



City of San Marcos

Meeting Minutes

Charter Review Commission

Thursday, February 13, 2025

5:30 PM

City Hall Conference Room

I. Call To Order

With a quorum present, the regular meeting of the Charter Review Commission was called to order by Mr. Aguirre at 5:30 p.m. on Thursday, February 13, 2025.

II. Roll Call

Present: 7 - Commissioner Arevalo, Commissioner Ayala (via ZOOM), Commissioner, Burleson, Commissioner Garber, Commissioner Meeks, Commissioner Roark, and Commissioner Thomaides.

Absent: 0

1. Administer Oaths of Office.

Ms. Lacey administered the Oaths of Office to newly appointed members.

2. Election of Chair.

Commissioner Burleson nominated Commissioner Thomaides as Chair. Commissioner Roark seconded the nomination. There were no other nominations. Commissioner Thomaides was elected as chair, by the following vote:

For: 7 - Commissioner Arevalo, Commissioner Ayala, Commissioner Burleson, Commissioner Garber, Commissioner Meeks, Commissioner Roark and Chair Thomaides.

Against: 0 -

Absent: 0 -

3. Election of Vice-Chair.

Commissioner Meeks nominated Commissioner Garber. Commissioner Burleson seconded the nomination. Commissioner Garber was elected Vice Chair, by the following vote.

For: 7 - Chair Thomaides, Commissioner Arevalo, Commissioner Ayala, Commissioner Burleson, Commissioner Garber, Commissioner Meeks, and Commissioner Roark

Against: 0 -

Absent: 0 -

III. 30 Minute Citizen Comment Period

No one present.

4. Discuss and consider approval of meeting schedule and approach to Charter review.

There was a consensus to meet at 5:30 p.m. every two weeks on Thursdays from now through May 2025 and to allow modifications, if needed. The Commission will also approach the Charter section by section.

5. Review and discuss City Council's Charge to the Charter Review Commission.

There was a consensus that the request in the Councils Charge to the Commission will be addressed during section-by-section review of the Charter. It was also agreed that decisions would be generally be by consensus.

6. Begin section by section review of City Charter.

The Commission reviewed the Council Charge. And took the following actions:

- Charter Review Commission to study and consider reducing the required number of City Council meetings from 22 to 20 per year. Section 3.09. **Commission concurred with council's suggestion of 20 meetings.**
- Charter Review Commission to study and consider changing residency requirements for City Council candidates. Section 3.02. **Mr. Aguirre advised state law likely prevents extending the minimum residency beyond one year.**
- Charter Review Commission to study and consider implementing single-member districts for City Council. Section 3.01. **The commission discussed this item and requested further information from Mr. Aguirre as to what neighboring cities have single-member districts.**
- Charter Review Commission to study and consider extending the referendum petition period from 30 to 60 days. Section 6.02. **The commission recommended 90 days, with the understanding certain types of ordinances may not be subject to the provision.**
- Charter Review Commission to study and consider making petition requirements consistent for initiatives and referendums. Section 6.01 and 6.02. **Further discussion on this item will continue.**
- Charter Review Commission to study and consider changing City Council terms to 4 years and holding elections in odd-numbered years. Section 3.01. **The commission recommended two four-year terms for mayor with a two-year break after eight consecutive years and three years staggered terms for council. Mr. Aguirre was requested to provide voter turnout numbers for the past five years. Further discussion will continue on whether elections should be in odd or even years.**
- Charter Review Commission to study and consider removing the provision that Planning and Zoning Commission decisions to revoke or suspend conditional use permits are final. Section 7.02(4). **The commission recommended removing this provision and deferring to state law.**
- Charter Review Commission to study and consider a process for appeals of platting decisions to the City Council. Section 7.02. **This matter is addressed by state law and the development code.**

IV. Discussion and Recommendations for Future Agenda Items.

February 27, 2025:

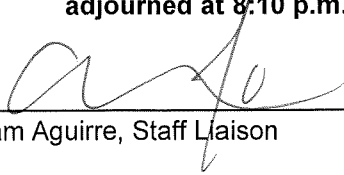
- Continue section by section review of San Marcos' City Charter

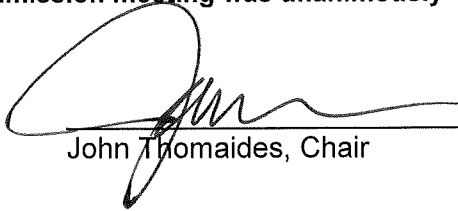
V. Question and Answer Session with Press and Public.

