

AGENDA

PARKS & RECREATION COMMISSION

WEDNESDAY, FEBRUARY 16, 2022
CITY HALL COUNCIL CHAMBERS

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

ORAL COMMUNICATIONS

Volunteer recognition awards

NOTE & FILE

CONSENT CALENDAR

1. **APPROVAL OF MINUTES**

Commission meeting held on December 15, 2021

APPROVE

2. **GENERAL FACILITY SCHEDULING**

Consider park & facility use requests for February 17 – March 16, 2022

APPROVE

REPORTS AND OTHER BUSINESS

3. Appointment of Chair and Vice-Chair
4. Annual Report- NFL Flag
5. Annual Staff Report- Year in Review
6. Future Parks List
7. Youth Sports Council Meeting Minutes- February 1st
8. Brown Act/Roberts Rule Review

VOTE
NOTE & FILE
NOTE & FILE
NOTE & FILE
NOTE & FILE
NOTE & FILE

ORAL COMMUNICATIONS

Report from the Parks & Recreation Director

NOTE & FILE

WRITTEN COMMUNICATIONS

ADJOURNMENT



STATE OF CALIFORNIA)

COUNTY OF SAN DIEGO) ss.

CITY OF SAN MARCOS)

City of San Marcos

1 Civic Center Drive

San Marcos, CA 92069

AFFIDAVIT OF POSTING

Agenda packets are available for public inspection 72 hours prior to scheduled meetings at City Hall: 1 Civic Center Drive, San Marcos, CA 92069. Any agenda-related writings or documents provided to a majority of the commission after distribution of the agenda packet are available for public inspection at the time of distribution in the Council Chambers. I, Krystal Mainprize, Parks & Recreation Commission Secretary, City of San Marcos, hereby certify that I caused the posting of this agenda at the entrance of City Hall Council Chambers on Thursday, February 10, 2022.

Date: February 10, 2022

Krystal Mainprize, Commission Secretary

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MINUTES

Regular Meeting of the Parks and Recreation Commission

DATE - WEDNESDAY, DECEMBER 15, 2021

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

CALL TO ORDER

At 6:03 p.m. Parks and Recreation Commission Chair Franklin called the meeting to order.

PLEDGE OF ALLEGIANCE

Chair Franklin led the Pledge of Allegiance.

ROLL CALL

PRESENT: COMMISSIONERS: FRANKLIN, LINDSAY (6:29), MOCKUS-VALENZUELA, ROBLES (6:11),
SENSMEIER, SMITH

ABSENT: COMMISSIONERS: PRESETININZI

Also present were: Parks and Recreation Director, Buck Martin, Assistant Director, Andrea Gonzalez, Commission Secretary, Krystal Mainprize, Recreation Supervisor, Taylor Oshinski.

ORAL COMMUNICATIONS

There were no requests to speak.

VOLUNTEER RECOGNITION

None.

CONSENT CALENDAR

Commissioner Mockus- Valenzuela asked to change the last paragraph on page 3 agenda item 3 to add demographic data and remove race and ethnicities ratios.

1. Approval of Minutes, 10/20/2021

MOVED BY COMMISSIONER SENSMEIER, SECOND BY COMMISSIONER MOCKUS-VALENZUELA AND CARRIED UNANIMOUSLY TO APPROVE CONSENT CALENDAR ITEMS #1 WITH THE AMENDMENT AS STATED.

2. Approval of General Facility Scheduling, 12/16/2021- 1/19/2022

MOVED BY COMMISSIONER SMITH, SECOND BY COMMISSIONER SENSMEIER AND CARRIED UNANIMOUSLY TO APPROVE CONSENT CALENDAR ITEMS #2 AS PRESENTED.

3. Annual Report, Pop Warner Football

Ryl Relatores, President of San Marcos Pop Warner Football (SMPW) gave the presentation.

This year they had 90 tackle football players, 15 flag players and 30 cheer participants. They practice and play at Conner's and Sunset Parks August through November. They did have a few teams compete in the nationals. Even though the numbers were a little low they had a successful year.

