SAN MARCOS NEIGHBORHOOD COMMISSION MEETING

DATE: Wednesday, March 20, 2024
TIME: 6 p.m.
PLACE: 1040 Texas HWY 123, Conference Rm
Virtual Zoom Meeting

Join Zoom Meeting:
https://us02web.zoom.us/j/87018780897?pwd=bVExQ2pIe0ZFWXx6REE3Z1Z1QnJqQT09

Meeting ID: 870 1878 0897
Passcode: 127967
Dial by your location
877 853 5247 US Toll-free
888 788 0099 US Toll-free

The presiding officer for this meeting will be present at the meeting location described above.

AGENDA

1. Call to Order (Please note all commission meetings may be recorded and uploaded to the City's website at www.sanmarcostx.gov)

2. Roll Call

3. Citizen Comment Period – 3 Minutes (per citizen) Persons wishing to participate (speak) during the Citizen Comment portion of the meeting must email ypalacios@sanmarcostx.gov prior to 12:00 PM on March 21st, the day of the meeting. A link to join by a mobile device, laptop or desktop computer will be provided for participation as well as a call-in number to join by phone.

4. MINUTES: Consider approval, by motion, of February 21, 2024, Minutes - 5 Minutes

5. GUEST SPEAKERS: Liz Trevino, City Clerk & Sam Aguirre, City Attorney - 15 Minutes
   a. Receive presentation on Commissioner Bylaws & Ethics
   b. Questions and Answers

6. GUEST SPEAKER: Shaun Condor, Director of Engineering & Capital Improvement (CIP) – 15 Minutes
   a. Receive presentation on overview of the FY 2025 CIP Program
   b. Questions and Answers

7. COMMISSIONER APPOINTMENTS & UPDATES – 15 Minutes
   a. Sector 4 – Reappointed Commissioner Bobbie Garza-Hernandez (2nd Term)
   b. Sector 6 – Robert ‘Chase’ Norris
   c. Sector 7 – Heidi Holiday
   d. TXST Student Government – Jonathan Daniel Martinez Calderon
   e. Apartment Representative – Jai C. Whiteside
   f. Last meeting – Sector 9, Vice Chair Joe Cantu (presentation of Gratitude Award)
   g. Introduction of current Commissioners

8. ITEM UP FOR ACTION/DISCUSSION – 15 Minutes
   a. Review and discuss with possible action no meeting dates for Summer and Christmas Holiday
   b. Review and continue discussion for prohibition of deer feeding – NO ACTION

The City of San Marcos is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8800 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.
9. REPORTS – 20 Minutes
   a. Vitality Coordinator Report, Tiffany Harris: Updates on happenings in the community
   b. Update from Greg Carr and Commissioner Garza-Hernandez on Mexican American and Indigenous Cultural Heritage District Street signage
   c. Update from Greg Carr on 2 Recommendation Resolutions: Occupancy Ordinance & Student Purpose Housing
10. QUESTION AND ANSWER SESSION WITH PRESS AND PUBLIC (This is an opportunity for the Press and Public to ask questions related to items on this agenda. 3 minutes per individual.)
11. CHAIR/VICE CHAIR NOMINATIONS & APPOINTMENT
    a. Chair nomination & appointment
    b. Vice Chair nomination & appointment
12. ADJOURNMENT

San Marcos Neighborhood Enhancement
1040 Texas Hwy 123, San Marcos, TX 78666
www.sanmarcostx.gov

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I. Call to Order
Meeting was called to order by Chair, Roland Saucedo, at 6:05 p.m.

II. Roll Call
In attendance: Roland Saucedo, Robert Eby, Joe Cantu, Michael Vernon, Bobbie Garza-Hernandez, Darin Munoz, Robert Dudolski and Michael Adams. Absentees are Larry Mock.

III. Citizen Comment Period
One Citizen by the name of Dr. Matt Wagner sent an email to be read out loud by Chair, Roland Saucedo. Email referenced comments on urban deer issues in consideration of a potential ban on deer feeding in the city of San Marcos.

IV. Consider Acceptance of February 21, 2024, Meeting Minutes
MOTION made by Eby to approve. Seconded by Cantu. All in favor, Adams and Dudolski abstained, motion carried.