No one present.

VI. Adjournment

The Regular Meeting of the Charter Review Commission meeting was unanimously adjourned at 8:10 p.m.



Sam Aguirre, Staff Liaison

John Thomaides, Chair



City of San Marcos

Meeting Minutes

Charter Review Commission

Thursday, February 27, 2025

5:30 PM

Activity Center Multipurpose Room

I. Call To Order

With a quorum present, the regular meeting of the Charter Review Commission was called to order by Chair Thomaides at 5:35 p.m. on Thursday, February 27, 2025.

II. Roll Call

Present: 7 - Commissioner Arevalo, Commissioner Ayala, Commissioner, Burleson, Commissioner Garber, Commissioner Meeks, Commissioner Roark, and Commissioner Thomaides

Absent: 0 -

Others Present: 1 - Diane Baker VIA ZOOM

1. Discuss and consider approval of meeting schedule.

The commission agreed that the next meeting would be Wednesday, March 5, 2025.

2. Section by section review of City Charter, including follow up sections recommended for review for City Council.

The commission continued its discussions and review and took the following actions:

- The commission began its review, starting with Article I and proceeded through various sections and made recommendations to sections as they deemed appropriate as noted below.
- The commission discussed and recommended making pronoun references throughout the charter to be gender neutral. Mr. Aguirre was directed to bring back edits showing same.

Section 3.01 The commission continued its discussion regarding single-member districts under Section 3.01. Commissioners discussed the historical context of single member districts, their potential benefits, and the challenges associated with implementing them. The commission also considered the possibility of putting the issue to a public vote, perhaps in a non-binding referendum. The discussion highlighted the need for extensive research, community engagement, and professional expertise to inform the manner in which any proposed amendment would be placed on a ballot for voter consideration. The commission acknowledged the potential challenges associated with the issue and a general consensus was reached to develop a possible recommendation for council to study the issue.

Section 3.04 The commission discussed Section 3.04 regarding council compensation and reimbursement. Mr. Aguirre advised that the city council was considering ordinance amendments regarding council compensation and reimbursement as contemplated by this section. Mr. Aguirre was directed to provide information regarding the city council ordinance on compensation and reimbursement and proposed amendments, including clarification whether \$450 for health insurance is specifically part of the compensation.

Section 3.09. The commission discussed possible amendments to section 3.09 that would set parameters for council member participation in meeting via teleconference. The matter will be discussed at the next meeting for further clarification as to what limits, if any, would be considered.

III. 30 Minute Citizen Comment Period

No one present.

IV. Discussion and Recommendations for Future Agenda Items.

March 5, 2025:

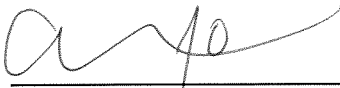
- **Continue section by section review of San Marcos' City Charter**


V. Question and Answer Session with Press and Public.

No one present.

VI. Adjournment

The Regular Meeting of the Charter Review Commission meeting was unanimously adjourned at 8:04 p.m.



Sam Aguirre, Staff Liaison

John Thomaides, Chair



City of San Marcos

Meeting Minutes Charter Review Commission

Wednesday, March 5, 2025

5:30 PM

City Hall Conference Room

I. Call To Order

With a quorum present, the regular meeting of the Charter Review Commission was called to order by Chair Thomaides at 5:35 p.m. on Wednesday, March 5, 2025.

II. Roll Call

Present: 7 - Commissioner Arevalo, Commissioner Ayala, Commissioner, Burleson, Commissioner Garber, Commissioner Meeks, Commissioner Roark, and Commissioner Thomaides

Absent: 0 -

Others Present: 0 -

III. 30 Minute Citizen Comment Period

No one present.

