the children get to perform for the congregation. Mission 3:16 would like to request the renewal of their stay at the Community Center.

Chair Franklin asked what their overall membership is and Larry replied the attendance runs about 120-150 on average every Sunday but can get up to 250 when the children's programs are running.

Commissioner Maas noted the last time the church was at the Commission meeting they were looking for a permanent place and asked how that search is progressing. Larry said they are still looking but there is not a lot of space available and they also have to take into account their finances when spaces do come available.

**MOVED BY COMMISSIONER CRAIN, SECONDED BY MAAS AND CARRIED UNANIMOUSLY TO APPROVE THE COMMUNITY CENTER FACILITY USE REQUEST BY MISSION 3:16 CHURCH FOR JANUARY – DECEMBER 2016.**

**5. Senior Center Report**

Brenda Sylvia, Senior Services Supervisor has been with the City since March of this year and oversees the Senior Activity Center and is excited to report the changes and accomplishments that have been made.

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One change implemented was a new name for the center to Senior Activity Center. The center would get calls from people thinking they are a live-in care facility. The volunteers and customers have really taken to the name. Brenda reported they have changed some policies and procedures, staffing, programs and marketing for the center.

The center has received new floors in some rooms and it gave a fresh new look and a more modern feel. The computer lab was expanded and now is an open room and accessible from the lobby. Brenda is looking forward to adding a few more computers in 2016. The Wall of Discovery was relocated and is now at the end of the hallway in the lobby. Information is more accessible and the response from the seniors utilizing the services is positive. Across from the Wall of Discovery there is an inviting lobby area with comfortable seating where visitors can read about any resources and programs that may be available to them.

Beginning July 1, the center signed a contract with a new lunch provider named Essenco, after being with the City of Vista for many years. The lunch program transportation was outsourced to the San Marcos Unified School District. The seniors who do not drive are transported to and from the lunch program by buses dedicated for the center. Staff is now at the front desk during business hours along with a volunteer to assist the customers.

The staff made a new code of conduct for the seniors who utilize the facility that includes positive policies such as "we will be positive" and is less specific and rigid than the old code.

Staff persons have been assigned specific program areas and corresponding responsibilities. Staff members are now able to focus on one area and can make changes and improvements when they see fit. This has made it easier for the customers to know who to go to for what program and has allowed them to see the value in their programs.

The center now has open computer lab days where an assistant is on hand to answer any questions and provide technical help. They also offer drop in tutorial computer classes and activities that are instructor led.

The center creates a monthly newsletter and printed copies are available for seniors to read. The newsletter is emailed to customers on their distribution list and the newsletter can also be downloaded off the City website.

New and upcoming projects include the implementation of ActiveNet to allow registration online and through the front desk at the center.

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The center is expanding the number of classes they offer and are working to increase and enhance their marketing efforts to a broader audience. They are also hoping to put in fitness equipment where the playground is currently at the corner of the parking lot.

Commissioner Maas is very active in the senior community as her mother in law is a senior and has many friends who go to the Senior Activity Center. Maas asked what they are using for advertising because seniors do like paper flyers and literature. Brenda noted they use Constant Contact which the City has already been using and is user friendly with templates she can use. Maas asked if we distribute the newsletter to the 55+ communities. Brenda responded that they do place their newsletters at several of these locations.

Commissioner Maas asked if people are using elder daycare as this is becoming popular. Brenda noted the center is not used as an adult daycare but they do have an ARC program that helps with the lunch program and help clean up after lunch. Two adult care services are advertised on the Wall of Discovery so people can contact them if they want that service.

Commissioner Maas asked if the center engages with the youth of San Marcos. Brenda noted she has a relationship with the Boys and Girls Club a few blocks away from the center and the kids came over at Halloween and did a parade during the lunch program. They also will do cookie decorating with the kids and seniors in December.

Commissioner Lindsay heard there has been an influx of transients coming in for free meals and to use the facility and asked if this is still an issue. Brenda noted they only have two gentlemen that come in on a regular basis. Fortunately, most of the staff and volunteers have built a rapport with them and if they come in and have money for lunch they are served as long as they are not being disruptive. If someone falls asleep on the couch, they would be awakened and asked to go outside.

Commissioner Mockus asked if staff has resources to refer individuals. Brenda noted Catherine Manis, a full time supervisor, previously worked for Interfaith and is very familiar with community resources that are available to people in need.

Chair Franklin asked whether the computer lab helpers are staff or volunteers. Brenda noted there are both senior and student volunteers. The

Senior Activity Center is looking at acquiring more student volunteers from local colleges to keep the computer lab open longer throughout the day.

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In the statistics reporting, Chair Franklin noted the meal count is tied in with the services and feels it would be very helpful to list the meals separately. Commissioners would like to see how the new lunch provider is performing and see accurate numbers for each month.

Chair Franklin asked what type of learning based environment Brenda is creating for her staff. Brenda noted the staff will be attending a leadership training which will teach them prioritizing responsibilities, time management and other responsibilities. A few of the staff have taken advantage of Excel classes and Catherine attended a leadership day conference. Brenda encourages staff to research training tools they are interested in and if it will help them in their program area, administration will try to get them registered.

Commissioner Maas asked what feedback they have had from the new meal vendor. Brenda said they have had some bumps in the road as seniors are used to a certain taste or brand. Essenco has their own flavor in the way they prepare the meals and it has taken a little time for the seniors to get used to that. The response by seniors is improving and the City has worked very closely with Essenco and the City of Carlsbad to share a menu that works for everyone. The last few months have been very steady and everyone has been pleased with the meals, noting which meals are the senior's favorites.

Commissioner Maas complimented Brenda on the smart phone class offered at the center, noting that her own mother participated, and this is a great way seniors can learn to communicate with their grandchildren.

**6. FC Sol Report**

Jason Simmons noted FC Sol is a competitive soccer club in San Marcos and they are working with LA Galaxy to rebrand themselves and will have an affiliation with the Carlsbad Club that has done the same recently. That will bring some of the San Marcos kids back to play in San Marcos.

**7. Highland Project Park Report**

Jason Simmons and Matthew Simmons reported on the Highland Project noting the location of the project is the north end of Las Posas Road. Purchased in 1981 and expected to be an industrial park, the open-space area has been re-zoned as residential. Originally, the build was planned for

300 homes but changed to 230 homes in 2002 and in 2013 another redesign was submitted for 189 homes.

