I. Call To Order

II. Roll Call

III. Invocation

IV. Pledges Of Allegiance - United States And Texas

V. 30 Minute Citizen Comment Period

NOTE: The City Council may adjourn into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for Executive Session discussion. An announcement will be made of the basis for the Executive Session discussion. The City Council may also publicly discuss any item listed on the agenda for Executive Session.

CONSENT AGENDA

THE FOLLOWING ORDINANCES, RESOLUTIONS AND OTHER ITEMS MAY BE ACTED UPON BY ONE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THE ITEMS IS NECESSARY UNLESS DESIRED BY A COUNCIL MEMBER OR A CITIZEN, IN WHICH EVENT THE ITEM SHALL BE CONSIDERED IN ITS NORMAL SEQUENCE AFTER THE ITEMS NOT REQUIRING SEPARATE DISCUSSION HAVE BEEN ACTED UPON BY A SINGLE MOTION.

1. Consider approval, by motion, of the following meeting Minutes:
   A) October 16, 2018 - Work Session Meeting Minutes
   B) October 16, 2018 - Regular Meeting Minutes

2. Consider approval of Ordinance 2018-42, on the second of two readings, amending Section 2.3.1.1(G) of the City’s Development Code, Subpart B, of the San Marcos City Code, regarding neighborhood presentation meetings, to require: participants to follow rules of decorum; to conduct the meeting on or in close proximity to the subject property; and to conduct the meeting within 20-28 days before the Planning and Zoning Commission considers the matter that is the subject of the meeting; providing a savings clause; providing for the repeal of any conflicting provisions; and providing an effective date.

3. Consider approval of Resolution 2018-203R, approving a construction contract with Austin Underground, Inc. for the Primrose Way Waterline Improvements Project for an amount estimated at $256,982.50; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.
4. Consider approval of Resolution 2018-204R, approving a contract with Alan Plummer Associates, Inc. to update the Alliance Regional Water Authority Water Supply Delivery Water Master Plan for an amount estimated at $656,590; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

5. Consider approval of Resolution 2018-205R, approving an on call list for engineering services (RFQ 218-230) for drainage plan reviews, Stormwater Pollution prevention plans and permitting, and construction quality assurance inspections; authorizing the city manager or his designee to execute contracts with the selected firms in amounts not to exceed $200,000 per firm on behalf of the City; and declaring an effective date.

6. Consider approval of Resolution 2018-206R, approving amendment number one to the Commercial Ground Lease of Airport Property located at 1837 Airport Drive with Coast Flight Training and Management, Inc. to extend the term of the lease for one additional year through December 19, 2019; authorizing the City Manager to execute the amendment; and declaring an effective date.

7. Consider approval of Resolution 2018-207R, approving amendment number one to the Airport Facility Lease Agreement for commercial use of Airport Property located at 1813 Airport Drive with Coast Flight Training and Management, Inc. to provide the option to renew for five one year additional terms; authorizing the City Manager to execute the amendment; and declaring an effective date.

8. Consider approval of Resolution 2018-208R, authorizing a contract with Perdue, Brandon, Fielder, Collins & Mott, LLP to collect delinquent Municipal Court fines, fees, court costs, and other debts pursuant to Article 103.0031 of the Texas Code of Criminal procedure; authorizing the City Manager to execute said change in services; and declaring an effective date.

9. Consider approval of Resolution 2018-209R, approving a Public Transit System Interlocal Agreement between the City and the Capital Area Rural Transportation System; approving funding to CARTS under this agreement in the amount of $450,000.00; authorizing the City Manager or his designee to execute the agreement; and declaring effective date.

10. Consider approval of Resolution 2018-210R, approving the expenditure of $8,000 from the Permanent Art Fund for the purchase of permanent display art for placement on City property; and declaring an effective date.

11. Consider approval of Resolution 2018-211R authorizing the award of a contract to Abercrombie Planning and Design in an amount not to exceed $58,600 for the creation of a Fire Department Training Facility Master Plan; authorizing the city manager to execute the agreement; and declaring an effective date.

12. Consider approval, by motion, to ratify the original contract in the amount of $49,280 and approve a Change in Service in the amount of $59,000 to Rojas Planning, LLC for additional work related to a Stormwater Utility Rate Study bringing the total contract value to $108,280.

13. Consider approval, by motion, of Change in Service No. 4 with Lockwood, Andrews &
Newnam, Inc., for Engineering Services for the Coers Drive Improvements Project in a not to exceed amount of $64,385.00.

PUBLIC HEARINGS - 6:00 PM

14. Receive a Staff presentation and hold a Public Hearing to receive comments for or against Ordinance 2018-46 (ZC-18-19), amending Section 4.5.2.1(B)(2) of the City’s Development Code to establish the “Old African American Baptist Church” located at 219 West MLK Drive as a Local Historic Landmark; and including procedural provisions; and consider approval of Ordinance 2018-46, on the first of two readings.

NON-CONSENT AGENDA

15. Consider approval of Ordinance 2018-47, on the first of two readings, consolidating five Commercial and Industrial Electric Rate Classes into two large General Service Rate Classes by eliminating the Texas State University Cogeneration contract and all Primary and Secondary Key Accounts as recommended by the Citizens Utility Advisory Board; reducing the energy charge and demand charge associated with such large general service rate classes; including procedural provisions; and providing an effective date.

16. Consider approval of Ordinance 2018-48, on the first of two readings, amending Chapter 2, Article 3 - Boards, Committees and Commissions, of the San Marcos City Code by amending Section 2.072 to provide Terms of Office for City Board and Commission Members, and adding a new Section 2.073 that requires such Boards and Commissions to adopt a standard set of bylaws; including procedural provisions; and providing an effective date.

17. Consider approval of Ordinance 2018-49, on the first of two readings, dissolving the Sunset Advisory Commission; repealing Sections 2.171 - 2.178, Of Division 6, Article 3, Chapter 2 of the San Marcos City Code pertaining to Boards, Committees And Commissions; including procedural provisions; and providing an effective date.

18. Consider approval of Resolution 2018-212R, revising the composition and oversight of the Finance And Audit Committee adding the Chief of Staff position to the committee, and adding the review and consideration of amendments requested by a board or commission to the council approved standard bylaws; and declaring an effective date.

19. Discuss and consider approval of the proposed 2019 City Council Meeting Schedule, and provide direction to Staff.

VI. 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.

VII. Adjournment.

POSTED ON WEDNESDAY, OCTOBER 31, 2018 @ 3:00PM
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:
Consider approval, by motion, of the following meeting Minutes:
   A) October 16, 2018 - Work Session Meeting Minutes
   B) October 16, 2018 - Regular Meeting Minutes

Meeting date: 11/7/2018

Department: City Clerk

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: Approval of Previous Meeting Minutes
Choose an item.

City Council Goal: [Please select goal from dropdown menu below]

Comprehensive Plan Element(s): [Please select the Plan element(s) and Goal # from 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 following minutes are attached for review:
   A) October 16, 2018 - Work Session Meeting Minutes
   B) October 16, 2018 - Regular Meeting Minutes

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

Alternatives:

Recommendation: Approve Minutes as attached
I. Call To Order

With a quorum present, the work session meeting of the San Marcos City Council was called to order by Mayor Thomaides at 3:02 p.m. Tuesday, October 16, 2018 in the City Hall Conference Room, 630 E. Hopkins, San Marcos, Texas 78666.

II. Roll Call

Present: 7 - Mayor Pro Tem Lisa Prewitt, Council Member Saul Gonzales, Deputy Mayor Pro Tem Scott Gregson, Council Member Melissa Derrick, Council Member Jane Hughson, Mayor John Thomaides and Council Member Ed Mihalkanin

PRESENTATIONS

1. Receive a Staff presentation regarding the Community Development Block Grant-Disaster Recovery (CDBG-DR) Blanco Riverine Project, and provide direction to Staff.

Bert Lumbreras, City Manager, introduced Ms. Laurie Moyer, Director of Engineering and CIP, and guests from Halff and Associates who presented information related to the Blanco Riverine Flood Mitigation Project that is underway related to the City’s Community Development Block Grant-Disaster Recovery action plan.

Ms. Moyer introduced Mr. Eric Ratzman and Ms. Cindy Engelhardt, Project Managers with Halff and Associates.

Mr. Ratzman provided a brief background and explained that this is one of many infrastructure projects under the CDBG-DR program.

Mr. Ratzman reviewed existing condition flood risks:

25-year Structures
- 0 Blanco Gardens
- 79 Other Areas

50-year Structures
Mr. Ratzman provided an update related to community meetings. These community meetings were attended by San Marcos, Martindale, and Hays County citizens, land owners, business operators, and renters who flooded. Two Public Meetings were hosted, and one meeting was hosted by the San Marcos River Foundation.

Comments/questions included:
- Do not worsen flooding in Martindale or outside of city limits
- Consider flood impacts from future development
- Consider effects on the natural rivers and environment
- Consider natural flow patterns
- Make improvements sooner than later
- Coordinate work with other projects
- Consider a regional approach

Mr. Ratzman reviewed the riverine geomorphology. He explained that they partnered with Baylor University and analyzed the Blanco River downstream along IH-35 to Cummings Dam.

Ms. Moyer provided an overview of how an infrastructure project like this was considered the best option versus elevating homes in the impacted area. She also briefly reviewed the Federal process that the City must follow.

Mr. Ratzman continued by explaining the flood control options that were considered. He explained that the Blanco River spills into the Blanco Gardens in a 50 year event. He reviewed the near-term solutions and provided that with a berm only benefitted 176 structures in a 100 year event, but that it was off the table due to adversely affecting 1,000 structures in the area. Mr. Ratzman provided the following near-term solutions:

Berm + Diversion 2
- $14 million project
– 315 structures benefitted in 100-year event
– No adverse impact

Berm + Diversion 5
– $22 million project
– 321 structures benefitted in 100-year event
– No adverse impact

Berm + Diversion 2 + Partial Bypass Channel (part of 4)
– $44 million project
– 320 structures benefitted in 100-year event
– No adverse impact

Mr. Ratzman reviewed the near-term rankings regarding the abovementioned options. Council discussed the differences between Berm A (nearer to Blanco River) and Berm B (along River Road) that was presented. Council discussed concerns regarding private property and relocation due to acquisition for the project. Based on what Staff heard from Council, Staff indicated that they will environmentally clear the entire area and take into consideration the impact to rental and businesses. Staff will move forward as quickly as possible, and work on a hybrid of the two berms and will bring it back to the Council.

Mr. Ratzman reviewed the funding for the near-project. Staff will be working hard to get more grant funding to fill the gap in funding. Council asked for Staff to look at the list of infrastutucre projects to determine if there is something that may not have as much of an impact as originally thought that can be pushed for the dollars associated with that project could be reallocated to this one.

Cost Estimate ~ $14,000,000
• TWDB $1,961,821
• CDBG-DR (2017) = $6,971,200
• Gap ~ $5,000,000
• CDBG-DR (2018) = TBD
• Potential City CIP funding

Ms. Moyer provided a brief overview of the long-term solutions. The Council provided direction to work on addressing a more regional solution in this area and to work with our regional partners.

2. Receive a presentation from the Greater San Marcos Partnership regarding economic development opportunities associated with the Army Futures Command, and provide direction to the City Manager.
City Manager Bert Lumbreras introduced Adriana Cruz, President of the Greater San Marcos Partnership (GSMP).

John Ellis, Director of Marketing with the GSMP was also assisting with the presentation.

Ms. Cruz provided the Context and History of the Army Futures Command Center. Austin was selected as the location on July 13, 2018 out of 150 possible locations.

Army Futures Command provides a unique opportunity for our region, leveraging our target industry sector of Aerospace, Aviation, Security & Defense. Not only Austin but our entire region stands to benefit from innovative tech focused companies interested in partnering with AFC to bring new technology to the battlefield.
- Attract new tech/advanced manufacturing employers
- Partner with and commercialize University research
- Work with local innovators and entrepreneurs on new technologies

GSMP recommended enhancing our existing program of work and budget to initiate a strategic marketing approach with an increase in funding of $25,000. It was explained that the additional funding will be used for:
- Increased marketing and PR efforts
- Targeted collateral, website enhancements, Google AdWords campaign, PR
- FAM Tour event to bring vetted prospects to the region.
- Fully develop brand messaging around “Texas Innovation Corridor”
- Marketing trip to DC/other locations with Texas State
- Enhanced relationship/hosted events with GSMP Consultant Pike Powers, LLC
- Host FAM Tours for AFC leadership

Following discussion the Council provided consensus to approve the entire $25,000 for the first year and reevaluate the need each year to be dedicated to these efforts. An amendment was posted on the regular meeting agenda for the Council to take formal action on this item.

EXECUTIVE SESSION

3. Executive Session in accordance with Section §551.074 of the Texas Government Code: Personnel Matters - to receive a briefing and deliberate regarding the Municipal Court Judges’ positions; and in accordance with Section §Sec.551.072 of the Texas Government Code: Real Property - to receive an update regarding the sale of City real
estate comprised of three tracts of land known as the “Leah Tract,” comprised of a 1.378 acre tract out of the J.M. Veramendi Survey No. 1, Abstract No. 17, a 25.05 acre tract, being Lot 1 of the Cottonwood Parkway Addition and a 1.36 acre tract, being Lot 10A of the Municipal Airport Subdivision.

A motion was made by Council Member Hughson and seconded by Council Member Mihalkanin to enter into Executive Session at 4:33 p.m. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

III. Adjournment.

The Council reconvened into open session at 5:30 p.m. Mayor Thomaides then adjourned the Work Session Meeting of the San Marcos City Council at 5:30 p.m.

Jamie Lee Case, TRMC, City Clerk  John Thomaides, Mayor

Notice of Assistance at the Public Meetings

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I. Call To Order

With a quorum present, the regular meeting of the San Marcos City Council was called to order by Mayor Thomaides at 6:00 p.m. Tuesday, October 16, 2018 in the City Council Chambers, 630 E. Hopkins, San Marcos, Texas 78666.

II. Roll Call

Present: 7 - Mayor Pro Tem Lisa Prewitt, Council Member Saul Gonzales, Deputy Mayor Pro Tem Scott Gregson, Council Member Melissa Derrick, Council Member Jane Hughson, Mayor John Thomaides and Council Member Ed Mihalkanin

III. Invocation

A moment of silence was observed this evening.

IV. Pledges Of Allegiance - United States And Texas

Aria Reyes, 1st Grade student, from the Texas Preparatory School led the assembly in the Pledges of Allegiance.

ACTION FOLLOWING EXECUTIVE SESSION

1. Consider action, by motion, to provide direction to Staff regarding the following Executive Session in accordance with Section §551.074 of the Texas Government Code: Personnel Matters - to receive a briefing and deliberate regarding the Municipal Court Judges’ positions; and in accordance with Section §Sec.551.072 of the Texas Government Code: Real Property - to receive an update regarding the sale of City real estate comprised of three tracts of land known as the “Leah Tract,” comprised of a 1.378 acre tract out of the J.M. Veramendi Survey No. 1, Abstract No. 17, a 25.05 acre tract, being Lot 1 of the Cottonwood Parkway Addition and a 1.36 acre tract, being Lot 10A of the Municipal Airport Subdivision.

   Council met in Executive Session during Work Session earlier this afternoon. Conversation was held on both items and direction was provided to staff.

V. 30 Minute Citizen Comment Period

Ken Jenkins, addressed the Council regarding the property located on the corner of Stagecoach Trail and Hunter Road, across from Dick's Classic Car
Museum. The ongoing problem is the detention pond/water run-off. The structures on the property now is a new bank and a large office building. He wanted to confirm that it is not allowed to divert water and flood their neighbors property, but that is what has been going on for some time. He stated the City is aware of this problem and have done nothing. He claims the bank site has also flooded the veterinary clinic and the offices of Curtis Briggs. He inquired if the bank has a certificate of occupancy or only a temporary one and if not how can they keep operating if detention pond is not complete and failing. He asked the City to please fix this issue. He also expressed his concerns on the new fire station located on Wonder World Drive across from the hospital. His friend owns the property next door and said it has never flooded until the new fire station was built. He wants to know how the City will address this issue.

Ryan Patrick Perkins, spoke as HPC commission member. He was asked to read the following letter:

"As fellow members of the City of San Marcos Historic Preservation Commission, we hereby implore of our colleagues, members of the City Council, Planning & Zoning Commission, and the Zoning Board of Adjustments to keep faith with our city’s highest ideals - as a matter of public policy - of promoting the economic, cultural, educational, and general welfare of the public through the protection, enhancement, and perpetuation of landmarks and districts of historical and cultural importance and significance - by requesting, in accordance with provisions pertaining to this body as it constitutes a part of the comprehensive zoning plan of the City of San Marcos (Chapter 2, Article 2, Division 6, Section 2.2.6.2; Chapter 4, Article 5, Division 2, Section 4.5.2.1; Chapter 1, Article 1, Division 2, Section 1.1.2.1; 16 U.S.C. 470 et.seq. the National Historic Preservation Act of 1966; Chapter 15.6 of the Texas Administrative Code; and Chapter 211 Texas Local Government Code), the immediate postponement of any current and future consideration and requests(s) to the zoning ordinance, building code, general plan or other adopted policies of the city that may affect an individual property or area within the proposed scope of the Historic Resources Study Areas until the Survey - a formal Determination of Significance - shall be complete. Said properties should be protected by and subject to all of the provisions governing demolition, minimum maintenance standards and penalties until the updated Historic Resources Survey becomes effective so that each body and city staff can fulfill its duties to fully & faithfully advise and consent."
Protection and enhancement of (current and potential) landmarks and districts which represent distinctive elements of San Marcos' historic, architectural, and cultural heritage is at the heart of our community's legacy and its aim to ensure the harmonious, orderly, and efficient growth and development of this city that is sensitive to these irreplaceable assets & resources. The present efforts to promote economic prosperity and welfare of the community should consider the most appropriate use of historic properties within the city and encourage stabilization, restoration, and improvements of such properties and their values by rehabilitation.

Thank you for your consideration of the Commission's recommendation."
This letter was signed by all Historic Preservation Commission Members.

Laura Hughes, addressed the Council and stated that San Marcos is an enchanting place; enchanting for everyone except the animals. There must be a change in mindset that says animals are not expendable. She requests that our shelter be a shelter of life not of death, a true no-kill shelter. She knows money is needed in order to have a no kill shelter. She mentioned the high cost of spay and neuter services and that many of our citizens want their animals but the cost of these services is too much. Our shelter could help as well by posting pictures of animals when they come in and have a description of the animals. She stated that citizens will be more likely to assist the shelter if they were to become a no kill facility.

PRESENTATIONS

2. Receive a Staff presentation of the Quarterly Investment and Financial Reports, and provide direction to City Manager.

Heather Hulbert, Director of Finance, provided the Council with third quarter investment and financial reports. She provided the following information related to the Financial Reports:

REVENUE
General Fund-Favorable $2.4M or 4.20%

Sales tax collections above trend $2.4M due to City’s portion of the Best Buy Call Center revenue and overall Best Buy Call Center revenue above budget

Other fees/charges for services trending close to forecast

W/WW-Unfavorable $554K or -1.9%
Primarily due to mild weather pattern. Q3 revenue was increased due to hotter
temperatures and increased irrigation lessening the unfavorable variance

Electric-Unfavorable $2.0K or -4.44%
Primarily due to mild temperatures. Will see increase in usage in 4th quarter due to increased usage in July and August

Hotel/Motel Tax-Unfavorable $195K or -6.72%
Occupancy in line with prior years. Revenue decrease due to significantly lower average room rates. Anticipate increase in room nights

EXPENDITURES
General Fund-Favorable $827K or 1.54%
Due to vacancies and timing of contract payments

W/WW-Favorable $2.4M or 10.8%
Primarily due to timing of contract payments and capital expenditures

Electric-Favorable $5.3M or 12.17%
Reduced power purchases due to reduced usage, lower cost of power, and timing of contract payments and capital expenditures

Hotel/Motel Tax $259K or 8.18%
Reduced spending due to reduced revenue collections

CONSENT AGENDA
A motion was made by Deputy Mayor Pro Tem Gregson, seconded by Council Member Derrick, to approve the consent agenda, with the exception of items #8 and 9 which were pulled and considered separately. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

3. Consider approval, by motion, of the following meeting Minutes:
A) October 1, 2018 - Work Session Meeting Minutes
B) October 1, 2018 - Regular Meeting Minutes

4. Consider approval of Ordinance 2018-20, on the second of two readings, amending the Official Zoning Map of the City by rezoning a 56.6098 acre, more or less, tract of land out of the Benjamin White Survey, the John Williams Survey and the T.H.W. Survey, located south of Old Ranch Road 12 and west of Craddock Avenue, from “FD” Future
Development District To “SF-6” Single-Family District for the Mystic Canyon project; and including procedural provisions.

5. Consider approval of Ordinance 2018-39, on the second of two readings, amending Chapter 2, Article 5, Code of Ethics, Section 2.423 of the San Marcos City Code, to require City Officials to publicly disclose the basis for their recusal from discussion and consideration of items on Board, Commission, and City Council Agendas; and providing an effective date.

6. Consider approval of Ordinance 2018-40, on the second of two readings, amending section 2.566 of the San Marcos City Code to authorize the City Manager to delegate authority for the approval or execution of certain contracts; providing a savings clause; providing for the repeal of any conflicting provisions; and providing an effective date.

7. Consider approval of Resolution 2018-186R, approving a contract with Garver, LLC, for Airport Taxiway Repairs and Design Services in an amount estimated at $382,600.00; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

8. Consider approval of Resolution 2018-187R, approving a construction contract to M.A. Smith Contracting Company, Inc. for the Mill Street Improvements Project in the estimated amount of $2,419,619.05; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

A motion was made by Deputy Mayor Pro Tem Gregson, seconded by Mayor Pro Tem Prewitt, to approve Resolution 2018-187R. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

9. Consider approval of Resolution 2018-188R, approving a construction contract for El Camino Real Park Improvements with T.F. Harper & Associates, LP for the estimated amount of $152,070.07; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

A motion was made by Deputy Mayor Pro Tem Gregson, seconded by Mayor Pro Tem Prewitt, to approve Resolution 2018-188R. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

10. Consider approval of Resolution 2018-189R, ratifying the acceptance of $96,000.00 in
Federal Transit Administration 5304 Planning Funds as administered by the Texas Department of Transportation - Public Transportation Division (TXDOT-PTN); authorizing the City Manager or his designee to coordinate further actions with the TXDOT-PTN, and to execute any further documents as may be necessary in relation to acceptance, expenditure and administration of such funds; and providing for an effective date.

11. Consider approval of Resolution 2018-190R, approving the renewal of the agreement between the City and Trip-Advisor - Premium destination content partnership and digital ads for banner advertisements for an estimated amount of $39,450.00 which brings the total value of the contract to $72,106.21; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

12. Consider approval of Resolution 2018-191R, approving the renewal of the agreement between the City and Madden Media - Search Engine Marketing, digital ads, and content distribution for an estimated amount of $48,000 which brings the total value of the contract to $74,010.00; authorizing the City Manager or his designee to execute this contract on behalf of the city and declaring an effective date.

13. Consider approval of Resolution 2018-192R, approving the renewal of the agreement between the City and AJR Media Group - Destination page, digital ads, and programmatic campaign to promote tourism for an estimated amount of $38,183 which brings the total value of the contract to $71,883; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

14. Consider approval of Resolution 2018-193R, approving the renewal of the agreement between the City and Arrivalist - Advertisement monitoring and targeting service for an estimated amount of $32,725 which brings the total value of the contract to $66,725; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

15. Consider approval of Resolution 2018-194R, approving a release of a 20 foot wide Wastewater Easement running through Lots 3A and 3C of the Resubdivision of Lot 3 of the Sac-N-Pac Centerpoint Subdivision located along the frontage road of Southbound IH-35 near Centerpoint Road; authorizing the city manager to execute the release of easement on behalf of the City; and declaring an effective date.

16. Consider approval of Resolution 2018-195R, approving a CDBG-DR Contract with Root Policy Research for a CDBG-DR Housing Study and Needs Assessment in the estimated amount of $67,850; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

17. Consider approval of Resolution 2018-196R, approving an Interlocal Agreement between the City of San Marcos and the City of Buda to share resources for the operation of a one day satellite household hazardous waste drop off site; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

18. Consider approval of Resolution 2018-197R, approving a contract with Hays County,
Texas for the disposition of a trailer so that Hays County can provide effective Hazmat Response within the city limits; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

19. Consider approval of Resolution 2018-200R, approving a contract between the City and Hays County for the City’s provision of Library Services to residents of Hays County; authorizing the City Manager or his designee to execute the contract on behalf of the City; and declaring an effective date.

20. Consider approval, by motion, of an authorized change in service to CH2M Hill Engineers for design services for improvements at the Wastewater Treatment Plant (WWTP) in the total amount of $157,795.

21. Consider approval, by motion, of an authorized change in service to Tyler Technologies, Inc. by adding a Bid Management Module to the City’s TylerMunis Financial Software at a cost of $53,458.

22. Consider approval, by motion, of an authorized change in service with CivicPlus for annual renewal of website hosting and a one-time fee for website redesign in the total amount of $14,903.89.

PUBLIC HEARINGS - 6:00 PM

23. Receive a Staff presentation and hold a Public Hearing to receive comments for or against Ordinance 2018-41, amending Section 2.4.2.2 of the City's Development Code, Subpart B, of the San Marcos City Code, by eliminating the requirement that consideration of certain applications for preferred scenario map amendments be limited to twice per year; providing a savings clause; providing for the repeal of any conflicting provisions; and providing an effective date; and consider approval of Ordinance 2018-41, on the first of two readings.

Shannon Mattingly, Director of Development Services, provided a brief presentation regarding the amendment that Council discussed back in August regarding the PSA requirements.

The Mayor opened the Public Hearing at 7:00PM

Those who spoke:

Caren Murch, spoke in favor of removing the twice per year requirement. She stated that Preferred Scenario Amendments (PSA) should be allowed when applicants apply for one and needs one. In development business, time is money and developments of all sizes should be reviewed in a reasonable amount of time. She explained that many sellers don't understand the entitlement process. Projects won't move forward if they don't have the entitlement and the first thing needed is the PSA, if developers don't time it
just right then they miss the deadline and have to wait until the next PSA is heard. Sellers don't want the buyers to tie up the property that long.

There being no further comments, the Mayor Closed the Public Hearing at 7:03 PM

Council Member Hughson provided a statement for her reasoning for bringing this idea forward.

A motion was made by Deputy Mayor Pro Tem Gregson, seconded by Mayor Pro Tem Prewitt, to approve Ordinance 2018-41, on the first of two readings. The motion failed by the following vote:

For: 3 - Mayor Pro Tem Prewitt, Deputy Mayor Pro Tem Gregson and Mayor Thomaides

Against: 4 - Council Member Gonzales, Council Member Derrick, Council Member Hughson and Council Member Mihalkanin

24. Receive a Staff Presentation and hold a Public Hearing to receive comments for or against Ordinance 2018-42, amending Section 2.3.1.1(G) of the City’s Development Code, Subpart B, of the San Marcos City Code, regarding neighborhood presentation meetings, to require: participants to follow rules of decorum; to conduct the meeting on or in close proximity to the subject property; and to conduct the meeting within 20-28 days before the Planning and Zoning Commission considers the matter that is the subject of the meeting; providing a savings clause; providing for the repeal of any conflicting provisions; and providing an effective date; and consider approval of Ordinance 2018-42, on the first of two readings.

Shannon Mattingly, Director of Development Services, provided a brief presentation regarding neighborhood presentations.

Mayor Thomaides opened the Public Hearing at 7:58pm

Those who spoke:

Roland Saucedo expressed his support but explained that citizens can be passionate about items being discussed, but as adults they know how to act at these meetings and do not necessarily need to have a code of decorum required. It is a place for developers to present their projects and then citizens can have meaningful dialogue. He thinks it is somewhat insulting that council feels adults do not know how to act at these neighborhood meetings, but he is in support of this amendment.

There being no further comment, the Mayor closed the Public Hearing at 8:00pm
MAIN MOTION: a motion was made by Council Member Hughson, seconded by Mayor Pro Tem Prewitt, to approve Ordinance 2018-42, on the first of two readings.

