City of San Marcos

Work Session - Final

City Council

Tuesday, August 20, 2019 3:00 PM City Council Chambers

630 E. Hopkins - Work Session

I. Call To Order

II. Roll Call

PRESENTATIONS

1. Receive a Staff Presentation regarding Social Services Funding and provide direction to Staff.
   
   **Attachments:** Social Services Worksession Aug 20, 2019
   Social Services Funding Policy DRAFT

2. Receive a Staff presentation, hold discussion, and consider approval of My Historic SMTX, the City’s historic resources survey.

   **Attachments:** My Historic SMTX Historic Resources Survey

EXECUTIVE SESSION

3. Executive Session in accordance with the following Government Code Sections:
   
   A. Section § 551.071 - Consultation with Attorney: to receive a staff briefing and deliberate regarding the creation of Hays County Municipal Utility District No. 8.
   B. Section § 551.087 - Economic Development: to receive a staff briefing and deliberate regarding Hays County Municipal Utility District No. 8.
   C. Section § 551.072 - Real Property: to discuss the acquisition of land for cemetery purposes

III. Adjournment.

POSTED ON THURSDAY, AUGUST 15, 2019 @ 4:30PM

JAMIE LEE CASE, CITY CLERK
Notice of Assistance at the Public Meetings

The City of San Marcos does not discriminate on the basis of disability in the admission or access to its services, programs, or activities. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (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
AGENDA CAPTION:
Receive a Staff Presentation regarding Social Services Funding and provide direction to Staff.
Meeting date: August 20, 2019

Department: Finance-Melissa Neel, Assistant Director of Finance

Amount & Source of Funding
Funds Required: Click or tap here to enter text.
Account Number: Click or tap here to enter text.
Funds Available: Click or tap here to enter text.
Account Name: Click or tap here to enter text.

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]
Choose an item.
Choose an item.
Choose an item.

Comprehensive Plan Element(s): [Please select the Plan element(s) and Goal # from dropdown menu below]
☐ Economic Development - Choose an item.
☐ Environment & Resource Protection - Choose an item.
☐ Land Use - Choose an item.
☐ Neighborhoods & Housing - Choose an item.
☐ Parks, Public Spaces & Facilities - Choose an item.
☐ Transportation - Choose an item.
☐ Not Applicable

Master Plan: [Please select the corresponding Master Plan from the dropdown menu below (if applicable)]
Choose an item.
Background Information:
During the FY19 budget meetings, City Council asked that the City’s Social Services funding methodologies and policies be reviewed. Staff researched policies from other municipalities and has compiled a proposed methodology and policy for City Council's review and discussion.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
Click or tap here to enter text.
Social Services Funding Policy Worksession
August 20, 2019

City of San Marcos | Finance
Staff is seeking direction from Council to move forward with the policy guidelines of the Social Services Funding Policy
Social Services in our Community

FY20 funding $500K distributed by HSAB

Transparency
- Formalized policy
- Clearly defined funding process for social service agencies, citizens, and staff to access

Strategic Goals
- Needs assessment
- Outcome focused
- Enabling self sufficiency

Coordination
- Program coordination
- Consistent funding goals across City programs (CDBG & HSAB)
- Reduce duplication of services

Accountability
- Agencies to provide performance measures
- All City funded programs will be required to report on self sufficiency outcomes

Funding Timeline
- Application kick-off to begin in Oct. 2020
- Agency funding approval and payments in same FY period
- Timeline changes will be communicated to all agencies throughout the process

Equitable Funding
- Based on need assessment
- Funding allocated to programs demonstrating potential outcomes enabling individuals to become self sufficient

Youth Initiatives
- Addressed under separate policy
- Funding guidelines in support of Youth Master Plan
- Funding distribution administered by Youth Commission
Program Summary

Social Services Funding Policy Guidelines

**Needs Assessment**
The CDBG needs assessment will facilitate setting the self sufficiency goals.

**Self Sufficiency Goals**
Self sufficiency goals set by community needs. The funding will be allocated to focus on outcomes in each area.

**Performance Measures**
Agencies will be required to expand metrics that demonstrate program outcomes and successful achievement of defined goals.

**Community Outreach**
Encourage cross-agency collaboration and community outreach.

**Data Management**
Agencies providing homeless prevention and intervention services shall utilize HMIS (homeless management information system) data collection standards.
Potential Self Sufficiency Goals

Self sufficiency goals will be determined by a needs assessment. The City seeks to fund programs enabling transition out of current circumstances becoming self sufficient.

**Safety net / Infrastructure services**
Basic necessities: food, clothing, health, shelter

**Transition out of poverty**
Developmental, educational, employment, workforce dev and other special opportunities for disadvantaged persons to further self-reliance

**Problem Prevention**
Deter growth of problem conditions through education, preventative health programs, crime prevention etc

**Enrichment**
Personal or workforce development, community enrichment through cultural & educational programs

**Universal support services**
Long-term support of family and societal support services: poverty, education, child care, counseling, elderly, youth, homeless, unemployed, rehabilitation services
HMIS Summary

What
A software application used to collect demographic information on people served. The purpose of HMIS is to produce an unduplicated count of homeless persons for each Continuum of Care: to understand the extend and nature of homelessness locally, regionally and nationally; and to understand patterns of service use and measure the effectiveness of programs.

Who
All recipients of financial assistance under the Continuum of Care Program, the Emergency Solutions Grant program, the Rural Housing Stability Assistance program, as well as HUD programs are required to use HMIS to collect client-level data on persons served. Local agencies providing homeless services should comply with federal reporting standards. Federal funding is available to assist HMIS implementations.

Why
Raising the standards for data management and the ability to report performance measures enables local funding to be monitored for outcome success. As our community continues to grow the demand for homeless services will grow as well. Budget constraints will not be able to support all the needs at the local level. Agencies must be compliant with federal requirements and utilize additional funding sources.

Agencies not currently using HMIS would be allowed a transition period for implementation
Social Services funding will be adopted in the budget process prior to HSAB application process begins.
Timeline & Next Steps

1. Consensus to move forward with policy
2. Adopt policy November Council meeting
3. Collaborate with stakeholders, HSAB, and agencies with changes to application and evaluation
4. Complete documentation
5. New policy is effective for the FY2021 budget year (Oct 2020 – Sept 2021)
6. New applications available to agencies with new processes and timeline
Wrap Up

Questions
Thank You

Bert Lumbreras
City Manager

Stephanie Reyes
Chief of Staff

Heather Hurlbert
Director of Finance

Melissa Neel
Assistant Director of Finance
Social Services Funding Policy
INTRODUCTION

The City of San Marcos provides annual funding in support of social service programs to community-based organizations. The allocation of funds is administered by a Council appointed Human Services Advisory Board (HSAB) with one City staff member serving as the liaison. The City seeks to fund programs enabling individuals and families to transition out of current circumstance becoming self-sufficient.

PRINCIPAL OBJECTIVE & GOALS

The overall objective for this policy is to establish funding guidelines for community-based organizations for services that promote self-sufficiency across all eligible individuals in the City of San Marcos.

Social Services funding shall be allocated to strategic areas defined by a community-based needs assessment. The needs assessment will establish strategic goals that promote self-sufficiency.

HSAB administers the funding process beginning with applications through payment disbursements. HSAB will make formal funding recommendations to City Council for approval based on policy guidelines.

PROGRAM OVERVIEW AND STRATEGY

SELF-SUFFICIENCY GOALS

Agencies must provide information on how the program meets the primary self-sufficiency goals.

TARGET POPULATION FOR THE GOAL

1. Describe the target population(s) that will be served and if this population is similar to or different from your current service population.
• If the target population(s) is similar to your current service population, please provide a description of your experience and success working with this population.
• If the target population(s) is different from your current service population, describe the modifications and new strategies you will implement to serve the new target population(s).

2. Provide data and data source(s) to demonstrate the need of the target population(s) for the strategy/strategies being proposed. Data should include but are not limited to:
   • Target population demographic/Census data
   • Quantified target population unmet need(s)
   • Applicant’s trends in target population unmet need(s)
   • Waiting list information (if applicable)
   • Data from community databases, such as Homeless Management Information System, showing target population unmet need(s) (if applicable)

3. Describe the strategy/strategies that will be implemented to serve clients with a criminal history.

PROGRAM STRATEGY TO ACCOMPLISH THE GOALS

1. Describe the program strategy/strategies.
2. Describe how the proposed strategy/strategies reflect evidence-based, research-based, or promising practices. Explain the rationale behind the program design.
3. Describe any barriers and challenges the target population(s) may encounter accessing services and how these barriers and challenges will be mitigated.
4. Describe any barriers and challenges you may encounter implementing the proposed strategy/strategies and how you will overcome them.
5. Describe the project activities.
6. For Applicants proposing homelessness prevention and/or homeless intervention services: Applicants will be required to utilize HMIS data. Describe how your organization will comply with the requirements.
PERFORMANCE MEASURES – IMPACT ON THE GOALS

Describe how the Applicant will calculate the required measures and any other proposed outputs and outcomes.

OUTPUT MEASURES

All applications must include the following high-level outputs:

1. Number of unduplicated clients served per 12-month contract period
2. Number of unduplicated clients served during the initial 36-month contract period

Additional outputs may also be proposed which show the connection to a primary self-sufficiency goal, if applicable.

OUTCOME MEASURES

All applications must include one or more of the following high-level outcomes designed to demonstrate progress toward self-sufficiency:

1. Percent of households that maintain housing or transition into housing
2. Percent of individuals who maintain or increase income
3. Percent of individuals who make progress toward treatment plan goals
4. Percent of individuals who demonstrate improved life skills and/or knowledge

Additional outcomes may also be proposed which show the connection to a primary self-sufficiency goal, if applicable.

ELIGIBLE APPLICANTS

Agencies awarded funding must be eligible to contract with the City of San Marcos and meet all requirements for conducting business with the City.
FUNDING INFORMATION

Per contract terms funding timelines will consist of three payments distributed in April, July, and October of each year of which the funds are approved by City Council.

SERVICE COORDINATION

1. Describe how the Applicant coordinates their services with services being provided by other agencies relevant to the proposed strategy/strategies in order to minimize duplication and maximize client access to services.
2. Describe how the Applicant coordinates with other agencies (i.e. to refer and receive clients, to provide comprehensive services, etc.). If you are not currently coordinating with other agencies, what is your plan for establishing coordination?
3. If applicable, attach any program Memoranda of Understanding (MOU) and explain how this arrangement improves service delivery to clients.
4. Describe any additional services, not included in this application, which will be provided to the target population and how they will access those services initially and over time.

COMMUNITY PLANNING ACTIVITIES

1. Describe Applicant’s involvement in community planning activities that are specific to the services proposed in this application.
2. Describe Applicant’s involvement in any other relevant community planning activities.

DATA MANAGEMENT AND PROGRAM EVALUATION

1. Describe how data are used for identifying problems in strategies, service delivery and expenditures, steps to determine corrective actions, and how the Applicant will ensure corrective actions will be effective.
2. If applicable, describe the process used to collect data from collaborations/cooperatives in a timely manner.
3. For Applicants proposing homelessness prevention and/or homeless intervention services: Applicant will be required to utilize the
Local Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or who are homeless.

**STAFFING PLAN**

1. Describe the overall staffing plan to accomplish activities including project leadership and reporting responsibilities. Provide justification which indicates the staffing plan is appropriate for the proposed strategy/strategies.
2. List the project staff by title and the percentage of each position’s time to be spent on the program.

**COST EFFECTIVENESS**

Applicants are required to submit a budget per 12-month period and provide the following information to describe the budget necessary to accomplish the proposed strategy/strategies.

The application will be evaluated on how well it addresses all of the following:

### BUDGET

1. A summary description of the budget justification for the program strategy/strategies is required.

2. Describe the Applicant’s fundraising and administrative percentage, calculated from its most recent Form 990.

### COST PER CLIENT

3. Describe the average cost per City client served. In the description, detail the calculation used to derive the average cost.

4. Provide justification which indicates the proposed cost is appropriate for the proposed strategy/strategies.
PROGRAM FUNDING SUMMARY

5. Provide an overview of all funding sources the Applicant will use for the proposed project.
AGENDA CAPTION:
Receive a Staff presentation, hold discussion, and consider approval of My Historic SMTX, the City’s historic resources survey.

Meeting date: August 20, 2019

Department: Planning and Development Services

Amount & Source of Funding
Funds Required: N/A
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: Council approved a contract with Hicks & Company, Inc. the historic resources survey for an estimated amount of $39,500.00 on August 7, 2018.

City Council Strategic Initiative: N/A

Comprehensive Plan Element(s):
☐ Economic Development
☐ Environment & Resource Protection
☐ Land Use
☒ Neighborhoods & Housing - Protected Neighborhoods in order to maintain high quality of life and stable property values.
☐ Parks, Public Spaces & Facilities
☐ Transportation
☐ Not Applicable

Master Plan: N/A

Background Information:
My Historic SMTX, the City’s Historic Resources Survey, was officially kicked off in November 2018. Based
upon the size of the survey area and the number of historic-age resources present, the project was divided into two phases; 2,080 properties were surveyed in the field. The survey boundary includes all seven of the existing historic districts and:

- Areas with high level of development pressure;
- Areas previously surveyed but have not been included in a historic district or designated as a landmark; and
- Areas platted prior to 1975 or have building(s) on them built prior to 1975.

Funded in part through a 2018 Certified Local Government (CLG) grant from the Texas Historical Commission (THC), the purpose of the survey is:

- To evaluate and update to the three existing historic surveys (the last was conducted in 1997)
- Identification, documentation, and prioritization of new resources that had not been surveyed, and
- Development of a survey report with valuable recommendations to assist the city with future designations, to review and assess future planning initiatives and development proposals, and to provide guidance on resources that are most threatened.

The historic resources survey does not provide historic designations for any property, it does not require access to the interior of any property, nor does it impose any restrictions or obligations on property owners. The survey will serve as a guiding document to help facilitate planning efforts and initiatives to protect the historic, cultural, and architectural legacy of the City for generations.

The following recommendations are contained within the survey:

- 208 properties identified with a High preservation priority (they can be individually designated as a landmark and are considered contributing to a district)
- 473 properties identified with a Medium preservation priority (they cannot be individually designated as a landmark but are considered contributing to a district)
- Potential expansion of existing districts
- Potential new districts
- Landmarking Initiatives
- Alternative Designation Options
- Policy Recommendation

While there is no requirement in the San Marcos Development Code or San Marcos City Code for the City Council to formally adopt the recent historic resources survey, this project is important enough to warrant a
formal resolution adopting the survey; the last historic resources survey was conducted over 20 years ago in 1997.

**Council Committee, Board/Commission Action:**
The Historic Preservation Commission unanimously approved and adopted *My Historic SMTX* at their July 11, 2019 Regular Meeting. Staff presented *My Historic SMTX* to the Planning and Zoning Commission at their July 23, 2019 Regular Meeting.

**Alternatives:** N/A

**Recommendation:**
Staff recommends **approval** of *My Historic SMTX*. 

My Historic SMTX Historic Resources Survey
My Historic SMTX Historic Resources Survey

Phase 1

Phase 2

Phase 2
My Historic SMTX Survey Deliverables

- Public Outreach Plan
- Research Design
- Phase 1 and 2 Draft and Final Historic Resources Survey Reports
- Digital photographs
- Survey Database
- Survey Forms for all High priority properties
- Survey Inventory Table of all properties
- Figures and GIS mapping/database
My Historic SMTX Survey Timeline

- Public Outreach Plan – Sept. 2018
- Research Design – Oct. 2018
- Survey Kick-off Public Meeting – Nov. 2018
- Phase 1 Field Survey – Nov. & Dec. 2018
- Phase 1 Survey Report – Feb. 2019
- Second Public Meeting – Feb. 2019
- Phase 2 Field Survey – Feb. & March 2019
- Phase 2 Survey Report – June 2019
- Final Deliverables – Sept. 2019
Public Outreach

**Historic Resources Identification Form**

Please provide as much information as you can. The most important things to include are (1) the name of the resource, (2) address, and (3) why the resource is important. You may attach additional sheets if necessary.

1. **Name of Resource:** (street, park, cemetery, etc.)
2. **Address/Location:** (as specific as possible for neighborhoods, etc.; be inclusive of street names)
3. **Why is this individual resource or neighborhood significant?** (architecture, design, association with important persons, events, cultural aspect, historical theme, etc.)
4. **How would you describe the resource type?** (residence, neighborhood, park, etc.)
5. **If it is a building or structure, when was it constructed?** (provide exact years or an estimated)
6. **If a neighborhood or district, what is the period of time represented by the resources?** (provide range of years)
7. **If applicable, can you name the architectural style(s) present?**
8. **Can you recommend a person, organization, or other source with more information or stories about this resource?**
9. **Do you have photographs?**
   - [ ] Yes
   - [ ] No
   (Digital or scanned photographs may be emailed to planninginfo@semmarcostx.gov)
10. Your contact information:
    - Name:
    - Phone:
    - Email:
    - Address:
    - City:
    - State:
    - Zip:

Please return this form via mail, email, or in person to:
Planning and Development Services
500 E. Heckard St.
San Marcos, TX 78666
planninginfo@semmarcostx.gov

For more information on My Historic SMTX, visit www.semmarcostx.gov/myhistoricsmithx

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**How Do I Decide What to Identify?**

- Areas that have distinctive characteristics or reflect important aspects of social history. What makes these places important?
- Areas, sites, or buildings that served as gathering places over the years.
- Places associated with important individuals, groups, or organizations.
- Important architects, builders, designers, developers, or engineers whose work helped define the character of a place.
- Places that shaped social movements and the cultural evolution of San Marcos.
Purpose of a Survey

- Provide comprehensive "snapshot" of the city’s historic properties
- Proactively identify historically and culturally significant properties and areas
- Facilitate the City of San Marcos planning efforts to maintain historic properties and prevent demolition
- Help to preserve the cultural and historical character that makes San Marcos unique
Evaluation: Integrity and Significance

• Integrity – authenticity of a property’s historic identity

• Significance – what makes a historic-age property important
Evaluation: Preservation Priority

- **High** – individually eligible
- **Medium** – contributing to a potential historic district
- **Low** – non-contributing
Survey Results

- Evaluation of over 2,000 parcels
- Reevaluation of three prior surveys
- 204 resources recommended as High preservation priority
- Six potential historic districts (new districts or extensions of existing districts)
- Areas identified for further study
- Information for the City of San Marcos in their review of future planning initiatives and new development
Reevaluation of Prior Survey Areas

- **Downtown Historic District (1992)** – many additional contributing resources due to sensitive restorations since time of survey

- **Dunbar and East Guadalupe Neighborhoods (1996)** – both areas have experienced demolitions and infill development; some resources previously identified are no longer extant

- **San Marcos Heritage Neighborhood (1997)** – revaluation of most of existing historic districts with specific emphasis on resources built after 1950
High Preservation Priority Recommendations
Potential Historic Districts

- Harvey Street Historic District
- Expansion of San Antonio Street Historic District
- Expansion of Downtown Historic District
- Expansion of Lindsey-Rogers Historic District
- Expansion of Belvin Street Historic District
- Expansion of San Antonio or Hopkins Street Historic Districts
Areas Identified for Further Study
Windshield Survey Area Recommendations
Windshield Survey Area Recommendations

- Spring Lake Hills – high priority
- G.A. McNaughton’s First Addition (ca. 1980) – medium priority
- College Court (1948) – medium priority
- Forest Hills/College Heights (1948) – medium priority
- Park Addition (1907) – low priority
- Windmill Addition (1973) – low priority
Additional Recommendations – 1\textsuperscript{st} Phase

- Demolition review period
- Reevaluation of landmark/district designation criteria
- Thematic landmark designations
- Communication process with governmental entities disposing of surplus property
Additional Recommendations – 2\textsuperscript{nd} Phase

- Tax credits and incentives for designation
- Alternative designations

Additional Recommendations – 3\textsuperscript{rd} Phase

- Resources meriting further study
- Continuation of survey
THC Survey Forms

## SECTION 1: Basic Inventory Information

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<td>Street Number</td>
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<td>SAN MARCOS</td>
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## SECTION 2: Architectural Description

- National Register nomination: high level of integrity with original wood siding, 4/4 tight windows, and transom at front door located as high priority in the 1997 San Marcos Heritage Neighborhood survey, potential contributing resource to adjacent San Antonio Historic District.

Additional Note: This historic property is a prime example of early 20th-century National Register nomination.

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## SECTION 3: Historical Information

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<td>Associated with events that have made significant contribution to the broad pattern of our history</td>
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Other Information:
- Documentation Extant: Available for this resource: Yes
- Type: Photograph, Map, Survey, Other

**MY HISTORIC SM TX**
## Survey Inventory Table

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<th>Local Id#/Image</th>
<th>Address</th>
<th>Current Name/Historic Name</th>
<th>Current Function/Historic Function</th>
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<th>Eligibility</th>
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How will the survey benefit the City of San Marcos?

- New and expanded historic districts
- New local landmarks
- Tax incentives
- Design guidelines
- Heritage/cultural districts
- Interpretive materials
- Planning tools to integrate new development with historic preservation
- Protection of the historic, cultural, and architectural legacy of San Marcos for future generations
AGENDA CAPTION:
Executive Session in accordance with the following Government Code Sections:
A. Section § 551.071 - Consultation with Attorney: to receive a staff briefing and deliberate regarding the creation of Hays County Municipal Utility District No. 8.
B. Section § 551.087 - Economic Development: to receive a staff briefing and deliberate regarding Hays County Municipal Utility District No. 8.
C. Section § 551.072 - Real Property: to discuss the acquisition of land for cemetery purposes

Meeting date: 8/20/2019

Department: City Clerk's Office on behalf of the City Council

Amount & Source of Funding
Funds Required: Click or tap here to enter text.
Account Number: Click or tap here to enter text.
Funds Available: Click or tap here to enter text.
Account Name: Click or tap here to enter text.

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Goal: [Please select goal from dropdown menu below]
Choose an item.
Choose an item.
Choose an item.

Comprehensive Plan Element(s): [Please select the Plan element(s) and Goal # from dropdown menu below]
☐ Economic Development - Choose an item.
☐ Environment & Resource Protection - Choose an item.
☐ Land Use - Choose an item.
☐ Neighborhoods & Housing - Choose an item.
☐ Parks, Public Spaces & Facilities - Choose an item.
☐ Transportation - Choose an item.
File #: ID#19-449, Version: 1

☐ Not Applicable

**Master Plan:**  [Please select the corresponding Master Plan from the dropdown menu below (if applicable)]

Choose an item.

**Background Information:**

Click or tap here to enter text.

**Council Committee, Board/Commission Action:**

Click or tap here to enter text.

**Alternatives:**

Click or tap here to enter text.

**Recommendation:**

Click or tap here to enter text.