Chair Franklin asked what are they doing to recruit players to SMPW? Ryl noted he has been with the association for 12 years during the good years and they do post banners at the local schools and have a website and have thought about advertising through peachjar but it is costly.

Commissioner Mockus-Valenzuela told Ryl if there is any discussion on engaging the older youth ages 12-18 year olds? Ryl noted SMPW ages out at 14 years old but they partner with other football organizations that do cater to that age group and the information is on their website.

Commissioner Smith asked if when kids start out young do most kids stay with the sport till they age out? Ryl noted they have seen a dip with children continuing on.

Chair Franklin thanked Ryl for serving in this capacity and for his leadership.

4. Public Works Park System Update

Andrew Proud & Darren Chamow, City Public Works Staff gave the presentation.

Darren and Andrew reported on the City playground maintenance and replacement protocol. They reviewed the evaluation process, inspections of each playground, the rating scale of playground equipment, the replacement process and the funding for the playgrounds.

Andrew shared an inventory list of all the playgrounds and shared photos of many of the newer play structures that have installed over the last few years and the new features that make these playgrounds fun for the community. He also noted two new playgrounds that will be installed in 2022 will be installed at El Dorado apartments on Richmar Avenue and a playground in the Highlands Development off Las Posas Road.

Darren noted they have done quite a few replacements since 2015 and even though it slowed down since the pandemic they are getting back on track and Hollandia was just installed and Walnut Grove north is being installed now. The average age of San Marcos playgrounds is eleven years old and the newer play equipment is built much better and could possibly last up to 20 years.

Commissioner Sensmeier asked how we determine the age group to focus on for each park? Darren noted most parks have a 2-5 and a 5-12 age group area. Some parks can't accommodate both age groups but it determines on the playground space and the age of that community users for that park.

Vice-Chair Lindsay noted there was a feature that was damaged and removed at Double Peak Park and asked if that will be replaced? Andrew noted it is on the list of things to do but it has not been determined what will be placed there.

Commissioner Mockus-Valenzuela asked if we look at the age demographics of the area to see what features we put into the park? Darren noted the age group we aim for is 2-12 and Parks and Recreation does the analysis of the demographics and we all stay up on the new equipment and components that are offered. Mockus-Valenzuela noted it would be nice to offer equipment check out for parks with large play areas such as Mulberry.

Commissioner Smith went to a park in Roseville and they have some awesome parks there and likes the cow theme at Hollandia Park. Smith said the kids like the spring operated figures to ride on. Andrew noted Hollandia will have one of those put in.

Commissioner Robles asked regarding funding for checking out equipment asked if there would be a nonprofit grant option through Covid funds or other grants. It is something that could the community could really benefit from.

5. Annual Staff Report- Parks and Trails

Taylor Oshinski, Recreation Supervisor gave the presentation.

Taylor reported on his 10 part time staff rangers, Reserve Ranger program, Jack's Pond Nature Center, Star Walk program, hikes, and the Trails Advisory Committee.

Taylor noted the Reserve Ranger program has 16 active volunteers who assist with ranger duties, Nature Center docents, Star Walk events and monthly hikes. The Star Walk events have been so popular it fills the Double Peak Amphitheater. The hikes in July through October will be moved to 8am in hopes that they won't need to be cancelled due to the extreme heat in the summer months.

When Taylor took over the Trails Advisory Committee a few years ago it was on the verge of falling apart and now there is no open positions and the committee is thriving and has great representation from the community and all user groups of the trails system.

Chair Franklin thanked Taylor for covering a lot of information in his presentation. Commissioners commented and asked various questions that Taylor answered.

6. Park Naming Recommendation to City Council

The committee reviewed all the names that were submitted several times and no names jumped out to them. So they started eliminating the names that were naming a person that didn't meet the criteria in the naming policy. They then dug deeper into the names recommended and researched the geographical area and Woodhaven came up as well as Buena Creek. Abeja Park suggested by Dorian ***** and she referenced a small pond named abeja pond that was on this property and there was also a trail called Abeja Trail. Abeja is Spanish for "bees" and there is over 600 species of bees in San Diego County and they believe there was bee keeping in this general area although this could not be verified.