MOTION TO AMEND: A motion was made by Council Member Mihalkanin, seconded by Council Member Hughson, to amend section 2.3.1.1 (g)(3) by removing the word "shall" and change to "should" It will now read: Meeting decorum "should" follow protocol as stated in section 2.045(h) of the City Code. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

MAIN MOTION: to approve Ordinance 2018-42, on the first of two readings, as amended. The motion carried by the following vote:

For: 6 - Mayor Pro Tem Prewitt, Council Member Gonzales, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 1 - Deputy Mayor Pro Tem Gregson

25. Receive a Staff presentation and hold a Public Hearing to receive comments for or against Resolution 2018-198R supporting the submission of an application for Low Income Housing Tax Credits to the Texas Department of Housing and Community Affairs for the proposed Villas Del San Xavier Senior Community located at 2621 South Interstate Highway 35; and consider approval of Resolution 2018-198R, approving findings related to such application; imposing conditions for support; providing authorizations for execution or submission of documents related to such application; and declaring an effective date.

Shannon Mattingly, Director of Development Services, provided a brief presentation regarding the submission of an application for Low Income Housing Tax Credits for the proposed Villas Del San Xavier Senior Community.

The Mayor opened the Public Hearing at 8:18 p.m.

Those who spoke:

Richard Shaw, line developer of this property provided some information on the project. He stated they are purchasing an additional 29 acres just north of this site. There will be bus transportation for these residents, all housing will be single story in 6-plex building made entirely of masonry, and a 10,000 square
foot amenity center will be built with an indoor pool. The third phase will be an assisted living center. He is here to answer any questions the council may have.

There being no further comments, the Mayor closed the Public Hearing at 8:21 p.m.

A motion was made by Council Member Gonzales, seconded by Deputy Mayor Pro Tem Gregson, to approve Resolution 2018-198R. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

26. Receive a Staff presentation and hold a Public Hearing to receive comments for or against Resolution 2018-199R, approving a First Amended and Restated Development Agreement with LaSalle Holdings, LTD. in connection with the development generally located north of Yarrington Road, east of Interstate 35 and west of State Highway 21 that, among other things, includes a new property owner, Tack Development LP, removes parties who have opted out of the original development agreement, reduces the minimum density and removes the need for a strategic partnership agreement; authorizing the City Manager to execute the agreement on behalf of the city; and providing an effective date; and consider approval of Resolution 2018-199R.

Shannon Mattingly, Director of Development Services, provided a brief presentation regarding the restated LaSalle development agreement.

The Mayor opened the Public Hearing at 8:33 p.m.

Those who spoke:

Mike Schroeder, managing member of LaSalle Holdings stated he is in attendance for any questions.

There being no further comments, the Mayor closed the PH at 8:34 p.m.

A motion was made by Mayor Pro Tem Prewitt, seconded by Council Member Mihalkanin, to approve Resolution 2018-199R. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin
NON-CONSENT AGENDA

27. Consider approval of Ordinance 2018-38, on the second of two readings, approving an update to the service and assessment plan for the Trace Public Improvement District; making a finding of special benefit to the property in the district; levying additional special assessments against property within the district; establishing a lien on such property; approving an updated assessment roll for the district; providing for payment of the additional special assessments in accordance with Chapter 372, Texas Local Government Code; providing for the method of assessment and the payment of the additional special assessments; providing for penalties and interest on delinquent assessments; providing for a severability clause; providing an effective date; and providing for related matters.

Mayor Thomaides filed the proper paperwork and recused himself prior to discussion and action on this item.

MAIN MOTION: a motion was made by Deputy Mayor Pro Tem Gregson, seconded by Mayor Pro Tem Prewitt, to approve Ordinance 2018-38, on the first of two readings.

MOTION TO AMEND: a motion was made by Council Member Hughson, seconded by Council Member Mihalkanin to amend Ordinance 2018-38, by including the restated Service and Assessment Plan that staff included in the agenda packet. The motion carried by the following vote:

For: 6 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson and Council Member Mihalkanin

Against: 0

Recused: 1 - Mayor Thomaides

MAIN MOTION: to approve Ordinance 2018-38, on the first of two readings, as amended. The motion carried by the following vote:

For: 6 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson and Council Member Mihalkanin

Against: 0

Recused: 1 - Mayor Thomaides

28. Consider approval of Ordinance 2018-43, appointing a Presiding Judge, and at least one Associate Judge, for the San Marcos Municipal Court of Record, each for terms of two years; declaring this ordinance as an emergency measure to enable adoption in one
MAIN MOTION: a motion was made by Council Member Mihalkanin, seconded by Council Member Gonzales, to approve Ordinance 2018-43, on first and final reading.

MOTION TO AMEND: a motion was made by Council Member Hughson, seconded by Deputy Mayor Pro Tem Gregson, to amend Ordinance 2018-43 by inserting the following:

SECTION 1. Dallari Landry is hereby appointed as presiding judge of the San Marcos Municipal Court of Record for a two year term.

SECTION 2. John Burke is hereby appointed as associate judge of the San Marcos Municipal Court of Record for a two year term.

The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

MAIN MOTION: to approve Ordinance 2018-43, on emergency, as amended.

The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

29. Consider approval of Ordinance 2018-44, on first and final reading, to authorize the issuance of City of San Marcos, Texas Combination Tax and Surplus Revenue Certificates of Obligation in an amount not to exceed $1,935,000.00 in connection with the purchase of the Millican Tract; authorizing the execution of the Principal Forgiveness Agreement; providing for adoption of this Ordinance on one reading only in accordance with State Law; and authorizing other matters relating to the bonds; and providing an effective date.

Council Member Hughson filed the proper paperwork and abstained prior to discussion and action on this item as greenspace is being discussed.

A motion was made by Council Member Mihalkanin, seconded by Mayor Pro Tem Prewitt, that this Ordinance be approved. The motion carried by the following vote:
30. Consider approval of Resolution 2018-184R, approving a Chapter 380 Economic Development Incentive Agreement with Katerra, Inc. to locate an Automated Building Component Manufacturing and Distribution Facility along State Highway 80 east of State Highway 21, which agreement provides incentives over ten years in the form of annual refunds of a portion of new property taxes generated from the facility and waives certain development standards; authorizing the City Manager to execute the agreement; and declaring an effective date.

MAIN MOTION: a motion was made by Council Member Mihalkanin, seconded by Deputy Mayor Pro Tem Gregson, to approve Resolution 2018-184R.

MOTION TO ENTER CLOSED SESSION: a motion was made by Mayor Pro Tem Prewitt, seconded by Council Member Mihalkanin, to enter into Executive Session, at 6:16 p.m., in accordance with Section 551.087 of the Texas Government Code – Economic Development in regards to a proposed Chapter 380 Economic Development Incentive Agreement with Katerra, Inc. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

Abstain: 1 - Council Member Hughson

Council reconvened into regular session at 6:26 p.m.

MAIN MOTION: to approve Resolution 2018-184R after discussion in Executive Session. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

31. Consider approval of Resolution 2018-201R, approving a Real Estate sales contract with Life Style Development, L.L.C. for the sale of approximately 29 acres of city land commonly known as the “Leah Tract” near IH-35 and Cottonwood Parkway for a price of $3,114,317.15; authorizing the City Manager or his designee to execute all documents as necessary to complete the sale of said property on behalf of the City; and declaring an effective date.
A motion was made by Deputy Mayor Pro Tem Gregson, seconded by Council Member Derrick, to approve Resolution 2018-201R. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

32. Consider approval of Resolution 2018-202R, approving an amendment to the agreement with the Greater San Marcos Economic Development Corporation (GSMP) for Economic Development Services, previously approved on October 1, 2018 by Resolution No. 2018-185R, to increase payment amount for such services; authorizing the City Manager to execute the amendment on behalf of the City; and declaring an effective date.

A motion was made by Mayor Thomaides, seconded by Council Member Gonzales, to approve Resolution 2018-202R, with the following amounts to be allocated, which includes an increase of $25,000 for the first year to continue for each year of the contract:

$100,000 per quarter in year 1, $100,000 per quarter in year 2, and $100,000 per quarter in year 3. Council would like to review the contract amount each year with regard to new opportunities that may arise due to the new Army Futures Command in Austin. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

33. Consider approval, by motion, adopting a Template for Standard Bylaws for City Boards and Commissions, and provide direction to Staff.

MAIN MOTION: a motion was made by Deputy Mayor Pro Tem Gregson, seconded by Mayor Pro Tem Prewitt, to approve the Template for Standard Bylaws for City Boards and Commissions.

MOTION TO AMEND: a motion was made by Deputy Mayor Pro Tem Gregson, seconded by Council Member Hughson, to amend Article 7 (D) (12) by including the word "reasonable" This section will now read as follows:

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 Board or Committee, or upon each Board (or Commission) member who comments on an issue. This does not require a formal vote unless
a member objects to the limits.

The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

MAIN MOTION: to approve the template for Standard Bylaws for City Boards and Commissions, as amended. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Deputy Mayor Pro Tem Gregson, Council Member Derrick, Council Member Hughson, Mayor Thomaides and Council Member Mihalkanin

Against: 0

34. Discuss and consider appointments of City Council Members to the Legislative Committee, and provide direction to Staff.

A motion was made by Deputy Mayor Pro Tem Gregson, seconded by Mayor Thomaides to approve the appointment of Mayor Thomaides, Council Member Derrick, and Council Member Hughson to serve on the Legislative Committee.

VI. Question and Answer Session with Press and Public.

None.

VII. Adjournment.

Mayor Thomaides adjourned the Regular Meeting of the San Marcos City Council Tuesday, October 16, 2018 at 8:58 p.m.

Jamie Lee Case, TRMC, City Clerk
John Thomaides, Mayor

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:
Consider approval of Ordinance 2018-42, on the second of two readings, amending Section 2.3.1.1 (G) of the City’s Development Code, Subpart B, of the San Marcos City Code, regarding neighborhood presentation meetings, to require: participants to follow rules of decorum; to conduct the meeting on or in close proximity to the subject property; and to conduct the meeting within 20-28 days before the Planning and Zoning Commission considers the matter that is the subject of the meeting; providing a savings clause; providing for the repeal of any conflicting provisions; and providing an effective date.
Meeting date: 11/7/2018

Department: Planning and Development Services

Amount & Source of Funding
Funds Required: NA
Account Number: NA
Funds Available: NA
Account Name: NA

Fiscal Note:
Prior Council Action: NA

City Council Goal: [Please select goal from dropdown menu below]
NA
NA
NA

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:
Currently, the San Marcos Development Code requires applicants for Comprehensive Plan and Zoning Map Amendments hold neighborhood presentation meetings for the purpose of beginning discussion about their proposal.

At their regular meeting on August 21, 2018 City Council provided direction to staff to amend the process and provide standards for the location and decorum of the meeting. At this time Staff is also presenting standards for the timing of the meeting, as well as one additional requirement recommended by the Planning and Zoning Commission.

The proposed amendments add standards for these meetings, including the following:

- The meetings must be held on or in close proximity to the area where the request is being made.
- Require decorum standards similar to those observed by City Boards, Commissions, and Council.
- The applicant must hold the meeting 20-28 days prior to the Planning and Zoning Commission meeting.
- The applicant must purchase a notification sign from Planning and Development Services indicating the time, date, and purpose of the Neighborhood Meeting. This sign must be erected at the site of the request minimum of 5 days prior to the meeting (added by P&Z)

Council Committee, Board/Commission Action:
At their regularly scheduled meeting on September 25, 2018 the Planning and Zoning Commission motioned to approve the suggested changes with an amendment which added a requirement for the applicant to purchase a notification sign from the Planning and Development Services which must be erected at the site of the proposed change a minimum of 5 days prior to the meeting. The motion and amendment were approved unanimously.

Alternatives:
Click or tap here to enter text.

Recommendation:
Click or tap here to enter text.
ORDINANCE NO. 2018-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS AMENDING SECTION 2.3.1.1(G) OF THE CITY’S DEVELOPMENT CODE, SUBPART B, OF THE SAN MARCOS CITY CODE, REGARDING NEIGHBORHOOD PRESENTATION MEETINGS, TO REQUIRE: PARTICIPANTS TO FOLLOW RULES OF DECORUM; TO CONDUCT THE MEETING ON OR IN CLOSE PROXIMITY TO THE SUBJECT PROPERTY; AND TO CONDUCT THE MEETING WITHIN 20-28 DAYS BEFORE THE PLANNING AND ZONING COMMISSION CONSIDERS THE MATTER THAT IS THE SUBJECT OF THE MEETING; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR THE REPEAL OF ANY CONFLICTING PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

RECITALS:

1. Following a public hearing, the Planning and Zoning Commission considered and recommended amendments to the regulations regarding Neighborhood Presentation Meetings under the City’s Development Code, Subpart B of the San Marcos City Code.

2. Following a public hearing, the City Council considered the recommendations of the Planning and Zoning Commission.

3. All requirements for amending the City’s Development Code have been satisfied.

4. The City Council hereby finds and determines that the adoption of amendments to the regulations regarding Neighborhood Presentation Meetings is in the interest of the public health, welfare and safety.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

SECTION 1. Section 2.3.1.1(G) of the City’s Development Code, Subpart B, of the San Marcos City Code is amended as set forth below. Added text is indicated by underlining.

G. When a neighborhood presentation meeting is required:

1. An applicant or authorized representative must schedule and facilitate a minimum of one neighborhood presentation meeting to discuss the proposed application.

2. Within 12 days of application submittal the Responsible Official shall send electronic notification of the meeting to all parties
requesting notification of a submitted application within that region and post the meeting date and location on the City’s website.

3. The Responsible Official shall be present to take notes and report the number of participants included in the neighborhood presentation meeting in any subsequent staff reports. Meeting decorum should follow protocol as stated in section 2.045(h) of the City Code.

4. The neighborhood presentation meeting shall be held on or in close proximity to the area of the request.

5. The neighborhood presentation meeting shall be held 20-28 days prior to the Planning and Zoning Commission meeting.

SECTION 2. In codifying the changes authorized by this ordinance, paragraphs, sections and subsections may be renumbered and reformatted as appropriate consistent with the numbering and formatting of the San Marcos City Code.

SECTION 3. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 4. All ordinances and resolutions or parts of ordinances or resolutions in conflict with this ordinance are repealed.

SECTION 5. This ordinance will take effect after its passage, approval and adoption on second reading.

PASSED AND APPROVED on first reading on October 16, 2018.

PASSED, APPROVED AND ADOPTED on second reading on November 7, 2018.

John Thomaides
Mayor

Attest: Approved:

Jamie Lee Case Michael J. Cosentino
City Clerk City Attorney
At their regular meeting on LDC-18-02, 2018 the Planning and Zoning Commission considered this item during a Public Hearing.

**Public Notification:**

Notice for the September 25 Planning and Zoning Meeting was posted September 12 on the City of San Marcos Website and sent to the Application Notice email recipients list.

Notice for the October 16, 2018 City Council Meeting was published in the September 31, 2018 San Marcos Daily Record.

**Correspondence:**

None

**Citizen Comment:**

For: Camille Phillips

Against: None

**Public Hearing:**

For: Paul Murray

Against: None

**Planning & Zoning Commission draft meeting minutes:**

LDC-18-02 (Amending the Neighborhood Presentation Meeting Process) Hold a public hearing and consider a Development Code amendment to add standards for Neighborhood Presentation Meetings required by Table 2.1 of the San Marcos Land Development Code. (W. Parrish)

Chairman Garber opened the public hearing.
Will Parrish, Planner, gave an overview of the request.

A motion was made by Commissioner Porterfield, seconded by Commissioner Dillion, that LDC-18-01 be approved.

Chairman Garber proposed an amendment, seconded by Commissioner Rand, that the meeting be held within appropriate facilities.

Chairman Garber withdrew the proposed amendment, and Commissioner Rand withdrew her second.

Vice Chair Gleason proposed an amendment, seconded by Commissioner Dillion, that the applicant shall purchase a notification sign from the City, which they must post 5 business days prior to the neighborhood meeting. The Amendment carried by the following vote:

**For:** 8 – Chairman Garber, Vice Chair Gleason, Commissioner Ramirez, Commissioner Haverland, Commissioner Rand, Commissioner Dillion, and Commissioner Baker
Commissioner McCarty and Commissioner Porterfield

**Against:** 0

**Absent:** 1

The main motion carried by the following vote:

**For:** 8 – Chairman Garber, Vice Chair Gleason, Commissioner Ramirez, Commissioner Haverland, Commissioner Rand, Commissioner Dillion, and Commissioner Baker
Commissioner McCarty and Commissioner Porterfield

**Against:** 0

**Absent:** 1
ARTICLE 3: UNIVERSAL PROCEDURES

DIVISION 1: APPLICATION PROCEDURES

Section 2.3.1.1 Application Processing

This Article 3 is applicable to all applications required or submitted pursuant to this development code. Applications, petitions and requests initiated by the City Council, any city board or commission or city staff, however, are exempt from the requirements below except for the requirements pertaining to neighborhood presentations under subsections E, F and G of Division 1.

A. Who May Initiate Application

1. The City Council, the Planning and Zoning Commission or the Responsible Official may initiate an application for legislative review.

2. Any person, firm, corporation or agency may initiate any legislative decision or any development application provided they are the owner or the owner’s designated agent of the subject property. If the applicant is a designated agent, the application shall include a written statement from the property owner authorizing the agent to file the application on the owner’s behalf.

3. The historic preservation commission may initiate applications for the establishment or amendment of historic districts or historic landmarks.

B. Sufficiency of Application for Filing. The responsible official shall accept for filing every application that is deemed complete and gives the responsible official fair notice of the project and the nature of the decision, permit or approval sought.

C. Completeness Determination. Every application accepted by the responsible official for filing shall be subject to a determination of completeness by the responsible official no later than the tenth (10) business day after the application is submitted. If no official determination is made the application is deemed complete and the review period begins on the date the application is submitted.

1. The responsible official is not required to review an application unless it is complete.

2. The presumption is that an application is complete if all of the information required in this development code, technical manuals or the city’s application forms is provided. However, it is recognized that each application is unique, and more or less information may be required according to the specifics of a particular case. The applicant may rely on the responsible official to determine whether more or less information has to be submitted.

3. The charging or collection of fees and the processing of an application shall not constitute a determination of completeness.

D. Pre-Development Meeting. An applicant is encouraged to request a pre-development meeting with the Responsible Official prior to filing an application. No application shall be accepted for filing at a pre-development meeting. A pre-development meeting is voluntary, and thus doesn’t trigger any grandfathering rights or commence a review period.

E. Neighborhood Presentation Meeting. The purpose of a neighborhood presentation meeting is to begin the discussion about the proposal and is not a forum for final decisions or the acceptance of formal comments concerning public support or opposition.

F. Neighborhood presentation meetings are required for requests located in Existing Neighborhood areas only when required by Table 2.1 of this development code.

G. When a neighborhood presentation meeting is required:

1. An applicant or authorized representative must schedule and facilitate a minimum of one neighborhood presentation meeting to discuss the proposed application.

2. Within 12 days of application submittal the Responsible Official shall send electronic notification of the meeting to all parties requesting notification of a submitted application within that region and post the meeting date and location on the City’s website.

3. The Responsible Official shall be present to take notes and report the number of participants included in the neighborhood presentation meeting in any subsequent staff reports.

4. Meeting decorum shall follow protocol as stated in section 2.045(h) of the City Code.

5. The neighborhood presentation meeting shall be held on or in close proximity to the area of the request.

6. The neighborhood presentation meeting shall be held 20-28 days prior to the Planning and Zoning Commission Meeting at which the item will be considered.
LDC-18-02 (Amending the Neighborhood Presentation Meeting Process)

Hold a public hearing and consider a Development Code amendment to add standards for Neighborhood Presentation Meetings required by Table 2.1 of the San Marcos Land Development Code. (W. Parrish)
Effect:

• Neighborhood Meetings for Zoning and PSA requests will be required to take place at or near the property where the request is being made;

• The Neighborhood Meeting will be required to take place 20-28 days prior to the Planning and Zoning Commission Meeting.

• Meeting decorum shall follow section 4.045(h) of the San Marcos City Code.

• The applicant will be required to purchase a notification sign for the Public Meeting from Planning and Development Services and erected it a minimum of 5 days prior to the meeting.

ARTICLE 3: UNIVERSAL PROCEDURES

DIVISION 1: APPLICATION PROCEDURES

Section 2.3.1.1 Application Processing

This Article 3 is applicable to all applications required or submitted pursuant to this development code. Applications, petitions and requests initiated by the City Council, any city board or commission or city staff, however, are exempt from the requirements below except for the requirements pertaining to neighborhood presentations under subsections E, F, and G of Division 1.

A. Who May Initiate Application

1. The City Council, the Planning and Zoning Commission or the Responsible Official may initiate an application for legislative review.

2. Any person, firm, corporation or agency may initiate any legislative decision or any development application provided they are the owner or the owner’s designated agent of the subject property. If the applicant is a designated agent, the application shall include a written statement from the property owner authorizing the agent to file the application on the owner’s behalf.

3. The historic preservation commission may initiate applications for the establishment or amendment of historic districts or historic landmarks.

B. Sufficiency of Application for Filing. The responsible official shall accept for filing any application that is deemed complete and gives the responsible official fair notice of the project and the nature of the decision, permit or approval sought.

C. Completeness Determination. Every application accepted by the responsible official for filing shall be subject to a determination of completeness by the responsible official no later than the tenth (10) business day after the application is submitted. If no official determination is made the application is deemed complete and the review period begins on the date the application is submitted.

1. The responsible official is not required to review an application unless it is complete.

2. The presumption is that an application is complete if all of the information required in this development code, technical manuals of the city’s application forms is provided. However, it is recognized that each application is unique, and more or less information may be required according to the specifics of a particular case. The applicant may rely on the responsible official to determine whether more or less information has to be submitted.

3. The charging or collection of fees and the processing of an application shall not constitute a determination of completeness.

D. Pre-Development Meeting. An applicant is encouraged to request a pre-development meeting with the Responsible Official prior to filing an application. No application shall be accepted for filing at a pre-development meeting. A pre-development meeting is voluntary, and thus doesn’t trigger any grandfathering rights or commence a review period.

E. Neighborhood Presentation Meeting. The purpose of a neighborhood presentation meeting is to begin the discussion about the proposal and is not a forum for final decisions or the acceptance of formal comments concerning public support or opposition.

F. Neighborhood presentation meetings are required for requests located in Existing Neighborhood areas only when required by Table 2.1 of this development code.

G. When a neighborhood presentation meeting is required:

1. An applicant or authorized representative must schedule and facilitate a minimum of one neighborhood presentation meeting to discuss the proposed application.

2. Within 12 days of application submittal the Responsible Official shall send electronic notification of the meeting to all parties requesting notification of a submitted application within that region and post the meeting date and location on the City’s website. The applicant shall be responsible for preparing the notification and posting it at the site of the request a minimum of 5 days prior to the meeting. The sign shall include the time, date, and purpose of the request.

3. The Responsible Official shall be present to take notes and report the number of participants included in the neighborhood presentation meeting in any subsequent staff reports. Meeting decorum shall follow protocol as stated in section 2.045(h) of the City Code.

4. The neighborhood presentation meeting shall be held on or in close proximity to the area of the request.

5. The neighborhood presentation meeting shall be held 20-28 days prior to the Planning and Zoning Commission Meeting.
Section 2.045(h) of the City Code

Members of the public shall not engage in any of the following in the meeting room during a council or board or commission meeting:

(1) Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.

(2) Defamation, intimidation, personal affronts, profanity, or threats of violence.

(3) Audible use of phones, pagers, radios, computers or other electronic equipment.

(4) Booing, hissing, foot stomping, parading, singing or other similar behavior that impedes or disrupts the orderly conduct of the meeting.
This amendment is being presented following direction from City Council.
AGENDA CAPTION:
Consider approval of Resolution 2018-203R, approving a construction contract with Austin Underground, Inc. for the Primrose Way Waterline Improvements Project for an amount estimated at $256,982.50; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

Meeting date: November 7, 2018

Department: Engineering/Capital Improvements - Laurie Moyer, Director (by Lynda Williams, Purchasing Manager)

Amount & Source of Funding
Funds Required: $256,982.50
Account Number: C592
Funds Available: $640,000
Account Name: Primrose Way Water

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

City Council Strategic Initiative: [Please select from the dropdown menu below]
City Facilities
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
Background Information:
The scope of the project includes construction of approximately 1,800 linear feet of 8 inch waterline along Primrose Way starting at Horace Howard Drive and tied to an existing 8 inch waterline located at the southwest corner of The Master’s School parcel.

On August 9, 2018 the City received thirteen (13) bids in accordance with City purchasing policy and local government regulations. Upon a thorough assessment of the bids and based on the findings from references for the first and second low bidders, the City’s Engineer, Alan Plummer and Associates, Inc., recommends to the City contract award to Austin Underground, Inc., the second low bidder. The City concurs with this assessment to award a contract to Austin Underground, Inc. as the most responsive and responsible bidder in the amount of $256,982.50.

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

Alternatives:
Click or tap here to enter text.

Recommendation:
Award a contract to Austin Underground, Inc. as the most responsive and responsible bidder in the amount of $256,982.50.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING A CONSTRUCTION CONTRACT WITH AUSTIN UNDERGROUND, INC. FOR THE PRIMROSE WAY WATERLINE IMPROVEMENTS PROJECT FOR AN AMOUNT ESTIMATED AT $256,982.50; AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THIS CONTRACT ON BEHALF OF THE CITY AND DECLARING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. The construction contract with Austin Underground, Inc. for the Primrose Way Waterline Improvements Project for an amount estimated at $256,982.50 is approved.

PART 2. The City Manager or his designee is authorized to execute the appropriate documents on behalf of the City.

PART 3. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED this the 7th day of November 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Case
City Clerk
<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockin Q Construction Co., Inc.</td>
<td>$237,097</td>
</tr>
<tr>
<td>Austin Underground, Inc.</td>
<td>$256,982.50</td>
</tr>
<tr>
<td>M+C Fonseca Construction Co., Inc.</td>
<td>$265,026.65</td>
</tr>
<tr>
<td>Lonestar Stework</td>
<td>$277,128.93</td>
</tr>
<tr>
<td>Prota Construction &amp; Prota, Inc. JV</td>
<td>$287,000</td>
</tr>
<tr>
<td>Chad Koch Enterprises</td>
<td>$293,189</td>
</tr>
<tr>
<td>Whitestone Civil Construction, LLC</td>
<td>$304,206</td>
</tr>
<tr>
<td>Underground Water Solutions Co.</td>
<td>$308,727.55</td>
</tr>
<tr>
<td>Gro Mex Construction Co., Inc.</td>
<td>$313,095.40</td>
</tr>
<tr>
<td>Company Name</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>QA Construction Services, Inc.</td>
<td>$315,748.55</td>
</tr>
<tr>
<td>MA Smith Contracting Co., Inc.</td>
<td>$331,940.50</td>
</tr>
<tr>
<td>Wauters Engineering, LLC</td>
<td>$333,627.98</td>
</tr>
<tr>
<td>Central Road &amp; Utility Ltd. dba CRU, Ltd.</td>
<td>$353,605.02</td>
</tr>
</tbody>
</table>

WITNESSED BY:  

[Signatures]
September 21, 2018

Mr. Angel D. Sosa
Engineering Technician II
Engineering & Capital Improvements
City of San Marcos
630 East Hopkins St.
San Marcos, TX 78666

VIA EMAIL: asosa@sanmarcostx.gov

Re: Bid Evaluation
Primrose Way Water Line Improvements
(IFB 218-337)

Dear Mr. Sosa:

Alan Plummer Associates, Inc. (APAI) has completed a bid evaluation for the Primrose Way Water Line Improvements Project. The Bid Tabulation is provided as Attachment A.

Project Scope:

The scope of work for this project includes construction of approximately 1,800 LF of 8-inch water line along Primrose Way starting at Horace Howard Dr. and tied to an existing 8-inch water line located at the Southwest corner of the Master's School parcel.

Bid Evaluation:

The City of San Marcos received a total of thirteen (13) bids on August 9, 2018. Below is a summary of the bids presented to the City.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Total Bid</th>
<th>Difference Compared to Low Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rockin Q Construction, LLC</td>
<td>$237,097.00</td>
<td>--</td>
</tr>
<tr>
<td>2. Austin Underground, Inc.</td>
<td>$256,982.50</td>
<td>$19,885.50 8.4%</td>
</tr>
<tr>
<td>3. M&amp;C Fonseca Construction, Inc.</td>
<td>$265,026.65</td>
<td>$27,929.65 11.8%</td>
</tr>
<tr>
<td>4. Lonestar Sitework</td>
<td>$277,129.09</td>
<td>$40,032.09 16.9%</td>
</tr>
<tr>
<td>5. Prota Construction Inc.</td>
<td>$287,000.00</td>
<td>$49,903.00 21.0%</td>
</tr>
<tr>
<td>6. Chad Koch Enterprises, Inc.</td>
<td>$293,189.00</td>
<td>$56,092.00 23.7%</td>
</tr>
<tr>
<td>7. Whitestone Civil Construction, LLC</td>
<td>$304,206.00</td>
<td>$67,109.00 28.3%</td>
</tr>
</tbody>
</table>
The summary table shows the lowest bidder to be Rockin Q Construction, LLC with a total bid amount of $237,097. Along with Rockin Q Construction, the next two low bidders were Austin Underground, Inc. with a bid totaling $256,982.50 and M&C Fonseca Construction, Inc with a total bid of $265,026.65. All thirteen bids that were received were below the projected cost of $365,000 for the construction of this Project. Only one contractor’s bid, Wauters Engineering, LLC, differs from the original bid received. This is due to errors being corrected while compiling the Bid Tabulation.

Rockin Q provided a list of references for past and current projects, which APAI contacted. While most references stated that Rockin Q was a great contractor, the reference for Rockin Q’s most recent project listed stated that Rockin Q submitted a lot of change orders and that they had experienced issues while dealing with Rockin Q as a contractor. The reference strongly advised against having Rockin Q as a contractor for future projects as the client was not satisfied with Rockin Q’s performance. Another reference also mentioned that being a small company, Rockin Q is not able to mobilize quickly to the project site when they have other ongoing projects.

APAI also evaluated the second lowest bidder, Austin Underground. Austin Underground provided an extensive list of references for past and current projects and received rave reviews from the references that were contacted. The references recommended Austin Underground and expressed that they would be using Austin Underground for their future projects. Austin Underground has worked on similarly scoped projects with budgets similar to, or exceeding the Primrose Project. References confirmed that Austin Underground representatives were professional, had proven ability to complete the project scope, and they had great communication with homeowners and their respective clients, including the City. They successfully completed projects on-time and within budget while meeting and/or exceeding all safety procedures, environmental concerns, and quality control requirements.
Mr. Angel Sosa  
September 21, 2018  
Page 3  

**Contractor Recommendation:**  

After evaluating the two lowest bidders and investigating past performance on previous projects with their respective references, APAI recommends Austin Underground for the award of this Project for the bid amount of **$256,982.50**.  

Please contact me with any questions or concerns regarding this recommendation at (361) 356-8416 or mjimenez@apaienv.com.  

Sincerely,  

ALAN PLUMMER ASSOCIATES, INC.  

[Signature]  

Maridel Jimenez, P.E.  
Senior Project Manager  

Attachment: Bid Tabulation
AGENDA CAPTION:
Consider approval of Resolution 2018-204R, approving a contract with Alan Plummer Associates, Inc. to update the Alliance Regional Water Authority Water Supply Delivery Water Master Plan for an amount estimated at $656,590; authorizing the City Manager or his designee to execute this contract on behalf of the City and declaring an effective date.

Meeting date: November 7, 2018

Department: Eng/CIP, Laurie Moyer, Director (by Lynda Williams, Purchasing Manager)

Amount & Source of Funding
Funds Required: $656,590
Account Number: C288
Funds Available: $850,000
Account Name: Future Water Supply

Fiscal Note:
Prior Council Action: Res 2017-154R Approving the sale of bonds by ARWA for regional water supply project

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 - Population Prepared for and resilient to Man-Made & Natural Disasters
☐ 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)]

Water Master Plan

**Background Information:**

The City is a participant in the Alliance Regional Water Authority project to bring a new groundwater supply to San Marcos in order to meet water future demand. This new supply will create a significant change to the City’s water system and will require the construction of new facilities to provide for its effective distribution in the water system.

This professional services agreement with Alan Plummer Associates, Inc. (APAI) will provide for an update to the Water Master Plan to identify improvements to the water system to distribute this new supply as well as reflect the significant development that has occurred since the 2014 plan. The scope also includes design of improvements needed at the City’s water treatment plant.

The proposed improvements at the water treatment plant include shared facilities with the Guadalupe-Blanco River Authority (GBRA) who is a partner in both the plant and with the ARWA supply project. In addition to the shared facilities, the design scope includes some improvements solely for GBRA. As the owner of the plant the City will design and construct the improvements with funding participation by GBRA.

Alan Plummer Associates, Inc. was the design engineer for the original construction and subsequent expansions of the water treatment plant, as well as the firm to complete the last update to the Water Master Plan. This previous experience will allow them to more efficiently and effectively analyze and design the necessary improvements for delivery of the new water supply in 2023. Pursuant to Texas Government Code 2254, Alan Plummer Associates, Inc., is deemed the most highly qualified firm to perform these services for a negotiated fair and reasonable fee not to exceed $656,590.

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

Click or tap here to enter text.

**Alternatives:**

Click or tap here to enter text.
Recommendation:
Approve award of a professional services agreement to Alan Plummer and Associates, Inc. for Water Improvements for Alliance Regional Water Authority water supply delivery.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING A CONTRACT WITH ALAN PLUMMER ASSOCIATES, INC TO UPDATE THE ALLIANCE REGIONAL WATER AUTHORITY WATER SUPPLY DELIVERY WATER MASTER PLAN FOR AN AMOUNT ESTIMATED AT $656,590; AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THIS CONTRACT ON BEHALF OF THE CITY AND DECLARING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. The contract with Alan Plummer Associates, Inc to update the Alliance Regional Water Authority Water Supply Delivery Water Master Plan for an amount estimated at $656,590 is approved.

PART 2. The City Manager or his designee is authorized to execute the appropriate documents on behalf of the City.

PART 3. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED this the 7th day of November 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Case
City Clerk
Note: Pipe sizes, alignments, and delivery locations are preliminary in nature and will be finalized during final engineering design.
AGENDA CAPTION:
Consider approval of Resolution 2018-205R, approving an on call list for engineering services (RFQ 218-230) for drainage plan reviews, Stormwater Pollution prevention plans and permitting, and construction quality assurance inspections; authorizing the city manager or his designee to execute contracts with the selected firms in amounts not to exceed $200,000 per firm on behalf of the City; and declaring an effective date.

Meeting date: November 7, 2018

Department: Engineering/CIP - Laurie Moyer, Director (by Lynda Williams, Purchasing Manager)

Amount & Source of Funding
Funds Required: Not to exceed $200,000 per agreement
Account Number: Determined when services are used based on project
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]
Stormwater
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
Background Information:
There a number of current and future infrastructure capital improvement projects which require the services of professional engineering firms to perform a variety of services to include drainage plan reviews, stormwater pollution prevention plans and permitting, and construction quality assurance inspections. Utilizing On-Call services for these projects allow the City to assign and pay for services as the need arises.

On June 27, 2018, the City received eleven (11) statements of qualifications in response to Request for Qualifications solicitation, 218-230 for On-Call Stormwater Consulting Professional Services. A city-staffed Evaluation Committee evaluated proposals and has determined the following four (4) engineering firms to be the most highly qualified to perform these services. The following firms are being recommended for award:

Elizabeth Arceneaux, P.E.
   On-Call Stormwater Consulting Professional Services: $200,000

Doucet & Associates, Inc., San Marcos, Texas
   On-Call Stormwater Consulting Professional Services: $200,000

Freese and Nichols, Inc., San Marcos, Texas
   On-Call Stormwater Consulting Professional Services: $200,000

Utility Engineering Group, New Braunfels, Texas
   On-Call Stormwater Consulting Professional Services: $200,000

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

Alternatives:
Include the stormwater consulting services in each project-specific design engineer’s contract. This alternative would include a markup to the existing design engineer’s fee.

Recommendation:
Recommend approval of the four (4) most highly qualified engineering firms to provide on-call stormwater consulting services in the amount of $200,000 each.
RESOLUTION NO. 2018-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING AN ON CALL LIST FOR ENGINEERING SERVICES (RFQ 218-230) FOR DRAINAGE PLAN REVIEWS, STORMWATER POLLUTION PREVENTION PLANS AND PERMITTING, AND CONSTRUCTION QUALITY ASSURANCE INSPECTIONS; AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE CONTRACTS WITH THE SELECTED FIRMS IN AMOUNTS NOT TO EXCEED $200,000 PER FIRM ON BEHALF OF THE CITY; AND DECLARING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. Based on the evaluator’s scores under RFQ 218-230, the following firms are approved for placement on the City’s on-call list of qualified engineering firms:

Elizabeth Arceneaux, P.E.
For an amount not to exceed $200,000

Doucet & Associates, Inc., San Marcos, Texas
For an amount not to exceed $200,000

Freese and Nichols, Inc., San Marcos, Texas
For an amount not to exceed $200,000

Utility Engineering Group, New Braunfels, Texas
For an amount not to exceed $200,000

PART 2. The City Manager or his designee is authorized to execute the appropriate contracts with such firms in amounts not to exceed $200,000 per firm on behalf of the City.

PART 3. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED this the 7th day of November 2018.

John Thomaides
Mayor

Attest:
<table>
<thead>
<tr>
<th>PROPOSED NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RJN Group, Inc.</td>
</tr>
<tr>
<td>Dallas, TX</td>
</tr>
<tr>
<td>Denorah Santa Quipsom</td>
</tr>
<tr>
<td>San Antonio, TX</td>
</tr>
<tr>
<td>Mendez Engineering</td>
</tr>
<tr>
<td>San Antonio, TX</td>
</tr>
<tr>
<td>Utility Engineering Group</td>
</tr>
<tr>
<td>New Braunfels, TX</td>
</tr>
<tr>
<td>MWM Design Group</td>
</tr>
<tr>
<td>Austin, TX</td>
</tr>
<tr>
<td>Freese and Nichols, Inc.</td>
</tr>
<tr>
<td>San Marcos, TX</td>
</tr>
<tr>
<td>Lockwood, Andrews, and Newnam, Inc.</td>
</tr>
<tr>
<td>San Marcos, TX</td>
</tr>
<tr>
<td>Baer Engineering &amp; Environmental Consulting, Inc.</td>
</tr>
<tr>
<td>Austin, TX</td>
</tr>
<tr>
<td>Elizabeth Arceneaux, PE</td>
</tr>
<tr>
<td>San Marcos, TX</td>
</tr>
<tr>
<td>LJA Engineering, Inc.</td>
</tr>
<tr>
<td>Beaumont, TX</td>
</tr>
<tr>
<td>Doucet &amp; Associates, Inc.</td>
</tr>
<tr>
<td>Austin, TX</td>
</tr>
</tbody>
</table>

WITNESSED BY: [Signatures]
AGENDA CAPTION:
Consider approval of Resolution 2018-206R, approving amendment number one to the Commercial Ground Lease of Airport Property located at 1837 Airport Drive with Coast Flight Training and Management, Inc. to extend the term of the lease for one additional year through December 19, 2019; authorizing the City Manager to execute the amendment; and declaring an effective date.

Meeting date: November 7, 2018

Department: Airport

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: December 20, 2016-City Council approved the original two-year ground lease

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 - Promote & Support Potential of San Marcos Municipal Airport
☐ 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
Background Information:
On December 20, 2016, City Council approved a two-year ground lease for Coast Flight Training & Management to install a temporary modular facility. The modular facility has been utilized for classroom instruction and office space.

Coast has been working closely with airport management and the Greater San Marcos Partnership to determine an appropriate long-term, permanent solution. Coast has continued to grow and has contributed significantly to airport operations, based aircraft counts, and fuel sales while training US Military helicopter pilots who are transitioning to civil airline pilots.

Coast has requested an additional year on the ground lease to continue working through the details of a permanent location.

The amendment changes the lease term from a two years to three years (new expiration of December 19, 2019) and increases rent by 10% beginning in the third year.

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.
RESOLUTION NO. 2018- R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS APPROVING AMENDMENT NUMBER ONE TO THE COMMERCIAL GROUND LEASE OF AIRPORT PROPERTY LOCATED AT 1837 AIRPORT DRIVE WITH COAST FLIGHT TRAINING AND MANAGEMENT, INC. TO EXTEND THE TERM OF THE LEASE FOR ONE ADDITIONAL YEAR THROUGH DECEMBER 19, 2019; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT; AND DECLARING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. The attached Amendment Number One to the Commercial Ground Lease of Airport Property with Coast Flight Training and Management, Inc. (the “Lease Agreement”) is hereby approved.

PART 2. The City Manager is authorized to execute Amendment Number One to the Lease Agreement on behalf of the City.

PART 3. This Resolution shall be in full force and effect immediately from and after its passage.

ADOPTED on November 7, 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Case
City Clerk
WHEREAS, Coast Flight Training & Management, Inc. (“Lessee” or “Coast”) has assumed the rights and obligations contained in that certain “Commercial Ground Lease Agreement” by and between the City of San Marcos, Texas, a home-rule municipal corporation located at 630 East Hopkins Street, San Marcos, TX 78666 (“City”) dated December 20, 2016. The Lease was approved by Resolution 2016-180R of the City Council of the City of San Marcos, Texas (which instrument is referred to herein as the “Lease”); and

WHEREAS, Coast has requested that the Lease be amended to extend the length of the term; and

WHEREAS, City is agreeable to such amendment of the Lease;

In consideration of the covenants contained in this amendment, the Lessor and Lessee agree to amend the Lease as follows:

1) **ARTICLE 2: RENT AND TERM OF AGREEMENT**

1.01 Article 2, Section 2.02 of the Lease is hereby AMENDED to read as follows:

“The Primary Term of this Lease will commence on December 20, 2016 (the “Commencement Date”) and will extend for a period of 3 years. The Primary Term of this Lease shall expire on December 19, 2019.”

2) All other terms and conditions of the Lease shall continue in full force and effect except as otherwise modified by this Lease Amendment.

3) **Effective Date.** The Effective Date of this Amendment is the date of execution by the last party that executes the assignment indicated below.

Executed and agreed to this ________ day of ____________________, 2018.
LESSEE:

COAST FLIGHT TRAINING & MANAGEMENT, INC.
Attn: Bryan Simmons
3753 John J. Montgomery Dr.
San Diego, CA 92123

By ________________________________
Title ______________________________

LESSOR:

CITY OF SAN MARCOS

By ________________________________
Bert Lumbreras
City Manager

STATE OF TEXAS )
) )
COUNTY OF HAYS )

This instrument was acknowledged before me on __________________by Bert Lumbreras, known personally to me to be the City Manager of the City of San Marcos, on behalf of the City of San Marcos.

Notary seal:

____________________________________
Notary Public, State of Texas
STATE OF ______________________

COUNTY OF ___________________

This instrument was acknowledged before me on the _____ day of ________________, 2018, by ______________________________, proved to me through _____________________ to be the person whose name is subscribed to this instrument.

Notary seal:

________________________________
Notary Public, State of Texas
AGENDA CAPTION:
Consider approval of Resolution 2018-207R, approving amendment number one to the Airport Facility Lease Agreement for commercial use of Airport Property located at 1813 Airport Drive with Coast Flight Training and Management, Inc. to provide the option to renew for five one year additional terms; authorizing the City Manager to execute the amendment; and declaring an effective date.

Meeting date: November 7, 2018

Department: Airport

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 - Promote & Support Potential of San Marcos Municipal Airport
☐ 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
File #: Res. 2018-207R, Version: 1

Master Plan: [Please select the corresponding Master Plan from the dropdown menu below (if applicable)]
Choose an item.

Background Information:
On April 4, 2017, City Council approved a 19-month lease for a City-owned hangar for the storage of their aircraft during inclement weather and FAA-approved minor maintenance of owned aircraft. The term of the lease was chosen to coincide with the expiration of the ground lease for the classroom modular.

The original lease included one 5-year extension. Coast has requested the lease be amended to reflect five 1-year extension options to better coincide with the ground lease. The modification of the extension terms does not affect the 10% rent increase in year three as outlined in the original lease.

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

Alternatives:
Click or tap here to enter text.

Recommendation:
Staff recommends approval of the lease.
RESOLUTION NO. 2018- R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS APPROVING AMENDMENT NUMBER ONE TO THE AIRPORT FACILITY LEASE AGREEMENT FOR COMMERCIAL USE OF AIRPORT PROPERTY LOCATED AT 1813 AIRPORT DRIVE WITH COAST FLIGHT TRAINING AND MANAGEMENT, INC. TO PROVIDE THE OPTION TO RENEW FOR FIVE ONE YEAR ADDITIONAL TERMS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT; AND DECLARING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. The attached Amendment Number One to the Airport Facility Lease Agreement of Airport Property with Coast Flight Training and Management, Inc. (the “Lease Agreement”) is hereby approved.

PART 2. The City Manager is authorized to execute Amendment Number One to the Lease Agreement on behalf of the City.

PART 3. This Resolution shall be in full force and effect immediately from and after its passage.

ADOPTED on November 7, 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Case
City Clerk
AMENDMENT NUMBER ONE TO AIRPORT FACILITY LEASE AGREEMENT FOR COMMERCIAL USE BETWEEN COAST FLIGHT TRAINING & MANAGEMENT, INC. AND THE CITY OF SAN MARCOS

STATE OF TEXAS §

COUNTIES OF HAYS AND CALDWELL §

WHEREAS, Coast Flight Training & Management, Inc. (“Lessee” or “Coast”) has assumed the rights and obligations contained in that certain “Airport Facility Lease Agreement for Commercial Use” by and between the City of San Marcos, Texas, a home-rule municipal corporation located at 630 East Hopkins Street, San Marcos, TX 78666 (“City”) dated April 4, 2017. The Lease was approved by Resolution 2017-58R of the City Council of the City of San Marcos, Texas (which instrument is referred to herein as the “Lease”); and

WHEREAS, Coast has requested that the Lease be amended to modify the extension term; and

WHEREAS, City is agreeable to such amendment of the Lease;

In consideration of the covenants contained in this amendment, the Lessor and Lessee agree to amend the Lease as follows:

1) ARTICLE 2: RENT AND TERM OF AGREEMENT

1.01 Article 2, Section 2.02 of the Lease is hereby AMENDED to read as follows:

“The Primary Term of this Lease will commence on April 4, 2017 (the “Commencement Date”). The Primary Term of this Lease shall expire on December 19, 2018. Lessee shall have the option to renew this Lease for five (5) additional one (1) year terms (the “Extension Terms”). Lessee shall notify Lessor in writing of its intent to exercise its option to renew at least ninety (90) days prior to the expiration of any extension thereof.”

2) All other terms and conditions of the Lease shall continue in full force and effect except as otherwise modified by this Lease Amendment.

3) Effective Date. The Effective Date of this Amendment is the date of execution by the last party that executes the assignment indicated below.

Executed and agreed to this __________ day of ______________________, 2018.
LESSEE:

COAST FLIGHT TRAINING & MANAGEMENT, INC.
Attn: Bryan Simmons
3753 John J. Montgomery Dr.
San Diego, CA 92123

By ________________________________
Title ________________________________

LESSOR:

CITY OF SAN MARCOS

By ________________________________
Bert Lumbreras
City Manager

STATE OF TEXAS )
) COUNTY OF HAYS )

This instrument was acknowledged before me on ________________________ by Bert Lumbreras, known personally to me to be the City Manager of the City of San Marcos, on behalf of the City of San Marcos.

Notary seal:

__________________________________
Notary Public, State of Texas
STATE OF ______________________

COUNTY OF ___________________

This instrument was acknowledged before me on the _____ day of _________________, 2018, by ___________________________________, proved to me through _____________________ to be the person whose name is subscribed to this instrument.

Notary seal:

__________________________________
Notary Public, State of Texas
AGENDA CAPTION:
Consider approval of Resolution 2018-208R, authorizing a contract with Perdue, Brandon, Fielder, Collins & Mott, LLP to collect delinquent Municipal Court fines, fees, court costs, and other debts pursuant to Article 103.0031 of the Texas Code of Criminal procedure; authorizing the City Manager to execute said change in services; and declaring an effective date.

Meeting date: November 7, 2018

Department: Municipal Court - Susie Garcia, Municipal Court Administrator (By Lynda Williams, Purchasing Manager)

Amount & Source of Funding
Funds Required: None
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: City Council awarded Perdue, Brandon, Fielder, Collins & Mott the collections contract 5 years ago and they currently handle the Municipal Court collections.

City Council Strategic Initiative:
N/A

Comprehensive Plan Element(s): ☒ Not Applicable

Background Information:
The Court is responsible for the adjudication of all Class “C” misdemeanor laws established by State Law and City Ordinance within the territorial limits of the City.

The Court processes approximately 18,000 cases annually and has 25,000 inactive cases in need of collections.

On September 2, 2018, the City issued a Request for Proposals (RFP), 218-375, for Municipal Court Collection Services. The City received a total of six (6) proposals which were evaluated by a City staffed evaluation committee, resulting in interviews of three (3) short-listed firms. Ultimately, Perdue, Brandon, Fielder, Collins & Mott, LLP, Austin, Texas, was determined to be the most highly qualified firm based on demonstrated competence and qualifications.
In accordance with Article 103.0031 of the Texas Code of Criminal Procedure, as amended, the firm is entitled to a collection fee in the amount of thirty percent (30%) on each case submitted where the fee is actually collected. As part of the agreement, the City has negotiated a $30,000 annual reimbursement to be paid to the City by this firm for court staffing, training for court staff, collection software enhancements, and media campaigns for the duration of the contract.

The contract will be effective December 1, 2018, through November 30, 2019, and is subject to annual renewal in one (1) year increments for up to three (3) extension periods, not to exceed a total of four (4) years for the entire contract period.

**Recommendation:**

Award a contract for Municipal Court Collection Services to Perdue, Brandon, Fielder, Collins and Mott, LLP, Austin, Texas.
RESOLUTION 2018-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS AUTHORIZING A CONTRACT WITH PERDUE, BRANDON, FIELDER, COLLINS & MOTT, LLP TO COLLECT DELINQUENT MUNICIPAL COURT FINES, FEES, COURT COSTS, AND OTHER DEBTS PURSUANT TO ARTICLE 103.0031 OF THE TEXAS CODE OF CRIMINAL PROCEDURE; AUTHORIZING THE CITY MANAGER TO EXECUTE SAID CHANGE IN SERVICES; AND DECLARING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. The contract with Perdue, Brandon, Fielder, Collins & Mott, LLP to collect delinquent municipal court fines, fees, court costs, and other debts pursuant to article 103.0031 of the Texas Code of Criminal Procedure hereby approved.

PART 2. The City Manager or his designee is authorized to execute the appropriate documents on behalf of the City.

PART 3. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED this the 7th day of November 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Case
City Clerk
# PROPOSAL SUBMITTAL LOG

Municipal Court Collections – RFP 218-375  
September 20, 2018

<table>
<thead>
<tr>
<th>PROONENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWG Professional and Business Services</td>
</tr>
<tr>
<td>Richardson, Texas</td>
</tr>
<tr>
<td>Court Collections Bureau, Inc.</td>
</tr>
<tr>
<td>Lake City, Florida</td>
</tr>
<tr>
<td>McCreary, Veselka Bragg &amp; Allen, P.C.</td>
</tr>
<tr>
<td>Round Rock, Texas</td>
</tr>
<tr>
<td>Linebarger Goggan Blair &amp; Sampson, LLP</td>
</tr>
<tr>
<td>Austin, Texas</td>
</tr>
<tr>
<td>MSB Government Services</td>
</tr>
<tr>
<td>Austin, Texas</td>
</tr>
<tr>
<td>Perdue Brandon Fielder Collins &amp; Mott LLP</td>
</tr>
<tr>
<td>Austin, Texas</td>
</tr>
</tbody>
</table>

Recorded by: [Signature]

Witnessed by: [Signature]

Rev. 05/23/18
AGENDA CAPTION:
Consider approval of Resolution 2018-209R, approving a Public Transit System Interlocal Agreement between the City and the Capital Area Rural Transportation System; approving funding to CARTS under this agreement in the amount of $450,000.00; authorizing the City Manager or his designee to execute the agreement; and declaring effective date.

Meeting date: November 7, 2018

Department: Community Services

Amount & Source of Funding
Funds Required: $450,000.00
Account Number: 23006345.52450
Funds Available: $450,000.00
Account Name: Transit Local City Route

Fiscal Note:
Prior Council Action: Approval of Coordinated Transit Plan Study with Texas State University

City Council Strategic Initiative: [Please select from the dropdown menu below]
Public Transit
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
Background Information:

- This Interlocal Agreement with Capital Area Rural Transportation System (CARTS) covers the operation of the Urban Transit District from October 1, 2018 to September 30, 2019.
- On August 22, 2018, the City Council of San Marcos declared through resolution the intent to become the Direct Recipient of Urbanized Area Formula Program (Federal Transit Administration Section 5307) funds for the San Marcos urbanized area.
- CARTS and City staff will coordinate the transfer of roles and responsibilities during the transition from CARTS to the City, as the authorized direct recipient for the San Marcos urbanized area, to include official concurrence support to the Texas Department of Transportation - Public Transportation Division and the Federal Transit Administration.
- The City's funding participation for the period of the agreement is approximately $450,000 and was included and approved in the FY 2019 budget.
- CARTS Board of Directors voted to approve the Interlocal agreement on September 27, 2018.
- ATTACHMENTS:
  - CARTS Interlocal Agreement
  - Attachment 1 - THE BUS: Schedule / Stops & Info
  - Attachment 2 - San Marcos Urbanized Area - Transit Map

Council Committee, Board/Commission Action:

NA

Alternatives:

NA

Recommendation:

Staff recommends the City approve the Interlocal Agreement with CARTS.
RESOLUTION 2018-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING A PUBLIC TRANSIT SYSTEM INTERLOCAL AGREEMENT BETWEEN THE CITY AND THE CAPITAL AREA RURAL TRANSPORTATION SYSTEM; APPROVING FUNDING TO CARTS UNDER THIS AGREEMENT IN THE AMOUNT OF $450,000.00; AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE AGREEMENT; AND DECLARING EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. The attached Public Transit System Interlocal Agreement (the “Agreement”) between the City of San Marcos and the Capital Area Rural Transportation System (“CARTS”) is approved.

PART 2. The City enters this Interlocal Cooperation Contract pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, as amended.

PART 3. Approving the City’s expenditure of $450,000.00 in funding to CARTS for the term of this Agreement.

PART 4. The City Manager or his designee is authorized to execute the appropriate documents on behalf of the City.

PART 5. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED this the 7th day of November 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Case
City Clerk
PUBLIC TRANSIT SYSTEM INTERLOCAL AGREEMENT

1. Parties

This Public Transit System Interlocal Agreement ("Agreement") is made and entered into by and between the Capital Area Rural Transportation System, a Texas Department of Transportation (TxDOT) authorized direct recipient of Urbanized Area Formula Program (Federal Transit Administration Section 5307) funding and an urban transit district created under Chapter 458 of the Texas Transportation Code ("CARTS"), and the City of San Marcos, Texas, the principal city of the San Marcos Urbanized Area (hereafter defined) and a Texas municipal corporation (the "City"), to be effective as of October 1, 2018. This Agreement is authorized and governed by the provisions of the Interlocal Cooperation Act, Texas Government Code, Chapter 791, specifically Section 791.011 regarding contracts to perform governmental functions and services. As used in this Agreement, the term “San Marcos Urbanized Area” shall mean the geographic area depicted on the map attached hereto as Attachment 2 and made a part hereof. On August 22, 2018 the City Council of San Marcos declared through resolution the intent to become the Direct Recipient of Urbanized Area Formula Program (Federal Transit Administration Section 5307) funds for the San Marcos urbanized area.

2. Term

The term of this Agreement will commence October 1, 2018 and will end September 30, 2019. CARTS' performance under this Agreement will be contingent upon its continued receipt of state and federal funding to operate the System.