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They have been working on the project since and it was originally processed under a mitigated negative declaration. They were asked to come back in 2014 with an environmental impact report (EIR) that was circulated to the public. Matt Simmons noted the EIR is in response to comment phase so the City is taking everyone's comments and addressing them line by line to make sure the EIR covers every aspect of the analysis as requested by the public. The other difference between the mitigated negative declaration and the EIR is each of the environmental studies was updated at that point. Matt explained this project is interesting because the environmental permits that are issued by the wildlife agencies are actually in place prior to the project approval. They worked within a set footprint to work with all the different needs and requests. With the mitigated negative declaration they were relying on the permits and the studies that allowed those permits to take place. With the EIR the project relies on the permits but they updated the studies to verify that the impacts have been reduced and 83% of the project remains open space.

Jason noted the fire buffers and slopes are addressed in the report and the setbacks have changed to 150 feet which is the most stringent in the state. The lot sizes and pad sizes were increased and the slopes in the backyard are included in the lot size. This area is 293 acres, the upper ridgeline is preserved and the project consists of 242 acres of open space.

Chair Franklin asked what portion of the public facility fee (PFF) the applicant will pay. Staff noted the City has an equation for PFF and this applicant is required to provide 2.9 acres of parkland as identified in the report but in all actuality they are providing 1.16 acres. The remainder of the acreage based on the PFF will go back in the PFF account.

Commissioner Maas asked if CCI or the City will build the parks. Matt noted the developer will build all three parks.

Commissioner Crain asked if the parks are gated communities but they are not.

**MOVED BY MAAS, SECOND BY CRAIN AND CARRIED UNANIMOUSLY  
TO APPROVE AND RECOMMEND TO THE CITY COUNCIL THE  
HIGHLAND PROJECT PARK AS PRESENTED.**

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**8. Highland Project Trail Report**

Jason Simmons gave the commissioners the history on the trails portion of the project.

Jason noted they presented the project to the Trails Committee in 2013 and then again in 2014. They also reported twice in 2015. At the Trails Committee Meetings they were able to hear the concerns expressed mostly regarding trail maintenance.

Matt noted the committee reviewed all the trails and discussed which will be in the conserved open space and which will be in the development area. He noted the homeowners association or the developer will bear all the costs associated with maintaining the trails. The area has been used by hikers and equestrians over the years, which is acceptable to the land owner. The Trail Committee brought up some safety issues concerning the trails in the development regarding the equestrian users. Matt noted the land is topographically challenging and when you put in a street and have driveway and concrete crossings along with the DG trail system there is potential for slip and fall or other horse or pedestrian related injuries. He noted they worked with an engineer to address the concerns of the committee. The engineers proposed the steeper crossings will have a grooved concrete system to allow the loose gravel to fall into the grooves and but the horse or pedestrian foot will stay on top of the concrete.

Jason and Matt reviewed the master trail system in the project area and noted the project property is both in the City and County. The County portion of the land will be annexed into the City of San Marcos along with all the open space. There are a few of trails that will remain in the plan but stay in their natural state which ranges today from 6-12 feet wide, getting wider around the corners. This is part of the environmental permit process and it will help control erosion and having fewer scars on the hillside. The project has 3.9 miles of trails onsite and produces a total of 4.2 miles of trails, including the enhanced trails on Borden Road.

Throughout the community they will replace the natural trails with a 10 foot decomposed granite (d.g.)City trail so in all cases they were able to make trail connections where they exist today to the existing property surrounding it and enhance within the footprint about 2.2 miles of trail. A significant trail for the project is the trail on the water authority access road which will have a 10 foot d.g. section as well as a 10 foot paved section for the water authority.

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The project also includes a 1.16 acre public park and two private HOA maintained parks with no gates. The two private parks on the site one has a public access to connect to the water authority trail and a half court basketball court and the other has amenities that will be available to the public.

Jason noted one concern for the City and the public is preservation of the trails. Through the existing environmental permits there is a document that dictates everything done onsite called an HAMV plan. The plan calls out the trails as leaving them natural with the ability to clean them up when needed. Jason noted the trail preservation and maintenance will be upheld by three different entities including the conservancies, the HOA, and a CFD that is set up and paid by the homeowners and managed by the City.

Matt noted the project's ridgeline is 110 acres and nine of these acres will be developed. They are respecting every rule and regulation including natural paint colors, down lighting, and more.

CS Director Buck Martin noted that developer has the proper easements which they have stated in their report for us to ensure there is public access and secure trails alignment in perpetuity. The Development Services Department is reviewing the documents to make sure all the permits, easements and language are in place and that there is indeed public access to these trails in the future since some of them are on private land and will not be operated by the City. Staff does recommend the support of these trails. Matt added that the HMMP which is the document the conservancy will have to respect calls out 2.7 acres of disturbed trail to remain in the open space but they do not specify their location. They have been working with City staff on how to clarify those issues. The actual trails only occupy 1.75 acres so there is plenty of room for trail maintenance. What has been discussed is to give a legal description of the placement of the trails to be included in the conservancy easement so it's not a general 2.7 acres.

Commissioner Crain asked to be shown where the public trails are located. Matt pointed out to Commissioners on an overhead map the trails on public land including the trail crossing the water authority land, the one on Las Posas Road that will extend into the public park and another from the Santa Fe Hills neighborhood. Crain asked if these easements will be listed on the home title report. Matt said the trails are in the right of way so it will be on the HOA title report.

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Commissioner Lindsay asked about the interior trails that crosses driveways and asked them to describe this situation. Matt noted there are 4 driveways in the entire project that the trail crosses and since there is no other way to align that trail, this is where the grooved concrete will be placed. He also noted several trails in the city cross driveways and they do not have any slip protection, so this section will add value to that crossing.

Commissioner Mockus asked if there is an equestrian staging area in the plans. Matt noted there is not and the Committee had just recently requested the staging area. The Master Trails Plan calls for two staging areas in the City of San Marcos and one is off Twin Oaks Valley Road and the other is at Walnut Grove Park. Matt noted along Twin Oaks Valley Road there are large side yard areas without driveway approaches with adequate space to park a trailer.

Commissioner Maas asked to share the information on Agua Hedionda. Matt noted the Agua Hedionda Lagoon has leaked into the valley on the property and fed the pond onsite. The channel is dry wetland or invasive species and is full of cactus. All the invasive plants will be removed and they will create a bridled stream effect rather than a pond. The stream will capture rain runoff and will have wetland habitat and natural habitat with the coastal sage and chaparral.

Commissioner Lindsay asked if the conclusion of this development will be the end of Las Posas Road extension. Matt noted the future extension of Las Posas Road is still in the Circulation Element however it will not take place in the riparian corridor so they will have to find another alignment. This will happen whether this project is approved or not approved.

**MOVED BY TOWSLEY, SECOND BY MOCKUS AND CARRIED UNANIMOUSLY TO APPROVE AND RECOMMEND TO THE CITY COUNCIL THE HIGHLAND PROJECT TRAIL REPORT AS PRESENTED.**

**9. Trails Advisory Committee Meeting Notes**

Commissioner Maas reported on the meeting notes and the majority of the meeting was the presentation by the Highlands Project.

The Horse Heritage Festival was very successful this year and raised approximately \$9,000 with approximately 1,200 attendees. KUSI News was onsite covering the event and there is interest next year for radio coverage. They are thinking of providing misting stations next year, as the event is typically scheduled during the hot weather season.

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Next year is the 10<sup>th</sup> anniversary of the event and TOVEA would like have a marketing push and are looking to develop a website.

Trail maps currently have sponsors listed at the bottom with their business location indicated on the map. City policy regarding advertising has changed, so sponsor locations will not be shown on future maps.

Commissioner Maas noted the Committee will now publicly post its agenda 72 hours prior and follow all other regulations of the Public Information Act.

**10. Youth Sports Council Meeting Notes**

Commissioner Smith noted the minutes did cover everything discussed at the meeting. Smith noted all the groups are getting along very well and are able to agree as a group.

Staff noted that all the Youth Sports organizations have really worked well together to utilize their resources the best way possible.

Commissioner Crain asked if the NFL Flag Football group present at the meeting have a dedicated practice facility. Commissioner Smith noted they are using whatever field space is not already scheduled and pick-up any that are not in use.

Commissioner Crain asked Jason Simmons with FC Sol how the partnership with LA Galaxy will impact our fields and if Carlsbad residents will have access to San Marcos fields. Staff noted based on the guidelines if they are not residents they would not have access to the fields.

**11. Trail Committee Liaison Appointment or Amend Committee Guidelines**

The Commissioners discussed the option to either elect a single commissioner to attend all of the Trails Advisory Meetings or to amend the Trail Committee Guidelines to state the Commissioner attending will be a rotation of all Commissioners.

Commissioners agreed they would like to amend the guidelines to have a rotating liaison.

**MOVED BY MOCKUS, SECOND BY CRAIN AND CARRIED UNANIMOUSLY TO AMEND THE TRAILS ADVISORY GUIDELINES TO STATE THAT COMMISSIONERS WILL ROTATE THE ROLE OF LIASON TO THE TRAIL ADVISORY COMMITTEE ON A MONTHLY BASIS.**

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**ORAL COMMUNICATIONS**

Report from the Community Services Director:

Community Center staff met with the SMUSD at San Elijo Middle School today to discuss access to their basketball courts. The SMUSD has been a great partner and recently used their funds to put in gates around the basketball courts so the public may access courts on weekends and holidays. After school hours, the Boys and Girls Club has access to these courts.

We are in the process of revitalizing the indoor soccer arena at Bradley Park. The turf should be going in soon and is planned to be completed by January 15, 2016.

Through the established partnership with SMUSD, the Friends of San Marcos Parks and Recreation nonprofit organization has committed \$500.00; SMUSD and Woodland Park Middle School agreed to contribute to the restriping of two current tennis courts to make eight total pickle ball courts. This project will happen within the next two months.

Staff noted we have been discussing the 5K turkey trot or another run/walk type of event. We are continuously researching possibilities and have met with an individual who lives in the community and has a lot of experience coordinating these types of events. Staff noted if can hire the right individuals to run the event, we can move forward with it. Buck noted he will have more information for the Commission in 2016.

Buck Martin also announced that Krystal Mainprize-Sawyer will be taking maternity leave and in her absence Community Services Office Specialist Regina Williams will be taking on the role of CS Commission Secretary.

The Veterans Day event was wonderful and staff did a great job running the event along with the City Communications Office. Staff thanked Michael Gordon, Management Analyst who has been helping push the Park Master Plan along.

Staff noted our department has been working on a continuous improvement process and part of the process has been indentifying management oversight of the department. A new level of management has been created to oversee the different divisions of the organization. A 'Community Services Program Manager' position has been created; Holly Malan and Brenda Sylvia will be the two program managers. Within the next two weeks we will look at the best use

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of resources and by the next meeting he will have an approved organizational chart to share with commissioners.

Council Chambers will not be available for the December meeting as room renovations are being done. Commissioners concurred to cancel the December meeting.

Staff thanked Commissioner Towsley for doing an outstanding job reporting to the Council on behalf of the Commission.

Commissioner Mockus went on a field trip to the Nature Center at Jack's Pond and she complimented the staff at the center for their tour and interaction.

Commissioner Smith thanked Michael Gordon for sending out the Commission Packet this month.

Commissioner Maas reminded Commissioners of the Santa's Magical Village event.

Commissioner Towsley noted the Veteran's Day Ceremony was amazing again and she thanked Holly and Travis for preparing the Council presentation. The City Council did ask what the next step is with the Parks Master Plan. A question was asked about getting sponsors for parks.

Commissioner Lindsay noted Cynthia the Nature Center Director will be missed as she was a great hire and hopes we are able to find someone as good as she was.

Chair Franklin apologized for not presenting the City Council Report and thanked Commissioner Towsley for reporting in his absence. Staff noted the organizational chart ties in wonderfully with the Senior Activity Center's potential for growth.

**WRITTEN COMMUNICATIONS**

**NONE**

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PAGE THIRTEEN:

**ADJOURNMENT**

CHAIR FRANKLIN ADJOURNED THE NOVEMBER 18, 2015 SAN MARCOS  
COMMUNITY SERVICES COMMISSION MEETING AT 7:58 P.M.

