

# Needs Assessment

Assessing the Needs of the  
Community to Keep Homelessness  
Rare, Brief, and Non-Recurring

**Prepared for**  
City of San Marcos, TX

**Prepared by**  
Texas State University



MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

# Preview

- Summary
- Details
- Review
- Discussion

# Summary

Project purpose, methods, and critical needs identified

## Summary

# Purpose

The purpose of our report is to identify what is necessary to address the needs of those experiencing homelessness in San Marcos and make recommendations to best address those needs.

## Summary

# Methods

We used a **mixed methods** approach to bring together as many perspectives and sources as possible. We analyzed a variety of **quantitative** data from Federal, State, and local sources. **Qualitative** data came from interviews, surveys, and visits with people experiencing homelessness.

# San Marcos' Critical Needs

- Critical **relief services** and **housing solutions**
- Comprehensive, accessible **data**
- **Collaboration**, coordination, and leadership among key homeless service providers

# The Details

The results of our mixed methods

## Details

# FEEDBACK FROM ENCAMPMENT AND SITE VISITS

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- Not a monolith
- Human beings of worth and the need to reduce stigma
- A consistent point of contact
- Meet them where they are
- Need for communication
- Confusion regarding the system of support

*"We are in desperate need of qualified case management. We have no one."*

“  
The  
**GRIND**  
**DOESN'T**  
**END**  
**OUT HERE.**  
”

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## Details

# POPULATION OF PEOPLE EXPERIENCING HOMELESSNESS

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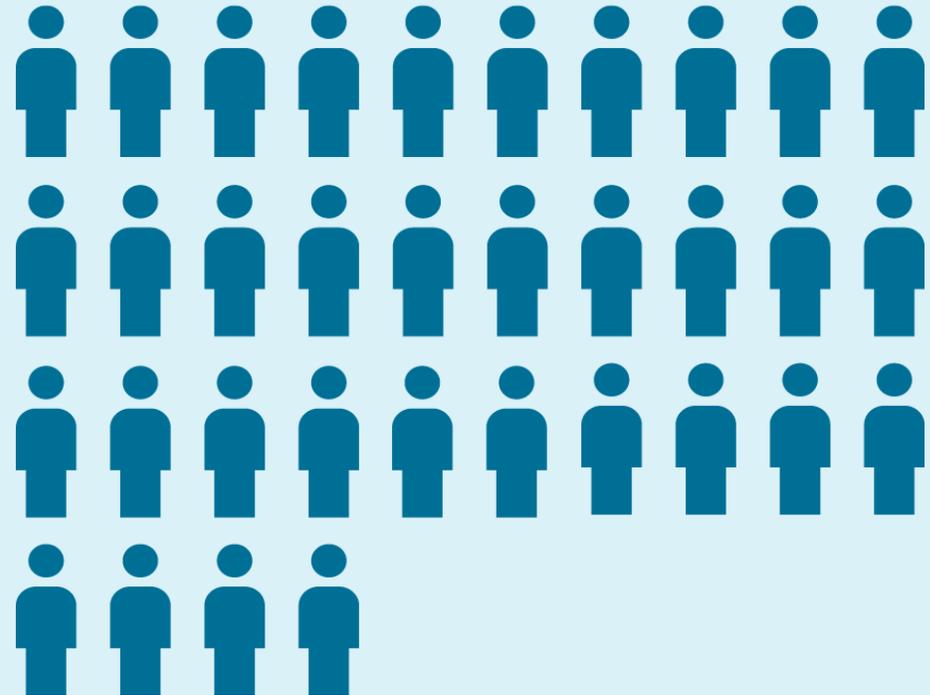
### Individuals

102 individuals counted in the 2019 Point-in-Time Count



### Students

341 students counted in 2019, increased to 359 in 2020



*"[We need] a centralized database to track needs, job training, employment placement, mental health services."*