After September 30, 2019, Transit Operations under this Agreement may continue in full force and effect on a month-to-month basis on the same terms and conditions as are recited herein, except that responsibility for compliance with all administrative and regulatory requirements that are applicable to the Direct Recipient of FTA 5307 funds will be assumed by the City as the Direct Recipient.

3. Transit System Services

CARTS shall plan, operate and maintain a public transit system (the "System") within the San Marcos Urbanized Area in accordance with this Agreement and all federal requirements applicable to CARTS as a direct recipient of FTA Section 5307 funds and an FTA grantee or sub-grantee of Enhanced Mobility of Seniors and Individuals with Disabilities Program (FTA Section 5310) and Bus and Bus Facilities Program (FTA Section 5339) funds. In addition to the requirements and responsibilities identified in FTA Circular 9030.1E, Urbanized Area Formula Program, dated January 16, 2014, CARTS shall be responsible for establishing a program of projects including public participation, programming projects in the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP) and creating a policy for raising fares or implementing major service reduction including public participation. CARTS and City staff will coordinate the transfer of roles and responsibilities during the transition from CARTS to the City, as the authorized direct recipient for the San Marcos urbanized area, to include official concurrence support to the Texas Department of Transportation.
The System services shall include fixed route bus service with complementary Americans with Disabilities Act paratransit service.

In consultation with the City, CARTS shall adhere to the existing Comprehensive Public Transit Plan, the Finance and Implementation Strategy, the Title VI of the Civil Rights Act of 1964 Program, the Disadvantaged Business Enterprise (DBE) Program and the Complementary ADA Paratransit Plan for FY 2019 in accordance with all federal requirements applicable to CARTS as a direct recipient of FTA Section 5307 funds and an FTA grantee or sub-grantee of FTA Section 5310 and FTA Section 5339 funds. In addition, CARTS will participate in reviewing plans for development projects, which may increase transit use, and meetings with Texas State University to coordinate ongoing operations between the System and the Bobcat Shuttle.

4. Funding for Services

a. Payments by the City. In addition to the appropriation of FTA Section 5307 funds and the award of state urbanized area funds, the City will pay CARTS an amount equal to $450,000.00 (the “funds”) during the term of this Agreement towards the cost of planning, operating and maintaining the System. Amounts paid by the City in any subsequent years shall be as provided under the terms of such written agreement. The cost of operating the System includes Planning Expenses, Capital Expenses, Operating Expenses and Project Administrative Expenses (eligible expenses) as those terms are described in FTA Circular 9030.1E, Urbanized Area Formula Program, dated January 16, 2014 or successor provision. Payments to CARTS will be made on a monthly basis upon submission by CARTS to the City of an invoice for 1/12th of the funds on or before the 15th day of each month accompanied by a report of the previous month’s eligible expenses attributable to the operation and administration of the System to which such payment will be applied.

b. Payments by CARTS. CARTS will reimburse the City for eligible expenses as described in FTA Circular 9030.1E, Urbanized Area Formula Program, dated January 16, 2014 or successor provision. The City and CARTS will develop a mutually agreeable process for reimbursement, including timing of submissions, required accompanying information and timing of payment.

c. Annual Budget. CARTS, in consultation with designated City staff, will participate in the City’s annual budget process. CARTS will provide City staff with a Service Cost Per Hour, excluding capital, proposal on or before June 1, 2019 for FY 2020 fiscal planning purposes.

d. Prompt Payment. In accordance with Chapter 2251, Texas Government Code except as provided in Section 2251.002, payment to CARTS will be made within thirty (30) days of the date City receives goods under this Agreement, the date the performance of the services under this Agreement are completed or the date City receives a correct invoice for the goods or services, whichever is later. CARTS may charge interest on an overdue payment at the “rate in effect” on September 1 of the fiscal year in which the payment becomes overdue, in accordance
with Texas Government Code, Section 2251.025(b).

e. Financial Records. CARTS shall maintain complete and accurate financial records regarding the use of the funds to support urbanized area planning and operations in accordance with FTA Circular 5010.1E, Grant Management Requirements, dated July 21, 2017, and, at the request of the City Manager or his designee, shall make the records available for inspection and review during normal business hours.

5. Routes and Schedules

The System will use the fixed routes and the fixed route schedules described on Attachment 1, hereof. The complementary ADA paratransit service shall extend a minimum of three-quarters (3/4) of a mile from the fixed route service. CARTS agrees to work with the City, the City of Martindale and Hays County, to maintain a route between San Marcos, Martindale and Redwood. Any recommendation for major service reduction shall be submitted to the City by CARTS for consideration by the City Council. CARTS shall comply with CARTS’ policy for implementing major service reduction when developing a recommendation to the City for major service reduction.

It is recognized that it is the goal of the City and CARTS to move as many demand response customers as is practicable to fixed route service. CARTS agrees to work to reduce the need for demand service in consultation with the City.

6. Fares

CARTS shall recommend fare increases to the City for consideration by the City Council. CARTS shall comply with CARTS’ policy for raising fares when developing a recommendation to the City for fare increases.

7. Vehicles

CARTS will use vehicles appropriate to the operation of the System. Such vehicles shall be maintained in good working order and in a clean and sanitary condition.

CARTS may use other non-conforming buses or vehicles in operating the System only in a temporary back-up capacity when the other vehicles are unavailable due to repair or maintenance requirements.

8. Shelters, Signage and Transfer Center

CARTS currently operates a central transfer center and a network of bus stops and shelters in connection with the operation of the System. CARTS may change, add and/or delete bus stops or shelter locations as necessary to meet route changes and/or service requirements in the operation of the System with the written approval of the City Manager or his or her designee, which approval shall not be unreasonably withheld, conditioned or delayed.
1. Services. Services to be provided are as follows:

   a) The City will provide equipment, labor and materials necessary for the installation and maintenance of transit system signage, shelters, trash cans and benches. The City will not be responsible for providing signs, poles, shelters, trash cans or benches.
   
   b) CARTS will provide the City with all replacement signs, poles, shelters, trash cans or benches.

2. Compensation.

   CARTS will pay the City for the actual cost of the installation and maintenance work performed by the City plus an additional ten percent on each invoice as an administrative fee. Payment will be made to the City within 30 days of CARTS’ receipt of an invoice from the City.

   CARTS and the City agree that no advertising shall be permitted on bus stop or shelter facilities and improvements.

9. System and Program Administration.

   CARTS is solely responsible for the administration of the System and the Urbanized Area Formula Program for San Marcos Urbanized Area including compliance with FTA Circulars 9030.1E and 5010.1E including Certifications and Assurances, Master Agreement, Transit Award Management System (TrAMS), Electronic Clearing House Operation (ECHO) and National Transit Database (NTD).

10. Customer Service

   a. Customer Service Ride Line. CARTS shall maintain a customer service ride line using local or toll free telephone numbers staffed with one or more live operators during regular hours of service for the receipt of System related inquiries, complaints or other communications. In addition, CARTS will provide for voice mail receipt of after-hours System related inquiries, complaints or communications. CARTS shall post notice of such telephone numbers in conspicuous locations within its facilities in the City and within any buses or trolleys operating in the System. CARTS shall respond promptly and courteously to, investigate and, using good faith efforts, attempt to resolve all complaints, inquiries and communications it receives.

   b. Complaint Reports. CARTS shall keep a record of the dates and times complaints are received and the dates and times the complaints are resolved by CARTS (or if not resolved, the good faith efforts used to attempt to resolve the complaint) and provide such record to the City Manager on a quarterly basis during the term of the Agreement.

11. Performance Reports
On or before the 15th day of the month immediately following each month for which services are provided and an invoice is submitted by CARTS under this Agreement, CARTS shall submit data covering CARTS' operation of the System during the preceding month, the content and format of which will be mutually agreed upon by CARTS and the City.

12. **Audit**

CARTS agrees to maintain accounts and records for all costs of operation of the System separate from all rural operations, and CARTS agrees to provide the City with its annual audit of its finances, which is prepared by a certified public accountant for the period of the Agreement on or before April 1, 2019.

13. **Waiver of Franchise Fees**

The City, as part of its consideration for this Agreement, waives any franchise fees it is authorized to impose upon CARTS for the operation of the System upon the public streets of the City.

14. **Insurance**

CARTS agrees to maintain in full force and effect all forms of insurance required by applicable local, state and federal regulatory authorities in at least the minimum amounts prescribed by those authorities. CARTS shall furnish written certificates of such coverage to the City annually. The limits of any such insurance shall not limit the obligation of CARTS under Section 15 below.

15. **Indemnity**

CARTS agrees, to the extent permitted by applicable law, to hold harmless, indemnify, and defend the City, its officers and employees from and against all claims for property damage, injuries and death arising out of or connected with CARTS' performance under this Agreement.

16. **Governing Law and Venue**

This Agreement shall be governed by the laws of the State of Texas, and mandatory venue for any legal dispute under this Agreement is in the State court in Hays County, Texas having jurisdiction over the dispute.

17. **Notices**

Notices and approvals under this agreement are to be delivered personally, mailed by certified mail, or transmitted by confirmed facsimile to the recipient at the following addresses:

CARTS:  
City of San Marcos:
18. **Termination**

Either party may declare a default under this Agreement if the other party fails to comply with any of the terms of this Agreement. If one party determines that the other party is in default of this Agreement, the non-defaulting party will notify the defaulting party in writing of such default, and if the default is not cured within 30 days from the date of the notice, then the non-defaulting party may terminate this Agreement upon written notice. Either party may exercise its remedies for default in conjunction with one another or separately, and together with any other statutory or common law remedies available to such party. Any failure by the non-defaulting party to enforce this Agreement with respect to one or more defaults by the defaulting party will not waive the non-defaulting party’s ability to enforce the Agreement after that time.

The City may terminate this Agreement for any reason by providing six months’ advance written notice of termination to CARTS. If the City terminates for any reason other than a default by CARTS, CARTS shall be entitled to receive payments for expenses reasonably incurred in operating the System and winding down through the termination date stated in the notice. CARTS may terminate this Agreement for any reason by providing six months’ advance written notice of termination to the City. CARTS shall be entitled to receive payments for expenses reasonably incurred in operating the System and winding down through the termination date stated in the notice.

19. **Miscellaneous**

a. **Compliance with Laws.** In carrying out its obligations under this Agreement, CARTS shall comply with all applicable state, federal and local transportation, safety and other laws, rules, regulations.

b. **Entire Agreement.** This Agreement is the entire agreement of the parties on this subject matter, and may be amended only by a written document executed by the authorized representatives of the parties.

c. **Severability.** If any part of this Agreement is determined to be invalid by a court or regulatory authority of competent jurisdiction, the rest of the agreement remains in effect unless contrary to the manifest intent of the parties.

d. **Assignment.** Neither party may assign its rights or obligations under this Agreement without the written consent of the other party.

e. **Current Revenues.** The parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from current lawfully appropriated
revenues available to the paying party.

EXECUTED and to be effective as of the 1st day of October, 2018.

CAPITAL AREA RURAL TRANSPORTATION SYSTEM:

By: __________________________
    David L. Marsh, General Manager

ATTEST:

By: __________________________
    DAVID MARSH
    Printed Name/Title

CITY OF SAN MARCOS:

By: __________________________
    Bert Lumbereras, City Manager

ATTEST:

By: __________________________
    Jamie Lee Case, City Clerk
## Schedule

### Route 1: Hopkins/Wonder World (Crosstown)

#### Eastbound
- **Leah & Cottonwood (Sam's Club)**
  - 7:00a
  - 7:05a
  - 7:18a
  - 7:20a
  - 7:28a
  - 7:33a
- **Hopkins & Estate**
  - 7:10a
  - 7:15a
  - 7:23a
  - 7:25a
  - 7:33a
  - 8:00a
- **Hopkins & Thorpe (HEB)**
  - 7:20a
  - 7:25a
  - 7:33a
  - 7:35a
  - 7:43a
  - 8:10a
- **Route 3: UHLAND**
  - 7:30a
  - 7:35a
- **CTMC**
  - 7:40a
  - 7:45a
- **San Marcos Mall (Arrive)**
  - 8:00a
  - 8:05a
  - 8:10a
  - 8:15a
  - 8:23a
  - 8:30a

#### Westbound
- **San Marcos Mall (Depart)**
  - 7:30a
  - 7:35a
  - 7:40a
  - 7:45a
- **Route 3: UHLAND**
  - 7:00a
  - 7:05a
  - 7:18a
  - 7:20a
  - 7:28a
  - 7:33a
- **Hopkins & Thorpe (HEB)**
  - 7:10a
  - 7:15a
  - 7:23a
  - 7:25a
  - 7:33a
  - 8:00a
- **Hopkins & Estate**
  - 7:20a
  - 7:25a
  - 7:33a
  - 7:35a
  - 7:43a
  - 8:10a
- **Leah & Cottonwood (Sam's Club)**
  - 7:30a
  - 7:35a
  - 7:42a
  - 7:44a
  - 7:51a
  - 7:57a

### Route 2: Post

#### Northbound
- **San Marcos Station**
  - 8:00a
  - 8:05a
  - 8:10a
  - 8:15a
  - 8:23a
  - 8:30a

#### Southbound
- **San Marcos Station**
  - 7:30a
  - 7:35a
  - 7:40a
  - 7:45a

### Route 3: UHLAND

#### Northbound
- **San Marcos Station**
  - 7:00a
  - 7:05a
  - 7:18a
  - 7:20a
  - 7:28a
  - 7:33a
- **Hopkins & Estate**
  - 7:10a
  - 7:15a
  - 7:23a
  - 7:25a
  - 7:33a
  - 8:00a
- **Hopkins & Thorpe (HEB)**
  - 7:20a
  - 7:25a
  - 7:33a
  - 7:35a
  - 7:43a
  - 8:10a
- **Route 6: Guadalupe/Redwood**
  - 7:30a
  - 7:35a
  - 7:42a
  - 7:44a
  - 7:51a
  - 7:57a

#### Southbound
- **San Marcos Station**
  - 8:00a
  - 8:05a
  - 8:10a
  - 8:15a
  - 8:23a
  - 8:30a

### Route 4: Conway/Linda

#### Eastbound
- **San Marcos Station**
  - 7:00a
  - 7:05a
  - 7:18a
  - 7:20a
  - 7:28a
  - 7:33a
- **Hopkins & Estate**
  - 7:10a
  - 7:15a
  - 7:23a
  - 7:25a
  - 7:33a
  - 8:00a
- **Hopkins & Thorpe (HEB)**
  - 7:20a
  - 7:25a
  - 7:33a
  - 7:35a
  - 7:43a
  - 8:10a
- **Route 6: Guadalupe/Redwood**
  - 7:30a
  - 7:35a
  - 7:42a
  - 7:44a
  - 7:51a
  - 7:57a

#### Westbound
- **San Marcos Station**
  - 8:00a
  - 8:05a
  - 8:10a
  - 8:15a
  - 8:23a
  - 8:30a

### Route 5: Outlets/University

#### Northbound
- **San Marcos Station**
  - 7:00a
  - 7:05a
  - 7:18a
  - 7:20a
  - 7:28a
  - 7:33a
- **Hopkins & Estate**
  - 7:10a
  - 7:15a
  - 7:23a
  - 7:25a
  - 7:33a
  - 8:00a
- **Hopkins & Thorpe (HEB)**
  - 7:20a
  - 7:25a
  - 7:33a
  - 7:35a
  - 7:43a
  - 8:10a
- **Route 6: Guadalupe/Redwood**
  - 7:30a
  - 7:35a
  - 7:42a
  - 7:44a
  - 7:51a
  - 7:57a

#### Southbound
- **San Marcos Station**
  - 8:00a
  - 8:05a
  - 8:10a
  - 8:15a
  - 8:23a
  - 8:30a

### Route 6: Guadalupe/Redwood

#### Northbound
- **San Marcos Station**
  - 7:00a
  - 7:05a
  - 7:18a
  - 7:20a
  - 7:28a
  - 7:33a
- **Hopkins & Estate**
  - 7:10a
  - 7:15a
  - 7:23a
  - 7:25a
  - 7:33a
  - 8:00a
- **Hopkins & Thorpe (HEB)**
  - 7:20a
  - 7:25a
  - 7:33a
  - 7:35a
  - 7:43a
  - 8:10a
- **Route 3: UHLAND**
  - 7:30a
  - 7:35a
  - 7:42a
  - 7:44a
  - 7:51a
  - 7:57a

#### Southbound
- **San Marcos Station**
  - 8:00a
  - 8:05a
  - 8:10a
  - 8:15a
  - 8:23a
  - 8:30a

### Route 7: Bishop

#### Northbound
- **San Marcos Station**
  - 7:00a
  - 7:05a
  - 7:18a
  - 7:20a
  - 7:28a
  - 7:33a
- **Hopkins & Estate**
  - 7:10a
  - 7:15a
  - 7:23a
  - 7:25a
  - 7:33a
  - 8:00a
- **Hopkins & Thorpe (HEB)**
  - 7:20a
  - 7:25a
  - 7:33a
  - 7:35a
  - 7:43a
  - 8:10a
- **Route 3: UHLAND**
  - 7:30a
  - 7:35a
  - 7:42a
  - 7:44a
  - 7:51a
  - 7:57a

#### Southbound
- **San Marcos Station**
  - 8:00a
  - 8:05a
  - 8:10a
  - 8:15a
  - 8:23a
  - 8:30a

---

**MONT & FRI 7am to 8pm**

SMTXTHEBUS.COM
THE BUS operates on a regular fixed route schedule. The system wide map of all routes with a designated number and color is included along with the timetables for major designated stops on each of the routes. We suggest you arrive at the bus stop 5 to 10 minutes early. Drivers will announce major stops. You may signal the operator to stop when the bus is approximately one block from your destination.

BIENVENIDO A BORDO DEL AUTOBUS:
THE BUS opera en un horario de regular de ruta fija. El mapa de todas las rutas es designado con numeros y color junto con los horarios de las paradas de cada una de las rutas. Sugerimos que llegu a la parada del autobús 5 a 10 minutos antes. Los conductores pueden anunciar las paradas más importantes. Es posible indicar al operador detener cuando el autobús est 2 block de su destino.

THE San Marcos Station also provides connections for passengers and freight shipments on CARTS interurban and Greyhound bus lines. You can purchase monthly passes and pick up eligibility forms for ADA paratransit service and reduced fares at the Station.

La estación de San Marcos también proporciona conexiones para los pasajeros y el transporte de carga en caminos interurbanos y líneas de autobuses Greyhound. Puede comprar los pases mensuales y recoger los formularios de elegibilidad para el servicio de paratransporte ADA y tarifas reducidas en la estación.

BIKES / BICICLETAS
All buses are equipped with two-bike racks. Bikes will be loaded on a first come first serve basis, so please be prepared to lock up your bike in a safe and secure location.
Todos los autobuses están equipados con portabicicletas. No siempre habrá lugar para su bicicleta así que por favor esté listo para guardar seguramente su bicicleta en otra ubicación.

CONDUCTORS/OPERADOR
All conductors/operadores can assist you with directions to your destination (cuadra de su destino). They are trained to assist you to the best of their ability.
Los conductores/operadores pueden ayudarle con el camino a su destino (cuadra de su destino). Están entrenados para ayudarlo en la medida de sus habilidades.

FARES / TARIFAS
$1.00 One-Way
$2.00 Daily Pass (ride all day no transfers needed)
$30.00 Monthly Pass
$15.00 Reduced Monthly Pass (for ADA eligible passengers)

Drivers will not make change. Escort children 5 and under for free.
Conductores no hacen cambio. Niños acompañados en la estación.

BIENVENIDO A BORDO DEL AUTOBUS!
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$1.00 One-Way
$2.00 Daily Pass (ride all day no transfers needed)
$30.00 Monthly Pass
$15.00 Reduced Monthly Pass (for ADA eligible passengers)

Drivers will not make change. Escort children 5 and under for free.
ATTACHMENT 2
AGENDA CAPTION:
Consider approval of Resolution 2018-210R, approving the expenditure of $8,000 from the Permanent Art Fund for the purchase of permanent display art for placement on City property; and declaring an effective date.

Meeting date: November 7, 2018

Department: Community Services - PARD

Amount & Source of Funding
Funds Required: $8,000
Account Number: 12024226.56006
Funds Available: $106,250
Account Name: Permanent Art

Fiscal Note:

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

City Council Strategic Initiative: [Please select from the dropdown menu below]
Community Partners
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 - Vibrant Arts district & robust arts and cultural opportunities for everyone
☐ Transportation - Choose an item.
☐ Not Applicable
Background Information:
The project was conceived by a former Ad-Hoc Committee of the Arts Commission. Members of the committee included Arts Commissioners, Local Artists, Representatives from El Centro and the Indigenous Cultures Institute, and city staff from the Watershed Protection Division.
Inspired by Dr. Mario Garza’s indigenous tale of the “Guardians of the San Marcos River”, the mosaic tiles panels will represent the five guardians of the river. The project was approved by both the Arts Commission and the Parks Advisory Board.
The artwork will be created by students at San Marcos High School under the direction of Art Teacher Tomas Rogers. The artwork will be installed at Ramon Lucio Park near Pavilion C.

Council Committee, Board/Commission Action:
Arts Commission Approved on July 18, 2018. 6-0  Parks Advisory Board Approved on July 19, 2018. 5-0

Alternatives:
Click or tap here to enter text.

Recommendation:
Click or tap here to enter text.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING THE EXPENDITURE OF $8,000.00 FROM THE PERMANENT ART FUND FOR THE PURCHASE OF PERMANENT DISPLAY ART FOR PLACEMENT ON CITY PROPERTY; AND DECLARING AN EFFECTIVE DATE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. The expenditure of approximately $8,000 from the Permanent Art Fund for the purchase and installation of a “Guardians of the San Marcos River” mosaic tile display as recommended by the Arts Commission is approved.

PART 2. The City Manager or his designee is authorized to disburse the approved funds for the purchase of the permanent display art as detailed above in accordance with the City’s purchasing policies and requirements.

PART 3. This resolution will be in full force and effect immediately from and after its passage.

ADOPTED this the 7th day of November 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Case
City Clerk
Nature Center SMHS Art Installation

The subcommittee formed for the artwork to be displayed at the Nature Center has requested a budget for the installation of six panels that represent the indigenous tale of the “Guardians of the San Marcos River”. Each panel will be 9’ x 5’. It will involve three structures with a panel on each side. The work will be tiled and every art student at San Marcos High School will build a tile. It is proposed that a $500 scholarship be supported for each panel design considering the low cost of materials and otherwise free labor. It is suggested that the work have solar lighting installed to minimize the invasion of the land around the panels. I used Armadillo Clay and Lowe’s Home Improvement for price quote on materials.

Scholarship Funds: 6 x $500.00 = $3,000.00

Material Cost:

3M 40-Pack Disposable Painting; Sanding and Fiberglass Safety Masks
$34.97

Screws: 5-lb #8 x 1.625-in Countersinking-Head Polymer-Coated Star-Drive Deck Screws
2 x $29.98 = $59.96

5-lb #9 x 3-in Countersinking-Head Polymer-Coated Star-Drive Deck Screws
2 x $29.98 = $59.96

Concrete Board: James Hardie 0.42-in x 36-in x 60-in HardieBacker Fiber Cement Backer Board
18 x $12.54 = $225.72

Adhesive: LIQUID NAILS Heavy Duty Off-white Interior/Exterior Multi-purpose Construction Adhesive (Actual Net Contents: 10-fl oz)
6 x $2.52 = $15.52

Solar Lighting: Sunforce 180-Degree 3-Head Off-White Solar Powered Integrated Led Motion-Activated Flood Light with Timer
6 x $72.00 = $432
Wood: Severe Weather (Common: 6-in x 6-in x 8-ft; Actual: 5.5-in x 5.5-in x 8-ft) Pressure Treated Lumber

6 x $20.77 = 124.62

Top Choice (Common: 2-in x 6-in x 10-ft; Actual: 1.5-in x 5.5-in x 10-ft) Pressure Treated Lumber

30 x $8.61 = $258.30

Concrete: QUIKRETE 80-lb Gray High Strength Concrete Mix

6 x $3.70 = $22.20

Mortar: MAPEI Ceramic 50 Pound(S) Gray Powder Thinset Mortar

7 x $14.47 = $101.29

Grout: MAPEI 25-lb Mocha Sanded Powder Grout

2 x $14.48 = $28.96

Mixing Arm: Pacesetter 15.75-in Steel Spiral Mixing Arms

$12.98

Sponges: Armaly ProPlus 6-Pack Polyurethane Sponges

2 x $10.99 = $21.98

Pacesetter 9-in Ceramic Trowel

Item # 587747 Model # G02392
6 x $2.79 = 16.74

QLT by Marshalltown 12-in x 4-in Aluminum Grout Float
6 x $6.78 = $40.68

Tiles: 6" x 6"...........................$1.10 each......$45.00/case of 50

50 x $45 = $2,250

Glaze:

Lead Free Low Fire
"TC" Teacher's Choice Gloss Glazes for Bisque
Cone 05
The Art & Creative Materials Institute AP (Approved Product) seal certifies this product to be safe for use by all ages.

8 x $64.00 = $512.00

LG-10 Clear Transparent Gallon = $54.00

Amaco Underglaze Decorating Pencil Set
6 x $13.40 = $80.40

Grand Total: $6,452.28 (No Tax Applied)

7,352.28
Tile Backer Board

36"  36"  36"  36"

16"  18"  18"  16"

9'

5 1/2"  8 1/2"  5 1/2"

30'

2-3 in ground

80 lb concrete per post

A small nonobtrusive frame will be constructed to assure lights are at proper angle.
AGENDA CAPTION:
Consider approval of Resolution 2018-211R authorizing the award of a contract to Abercrombie Planning and Design in an amount not to exceed $58,600 for the creation of a Fire Department Training Facility Master Plan; authorizing the city manager to execute the agreement; and declaring an effective date.

Meeting date: November 7, 2018

Department: Fire Department - Les Stephens, Fire Chief (by Lynda Williams, Purchasing Manager)

Amount & Source of Funding
Funds Required: Not to Exceed $58,600
Account Number: 50036037.70200
Funds Available: $93,500
Account Name: C543-GENERAL-DESIGN

Fiscal Note:
Prior Council Action: Voters approved the 2017 Bond Election which included construction of a $2 Million Fire Training Facility at the San Marcos Airport.

City Council Strategic Initiative:
City Facilities

Comprehensive Plan Element (s):
☒ Parks, Public Spaces & Facilities - Funding and staffing to ensure quality public safety and community services

Background Information:
On May 6, 2017, the citizens of San Marcos approved a bond referendum that included $2M for the design and construction of a fire department training facility. The City has allocated approximately 16.60± between Highway 21 and the San Marcos Regional Airport upon which to construct the project. It is imperative as the first step to develop a Master Plan that accounts for proper ingress/egress for that facility, as well as the necessary infrastructure for initial and future phases of the training facility, itself.
Based on extensive research and evaluation of other professional firms, Abercrombie Planning & Design is the most highly qualified and possesses the experience and expertise needed to provide master planning services for the future fire training facility. With the assistance of our owner’s representative, Jacobs, the City has negotiated a fair and reasonable price with Abercrombie for the amount not to exceed $58,600.

**Recommendation:**
Award a contract to Abercrombie Planning & Design for master planning services for the Fire Training Facility in the amount not to exceed $58,600.00.
RESOLUTION NO. 2018- R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS APPROVING AN AGREEMENT WITH ABERCROMBIE PLANNING AND DESIGN FOR THE CREATION OF A FIRE DEPARTMENT TRAINING FACILITY MASTER PLAN; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; AND DECLARING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. The attached Agreement between the City of San Marcos and Abercrombie Planning and Design for the creation of a Fire Department Training Facility Master Plan is hereby approved.

PART 2. The City Manager is authorized to sign the Agreement on behalf of the City.

PART 3. This resolution shall be in full force and effect from and after its passage.

ADOPTED on November 7, 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Case
City Clerk
To: Lynda Williams, Purchasing Manager  
From: Les Stephens, Fire Chief  
Date: June 12, 2018  
Re: Architect for Fire Department Training Facility

Request:
We would like to select Abercrombie Planning and Design to conduct a needs analysis and to design a master plan for the fire department training facility and future airport fire station.