V. Guest Speaker
Shanna O’Brien, Code Compliance Manager, had a prior commitment and one of the Code Compliance employees, Mark Schupp, gave a presentation on basic information for Code Compliance processes. Once complaint is received, the violation is observed. Code Compliance will always try to contact the owner of the property but when it comes to apartment complexes, the property manager is contacted first. Depending on the issue, Code Compliance tries to provide resources to fix the problem(s) that have been complained about. This also takes time. Schupp stated that a timeline is always given to the offender. Code compliance chooses to work with them and not against them. If the timeline is not met, then appropriate violations/citations will be given or an abatement process will be enforced. Schupp also spoke on property maintenance issues and rental unit issues. In reference to rental units, Code compliance must be aware of what kind of lease was signed by tenant prior to enforcing any violations. Some tenants, unknowingly, will sign an ‘as is’ lease and will not be aware that they are the responsible party for all maintenance, landscape, pest control, etc. issues. Also, the tenant must report issues exactly how it states in the lease. If the tenant is not reporting the issue correctly, then technically the landlord has never received an official notice of what the complaints are. Code Compliance must give the owner the opportunity and the time to repair prior to enforcing any action. Saucedo opened the floor for questions. Vernon asked about the abandoned houses across the street from him and the protocol for reporting those. Schupp stated they could board up home but there were a lot of legal issues when it comes to someone’s personal property. Schupp also stated to email Yvonne Palacios with address and exact location so she may forward it to another Code Compliance officer, Stormy Thornton, who is responsible for abandoned structures. Munoz asked if Code Compliance officers also drove around in the Marshalls vehicles. Schupp stated no, and explained the differences between Code Compliance, Marshalls, and Parking Enforcement. Munoz also asked to clarify what the term ‘abatement’ means. Schupp explained. Eby asked about hoarding issues specifically in reference to a property in the Westover neighborhood. Eby also wanted to know the rules on hoarding and what can be
done. Schupp responded and stated anything having to do with hoarding is tough due to the possibilities of dealing with mental issues. Garza-Hernandez asked what the process was to report non-compliance for Short Term Rentals while hosting an event of over 100 people. If it’s the weekend, who do they call? Schupp answered, the Police Department. Garza-Hernandez asked if there was a noise violation, who do they call? Schupp stated, the Police Dept. Garza-Hernandez asked if there were illegally parked vehicles, who do they call? Schupp stated if it was after business hours, call Police Dept., Garza-Hernandez asked if it was during the week, if the protocol was the same? Schupp responded and stated if it was during normal business hours, she would call Code Compliance and speak to an employee who oversees the STR program. Saucedo informed Garza-Hernandez that currently in the City of San Marcos there is no noise level ordinance for the exception of the downtown area.

VI. Commissioner Updates and Thank You
Saucedo notified the Commission that this would be the last meeting for Sector 7 representative, Robert Dudolski and for himself as Sector 5 representative and Chair. Saucedo also announced that recent appointments for Sector 7, 5, 6, Student Government and Apartment Representative had been made by Council.