APPROVED:

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JAY FRANKLIN, CHAIR  
COMMUNITY SERVICES COMMISSION

ATTEST:

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REGINA WILLIAMS, SECRETARY  
COMMUNITY SERVICES COMMISSION

## Community Services Monthly Program Statistics November 2015

Service Areas/Division	Estimated # of Different Participants	Number of Meetings	Total Number of Entrances 2015	Total Number of Entrances 2014	Total Entrances % Variance	Notes
<b>Aquatics- Woodland Pool</b>	0	0	0	0	0%	
<b>Las Posas Pool</b>	0	0	0	0	0%	
<b>Special Events</b>	450	1	450	450	0%	
<b>Sports- Adult</b>	3052	429	10387	10319	1%	
<b>Youth</b>	1475	449	9665	9440	2%	
<b>Classes- Adult</b>	186	72	828	878	-6%	
<b>Youth</b>	510	217	2189	2050	7%	
<b>Music/Performing Arts</b>	30	1	30	415	-93%	1
<b>Youth- Preschoolers</b>	316	34	2725	2967	-8%	
<b>Camps</b>	189	3	189	207	-9%	
<b>Special Events</b>	66	8	162	82	98%	2
<b>Seniors- Services</b>	306	169	2398	2769	-13%	
<b>Programs/Classes</b>	610	252	5913	8218	-28%	3
<b>Meals</b>	47	18	842	1026	-18%	
<b>Trips</b>	6	18	114	240	-53%	4
<b>Indoor Facility Use</b>	3372	69	4514	5045	-11%	
<b>Outdoor Facility Use</b>	1020	23	1020	1075	-5%	
<b>Nature Center/Hikes/Parks</b>	394	10	394	480	-18%	
<b>Total</b>	12,029	1,773	41,820	45,661	-8%	

1. Theater West had a audition in November but did not get enough participants to hold the show as we did last year.
2. Tea Parties and Family Enrichment attendance almost doubled this year compared to last.  
Kidz Love Soccer is full and has 38 students enrolled.
3. The Senior Center now has a system in place to more accurately account for class and program totals. The numbers previously reported were perhaps best guess estimates.
4. We held 18 trips this year and 15 trips last year but we still had less people this year.

## Community Services Monthly Program Statistics December 2015

Service Areas/Division	Estimated # of Different Participants	Number of Meetings	Total Number of Entrances 2015	Total Number of Entrances 2014	Total Entrances % Variance	Notes
<b>Aquatics- Woodland Pool</b>	0	0	0	0	0%	
<b>Las Posas Pool</b>	0	0	0	0	0%	
<b>Special Events</b>	5000	1	5000	5300	-6%	
<b>Sports- Adult</b>	3965	186	3965	3175	25%	1
<b>Youth</b>	8612	442	8612	7896	9%	
<b>Classes- Adult</b>	160	55	439	537	-18%	
<b>Youth</b>	364	124	1478	1280	15%	
<b>Music/Performing Arts</b>	0	0	0	1165	-100%	2
<b>Youth- Preschoolers</b>	316	28	2238	2622	-15%	
<b>Camps</b>	60	6	360	290	24%	3
<b>Special Events</b>	54	9	144	103	40%	4
<b>Seniors- Services</b>	182	32	2622	2443	7%	
<b>Programs/Classes</b>	421	281	3619	7436	-51%	5
<b>Meals</b>	41	20	819	1050	-22%	6
<b>Trips</b>	5	12	54	120	-55%	7
<b>Indoor Facility Use</b>	3760	69	5246	4331	21%	8
<b>Outdoor Facility Use</b>				870	-100%	
<b>Nature Center/Hikes/Parks</b>	60	8	60	58	3%	
<b>Total</b>	23,000	1,273	34,656	38,676	-10%	

1. There were more softball games held in December 2015 than 2014. The Arena Soccer league played 20 more this year than 2014, accounting for more participation.
2. There was no Theatre West show this year due to lack of participation.
3. There was one more day of camp held in 2015.
4. There is a new program called "Fun Saturday" for 2015 that accounted for the increase in participation.
- 5/6. The Senior Center now has a system in place to more accurately account for class and program totals. The numbers previously reported were perhaps best guess estimates.
7. While holding more trips in 2015 we had less participants.
8. There were more meetings and more wedding receptions held in 2015.

**Facility Use List**  
**Representative List**  
**January 21, 2016 – February 17, 2016**

**Community Center**

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Room</b>
Thursday, January 21	<b>American Red Cross*</b>	9:00 a.m. – 3:00 p.m.	Arts & Crafts
Thursday, January 21	Palomar College Upward Bound	5:00 – 9:30 p.m.	Main Hall
Saturday, January 23	<b>American Red Cross*</b>	8:30 a.m. – 5:00 p.m.	Arts & Crafts
Sunday, January 23 & 31, February 7 &14	<b>Mission 316 Church*</b>	8:00 a.m. – 1:00 p.m	All Rooms
Monday, January 25	SMGS Head Coach Meeting	5:30 – 8:30 p.m.	Main Hall
Tuesday, January 26	Silverado Memory Care	12:30 – 3:00 p.m.	Dining Room
Wednesday, January 27	JCCS Rehearsal	12:00 – 1:00 p.m.	Main Hall
Wednesday, January 27	Library: Financial Series Kickoff	3:00 – 8:00 p.m.	Main Hall
Thursday, January 28	N.C. Consortium Sp. Educ.	9:00 a.m. – 4:30 p.m.	Dining Room
Thursday, January 28	JCCS Graduation	4:00 – 9:00 p.m.	Main Hall
Friday, January 29	Palomar College Photo. Class reception	6:00 – 8:00 p.m.	Rotating Art Gallery
Saturday, January 30	Hula Workshop	12:00 – 9:30 p.m.	Dance Room
Sunday, January 31	Hula Workshop	1:00 – 10:00 p.m.	Dance Room
Tuesday, February 2	Elizabeth Hospice	8:30 – 10:00 a.m.	Main Hall
Wednesday, February 3	Family Enrichment Program	6:00 – 7:00 p.m.	Arts & Crafts
Thursday, February 4	S.D. Sheriff Start Smart	4:00 – 9:00 p.m.	Main Hall
Saturday, February 6	NSDAR Youth Awards	8:30 a.m. – 1:00 p.m.	Main Hall
Friday, February 12	Fun Friday Nights	6:00 – 10:00 p.m.	Preschool
Saturday, February 13	<b>American Red Cross*</b>	8:30 a.m. – 5:00 p.m.	Arts & Crafts
Tuesday, February 16	COSM CPR Training	7:30 a.m. – 5:00 p.m.	Dining Room

**Barn**

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Room</b>
Friday, January 22 & February 12	Whirlaways	6:30 – 10:30 p.m.	Barn
Saturday, January 23	Cub Scout Pack #664	12:00 – 4:00 p.m.	Barn
Sunday, January 24	Dancing Shadows	2:00 – 5:00 p.m.	Barn
Wednesday, January 27, February 3, 10, & 17	Clogging	5:30 – 9:00 p.m.	Barn
Saturday, January 30	O'Carroll Birthday Party	3:00 p.m. – 12:00 a.m.	Barn
Sunday, January 31	Wyckoff Celebration of Life	12:00 – 5:00 p.m.	Barn
Saturday, February 6	Hopkins Wedding	11:00 – 11:00 p.m.	Barn
Sunday, February 7	VSPURS	7:00 a.m. – 7:00 p.m.	Arena