1. Discuss and consider approval of meeting schedule.

The commission agreed that the next meeting would be Thursday, March 13, 2025.

2. Section by section review of City Charter, including follow up sections recommended for review for City Council.

The commission continued its discussions and review and took the following actions:

- The commission continued its review of the charter, starting with Section 3.05 and proceeded through various sections and made recommendations to sections as they deemed appropriate as noted below.

Sections 3.05-3.06. The commission discussed the various roles of the mayor, mayor pro tem and deputy mayor pro tem. It further discussed the authority of council appointees in the absence of the mayor of elected members to call election.

Section 3.07. The commission further reviewed the general powers and limitations on the city council, including its authority as to the sale or lease of property. It was discussed that parkland sales or leases generally require voter approval except for leases to nonprofits which may be approved for up to three years after a public hearing is held. require and the limitations as to regarding interference in appointments made by the city manager.

Section 3.08. The commission also discussed the city council's role in managing day-to-day city operations, with the city manager responsible for implementing council policies.

Section 3.09. The commission discussed the Council's suggestion to reduce the number of regular meetings from 22 to 20 and maintained the commission's prior recommendation to reduce the number of council meetings from 22 to 20. The commission discussed the issue of holding council meetings outside the city if necessary. The commission also mentioned that the Council used to have visioning

sessions outside the city, but this practice has since stopped. Also highlighted is the unique feature of San Marcos, which allows citizens to ask questions and receive answers from the council during public meetings.

Section 3.09. Chair Thomaides introduced the subject of council member participation in regular meeting via teleconference. The commission agreed that council members may participate in up to three meetings a year via teleconference unless participation is required due to a declaration of disaster or due to an excused absence such as a medical condition or family emergency.

Section 3.10. The commission recommended that minutes of each previous council meeting be included in all council agendas.

Section 3.12. The commission recommended that wherever publication of notice of penal ordinances in a newspaper is required, that such notice shall also be placed on the City's website and applicable social media platforms. The commission further recommended that a similar requirement shall be implemented across all sections of the Charter that presently only require newspaper notice.

Section 3.13. The commission recommended revising the last sentence regarding the availability of the Code of Ordinances to clarify that printed copies will be available for purchase at a reasonable fixed price.

Section 3.16. The commission recommended that a provision be added that the city council may exercise the right to audit or examine the records of outside entities receiving funding from the City.

IV. Discussion and Recommendations for Future Agenda Items.

March 13, 2025:


- **Continue section by section review of San Marcos' City Charter**

V. Question and Answer Session with Press and Public.


No one present.

VI. Adjournment

The Regular Meeting of the Charter Review Commission meeting was unanimously adjourned at 8:04 p.m.



 Sam Aguirre, Staff Liaison



 John Thomaides, Chair



City of San Marcos

Meeting Minutes

Charter Review Commission

Wednesday, March 19, 2025

5:30 PM

City Hall Conference Room

I. Call To Order

With a quorum present, the regular meeting of the Charter Review Commission was called to order by Chair Thomaides at 5:30 p.m. on Wednesday, March 19, 2025.

II. Roll Call

Present: 7 - Commissioner Arevalo, Commissioner Ayala, Commissioner, Burleson, Commissioner Garber, Commissioner Meeks, Commissioner Roark, and Commissioner Thomaides

Absent: 0 -

Others Present: 0 -

1. Discuss and consider approval of meeting schedule.

The commission agreed that the next meeting would be Thursday, March 27, 2025.

2. Consider approval, by motion, of the February 13 and February 27, 2025, regular meeting minutes.

The commission agreed to postpone the approval of meeting minutes until the next meeting.

3. Section by section review of City Charter, including follow up sections recommended for review for City Council.

The commission continued its discussions and review and took the following actions:

- The commission began its review, starting with Article V and proceeded through various sections and made recommendations to sections as they deemed appropriate as noted below.
- The meeting covered various aspects of city governance, including election procedures, initiative and referendum processes, and the planning and zoning commission. Discussions focused on potential changes to election timelines, petition requirements, and residency requirements for commission members. The group also addressed the need for updated bylaws and the frequency of comprehensive plan updates, with decisions on some matters deferred to future meetings.