VII. Item up for Action/Discussion
The Commissioners discussed and reviewed the draft Resolution for Rent by bed/Student purpose-built housing. Saucedo read the Recommendation Resolution out loud. Saucedo asked the Commission if there were any questions, concerns, or amendments to the Resolution. The Commission discussed the Resolution and agreed to take a vote to approve the Resolution to send to City Council. MOTION made by Munoz to approve. Seconded by Eby. All in favor, motion carried. Vote was taken with a unanimous vote of 8 Yays.
The Commission discussed a prohibition on deer feeding. Eby informed the Commission that San Marcos is overpopulated with white tail deer and that City Council considered white tail management around 2010 but no action was taken at that time. Eby stated that as the city expands its territory, we expand onto the deer’s natural range therefore increasing the deer population in the city. The population is not being managed so the deer continue to breed which causes a lot of human/wildlife interaction. Eby educated the Commission on a few deer resources, statistics of fatalities from deer interaction and explained the cons of feeding deer. Eby also explained that the deer are a public health issue since the deer can sometimes carry lyme disease. Eby suggests the first step to controlling and managing the deer is to get people to stop feeding them. Eby also would like to raise an awareness and educate the citizens on feeding deer. Saucedo opened the floor for questions and comments. Cantu asked how the city would be aware of who’s feeding the deer and breaking the rules. Who will be patrolling the areas, how will it be enforced, etc.? Cantu states there is a lot of talk on what needs to be done but not HOW it’s going to be done. Eby stated enforcement would have to be a neighbor reporting their neighbor. Vernon states people need to become aware of the dangers and it’s a matter of over a period, working out how to enforce it and educating people. Dudolski asked if he could table the discussion for another meeting. MOTION made by Dudolski to table deer feeding conversation. Seconded by Garza-Hernandez. All in favor, Eby opposed, motion carried.
VIII. Reports
Vitality Coordinator, Tiffany Harris updated the Commission on happenings in the community. Harris informed the Commission of a Safety Meeting that was held in Blanco Gardens around September or October and the attendees had asked for Chief Standridge to hold quarterly meetings. There was a meeting held on February 15th with Chief Standridge and topics included Sutton Apartments, speed bumps and lighting in the neighborhood. Vernon stated he was impressed with the decrease in crime and the action that had been taken. Harris stated they are currently taking applications for UniverCity which is a behind the scenes look at city operations. All city departments make presentations and this lasts over a 7-week period with a Graduation ceremony at the City Council.
Carr had prior commitments so could not update the Commission on the Rehabilitation Program so Assistant Director of Neighborhood Enhancement, DerryAnn Krupinsky filled in. Krupinsky updated the Commission on the Home Rehabilitation Program to include 2 new non-profit contracts with Operation Triage and Mission Able. The program will provide rehabilitation and repairs so that residents in lower income identified areas (qualified census tracts) can remain in their homes. The program will address roof repair/replacement heating, ventilation, and air condition systems, plumbing and electrical systems, weatherization, elimination of health and safety hazards, provide safety/accessibility improvements for people with disabilities, and repair/replace windows, doors, flooring, and siding.

IX. Future Agenda Items
Commissioner Eby would like to continue discussion on a deer feeding ban and educating the public.

X. Question and Answer Session with Press and Public
None

XI. Adjournment
MOTION was made by Cantu and seconded by Adams to adjourn the meeting at 8:23 p.m. All in favor, none opposed, motion carried.

The minutes for the February 21, 2024, meeting of the City of San Marcos, Texas Neighborhood Commission are respectfully submitted on March 20, 2024, by Yvonne Palacios, Staff Liaison, Neighborhood Enhancement.

Approved by:

Vice Chair – Joe Cantu
TEMPLATE FOR STANDARD CITY BOARD/COMMISSION BYLAWS

BYLAWS OF THE

Neighborhood Commission

ARTICLE 1. NAME.

The name of the board is Neighborhood Commission

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the board is to
(1) Advise the city council, the city manager, and the other boards and commissions that are appointed by the city council,
(2) Advise on issues of importance to the overall quality of neighborhoods in the City of San Marcos as referred to the commission by the city council, other appointed boards and commissions of the city, or city staff,
(3) Foster better university/city relations in an effort to promote understanding between students of the Texas State University and non-student residents of the community,
(4) Advise on methods and means of maintaining and enhancing the visual quality of the city and provide guidance for city programs related to maintaining and enhancing the visual quality of the city's neighborhoods and gateways,
(5) Advise on matters and issues related to code enforcement activities that affect the overall quality of neighborhoods.

Personnel matters are not within the purview of the Board/Commission

ARTICLE 3. MEMBERSHIP.

(A) The Commission is composed of ten voting members and three alternates appointed by the city council. Nine members will be citizens who reside in sectors 1, 2, 3, 4, 5, 6, 7, 8 and 9 as previously established in San Marcos by the Horizons Master Plan. The city council will consider recommendations from sector residents and organizations such as homeowners associations or the Council of Neighborhood Associations (CONA). At least one member of the neighborhood commission shall be a member nominated by CONA. A member shall be a representative nominated by the Texas State University Division of Student Affairs. Three alternate voting member positions shall be appointed; one from Sector 5, Sector 6, and the Texas State University Associated Student Government Representative. The alternates can be counted toward a quorum and vote in absence of any member of the ten voting slots. The Texas State University Associated Student Government Representative, also considered an alternate, will act as a tie breaker to any tie vote and shall be a representative nominated by the Texas State University Associated Student Government.
(B) A member serves at the pleasure of the city council.