### Senior Center

Date	Event	Time	Room
Thursday, January 21	Palomar RC Flyers	7:00 – 9:30 p.m.	Horizon Room 2
Thursday, January 21	Gardens HOA	6:00 – 8:00 p.m.	Community
Sunday, January 24 & 31, February 7 & 14	River Church*	8:00 a.m. – 1:00 p.m.	Main Room, Rec, Comm
Tuesday, January 26	TOV HOA	6:00 – 8:00 p.m.	Community
Wednesday, January 27, February 3, 10, & 17	San Diego Church*	7:00 – 9:00 p.m.	Main Room
Monday, February 8	CWONC	6:00 – 8:30 p.m.	Horizon Room 2
Monday, February 8	Vallecitos HOA	6:45 – 9:00 p.m.	Crafts Room
Tuesday, February 9	San Marcos Girls Softball	6:30 – 9:00 p.m.	Community
Wednesday, February 10	Autumn Heights HOA	5:45 – 8:00 p.m.	Crafts
Wednesday, February 10	Belleza HOA	5:45 – 8:00 p.m.	Community
Wednesday, February 17	Carriage HOA	6:00 – 8:00 p.m.	Crafts

### Wood House

Date	Event	Time	Room
Sunday, January 31	Tea Party	1:30 – 4:30 p.m.	Jennylind
Wednesday, February 17	SM Woods HOA	7:00 – 9:00 p.m.	Jennylind

### San Elijo

Date	Event	Time	Room
Saturday, January 23	Payad Baby Shower	8:00 a.m. – 6:00 p.m.	Terrace Hall
Saturday, February 6	Ryu 1 <sup>st</sup> B-Day Party	12:00 – 6:00 p.m.	Terrace Hall
Tuesday, February 16	SEH HOA	5:00 – 9:00 p.m.	Terrace Hall

**\*On-Going Facility Use**

## Reservation Master Report

Jan 13, 2016

9:18 AM

Reservation Date: From Jan 21, 2016 through Feb 17, 2016  
Facility Type: Park Gazebo, Park Picnic Shelter

Date / Setup - Ready Time / Start - End Time	Facility / Equipment / Type / Center	Event / Event Type / Starting and Ending dates	Contact Information	Permit# Attend/Qty	Notes
Jan 23, 2016 Saturday 12:30 PM - 3:30 PM 1:00 PM - 3:00 PM	Sunset West 1 Park Picnic Shelter Sunset Park	Birthday Picnic without jump house, ponies, etc. Jan 23, 2016 - Jan 23, 2016		9000771 50	
Jan 24, 2016 Sunday 9:30 AM - 1:30 PM 10:00 AM - 1:00 PM	Jack's Pond Park East Park Picnic Shelter Jack's Pond Park	Birthday Picnic without jump house, ponies, etc. Jan 24, 2016 - Jan 24, 2016		9000769 50	
1:30 PM - 5:30 PM 2:00 PM - 5:00 PM	Jack's Pond Park Corral Park Picnic Shelter Jack's Pond Park	Birthday Picnic w/Ponies/Petting zoo Jan 24, 2016 - Jan 24, 2016		9000768 50	
Jan 30, 2016 Saturday 12:00 PM - 4:00 PM 12:30 PM - 3:30 PM	San Elijo Gazebo Park Picnic Shelter San Elijo Hills Park	Birthday Picnic w/Jump house Jan 30, 2016 - Jan 30, 2016		9000764 45	
1:30 PM - 3:30 PM	Jack's Pond Park East Park Picnic Shelter Jack's Pond Park	Birthday Party Picnic without jump house, ponies, etc. Jan 30, 2016 - Jan 30, 2016		9000770 25	
Jan 31, 2016 Sunday 11:30 AM - 4:30 PM 12:00 PM - 4:00 PM	Sunset West 1 & 2 Park Picnic Shelter Sunset Park	Birthday Picnic without jump house, ponies, etc. Jan 31, 2016 - Jan 31, 2016		9000767 50	
12:00 PM - 4:00 PM	Hollandia Park Gazebo Park Picnic Shelter Hollandia Park	Boyd Birthday Party Picnic without jump house, ponies, etc. Jan 31, 2016 - Jan 31, 2016		9000772 75	



# AGENDA REPORT

## Meeting of the San Marcos Community Services Commission

**MEETING DATE:** January 20, 2016  
**SUBJECT:** Aquatics 2015

### **Recommendation**

2016 goals should focus on the return of full San Marcos programming and strengthening current revenue streams as well as the expansion of contract classes and community program pool rental groups, specifically adult water exercise classes and swim team.

In 2016, there may be programming changes created by the exit of the Aquatics Supervisor. It is recommended that Community Services utilize highly skilled and currently employed part-time staff as opposed to contract services to fill the void of the Aquatics Supervisor to maintain program continuity as much as possible until a new Aquatics Supervisor can be hired.

### **Introduction**

Both pools functioned in a streamlined, safe, fun and efficient manner that continues to provide satisfying and beneficial aquatics programs for a significant number of San Marcos residents. Total Attendance at both pools saw almost 52,000 visits to the pools and outreach opportunities for water safety in 2015.

### **Discussion**

#### *Overall Program Results*

This year the pool served more than 27,000 open recreation swimmers, 16,000 members of groups and special classes including over 30 different school and non-profits agencies were provided aquatic activities at the city pools as well as water safety outreach events this year and conducted over 6,500 swimming lessons.

These program result numbers are impressive but San Marcos Aquatics is capable of stronger numbers. A perfect storm of low numbers of returning staff, a large number of new staff coupled with staff hours limitations caused by the American Affordable Care (ACA) limited the capacity of program offering for 2015. Plans have been put into place for 2016 for earlier as well as increased numbers of basic training



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courses to be offered to the public. In addition, a staff list has been created to exempt truly seasonal staff from ACA/PERS hour caps.

#### *Safety*

Safety remains the number one priority of San Marcos Aquatic programming goals followed by focus on cost recovering strategies such as ensuring that all classes during the spring and summer are meeting minimum enrollment. Thankfully, through the continued application of stringent preventative safety policies, there were no major incidents requiring the aid of advanced emergency medical personnel. This is the first summer since 2007 (even with a largely new team) that an ambulance was NOT called to a San Marcos Pool for emergency needs.