Commissioner Mockus-Valenzuela noted the committee decided that Las Abejas sounds better than Abeja Park for the park name and it would be cute to have the park have a bee theme.

Commissioner Robles is inclined to move forward with the name Las Abejas because the pond on the developed property was highly visited by the community especially during the pandemic and lots of families enjoyed walking back there and seeing the pond. The other suggested names don't make as much sense as this name does. Robles googled Las Abejas and the only thing that came up was a park in Mexico City and here in our County this park name would be unique.

Commissioner discussed the name Las Abejas and the surrounding area and history of San Marcos around bees.

MOVED BY COMMISSIONER ROBLES TO RECOMMEND THE NAMING OF "PARK C" AS LAS ABEJAS, SECOND BY MOCKUS-VALENZUELA AND CARRIED UNANIMOUSLY.

Commissioner Sensmeier asked for future recommendations from a subcommittee to have it in writing so it's easier to understand. Vice-Chair Lindsay said they have done this in the past and he just ran out of time but he will be happy to write it up so it can be provided with the recommendation.

Director Martin noted that at the beginning of next year we will provide a timeline of the current list of upcoming parks and naming opportunities so the Commission can address them.

7. Commission Chair Appointment Timeline

Chair Franklin noted the appointment schedule got off track with covid and normally the City Council appoints open positions in January and then election of Chair and Vice-Chair are done in February and he wants to get back on this scheduled.

8. Youth Sports Council Meeting Minutes- November 2nd & December 7th

Chair Franklin noted James and Eric really keep the meeting moving forward. The next meeting will be held on February 1st and Commissioner Mockus-Valenzuela will attend.

9. Department Statistics- Q1

Commissioners reviewed the statistics.

PARKS AND RECREATION DIRECTOR REPORT

Director Buck Martin gave updates on department events and updates. The Santa's Breakfast went well and sold out with presale tickets so we will increase the capacity next year. The Tree Lighting event was a success and was well attended. Martin thanked all the staff who assisted and thanked the Fire Department for their involvement. The Senior Center is having a Holiday Gala on December 23rd and they received a grant to pay for the event and purchase of goody bags for all in attendance. The aquatics supervisor position has been posted and they will be doing interviews soon. The new San Marcos 360 recreation guide is printed and available at the Community Center and of course on the City website. Walnut Grove Park horse area has new fencing and judge's booth.

Commissioner Robles noted the rec guide looks great and asked if it can be translated into Spanish. Andrea Gonzalez said we are researching this with our translator and seeing what options we have. The formatting would change the entire rec guide so it would essentially entail doing two versions. Director Martin also noted our Activenet registration software does have the ability to translate into Spanish so we are looking

into this as well. Robles noted we should recognize the person who suggested the name for the park at a future meeting.

Commissioner Smith attended the Tree Lighting and her kids really enjoyed the bubble snow.

Vice-Chair Lindsay's apologized for being late and noted that the community really enjoyed getting the rec guide in the mail and asked if we could send out a postcard instead. Director Martin said we have looked into this and are still researching our options. Lindsay thanked the park naming subcommittee for their work.

Chair Franklin thanked the park naming subcommittee as it is an honor to serve our community and echoed how the bubble snow was well received by the kids and thanked the City and vendors for a great event for the community.

WRITTEN COMMUNICATIONS

Commissioner Prestininzi emailed her absence for tonight's meeting.

ADJOURNMENT

Chair Franklin adjourned the meeting at 7:58 p.m.

JAY FRANKLIN, CHAIR
PARKS AND RECREATION COMMISSION

ATTEST:

KRYSTAL MAINPRIZE, RECREATION COORDINATOR
PARKS AND RECREATION COMMISSION

Facility Reservations Use List
February 17 - March 16, 2022

Date	Day	Start - End	Facility	Event	Permit#	Atten
Feb 20, 2022	Sunday	08:00 AM - 12:00 PM	Community Main Hall	Mission 316 Church	R7966	75
Feb 20, 2022	Sunday	10:00 AM - 11:00 AM	Large Rec Room	Mission 316 Church	R7966	20
Feb 20, 2022	Sunday	10:00 AM - 11:00 AM	Small Rec Room	Mission 316 Church	R7966	20
Feb 20, 2022	Sunday	08:30 AM - 12:30 PM	Williams Barn	Worship Service & Lunch	R8402	170
Feb 22, 2022	Tuesday	07:00 PM - 09:00 PM	San Elijo Terrace Hall	SD Church of Christ	R8478	45
Feb 23, 2022	Wednesday	06:30 PM - 09:30 PM	Horizon Rooms 1,2,3	SD Church Meeting	R8467	100
Feb 23, 2022	Wednesday	06:30 AM - 01:30 PM	Williams Barn	PW Training CAPCA	R8202	50
Feb 23, 2022	Wednesday	06:30 PM - 08:30 PM	Wood House & Garden	SM Woods HOA	R8452	10
Feb 26, 2022	Saturday	08:00 AM - 04:00 PM	Dance Room	SM Youth Baseball Picture Day	R8480	40
Feb 26, 2022	Saturday	08:00 AM - 04:00 PM	Fitness Room	SM Youth Baseball Picture Day	R8480	40
Feb 27, 2022	Sunday	08:00 AM - 12:00 PM	Community Main Hall	Mission 316 Church	R7966	75
Feb 27, 2022	Sunday	10:00 AM - 11:00 AM	Large Rec Room	Mission 316 Church	R7966	20
Feb 27, 2022	Sunday	10:00 AM - 11:00 AM	Small Rec Room	Mission 316 Church	R7966	20
Feb 27, 2022	Sunday	12:00 PM - 05:00 PM	Williams Barn	Celebration of Life	R8422	150
Feb 28, 2022	Monday	06:00 PM - 09:00 PM	Williams Barn	MHHS Girls Soccer	R8562	100
Mar 1, 2022	Tuesday	07:00 PM - 09:00 PM	San Elijo Terrace Hall	SD Church of Christ	R8478	45
Mar 2, 2022	Wednesday	06:30 PM - 09:30 PM	Horizon Rooms 1,2,3	SD Church Meeting	R8467	100
Mar 5, 2022	Saturday	11:30 AM - 03:30 PM	San Elijo Terrace Hall	Engagment Party	R8465	80
Mar 6, 2022	Sunday	08:00 AM - 12:00 PM	Community Main Hall	Mission 316 Church	R7966	75
Mar 6, 2022	Sunday	10:00 AM - 11:00 AM	Large Rec Room	Mission 316 Church	R7966	20
Mar 6, 2022	Sunday	10:00 AM - 11:00 AM	Small Rec Room	Mission 316 Church	R7966	20
Mar 7, 2022	Monday	06:00 PM - 08:00 PM	Dining Room	SM Youth Baseball	R8479	20
Mar 7, 2022	Monday	12:00 PM - 05:00 PM	Williams Barn	Costco Wholesale	R8566	50

Facility Reservations Use List
February 17 - March 16, 2022

Mar 8, 2022	Tuesday	08:00 AM - 01:00 PM	Williams Barn	Costco Wholesale	R8566	50
Mar 10, 2022	Thursday	05:00 PM - 07:30 PM	Williams Barn	MHHS Boys Soccer	R8557	80
Mar 12, 2022	Saturday	10:00 AM - 09:00 PM	Williams Barn	Planchon Wedding	R8269	170
Mar 13, 2022	Sunday	09:00 AM - 05:30 PM	Double Peak Park Amphitheater & Gazebo	Star Walk Event	R8357	15
Mar 13, 2022	Sunday	08:00 AM - 12:00 PM	Community Main Hall	Mission 316 Church	R7966	75
Mar 13, 2022	Sunday	10:00 AM - 11:00 AM	Large Rec Room	Mission 316 Church	R7966	20
Mar 13, 2022	Sunday	10:00 AM - 11:00 AM	Small Rec Room	Mission 316 Church	R7966	20
Mar 14, 2022	Monday	06:00 PM - 08:00 PM	Dining Room	CWONC Meeting	R7988	30
Mar 16, 2022	Wednesday	06:00 PM - 08:00 PM	Dining Room	Greenwood Park HOA	R8382	8
Mar 16, 2022	Wednesday	06:30 PM - 09:30 PM	Horizon Rooms 1,2,3	SD Church Meeting	R8467	100
Mar 16, 2022	Wednesday	07:00 PM - 09:00 PM	Recreation Room	County of SD TOV Community	R8394	1