Background:
On May 6, 2017, the citizens of San Marcos approved a bond referendum that included $2M for the design and construction of a fire department training facility. We have approximately 16.60± acres that is situation between Highway 21 and the San Marcos Regional Airport upon which to construct the project. Although the fire station may not be built for a couple of years, or more, it is imperative to develop a Master Plan that accounts for proper ingress/egress for that facility, as well as the necessary infrastructure for initial and future phases of the training facility itself.

Justification:
Over the past two years we have met with several vendors in person, via the internet, or at their facilities or tradeshows who either do this type of work or who work with vendors in this field. Time and time again, we received recommendations to call and visit with Abercrombie Planning and Design. In my opinion, this is the result of two things; 1) Tommy Abercrombie’s professional reputation in this industry and 2) the number and caliber of projects that their firm has been involved in around the world.

We have met with, received a presentation from, toured the manufacturing facilities of, or reviewed literature from the following companies/individuals:

- Fire Facilities.
- FireBlast Global Advanced Fire Training Buildings
- WHP Training Towers
- Fire Training Structures, LLC.
- Drager

In addition to the various vendors we have heard from, we have also had opportunities to visit and tour fire training facilities at the following locations in Texas: Georgetown, Tarrant County College, Collin County College, Fort Worth, Buda, and Richardson. We have also contacted the fire department’s project manager for the Denton Public Safety Training Center and the joint facility just completed by Coppell, Addison, Carrollton, and Farmers Branch. Many of these projects were planned by Abercrombie.

RECOMMENDATION: Based on our extensive research and evaluation of other vendors, it is our determination that the experience and expertise Abercrombie Planning and Design has in this field is unparalleled deeming them the most highly qualified provider of these services. We recommend beginning negotiations with Abercrombie Planning and Design to reach a fair and reasonable price. With a very limited budget, we need to make the absolute best use of our funds as well as set up future phases of the project for success.
abercrombie Planning + Design is a planning and design consulting firm that specializes in the research, programming, and design of state-of-the-art public safety training facilities.

Providing services from initial research and programming to overseeing design concepts through to construction, abercrombie Planning + Design works with a select group of architects, engineers, and designers to provide an unprecedented array of specialized professional experience.

Owner/Principal Tommy Abercrombie, PhD started abercrombie Planning + Design on the idea that successful design solutions come from a strong understanding of the human elements of design. A professional firefighter and higher education administrator for over 20 years, Dr. Abercrombie brings a unique understanding of the public safety training environment. This experience, combined with his research background in Human Environmental Science-Architectural Studies, allows him to clearly understand the design problem while creating solutions that redefine the standard in public safety design.
Small Firm-Large Network
All too often the person who makes a firm desirable for a project is not the person you end up working with. We believe you hire us for the unique background and experience of our key players and thus you should have the expectation that these key players will be involved with your project throughout. The global reach of our selected partners provides the ability to handle large scale projects with the personal attention of a small firm.

Research
abercrombie Planning + Design utilizes a strong research background to generate verifiable data that becomes the foundation of any project. This information ranges from complex needs analysis to business and operational planning.

Programming
Many times the most overlooked aspect of a project, programming is crucial to a successful design. Too often the process becomes a repackaging of information the client already knows. abercrombie Planning + Design utilizes a unique programming process that defines and clarifies the functional requirements of the proposed facility. This process yields a much stronger foundation for the design development effort and ultimately improves the usability of the constructed facility.

Design
From initial concept design to working with design architects through to construction, abercrombie Planning + Design has a proven track record of producing innovative and successful design collaborations that exceed the clients expectations. We believe each project is unique and strive to respond to this belief by avoiding the pre-packaged design approach too often utilized.
Redefining the Art

The 20 million dollar Fire Service Training center redefined what it means to be state-of-the-art. The totally integrated technologically advanced facility combines high tech classrooms with a realistic urban disaster village to create a new model for training in context. The highly successful project represents the finest in public safety training design available today.
From a rail car derailment spilling burning fuel to a raging man made river, the all hazards approach to realistic training has proven to be incredibly successful in training responders to deal with emergencies in an increasingly uncertain environment.

Team Work
The realistic nature of the village design allows for multi company training that forces students to accomplish task in a real time environment that looks and feels like that of an actual incident. Technology behind the scenes contributes to recreating the uncertainty of real life.

Safety
Safety is paramount in training and no student should be placed at risk for the sake of realism. The combination of state-of-the-art technology and ground breaking design make TCC one of the most realistic yet safest training facilities ever built.

Technical Rescue
The unique urban village provides amazing opportunities for technical rescue training and includes trainers for high angle, trench, confined space, structural collapse and swift water rescue operations.
abercrombie Planning+Design consulted with the National Fire Agency of Taiwan in the initial planning and concept development of their recently completed National Fire and Rescue Training Center. This multi-acre all-hazards training facility is one of the largest and most technologically advanced training facilities in the world and represents a major step in increasing the country’s ability to deal with emergency incidents both large and small. abercrombie Planning+Design provided technical advisement to the design team in the early stages of the project and continues to provide operational assistance and advisement now that the facility is operational.
Abercrombie Planning+Design began working with Baytown Fire and Rescue in 2008. Abercrombie Planning + Design developed a Strategic Master Plan for a new training center to be constructed on land donated by Exxon Mobile. The plan includes both structural and industrial training props to serve both the fire department and the high concentration of industrial sites in the area. Phase one included infrastructure and a 2 story residential live fire burn building. Phase 2 is under construction and will add an outdoor classroom and industrial rescue-training tower.
CALIFORNIA EXERCISE SIMULATION CENTER

abercombe Planning + Design led the development of a first of its kind emergency management exercise and incident simulation center under a grant from the California Office of Emergency Services. CAL-OES was actively looking for opportunities to expand emergency management training opportunities while reducing overall cost. The State-of-the-Art facility was designed to take advantage of multiple simulation models and programs and to be easily expanded as new technology becomes available.
CALIFORNIA FIRE RESCUE TRAINING AUTHORITY
Urban Search and Rescue Training Facility
California Office of Emergency Services
Sacramento Metropolitan Fire District
Sacramento Fire Department
Urban Search and Rescue Training Facility for the Singapore Civil Defense including multiple collapsed structures and hazardous materials simulations
SACRAMENTO METROPOLITAN FIRE DISTRICT
Fire Training Center

Strategic Business Plan and Master Plan.
Planning for a new police and fire training center and headquarters had been ongoing for over 5 years with little in the way of progress. Estimates for the project were in excess of $250 million and requirements for land had grown increasingly forcing consideration of sites far from the center of this rapidly growing city.

When Dr. Abercrombie took over the project as the city’s owner representative he reexamined training needs and requirements and discovered the cost of the project had ballooned based on old information and outdated approaches to training and training facilities. By repurposing two historic federal depot warehouses and the adjacent acreage near the city core, the project gained over 500,000 sq. ft. of usable space at a drastically reduced cost to the city. Modern training and building systems allowed for increased training effectiveness with less cost to the user.

The resulting facility includes state-of-the-art police training areas including 4 indoor weapons ranges, a realistic 40,000 sq. ft. indoor tactical training village, emergency vehicle driving course, bike officer course, driving and live fire simulation rooms and a large defensive tactics area. Fire training areas include a 40,000 sq. ft. warehouse training area, an 8-story high-rise trainer, a 2-story residential Class A burn building, a unique urban search and rescue training area, and a dive rescue training pool.
Abercrombie Planning+Design developed a master plan for Temple Fire Station 8 and Training Center to be constructed on land provided by the local airport authority. Abercrombie Planning and Design was also the public safety design consultant as the project moved to design and construction. Phase one included living quarters for the fire station on one side of the truck bays and classrooms and offices for the training center on the other side. The facility also included a new EOC for the City. Phase 2 included the construction of a 3-story live fire burn tower with supporting infrastructure, and also included an apparatus building to be utilized for training support.
WASHINGTON STATE PATROL
Fire Training Academy

Master Plan and Strategic Business Plan
San Antonio College
First Responders Academy

Project Overview
Multi-phase regional fire and homeland security training facility. Initial phase is approximately 12 million with construction to begin in 2010. Phase two is approximately 17 million and should allow for the continuation of construction without interruption.

Tulsa Fire Department
Partnering with a local architect on all aspects of design process from initial concept and programming to the development of construction documents and construction oversight.

Tulsa Community College
Contract with Tulsa Community College to represent college design interest during development of new facility. Contract also includes development of business and operational plan for new facility including partnering model and curriculum outline.
Worked closely with fire department to redesign 30 plus million dollar training facility on 5 acres. Site was originally designed by a firm that walked away from the project. The facility was not functional as designed and had to be completely redesigned on a compressed time frame. Redesign exceeded clients expectations and construction will be complete in 2010. The new facility will provide outstanding and realistic training for a department of over 2,400 despite the difficulties of designing for a small site and under the pressures of a tight schedule.
Feasibility Study and Conceptual Design for the Proposed San Antonio Fire Department Swift Water Training Facility.
Professional Summary

Tommy L. Abercrombie, PhD
3508 Overton Park Dr. W. • Fort Worth, Texas 76109
Phone 817-229-2646 • E-mail tommy@abercrombiedesign.com

Work experience

abercrombie Planning + Design • Fort Worth, Texas 1996 - Present

Owner/Principal
Public Safety Design Consultant
Higher Education Design Consultant

Current and Recent Projects and Clients:
• Montgomery County Public Safety Training Center
• Washington Metro Transit Police Training Facility
• Fort Worth Police and Fire Training Center - Fort Worth, Texas
• California Exercise Simulation Center, California Office of Emergency Services
• Singapore Civil Defense Home Team Tactical Center, Singapore
• Taiwan National Academy - Taipei, Taiwan
• Public Safety Training Center Master Plan/Fire Station 7 - Denton, Texas
• Miami-Dade County Fire Training Center - Miami, Florida
• Tulsa Community College - Tulsa, Oklahoma
• Tulsa Fire Department - Tulsa, Oklahoma
• Sarasota County Combined Public Safety Training Facility - Sarasota County, Florida
• Sacramento Metropolitan Fire District - Sacramento, California
• Baytown Fire Department - Baytown, Texas
• San Antonio Community College - San Antonio, Texas
• Mesquite Fire Department - Mesquite, Texas
• Temple Fire Department Training Center - Temple, Texas
Tarrant County College • Fort Worth, Texas 1992 - 2014

Coordinator of Special Projects/Technical Adviser, Fire Service Training Center

- Led the development of a 20 million dollar state-of-the-art fire service training facility that is the largest computer controlled gas fired facility in the United States. Responsible for all aspects of the facility including initial concept, specifications, business plan, and construction oversight. The 23-acre facility consists of a 48,000 square foot high tech classroom and administration building coupled with a multi hazard disaster city complete with man made raging river. This highly integrated facility is one of the most technologically advanced emergency service training facilities in the world.

Ft. Worth Fire Department • Fort Worth, Texas 1994 - Present

Lieutenant

Education

University of Missouri • Columbia, Missouri 2011
PhD Human Environmental Science-Architectural Studies

Texas Christian University • Fort Worth, Texas 2004
Master of Liberal Arts

University of Oklahoma • Norman, Oklahoma 2001
Bachelor of Liberal Studies

Tarrant County Junior College • Fort Worth, Texas 1998
Associate of Applied Science, Fire Protection Technology
AGENDA CAPTION:
Consider approval, by motion, to ratify the original contract in the amount of $49,280 and approve a Change in Service in the amount of $59,000 to Rojas Planning, LLC for additional work related to a Stormwater Utility Rate Study bringing the total contract value to $108,280.

Meeting date: November 7, 2018

Department: Engineering & CIP

Amount & Source of Funding
Funds Required: $59,000
Account Number: FY140
Funds Available: $200,000
Account Name: Stormwater Utility Rate Update

Fiscal Note:
Prior Council Action: NA

City Council Strategic Initiative: [Please select from the dropdown menu below]
Stormwater
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 - Direct Growth, Compatible with Surrounding Uses
☐ Neighborhoods & Housing - Choose an item.
☐ Parks, Public Spaces & Facilities - Choose an item.
☐ Transportation - Choose an item.
☐ Not Applicable
Background Information:
This ratification is for the contract in the original amount of $49,280 and a Change In Service in the amount of $59,000 for additional work to update the City of San Marcos stormwater utility rate structure bringing the total contract value to $108,280. The initial phase of work with Rojas Planning LLC consisted of determining the amount of impervious cover by parcel within the City and ETJ for comparison to assumptions made in the original rate model. A review of the City's billings was also conducted which identified some inconsistencies and areas for improvement.

The scope of this additional work will include account matching, options to update the rate structure based on the newly acquired impervious cover data and assistance with implementation.

Any recommended changes to the rate structure are anticipated to be discussed with the FY20 Budget process.

Council Committee, Board/Commission Action:
NA

Alternatives:
NA

Recommendation:
Staff recommends ratification approval of contract including change in service for Stormwater Utility Rate Study.
ATTACHMENT C

AUTHORIZATION OF CHANGE IN SERVICES
CITY OF SAN MARCOS, TEXAS

PROJECT: Stormwater Utility Rate Update - FY140
CONSULTANT: Rojas Planning, LLC

AUTHORIZATION NO.: 1
ORIGINAL CONTRACT DATE: 08/19/2014
AUTHORIZATION DATE: 02/08/2018

WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES

Purpose: Increase amount of funding to provide professional services required to complete a full study of the impact to the City of San Marcos stormwater utility. This would include additional account matching, a rate structure proposal and update based on newly acquired impervious cover data, and implementation planning.

1. Last existing account information was pulled on January 30, 2018. All new or deleted accounts since this time will need to be reconciled with the accounts that were initially matched with the impervious data. ($6,000)
2. Fix errors on 194 residential accounts, subdivide airport between private/public uses, review public uses County and Federal parcels zoned “P” which do not have a mandatory or discretionary exemption. ($3,500)
3. Find resolution to the 2,196 parcels with 663 Acres of impervious cover that is not allocated to an existing stormwater billing account but is within the service area. ($28,000 - this is assuming a little less than 7 minutes average per parcel, we can discuss sharing a level of effort with city staff to reduce cost or limiting number of parcels to be reviewed.)
4. Develop rate structure based on a residential and non-residential classes with impact summaries to different customer classes and how the billing unit would change ($8,500)
5. Assist city staff with tables, charts, community comparisons, presentation materials, city council meetings (up to 2), fact sheets, and public outreach. ($5,500)
6. Implementation planning – work with billing center on billing system conversion, procedures manual, outreach to non-residential customers receiving large increases, 30-day sample bill mail-out, and establish process to maintain current stormwater utility data going forward. ($7,500)

Previous contract amount: $49,280
Net increase/decrease in contract amount: $59,000
Revised contract amount: $108,280

Rojas Planning, LLC.
By: [Signature]  Date: 9/26/18

Gabriel Rejus, President

Printed name, title
Rejus Planning, LLC

Approved by:

City of San Marcos:

By: [Signature]
   City Manager

Date: __________________
AGENDA CAPTION:
Consider approval, by motion, of Change in Service No. 4 with Lockwood, Andrews & Newnam, Inc., for Engineering Services for the Coers Drive Improvements Project in a not to exceed amount of $64,385.00.

Meeting date: November 7, 2018

Department: Engineering and Capital Improvements

Amount & Source of Funding
Funds Required: $64,385.00
Account Number: C597
Funds Available: $2,500,000
Account Name: Coers Drainage Improvements

Fiscal Note:

City Council Strategic Initiative: [Please select from the dropdown menu below]
Stormwater
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 - Pro-active policies that encourage recycling, resource, and energy efficiency
☒ Land Use - Set appropriate density & impervious cover limitations in environmentally sensitive areas to avoid adverse impacts on water supply
☐ 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 scope for this change in services with Lockwood, Andrews & Newnam, Inc. (LAN) was negotiated and is being submitted for Council approval for a not to exceed amount of $64,385.00. This Change In Service # 4 adds additional funds to accommodate the scope revisions associated with water quality features added to the design, construction services for added scope, as well as plan modifications required to accommodate the Old Ranch Road 12 Bike/Pedestrian and Widening project.

In 2015, the City asked Halff Associates to investigate the storm water runoff associated with the Old Ranch Road 12 Bike/Pedestrian and Widening project. It was determined that there will be a negligible increase in runoff associated with the road widening; however the Coers Drive area was a known area with drainage issues. Since a portion of the Ranch Road 12 project drains to Coers Drive, the design engineer investigated the current drainage on Coers and determined a large amount of run-off crosses through residential lots. The Coers Drainage Project will capture the run-off at Old Ranch Road 12 and re-route it around the residential lots into the existing creek behind Coers Drive. Due to the large size of the box culvert required to convey the storm water, the water and sewer must be replaced as well. The final scope of work includes the installation of 5' x 3' storm drain culverts; replace 1,300 LF of wastewater main and 1,400 LF of water main on Coers Drive, from Old Ranch Road 12 to Owens Street and a 5' sidewalk.

There are multiple water quality systems being installed with this project.
- Modular Wetlands System - Removes Total Suspended Solids (TSS)
- Modular Connection Pipe Screen - Captures Floatable Trash and Debris
- SAFL Baffle - Removes Total Suspended Solids (TSS)
- Snout - Captures Floatable Trash and Debris

The construction of Coers has already started and will be completed in the summer of 2020 in advance of the Old Ranch Road 12 Bike/Pedestrian and Widening project, which is scheduled to start in 2022.

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

Alternatives:
Click or tap here to enter text.

Recommendation:
Staff recommends approval of this change in service.
OVERVIEW

The Bio Clean Modular Connector Pipe Screen (MCPS) is designed to utilize existing catch basins, allowing them to efficiently capture 100% of trash and debris. This device meets the Full Trash Capture requirements pioneered in California and is approved by the California state and regional boards.

MCPS technology can be retrofitted into any curb or drop inlet to help municipalities meet current stormwater regulations and comply with their NPDES or MS4 permit. MCPS devices can be used for new site developments as the first line of defense to prevent trash and debris from reaching downstream stormwater BMPs where they can cause clogging and unnecessary maintenance burdens.

Constructed from 100% 304 perforated stainless steel, the system is feasible, effective, and built to last. An innovative curved design with multiple cross supports ensures the device can withstand several hundred pounds of pressure, far exceeding the 60-plus pound requirement by the County of Los Angeles. Its modular design makes it easy to insert through a 24-inch diameter manhole and assemble inside the basin within minutes. The center piece comes in different lengths allowing it to be used with outlet pipe sizes up to 48 inches or greater. For catch basins with pipes exiting in the corner, the system can easily be adapted to an ‘L’ shape using a single corner piece and a single center piece.

ADVANTAGES

• MEETS 100% FULL TRASH CAPTURE REQUIREMENTS OF THE CALIFORNIA STATE AND REGIONAL WATER BOARDS

• 100% STAINLESS STEEL CONSTRUCTION UTILIZING ONLY PERFORATED METAL CONSTRUCTION

• MODULAR DESIGN ALLOWS IT TO BE ADAPTED TO ANY PIPE SIZE AND QUICKLY ASSEMBLED INSIDE THE CATCH BASIN

• ROUND DESIGN WITH CROSS SUPPORTS WITHSTANDS SEVERAL HUNDRED POUNDS OF WATER PRESSURE, FAR EXCEEDING ALL OTHER DEVICES.
Treated flows enter the basin and are passed through the MCPS which retains all trash and debris down to 5 mms in size.

High flows are allowed to bypass over the top of the MCPS during intense storm events.

### SPECIFICATIONS

<table>
<thead>
<tr>
<th>PIPE SIZE (in.)</th>
<th>UNIT HEIGHT (in.)</th>
<th>LENGTH OF CENTER PIECE (in.)</th>
<th>ASSEMBLY WIDTH (in.)</th>
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<tr>
<td>48</td>
<td>48</td>
<td>30</td>
<td>60</td>
</tr>
</tbody>
</table>
**INSTALLATION**

The modular design of the system makes installation fast and easy. Rounded end pieces and center sections fit through any standard manhole. The system is assembled using self-tapping screws and concrete drive pins.

**MAINTENANCE**

The MCPS makes any catch basin a Full Trash Capture device. Maintenance of the catch basin can be performed using a standard vacuum truck or removed by hand. The center piece can be easily removed to allow access to the outlet pipe for jetting and other activities.
Comprehensive Stormwater Solutions
OVERVIEW

The Bio Clean Modular Wetlands System™ Linear (MWS Linear) represents a pioneering breakthrough in stormwater technology as the only biofiltration system to utilize patented horizontal flow, allowing for a smaller footprint and higher treatment capacity. While most biofilters use little or no pretreatment, the MWS Linear incorporates an advanced pretreatment chamber that includes separation and pre-filter cartridges. In this chamber, sediment and hydrocarbons are removed from runoff before entering the biofiltration chamber, in turn reducing maintenance costs and improving performance.

The Urban Impact

For hundreds of years, natural wetlands surrounding our shores have played an integral role as nature’s stormwater treatment system. But as our cities grow and develop, these natural wetlands have perished under countless roads, rooftops, and parking lots.

Plant A Wetland

Without natural wetlands, our cities are deprived of water purification, flood control, and land stability. Modular Wetlands and the MWS Linear re-establish nature’s presence and rejuvenate waterways in urban areas.

PERFORMANCE

The MWS Linear continues to outperform other treatment methods with superior pollutant removal for TSS, heavy metals, nutrients, hydrocarbons, and bacteria. Since 2007 the MWS Linear has been field tested on numerous sites across the country. With its advanced pretreatment chamber and innovative horizontal flow biofilter, the system is able to effectively remove pollutants through a combination of physical, chemical, and biological filtration processes. With the same biological processes found in natural wetlands, the MWS Linear harnesses nature’s ability to process, transform, and remove even the most harmful pollutants.

<table>
<thead>
<tr>
<th>% Removal</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>66%</td>
<td>Removal of Dissolved Zinc</td>
</tr>
<tr>
<td>69%</td>
<td>Removal of Total Zinc</td>
</tr>
<tr>
<td>38%</td>
<td>Removal of Dissolved Copper</td>
</tr>
<tr>
<td>64%</td>
<td>Removal of Total Copper</td>
</tr>
<tr>
<td>45%</td>
<td>Removal of Nitrogen</td>
</tr>
<tr>
<td>50%</td>
<td>Removal of Total Copper</td>
</tr>
<tr>
<td>95%</td>
<td>Removal of Motor Oil</td>
</tr>
<tr>
<td>67%</td>
<td>Removal of Ortho Phosphorus</td>
</tr>
<tr>
<td>85%</td>
<td>Removal of TSS</td>
</tr>
</tbody>
</table>
APPROVALS

The MWS Linear has successfully met years of challenging technical reviews and testing from some of the most prestigious and demanding agencies in the nation and perhaps the world.

WASHINGTON STATE TAPE APPROVED
The MWS Linear is approved for General Use Level Designation (GULD) for Basic, Enhanced, and Phosphorus treatment at 1 gpm/ft² loading rate. The highest performing BMP on the market for all main pollutant categories.

DEQ ASSIGNMENT
The Virginia Department of Environmental Quality assigned the MWS Linear, the highest phosphorus removal rating for manufactured treatment devices to meet the new Virginia Stormwater Management Program (VSMP) Regulation technical criteria.

MARYLAND DEPARTMENT OF THE ENVIRONMENT APPROVED
Granted Environmental Site Design (ESD) status for new construction, redevelopment, and retrofitting when designed in accordance with the design manual.

MASTEP EVALUATION
The University of Massachusetts at Amherst – Water Resources Research Center issued a technical evaluation report noting removal rates up to 84% TSS, 70% total phosphorus, 68.5% total zinc, and more.

RHODE ISLAND DEM APPROVED
Approved as an authorized BMP and noted to achieve the following minimum removal efficiencies: 85% TSS, 60% pathogens, 30% total phosphorus, and 30% total nitrogen.

ADVANTAGES

• HORIZONTAL FLOW BIOFiltrATION
• GREATER FILTER SURFACE AREA
• PRETREATMENT CHAMBER
• PATENTED PERIMETER VOID AREA
• FLOW CONTROL
• NO DEPRESSED PLANTER AREA
• AUTO DRAINDOWN MEANS NO MOSQUITO VECTOR
OPERATION

The MWS Linear is the most efficient and versatile biofiltration system on the market, and it is the only system with horizontal flow which improves performance, reduces footprint, and minimizes maintenance. Figure 1 and Figure 2 illustrate the invaluable benefits of horizontal flow and the multiple treatment stages.

1 PRETREATMENT

SEPARATION
- Trash, sediment, and debris are separated before entering the pre-filter cartridges
- Designed for easy maintenance access

PRE-FILTER CARTRIDGES
- Over 25 sq. ft. of surface area per cartridge
- Utilizes BioMediaGREEN filter material
- Removes over 80% of TSS and 90% of hydrocarbons
- Prevents pollutants that cause clogging from migrating to the biofiltration chamber
HORIZONTAL FLOW
- Less clogging than downward flow biofilters
- Water flow is subsurface
- Improves biological filtration

PATENTED PERIMETER VOID AREA
- Vertically extends void area between the walls and the WetlandMEDIA on all four sides
- Maximizes surface area of the media for higher treatment capacity

WETLANDMEDIA
- Contains no organics and removes phosphorus
- Greater surface area and 48% void space
- Maximum evapotranspiration
- High ion exchange capacity and lightweight

FLOW CONTROL
- Orifice plate controls flow of water through WetlandMEDIA to a level lower than the media’s capacity
- Extends the life of the media and improves performance

DRAINDOWN FILTER
- The draindown is an optional feature that completely drains the pretreatment chamber
- Water that drains from the pretreatment chamber between storm events will be treated
CONFIGURATIONS

The MWS Linear is the preferred biofiltration system of civil engineers across the country due to its versatile design. This highly versatile system has available “pipe-in” options on most models, along with built-in curb or grated inlets for simple integration into your storm drain design.

**CURB TYPE**
The Curb Type configuration accepts sheet flow through a curb opening and is commonly used along roadways and parking lots. It can be used in sump or flow-by conditions. Length of curb opening varies based on model and size.

**GRATE TYPE**
The Grate Type configuration offers the same features and benefits as the Curb Type but with a grated/drop inlet above the systems pretreatment chamber. It has the added benefit of allowing pedestrian access over the inlet. ADA-compliant grates are available to assure easy and safe access. The Grate Type can also be used in scenarios where runoff needs to be intercepted on both sides of landscape islands.

**VAULT TYPE**
The system’s patented horizontal flow biofilter is able to accept inflow pipes directly into the pretreatment chamber, meaning the MWS Linear can be used in end-of-the-line installations. This greatly improves feasibility over typical decentralized designs that are required with other biofiltration/bioretention systems. Another benefit of the “pipe-in” design is the ability to install the system downstream of underground detention systems to meet water quality volume requirements.

**DOWNSPOUT TYPE**
The Downspout Type is a variation of the Vault Type and is designed to accept a vertical downspout pipe from rooftop and podium areas. Some models have the option of utilizing an internal bypass, simplifying the overall design. The system can be installed as a raised planter, and the exterior can be stuccoed or covered with other finishes to match the look of adjacent buildings.
ORIENTATIONS

SIDE-BY-SIDE
The Side-By-Side orientation places the pretreatment and discharge chamber adjacent to one another with the biofiltration chamber running parallel on either side. This minimizes the system length, providing a highly compact footprint. It has been proven useful in situations such as streets with directly adjacent sidewalks, as half of the system can be placed under that sidewalk. This orientation also offers internal bypass options as discussed below.

END-TO-END
The End-To-End orientation places the pretreatment and discharge chambers on opposite ends of the biofiltration chamber, therefore minimizing the width of the system to 5 ft. (outside dimension). This orientation is perfect for linear projects and street retrofits where existing utilities and sidewalks limit the amount of space available for installation. One limitation of this orientation is that bypass must be external.

BYPASS

INTERNAL BYPASS WEIR (SIDE-BY-SIDE ONLY)
The Side-By-Side orientation places the pretreatment and discharge chambers adjacent to one another allowing for integration of internal bypass. The wall between these chambers can act as a bypass weir when flows exceed the system’s treatment capacity, thus allowing bypass from the pretreatment chamber directly to the discharge chamber.

