



# City of San Marcos

630 East Hopkins  
San Marcos, TX 78666

## Meeting Minutes City Council

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Tuesday, September 4, 2018

3:30 PM

City Hall Conference Room

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### 630 E. Hopkins - Work Session

#### 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 3:32 p.m. Tuesday, September 4, 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 and update of the Emergency Management Program Update, and provide direction to Staff.

**Bert Lumbreras, City Manager, provided an introduction of our Emergency Management Program and introduced Rachel Ingle, Emergency Management Coordinator.**

**Ms. Ingle provided an overview and program update of the Office of Emergency Management. She provided updates on the following: Advanced notification systems and emergency communications, new initiatives and public education, and Emergency Management collaboration and partnerships.**

**Ms. Ingle reviewed the responsibilities of the Emergency Management Office:**

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

**Ms. Ingle provided that the goal for advanced notifications is to have the**

**proper tools with the latest technology without having to rely on sending staff out in the field during a major weather event. Advanced notifications currently being used include: WeatherGuidance, iNWS, NWSChat, Hays County WetMap, and Crisis Track.**

**Ms. Ingle reviewed methods of communication used to notify residents in the event of an emergency. Methods used are: Storm sirens, Warn Central Texas, Emergency Alert System, 103.1 FM Radio station, Weather radios, and Adobe Connect. She also provided the following ways that we currently prepare our citizens: Public education campaigns, Social media campaigns, City emergency management website, State of Texas Emergency Assistance Registry (STEAR), and Certified StormReady.**

**Discussion regarding notification within neighborhoods since the sirens are not operational. Staff will provide Council information regarding the sirens.**

**Ms. Ingle provided information regarding improving monitoring at lift stations, new inundation mapping and develop a real-time flood forecasting system and model.**

**Discussion was held regarding setting up block captains via the Neighborhood Commission and CONA. Discussion was also held regarding providing sandbags within the neighborhoods and the City taking the lead on that initiative.**

**Ms. Ingle reviewed methods in which City Staff is prepared as well. These methods include: Emergency Operations Center structure, Training and Disaster Exercise program, Emergency Management plans and procedures, and Grant management system.**

**Ms. Ingle reviewed the support and collaborations that Emergency Management has with city departments, joint operations with Hays County, San Marcos community partnerships, and other regional partnerships.**

**Ms. Ingle provided that the next steps for emergency management were to continue pro-active efforts for education and communication with the residents and city staff of San Marcos. Staff plans to conduct a Threat and Hazard Identification and Risk Assessment, plan for the future training and exercises and implement new technologies.**

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

**Jamie Lee Case, City Clerk provided a presentation regarding San Marcos Boards and Commissions. She presented the proposed Standardized Bylaws for Boards and Commissions and provided a Comprehensive Review of all Boards and Commissions.**

**After the discussion, Council provided direction on the following items:**

**1. Adopt a standard set of bylaws that will be adopted by all Boards and Commissions governed by City Code. Some requested revisions to the bylaws include:**

**Article 6A - remove the word "not" and replace it with "only"**

**Article 6B - set an exact deadline**

**Article 7D - Change the date of when the board shall adopt a schedule of the meetings for the upcoming year from November to September or October at the latest.**

**Article 7 - Council Member Hughson suggested utilizing the Alliance Regional Water Authority's Board Meeting Procedures as a good reference for meeting procedures. Staff will review that policy and bring back proposed revisions.**

**Article 7 - Council requested staff look at being able to have audio records available of all board and commission meetings.**

**Article 10 - Council requested that the chairs of all boards and commissions be provided the Rules of Decorum statement that make up Article 10. A, B and C.**

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

**3. Make amendments to the following boards or commissions:**

**Citizens Utility Advisory Board (CUAB) - Council provided direction to bring back the CUAB Ordinance for discussion with proposed amendments to include changing the position of Mayor to Council Member, membership composition and determining the number of meetings per year.**

**San Marcos Commission on Children and Youth - Council consensus is to remove the youth commission chair. The Staff Liaison will provide monthly**

**updates in lieu of attending the SMCCY Meeting.**

**Sunset Review Commission - Council consensus was to terminate the Sunset Advisory Commission and replace it with an Annual Internal Review Process. This process will take place during the 1st quarter of the fiscal year. The Chair of each board or commission will complete an Annual Report Form provided by the City Clerk's Office. The report will be approved by the board or commission and submitted to the City Clerk who will collate the reports and provide them and any recommendations to the Finance and Audit Committee for review. These reports will also be provided to the entire City Council for their information. Any recommendations approved by the Finance and Audit Committee will be provided to the City Council for their review and approval. Staff will develop a process to ensure that items that are able to be reviewed under the charge of a board or commission are provided the opportunity to review the item and provide a recommendation to the City Council. Council discussed that if an item is referred to a specific board or commission that it would be exempt from the provision in Article 6, A.**

**4. Synchronize Terms for Boards or Commissions regulated by the City Code. Council consensus was to change all two year terms to three year terms on any boards or commissions that are not mandated by Charter or Federal/State Law.**

III. Adjournment.

**Mayor Thomaides adjourned the Work Session of the San Marcos City Council at 5:10 p.m.**

**Jamie Lee Case, TRMC, City Clerk**

**John Thomaides, Mayor**