Park Shelter Use List
February 17 - March 16, 2022

Date	Day	Start - End	Facility	Type	Event	Permit#	Attend
Feb 19, 2022	Saturday	09:00 AM - 05:30 PM	Jack's Pond Park East Shelter	Park Shelter-Small	Baby shower	R8497	40
Feb 19, 2022	Saturday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Park Shelter-Large	Heredia Baby Shower	R8594	50
Feb 20, 2022	Sunday	09:00 AM - 05:30 PM	Jack's Pond Park East Shelter	Park Shelter-Small	Orson's 3rd Birthday Party	R8580	20
Feb 20, 2022	Sunday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Park Shelter-Large	baby shower	R8589	40
Feb 26, 2022	Saturday	09:00 AM - 05:30 PM	Jack's Pond Park Corral	Park Shelter-Medium	Peterson Birthday	R8578	50
Feb 26, 2022	Saturday	09:00 AM - 05:30 PM	Sunset Park East Shelter	Park Shelter-Medium	Aletha's 3rd Birthday!	R8581	30
Feb 26, 2022	Saturday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Park Shelter-Large	B-day Lyvayko	R8606	30
Feb 26, 2022	Saturday	09:00 AM - 05:30 PM	Woodland Park Pepper Shelter	Park Shelter-Large	Birthday	R8608	30
Feb 26, 2022	Saturday	09:00 AM - 05:30 PM	Woodland Park West Shelter	Park Shelter-Small	Birthday	R8561	30
Mar 5, 2022	Saturday	09:00 AM - 05:30 PM	Double Peak Park Amphitheater	Park Shelter-Medium	Julia Phillips Celebration of Life	R8582	100
Mar 5, 2022	Saturday	09:00 AM - 05:30 PM	Jack's Pond Park East Shelter	Park Shelter-Small	Evan's first Birthday	R8570	20
Mar 5, 2022	Saturday	09:00 AM - 05:30 PM	San Elijo Park Gazebo	Park Shelter-Large	Kyle Plum	R8583	75
Mar 5, 2022	Saturday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Park Shelter-Large	Birthday Party	R8476	80
Mar 6, 2022	Sunday	09:00 AM - 05:30 PM	Jack's Pond Park Corral	Park Shelter-Medium	Marin Perez	R8598	25
Mar 6, 2022	Sunday	09:00 AM - 05:30 PM	San Elijo Park Shelter	Park Shelter-Medium	Penelope's 5th Birthday	R8560	50

Park Shelter Use List
February 17 - March 16, 2022

Mar 6, 2022	Sunday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Park Shelter-Large	SD Church of Christ	R7680	75
Mar 6, 2022	Sunday	09:00 AM - 05:30 PM	Woodland Park Schoolside Shelter	Park Shelter-Medium	Birthday party	R8604	30
Mar 6, 2022	Sunday	09:00 AM - 05:30 PM	Woodland Park West Shelter	Park Shelter-Small	Adam's Birthday Party	R8597	45
Mar 12, 2022	Saturday	09:00 AM - 05:30 PM	Jack's Pond Park East Shelter	Park Shelter-Small	Party	R8585	30
Mar 13, 2022	Sunday	09:00 AM - 05:30 PM	Sunset Park West Shelter	Park Shelter-Large	SD Church of Christ	R7680	75