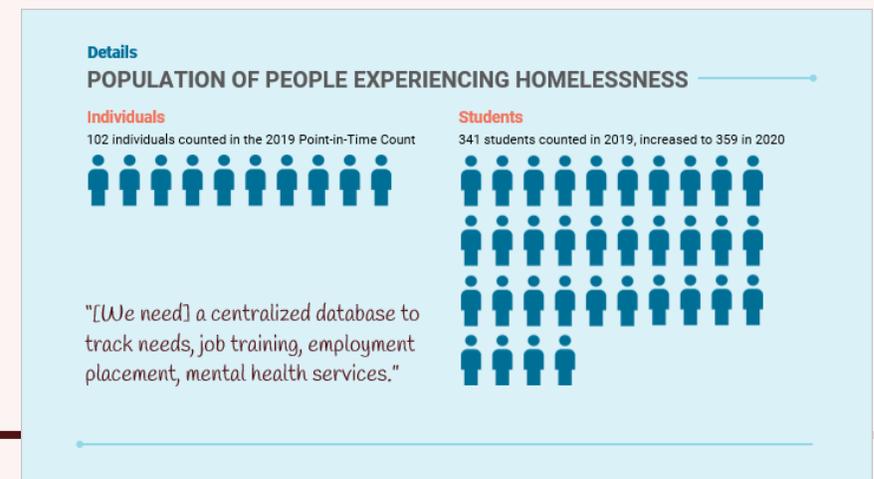
# Homeless Management Information System

(HMIS)

A database to capture client-level information over time.

It includes information on the characteristics and **service needs** of individuals and families experiencing homelessness and the **services provided** to those clients.

- City has bought licenses for HMIS
- Some nonprofits beginning to use it
- Wider adoption will yield best results



## Details

# EVIDENCE OF CHANGES IN THE POPULATION

Utilization of available beds at a local domestic violence shelter increased by more than 40% between 2019 and 2020.

Year	Bed Utilization
2017	40%
2018	36%
2019	28%
2020	69%
2021	71%

# Housing Inventory Count (HIC)

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The companion to the Point-in-Time Count

- Emergency Shelter
- Domestic Violence Shelter
- Transitional Housing
- Rapid Re-Housing
- Permanent Supportive Housing

## Details

### EVIDENCE OF CHANGES IN THE POPULATION

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2021	71%

## Details

# LOW-INCOME HOUSING OPTIONS

Program	Waitlist	Total Units	Utilization Rate
Public Housing	256	289	189%
Housing Choice Section 8 Vouchers	327	228	243%
Chapultepec Homes Family Self-Sufficiency Program	13	30	143%
Springtown Villa Elderly or disabled residents only	29	60	148%
<b>Total</b>	<b>625</b>	<b>607</b>	<b>203%</b>

"We would like to have a housing first policy, but we are unable to accomplish this with no housing available."

# Common Approaches

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- Housing First
- Functional Zero