#### *Service*

Customer Service was evaluated in 2015 via patron evaluations collected after each swim lesson session, during special events, at random from public patrons & on-line. San Marcos Aquatics achieved the departmental goal of scoring above 95% mostly satisfied in most aspects of aquatics and is addressing any issues reported in public survey responses. Restrooms and wet surfaces such as floors within the restroom continue to be the largest challenge to continuing to meet 95% satisfaction goals.

#### **Fiscal Impact**

For the 2014-15 fiscal year Aquatics operated in a fiscally responsible manner and covered operational costs. Although expenses were up approximately 12% due to ACA related staff increases, revenue also exceeded projections by 15%.

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#### **Attachment(s)**

Table 1: Yearly Attendance Comparison

Prepared by:

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Karen Marie Warner, Recreation Supervisor II

City of San Marcos  
TRAILS ADVISORY COMMITTEE NOTES  
DATE: Tuesday, December 1, 2015 • 6:30 PM

**CALL TO ORDER: 6:35pm**

**ROLL CALL**

**TAC present: Patty Morton, Steve Laslovich, Hugo Lecomte**

**CSC Commissioner: Denyte Mockus**

**Guest: Ranch Buena Vista HS students: Tyree Johnson, Paige Valenzuela**

**Staff advisor: Ron Vinluan**

**OLD BUSINESS**

**1. Trail funding**

*A list of trail sections that need to be connected will be submitted to the Planning Dept for evaluation.*

**2. San Marcos Highlands project**

*To be continued at next meeting. This item is a part of "old business (above) #1.*

**NEW BUSINESS**

**1.**

**San Marcos 25<sup>th</sup> Annual Trails Day**

*Next year 2016 will be the 25<sup>th</sup> annual Trails Day. An idea about using the first flyer made for the event as the 25<sup>th</sup> event flyer. The TAC also discussed looking for sponsors to help supply the event souvenirs. .*

**2.**

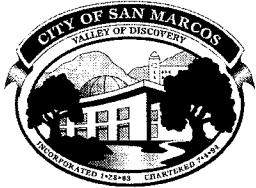
**Jacks Pond Nature Center Interpretive Specialist**

*The Community Services department will be Interviewing candidates Wednesday December 10.*

**3. Adjournment** -Meeting was adjourned @ 7:50 p.m.

**4. NEXT MEETING DATE**

The next meeting of the Trails Advisory Committee is scheduled for Tuesday January 5, 2016 at 630pm.



# NOTES

## MEETING OF THE TRAILS ADVISORY COMMITTEE

**TUESDAY, January 5, 2016 – 6:30 P.M.**  
**MEETING OF THE**  
**TRAILS ADVISORY COMMITTEE**  
**COMMUNITY SERVICES DEPARTMENT**  
**3 CIVIC CENTER DRIVE**  
**SAN MARCOS, CA 92069**

**Cell Phones:** As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the meeting room.

**Americans with Disabilities Act:** If you need special assistance to participate in this meeting, please contact the Staff Advisor at (760) 744-9000, ext. 3535. Notification 48 hours in advance will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**Public Comment:** If you wish to address the Committee on any agenda item, please complete a "Request to Speak" form. Be sure to indicate which item number you wish to address. Comments are limited to FIVE minutes.

The Oral Communication segment of the agenda is for the purpose of allowing the public to address the Committee on any matter NOT listed on the agenda. The Committee is prohibited by state law from taking action on items NOT listed on the Agenda. However, they may refer the matter to staff for a future report and recommendation. If you wish to speak under "Oral Communications," please complete a "Request to Speak" form as noted above.

**Agendas:** Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Community Services Department located at 3 Civic Center Drive, San Marcos, during normal business hours.

## AGENDA

### CALL TO ORDER 6:35PM

**ROLL CALL: Committee members-Steve Laslovich, Patty Morton**

**Absent: Jim Elliot, Hugo Lecomte, William Moog**

**Guest: Pat Rowe**

**Staff Advisor: Ron Vinluan**

### OLD BUSINESS

1. **Trail 25-** the TAC reviewed the exhibit for Trail 25. (The state has awarded \$350,000 for construction of a 900-foot trail section including a water fountain, benches and information kiosk that will serve as a gateway to 20 miles of popular hiking and jogging trail that begins near the Twin Oaks Golf Course. The work will complete a missing segment extending north from Borden Road to the trailhead just off the east side of Twin Oaks Valley Road)

**2. San Marcos Highlands project/Trail 35**

*The TAC would like to see this section of trail completed. Trail 35 is located on Borden Road between Palomar College & Paloma Elementary. The Committee would like to have a safe route for non motorized travelers using this path.*

**3. Trail map- Editing & sponsorships were discussed.**

*There are a few grammar corrections to fix prior to next printing.*

*The committee will contact some potential Sponsors to help get the maps printed. Local businesses are of interest to help with the maps.*

**NEW BUSINESS**

**1. San Marcos 25<sup>th</sup> Annual Trails Day (planning)**

*Saturday March 5, 9am – 12noon is the scheduled time for the event. An alternate was discussed in case of potential inclement weather. Saturday March 12 9am – 12noon would be the date.*

**2. Wednesday meetings?** *Wednesday was a day discussed to change the date of the meeting. the group agreed this day would work with everyone's schedule*

**CONSENT CALENDAR**

**3. WAIVER OF TEXT** This item is to waive the reading of the text of all Resolutions and Policies adopted at this meeting. Resolutions and Policies shall be adopted by title.

*Recommendation: WAIVE*

**4. APPROVAL OF MINUTES** Trails Advisory Committee Meeting, October 6, 2015  
*Recommendation: CONSIDER/APPROVE*

**5. ORAL COMMUNICATIONS** Speakers are limited to five minutes. Please complete a "Request to Speak" form and place in basket provided. According to policy, FIFTEEN minutes has been established during this portion of the Agenda to allow citizens to speak on any matter NOT listed. The Committee is prohibited by state law from taking action on items NOT listed on the Agenda. However, they may refer the matter for a future report and recommendation.

**ITEMS FOR THE GOOD OF THE ORDER**

**6. NEXT MEETING DATE**

The next meeting of the Trails Advisory Committee is scheduled for Wednesday February 2, 2016 at 630pm.