EXTERNAL DIVERSION WEIR STRUCTURE
This traditional offline diversion method can be used with the MWS Linear in scenarios where runoff is being piped to the system. These simple and effective structures are generally configured with two outflow pipes. The first is a smaller pipe on the upstream side of the diversion weir - to divert low flows over to the MWS Linear for treatment. The second is the main pipe that receives water once the system has exceeded treatment capacity and water flows over the weir.

FLOW-BY-DESIGN
This method is one in which the system is placed just upstream of a standard curb or grate inlet to intercept the first flush. Higher flows simply pass by the MWS Linear and into the standard inlet downstream.

DVERT LOW FLOW DIVERSION
This simple yet innovative diversion trough can be installed in existing or new curb and grate inlets to divert the first flush to the MWS Linear via pipe. It works similar to a rain gutter and is installed just below the opening into the inlet. It captures the low flows and channels them over to a connecting pipe exiting out the wall of the inlet and leading to the MWS Linear. The DVERT is perfect for retrofit and green street applications that allow the MWS Linear to be installed anywhere space is available.
The MWS Linear can be used in stand-alone applications to meet treatment flow requirements. Since the MWS Linear is the only biofiltration system that can accept inflow pipes several feet below the surface, it can be used not only in decentralized design applications but also as a large central end-of-the-line application for maximum feasibility.

<table>
<thead>
<tr>
<th>MODEL #</th>
<th>DIMENSIONS</th>
<th>WETLANDMEDIA SURFACE AREA (sq.ft.)</th>
<th>TREATMENT FLOW RATE (cfs)</th>
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<tbody>
<tr>
<td>MWS-L-4-4</td>
<td>4’ x 4’</td>
<td>23</td>
<td>0.052</td>
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<tr>
<td>MWS-L-4-6</td>
<td>4’ x 6’</td>
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<td>MWS-L-4-8</td>
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<tr>
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<td>4’ x 13’</td>
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<td>0.144</td>
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<tr>
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<td>0.175</td>
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<td>90</td>
<td>0.206</td>
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<td>MWS-L-4-19</td>
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<td>0.237</td>
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<td>MWS-L-8-24</td>
<td>9’ x 25’</td>
<td>302</td>
<td>0.693</td>
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</table>
Many states require treatment of a water quality volume and do not offer the option of flow-based design. The MWS Linear and its unique horizontal flow makes it the only biofilter that can be used in volume-based design installed downstream of ponds, detention basins, and underground storage systems.

<table>
<thead>
<tr>
<th>MODEL #</th>
<th>TREATMENT CAPACITY (cu. ft.) @ 24-HOUR DRAINDOWN</th>
<th>TREATMENT CAPACITY (cu. ft.) @ 48-HOUR DRAINDOWN</th>
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<td>MWS-L-4-4</td>
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</table>
APPLICATIONS

The MWS Linear has been successfully used on numerous new construction and retrofit projects. The system’s superior versatility makes it beneficial for a wide range of stormwater and waste water applications - treating rooftops, streetscapes, parking lots, and industrial sites.

INDUSTRIAL
Many states enforce strict regulations for discharges from industrial sites. The MWS Linear has helped various sites meet difficult EPA-mandated effluent limits for dissolved metals and other pollutants.

STREETS
Street applications can be challenging due to limited space. The MWS Linear is very adaptable, and it offers the smallest footprint to work around the constraints of existing utilities on retrofit projects.

RESIDENTIAL
Low to high density developments can benefit from the versatile design of the MWS Linear. The system can be used in both decentralized LID design and cost-effective end-of-the-line configurations.

PARKING LOTS
Parking lots are designed to maximize space and the MWS Linear’s 4 ft. standard planter width allows for easy integration into parking lot islands and other landscape medians.

COMMERCIAL
Compared to bioretention systems, the MWS Linear can treat far more area in less space, meeting treatment and volume control requirements.

MIXED USE
The MWS Linear can be installed as a raised planter to treat runoff from rooftops or patios, making it perfect for sustainable “live-work” spaces.

More applications include:

• Agriculture    • Reuse    • Low Impact Development    • Waste Water
PLANT SELECTION

Abundant plants, trees, and grasses bring value and an aesthetic benefit to any urban setting, but those in the MWS Linear do even more - they increase pollutant removal. What's not seen, but very important, is that below grade, the stormwater runoff/flow is being subjected to nature’s secret weapon: a dynamic physical, chemical, and biological process working to break down and remove non-point source pollutants. The flow rate is controlled in the MWS Linear, giving the plants more contact time so that pollutants are more successfully decomposed, volatilized, and incorporated into the biomass of the MWS Linear's micro/macro flora and fauna.

A wide range of plants are suitable for use in the MWS Linear, but selections vary by location and climate. View suitable plants by visiting biocleanenvironmental.com/plants.

INSTALLATION

The MWS Linear is simple, easy to install, and has a space-efficient design that offers lower excavation and installation costs compared to traditional tree-box type systems. The structure of the system resembles precast catch basin or utility vaults and is installed in a similar fashion.

The system is delivered fully assembled for quick installation. Generally, the structure can be unloaded and set in place in 15 minutes. Our experienced team of field technicians are available to supervise installations and provide technical support.

MAINTENANCE

Reduce your maintenance costs, man hours, and materials with the MWS Linear. Unlike other biofiltration systems that provide no pretreatment, the MWS Linear is a self-contained treatment train which incorporates simple and effective pretreatment.

Maintenance requirements for the biofilter itself are almost completely eliminated, as the pretreatment chamber removes and isolates trash, sediments, and hydrocarbons. What's left is the simple maintenance of an easily accessible pretreatment chamber that can be cleaned by hand or with a standard vac truck. Only periodic replacement of low-cost media in the pre-filter cartridges is required for long-term operation, and there is absolutely no need to replace expensive biofiltration media.
45 MINUTE STORMWATER SEDIMENT SOLUTION

The SAFL Baffle® is the best way to keep sediment pollution out of lakes, rivers, and oceans. It fits into both new and existing sump manholes, where it upgrades them to capture more sediment found in stormwater. Installation takes about 45 minutes and captured sediment can be conveniently removed with a vacuum truck. Without the SAFL Baffle, sediment collects in ponds, wetlands, and infiltration basins, which must be periodically maintained. Collecting sediment upstream with a SAFL Baffle will extend the lives of downstream BMPs, significantly reducing long term maintenance costs.

90% REDUCTION OF MAINTENANCE COSTS OVER DREDGING

45 MINUTE INSTALL

RETROFITS AND NEW CONSTRUCTION

STARTING AT $3600

Washout Protection

Four years of testing at the University of Minnesota’s St. Anthony Falls Laboratory showed the SAFL Baffle to dramatically reduce washout of previously collected sediment. The SAFL Baffle does this by preventing a circular, plunging flow pattern from occurring within the sump manhole at high flow rates.

Stainless Steel

Every piece of the baffle fits through a casting

Easy Install

Installs with a hammer drill, bubble level and wrenches

www.upstreamtechnologies.us
**THROUGH PIPE CONFIGURATION**

**SAFL BAFFLE INSTALLATION DETAIL**

**SAFL BAFFLE INSTALLATION PLAN**

**SAFL BAFFLE PANEL DETAIL**

**SAFL BAFFLE ATTACHMENT BOLT DETAIL**

NOTES:

1) UPSTREAM TECHNOLOGIES INC. IS THE EXCLUSIVE LICENSEE OF THE SAFL BAFFLE.

2) CONTRACTOR MUST VERIFY LOCATION OF CASTING AND STEPS PRIOR TO INSTALLATION OF THE STRUCTURE.

3) CONTRACTOR STRUCTURES GREATER THAN 72" REQUIRE SECOND CASTING FOR MAINTENANCE ACCESS.

4) THIS GENERIC DETAIL DOES NOT ENCOMPASS THE SIZING, FIT AND APPLICABILITY OF THE SAFL BAFFLE FOR THIS SPECIFIC PROJECT. IT IS THE ULTIMATE RESPONSIBILITY OF THE DESIGN ENGINEER TO ASSURE THAT THE DESIGN IS IN COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS. THE SAFL BAFFLE IS A PATENTED TECHNOLOGY OF UPSTREAM TECHNOLOGIES, INC. AND THE UNIVERSITY OF MINNESOTA AND NEITHER UPSTREAM TECHNOLOGIES NOR THE UNIVERSITY OF MINNESOTA APPROVES PLANS, SIZING, OR SYSTEM DESIGNS.

**SAFL BAFFLE STANDARD DETAIL**

UPSTREAM TECHNOLOGIES
NEW BRIGHTON, MN
651.237.5123

www.upstreamtechnologies.us
EVOLUTION

In 2007, the Minnesota Department of Transportation approached John Gulliver, PhD a professor in the Department of Civil, Environmental and Geo-Engineering at the University of Minnesota College of Science and Engineering’s St. Anthony Falls Laboratory (SAFL), to analyze ways to reduce / eliminate sump manhole “washout” due to heavy rainfall events negatively impacting storm water systems. Four years, dozens of designs and thousands of testing hours later, the SAFL Baffle solution emerged.

Years of design / test experimentation cycles determined both the optimal sump manhole positioning and defined the Flow Funnel™ design (40-50 percent) for maximizing sediment capture. Flow Funnel™ design and baffle positioning are the two critical factors in managing sediment washout. These design characteristics are covered in the University of Minnesota’s patent US 8,715,507B2.

SAFL BAFFLE TODAY

Performance efficiency
Performance can be modeled through an independently developed simulation program (SHSAM, owned by Barr Engineering) for determining sediment removal efficiency.

Double the capture
Municipal retrofit installations confirm that the SAFL Baffle doubles sediment capture compared to the sump without the SAFL Baffle.

Avoid the “nozzle effect”
SAFL researchers determined that installation at the center of the manhole results in the greatest removal efficiency. Other baffle products are placed closer to the inlet pipe, where removal efficiency is less than optimal.

Fast, easy installation
Installs in less than an hour. Contractors have reported 15-minute installations in existing storm water sumps.

Works with popular “skimmers”
Works with popular “skimmers,” like the Snout, manufactured by BMP Products, Inc.

In use at more than 500 sites across North America
Installed at more than 500 storm water sites in 22 states and Canada.

Agency approved
Approved for use by US Federal Highway Department, the US Army Corp of Engineers, and over a dozen state agencies from Washington to Maryland.

Patented design
US 8,715,507 B2
US 8,663,466 B2
US 9,506,237 B2
CA 2742207

Durable
Made in the USA, out of 100 percent stainless steel.
The City of Golden Valley conducted a case study to determine the effectiveness of the SAFL Baffle.

**Year 1:** Seven existing sump structures were selected and monitored for 12 months.

<table>
<thead>
<tr>
<th>Structure</th>
<th>Sump Dimensions (ft – D x H)</th>
<th>Watershed Area (acres)</th>
<th>Sediment Captured Per Year (lbs)</th>
</tr>
</thead>
<tbody>
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<td>7.63</td>
<td>1124</td>
</tr>
<tr>
<td>Bridgewater</td>
<td>4.5 x 2.87</td>
<td>4.36</td>
<td>1027</td>
</tr>
<tr>
<td>Waterford</td>
<td>4.5 x 3.10</td>
<td>3.00</td>
<td>1109</td>
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<tr>
<td>Skyline</td>
<td>4.5 x 3.00</td>
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<td>1074</td>
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<tr>
<td>Edgewood</td>
<td>6.0 x 3.00</td>
<td>6.40</td>
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8,799 pounds of sediment was removed in a 12-month period without SAFL Baffles installed.

**Year 2:** SAFL Baffles were installed in each of the seven sump structures.

<table>
<thead>
<tr>
<th>Structure</th>
<th>Sump Dimensions (ft – D x H)</th>
<th>Watershed Area (acres)</th>
<th>Sediment Captured Per Year (lbs)</th>
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17,567 pounds of sediment was removed in a 12-month period with the SAFL Baffles installed.

**Year 1:** Without SAFL Baffles: 8,799 pounds removed  
**Year 2:** With SAFL Baffles: 17,567 pounds removed

A 99% increase in sediment retention

Rain events for both years were similar
The Quality Stormwater Management System.

Helping you do more water quality improvement with less budget.

1. Stormwater and trash enter through grate or pipe.
2. Oil and floatable debris on surface cannot exit pipe.
3. Gross particles and some sediment sink to bottom.
4. Cleaner water exits from under SNOUT®.

Make the most of your stormwater dollars with the SNOUT® system.

We have stormwater quality experts on staff to help you with our wide range of products, including the SNOUT®, Bio-Skirt®, and Stainless Steel TrashScreen™.

Whether it is for highway or municipal drainage, governmental or educational facilities, we have the experience for your residential or commercial stormwater management needs.

More than 75,000 SNOUTs® installed. Made in the USA since 1999.

For more information on how our systems can solve any stormwater situation, contact us at 800.504.8008 or visit us at bmpinc.com
Products for a better environment.

More than 75,000 SNOUTs® installed. Made in the USA since 1999.

For more information on how our systems can solve any stormwater situation, contact us at 800.504.8008 or visit us at bmpinc.com
Design and Maintenance Considerations for SNOUT® Stormwater Quality Systems

Background:

The SNOUT system from Best Management Products, Inc. (BMP, Inc.) is based on a vented hood that can reduce floatable trash and debris, free oils, and other solids from stormwater discharges. In its most basic application, a SNOUT hood is installed over the outlet pipe of a catch basin or other stormwater quality structure with a deep sump (see Installation Drawing). The SNOUT forms a baffle that traps floatable debris and free oils on the surface, while permitting heavier solids to sink to the bottom of the sump. The clarified intermediate layer is forced out of the structure through the open bottom of the SNOUT by displacement from incoming flow. The resultant discharge contains considerably less unsightly trash and other gross pollutants, and can also offer reductions of free-oils and finer solids.

As with any structural stormwater quality design, maintenance considerations will have a dramatic impact on SNOUT system performance over the life of the facility. The most important factor to consider when designing structures with a SNOUT is the depth of the sump. Sump is defined as the depth from the invert of the outlet pipe to the bottom of the structure. Simply put, the deeper the sump, the more effective the unit will be both in terms of pollutant removals and reducing frequency of maintenance. More volume in a structure means more quiescence, thus allowing the pollutants a better chance to separate out. Secondly, more volume means fewer cycles between maintenance, because the structure has a greater capacity. Of equal importance to good performance is putting SNOUTs in multiple structures. The closer one captures pollution to where it enters the infrastructure (e.g. at the inlet), the less mixing of runoff there is, and the easier it will be to separate out pollutants. Putting SNOUTs and deep sumps in all inlets that can be easily maintained develops a powerful structural treatment train with a great deal of effective storage volume, where even finer particles may have chance to settle out.

Design Notes:

- The SNOUT size is ALWAYS greater than the nominal pipe size. The SNOUT should cover the pipe OD and optimally the grouted area around the pipe (e.g. for a 12” pipe, an 18” SNOUT is the correct choice).
- As a rule of thumb, BMP, Inc. recommends minimum sump depths based on outlet pipe inside diameters of 2.5 to 3 times the outlet pipe size.
- For best performance, the inlet pipe and outlet pipe should have inverts close to the same elevation (a six inch or less deviation is optimal).
- Special note for smaller pipes: A minimum sump depth of 36 inches for all
Pipe sizes 12 inches ID or less, and 48 inches for pipe 15-18 inches ID is required if collection of finer solids is desired.

- The plan dimension of the structure should be up to 6 to 7 times the flow area of the outlet pipe. Increasing area beyond that has a minimal impact on performance. However, the structure wall where the SNOUT is mounted must accommodate the size of the SNOUT (either the correct diameter or enough width).
- To optimize pollutant removals establish a “treatment train” with SNOUTs placed in as many inlets where it is feasible to do so (this protocol applies to most commercial, institutional or municipal applications and any application with direct discharge to surface waters).
- At a minimum, SNOUTs should be used in every third structure for less critical applications (less critical areas might include flow over grassy surfaces, very low traffic areas in private, non-commercial or non-institutional settings, single family residential sites).
- Use Bio-Skirts® for increased hydrocarbon reduction. Bio-Skirts are highly recommended for fueling or vehicle service stations, convenience stores, loading docks, marinas, beaches, or high traffic applications. Each Bio-Skirt can retain about one gallon of oils.
- Use the Stainless TrashScreen for “Full Trash Capture” requirements.
- The “R” series SNOUTs (12R, 18R, 24R, 30R, 30R/96, 42RTB/60, 52RTB/72, 52RTB/84 and 72RTB/96) are available for round manhole type structures of up to 96” ID; the “F” series SNOUTs (LP318F, 12F, 18F, 24F, 30F, 36F, 48F, 72F and 96F) are available for flat walled structures; the “NP” series SNOUTs (NP1218R, NP1524R, NP1830R, and NP2430R) are available for smaller diameter structures up to 30” ID.

Example Structure Sizing Calculation:

A SNOUT equipped structure with a 15 inch ID outlet pipe (1.23 sqft. flow area) will offer best performance with a minimum plan area of 7.4 sqft. and 48 inch sump. Thus, a readily available 48 inch diameter manhole-type structure, or a rectangular structure of 2 feet x 4 feet will offer sufficient size when combined with a sump depth of 48 inches or greater.

Maintenance Recommendations:

- Monthly monitoring for the first year of a new installation after the site has been stabilized is a recommended practice.
- Measurements should be taken after each rain event of .5 inches or more, or monthly, as determined by local weather conditions.
- Checking sediment depth and noting the surface pollutants in the structure will be helpful in planning maintenance.
- The pollutants collected in SNOUT equipped structures will consist of floatable debris and oils on the surface of the captured water, and grit and sediment on the bottom of the structure.
- It is best to schedule maintenance based on the solids collected in the sump.
- Optimally, the structure should be cleaned when the sump is half full (e.g. when 2 feet of material collects in a 4 foot sump, clean it out).
- Structures should also be cleaned if a spill or other incident causes a larger than normal accumulation of pollutants in a structure.
• Maintenance is best done with a vacuum truck.
• If Bio-Skirts are being used in the structure to enhance hydrocarbon capture, they should be checked on a monthly basis for the first year, and serviced or replaced when more than 2/3 of the boom is submerged, indicating a nearly saturated state. Assuming a typical pollutant-loading environment exists, Bio-Skirts should be serviced* annually or replaced as necessary.
• In the case of an oil spill, the structure should be checked and serviced and Bio-Skirts (if present) replaced or serviced immediately.
• All collected wastes must be handled and disposed of according to local environmental requirements.
• To maintain the SNOUT hoods, an annual inspection of the anti-siphon vent and access hatch are recommended. A simple flushing of the vent, or a gentle rodding with a flexible wire are all that’s typically needed to maintain the anti-siphon properties. Opening and closing the access hatch once a year ensures a lifetime of trouble-free service.

*To extend the service life of a Bio-Skirt, the unit may be “wrung out” to remove oils and washed in an industrial washing machine with warm water. The Bio-Skirt may then be re-deployed if the material maintains its structural integrity. A maintained Bio-Skirt can last for several years. Each Bio-Skirt can hold about on gallon of oils.

SNOUT INSTALLATION:

![SNOUT INSTALLATION](image)
BIO-SKIRT INSTALLATION:

TYPICAL INSTALLATION

NOTE: ATTACH BIO-SKIRT STRUCTURE WALL SUCH THAT IT IS APPROXIMATELY AT SAME ELEVATION AS STATIC WATER LEVEL.

STAINLESS TRASHSCREEN INSTALLATION:
Contact Information:

Please contact us if we can offer further assistance. Technical Assistance: T. J. Mullen at 800-504-8008, tjm@bmpinc.com or Matt White at 888-434-0277, mwhite@bmpinc.com.

Website: [www.bmpinc.com](http://www.bmpinc.com)

The SNOUT, Bio-Skirt and TrashScreen are protected by US Patents 6126817, 7857966, 7951294 and 8512556

More US patents are pending and BMP holds Canadian patents for much of the technology patented in the US. Canadian Patents numbers include 2285146, 2688012, 2690156, 2740678

The SNOUT®, Bio-Skirt® and Stainless TrashScreen™ are trademarks of Best Management Products,
AUTHORIZATION OF CHANGE IN SERVICES
CITY OF SAN MARCOS, TEXAS

CONTRACT: Coers Drive Drainage Improvements Project (216-168)
CONSULTANT: Lockwood, Andrews, & Newman

AUTHORIZATION NO.: 04
ORIGINAL CONTRACT DATE: February 16, 2016

WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES

In general, the additional scope will include:

- **Additional Bid Phase Services:** Update several design sections to account for design revisions associated with the added water quality features and other CIP design projects in the area.
- **Additional Construction Phase Services:** Increase allocated time and budget to account for longer duration.
- **Additional Record Drawing Phase Services:** Added survey services for more accurate record drawings.

See attachments for further details.

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Requested by:

By: ____________________________  Date: 10/12/2018

Travis Michel – Infrastructure Mgr.

Approved by:

City of San Marcos:

By: ____________________________  Date: ________________

Bert Lumbreras – City Manager
October 11, 2018

Shaun Condor, PE, PMP
City of San Marcos
Engineering/Capital Improvements
630 East Hopkins
San Marcos, Texas 78666

Re: Coers Drive Drainage & Utility Improvements Project
Proposal for Additional Professional Engineering Services (Change of Services #4)

Dear Mr. Condor:

In accordance with our original contract for the Coers Drive Drainage Improvements project, I am providing this proposal for additional Professional Engineering Services (Change of Services #4). The additional Bid Phase and Construction Phase Services requested herein reflect the additional design elements and revisions requested by the City of San Marcos (COSM) during the final design and bid phases, as well as extended scope of work for Construction Phase support due to an increase in construction duration from the original twelve (12) months to eighteen (18) months. Design changes that occurred at the 99% Design and 100% Design stages, such as driveway and sidewalk revisions to address property owners request, were incorporated into the bidding documents utilizing the original budgets for bidding and construction phases. Thus, no additional budget is requested for these design phase changes.

The following scope of work shall be included in this Change of Services:

Additional Bid Phase Services

A number of design changes during the bid phase have been brought forward at the request of the COSM. The following bid phase services have therefore been added to our original scope:

1. Water Line A tie-in revisions at Old RR12 and Coers Dr. intersection, including associated quantities and coordination with Halff Associates;
2. Revising depth of Storm Drain MH-13;
3. Addition of “Modular Connection Pipe Screens” for Curb Inlets I and J;
4. Increased effort during production of the conformed plan set, due to a number of design changes during bid. LAN will provide one (1) electronic copy of Construction Plans in pdf, one (1) CAD copy, and two (2) 22” x 34” plan set, and four (4) 11” x 17” plan sets. City will provide copies of the specifications.

In addition to the above-mentioned design changes, LAN has revised the sidewalks between roadway Sta 6+00 to 9+00 (including all impacted sheets), during the final design at COSM’s request. No Change of Services has been executed to compensate for the additional work. LAN has therefore exhausted our original Bid Phase and Construction Phase budgets when addressing the requested design revisions.

The following services from the original scope carry over, unchanged:
1. Project Management: This task includes routine communication with the City; managing staff resources, budgets, and schedules; invoicing; and other activities associated with managing the project.

2. Attend Pre-Bid Meeting: LAN will assist the City in conducting pre-bid meeting and developing the agenda.

3. Answer Questions: LAN will coordinate with the City for issuing responses for technical questions and requests for additional information from potential bidders.

4. Bid Tabulation and Recommendation of Award: LAN will review all bids and evaluate them for responsiveness and confirm accuracy of bid amount.

5. Reference check for bid qualification: LAN will check references for the low bidder and second low bidder. LAN will check for debarment. LAN will prepare a letter summarizing the review and evaluation and include recommendations for award of the contract for construction, or other action as appropriate. The City shall make the final decision on the award of the contract for construction and the acceptance or rejection of all bids.

Additional Construction Phase Services
Due to the higher-than-anticipated complexity of design and construction, in addition to the increased estimated construction duration of 18 months LAN has estimated the following increase in construction phase scope:

1. Project Management: This task includes routine communication with the City; managing staff resources, budgets, and schedules; invoicing; and other activities associated with managing the project. Adjusted for increased construction duration.

2. Project Meetings: LAN will attend regular construction meetings with the City, Contractor, and other parties as appropriate to review the construction progress. For budgeting purposes, we have thirty-six (36) total construction progress meetings (average 2 per month; 12 meetings originally assumed).

3. Attend Pre-Construction Conference: LAN will attend a pre-construction conference for the project with the City, Contractor, and other parties as appropriate.

4. Submittal Review: LAN will review all Contractor provided submittals. For budgeting purposes, we have assumed a total of forty (40) submittals, which includes reviews of re-submittals (20 submittals originally assumed).

5. Response to Requests for Information/Modifications: LAN will review and respond to all requests for information (RFI’s) from the Contractor. A total of eight (8) RFI’s have been assumed (5 RFI’s originally assumed).

6. Construction Observations: LAN will make site visits to observe construction throughout the duration of the project as appropriate to verify the project is being constructed in conformance with the construction Plans and Technical Specifications. It is assumed a total of thirty-six (36) site visits will be performed (average 2 per month; original assumption was 12 site visits).
7. **Pay Estimate Review:** LAN will review Contractor’s Pay Applications after quantity concurrence by the City’s Construction Inspector. Review of eighteen (18) Pay Applications has been assumed (six pay applications originally assumed).

8. **Review of Change Orders:** LAN will review all Contractor requests for additional compensation and assist the City in Change Order negotiation and preparation. It is assumed no more than two (2) change orders will be reviewed (one change order originally assumed).

9. **TDLR Inspection:** Altura Solutions will inspect the completed sidewalks for project registration with TDLR.

10. **Substantial Completion:** LAN will participate in one Substantial Completion walk-through to determine outstanding items and document “punch list items”. LAN will issue a Certificate of Substantial Completion when the contract requirements have been met.

**Record Drawing Phase**
LAN will complete the record drawing phase support in accordance with our original scope. The original scope is as follows:

1. **Record Drawings:** LAN will review the Contractor’s provided redline as-built drawings and incorporate changes made during construction as appropriate. LAN will deliver one (1) draft set of full size bond drawings for inspector review, and one (1) pdf plan set for review. Upon City review and concurrence, LAN will provide a final version of Record Drawings.

2. **Deliverables:** Upon City review of prepared draft record drawings, LAN will deliver Final Record Drawings, consisting of two (2) sets of full size (22” x 34”) bond drawings, one (1) pdf electronic copy, one (1) set of GIS shape files for all new infrastructure, and one (1) CAD copy.

**Schedule**
Construction is estimated to be completed within 18 months with a NTP of August 6th, 2018.

An hourly fee breakdown of these additional services is included as Attachment 1. The hours estimated are in addition to the previously scoped tasks included in the original contract. The total additional budget requested for these additional services is $64,385, to be invoiced on a time and materials basis.

We look forward to continuing to serve the City of San Marcos on this project, and currently anticipate these services to be completed within our original schedule. If you have any questions or need any further information, please contact me at tmmichel@lan-inc.com or 512-338-2745.

Sincerely,

Travis Michel, PE  
Senior Project Manager

**Attachments**
Attachment 1 – Fee Estimate
ATTACHMENT 1

FEE ESTIMATE - MAN-HOUR BREAKDOWN
COERS DRIVE DRAINAGE & UTILITY IMPROVEMENTS
ADDITIONAL BID PHASE AND CONSTRUCTION PHASE SERVICES

October 11, 2018

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<th>Principal in Charge</th>
<th>Rate/ Hr.</th>
<th>Project Manager</th>
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The hours listed above are an estimate. The hours assigned to the Phase(s) are not exclusive to the phase which they are assigned. The total fee will not exceed the total contract amount as discussed in Article 2. The hourly rates of this contract shall apply throughout the remainder of this contract and to all change in services.

Payment to the ENGINEER will be made as follows:
1. Basic Services - The amounts of these invoices will be based upon the extent of work completed by the Engineer on an hourly basis.
2. Supplemental Services - The Engineer will receive approval in writing before performing supplemental services. The amounts of these invoices will be based upon the extent of work completed by the Engineer on a lump sum basis.
3. Reimbursable expense - Reimbursable expenses, including such things as expenses for plotting, reproduction of documents, auto travel mileage (current IRS approved mileage rate), delivery charges, long distance communications, freight, and state accessibility will be invoiced with appropriate backup documentation.