**City of San Marcos
Future Parks List**

Park Area	Park Name in PMP	Is Name Formalized in Specific Plan?	Notes from PMP
Creek District Area Parks	Paseo del Arroyo	Yes	Formally named by P&R Commisison in 2021 & Council in 2021
	West End Gateway Park	Yes	
	McMahr Rd Linear Park	Yes	
	Discovery Park	Yes	
	Discovery Greenway	Yes	
	Town Center Plaza	Yes	
	East End Commons	Yes	
	Focus Area 3 neighborhood park	No	
Southeast of Twin Oaks Valley Road/San Elijo Road	Focus Area 10 Park	<i>tbd</i>	Not currently owned by the City
Grand Avenue/Rancho Santa Fe Linear Park	N/A	No	Not currently owned by the City
Highlands Development	Las Abejas	Yes	Formally named by P&R Commission in 2021 & Council in 2022
La Moree Park	La Moree Park/ La Moree Community Park	No	Flat portion not currently owned by City
Rancho Tesoro Development	Rancho Tesoro Park	No	
South Lake	South Lake Park	Yes	Formally named by P&R Commission in 2011
Twin Oaks Valley Neighborhood Park	Twin Oaks Valley Neighborhood Park	No	Not currently owned by the City
University District Area Parks	West Creek Park	Yes	
	Knoll Park and Neighborhood Green	Yes	
	East Creek Park	Yes	
	East Green	Yes	



YOUTH SPORTS COUNCIL MEETING

Tuesday, February 1, 2022

1 Civic Center Drive

Attendance: All members present except San Marcos Youth Basketball, San Marcos Youth Rugby, San Elijo AYSO 1505, NFL Flag Football and San Marcos Pop Warner.

Staff present: James Daza, Eric Leichliter.

Parks & Recreation Commissioner: Danyte Mockus-Valenzuela

Call to order

James Daza called the Youth Sports Council meeting to order at 6:15pm.

Approval of Minutes

Torry Schoch (San Marcos Youth Lacrosse) motioned to approve the minutes from the December 7, 2021 meeting. John Villa (Albion SC North) seconded the motion.

Motion carried 6-0.

TERI, INC

Samara White, Community Relations Manager for TERI, INC presented to YSC members about their recent expansion at their campus on Deer Springs. Samara gave an overview of what TERI, INC offers to the community and invited all members to visit their newly opened Common Grounds Café and Coffee Bar at their Deer Springs campus. She explained that they are using the Café to provide vocational training for individuals with disabilities and wanted all members, especially the soccer organizations who play at Walnut Grove Park to spread the word to their participants. She provided her business card and contact information if any members had any further questions.

San Marcos Unified School District Update/Facilitron

San Marcos Unified School District representatives were not present at the meeting and did not provide any updates to report. James reminded all YSC members that they need to



submit all permits and insurance through Facilitron and be approved by the school district before they can start using school district fields.

Sport Field Updates

City sports field updates were provided by Stew Rutledge.

Stew stated that the infields on Field 4 and the North softball fields at Bradley Park have been leveled and the fields are now open for play. Mission Sports Park scoreboards are back in working order and Public Works will be ordering more LED light panels for future outages. Public Works plans to lay sod on some bare spots at Mission Sports Park in the next two weeks, they do not plan to close any fields. The existing windscreens at Mission Sports Park will be removed and replaced with smaller sections in center field, Public Works is getting a revised quote and does not have an estimated time for this project to be completed. Public Works will also over seed some bare spots at Walnut Grove North to promote new growth before the field opens on March 1, 2022. Public Works has inspected lights at San Elijo and Bradley Park and identified some lights that need to be replaced. They will be working with their electrical contractor to get them fixed.

Park Rangers

James provided the Park Ranger hotline phone number (760-744-9494 ext 3707) to all members. He reminded all members that if they need assistance to contact City staff or the Park Ranger hotline. If they encounter any public safety issues at the parks to contact the Sheriff's Department non emergency line (760-510-5200) or 911 depending on the severity of the incident.

Spring/Summer Field Allocation

James reminded all members to return any unused field space so other groups can have access if needed.

AYSO 127 All Star Tournament Feedback

James Morales stated that their tournament had a great turnout this year and thanked Public Works and City staff for the opportunity to host it at Walnut Grove Park. He complimented the new playground and said he received compliments during the tournament.



Next regularly scheduled meeting will be held at the Community Center on Tues, May 3, 2022 at 6pm. Meeting adjourned at 6:48pm.