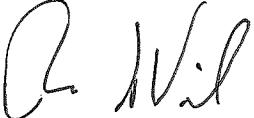
**7. MISCELLANEOUS**

**8. ADJOURNMENT 8:10pm**

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA    )  
COUNTY OF SAN DIEGO    ) ss.  
CITY OF SAN MARCOS    )

I, Ron Vinluan, Staff Advisor of the Trails Advisory Committee, hereby certify that I caused the posting of these notes in the glass display case at the north entrance of City Hall Thursday January 7, 5pm



Ron Vinluan, Staff Advisor – Trails Advisory Committee



# AGENDA REPORT

## Meeting of the Community Services Commission

**MEETING DATE:** January 20, 2016

**SUBJECT:** Trail Advisory Committee meeting days

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### **Recommendation**

Trails Advisory Committee and staff recommend approval of the meeting day change from the first Tuesday of the month to the first Wednesday of the month.

### **Board or Commission Action**

Not Applicable

### **Relevant Council Strategic Theme**

Quality of Life

### **Introduction**

The Trails Advisory Committee discussed a change in their meeting days. They agreed to change their meeting day to the first Wednesday of each month. Currently the TAC meets on the first Tuesday of the month. This day conflicts with schedules, and Wednesdays work best.

### **Fiscal Impact**

There is no fiscal impact.

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### **Attachment(s)**

Community Service Commission Trails Advisory Committee Guidelines

**CITY OF SAN MARCOS  
COMMUNITY SERVICES COMMISSION  
TRAILS ADVISORY COMMITTEE  
GUIDELINES- February 20, 2008**

**Section 1**

**Purpose**

The purpose of the Trails Advisory Committee shall be to advise the Community Services Commission and through them the City Council, of the multi-use trail needs of the city and on the implementation of the City Master Trail Plan. Further, the Trails Advisory Committee shall encourage community involvement in development, maintenance and use of the trail system and bicycle facilities within the city.

**Section 2**

**Duties**

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

- A. Monitor the City's Master Trail Plan and Bicycle Facilities Master Facilities Plan ("trails") and submit recommendations for trails-related matters to the Community Services Commission.
- B. Identify existing and future needs for trail development within the city, including interconnections with regional trails outside the city's boundaries.
- C. Review existing programs and standards, recommending changes as deemed necessary.
- D. Review the status of existing trails and recommend future improvements and additions to the trails system.
- E. Recommend priorities for trails development for budget consideration and grant applications.
- F. Seek out and identify potential new sources of funding for trail development, improvement and maintenance.
- G. Encourage and advise on citizen involvement in the use, development and maintenance of trails, including Volunteer Park Rangers and docents, Eagle Scouts, school groups, interns, etc..
- H. Discuss and receive input from members of the public about trails-related matters.
- I. Educate the public about the existence and scope of the city's Master Trail Plan, Bicycle Facilities Master Plan and related matters.
- J. Encourage interpretive and educational information along trails, through the use of kiosks, trail signage and interpretive centers.

### Section 3

#### Appointment

- A. The Trails Advisory Committee shall consist of one member of the Community Services Commission appointed by that commission, who shall serve as a tie-breaking member on the committee, and six community members (including one alternate) appointed by the Community Services Commission.
- B. Committee members shall be residents of the city, except that one member may be a property owner in the city sphere area, and shall represent diverse trail user groups of the community.
- C. Members shall serve at the will of the Community Services Commission.
- D. The Community Services Director and/or his/her designee shall be an ex-officio member of the committee and serve in an advisory capacity.

### Section 4

#### Terms of office

Members of the Trails Advisory Committee appointed by the Community Services Commission shall serve a three-year term (with two members expiring each year).

### Section 5

#### Voting

Each committee member shall be entitled to one vote. Approval of any recommendation requires an affirmative vote from the majority of the members present, provided a quorum of three members is present and voting.

### Section 6

#### Termination of Membership

If a member misses more than two (2) consecutive meetings of the Committee, without prior authorization from the Chair, such member shall be considered to have resigned from the Committee.

### Section 7

#### Meetings

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

## Section 8 Financial Disclosure

It is the determination of the City Attorney that this Committee is not subject to the Financial Disclosure and meeting requirements of the Ralph M. Brown Act.

## Section 9      Officers

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

## Section 10 Duties of Officers

#### A. Duties of the Chairperson

The Chair shall preside at all meetings of the Committee and shall act as the Committee's liaison to the Community Services Commission and as spokesperson at other events or meetings as requested by the Community Services Commission.

## B. Duties of the Vice-Chairperson

In the absence or incapacity of the Chair, the Vice-Chair shall assume all duties of the Chair.

## Section 11 Ad-Hoc Committees

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

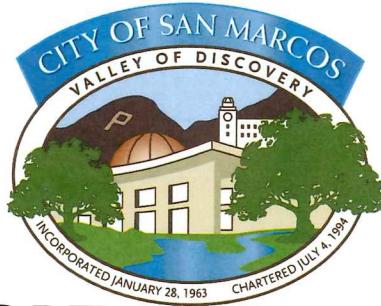
## Section 12 Compensation

Members of the Trails Advisory Committee shall serve without compensation.

## Section 13 Procedures

These procedures shall be reviewed and revised as deemed necessary upon approval by the Community Services Commission.

APPROVED: Community Services Commission, November 17, 1993  
REVISED: Community Services Commission, April 17, 1996  
REVISED: Community Services Commission, September 17, 1997  
REVISED: Community Services Commission, February 16, 2000  
REVISED: Community Services Commission, February 20, 2008



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# AGENDA REPORT

## Meeting of the Community Services Commission

**MEETING DATE:** January 20, 2016

**SUBJECT:** Trails Advisory Committee Guidelines Revision

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### Recommendation

Change the Trails Advisory Committee Guidelines-Section 3A Appointment.

### Board or Commission Action

Approve the Recommended Revision to the Trails Advisory Committee Guidelines- Section 3A Appointment

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### Introduction

#### Trails Advisory Committee Guidelines Current Guidelines (Section 3A)

Adopted in 2008, the Trails Advisory Committee Guidelines state that the committee shall consist of one member of the Community Services Commission appointed by that commission, who shall serve as a tie-breaking member on the committee, and six community members (including one alternate) appointed by the Community Services Commission.

The suggested revision is to delete the word “one” and replace with “an alternating”.

This accurately depicts the schedule that the Commissioners wish to follow, giving each member an opportunity to participate, represent and report back to the Commission.

### Attachment:

Trails Advisory Committee Guidelines

**CITY OF SAN MARCOS  
COMMUNITY SERVICES COMMISSION  
TRAILS ADVISORY COMMITTEE  
GUIDELINES- February 20, 2008**

**Section 1**

**Purpose**

The purpose of the Trails Advisory Committee shall be to advise the Community Services Commission and through them the City Council, of the multi-use trail needs of the city and on the implementation of the City Master Trail Plan. Further, the Trails Advisory Committee shall encourage community involvement in development, maintenance and use of the trail system and bicycle facilities within the city.