Sections 5.03-5.04. The commission discussed the deadlines for council candidates to file for office and the need for applications to be legible. It was noted that elections are nonpartisan in the sense candidates file without specifying a party affiliation. The manner and order of candidate names on the ballot was also discussed.

Section 5.05. The commission discussed the timeline provided for runoff elections and requested the city council to research if the timelines are established by statute or whether they may be set by the charter.

Sections 6.01-6.02. The power of initiative was discussed and there was some discussion regarding the difference between initiative to direct legislation versus referendum which is normally used to reject legislation adopted by city council. The commission recommended extending the time for submission of a referendum petition from 30 days to 90 days after council adoption of an ordinance. Power of referendum, disclosure of monetary contributions. Financial Disclosure with City Clerk

Section 6.03. The commission recommended exploring a form of financial disclosure identifying the funding sources for initiative and referendum petitions.

Section 6.04-6.06. The commission discussed whether various timelines for petitions are subject to state law and asked the city attorney to research this.

Section 6.10. The commission discussed a request by the city clerk to consider additional time for verification of petitions and agreed to recommend increasing the period from 45 days to 60 days after submission of a petition.

Section 7.01. The commission recommended reducing the minimum residency requirement for members of the Planning and Zoning Commission from five years to three years. The commission also discussed the process for approval of bylaws for the Planning and Zoning Commission.

Section 7.02. The commission discussed whether the Planning and Zoning Commission should be a recommending body regarding proposed annexations and development agreements. It was also explained that new state legislation limits options for the Planning and Zoning Commission to review and approve plats.

Section 7.02(4). It was explained by the city attorney the provision making decisions of the Planning and Zoning Commission on revocation or suspension of CUP's final may be unenforceable under state law, meaning that such matters could be reviewed by city council.

Section 7.03. There was discussion regarding whether the process for adoption and review of the comprehensive plan could be streamlined. Further discussion will continue.

III. 30 Minute Citizen Comment Period

No one present.

IV. Discussion and Recommendations for Future Agenda Items.

March 27, 2025:



- **Continue section by section review of San Marcos' City Charter**

V. Question and Answer Session with Press and Public.

No one present.

VI. Adjournment

The Regular Meeting of the Charter Review Commission meeting was unanimously adjourned at 8:00 p.m.


Sam Aguirre, Staff Liaison
John Thomaidēs, Chair



City of San Marcos

Meeting Minutes

Charter Review Commission

Thursday, March 27, 2025

5:30 PM

City Hall Conference Room

I. Call To Order

With a quorum present, the regular meeting of the Charter Review Commission was called to order by Chair Thomaides at 5:35 p.m. on Thursday, March 27, 2025.

II. Roll Call

Present: 6 - Commissioner Arevalo, Commissioner Ayala, Commissioner, Burleson, Commissioner Meeks, Commissioner Roark and Commissioner

Thomaides

Absent: 1 - Commissioner Garber

Others Present: 0 -

III. 30 Minute Citizen Comment Period

No one present.

1. Consider approval, by motion, of the February 13, February 27, March 5, and March 19, 2025, regular meeting minutes.

A motion was made by Commissioner Meeks, seconded by Commissioner Arevalo, to approve the minutes. The motion carried by the following vote:

For: 6 - Chair Thomaides, Commissioner Arevalo, Commissioner Ayala, Commissioner Burleson, Commissioner Meeks, and Commissioner Roark

Against: 0

Absent: 1 - Commissioner Garber

2. Discuss and consider approval of future meeting dates.

The commission agreed that the next meeting would be Thursday, April 10, 2025.

3. Section by section review of City Charter, including follow up sections recommended for review for City Council.

The commission continued its discussions and review and took the following actions:

- The commission continued its review of the charter, starting with Article VII, Section 7.02 and continued through Article XII.

Commissioner Ayala mentioned possible amendments he may wish to discuss at the commission's next meeting.