## Details

### LOW-INCOME HOUSING OPTIONS

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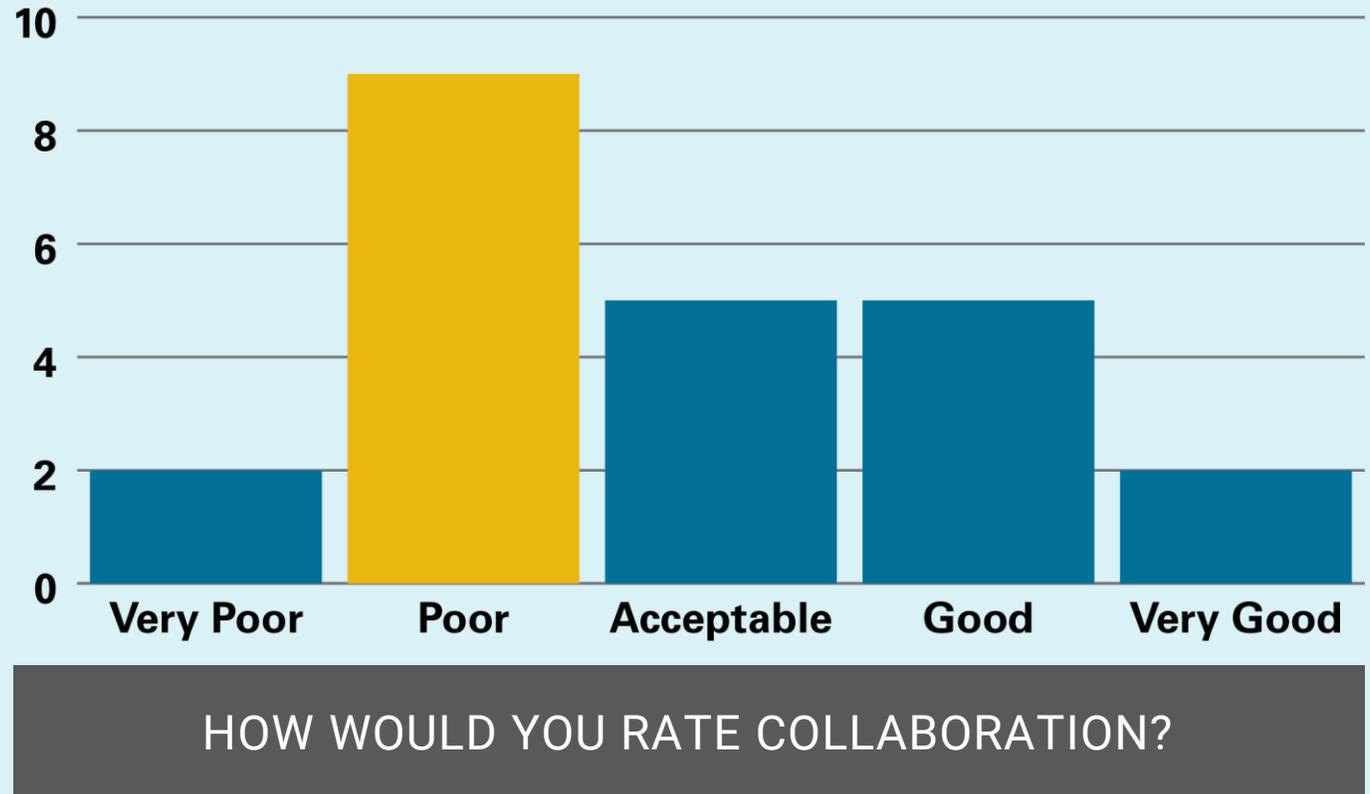
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"We would like to have a housing first policy, but we are unable to accomplish this with no housing available."

## Details

# POOR COMMUNICATION AND COLLABORATION

"A more unified approach would be great. Currently, it's a bit confusing who does what and leaders of these organizations don't communicate."



## Details

# Detailed needs

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**HOUSING**



**DATA**



**COLLABORATION**



**CASE MANAGEMENT**



**IDENTIFICATION DOCUMENTS**



**TRANSPORTATION**



**MENTAL HEALTH SERVICES**



**HOMELESSNESS PREVENTION**

**Other critical relief services**

## Details

# Critical needs review

## San Marcos' Critical Needs

- Critical relief services and housing solutions
- Comprehensive, accessible data, and
- Collaboration, coordination, and leadership among key homeless service providers

## Details

# RECOMMENDATIONS

<b>1</b>	<b>Identify a lead planning and coordinating agency</b>
<b>2</b>	<b>Facilitate collaboration among all community stakeholders</b>
<b>3</b>	<b>Develop a strategic plan to systematically address the critical relief and housing solution gaps</b>
<b>4</b>	<b>Collect and analyze data to quantify needs and measure successes</b>

# 1. Identify a lead planning and coordinating agency

We recommend the Homeless Coalition of Hays County

- The logical lead planning and coordinating agency
- A maturing, new organization

## 2. Facilitate collaboration among all community stakeholders

- Continue to build the Coalition with significant stakeholders
- Build trust and accomplish shared goals

### 3. Develop a strategic plan to systematically address the critical relief and housing solution gaps

**A strong, diverse homeless coalition is an important foundation for the development of a strategic plan.**

- Develop a 3- to 5-year strategic plan
- Consider hiring a professional mediator/facilitator

## 4. Collect and analyze data to quantify needs and measure successes

- Continue collection and monitoring of PIT Counts and school data
- Prioritize currently incomplete HIC data
- Continue adoption of the HMIS
- Explore requiring grant recipients to use HMIS

# Review

- Summary
- Details
- Recommendations
- Discussion

# DISCUSSION

**THANK YOU**

# DECISION GUIDE

## STEP 1. ELIGIBILITY

Review the grant announcement. Does your organization meet the eligibility criteria? These criteria often include:

- 501(c)3 status
- Geography—many grants only fund organizations in specific areas
- Some grants may be limited to organizations of certain sizes or to organizations that provide specific services, or that serve specific populations (veterans, youth, older adults, etc.).
- Carefully check for other requirements

If your organization meets **all** requirements, go to Step 2. If not, do not pursue this grant.