(C) Qualifications: Nine members will be citizens who reside in sectors 1, 2, 3, 4, 5, 6, 7, 8 and 9 as previously established in San Marcos by the Horizons Master Plan. The city council will consider recommendations from sector residents and organizations such as homeowners associations or the Council of Neighborhood Associations (CONA). At least one member of the neighborhood commission shall be a member nominated by CONA. A member shall be a representative nominated by the Texas State University Division of Student Affairs. Three alternate voting member positions shall be appointed; one from Sector 5, Sector 6, and the Texas State University Associated Student Government Representative. The alternates can be counted toward a quorum and vote in absence of any member of the ten voting slots. The Texas State University Associated Student Government Representative, also considered an alternate, will act as a tie breaker to any tie vote and shall be a representative nominated by the Texas State University Associated Student Government.

(D) Commissioners serve for a term of _3_ years beginning March 1st on the year of appointment. If a member is appointed to fill a vacancy, the term begins on the date of appointment.

(E) All vacancies shall be filled as provided for by Section 2.071 of the City Code.

(F) An individual commissioner may not act in an official capacity except through the action of the commission.

(G) Attendance at commission meetings shall conform to the requirements outlined in Section 2.069 - Absence from meetings of the City Code.

(H) A member who seeks to resign from the commission shall submit a written resignation to the chair of the commission, the staff liaison, or the city clerk’s office. If possible, the resignation should allow for a thirty-day notice so the city council can appoint a replacement.

ARTICLE 4. OFFICERS.

(A) The officers of the commission shall consist of a chair and a vice-chair.

(B) Officers shall be elected annually by a majority vote of the commission at the first regular meeting after March 1. In the event a current officer becomes ineligible to serve as an officer, the commission may hold an election at the next regular meeting agenda.

(C) The term of office shall be one year, beginning April 1st and ending March 31st.

(D) A member may not hold more than one office at a time.
ARTICLE 5. DUTIES OF OFFICERS.

(A) The chair shall preside at board meetings, approve each final meeting agenda, and execute approved meeting minutes.

(B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

(C) In the absence of both the Chair and the Vice-Chair, the commission should elect an interim chair for that meeting, or until the Chair or Vice-Chair arrives.

(D) The Chair is responsible for promoting and maintaining order in meetings. The Chair should ensure adherence to the agenda for the meeting.

(E) The Chair should control discussion to ensure that it focuses on the issue and not on any person. Personal remarks and attacks are not permitted.

ARTICLE 6. AGENDAS.

(A) The following general order of business should be used for regular meetings of the commission:

1. Call to order
2. Roll call
3. Citizen Comments – 30 minutes, 3 minutes per speaker
4. Consent Agenda (includes routine items such as minutes from the previous meeting which normally do not need separate discussion)
5. Presentations and/or Public Hearings
6. Items for action or discussion/direction
7. Reports (report items should be listed individually as needed to comply with Open Meetings Act requirements)
8. Items for future agendas
9. Executive Session (in accordance with Open Meetings Act exceptions)
10. Question and Answer Session.
11. Adjournment

(B) Prior to taking office all newly appointed members shall attend an orientation. This orientation will include, but may not be limited to, a review of Bylaws, Specific Board Ordinance and Charge, Open Meetings Act, Public Information Act, Ethics, parliamentary procedure, how to run a meeting, and procedures on how to file a complaint with the city.

(C) The commission may only discuss or consider an item that is stated within the assigned scope of work or charge of the commission as provided in Article 2.

(D) The chair or two or more members may place a discussion item on an agenda for a regular commission meeting no later than 10 business days prior to the meeting. If two or more members wish to place a discussion item on a meeting agenda, they must separately contact the staff liaison by written request.
(B) After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda. The chair may not remove an item placed on an agenda by prior direction of the commission under subsection (C) above or placed on an agenda as a discussion item by two members under subsection (C) above.

(F) The staff liaison will submit the meeting agenda to the City Clerk’s Office for posting no later than 72 hours before the meeting. If the 72-hour deadline should fall on a weekend or holiday it is the responsibility of the staff liaison to provide the meeting agenda to the City Clerk’s Office by 4:30 p.m. on the last business day before the weekend or holiday.

(G) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

(A) The commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

(B) The commission will conduct its meetings by the rules of common courtesy and procedure identified in Article 10.

(C) The Chair should introduce each item as it appears on the agenda, and in the order in which it appears on the agenda. The Chair may allow items to be considered out of order with the informal consent of the commission.