Invoice and Time of Payment
Invoices will be prepared in a format approved by the City prior to submission of the first monthly invoice. Invoices shall be submitted monthly and paid within 30 days.

Additional Basic Design Services: $0.00
Bid & Construction Phase Services: $58,135.00
Environmental Services (aci Consulting): $0.00
Additional SUE Services (Cardno): $0.00
Additional Survey (Byrn): $5,250.00
Expenses (Reproduction, Mileage, Courier): $1,000.00
Project Subtotal: $64,385.00
Project Total: $64,385.00
July 24, 2018

Lockwood, Andrews & Newnam, Inc.

PROPOSAL FOR POST CONSTRUCTION SURVEY OF THE COERS DRIVE UTILITY IMPROVEMENTS PROJECT, CITY OF SAN MARCOS, TEXAS

Greg,

Thank you for considering Byrn & Associates for this project.

We can provide you with the following surveying services for a fee of $5,000.00.

- Locate all recently constructed utilities within the project limits
- Including, but not limited to directional changes, MHs, Valves, Hydrants, Service Meters, Cleanouts, Storm Inlets.
- Inverts on storm and wastewater.
- Texas State Plane, South Central Zone Coordinates for all located utilities in .dwg as well as .txt format (comma delimited in “pt no.,X,Y, description” format.)

Sincerely,

Kyle Smith, R.P.L.S.
AGENDA CAPTION:
Receive a Staff presentation and hold a Public Hearing to receive comments for or against Ordinance 2018-46 (ZC-18-19), amending Section 4.5.2.1(B)(2) of the City’s Development Code to establish the “Old African American Baptist Church” located at 219 West MLK Drive as a Local Historic Landmark; and including procedural provisions; and consider approval of Ordinance 2018-46, on the first of two readings.

Meeting date: 11/7/2018

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: N/A

City Council Strategic Initiative:
N/A

Comprehensive Plan Element(s):
☐ Economic Development
☐ Environment & Resource Protection
☐ Land Use
☐ Neighborhoods & Housing
☐ Parks, Public Spaces & Facilities
☐ Transportation
☒ Not Applicable

Master Plan: N/A
Background Information:
The property is located at the corner of West Martin Luther King Drive and Comanche Street in the Dunbar Historic District. It is historically known as the Old First Baptist Church and is listed in the Historic Resources Survey of the Dunbar and East Guadalupe Neighborhoods (1996) with a High priority. Schools, churches and fraternal lodges provided a focal point for the social history of the neighborhood. The building that houses the Calaboose Museum and the subject property are the only surviving structures that represent these building types. The survey explains that initially, the property was rated with a Medium priority due to the alterations from 1953. After consultation with the Texas Historical Commission the priority designation was changed to High due to the church’s significance to the community. The recommendation of the survey is for the subject property to be considered for local designation as an individual landmark.

Council Committee, Board/Commission Action:
The Historic Preservation Commission recommended approval of the request to designate the property as a local historic landmark with a vote of 6-0 at the September 6th Regular Meeting.

The Planning and Zoning Commission recommended approval of the request to designate the property as a local historic landmark with a vote of 8-0 at the October 9th Regular Meeting.

Alternatives:

Recommendation:
Staff recommends approval of the request as it meets the criteria of Section 2.5.4.5.
ORDINANCE NO. 2018-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS AMENDING SECTION 4.5.2.1(B)(2) OF THE CITY’S DEVELOPMENT CODE TO ESTABLISH THE “OLD AFRICAN AMERICAN BAPTIST CHURCH” LOCATED AT 219 WEST MLK DRIVE AS A LOCAL HISTORIC LANDMARK; AND INCLUDING PROCEDURAL PROVISIONS.

RECITALS:

1. On September 6, 2018, the Historic Preservation Commission voted to recommend local historic landmark designation for the “Old African American Baptist Church” located at 219 West MLK Drive.

2. On October 9, 2018, the City Planning and Zoning Commission considered the recommendation of the Historic Preservation Commission and also voted to recommend that such building be designated and established as a local historic landmark.

3. Following a public hearing, and considering the recommendations of the Historic Preservation Commission and the Planning and Zoning Commission, the City Council wishes to designate and establish the “Old African American Baptist Church” as a local historic landmark under applicable provisions of the City’s Development Code.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

SECTION 1. Section 4.5.2.1(B)(2) of the City’s Development Code, Subpart B of the San Marcos City Code, is amended to designate and establish the “Old African American Baptist Church” located at 219 West MLK Drive as a local historic landmark as follows (underlining indicates added text):

2. The following local Historic landmarks are established within the City limits:
   a. The Oak Heights Live Oak Tree located in the 500 Block of Franklin Drive.
   b. The Charles S. Cock House located at 400 E. Hopkins Street.
   c. The Merriman Cabin located at 150 C.M. Allen Parkway.
   d. The Dunbar School located at 801 Endicott Street.
   e. The Old Fish Hatchery located at 204 C.M. Allen Parkway.
   f. The Commemorative Air Force Hangar located at 2249 Airport Drive.
   g. The Civil Air Patrol Building A located at 1945 Airport Drive.
h. Graham Tower located at 1921 Airport Drive.

i. The Old African American Church located at 219 West MLK Drive.

SECTION 2. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 3. All ordinances and resolution or parts of ordinances or resolutions in conflict with this ordinance are repealed.

SECTION 4. This ordinance will take effect upon its passage, approval and adoption on second reading.

PASSED AND APPROVED on first reading on November 7, 2018.

PASSED, APPROVED AND ADOPTED on second reading November 20, 2018.

John Thomaides
Mayor

Attest: Approved:

Jamie Lee Case Michael J. Cosentino
City Clerk City Attorney
At their regular meeting on October 9, 2018 the Planning and Zoning Commission considered this item during a Public Hearing.

**Public Notification:**

*Personal notification for the October 9, 2018 P&Z Meeting was mailed on September 21, 2018 (please see attached map and list).*

*Notice for the November 7, 2018 City Council Meeting was published in the September 23, 2018 San Marcos Daily Record. Additionally, personal notification was mailed on October 10, 2018.*

**Correspondence:**

*Staff received one phone call in support of the request.*

**Public Hearing:**

1. Griffin Spell
2. Ramika Adams
3. Sara Lee Underwood-Meyers
4. Corina Pinales

**Planning & Zoning Commission draft meeting minutes:**

ZC-18-19 (219 West MLK Drive) Hold a public hearing and consider a request by Konrad and Katherine Waldhauser to designate the property at 219 West MLK Drive as a local historic landmark. (A. Brake)

Chair Garber opened the public hearing.

Alison Brake, Historic Preservation Officer and Planner, gave an overview of the request.

A motion was made by Commissioner Porterfield, seconded by Commissioner Dillon, that ZC-18-19 (219 West MLK Drive) be approved. The motion carried by the following vote:
For:  8 - Chair, Garber Vice Chair Gleason, Commissioner Ramirez, Commissioner McCarty, Commissioner Rand, Commissioner Dillon, Commissioner Porterfield, and Commissioner Baker.

Against:  0 -

Absent:  1 - Commissioner Haverland

Attachments:

1. Notification Map
2. Property Owner List
ZC-18-19
219 W MLK Dr
Local Landmark
Map Date: 9/10/2018

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.
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<tr>
<th>OwnerName</th>
<th>OwnerAddr1</th>
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ZC-18-19
219 W MLK Dr
Local Landmark
Map Date: 9/10/2018

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.
Summary
Request: Designate 219 West MLK Drive, the Old African American Baptist Church, as a local historic landmark.
Applicant: Konrad & Katherine Waldhauser
1103 Earle Street
San Marcos, TX 78666
Property Owner: Waldhauser, LLC
1103 Earle Street
San Marcos, TX 78666

Notification
Application: September 7, 2018
Neighborhood Meeting: N/A
Published: September 23, 2018
# of Participants: N/A
Posted: September 21, 2018
Personal: September 21, 2018
Response: None as of the date of this report.

Property Description
Legal Description: Farm Lot, Part of Lot 3, Block 5
Location: Corner of West MLK Drive and South Comanche Street
Acreage: 0.15 acres
PDD/DA/Other: Dunbar Historic District
Existing Zoning: P
Proposed Zoning: Same
Existing Use: Vacant Church
Proposed Use: Community Center
Preferred Scenario: Downtown Intensity Zone
Proposed Designation: Same
CONA Neighborhood: Dunbar
Sector: 1
Utility Capacity: Adequate
Floodplain: No

Surrounding Area

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<th>Preferred Scenario</th>
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<tr>
<td>South of Property:</td>
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<td>Single family and vacant</td>
<td>Downtown Intensity Zone</td>
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<td>East of Property:</td>
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<td>Cephas House/ Eddie Durham Park</td>
<td>Downtown Intensity Zone</td>
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<td>West of Property:</td>
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Staff Recommendation

| X        | Approval as Submitted | Approval with Conditions / Alternate | Denial |

Staff: Alison Brake, CNU-A
Title: Historic Preservation Officer & Planner
Date: September 26, 2018
### History

The building is historically known as the Old First Baptist Church and is listed in the Historic Resources Survey of the Dunbar and East Guadalupe Neighborhoods (1996) with a High priority. The survey inventory form states that the church served as both a religious and social center for the community. In addition, it was utilized for commencement exercises for the San Marcos Colored School until area schools integrated. The form of the building is typical of African American churches characterized by a cruciform plan raised on a tall basement with a steeply pitched roof. The church's gabled porch is flanked by two bell towers which relays its importance to the street. A mural, located behind the baptistery which depicts the Jordan River, still exists inside. It was commissioned by a committee of women from the church and executed by Mrs. Henry Kyle. The survey states that the roof of the church was lowered in 1936 and additional alterations which included the application of siding and new concrete steps occurred in 1953. The church was vacated in 1986 after a new structure was built.

According to the survey, the area around Dunbar Neighborhood was first settled by Anglo farmers which likely employed African Americans after the Civil War as hired hands or tenant farmers. The neighborhood grew in response to its proximity to the more affluent neighborhoods along San Antonio, Hopkins, and Belvin Streets; many of the early residents of Dunbar worked as domestic servants, cooks, and groundskeepers. Schools, churches and fraternal lodges provided a focal point for the social history of the neighborhood. The building that houses the Calaboose Museum and the subject property are the only surviving structures that represent these building types. The survey explains that initially, the property was rated with a Medium priority due to the alterations from 1953. After consultation with the Texas Historical Commission the priority designation was changed to High due to the church’s significance to the community. The recommendation of the survey is for the subject property to be considered for local designation as an individual landmark.

### Additional Analysis

The subject property lies within the boundary of this historic district and is subject to the Certificate of Appropriateness regulations of Chapter 2, Article 5, Division 5 of the San Marcos Development Code. Local historic landmarks are subject to the same regulations.

### Comments from Other Departments

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<tr>
<td>Police</td>
<td>No Comment</td>
</tr>
<tr>
<td>Fire</td>
<td>No Comment</td>
</tr>
<tr>
<td>Public Services</td>
<td>No Comment</td>
</tr>
<tr>
<td>Engineering</td>
<td>No Comment</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Criteria for Approval (Sec. 2.5.4.5)</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Consistent</td>
<td>Inconsistent</td>
</tr>
</tbody>
</table>

- **Consistent**

  - **Historical, architectural, and cultural significance of the site(s)**
    
    *Schools, churches and fraternal lodges provided a focal point for the social history of the neighborhood. The building that houses the Calaboose Museum and the subject property are the only surviving structures that represent these building types.*

- **Suitability for preservation or restoration**

  *The local historic landmark designation places a structure or site under review authority of the Historic Preservation Commission which means any changes to the building’s/structure’s exterior (other than color), which includes restoration, must be approved by the Commission and issued a Certificate of Appropriateness. Designating the subject property as a local historic landmark demonstrates the City’s dedication to preservation by applying the same guidelines to public property as we do to privately owned property in historic districts or other locally designated landmarks.*

- **Educational value;**

  *The designation will also draw public attention to our diverse collection of buildings and sites, and help educate citizens in the history of San Marcos.*

- **Satisfaction of criteria established for inclusion of site(s) and/or district in the National Register of Historic Places.**

  *The building may be eligible for its association with the neighborhood or larger African American community. As a part of the Dunbar Historic District, it is considered a contributing building.*
8 August 2018

Alison Brake, CNU-A
Historic Preservation Officer & Planner | Planning & Development Services
City of San Marcos
630 E Hopkins St, San Marcos, TX 78666

Dear Ms. Brake,

As the owners of the historic African American Baptist Church building located at 219 W MLK Drive in San Marcos, Texas, we are writing to make an official request to have this building recognized as a historic landmark by the City of San Marcos. Historic preservationist James Nolan stated that this is the grandest African American church building in the State of Texas.

Shortly after buying the property in April of 2017, we showed the building to City of San Marcos Council Members Jane Hughson, Lisa Prewitt and Dr. Ed Mihalkanin. Dr. Mihalkanin explained to us that the original location of the church had been burned by the KKK in 1876. It took the church three decades to rebuild. Jane Hughson and Lisa Prewitt guided us to community members who were working toward the restoration of the building prior to our involvement. We learned that this is a project with many years of interest and a large community support behind it.

Since our purchase of the property, various organizations within the community and around the state have expressed a desire to contribute to the restoration of the building. Prairie View A&M Professor of Architecture, William Batson drove in to see the building. He wants to provide the working drawings for the restoration.

The Calaboose African American History Museum Board stepped up to be a partner to manage the use of the building after it is restored. Currently, the SMART orchestra, San Marcos Cinema Club, Cheatham Street Music Foundation, and other arts groups have expressed interest in using the building.

Dr. Shetay Ashford is currently working to have the neighborhood recognized as a cultural arts district. Jazz composer Eddie Durham and abstract artist Bill Hutson grew up in the neighborhood.

The people of this neighborhood have faced extreme oppression over the years. Dr. Ashford believes that the surrounding neighborhood is likely a freedmen’s colony. After the burning of the church in 1876 (the same year that Prairie View A&M was founded), the community stood strong. However in 1923, twenty thousand Klansmen returned to frighten and harass the residents. The neighborhood came together. This beautiful building housed NAACP and other civil rights meetings throughout the 20th century.
As this endeavor has evolved, we can see that the restoration of this building is of prime importance for the neighborhood as well as the City of San Marcos. We are grateful to have learned about the historical significance of the building and feel honored to be a part of this project. We envision the church restored to its grandeur and able to serve the community once again.

We have learned from preservationists that it is paramount for the building to receive local landmark status to show that the community is behind its restoration. It is our belief that the building once restored will again be a crown jewel of San Marcos.

Sincerely,

Konrad and Katherine Waldhauser, Sole Members
Waldhauser, LLC
**HISTORIC SITES INVENTORY FORM**

**COMMERCIAL/INSTITUTIONAL PROPERTY**

**County**: Hays  
**City/Rural**: San Marcos  
**Historic Name**: First Baptist Church  
**Address**: 219 Martin Luther King Dr.  
**Owner**: First Baptist Church  
**Legal Desc.**: pt lot 14, blk 16, Original Town of S.M.  
**Property Type**: Institutional  
**Subtype**:  
**Integrity of**: location X design setting X materials workmanship association X feeling X  
**History of Property**: Constructed in 1908, this church served as both a religious and social center for the community, used for commencement exercises for the San Marcos Colored School until integration of area schools. It was vacated in 1980 after a new structure was built and is currently under renovation. A mural behind the baptistry, executed by Mrs. Henry Kyle, depicts the Jordan River and was commissioned by a committee of women from the church. The roof of the church was lowered in 1936. Additional alterations in 1953 included the application of siding and new concrete steps. It is not known when the front porch was altered.  
**Areas of Significance (include justification)**: Architecture, Social History  
**An important example of the type of structure constructed by African-American congregations. Served as an important center for social activities of all kinds in the Dunbar neighborhood.**

**Bibliography (include oral histories)**: manuscript files of Dr. Elvin Holt of San Marcos  
**Surveyor**: Ralph Newlan  
**Date Surveyed**: 10-20-95  
**Photo Data**: Roll/Frame 002:36 Slides 3

**Designations**: NR RTHL HABS Local Other

**Priority**: High X Medium Low

**Location**

- X original location
- N moved (specify date)
- X building faces (N/S/E/W)

**Stories**: 2 specify # (1,2)

**Construction**

- X frame
- X solid brick (specify color)
- X solid stone (specify color)
- X specify other

**Plan**

- X open plan
- X Auditorium Plan

**Exterior Walls**

- X stone (specify type)
- X stucco
- X synthetic siding
- X red brick
- X buff brick
- X polychromatic brick
- X wood siding
- X terra cotta ornamentation
- X party wall construction

**Ground Floor**

- X Asbestos Siding
- X specify # of bays
- X symmetrically arranged
- X asymmetrical arranged
- X cast iron pilasters
- X fixed sash display windows
- X aluminum sash
- X single-door entry

**Rear Elevation**

- X double-door entry
- X multiple-door entry
- X recessed central entry (# of doors)
- X stairway door (specify placement)
- X transom (specify visible or covered)

**Upper Floor**

- X canopy
- X wood
- X metal
- X rod supported
- X chain supported
- X wall braced
- X specify other

**Rear Elevation**

- X on allay
- X loading dock
- X loading door
- X windows
- X single-door entry
- X specify other

**Upper Floor**

- X specify # of bays
- X symmetrically arranged
- X asymmetrical arranged

**Windows**

- X specify (8/2 - 4/4)
- X flat-arched
- X segmentally arched
- X round-arched
- X hood moldings
- X lintels
- X voute-curves
- X wood sash
- X aluminum sash

**Parapet**

- X single-light aluminum slides
- X light configuration
- X corbeled brickwork
- X decorative brickwork
- X metal letters
- X brick letters
- X pressed-metal cornice
- X painted detailing
- X date and name (specify)
- X specify other

**Roof**

- X hipped roof
- X gable roof
- X flat roof
- X standing seam metal
- X chimneys or flues
- X specify other

**Other**

- X flanking hippedroof towers on north elevation
- X -raised basement framing is constructed of rusticated concrete block piers
- X -interior chimney -brick flue for heating system
Historical Perspective on the Dunbar and
East Guadalupe Neighborhoods

Research on these two neighborhoods was hampered by a lack of
documentary evidence, thus resulting in a reliance on interviews with local
historians and oral history. No pre-1950 city directories were found in any of
the libraries or archives of San Marcos or Austin. The major publishers of
city directories were contacted by phone, but none had records of a city
directory of San Marcos from the early years. In addition, Sanborn maps were
examined for 1885, 1891, 1902, 1906, 1912, 1922, and 1930. There were portions
of the survey area that were not included on any of these Sanborn maps. The
Dunbar neighborhood was not indicated on the Sanborn maps until 1922, at
which time Martin Luther King and Centre streets were included. Many of
the houses on these streets, however, pre-date 1922.

The U.S. Census data only contains names and occupations, but no addresses,
until 1920. Unfortunately, the 1920 Census for San Marcos identifies only the
street, but not street numbers so it was impossible to correlate an individual
with a particular address. Since many of the streets in the survey are major
thoroughfares extending beyond the survey areas, it was not possible to
ascertain specific information for the purposes of this survey.

Historical Overview of the Dunbar Neighborhood

Located to the east of Guadalupe Street, the Dunbar neighborhood lies just to
the southeast of the courthouse square and is bounded on the south by the
floodplain of Purgatory Creek. The neighborhood encompasses a largely
residential area of domestic buildings constructed in the early 20th century.
Most of these structures are vernacular buildings that lack any stylistic
ornamentation. The typical dwelling is characterized by a frame or board and
batten construction. Shed-roof porches, supported by simple wood posts on
the front elevation, are the only ornamentation. With a lack of written
documentary records for ethnic groups, resources such as buildings, become
even more important as research sources.

The area around Dunbar was first settled by Anglo farmers and it is likely that
after the Civil War, African-Americans were employed as hired hands or
tenant farmers, living in small enclaves of frame dwellings. None of these
survive today. But the neighborhood undoubtedly grew in response to its
proximity to the more affluent neighborhoods which began to develop in the
1880s along San Antonio, Hopkins, and Belvin Streets where many of the
early residents of Dunbar worked as domestic servants, cooks, and
groundskeepers. Others found employment at nearby gins, lumber
companies and warehouses located along the railroad tracks just to the west of the neighborhood, as well as in downtown businesses. According to historical sources, it was not until 1893 that five men became the first African-Americans to own property in the county (Wyatt Newman, James Landon, Henry Richardson, Luckey McQueen, and Miles Bowes) when they purchased land for the San Marcos Community Cemetery on Post Road.

After the close of the Civil War, the Freedmen's Bureau established schools throughout Texas. The earliest known African-American school in San Marcos was the Freedmen's School established as early as 1868 on land bought from Major Edward Burleson Jr. The trustees for the Freedmen's School sold the property to the Methodist African Church in late 1875, perhaps anticipating the passage of the Public Free School Law in 1876, which eventually resulted in the establishment of the Negro School District in January of 1877. An African-American minister served as instructor to 50 pupils. The location of the first school is not known, but it was typical to hold classes in churches. A school building was obtained in 1890 only when the Anglo school was moved to Woods Street for use by the African-American students.

In addition to schools, churches played a critical role for the neighborhood both as a religious and social center. The Wesley Chapel African Methodist Episcopal Church was founded in 1875 and a church was constructed in 1879 on its current site on South Fredericksburg Street. The early date of this church (since replaced by several structures), offers evidence that this neighborhood was well established as a segregated, African-American community within a decade following Emancipation. Once known simply as "Colored Town," the neighborhood eventually took the name of the Dunbar school, named in honor of noted novelist and poet Paul Lawrence Dunbar.

The schools, churches and fraternal lodges provided a focal point for the social history of the neighborhood. The Old First Baptist Church and the "Calaboose" on Martin Luther King Street are the only surviving structures representing these building types as the Dunbar School was destroyed by fire. This school, initially constructed in the 1880s for Anglo children, was moved to the Dunbar neighborhood in 1918 and was added on to over the years. Named in 1961 for Paul Lawrence Dunbar (1872-1906), an African-American novelist and poet, the school also served as a social center for the community. It closed in the 1960s as the San Marcos schools were integrated. The separate Home Economics Building survived the fire and is an important landmark for the community. A portion of the old school, the infamous "barracks" wing, survives in a radically rehabilitated form on its new location on Valley Street. While this building represents an important aspect of the neighborhood’s history, its alteration and relocation from its original context diminish its ability to accurately reflect that history.
Although the “Calaboose” once served as the segregated jail, its later uses as the Black USO and a fraternal lodge are significant to the history of the area. An Odd Fellows Hall, located at the corner of Centre Street and Shady Lane, was demolished years ago. The Old First Baptist Church (1908), the only surviving historic church building, served as both a religious and social center for African-Americans. Typical of African-American churches, it is characterized by a cruciform plan raised upon a tall basement with a steeply pitched roof. The gabled porch, flanked by two bell towers, announces its importance to the street. The interior features a mural behind the baptistry executed by Mrs. Henry Kyle. As a social center, commencement exercises were held in this church until the integration of the San Marcos schools.

Dunbar became a thriving community of its own with its own restaurants, barber shops, beauty shops, grocery stores, and skating rink. A vital commercial strip developed along Martin Luther King Street two to three blocks to the east of Guadalupe Street. It is now occupied by the Century Phone Company which moved into the area in the mid-1950s. Known as “The Beat,” these commercial establishments served the needs of the African-American residents who were often denied services in Anglo businesses during the period of segregation. A few surviving structures, however, represent this once vital commercial history of the neighborhood.

Many African-American neighborhoods such as Dunbar experienced a decline after World War II as the GI Bill and VA loans offered African-Americans opportunities to leave traditional neighborhoods for the suburbs. This trend accelerated after court-ordered desegregation of schools and civil rights victories of the late 1950s and early 1960s which made the transition to integrated suburbia easier for people of color. The Purgatory Creek watershed continually threatened the neighborhood with flooding. Some of the worst recorded floods occurred in the early 1970s. Many homes were destroyed and there is an indication that existing houses were simply moved into the area rather than new construction replacing homes washed away by the waters.

**Historical Overview of the East Guadalupe Neighborhood**

Hispanics were the earliest settlers in the area with the establishment of the 18th century Missions Nuestra Señora de la Candelaria and San Ildefonsa and the 19th century settlement of San Marcos de Neve. Indeed, the very name of the City of San Marcos is owed to a pervasive Hispanic influence on the area. But with the Anglo settlement in the 1850s following the Texas Revolution and Statehood, Mexican-Americans became a minority who were often discriminated against.

The late nineteenth and early twentieth centuries witnessed numerous waves of immigration of Mexican-Americans who found work on the farms
ZC-18-19 Old Baptist Church Photographs

Church Choir – 1918
Church in Snow – date unknown
ORDINANCE 2018-XX
ZC-18-19 (219 West MLK Drive)

Receive a Staff presentation and hold a Public Hearing to receive comments for or against Ordinance 2018-XX, establishing a local historic landmark for the Old First Baptist Church, consisting of 0.15 acres, more or less, described as Farm Lot, Part of 3, Block 5, located at 219 West MLK Drive, and including procedural provisions on the first of two readings; and consider approval of Ordinance 2018-XX, on the first of two readings.
Located on corner of West MLK Drive and Comanche Street

  - High Priority Designation

Request
  - Designate as a Local Historic Landmark
Historic Photographs of Church

Church Choir - 1918

Church in snow – date unknown
Current Photograph of Church
Staff Recommendation:

At their October 9th Planning and Zoning Commission Meeting, the Commission recommended approval of designating the Old First Baptist Church as a local historic landmark.

At their September 6th Historic Preservation Commission Meeting, the Commission recommended approval of designating the Old First Baptist Church as a local historic landmark.

• Staff provides this request to City Council for your consideration and Staff recommends approval of designating the Old First Baptist Church as a local historic landmark.
File #: Ord. 2018-47, Version: 1

AGENDA CAPTION:
Consider approval of Ordinance 2018-47, on the first of two readings, consolidating five Commercial and Industrial Electric Rate Classes into two large General Service Rate Classes by eliminating the Texas State University Cogeneration contract and all Primary and Secondary Key Accounts as recommended by the Citizens Utility Advisory Board; reducing the energy charge and demand charge associated with such large general service rate classes; including procedural provisions; and providing an effective date.

Meeting date: November 7, 2018

Department: Finance-Heather Hurlbert, Finance Director

Amount & Source of Funding
Funds Required: $0
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: Council has established utility rates per ordinance and the Tx. St. Co-Generation rate agreement.

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.
Background Information:
City staff presented information to the Citizens Utilities Advisory Board (CUAB) on September 20, 2017 and April 18, 2018 on a proposal to consolidate five Commercial and Industrial Rate Classes into two under the LGS Tariff by eliminating the Texas State University Cogeneration contract and all Primary and Secondary Key Accounts in accord with the recommendations in the Schneider Engineering study entitled, “Key Account Elimination Cost of Service and Rate Impacts” (the “Cost of Service Study”) dated March 14, 2018 (see attachment C). Per the Cost of Service Study, the LGS energy and demand charges will be slightly reduced to more closely match the actual cost of providing utility services to customers in the LGS rate classes. The result is a projected revenue reduction of approximately $240,000, less than 0.5% of the anticipated revenue per annum. Residential, small commercial, and medium commercial rates would remain unchanged.

The rate classification changes and energy and demand charge adjustments will take effect on January 1, 2019. City staff will notify all affected customers before such changes take effect.

CUAB approved the recommended changes on May 22, 2018.

Council Committee, Board/Commission Action:
CUAB Recommendation on May 22, 2018

Alternatives:
None identified

Recommendation:
Approve the rate structure changes as indicated.
ORDINANCE NO. 2018-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS CONSOLIDATING FIVE COMMERCIAL AND INDUSTRIAL ELECTRIC RATE CLASSES INTO TWO LARGE GENERAL SERVICE RATE CLASSES BY ELIMINATING THE TEXAS STATE UNIVERSITY COGENERATION CONTRACT AND ALL PRIMARY AND SECONDARY KEY ACCOUNTS AS RECOMMENDED BY THE CITIZENS UTILITY ADVISORY BOARD; REDUCING THE ENERGY CHARGE AND DEMAND CHARGE ASSOCIATED WITH SUCH LARGE GENERAL SERVICE RATE CLASSES; INCLUDING PROCEDURAL PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

SECTION 1. The commercial and industrial electric rate classes consisting of Large General Service Primary, Large General Service Secondary, Texas State Cogeneration Contract, Primary Key Account and Secondary Key Account are hereby modified by eliminating Texas State Cogeneration Contract, Primary Key Account and Secondary Key Account as individual rate classes and moving accounts under such rate classes to either the Large General Service Primary or Large General Service Secondary rate classes, as applicable.