## STEP 3. CURRENT CONDITIONS

After determining that the purpose and scope of the grant match your mission and capabilities, there are several other considerations that will affect your likelihood of receiving the award.

- Level of effort to respond—if the proposal or application will require a lot of effort, consider whether the time and effort to respond is the best use of your resources.
- Staff availability—if your grant writing staff is busy, make sure they are focused on the most promising grants.
- Deadlines—assess whether there is sufficient time available for your organization to submit a quality response.
- Relationship with funder—you will be more likely to win a grant where you have previously received grants from the funder, worked with them, or have another close relationship with them.
- Competitiveness—do research to find out how many other organizations may be pursuing the grant and how many awards or how much funding is available. You have a higher chance of receiving an award when the grant is less competitive.

If most conditions are favorable for your organization, skip to Step 5. If not, go to Step 4.

## STEP 2. PRIORITIES AND SCOPE

You will be most successful pursuing grants from funders whose priorities closely align with yours. Priorities can include:

- Similar values or mission
- Serving the same population(s) and/or area(s)

The scope of the grant is also a primary consideration. For example, a small or relatively new organization with limited staff and resources may not be a good candidate for large grants.

If your organization is well-aligned with the funder's priorities and scope of awards, go to Step 3. If not, you are unlikely to win this grant. Only pursue it if one or more of the special considerations in Step 4 apply.

## STEP 4. SPECIAL CONSIDERATIONS

Sometimes (though rarely), it makes sense to pursue a grant that your organization is unlikely to win. Before deciding to pass on an opportunity, briefly consider:

- If the grant application requires very little effort, it may be worth applying even if success is unlikely.
- If the process would help your grant writing staff practice and develop their skills (and if they currently have no higher priorities), it may make sense to pursue the grant.
- If applying for the grant gives you a good opportunity to gain the notice of or significantly improve a relationship with a funder who may have future opportunities, it may be worthwhile to respond.

If one or more of these factors strongly justify pursuing the grant opportunity, go to Step 5. **However, do not submit a bad proposal.**

## STEP 5. APPLY

Prepare and submit an application or proposal.

# San Marcos Cemetery GPR Summary

## Background

The City of San Marcos contracted with Texas State University's Institute for Government Innovation (IGI) to perform a Ground Penetrating Radar (GPR) survey and identify potential unmarked graves in the NW portion of the San Marcos Cemetery. IGI hired [Wood Inspections Services, Inc.](#) to assist in this project because of their expertise using GPR to aid in cemetery management.

On September 21, 2023, representatives from Wood Inspections Services, Inc. and several Texas State Geography and Environmental Studies students used GPR equipment to search Sections M and N in the NW portion of the cemetery for underground anomalies which had high likelihood of being unmarked graves.

Figure 1 shows a depiction of the San Marcos cemetery. The red circle shows the NW portion of the cemetery where the GPR survey took place.

