

**RESOLUTION NO. 2023-25R**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS PROVIDING GUIDANCE ON POLICY AND PROCESS FOR THE HUMAN SERVICES ADVISORY BOARD; AND DECLARING AN EFFECTIVE DATE.**

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

**PART 1.** The attached guidance on policy and process for the Human Services Advisory Board (HSAB) is hereby provided and approved for use by HSAB.

**PART 2.** This resolution shall be in full force and effect from and after its passage.

**ADOPTED** on January 17, 2023.



Jane Hughson  
Mayor

Attest:



Elizabeth Trevino  
City Clerk

**Exhibit wording corrected 12/27/24**

**GUIDANCE ON POLICY AND PROCESS FOR THE HUMAN SERVICES ADVISORY BOARD OF THE CITY OF SAN MARCOS**

City Council approved the following guidance on policy and process on the 17th day of January, 2023 to be utilized by the Human Services Advisory Board (HSAB) of the City of San Marcos in considering matters before HSAB.

- HSAB should not:
  - Feel compelled to fund all programs
  - Allocate funding by percentage
  - Vary from the budget of \$500,000 for this year
  - Fully fund programs just because they appealed
  - Fund more than 20% of a full-time position; fully funding part time positions is acceptable
  - Fund brand new organizations / start-ups
  
- HSAB should reconsider the 2023 recommendation with the following policy guidance:
  - Funding should not come from both HSAB & CDBG for the exact same work (no duplication of benefits).
  - Funding One-Time Expenses is an option
  - Prioritize programs which:
    - Increase Services and/or Increase in the Number of Persons Served
    - Have an office in San Marcos
    - Complete quarterly reports on time
    - Have a Proven Track Record
      - At least 2 years serving San Marcos residents