(D) The following types of actions may be taken or motions can be made during a meeting:
1. Approval - Means the item is approved as proposed.
2. Conditional approval - Means approval for the item will take effect upon the occurrence of the conditions.
3. Approval as amended - Means the item is approved with changes from the original proposal.
4. To Table - Means to temporarily delay the consideration of the item while another item is brought up for consideration.
5. Remove from Table – Means to bring back the previously delayed item for consideration.
6. Postpone - Means postponement of consideration of the item, either until a definite time, or indefinitely. Action on the item at a subsequent meeting requires the item to be placed on the agenda for that meeting.
7. Reconsider - Means to reopen discussion of an item that was already acted upon. Reconsideration may only occur at the same meeting, or at the next meeting after the one at which the original action occurred. A motion to reconsider may only be made by a person who voted on the prevailing side on the original action. Reconsideration of an item at a subsequent meeting requires the item to be placed on the agenda for that meeting.
8. Withdraw - Made by the person who made the motion. Does not require a
9. **Close debate** ("calling for the question") – Requires a motion and second and 2/3 vote. If it passes, a vote is then taken on the motion that was under discussion, without further debate. If it fails, debate resumes on the motion that was being discussed.

10. **Amend** - Usually consists of striking out, inserting, adding, or substituting words, sentences or paragraphs to the subject of the original motion. This motion is voted upon separately from the original motion. Note: A friendly amendment, agreed to by persons who made and seconded a motion, does not require a separate vote from the original motion.

11. **Recess** - A temporary break in a meeting may be called by the Chair. This does not require a formal vote unless a member objects to the recess.

12. **Limited discussion or debate** - The Chair may establish a reasonable time limit for consideration of an item, or a reasonable time limit on each person addressing the commission, or upon each commission member who comments on an issue. This does not require a formal vote unless a member objects to the limits.

(B) In accordance with the Open Meetings Act, discussion and action is limited to the items listed on the agenda for a meeting. Discussion of any subject not listed on the agenda must be limited to whether to place the item on the agenda for a future meeting.

(F) Commission meetings will adhere to Sec. 2.045. - Rules of decorum for city council and city board and commission meetings of the San Marcos City Code.

(G) The commission shall meet monthly. In October of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.

(H) Special meetings of the commission shall be called by the staff liaison upon the written request of the chair or any three members of the commission. A commission may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline, or a deadline established by Council.

(I) Executive sessions are permitted only when they have been posted in advance and conform to those requirements of the Texas Government Code Chapter 551 (Texas Open Meetings Act) which pertain to executive sessions.

(J) A majority of the voting membership of the commissioners constitutes a quorum.

(K) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting is deemed cancelled.

(L) To be effective, a commission action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
(M) The chair has the same voting privilege as any other member. *(Unless otherwise stated within the board or commission’s Ordinance).*

(N) The commission will allow citizens to address the commission during a period of time set aside for citizen communications during their regular meeting. Each speaker will be limited to three minutes.

(O) The staff liaison shall prepare the meeting minutes. The minutes of each commission meeting must include the vote of each member on each item before the commission and indicate whether a member is absent or failed to vote on an item.

(P) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Neighborhood Enhancement shall retain all other commission documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

(Q) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

**ARTICLE 8. RECOMMENDATIONS.**

(A) The commission is encouraged to provide the city council with advisory recommendations on matters of city policy within their purpose and duties provided in Article 2 as necessary.

(B) The staff liaison must submit a policy recommendation that has been approved by a majority of the membership in the form of a resolution to the city clerk and city manager for distribution to the city council.

(C) The commission will submit an annual report to the city clerk by February 28 of each year.

**ARTICLE 9. COMMITTEES.**

(A) The Neighborhood Commission does not have any standing committees but may have ad hoc committees as necessary.

(B) Each committee must be established by an affirmative vote of the commission. Each committee shall consist of at least three commission members approved by the commission. A staff member shall be assigned to each committee by the director of the Neighborhood Enhancement.

(C) A committee may designate a chair, with the member’s consent, but is not required to do so.

(D) Quorum requirements do not apply to committees.
(E) Committees are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act). A quorum of the membership is not allowed to be present.

(F) Each committee shall update the commission at least quarterly on their work.