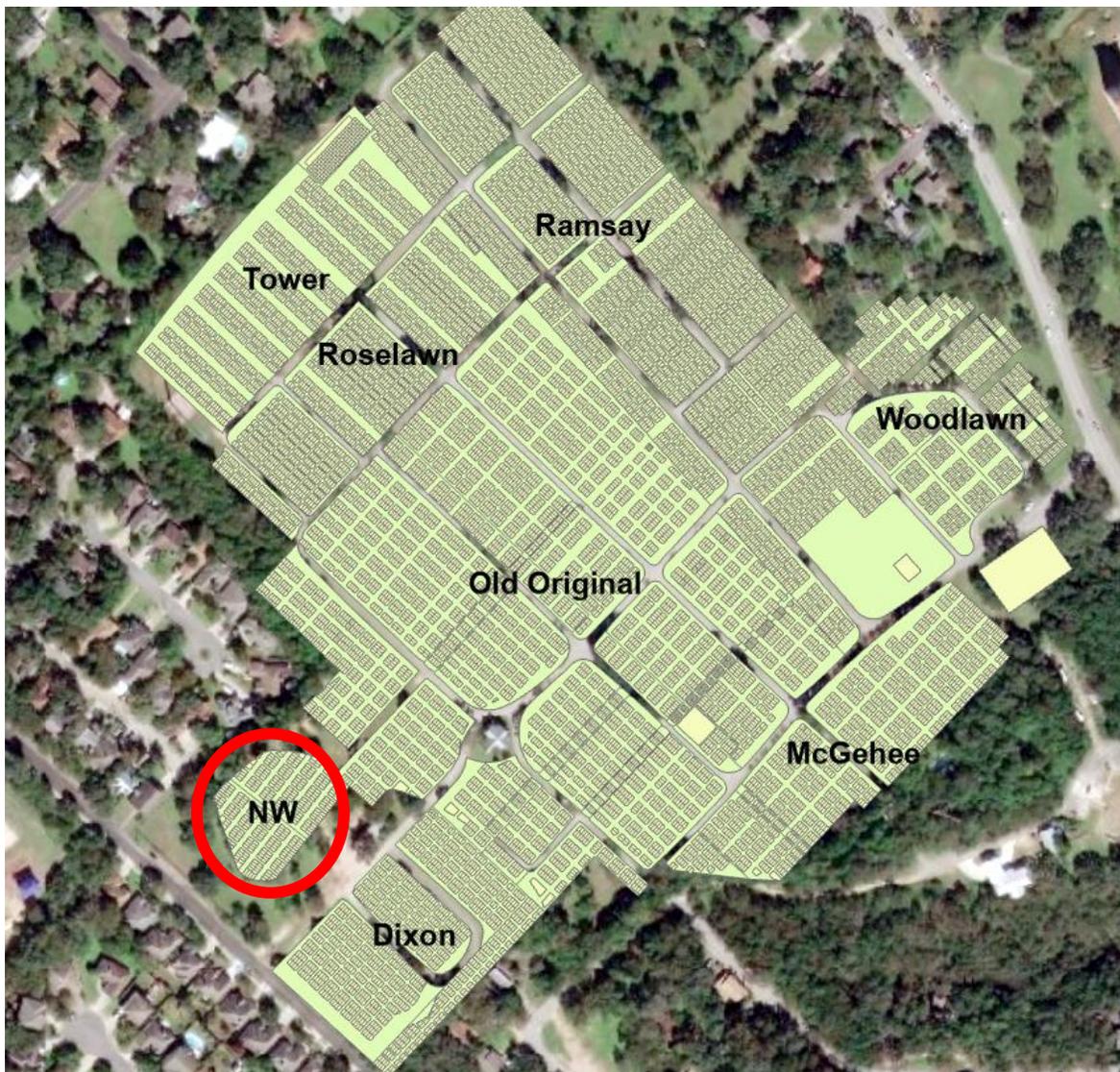


Figure 1. San Marcos Cemetery

## Survey Process

A [Mala Ease Locator Core](#) GPR machine was used for this project. The team surveyed the NW section in a grid pattern—like mowing a lawn—and marked any anomalies. After surveying the entire section, they returned to all anomalies to survey them again. If this closer examination indicated a presumed unmarked gravesite based on the size and depth of the disturbed ground, the latitude, longitude and elevation were determined. At each site, a flat metal disk was hammered into the ground to mark the location of the unmarked graves and then painted green to make it easier to identify in the future. Pictures were taken of the few headstones in the NW section and are included at the end of this report.

## Findings

The team found 11 anomalies that were presumed to be unmarked grave sites (Table 1). Additionally, the team found eight headstones in the area (Table 2).

## Data Tables

These are the data tables created by Wood Inspections Services. They include the latitude and longitude coordinates, the elevation, and the accuracy of each location. Accuracy was determined through satellite triangulation.

