



# Vacancy Notice

CITY OF SAN MARCOS

The City of San Marcos is accepting applications for appointment by the City Council to the:

## ***STUDENT NEIGHBORHOOD RELATIONS COMMISSION***

<b>Unscheduled Vacancies:</b>	One (1) Student & Neighborhood Relations Commission; vacancy created by Kathleen Kildoo, term expiring 12/31/11.
<b>Qualifications:</b>	The Student & Neighborhood Relations Commission shall consist of eight (8) members, one of which will be a Non-voting Chair. Two (2) Community Members shall be appointed by the City Council. All City Appointees shall be 18 years of age and reside within the City of San Marcos city limits. Terms shall be four years.
<b>Submittal Deadline:</b>	<b>Monday, November 21, 2011 by 5:30 p.m.</b>  Submit applications to: City of San Marcos City Clerk Department 1 Civic Center Drive San Marcos, CA 92069
<b>Appointment Date:</b>	<b>December 13, 2011</b>  Public Interviews will be conducted by the City Council at its regular meeting on Tuesday, December 13, 2011, 6 p.m. <u>You should be prepared to make a brief presentation to the Council about your background and why you wish to serve on the Commission.</u>

**For further information, contact the City Clerk Department, (760) 744-1050, Ext. 3145**

## STUDENT AND NEIGHBORHOOD RELATIONS COMMISSION

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### **Mission**

The Student and Neighborhood Relations Commission will foster positive communication and partnership between residents and the business community of the City of San Marcos and the student communities of California State University San Marcos (CSUSM) and Palomar College. The Commission will engage in discussions, solicit community input and recommend actions to promote collaboration, tolerance and mutual respect in the City's neighborhood communities.

### **Roles, Responsibilities and Duties**

To fulfill its charge, the Commission will:

- promote positive aspects of campus and community interaction;
- recommend educational mechanisms for students, residents and property owners on cooperative and proactive methods to improve neighborhood relations and maintain a positive neighborhood image;
- encourage increased participation, collaboration and involvement in activities on campus and in the community;
- explore and propose strategies to address issues identified by members of the community, including, but not limited to, parties in residential areas, noise, parking, and off-campus student housing;
- serve as a forum to hear neighborhood issues and propose solutions;
- solicit feedback from students and the community to identify and propose outlets for social activities and interaction.

### **Committee Structure**

#### *Membership and Appointments*

California State University San Marcos (2)      1 member appointed by the University President  
ASI President or designee

Palomar College (2)      1 member appointed by the College President  
AS President or designee

City of San Marcos (2)      2 community members appointed by the City Council.

City of San Marcos appointees shall be consistent with the established manner of appointing established city commissions. The term of City appointees will be four years, with those terms staggered. Prior to the first meeting of the Commission the City Council will designate a two-year member and a four-year member; thereafter terms will be four years. The City Council shall fill any vacancies that occur with its appointees.

San Marcos Chamber of Commerce (1)      Executive Director (no designees)

USMC Camp Pendleton (1)	1 member
(alternative to the USMC member) At-Large Member	Selected by a Committee made up of CSUSM, Palomar and City representatives – affirmed by the City Council.)

### **Chair and Vice Chair**

The Chair will be rotated from amongst the City, CSUSM and Palomar appointees every two years. The rotation will be as follows:

1. City
2. CSUSM
3. Palomar College

The Chair shall serve a two-year term and will be a non-voting member.

The Commission at its first meeting will elect the Vice Chair. The Vice Chair will act as the chair only when the Chair is absent. The Vice Chair shall be elected biennially.

### **Compensation**

Commission members shall serve without compensation.

### **Meetings**

1. The Commission initially will meet monthly. The Commission will determine an ongoing meeting schedule and frequency. Meetings will be held in the City Council Chambers.
2. The Commission Chair may call special meetings. Special meetings may also be called if four or more members petition the Chair for a special meeting.
3. All meeting shall be noticed and shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Each member of the Commission will be given a copy of the Brown Act.
4. A majority of the Commission shall constitute a quorum for the transaction of business.

### **Staff support**

The City of San Marcos will provide administrative staff support as follows:

1. Preparation, provision and posting of public notices as required by the Ralph M. Brown Act.
2. Provision of a meeting room, including any available City audio/visual equipment
3. Provision of meeting materials, such as agendas, minutes and supporting reports.
4. Retention of Committee records.

Staff from the City of San Marcos, CSUSM and Palomar College will support the Commission. Law enforcement personnel will be used on an as needed basis.



**CITY OF SAN MARCOS**  
**1 CIVIC CENTER DRIVE**  
**SAN MARCOS, CALIFORNIA 92069**  
**(760) 744 - 1050**

**APPLICATION FOR APPOINTMENT TO CITY BOARD,  
COMMISSION, COMMITTEE OR CORPORATION**

## Contact Information

The following contact information is for internal use only and will not be viewed by the public. The pages following the Contact Information page will be available to the public, and will be posted on the City website with the agenda packet.

Date:
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Last Name:	First Name:	Middle Name:
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Home Address: (Number) (Street)	City/State:	Zip:
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Mailing Address: (Number) (Street)	City/State:	Zip:
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Employer:	Position:	
Business Address: (Number) (Street)	City/State:	Zip:

Home Phone:
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Business Phone:
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Cell Phone:
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E-mail:
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## **APPLICATION FOR APPOINTMENT TO THE STUDENT & NEIGHBORHOOD RELATIONS COMMISSION**

**Name:** (Last) (First) (Middle)

**LENGTH OF TIME YOU HAVE LIVED IN THE AREA:**

Years: \_\_\_\_\_ Months: \_\_\_\_\_

**ARE YOU A REGISTERED VOTER?**

YES

NO

**Please specify the category that best describes you.**

(All applicants must be 18 years of age or older. Appointed or elected officials of public agencies are not eligible.)

YES  NO I live within the City limits.

YES  NO I live within the County/San Marcos Sphere of Influence.

**Have you ever been a member of any City Commission or  
employed by the City of San Marcos?**

If so, in what capacity:

YES

\_\_\_\_\_

NO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are any persons employed by the City of San Marcos related to you?**

YES  NO

**If so, list names and relationships:**

APPLICATION FOR APPOINTMENT TO THE STUDENT AND NEIGHBORHOOD RELATIONS COMMISSION

CITY OF SAN MARCOS, CALIFORNIA

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**List present membership in any community service or civic organization, if any. If student, list school activities, membership in outside clubs, etc.:**

**Why do you desire to be appointed to this Commission?**

**If you wish, list references who have knowledge of your character, experience, and ability; do not include names of relatives or present employer. (You may attach letters of reference from those listed if you so desire.)**

(Name) (Address) (Occupation)

A general information sheet has been attached pertaining to the Student and Neighborhood Relations Commission. Should you have additional questions please contact the City Clerk at (760) 744-1050.

I certify under penalty of perjury under the laws of the State of California that the information contained in this application is true and correct to the best of my knowledge.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant