630 E. Hopkins - Work Session

I. Call To Order

II. Roll Call

PRESENTATIONS

1. Receive a Staff presentation and update of the Emergency Management Program Update, and provide direction to Staff.

2. Receive a Staff presentation and update regarding City of San Marcos Boards and Commissions, and provide direction to Staff.

III. Adjournment.

POSTED ON TUESDAY, AUGUST 28, 2018 @ 5:00PM

JAMIE LEE CASE, TRMC, 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 and update of the Emergency Management Program Update, and provide direction to Staff.
Meeting date: September 4, 2018

Department: Emergency Management, Neighborhood Services

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:**
The mission of the San Marcos Office of Emergency Management is to maintain community resilience in the face of natural, technological, and man-made hazards. To meet this goal, we strive to build the city’s response capability and coordinate with regional, state, and federal partners. We conduct regular training and disaster exercises, in accordance with federal standards, to test and improve our ability to protect against the unexpected. We are engaged with the community to ensure the citizens of San Marcos are educated and informed. We are committed to preparing for, responding to, recovering from, mitigating against, and preventing threats posed to San Marcos.

**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.
Emergency Management Program Update

Rachel Ingle
Emergency Management Coordinator
Purpose

Provide an overview and program update of the Office of Emergency Management

- Advanced notification systems and emergency communications
- New initiatives and public education
- Emergency Management collaboration and partnerships
Responsibilities of the Office of Emergency Management

- Coordinates emergency management and homeland security activities with local, regional, state, and federal partners
- Emergency management and homeland security planning, policy, and grant administration
- City-wide emergency management training and exercise programs
- Public preparedness and education
- Enhancement of city’s response and recovery capabilities
Emergency Management and Homeland Security

★ Emergency Management
  ★ Disaster prevention, planning, preparedness, response, recovery, and mitigation activities

★ Homeland Security
  ★ Strategic planning for security, domestic terrorism, and infrastructure protection
Advanced Notifications

**Goal:** Have the proper tools with the latest technology without having to rely on sending staff out in the field during a major weather event

- WeatherGuidance
- iNWS
- NWSChat
- Hays County WetMap
- Crisis Track

★ Moving forward…
Advanced Notifications

Improving capabilities even further, we will focus on:

- Improving monitoring at lift stations
- New inundation mapping
- Develop a real-time flood forecasting system and model
Communications

- Storm sirens
- Warn Central Texas
- Emergency Alert System
- 103.1 FM Radio station
- Weather radios
- Adobe Connect
Preparing Our Citizens

- Public education campaign
- Social media campaign
- City emergency management website
- State of Texas Emergency Assistance Registry (STEAR)
- Certified StormReady
Preparing Our Staff

- Emergency Operations Center structure
- Training and Disaster Exercise program
- Emergency Management plans and procedures
- Grant management system
Emergency Management Collaboration and Partnerships

- Support and collaborate with city departments
- Joint operations with Hays County
- San Marcos community partnerships
- Regional partnerships
Next Steps for Emergency Management

Continue our pro-active efforts for education and communication with the citizens and staff of the City of San Marcos

- Conduct a Threat and Hazard Identification and Risk Assessment
- Conduct a workshop with city staff to plan for future training and exercises
- Implement new technologies
Rachel Ingle
Emergency Management Coordinator
Homeland Security Manager
Emergency Management Program Update

Purpose
• Provide an overview and program update on the Emergency Management program
• Provide an update on how Emergency Management is preparing the city with advanced notifications and emergency communications, preparedness initiatives, and public education and outreach
• Emergency Management collaboration and partnerships

Responsibilities of the Office of Emergency Management (OEM) –

The mission of the San Marcos Office of Emergency Management is to maintain community resilience in the face of natural, technological, and man-made hazards. To meet this goal, we strive to build the city’s response capability and coordinate with regional, state, and federal partners. We conduct regular training and disaster exercises, in accordance with federal standards, to test and improve our ability to protect against the unexpected. We are engaged with the community to ensure the citizens of San Marcos are educated and informed. We are committed to preparing for, responding to, recovering from, mitigating against, and preventing threats posed to San Marcos.

The Office of Emergency Management coordinates emergency management and homeland security activities with Hays County agencies, the Capitol Area Council of Governments (CAPCOG), Capital Area Public Health and Medical Coalition (CAPHMC), private organizations, faith-based organizations, volunteer organizations, and other local, state, and federal agencies.

San Marcos Office of Emergency Management conducts:
• emergency management and homeland security planning, policy, and grant administration
• city-wide emergency management training and exercise program
• public preparedness and education
• enhancement of city’s response and recovery capabilities

Advanced notifications and communication

Our goal in regards to advanced notifications and communication is to have the proper tools with the latest technology without having to rely on sending staff out in the field during a major weather event. To achieve that goal, we’ve established a set of Early Warning Tools to monitor severe weather and potential weather-related disasters as well as warning the public –
• **WeatherGuidance** – an annual weather service subscription with Site Warn/WeatherGuidance to provide real-time weather information for COSM.
  - Local meteorologists in New Braunfels
  - Used during **Iconic Village** response monitoring weather patterns for isolated rain and heat index values with first responder safety
• **iNWS** – direct subscription through the NWS for immediate weather alerts affecting our area; EM receives the alert before it is pushed to the public
• **NWSChat** – Live chat room with NWS meteorologists to obtain immediate answers to questions regarding live weather events
• **Hays County WetMap** – Dashboard from Hays County that allows us to view all of the information for water levels at all of the dams, river gauges, and low water crossings in one view. This includes information on ground saturation levels, hot spots, etc.
• **Crisis Track acquisition** – Incident management software used to manage disaster operations to include debris monitoring, damage assessments (replaces collector app), and automated incident documentation for FEMA reimbursement. It allows real-time information tracking in the Emergency Operations Center for things like damage assessment costs. The software also allows the Office of Emergency Management to easily create Incident Action Plans, Situation Reports, and State Agency Reports with the information collected from multiple users.

These systems will improve our overall strategy of using the latest technology to give us the best information available. Moving forward we have some additional work we are doing to improve our capabilities even further and we are focusing on these key areas:

• Improve monitoring capabilities at lift stations across the City
• Create inundation maps and tables for use in the Emergency Operations Center
• Collaborating with local, regional, and federal partners through the Capital Area Council of Governments Flood Forecasting Committee to develop real-time forecast systems and modeling
• [Flood Early Warning System (FEWS):]
  - Finalizing phase 1 in the Flood Emergency Warning System project including an evaluation of the City’s current system, meetings with regional partners, findings, and developing short-term and long-term recommendations

We’ve been looking into the **storm sirens** and their effectiveness. What we’ve found is that they are not an effective or efficient tool for what we’re trying to achieve with early warning to the public. However, we do have many new tools with the latest technology that we are using for this such as:

• **Warn Central Texas:** Used in collaboration with the Communications Department as an Emergency notification system funded by CAPCOG
  - Software used for this is CodeRED – this will be changing over to a new vendor (Everbridge) in September
  - External use for our citizens: early warning of pending weather, public health concerns, nearby dangers for evacuation (gas leak, etc)
• Internal use for city employees: To distribute emergency information, inclement weather updates, as well as important non-emergency information. We used this during the response to the winter weather event in January 2018.

• **103.1 FM radio station** – a radio requires power in the home to receive the transmission over the airwaves.

• Encouraging the use of **weather radios** – weather radios can run on power through the home as well as battery operation in the event of a power outage.

• **Adobe Connect** – We are working to implement the use of this system for communications with council and other city leaders during an incident. It allows us to set up a live feed open only to those with log in information for incident briefings. We can also record the briefing so that anyone not able to attend can log in and watch the recording to obtain the same briefing.

Getting Citizens Prepared –

We have initiated a public outreach campaign for the first time in the City, and conducted public education on disaster preparedness at local events such as the playscape opening. We have been getting citizens to sign up for emergency alerts through Warn Central Texas as well as prepare and distribute basic emergency supply kits to our citizens. We have presented at Neighborhood Commission meetings getting citizens to sign up for emergency alerts and conducted public education with individual neighborhoods; our next preparedness efforts are with Blanco Gardens. In collaboration with the Hays County Office of Emergency Management, we will be participating at the Hays County Preparedness Fair conducting preparedness education.

In collaboration with the Communications Department, we’ve initiated a Social Media campaign publishing preparedness information at least weekly to all of our social media sites.

We’ve revamped the San Marcos Office of Emergency Management website to include the most current information on being prepared in our community.

• The social media feeds were linked to our city emergency management website during the Iconic Village response as well.

We are currently in the process of our annual notifications to those located in the flood plain and informing them about the National Flood Insurance Program.

We are implementing the **State of Texas Emergency Assistance Registry (STEAR)** which is a registry of citizens in our community who are disabled or with access and functional needs that allows the office of emergency management to plan for those who may need assistance during evacuations.

Most recently, the City of San Marcos has achieved the designation of being a **StormReady®** community by the National Weather Service. This prestigious designation recognizes those communities that are better prepared to save lives from the onslaught of severe weather through advanced planning, education, and awareness. No community is storm proof, but StormReady® can help communities save lives.
Getting City staff prepared:

We have established a structured National Incident Management System (NIMS)–compliant emergency operations center that is scalable to any emergency.

- We have 34 positions within the Emergency Operations Center organizational chart composed of city staff. Staff are assigned specific roles for disaster response making the Emergency Operations Center scalable to the size of the response.
- Policy Group composed of City Leadership was established to provide oversight in the Emergency Operations Center. The group also makes business impacting decisions, such as opening a shelter, easier by having all of the proper staff in a private room separate from the emergency operations center.

We have established an Emergency Management Training Program. We currently have approximately 30% of our staff trained. By this time next year, city staff will have completed their emergency management training classes for emergency operations center response.

We have established a progressive disaster exercise program. In compliance with grant requirements, we must conduct three (3) exercises per year:

- One (1) Operations-based exercise per year
- Two (2) Discussion-based exercises per year

San Marcos has completed three (3) exercises this fiscal year since February, and we have a fourth exercise scheduled for Sep 12th, which will bring us more funding in the next grant year by exceeding the minimum requirements set by FEMA.

Over the next five years, the Office of Emergency Management will have re-written and updated all 22 emergency operations plans in accordance with Texas Code 418. We are taking information we’ve collected from our exercises, feedback received from City staff, and state and federal guidance to draft the new revisions. This also includes drafting new plans not yet written such as the new Debris Management Plan.

We have established a grant management program for managing current public assistance and emergency management grants as well as looking for new grant opportunities. With that, I’d like to provide an update on our current grants:

- FEMA public assistance grants – From the two 2015 flooding incidents, we had 16 individual project grants. Since November 6, 2017, we have received reimbursements totaling over $636,000 for a total reimbursement of over $664,500. We are working on the collection of additional funds previously unclaimed totaling $304,828.61.
- We have also applied and been accepted to the Emergency Management Performance Grant bringing in potentially another $143,710.70 to the City annually which resulted in the ability to add a new position to the Office of Emergency Management.
Emergency Management collaboration and partnerships

We have continued to build partnerships across the city with all departments. During our response to Hurricane Harvey, those partnerships are what allowed us to respond in such an effective and efficient manner. City departments, such as communications, IT, community services, public services, and many others, were called upon for assistance and they responded without question or hesitation to the immediate needs of the incident.

We have been enhancing our operations by continuing to work with the county in joint Emergency Operations Center operations. During the Iconic Village incident, I was able to reach out to Hays County Office of Emergency Management for assistance in providing resource support for the city. Staff were provided in the Emergency Operations Center to assist with setting up the assistance center and answering phones for the emergency information line.

Our local community partnerships have been strengthened over the last year as well. During our past responses to disasters such as the April 2017 flooding, Hurricane Harvey, and the Iconic Village incident, to name a few, many of our community partners reached out offering their assistance. Texas State University, SMCISD, Blanco River Regional Recovery Team (BR3T), Central Texas Medical Center (CTMC), HEB, our local churches and businesses, the American Red Cross, Austin Disaster Relief Network, Central Texas Food Bank, the Salvation Army, and many others reached out and offered most anything we needed to help our response and the community. New partnerships have been developed with the City of New Braunfels, Comal County, and Guadalupe County Offices of Emergency Management.

We’ve been building our regional relationships as well. For the Capital Area Council of Governments, the Office of Emergency Management is involved with the Homeland Security Task Force; several committees such as regional technology, regional training and exercise, and the flood forecasting committee; and various workgroups. We serve as coalition members on the Capital Area Public Health and Medical Preparedness Coalition and assist in exercise planning and evaluation throughout the region.

Next Steps for Emergency Management:

We will continue our pro-active efforts for education, communications, and planning with the citizens and staff of the City of San Marcos. We will conduct a Threat and Hazard Identification and Risk Assessment. We will also conduct a workshop with city staff to plan for future training and exercises. Lastly, we will be implementing new technologies and advancements.
Supplemental Information

Specific details regarding our Public Assistance Grants are itemized below.

Total amount of grant reimbursements received:
- Prior Nov 2017: $28,212.11
- After Nov 6, 2017: $636,375.57
- For a combined total of $664,587.68

Working collection of additional funds previously unclaimed: $304,828.61

DR 4159 – October 2013 Flood
- 1 project remains open – Bugg Lane Outfall (work completed in 2016)
  - Original project was for $98,178 ($73,633 reimbursable)
  - COSM spent $467,000 to conduct repairs and mitigation measures without prior approval from FEMA
  - Currently working with TDEM and FEMA to gain approval for this additional reimbursement of $276,616.50
  - Total reimbursement sought - $350,249.50

DR 4223 – May 2015 Flood
- 6 Projects totaling $457,164.66 in reimbursements
  - All 6 projects are complete
  - 5 projects have been closed and reimbursed
  - 1 project is awaiting the state to initiate compliance testing = $135,710.15
  - Total reimbursements paid to COSM: $321,454.51

DR 4245 – October 2015 Flood
- 9 Projects totaling $544,606.02 in reimbursements
  - 7 projects are complete and closed
    - 1 project is awaiting approval from FEMA for a change in scope to begin work (but has been paid the amount originally awarded)
    - 1 project is 35% complete
  - 8 projects have been reimbursed
  - Total reimbursements paid to COSM: $343,133.17

Emergency Management Performance Grant (EMPG)
- Accepted into the program Feb 2018
- 50% reimbursable grant
- Award letter not yet received determining amount awarded.
  - Amount applied for $287,421.40
  - Eligible reimbursement amount: $143,710.70
Further details on how the Office of Emergency Management is involved in Regional activities is identified below:

- Capital Area Council of Governments
- Homeland Security Task Force
  - Serve as an Affiliate member with monthly meetings
- Regional Training and Exercise Committee
  - Serve as a Committee Member
- Regional Emergency Management Exercise Planning Workgroup
  - Serve as a Workgroup Member planning the February exercise
- Regional Technology Committee
  - Serve as an Affiliate member
  - Solely creating a new WebEOC platform for the entire CAPCOG region
    - The new platform will be presented to the State for implementation across TDEM
- Capital Area Emergency Communications District
  - Serve as a Subject Matter Expert of the Special Projects Committee
    (WebEOC, Regional Notification Systems, etc)
- Capital Area Trauma Regional Advisory Council
  - Capital Area Public Health & Medical Preparedness Coalition (CAPHMPC)
    - Serve as a voting Board Member
  - Hospital Preparedness Subcommittee
    - Serve as a voting Committee Member
AGENDA CAPTION:
Receive a Staff presentation and update regarding City of San Marcos Boards and Commissions, and provide direction to Staff.

Meeting date: September 4, 2018

Department: City Clerk

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]
N/A
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)]
Background Information:
Staff provided the City Council a presentation regarding Council Committees, Community Partnerships and Boards and Commissions on January 19, 2018.

Council provided direction to staff to review the charge of each board or commission. The city clerk was directed to ask for candid evaluations from all staff liaisons regarding their boards and commissions charge and function. The city clerk also received reports from staff liaisons to make sure that all boards and commissions were discussing items that were authorized by their charge to discuss or review. There is only one change related to the function of a commission that is being recommended at this time.

Council also directed the city clerk to standardize rules and regulations via bylaws for boards and commissions whose ordinance is silent to adoption of rules and procedures. Specifically related to the process of placing an item on an agenda, the period of time in which an item can be added to an agenda for recommendation to be made to the City Council, ensuring that items are germane to the assigned scope of work or charge of the board or commission. The proposed template is attached for review.

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.
Boards and Commissions Review Update

Tuesday, September 4, 2018
The Objective…

• Standardizing Bylaws for Boards and Commissions

• Comprehensive Review of all Boards and Commissions
Overview:

- 27 - Boards or Commissions Appointed or Confirmed by City Council

- Boards or Commissions that are mandated by Charter* or Federal/State Law:
  - Charter Review Commission*
  - Civil Service Commission
  - Construction Board of Appeals
  - Ethics Commission*
  - Planning and Zoning Commission*
  - San Marcos Housing Authority Board
  - San Marcos Industrial Development Corporation
  - Zoning Board of Adjustment
Overview:

- 12 - Boards and Commissions currently have the ability within their Ordinance to adopt Rules and Procedures to govern themselves.
- 12 – Boards and Commissions have Ordinances that are silent to their ability to adopt their own Rules and Procedures.
- 3 – Boards or Commissions are created by Federal or State Law and not in City Code.
  - Civil Service Commission
  - San Marcos Housing Authority Board
  - San Marcos Industrial Development Corporation
Overview:

<table>
<thead>
<tr>
<th>Board or Commission</th>
<th>Ordinance Speaks to adoption of Rules and Procedures</th>
<th>Has approved Rules and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Commission</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Ethics Review</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Library Board</td>
<td>Yes</td>
<td>Yes</td>
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<td>Parks Board</td>
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<tr>
<td>Planning &amp; Zoning</td>
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<td>Yes</td>
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<tr>
<td>Sunset Review Commission</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Recommendation:

- Adopt a standard set of bylaws that will be adopted by all Boards and Commissions governed by City Code to create continuity.
- Assign review of bylaws or any amendments to bylaws to the Finance and Audit Committee.
ARTICLE 6. AGENDAS.

(A) The board (or commission) may not discuss or consider an item that is not stated within the assigned scope of work or charge of the board (or commission) as provided in Article 2.

(B) The chair or two or more members may place a discussion item on an agenda for a regular board (or 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 before the chair sets the agenda for the meeting. The staff liaison shall remind the members of the exact deadline for items to be requested for an upcoming agenda.

(C) 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 board (or commission) under subsection (B) above, or placed on an agenda as a discussion item by two members under subsection (B) above.

(D) 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.

(E) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
ARTICLE 7. MEETINGS.

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

(B) The board (or commission) will conduct its meetings by the rules of common courtesy and procedure identified in Article 10. If a parliamentary ruling is required, Robert's Rules of Order, Newly Revised edition, is the accepted authority.

(C) Board (or 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.

(D) The board (or commission) shall meet (select one of the following: monthly, quarterly, or when the board is legally required to meet in order to comply with a legal deadline.) In November 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.

(E) Special meetings of the board (or commission) shall be called by the staff liaison upon the written request of the chair or any three members of the board (or commission). A board (or 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.

(F) 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.
ARTICLE 7. MEETINGS. - Continued

(G) A majority of the voting membership of the board (or commission) members constitute a quorum.

(H) 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.

(I) To be effective, a board (or commission) action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.

(J) The chair has the same voting privilege as any other member.

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

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

(M) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The ___ (liaison’s department name) shall retain all other board (or commission) documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

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

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

(D) The rules contained in the current edition of Robert’s Rules of Order shall govern the board (or commission) in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the board or city council may adopt.
Boards and Commissions Review:

- Synchronize Terms for City Code Regulated Boards or Commissions.
  - 2 Year Terms or 3 Year Terms
- 12 - Boards/Commissions have 2 year terms. *ZBOA & Housing Authority Board terms are set by State Law.
- 11 - Boards/Commissions have 3 year terms. *P&Z terms are set in the Charter. Civil Service Commission terms are set by State Law.
- 4 – Boards/Commissions have other terms.
  - 3 are temporary in nature
  - 1 is the SM Youth Commission with a term of 1 year.
Boards and Commissions Review:

- Amend the Citizen Utility Advisory Board to remove the Mayoral position.
  - This position can be replaced with a member of Council which would allow anyone on Council to serve.

- Amend the San Marcos Commission on Children and Youth (SMCCY) to remove the Youth Commission Chair.
  - This commission meets at noon and creates an unnecessary burden on the Youth Commission Chair since they are a student. The Staff Liaison will provide monthly updates in lieu of attending the SMCCY Meeting.
  - This change is being requested by the SMCCY.
Boards and Commissions Review:

- Staff proposes moving towards an Annual Internal Review Process instead of a 5 year Sunset Advisory Commission review.
  - During the 1st Quarter of the year the Chair would prepare a report following the Annual Report Form provided by the City Clerk.
  - The report will be approved by the Board or Commission and submitted to the City Clerk who will collate the reports and provide them and any recommendations to the Finance and Audit Committee for review.
  - Any recommendations approved by the Finance and Audit Committee will be provided to the City Council for final review and approval.
Boards and Commissions Review:

- Next Sunset Advisory Commission review is scheduled for 2019.
  - The commission serves as an advisory body to the city council concerning whether a public need exists for the continuation of a city board, commission or committee or for the performance of the functions of the city board, commission or committee.

- Staff recommends terminating the Sunset Advisory Commission and monitoring Board and Commission functions annually.
Summary of Recommendations

1. Adopt a standard set of bylaws that will be adopted by all Boards and Commissions governed by City Code to create continuity.

2. Assign review of bylaws, any amendments to bylaws and Annual Report review to the Finance and Audit Committee.


4. Synchronize Terms for Boards or Commissions regulated by the City Code.
BYLAWS OF THE

(BOARD OR COMMISSION NAME)

ARTICLE 1. NAME.

The name of the board is ____________________________ (BOARD OR COMMISSION NAME AS IT APPEARS IN THE CITY CODE).

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the board is ____________________________ (INSERT THE INFORMATION DIRECTLY FROM THE CITY CODE.)

ARTICLE 3. MEMBERSHIP.

(A) The board (OR COMMISSION) is composed of _______ (INSERT THE NUMBER OF MEMBERS DIRECTLY FROM THE CITY CODE.) members appointed by the city council.

(B) A member serves at the pleasure of the city council.

(C) Qualifications: (INSERT THE INFORMATION DIRECTLY FROM THE CITY CODE.)

(D) Board (OR COMMISSION) members serve for a term of _______ (INSERT THE NUMBER OF MEMBERS DIRECTLY FROM THE CITY CODE.) 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 board (OR COMMISSION) member may not act in an official capacity except through the action of the board (OR COMMISSION).

(G) Attendance at board (OR 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 board (OR COMMISSION) shall submit a written resignation to the chair of the board (OR 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 board (or commission) shall consist of a chair and a vice-chair.

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

ARTICLE 6. AGENDAS.

(A) The board (or commission) may not discuss or consider an item that is not stated within the assigned scope of work or charge of the board (or commission) as provided in Article 2.

(B) The chair or two or more members may place a discussion item on an agenda for a regular board (or 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 before the chair sets the agenda for the meeting. The staff liaison shall remind the members of the exact deadline for items to be requested for an upcoming agenda.

(C) 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 board (or commission) under subsection (B) above, or placed on an agenda as a discussion item by two members under subsection (B) above.

(D) 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.

(E) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
ARTICLE 7. MEETINGS.

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

(B) The board (or commission) will conduct its meetings by the rules of common courtesy and procedure identified in Article 10. If a parliamentary ruling is required, Robert's Rules of Order, Newly Revised edition, is the accepted authority.

(C) Board (or 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.

(D) The board (or commission) shall meet (select one of the following: monthly, quarterly, or when the board is legally required to meet in order to comply with a legal deadline.) In November 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.

(E) Special meetings of the board (or commission) shall be called by the staff liaison upon the written request of the chair or any three members of the board (or commission). A board (or 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.

(F) 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.

(G) A majority of the voting membership of the board (or commission) members constitute a quorum.

(H) 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.

(I) To be effective, a board (or commission) action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.

(J) The chair has the same voting privilege as any other member.

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

(L) The staff liaison shall prepare the meeting minutes. The minutes of each board (or commission) meeting must include the vote of each member on each item before the board (or commission) and indicate whether a member is absent or failed to vote on an item.
(M) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The _____ (liaison’s department name) shall retain all other board (or commission) documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

(N) 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 board (or commission) are 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 to the city clerk and city manager for distribution to the city council.

(C) The board (or commission) will submit an annual report to the city clerk by February 28.

ARTICLE 9. COMMITTEES.

(A) The ____________________ (Name of the board or commission) shall have the following committees: (Name and describe the duties of each Committee.)

If the board does not have any committees, use the following alternate language:

(A) The ____________________ (Name of the board or commission) will have no on-going or ad hoc committees.

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

(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 board (or 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 board (or commission).

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

(D) The rules contained in the current edition of Robert’s Rules of Order shall govern the board (or commission) in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the board or city council may adopt.

ARTICLE 11. AMENDMENT OF BYLAWS.

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

The bylaws were approved by the ______________________ (insert - board or commission name) at their meeting held on ______________________ (insert – month date, year).

_____________________________  ______________________________
(Signature of Executive or Staff Liaison)  (Title of Executive or Staff Liaison)
<table>
<thead>
<tr>
<th>Board/Commission</th>
<th>Term Limit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Advisory Board</td>
<td>2 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Animal Shelter Advisory Committee</td>
<td>3 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Arts Commission</td>
<td>2 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Cemetery Commission</td>
<td>2 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Charter Review Commission*</td>
<td>6 Months</td>
<td>Mandated by City Charter</td>
</tr>
<tr>
<td>Civil Service Commission*</td>
<td>3 years</td>
<td>In accordance with Ch. 143 (Municipal Civil Service for Firefighters and Police Officers) of the Texas Local Government Code Ch. 143.006 specifically states 3 year terms</td>
</tr>
<tr>
<td>Citizen Utility Advisory Board</td>
<td>2 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Construction Board of Appeals*</td>
<td>3 years</td>
<td>Mandated by International Building Code &amp; with City Code of Ordinances Ch. 14</td>
</tr>
<tr>
<td>Comprehensive Plan Oversight Comm.</td>
<td>3 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Convention &amp; Visitor Bureau Board</td>
<td>3 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Economic Development Board</td>
<td>3 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Ethics Review Commission*</td>
<td>3 years</td>
<td>Mandated by City Charter</td>
</tr>
<tr>
<td>Historic Preservation Commission</td>
<td>3 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Housing Authority*</td>
<td>2 years</td>
<td>In accordance with Ch. 392 (Creation and Area of Operation of a Housing Authority) of the Texas Local Government Code Ch. 392 of GC specifically states 2 year terms</td>
</tr>
<tr>
<td>Human Services Advisory Board</td>
<td>2 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Library Board</td>
<td>2 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Main Street Advisory Board</td>
<td>3 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Neighborhood Commission</td>
<td>2 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Parks Board</td>
<td>2 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Planning &amp; Zoning Commission*</td>
<td>3 years</td>
<td>In accordance with Ch. 211.007 (Zoning Commission) of Texas Local Government Code &amp; with City Charter Charter specifically states 3 year terms</td>
</tr>
<tr>
<td>SM Commission on Children &amp; Youth</td>
<td>2 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>SM Industrial Development Corporation*</td>
<td>6 years</td>
<td>In accordance with the Development Corporation Act, Ch. 501 (Provisions Governing Development Corporations) of the Texas Local Government Code</td>
</tr>
<tr>
<td>Commission/Mandate</td>
<td>Term</td>
<td>Source</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>----------</td>
<td>---------------------------------------------</td>
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<tr>
<td>SM Youth Commission</td>
<td>1 year</td>
<td>City Ordinance</td>
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<tr>
<td>Senior Citizen Advisory Board</td>
<td>2 years</td>
<td>City Ordinance</td>
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<tr>
<td>Sunset Review Commission</td>
<td>1 year</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Veteran Affairs Advisory Board</td>
<td>3 years</td>
<td>City Ordinance</td>
</tr>
<tr>
<td>Zoning Board of Adjustments*</td>
<td>2 years</td>
<td>In accordance with Ch 211.008 (Board of Adjustment) of Texas Local Government Code &amp; with City Code of Ordinances Ch. 211.008 of the GC and Ch. 2 of the City Code specifically state 2 year terms</td>
</tr>
</tbody>
</table>

*Mandated by Federal/State Law or City Charter*