Table 1. Unmarked Graves

Name	Latitude (WGS 84)	Longitude (WGS 84)	Elevation (ft)	Accuracy (ft)	Date/Time
UG 1	29.88623517	-97.95881696	785.73	0.85	9/21/2023 1:40 PM
UG 2	29.88625666	-97.95885185	786.49	0.56	9/21/2023 1:40 PM
UG 3	29.88626619	-97.95886723	786.53	0.59	9/21/2023 1:41 PM
UG 4	29.88633205	-97.9589274	787.4	1.05	9/21/2023 1:41 PM
UG 5	29.88643019	-97.95899775	787.86	0.93	9/21/2023 1:42 PM
UG 6	29.8864565	-97.95912516	784.06	1.12	9/21/2023 1:42 PM
UG 7	29.88661857	-97.95890608	790.05	0.78	9/21/2023 1:43 PM
UG 8	29.88650888	-97.95885728	788.69	0.79	9/21/2023 1:44 PM
UG 9	29.88649961	-97.9588395	787.69	0.85	9/21/2023 1:44 PM
UG 10	29.88647377	-97.95876177	787.84	0.88	9/21/2023 1:45 PM
UG 11	29.88644846	-97.95883492	789.57	1.17	9/21/2023 1:45 PM

Table 2. Headstones

Name	Latitude (WGS 84)	Longitude (WGS 84)	Elevation (ft)	Accuracy (ft)	Date/Time
Headstone 1	29.88658565	-97.9590097	785.8	0.82	9/21/2023 1:47 PM
Headstone 2	29.88660328	-97.95872639	790.6	0.81	9/21/2023 1:52 PM
Headstone 3	29.88651306	-97.95872357	791.53	1.2	9/21/2023 1:53 PM
Headstone 4	29.88628889	-97.9588673	789.09	1.05	9/21/2023 1:54 PM
Headstone 5	29.88629853	-97.95888468	790.66	0.7	9/21/2023 1:55 PM
Headstone 6	29.88630904	-97.95889958	788.77	1.01	9/21/2023 1:56 PM
Headstone 7	29.88620596	-97.95892387	787.84	1.15	9/21/2023 1:57 PM
Headstone 8	29.88619596	-97.95889919	785.53	1.14	9/21/2023 1:58 PM

### Application

For the City’s convenience, IGI added the unmarked graves and headstones to the cemetery’s existing geodatabase. The ‘Grave layer’ within this database was a polygon layer. The data collected for unmarked graves and headstones were point data, so these could not be easily integrated into the existing Graves polygon layer. Therefore, IGI created two new point layers, one for unmarked graves and one for headstones. The Section and Lot fields in the geodatabase were entered for each unmarked and marked grave record. Other fields from the Graves layer, such as Burial Date or Grave Type, were not used in the new layers. The elevation and accuracy data shown in Tables 1 and 2 were not recorded in the geodatabase because there were no corresponding fields. Additionally, the photos of the headstones were not included in the geodatabase for the same reason.

Figure 2 shows a screenshot of the cemetery zoomed in to the NW portion. The presumed unmarked graves and headstones are shown, as well as the Sections and Lots.



Figure 2. NW Cemetery with headstones and unmarked graves

### Contact Information

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## Headstone Images

These are the images of the headstones, taken by Wood Inspections Services. Each image number corresponds to a headstone in Table 2.



Headstone 1



Headstone 2



Headstone 3



Headstone 4



Headstone 5



Headstone 6



Headstone 7



Headstone 8

# Documenting historical easements

The City of San Marcos receives easements, which grant a legal right to use someone else's private property for a specific purpose, such as water or electric line maintenance. It is important for the City to know where these easements are so they are able to legally perform their duties.

This document is designed to outline the process for documenting historical easements by following six steps: locating and reviewing the easement document, identifying the general area of the property, identifying the property, locating the easement on the property, and recording the easement. This process ensures accurate and comprehensive documentation of easements for future reference.

## Steps

1. [Locating an easement document](#)  
Locating the easement document is a critical first step of easement research. This task involves finding the correct document and arranging for its purchase.
2. [Reviewing the easement document](#)  
This task involves examining the easement document to gather details that will guide your research and help determine the next steps based on the available information.
3. [Identifying the general area of the property](#)  
This task helps users locate a property when an easement document does not clearly describe the property location. By using available details such as street names, subdivision names, survey names, or neighboring property owners, users can narrow down the general area of the property. This process is essential for accurately identifying property locations and ensuring proper documentation.
4. [Identifying the property](#)  
This task involves identifying the specific property once you have a general idea of its location. By drawing property boundaries in ArcPro and using various tools and resources, you can create a detailed map to match the property. This process is crucial for accurately locating and documenting the property, ensuring all relevant details are captured.
5. [Locating the easement on the property](#)  
This task involves determining the location of an easement on a property and either creating a new record if none exists or validating and improving an existing record. By examining easement documents, comparing details, and using city resources, you ensure accurate documentation and resolution of any discrepancies.