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- E. Recommend priorities for trails development for budget consideration and grant applications.
- F. Seek out and identify potential new sources of funding for trail development, improvement and maintenance.
- G. Encourage and advise on citizen involvement in the use, development and maintenance of trails, including Volunteer Park Rangers and docents, Eagle Scouts, school groups, interns, etc..
- H. Discuss and receive input from members of the public about trails-related matters.
- I. Educate the public about the existence and scope of the city's Master Trail Plan, Bicycle Facilities Master Plan and related matters.
- J. Encourage interpretive and educational information along trails, through the use of kiosks, trail signage and interpretive centers.

**NOTE**



Section 3

Appointment

- A. The Trails Advisory Committee shall consist of **an alternating one** member of the Community Services Commission appointed by that commission, who shall serve as a tie-breaking member on the committee, and six community members (including one alternate) appointed by the Community Services Commission.
- B. Committee members shall be residents of the city, except that one member may be a property owner in the city sphere area, and shall represent diverse trail user groups of the community.
- C. Members shall serve at the will of the Community Services Commission.
- D. The Community Services Director and/or his/her designee shall be an ex-officio member of the committee and serve in an advisory capacity.

Section 4

Terms of office

Members of the Trails Advisory Committee appointed by the Community Services Commission shall serve a three-year term (with two members expiring each year).

Section 5

Voting

Each committee member shall be entitled to one vote. Approval of any recommendation requires an affirmative vote from the majority of the members present, provided a quorum of three members is present and voting.

Section 6

Termination of Membership

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Section 7

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- A. Regular meetings of the committee shall be scheduled quarterly, or more often as needed, at a time and place agreed to by the Committee.
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## Section 8      Financial Disclosure

It is the determination of the City Attorney that this Committee is not subject to the Financial Disclosure and meeting requirements of the Ralph M. Brown Act.

## Section 9      Officers

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## Section 11      Ad-Hoc Committees

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

## Section 12      Compensation

Members of the Trails Advisory Committee shall serve without compensation.

## Section 13      Procedures

These procedures shall be reviewed and revised as deemed necessary upon approval by the Community Services Commission.

APPROVED:	Community Services Commission, November 17, 1993
REVISED:	Community Services Commission, April 17, 1996
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REVISED:	Community Services Commission, February 20, 2008

**CITY OF SAN MARCOS  
TRAILS COMMITTEE  
MEETING DATES 2016  
6:30 PM  
SM COMMUNITY CENTER CONFERENCE ROOM**

**February 3**

**March 2**

**April 6**

**May 4**

**June 1**

**July 6**

**August 3**

**September 7**

**October 5**

**November 2**

**December 7**

**CITY OF SAN MARCOS**  
**YOUTH SPORTS COUNCIL**  
**Tuesday, December 1, 2015**

**201 MATA WAY**

**Attendance:** All members present except San Marcos Pop Warner, San Marcos Youth Basketball, San Marcos Youth Baseball and San Marcos Youth Lacrosse.

Community Services Commissioner present: Julia Maas

Staff present: Buck Martin, Holly Malan, Eric Leichliter & Taylor Oshinski.

**Call to order**

Eric Leichliter called the Youth Sports Council meeting to order at 6:05pm.

**Approval of Minutes**

Jason Simmons (FC Sol) motioned to approve the modified minutes from the November 3, 2015 meeting. Jeremy Vargas (SMGS) seconded the motion.

*Motion carried 4-0 with San Elijo AYSO 1505 abstaining.*

**Upcoming Tournaments**

Eric Leichliter informed the council about upcoming tournaments being held at City parks. AYSO will be hosting an All Star tournament on December 5, 6, 12 and 13<sup>th</sup>. Triple Crown Sports will be holding a baseball tournament on December 12 and 13 at Mission Sports Park as well as Bradley Park field 3 & 4.

**Spring/Summer Field Allocation Update**

Eric Leichliter informed the council that the first drafts of the field allocation will be sent out by December 8<sup>th</sup>. He also asked the YSC members to review the 2016 schedule that indicates the dates their group will present to the Community Services Commission to see if any groups needed to change their month. All groups decided to keep the schedule that was already set.

**Old Business**

Eric reminded the YSC members that all insurance documents need to be uploaded in the PINS system as soon as possible. All groups were emailed the link that their insurance agents will use to upload all insurance documents and attachments. The use of this system is required by the city and automatically keeps track of expiration dates.

All third quarter invoices had been sent to groups. Some groups have yet to pay the invoices and are reminded to do so as soon as possible.

Eric reminded the YSC members that all large storage containers in parks need to be painted "Nevada Tan" color (available at Home Depot) no later than December 31. Wayne Marking asked if the smaller foot lockers also needed to be painted but staff said they do not.

Eric informed AYSO 127 that there will not be a December Community Services Commission meeting and AYSO agreed to make their presentation at the January 20 meeting. SMPW would be contacted to decide which month they would be able to present to the Commission.

Patrick Jenkinson (SE AYSO) asked if the City has any information from the school district about the possibility of closing the middle school fields during their holiday breaks and summers to let the fields rest and hopefully generate a better playing surface. Buck said he would try to find out more information from Jim Poltl.

CSC representative Julia Maas noticed the YSC only has six meetings scheduled throughout the year and asked if they were skipping any meetings. Eric informed her that according to the by-laws there are only six regularly scheduled meetings. This schedule is sufficient to complete field scheduling and other YSC business.

**Next regularly scheduled meeting will be Tues, February 2 @ 6pm. Meeting adjourned at 6:25pm.**



**CITY OF SAN MARCOS**  
**2016 YSC MEETING DATES**

- FEBRUARY 2, 2016, 6PM-7PM PUBLIC WORKS
- MAY 3, 2016, 6PM-7PM PUBLIC WORKS
- JUNE 7, 2016, 6PM-7PM PUBLIC WORKS
- SEPTEMBER 6, 2016, 6PM-7PM PUBLIC WORKS
- NOVEMBER 1, 2016, 6PM-7PM PUBLIC WORKS
- DECEMBER 6, 2016, 6PM-7PM PUBLIC WORKS

**Community Services Commission**  
**Annual Reports 6pm City Hall**

January	SM Youth Soccer
February	SM Rugby
April	SM Youth Basketball / SE AYSO
June	SM Lacrosse
July	SM Youth Baseball / SM AYF
August	SM Girls Softball
November	FC Sol
December	SM AYSO / Pop Warner Football