MEETING DECORUM

Objectives

- Fair and standardized forum for legislative debate, action.
- Clarity for record, encouragement of civil discourse and debate, protection rights of expression of the minority.
- Rules for Public Meetings
- Necessity of compliance with Brown Act, Conflict of Interest regulations and statutes, and other requirements that may affect either the ultimate action or the vote necessary to take action

Basic parliamentary rules for running meetings, hearing an agenda item:

- Agenda item number and subject is announced, whether by City Clerk or the Chairman of the Board or Commission.
- Mayor or Chairman refers to staff members or member of the body, as appropriate, to provide a report on the item, including any recommendations.
- Following report, Mayor or Chairman asks if there are any questions on the report that has been provided.
- Seek public comments and provide opportunity for public input.
- Make a motion (Action for the board to approve). It is helpful to have one on the “floor” to focus discussion or debate among the members. If a motion is made, there doesn’t have to be a second in order for discussion to occur – but you must remember if there is no second made at that point, to take care of it before the vote occurs.
- The name of the maker of the motion, and that of the second, should be confirmed for the record if there is any question. If there is significant discussion before the vote is cast, or if the motion is complicated, the Mayor or Chairman may ask that it be repeated at the time the vote is taken.
- Discussion on the item ends and the vote is taken. Unless legislative or other reason to require super-majority vote, a quorum’s majority vote in favor will pass the motion. Must remember that certain actions do require a majority of the entire membership of the body, not just a quorum.
- The vote is announced. As of 2014, those voting in favor of and against must be disclosed (no anonymous votes) and noted in the minutes. Unanimous actions can simply be announced as such.

Basic Categories of Motions

Basic, or Main Motion –

- Puts forward a decision on the primary idea or action to be taken by the body.
- Example – Motion to approve the land use approval of a tentative subdivision map. These motions have the lowest precedence of all motions.

Motions to Amend –

- To change a basic motion to modify some portion of it. This is called an amendment motion, and must be addressed before the main motion is addressed.
- Example - Amendment of the motion to approve the TSM, to include an additional condition of approval.
- If seconded, the members of the body must first vote on the amendment. If approved, the amended motion will be before the body. If the maker of the initial motion agrees to the amendment, and the second does also, there is no need to vote on the amendment itself – the motion as amended will be before the body.

Substitute Motion –

- To replace the basic motion altogether.
- Example: Move a substitute motion that TSM be denied. Because it seeks to replace the main motion, it must be voted on first. Debate is permitted.
- If it is passed, the Basic Motion (and the Motion to Amend, if any) are moot. If it is not approved, then the board moves on to the Amendment then the Basic, or Main Motion.
- If there is a question as to whether a motion is an amendment or a substitute motion, the chair is to make a determination and/or ask the makers of the motion(s).
- Conceivable to have multiple motions in front of the body at the same time.

Rules of Order, Decorum

Courteous

- Only one person has the floor at a time.
- Request to Speak from the Chairman.
- The Mayor or Chairman could ask the speaker to state their point, clarify or finish their statement.

Brown Act

Most City of San Marcos advisory bodies are subject to State law governing open meetings related to proceedings of local agencies. The California law governing open meetings, formally entitled the Ralph M. Brown Act and commonly referred to simply as the Brown Act, is found in California Government Code Section 54950 et seq.

The Brown Act was enacted by the Legislature to ensure that local public agencies deliberate and take action on governmental matters at meetings open to the public and in which the public may participate. To further this goal, the Brown Act generally requires that all items proposed to be discussed or voted at a local agency meeting on be noticed on a posted agenda. Agendas must include a brief description of each such item.

E-mail Communications between Commission Members

Because e-mail communications can ultimately lead to the exchange of information intended to, or which may, create collective concurrence among a quorum of commission/committee members, e-mail communications between commission/committee members relative to commission/committee business should be avoided. While two members of a five-member board, for example, may appropriately communicate with one another by way of e-mail, the “forwarding” of such an e-mail message to a third member could result in a Brown Act violation.

Other Tips

Be Respectful/Watch Tone of Voice

Stay on Topic

Ask Questions

Think outside the box

Everyone has a vote (and you must vote one way or another)

Note any conflicts of interests before the meeting or item begins. (Talk to city attorney for additional direction)