**ARTICLE 10. RULES OF COMMON COURTESY AND PROCEDURE.**

(A) During meetings, members shall preserve order and decorum, shall not interrupt or delay proceedings.

(B) Members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the commission.

(C) Members shall refrain from rude and derogatory remarks and shall not belittle staff members, other commission members, or members of the public.

(D) The Chair should exercise control over persons who abridge this policy or disrupt a meeting in the following ascending order of action:
   1. Call the person to order, advising the person of the infraction.
   2. Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
   3. Order the person to leave the meeting. If the offending person is a member of the commission, the Chair shall call for a vote on the expulsion of the member from the meeting.

**ARTICLE 11. GENERAL POWERS AND DUTIES**

(A) Personnel Issues: Personnel matters are not within the purview of the Board/Commission and are not appropriate for posting on an agenda, discussion at a meeting, or as a subject for a board/commission recommendation. Neither the Board/Commission nor any of its members shall recommend, instruct or request the City Manager or any of the City Manager’s subordinates to change the job qualifications for a current employee, appoint, or remove any person from, office or employment. The Board/Commission and its members are prohibited from giving order to subordinates of the City Manager either publicly or privately.

(B) All Boards and Commissions shall adhere only to their specific general powers and duties within their Ordinance, as provided in Article 2.
ARTICLE 12. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Finance and Audit Committee.

The bylaws were approved by the Neighborhood Commission at their meeting held on July 20, 2022.

Yvonne Palacios - Licison

Greg Arri Director of Neighborhood Enhancement
City of San Marcos

Neighborhood Commission

Shaun Condor, PE - Director of Engineering and CIP

March 20th, 2024
Purpose of today's meeting

- To provide an overview of the FY 2025 Capital Improvements Program (CIP)
Capital Improvements Program

- Long-range plan and schedule for capital projects and system assets
  - Identifies workload for Departments
  - Identifies funding needs for City
- Identifies options for financing projects
- Planning Tool
  - Year 1 is only year approved in budget
  - Years 2-10 placeholders for planning purposes

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<th>FY</th>
<th>2025</th>
<th>2026</th>
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<td>Year #</td>
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To Be Approved In Budget

Not Approved In Budget Placeholders For Future Needs

sanmarcostx.gov
Capital Improvements Program

- Similar to managing your own home
- Revenue ~ Salary
- Operation Cost ~ Monthly Bills
  - Utility Bills
    - Phone Bill
    - Electric Bill
  - Maintenance Cost ~ Maintenance Bills
    - Replace Air Filter
    - Replacing a running toilet
  - Debt ~ Loans that eventually are paid in full
    - Car Payment
    - House Payment
- CIP ~ Big Projects, typically paid by debt payments
  - Add a room to your house
  - New Roof
Capital Improvements Project

- A major capital project generally involves a significant expenditure of funds, beyond operation and maintenance costs, for the acquisition or construction of a needed facility or infrastructure.
- Total project cost should exceed $100,000 in cost
- Source of projects ~ Typically requested from all City Departments
  - Master Plans
  - Operations Request
  - Council Direction
  - Citizen Input
## Capital Improvements Project

Projects that are too big for City Staff to build go in the CIP

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<thead>
<tr>
<th>Item</th>
<th>CIP</th>
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<tbody>
<tr>
<td>Pothole Repair</td>
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<tr>
<td>Replace Road</td>
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<td>Main Break</td>
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<td>Replace Entire Main</td>
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<td>Replace pump at lift station</td>
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<td>Replace entire lift station</td>
<td>X</td>
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<tr>
<td>Repair a water leak in a building</td>
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<td>X</td>
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<tr>
<td>New Building</td>
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Capital Improvements Program Funding

Drainage or Stormwater Fund
- Drainage Utility Fee

Electric Fund
- Electric Rates

Water/Wastewater Fund
- WW/WW Rates
- Impact Fees

General Fund
- Property & Sales Tax
- Licenses & Permits

External Funding
- Grants or outside sources

Funding Sources
City Funding Sources
External Sources
Process Improvement

- Present a CIP that is feasible and realistic when looking past year 1.
  - Increased our focus on using Master Plans to justify project need
  - Continue to update and evaluate Project Rankings
  - Moved reoccurring cost into department budgets, where it belongs
  - Continue to pursue grant funding
  - Implemented a web-based CIP for easier identification of projects
  - Clearly identify funding associated with Bond Election candidates
  - Working on debt strategy that helps guide CIP capacity
  - Focus on a Bond Election in 2028