6. [Recording the easement](#)

This task involves recording an easement on a property by creating a new record. By accurately drawing the easement and filling out relevant information in the attribute table, you ensure proper documentation and easy reference for future use.

## Locating an easement document

Locating the easement document is a critical first step of easement research. This task involves finding the correct document and arranging for its purchase.

### Context

In this task you will locate and obtain relevant easement documents. This task assumes you already have a list of the easements you need.

### Steps

1. Go to the [Hays County Clerk Self-Service Web](#) page.
2. Go to *Official Public Record Search – Web*.
3. Search for the easement document using the information you have, such as volume and page number, which can be inputted into the *Volume* and *Page* fields.
4. Verify you have found the current easement document by checking known details such as recording date, grantee, or grantor.
5. Record the Document Number associated with the easement document. This will be on the left side of the page in the Recording Information box.
6. If you have recorded the Document Number for all easement documents, send the list to the Hays County Clerk’s Office to request the documents.

## Reviewing the easement document

This task involves examining the easement document to gather details that will guide your research and help determine the next steps based on the available information.

### Context

In this task you will get a sense of the available information to help guide your decision making around how to move forward with your research related to a specific easement. Each easement is unique and may require a different research path.

### Steps

1. Open the document and look over the entire document briefly.
2. Review the description of the property for any information that can tell you where the property is located, such as street names or subdivision names.
3. Check for an image depicting the easement.
4. Check for details about the easement (width, description of location).
5. If between any images and the property description in the easement document, there are enough details to **identify the general area of the property**, skip to *Identifying the property*.
6. If between any images and the property description in the easement document, there are enough details to **identify the property**, skip to *Locating the easement on the property*.

## Identifying the general area of the property

This task helps users locate a property when an easement document does not clearly describe the property location. By using available details such as street names, subdivision names, survey names, or neighboring property owners, users can narrow down the general area of the property. This process is essential for accurately identifying property locations and ensuring proper documentation.

### Context

This task will involve using the available information to narrow down the general area of the property to ultimately identify where it is located. It may require a combination of the available methods to ultimately identify the property.

Sometimes, even the name of the owner of a neighboring property can be the clue you need to locate the general area of the property. In some cases, the tract of land you are looking for may have previously been part of a larger tract. It may be necessary to find that larger historical tract to narrow down where the current tract of land is located.

### Steps

1. Read the description of the property in detail to check for street names, subdivision names (including block, lot, or unit number), survey name, or any other information that can help you choose how to move forward.

- 
- If a subdivision name is mentioned in the description of the property, look for it at [Hays CAD](#).
    - a. Click the letter corresponding to the first letter of the subdivision name.

**Note:** If the subdivision name is John Smith Subdivision, you may need to check both “J” and “S”.
    - b. If the subdivision is there, click on the appropriate entry based on units/blocks/lots.

The image of the subdivision can give more details to help find the property, such as street names.
  - If the easement document does not fully describe the property, find the property description in another document at [Hays County Clerk](#).
    - a. Click *Official Public Record Search - Web*
    - b. If volume and page numbers of the deed are referenced in the easement document, search for them in the *Volume* and *Page* number fields.

## Identifying the general area of the property

c. If deed volume and page numbers are not referenced in the easement document, look up the property owner's name in the *Grantee* field to find the deed record of when they received the property.

d. In the Description panel, select **DEED** to filter the results.

**Tip:** If the list of deeds is long, click the sort button (**A-Z**) in the upper-right-hand corner of the results list to sort the results by parameters such as recording date or grantee name.

e. Select one of the results and review the property description until you find a deed that appears to match.

**Important:** This step may not offer enough information for you to know which is the correct document. In that case, you will likely need other sources of information to help make that determination.

- If a survey name is mentioned in the description of the property, navigate the map found on the [GLO land and lease viewer](#) for the Original Texas Land Survey to locate the boundaries of the survey mentioned.