SECTION 2. The energy charge for Large General Service rate classes is reduced from a rate of $0.0081 to $0.0065, and the demand charge for Large General Service rate classes is reduced from a rate of $3.17 to $3.00.

SECTION 3. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 4. All ordinances and resolutions or parts of ordinances or resolutions in conflict with this ordinance are repealed.

SECTION 5. This ordinance will take effect after its passage, approval and adoption on second reading. However, the rate classification changes and reductions in energy and demand charges shall become effective on January 1, 2019.

PASSED AND APPROVED on first reading on November 7, 2018.

PASSED, APPROVED AND ADOPTED on second reading on November 20, 2018.

John Thomaides
Mayor
Attest: 

Jamie Lee Case  
City Clerk

Approved: 

Michael J. Cosentino 
City Attorney
Citizen Utility Advisory Board

Chairperson: Mayor John Thomaides (ex-officio)
Members: Mr. Gabriel Garcia, Ms. Keely Sonlitner, Ms. Heather Baca

May 22, 2018

The Honorable Mayor John Thomaides and Members of the City Council
630 East Hopkins Street
San Marcos, Texas 78666

RE: Citizen Utility Advisory Board Utility Fee Recommendation

Dear Honorable Mayor Thomaides and Members of Council:

The Citizen’s Utility Advisory Board (“CUAB”) has received presentations and materials related to FY 19 including, creation of an electric Standby Service Rate, creation of an electric Redundant Service Rate, proposed user fee increases in both water and wastewater utility service fees, restructuring of the electric rate tariffs, and an increase in funding for emergency assistance programs for both water and electric utility services.

Information on the proposed Large Distributed Generation Standby Service Rate (see attachment A) was presented to CUAB on September 20, 2017 and April 18, 2018. The new rate will apply to customers who have greater than 1,000 MW demand, have the ability to generate a significant portion of their load requirement, but also desire to have City of San Marcos infrastructure and capacity available to them to supply their full load(s), without interruption, when their own generation is off line. CUAB recommends the new rate as a measure to equitably provide the service(s) requested while also ensuring the City is compensated for the necessary infrastructure in order to ensure that additional costs are not passed on to other City customers.

Information on a proposed Large General Services Independent Redundant Service Rate (see attachment B) was discussed on April 18 and May 22, 2018. The rate will apply to customers who have greater than 1,000 MW demand and desire to have multiple, independent service connections available from the City. Similar to the above Large Distributed Generation Standby Service Rate, this rate allows the City to provide the requested service(s) while ensuring the City is compensated for the necessary infrastructure and capacity in order to ensure that additional
costs are not passed on to other City customers. CUAB recommends that this rate be developed by City staff and considered by Council.

Information was presented at the May 22, 2018 CUAB meeting related to user rates for electric, water, and wastewater utility services. CUAB has reviewed the rate model presented by staff, discussed the proposed FY19 budget, and recommends (i) no general rate increase for electric service; (ii) adjustments in energy and demand charges in the LGS rates per below referenced study; (iii) a 5% rate adjustment for water service; and (iv) a 2% rate adjustment for wastewater service. These rate adjustments are consistent with the multi-year plan comprised of small periodic adjustments recommended by CUAB to City Council beginning in FY15. This steady approach benefits City Utility customers by ensuring adequate funding levels to recover utility costs, continuing a high level of service delivery, and achieving future water supply security while minimizing the financial impact on customers.

City staff presented information on September 20, 2017 and April 18, 2018 to CUAB on a proposal to consolidate five Rate Classes into two Large General Services (LGS) rate tariffs. Elimination of the Texas State University Cogeneration contract and Primary / Secondary Key Accounts rates by moving these accounts into the existing LGS rates in accord with the recommendations in the Schneider Engineering “Key Account Elimination Cost of Service and Rate Impacts” study dated March 14, 2018 (see attachment C). Per the study, the LGS energy and demand charges will be slightly reduced to more closely match actual cost of providing service. The result is a projected revenue reduction of approximately $240,000, less than 0.5% of the anticipated revenue per annum. Residential, small commercial, and medium commercial rates would remain unchanged. CUAB recommends the rate consolidation and LGS rate adjustments.

CUAB also recommends that consideration be given for increasing the annual budget amounts for emergency payment assistance from $30,000 each for electric and water utility bills to $60,000 for each utility. These emergency assistance funds, administered by the Southside Community Center, provide temporary financial assistance to qualified individuals for paying utility bills. The Emergency Assistance Program funding level has remained at its current level since 2012.
We sincerely appreciate the opportunity to serve our community and respectfully request you consider these recommendations.

Sincerely,
Citizen Utility Advisory Board

______________________________
Gabriel Garcia

______________________________
Keely Sonlitner

______________________________
Heather Baca
The City of San Marcos (the "City") shall charge and collect for Large Distributed Generation Standby Service on the basis of this Rate Schedule – LDGS. City of San Marcos Electric Utility Rules and Regulations are incorporated by reference as a part of this rate schedule.

**AVAILABILITY**

This rate schedule is available throughout the entire territory served by the San Marcos Electric Utility System (the "City System").

**APPLICABILITY**

This rate schedule is applicable to all electric service required by Customer for lighting, power and any other purpose, other than residential service as defined in Rate Schedule – RS, as defined hereinafter, where the Customer's maximum metered kW demand is 1,000 kW or greater, for which no specific rate schedule is available, and where the customer is capable of generating a significant portion or the totality of their load requirement.

**CHARACTER OF SERVICE**

Service under this rate schedule shall be alternating current, 60 Hertz, three phase and delivered at City primary voltage or at the standard secondary voltages 120/208 or 277/480.

**MONTHLY RATE**

**Power Cost Charge**

The customer's power cost charge will be a direct pass through of generation, transmission and other charges billed to San Marcos Electric Utility by the Lower Colorado River Authority, GenTex Power Corporation, and other wholesale power suppliers for generation services provided to the customer.

**Distribution Standby Charge**

The Distribution Standby Charge is the sum of the Customer Charge and the Demand Charge, what are calculated as follows:

- **Customer Charge**
  - $5.16 multiplied by the CONTRACT DEMAND per month

- **Demand Charge**
  - $5.11 per BILLING DEMAND

The amount computed at the MONTHLY RATE shall be subject to taxes, assessments or surcharges imposed by any governmental authority which assessed on the basis of revenues from electric service or volumes of electricity purchased or sold by the City.

**MINIMUM MONTHLY CHARGE**

The monthly minimum charge shall be the sum of the CUSTOMER CHARGE, the DEMAND CHARGE (as applicable) and all applicable rate adjustments.
MARCOS ELECTRIC UTILITY
ELECTRIC RATE SCHEDULES

Large Distributed Generation Standby Service
Rate Schedule - LDGS

Effective:

PAYMENT

The due dates, penalty dates, and disconnection dates for bills shall be linked to the Customers' billing cycles in accordance with the following table of dates for each cycle:

<table>
<thead>
<tr>
<th>Cycle #</th>
<th>Billing Date</th>
<th>Due Date and Penalty Date</th>
<th>Disconnection Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16th</td>
<td>3rd of the following month</td>
<td>14th of the following month</td>
</tr>
<tr>
<td>2</td>
<td>24th</td>
<td>11th of the following month</td>
<td>21st of the following month</td>
</tr>
<tr>
<td>3</td>
<td>1st</td>
<td>18th of the same month</td>
<td>28th of the same month</td>
</tr>
<tr>
<td>4</td>
<td>8th</td>
<td>25th of the same month</td>
<td>4th of the following month</td>
</tr>
</tbody>
</table>

Any and all amounts not paid before the penalty date shall be assessed a charge in the amount of 10% of the unpaid amount.

Payments from state agencies must be received within 30 days from receipt of bill, and any unpaid amount will be subject to a 1.0% per month interest charge following the procedures set forth in the Prompt Payment Act.

CONTRACT DEMAND

Service under this rate schedule requires the Customer execute a standard contract for a minimum term of 12 months for a specified Contract Demand (kW) to be used in the determination of the BILLING DEMAND, as described hereinafter.

DETERMINATION OF BILLING DEMAND

The BILLING DEMAND each month for shall be the greater of:

a. The highest metered kW demand less the CONTRACT DEMAND, established during any 15 minute interval during the month; or

b. The highest kW demand less the CONTRACT DEMAND established during any 15 minute interval during the immediately preceding 11 months.

POWER FACTOR ADJUSTMENT

The monthly highest metered kW demand may be adjusted to an equivalent 97.0% power factor for the purpose of establishing the monthly BILLING DEMAND when the power factor at the point of delivery to the Customer is determined to be less than 97.0%. Such adjustment will be deferred for 6 months at a new point of delivery to allow for corrective action by the Customer.
SAN MARCOS ELECTRIC UTILITY
ELECTRIC RATE SCHEDULES

Large Independent, Redundant Service
Rate Schedule - LiRS

Effective: ______________

The City of San Marcos (the "City") shall charge and collect for Large Independent, Redundant Service on the basis of this Rate Schedule – LiRS. The City of San Marcos Electric Utility Rules and Regulations are incorporated by reference as a part of this rate schedule.

AVAILABILITY

This rate schedule is available throughout the entire territory served by the San Marcos Electric Utility System (the "City System").

APPLICABILITY

This rate schedule is applicable to all electric service required by Customer for lighting, power and any other purpose, other than residential service as defined in Rate Schedule - RS, where the Customer's maximum metered kW demand is 1,000 kW or greater, and where the customer requires two or more independent, redundant services.

CHARACTER OF SERVICE

Service under this rate schedule shall be alternating current, 60 Hertz, three phase and delivered at City primary voltage or at the standard secondary voltages 120/208 or 277/480.

MONTHLY RATE

Power Cost Charge

The customer's power cost charge will be a direct pass through of generation, transmission and other charges billed to San Marcos Electric Utility by the Lower Colorado River Authority, GenTex Power Corporation, and other wholesale power suppliers for generation services provided to the customer.

Distribution Standby Charge

The Distribution Standby Charge is the sum of the Customer Charge and the Demand Charge, which are calculated as follows:

- Customer Charge
  $ 5.16 multiplied by the CONTRACT DEMAND per month

- Demand Charge
  $ 5.11 per BILLING DEMAND

The amount computed at the MONTHLY RATE shall be subject to taxes, assessments or surcharges imposed by any governmental authority which assessed on the basis of revenues from electric service or volumes of electricity purchased or sold by the City.

MINIMUM MONTHLY CHARGE

The monthly minimum charge shall be the sum of the CUSTOMER CHARGE, the DEMAND CHARGE (as applicable) and all applicable rate adjustments.
PAYMENT

The due dates, penalty dates, and disconnection dates for bills shall be linked to the Customers' billing cycles in accordance with the following table of dates for each cycle:

<table>
<thead>
<tr>
<th>Cycle #</th>
<th>Billing Date</th>
<th>Due Date and Penalty Date</th>
<th>Disconnection Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16th</td>
<td>3rd of the following month</td>
<td>14th of the following month</td>
</tr>
<tr>
<td>2</td>
<td>24th</td>
<td>11th of the following month</td>
<td>21st of the following month</td>
</tr>
<tr>
<td>3</td>
<td>1st</td>
<td>18th of the same month</td>
<td>28th of the same month</td>
</tr>
<tr>
<td>4</td>
<td>8th</td>
<td>25th of the same month</td>
<td>4th of the following month</td>
</tr>
</tbody>
</table>

Any and all amounts not paid before the penalty date shall be assessed a charge in the amount of 10% of the unpaid amount.

Payments from state agencies must be received within 30 days from receipt of bill, and any unpaid amount will be subject to a 1.0% per month interest charge following the procedures set forth in the Prompt Payment Act.

CONTRACT DEMAND

Service under this rate schedule requires the Customer execute a standard contract for a minimum term of 12 months for a specified Contract Demand (kW) to be used in the determination of the BILLING DEMAND, as described hereinafter.

DETERMINATION OF BILLING DEMAND

The BILLING DEMAND each month for shall be the greater of:

a. the highest metered kW demand less the CONTRACT DEMAND, established during any 15 minute interval during the month; or

b. the highest kW demand less the CONTRACT DEMAND established during any 15 minute interval during the immediately preceding 11 months.

POWER FACTOR ADJUSTMENT

The monthly highest metered kW demand may be adjusted to an equivalent 97.0% power factor for the purpose of establishing the monthly BILLING DEMAND when the power factor at the point of delivery to the Customer is determined to be less than 97.0%. Such adjustment will be deferred for 6 months at a new point of delivery to allow for corrective action by the Customer.
**Recommended Changes for Next Steps**

1. Adjust TX, State Utility Rate Structure to Reflect Addition of Central Heat
2. Move "Key accounts" into Their respective classes
3. Consider Rebalancing Commercial Rate classes
4. Consider implementation of Higher fixed fees

**Strategic Goals**
- Service and the City's rates to meet cost of service
- Industrial customers: slight increase for residential customers
- Distributed generation and load shedding
- As distributed generation and load shedding will need to recover more revenue through

**Cost of Service / Rate Study Project Briefing**
### Next Steps

**Recommended Changes for Consideration**

1. **Adjust TX. State Univ. Rate Structure** to Reflect Addition of Central Heat and Power (CHP)
   - Design rate to ensure SMEU recovers cost of service revenue requirements based on new operating environment

2. **Move “key accounts” into their respective commercial rate classes**
   - Current Key Account rate classes are skewing cost of service results by having multiple, small rate classes with similar usage characteristics
   - Classes could benefit from consolidation and resulting economies of scale

3. **Consider rebalancing rates** to meet cost of service and the City’s strategic goals
   - Slight rate reductions for large commercial and industrial customers
   - Slight increase for residential customers

4. **Consider implementation of higher fixed fees**
   - As distributed generation and load shedding become increasingly prevalent, electric utilities will need to recover more revenue through fixed fees than variable charges
Large General Service Rate Class Adjustments

Rate Class Reassign. – Cost of Service Effects

- Residential, Sm. Commercial, & Med. Commercial see no changes to projected revenue
  - Some minor reductions to cost of service revenue requirements

- Both LGS rate classes see substantial growth relating to their cost of service revenue requirements and projected revenue
  - Adjustments to LGS Primary rate class will be necessary

<table>
<thead>
<tr>
<th></th>
<th>Base Case</th>
<th>Revised Rate Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test Year Cost of Service Rev. Req.</td>
<td>Test Year Revenue</td>
</tr>
<tr>
<td>Residential</td>
<td>$24,384,641</td>
<td>$23,968,452</td>
</tr>
<tr>
<td>Sm. Commercial</td>
<td>$6,125,418</td>
<td>$6,487,942</td>
</tr>
<tr>
<td>Md. Commercial</td>
<td>$10,844,190</td>
<td>$10,935,301</td>
</tr>
<tr>
<td>LGS Primary</td>
<td>$281,405</td>
<td>$333,002</td>
</tr>
<tr>
<td>LGS Secondary</td>
<td>$1,181,019</td>
<td>$1,601,610</td>
</tr>
<tr>
<td>Texas State</td>
<td>$7,498,578</td>
<td>$7,671,701</td>
</tr>
<tr>
<td>Primary KA</td>
<td>$966,951</td>
<td>$1,127,748</td>
</tr>
<tr>
<td>Secondary KA</td>
<td>$1,890,921</td>
<td>$2,332,733</td>
</tr>
<tr>
<td>Total</td>
<td>$53,173,124</td>
<td>$54,458,491</td>
</tr>
</tbody>
</table>
Large General Service Rate Class Adjustments

LGS Primary Rate Adjustments

- Residential, Sm. Commercial, & Med. Commercial see no changes to projected revenue
  - Some minor reductions to cost of service revenue requirements
- Both LGS rate classes see substantial growth relating to their cost of service revenue requirements and projected revenue
  - Adjustments to LGS Primary rate class will be necessary

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Charge</td>
<td>$ 764.80</td>
<td>$ 764.80</td>
</tr>
<tr>
<td>Energy Charge</td>
<td>$ 0.0081</td>
<td>$ 0.0065</td>
</tr>
<tr>
<td>Demand Charge</td>
<td>$ 3.17</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>PCRF</td>
<td>Pass Through</td>
<td>Pass Through</td>
</tr>
</tbody>
</table>
AGENDA CAPTION:
Consider approval of Ordinance 2018-48, on the first of two readings, amending Chapter 2, Article 3 - Boards, Committees and Commissions, of the San Marcos City Code by amending Section 2.072 to provide Terms of Office for City Board and Commission Members, and adding a new Section 2.073 that requires such Boards and Commissions to adopt a standard set of bylaws; including procedural provisions; and providing an effective date.

Meeting date: November 7, 2018

Department: City Clerk

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

Fiscal Note:

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)]
Choose an item.

Background Information:
Staff provided the City Council a presentation regarding Council Committees, Community Partnerships and Boards and Commissions on January 19, 2018. The City Council directed the City Clerk to standardize rules and regulations via bylaws for City Boards and Commissions at that time.

On September 4, 2018 the City Clerk presented the proposed template to the City Council and brought it back for formal adoption on October 16, 2018. On September 4, 2018 the Council also provided direction for the City Clerk to amend the City Code to change all terms of office for board and commission members to 3 years.

Council Committee, Board/Commission Action:
N/A

Alternatives:
Click or tap here to enter text.

Recommendation:
Click or tap here to enter text.
ORDINANCE NO. 2018-____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS AMENDING CHAPTER 2, ARTICLE 3 – BOARDS, COMMITTEES AND COMMISSIONS, OF THE SAN MARCOS CITY CODE BY AMENDING SECTION 2.072 TO PROVIDE TERMS OF OFFICE FOR CITY BOARD AND COMMISSION MEMBERS AND ADDING A NEW SECTION 2.073 THAT REQUIRES SUCH BOARDS AND COMMISSIONS TO ADOPT A STANDARD SET OF BYLAWS; INCLUDING PROCEDURAL PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

SECTION 1. Sections 2.072 and 2.073 of the San Marcos City Code pertaining to Boards, Committees and Commissions are hereby amended to read as follows (Added text is indicated by underlining. Deleted text is indicated by strikethroughs.):

Sec. 2.072. Appointments.

(a) Appointments to all city boards and commissions whose membership is wholly appointed by the city council shall be in February of each year with terms to commence March 1 unless otherwise provided in the ordinance, resolution or other law governing a board or commission.

(b) Appointments to fill vacancies may be made at any time, and will be for the unexpired term.

(c) Except as otherwise provided in this subsection, the term of office for all board and commission members is three (3) years and shall be effective for any term beginning on or after March 1, 2018. Any member appointed prior to March 1, 2018 shall complete their term as originally appointed. This provision shall only apply to boards and commissions created and regulated by city ordinance. The term of office for members of the San Marcos Youth Commission shall remain at a term of one (1) year.

Sec. 2.073. Bylaws.

(a) All boards and commissions created and/or regulated by city charter or ordinance will adopt and adhere to a standard set of bylaws that are approved by the city council.

(b) A board or commission may request amendment(s) to their bylaws by submitting an approved recommendation to the Council Finance and Audit Committee for consideration.
SECTION 2. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 3. All ordinances and resolutions or parts of ordinances or resolutions in conflict with this ordinance are repealed.

SECTION 4. This Ordinance will take effect after its adoption on second reading.

PASSED AND APPROVED on first reading on November 7, 2018.

PASSED, APPROVED AND ADOPTED on second reading on November 20, 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Pettijohn
City Clerk

Approved:

Michael J. Cosentino
City Attorney
AGENDA CAPTION:
Consider approval of Ordinance 2018-49, on the first of two readings, retiring the Sunset Advisory Commission; repealing Sections 2.171 - 2.178, Of Division 6, Article 3, Chapter 2 of the San Marcos City Code pertaining to Boards, Committees And Commissions; including procedural provisions; and providing an effective date

Meeting date: November 7, 2018

Department: City Clerk

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: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]

N/A

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
Background Information:
On September 4, 2018 the City Clerk presented the proposed template to the City Council and brought it back for formal adoption on October 16, 2018. The Council provided direction for the City Clerk to amend the City Code to retire the Sunset Advisory Commission due to the new Annual Report review process that will be provided to the Council within the new Standard Bylaws.

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.
ORDINANCE NO. 2018-____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS DISSOLVING THE SUNSET ADVISORY COMMISSION; REPEALING SECTIONS 2.171 – 2.178, OF DIVISION 6, ARTICLE 3, CHAPTER 2 OF THE SAN MARCOS CITY CODE PERTAINING TO BOARDS, COMMITTEES AND COMMISSIONS; INCLUDING PROCEDURAL PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

RECITALS:

1. On October 16, 2018, the City Council approved a template for standard bylaws that will be adopted by all city boards and commissions. These bylaws implement an annual reporting requirement that will allow the City Council to review the function of each city board or commission on an annual basis instead of every 5 years.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

SECTION 1. The Sunset Advisory Commission is hereby dissolved.

SECTION 2. Chapter 2, Article 3, Division 6, Sections 2.171 – 2.178 of the San Marcos City Code are hereby repealed. The section numbers of these repealed sections shall be reserved for future codification.

SECTION 3. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 4. All ordinances and resolutions or parts of ordinances or resolutions in conflict with this ordinance are repealed.

SECTION 5. This ordinance will take effect after its adoption on second reading.

PASSED AND APPROVED on first reading on November 7, 2018.

PASSED, APPROVED AND ADOPTED on second reading on November 20, 2018.

John Thomaides
Mayor
Attest:

Jamie Lee Pettijohn
City Clerk

Approved:

Michael J. Cosentino
City Attorney
AGENDA CAPTION:
Consider approval of Resolution 2018-212R, revising the composition and oversight of the Finance And Audit Committee adding the Chief of Staff position to the committee, and adding the review and consideration of amendments requested by a board or commission to the council approved standard bylaws; and declaring an effective date.

Meeting date: November 7, 2018

Department: City Clerk

Amount & Source of Funding
Funds Required: N/A
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)]

Choose an item.

Background Information:
On September 4, 2018 the City Clerk presented the proposed standard bylaws template to the City Council and brought it back for formal adoption on October 16, 2018. The Council provided direction for the City Clerk to amend the duties of the Finance and Audit Committee to allow them to review any amendments to the bylaws submitted by a board or commission.

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.
RESOLUTION NO. 2018-XXR

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SAN MARCOS, TEXAS, REVISING THE
COMPOSITION AND OVERSIGHT OF THE
FINANCE AND AUDIT COMMITTEE TO MAKE
ALL ASSISTANT CITY MANAGERS VOTING
MEMBERS; AND DECLARING AN EFFECTIVE
DATE.

RECITALS

1. The San Marcos City Council deems it advisable to revise the
composition of the Finance and Audit Committee established in 2008.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN
MARCOS, TEXAS:

PART 1. The previously established Finance and Audit Committee’s composition is
revised as follows: The Mayor, Mayor Pro-Tem, Deputy Mayor Pro-Tem or another
member of the City Council if there is no Deputy Mayor Pro-Tem, the City Manager, all
Assistant City Managers, the Chief of Staff, and Finance Director shall be voting
members of the Finance and Audit Committee.

PART 2. The Finance and Audit Committee shall provide oversight in matters
pertaining to the finances of the City of San Marcos, Texas including but not limited to
the budget development process, design and implementation of utility rates, and review
of financial policies.

PART 3. The Finance and Audit Committee will review and approve or disapprove a
board or commissions’ requested amendment to the Council approved Standard Bylaws.

This Resolution shall be in full force and effect from and after its passage.

ADOPTED on November 7, 2018.

John Thomaides
Mayor

Attest:

Jamie Lee Case
City Clerk
AGENDA CAPTION:
Discuss and consider approval of the proposed 2019 City Council Meeting Schedule, and provide direction to Staff.

Meeting date: 11/7/2018

Department: City Clerk

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: Click or tap here to enter text.

City Council Goal: [Please select goal from dropdown menu below]
Goal #8 Provide efficient & effective delivery of services

Comprehensive Plan Element(s): [Please select the Plan element(s) and Goal # from 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:**
In an effort to provide additional transparency and planning efficacy Staff is requesting that the Council consider approval of a Council Meeting Schedule for 2019. This schedule adoption does not prevent additional special meetings or workshops from being called as necessary.

Shown on the proposed schedule are 22 regular meetings, as required by Charter. Staff is requesting only holding 1 regular meeting in October, due to National Night Out and no regular meetings in July.

The City Council has historically moved the first meeting in October to accommodate for National Night Out in San Marcos and the first meeting in November due to the Election. Those moved meeting dates are reflected on this schedule.

**Council Committee, Board/Commission Action:** None.

**Alternatives:** None, being proposed at this time.

**Recommendation:**
Approve the proposed schedule with any desired amendments.
### COUNCIL MEETING PLANNER 2019

This is a proposed meeting schedule for the 2019 Calendar Year. Some workshop dates may be subject to change due to unforeseen conflicts with Council/Staff schedules or venue availability.

<table>
<thead>
<tr>
<th>MEETING TYPE</th>
<th>STARTING</th>
<th>ENDING</th>
<th>CITY HOLIDAY CLOSURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR MEETING DATE</td>
<td>6:00PM</td>
<td>n/a</td>
<td>JAN 1 - NEW YEAR’S DAY</td>
</tr>
<tr>
<td>COUNCIL VISIONING (JAN 11)</td>
<td>8:00AM</td>
<td>5:00PM</td>
<td>JAN 14 - MLK DAY</td>
</tr>
<tr>
<td>BUDGET POLICY WORKSHOP (TBD)</td>
<td>TBD</td>
<td>TBD</td>
<td>FEB 18 - PRESIDENT’S DAY</td>
</tr>
<tr>
<td>BUDGET WORKSHOP (JUN26&amp;27)</td>
<td>5:30PM</td>
<td>8:30PM</td>
<td>MAY 27 - MEMORIAL DAY</td>
</tr>
<tr>
<td>BUDGET WORKSHOP (AUG 1)</td>
<td>5:30PM</td>
<td>8:30PM</td>
<td>JULY 4 - INDEPENDENCE DAY</td>
</tr>
<tr>
<td>ELECTION CANVASS/SWearing IN CEREMONY (NOV 13)</td>
<td>5:30PM</td>
<td>6:30PM</td>
<td>SEPT 2 - LABOR DAY</td>
</tr>
</tbody>
</table>

**JANUARY**

- S M T W T F S
- 1 2 3
- 4
- 5 6 7 8 9 10 11
- 12 13 14 15 16 17 18
- 19 20 21 22 23 24 25
- 26 27 28 29 30 31

**FEBRUARY**

- S M T W T F S
- 1
- 2
- 3
- 4
- 5
- 6
- 7 8 9 10 11 12 13
- 14 15 16 17 18 19 20
- 21 22 23 24 25 26 27
- 28 29

**MARCH**

- S M T W T F S
- 1
- 2 3 4 5
- 6 7 8 9 10 11 12
- 13 14 15 16 17 18 19
- 20 21 22 23 24 25 26
- 27 28 29 30

**APRIL**

- S M T W T F S
- 1 2 3 4 5
- 6
- 7
- 8
- 9 10 11 12 13 14 15
- 16 17 18 19 20 21 22
- 23 24 25 26 27 28 29
- 30

**MAY**

- S M T W T F S
- 1 2 3 4 5
- 6
- 7
- 8
- 9
- 10 11 12 13 14 15 16
- 17 18 19 20 21 22 23
- 24 25 26 27 28 29 30

**JUNE**

- S M T W T F S
- 1
- 2
- 3
- 4
- 5
- 6
- 7 8 9 10 11 12 13
- 14 15 16 17 18 19 20
- 21 22 23 24 25 26 27
- 28 29 30

Other Annual Conferences/Events:
- National League of Cities Congressional City Conference – March 10-13, 2019
- American Planning Association Conference – April 13-16, 2019
- National Night Out in San Marcos – Tuesday, October 1, 2019
- Texas Municipal League Conference – October 9-11, 2019
- Election Day – November 5, 2019