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<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
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Process Improvement

- **Master Plans**
  - **Document:** Existing system, capacity, sources of water, treatment, assessments, problem areas, undersized systems
  - **Operations & Maintenance:** Directs areas of focus for maintenance
  - **Planning:** Tool to support future growth, provide regional solutions
  - **CIP:** Prioritized list of projects addressing gaps, deficiencies, and critical routes. Providing estimated costs
  - **Water & Wastewater:** Supports Impact Fees Assessments
  - **Electric, Storm & Transportation:** Accommodate required improvements through their development when the impacts reach a certain level

"Squeaky wheel gets the grease"
Process Improvement

- **Master Plans**
  - Comp Plan *(2024 Update Anticipated)*
  - Transportation Master Plan *(Start update 2025)*
  - Stormwater Master Plan – *(Start update 2024)*
  - Water Master Plan *(2022 Updated)*
  - Wastewater Master Plan *(2024 Update Anticipated)*
  - Airport Master Plan *(2024 Update Anticipated)*
  - Electrical Master Plan *(2022 Updated)*
  - Parks Master Plan *(Start update 2024)*
  - Facilities Master Plan *(2019)*
  - Fire Master Plan *(2022 Updated)*
Process Improvement

- **Project Rankings**
  - Clarify if a project is a “want vs need”
  - Higher the rank; higher the need
  - 6 or above: add to CIP
  - 5 or below: add to “wait list”

- **Reorganized Operating VS Debt**
  - Put funding where it belongs
  - Several projects removed

- **Grant Funding – FY 2023**
  - Awarded: $1.8M with 13 grants
  - Applications are limited by required match

---

### Project Priority Scale:
(See Attached Sheet for Details, include required info in description)

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<tr>
<th>If yes to Q1-5, skip Q6-10:</th>
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<td>1. Federal or State Mandate (10)</td>
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<td>2. End of Useful Life (10)</td>
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<td>3. Lead by external entity (10)</td>
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<td>4. Grant Approved (10)</td>
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<td>5. Council/CMO Direction (10)</td>
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<td>9. Project Underway (1)</td>
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<td>10. Operational Necessity/Core Service (2)</td>
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<td>11. Master Planned Project (3)</td>
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Total (10 Max)
# Understanding the Spreadsheet

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<th>Category</th>
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<th>Project Description</th>
<th>Comp Plan Goals</th>
<th>Strategic Initiative</th>
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<td>Multi</td>
<td>608</td>
<td>Airport/PMI</td>
<td>New Project to connect the airport to PMI used by passenger jets.</td>
<td>Mobility &amp; Connectivity</td>
<td>EDG008 EDG003</td>
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<td>Airport Drain</td>
<td>Construct new sewer/water lines to carry out passenger jets.</td>
<td>Workforce Development</td>
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<td>Multi</td>
<td>542</td>
<td>City Hall</td>
<td>Implement new sewer/water lines to carry out passenger jets.</td>
<td>City Facilities</td>
<td>EDG000</td>
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<td>Multi</td>
<td>321</td>
<td>Comprehensive</td>
<td>Implement new sewer/water lines to carry out passenger jets.</td>
<td>Quality of Life and Sense of Place</td>
<td>EDG001 EDG002</td>
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<td>410</td>
<td>Downtown Plan</td>
<td>Implement new sewer/water lines to carry out passenger jets.</td>
<td>Downtown Vitalization, Sustainability</td>
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</tbody>
</table>

- **Grouped by Category**: Multi = projects with more than one funding source.
- **Supporting Strategic Initiatives, Comp Plan Goals & Prioritization Ranking**
- **Shows funding needed by Source and Year**