IV. Discussion and Recommendations for Future Agenda Items.

April 10, 2025:

- **Continue section by section review of San Marcos' City Charter and begin to formulate recommendations for a final report.**

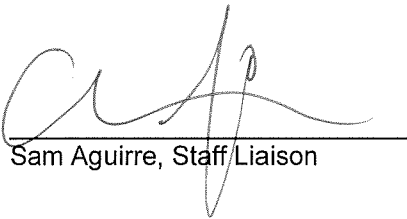
The Commission recommended retitling Article XII from "General Provisions" to "Ethics" and creating a new Article XIII entitled "General Provisions". They agree to skip next week's meeting to allow time for preparing a formal list of consensus items and recommendations. The commission plans to meet again on April 10th to review these items and begin finalizing their recommendations to the city council. They also discuss a proposed change to the Planning and Zoning Commission membership requirements, suggesting that at least 6 members must have resided in the city for 5 years, while up to 3 members may have resided for at least 2 years, to balance experience with accessibility.

V. Question and Answer Session with Press and Public.

No one present.

VI. Adjournment

The Regular Meeting of the Charter Review Commission meeting was unanimously adjourned at 8:11 p.m.



Sam Aguirre, Staff Liaison

John Thomaides, Chair



City of San Marcos

Meeting Minutes

Charter Review Commission

Thursday, April 10, 2025

5:30 PM

City Hall Conference Room

I. Call To Order

With a quorum present, the regular meeting of the Charter Review Commission was called to order by Chair Thomaides at 5:40 p.m. on Thursday, April 10, 2025.

II. Roll Call

Present: 6 - Commissioner Arevalo, Commissioner Ayala, Commissioner, Thomaides, Burleson, Commissioner Meeks, Commissioner Roark and Commissioner

Absent: 1 - Commissioner Garber

Others Present: 0 -

III. 30 Minute Citizen Comment Period

No one present.

1. Consider approval, by motion, of the March 27, 2025, Regular meeting minutes.

A motion was made by Commissioner Arevalo, seconded by Commissioner Meeks, to approve the minutes. The motion carried by the following vote:

For: 6 - Chair Thomaides, Commissioner Arevalo, Commissioner Ayala, Commissioner Burleson, Commissioner Meeks, and Commissioner Roark

Against: 0

Absent: 1 - Commissioner Garber

2. Discuss and consider approval of future meeting dates.

The commission agreed that the next meeting would be Thursday, April 24, 2025.

3. Section by section review of City Charter, including follow up sections recommended for review for City Council.

The commission continued its discussions and review and took the following actions:

- The commission continued its review of the charter, revisiting Article VII.

- The commission recommended increasing the interval for periodic review of the Comprehensive Plan from at least every five years to at least every ten years under Section 7.02 (7) (c).
- The commission recommended that the minimum residency requirement for members of the Planning and Zoning commission be reduced from five years to three years under section 7.03(b).
- The commission tentatively agreed to consider reviewing and approving a final report to city council at the commission's next meeting, to be presented to city council on May 6, 2025.
- The commission recommended adding a provision to Section 8.02 for the city, requiring city staff to endeavor to use plain language in city budget documents.

IV. Discussion and Recommendations for Future Agenda Items.

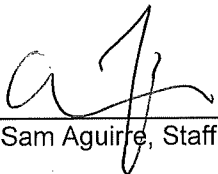
No action taken.

V. Question and Answer Session with Press and Public.

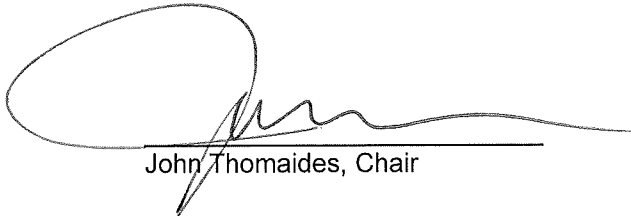
No one present.

VI. Adjournment

The Regular Meeting of the Charter Review Commission meeting was unanimously adjourned at 8:00 p.m.



Sam Aguirre, Staff Liaison



John Thomaidēs, Chair