Sanmarcostx.gov
### Understanding the Spreadsheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Project ID</th>
<th>Project Name</th>
<th>Project Description</th>
<th>Comp Plan Goals</th>
<th>Strategic Initiative</th>
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<th>Funding Source</th>
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<tbody>
<tr>
<td>Multi</td>
<td>752</td>
<td>Downtown Alley Reconstruction Ph.1</td>
<td>The Alley served thousands of vehicles in FY 2015. Reconstruct the remaining locating Alley between Guadalupe and University Dr. approx. 440 LF. The alley will be resurfaced in 2022, with possible concrete pavement. A portion of dangerous, and hazardous road will be reconstructed on the east side of Guadalupe.</td>
<td>LUG005</td>
<td>Downtown Vitalization, Stormwater</td>
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<td>General T</td>
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<td>45</td>
<td>Downtown Reconstruction Ph.5 LSU Grove St. to Hopkins</td>
<td>Reconstruction to improve Legrand goals. Includes stormwater, curbs, sidewalks, utilities, and landscaping.</td>
<td>LUG007</td>
<td>Downtown Vitalization, Stormwater, Multi-Modal Transportation</td>
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<td>Multi</td>
<td>68</td>
<td>Fiber Optic Infrastructure Expansions</td>
<td>To provide the required fiber optic equipment and construction services to expand fiber network. Expansion of fiber will be to City owned asset. (Fiber signal, Pump &amp; Divers. Subdivision and switching equipment, City Facilities).</td>
<td>LUG004</td>
<td>Infrastructure Development, Core Services, and Fiscal Excellence</td>
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<td>Highway 290 Extension Project</td>
<td>This project consists of constructing a new 290 interchange, approx. $250 million. The project will include construction of a new I-35/I-35, 290 interchange, and approximately 2 miles of new highway.</td>
<td>LUG002</td>
<td>Infrastructure Development</td>
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<td>594</td>
<td>Hopkins Street Improvements</td>
<td>The project consists of constructing a new Hopkins Street extension from Moore St. to Guadalupe.</td>
<td>LUG002</td>
<td>Stormwater, Multi-Modal Transportation</td>
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<td>Multi</td>
<td>600</td>
<td>Highway 290/Loop 16 “V” Vascular Repl.</td>
<td>To design and construct a new Vascular “V” at Loop 16. The project will include construction of a new Vascular “V” at Loop 16.</td>
<td>LUG002</td>
<td>Public Safety, Core Services, and Fiscal Excellence</td>
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**Handouts:**
- **Brown Highlight** - TIRZ Funding
- **Gray Highlight** - Means Nothing
- **White Highlight** - Means Nothing
- **Pink Highlight** - Impact Fee Eligible
- **Blue Highlight** - Potential Future Bond Projects

[SanMarcostx.gov](http://sanmarcostx.gov)
Bond Election Projects

- **Bond Election Amounts Identified By Staff: ± $200M**
  - $170M-$175M~ General Fund
  - $25M-$30M~ Stormwater Fund

- **Schedule (Per Direction of Council)**
  - 2026: Update Design & Costs
  - 2027: Bond Committee: Finalize Project List 1 Year Prior to Election
  - 2028: Bond Election in November
  - 2029: Start Construction

<table>
<thead>
<tr>
<th>Category</th>
<th>Project ID</th>
<th>Project Name</th>
<th>Project Description</th>
<th>Compl. Plan Costs</th>
<th>Strategic Initiative</th>
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</tbody>
</table>
CIP Books

Capital Improvements Program FY 2025

Table Of Contents

1) Program Overview
2) 10 Year CIP Project List
3) FY 2025 Projects
   a. Map of Projects
   b. Project List
4) 10 Year Project Detail Sheets (sorted by name)
5) Comprehensive Plan Goals Legend
6) Planning and Zoning Commission Recommendation

Notes: Previously approved CIP and an interactive map can be found on-line:
http://www.sanmarcostx.gov/365/10-Year-Capital-Improvements-Plan

San Marcos, TX
Next Steps

Mar 26th – P&Z For CIP Overview

Apr 9th – P&Z For Public Hearing & Discussion Item

Apr 23rd – P&Z Action on Recommendation to City Council

May 21st – City Council Receives P&Z Recommendation

May – Aug – City Council Budget Workshops

Sept – Budget Adoption by City Council including CIP
Questions

- Location of CIP
  - Digital Copy & Interactive Map
    - City Of San Marcos Webpage > Departments > Engineering > 10 Year Capital Improvements Program
  - Hard Copy
    - San Marcos Public Library, 625 E. Hopkins, during normal library hours: San Marcos Public Library Services
    - Engineering and Capital Improvements office located at 630 E. Hopkins, San Marcos TX 78666; Monday – Friday, 8:00 am – 5:00 pm