## Identifying the property

This task involves identifying the specific property once you have a general idea of its location. By drawing property boundaries in ArcPro and using various tools and resources, you can create a detailed map to match the property. This process is crucial for accurately locating and documenting the property, ensuring all relevant details are captured.

### Context

Once you have a general idea of where the property is, additional steps will be required to identify the specific property. In this task, you are essentially creating a puzzle-piece that will allow you to find the matching property.

### Steps

1. In ArcPro, draw the property boundaries.
  - a. Create a new feature class for Line features called Measurements.
  - b. In the Measurements layer, go to **Create Features**.

**Important:** Make sure you have the Measurements layer selected
  - c. Choose a starting point within the general area of the property and click on the map.
  - d. Right-click on the map and select Direction/Distance or Circular Arc depending on the specifications in the property description.

**Note:** Select Circular Arc if a radius or curve is mentioned.
  - e. If you selected Direction/Distance, fill in the Direction/Distance popup.
    - i. In the *Horizontal* field, enter the direction.

Example: 44°21'26" would be entered as N44-21-26W

**Note:** If only two values are given, omit the middle number.

**Note:** If no value is given for a direction, the value entered must be 0.
    - ii. In the *Distance* field, make sure the correct unit is selected (for example, ft.) and enter the distance.

Example: 485.5

**Important:** Some of the older easement documents will use varas instead of feet to measure distance. These will usually be noted as vrs. in the document. You can use an [online calculator](#) to convert varas to feet. Using varas to feet conversions when drawing the property shape can result in the measurements being less exact.

## Identifying the property

- iii. Leave the *Pitch* field blank.
- iv. Hit enter and the line will be created.
- f. If you selected Circular Arc, fill in the Circular Arc popup.
  - i. If the property description specifies “chords”, in the first dropdown menu, select **Chord Direction**.
  - ii. In the Chord Direction field, enter the direction.
  - iii. In the Radius field, enter the radius.
  - iv. In the third dropdown menu, select Chord Length and enter the chord length.
  - v. Select a side (Left or Right) to match how the property description describes which direction the curve breaks.  
  
Example: If the property description says, “a right-breaking curve,” select Right.  
  
**Important:** Make sure all the drop-down categories you select correspond to the information the deed provides.
- g. Repeat steps ‘d’ through ‘f’ until the shape returns to the point of beginning.  
  
**Note:** If the deed provides the acreage of the property, use the ArcPro Measure tool to compare the area of the shape you drew to acreage of the property in the property description.
- h. Select all the lines you drew.
- i. Turn on the parcel layer to show comparison shapes.
- j. In the *Modify Features* pane, select **Move** to drag the shape around to find its plausible location.

### After this task

Once you have identified where you believe the property is located, check other sources to validate your conclusion.

1. Look at [Hays CAD interactive map](#). You can view parcels, and clicking on one will show a pop up.
2. Choose *View More Property Information* on the pop up and this will pull up a page of information, such as legal description and deed history.
3. Compare parts of this information to information you know about the easement property, such as the acreage and past owners.

## Identifying the property

4. Look at the [City's Easement Research map](#). You can click on plats in the search area to view plat images. These are especially helpful if you are looking for a specific lot or block number.

**Tip:** If it would help to know street names, use the search button found in the top right of the map. Pick a random address along the street you are looking for and search for it here to navigate to it.

## Troubleshooting

If you are still unable to identify the property, you can trace the owner history forward in time by searching the [Hays County Clerk](#) data.

1. In Grantor field, enter the name(s) of who owns the property in the easement document you are researching.
2. You can then look for Deeds in the results to see when the property changed ownership.

**Tip:** When inputting owner names into Grantor or Grantee fields, select multiple names if applicable. For example, if the owner's name is listed as J. Smith, there may be a John Smith, Jack Smith, etc. in the system. Select each of these to ensure you do not miss anything. Similarly, if two or more people are listed as the owners, you may want to search all of their names.

**Note:** Following the trail of owners forward in time is more difficult if the owner has owned many properties, or if the owner ends up being an entity like Hays County or the City of San Marcos. These owners will have too many results that will be time consuming to look through.

## Locating the easement on the property

This task involves determining the location of an easement on a property and either creating a new record if none exists or validating and improving an existing record. By examining easement documents, comparing details, and using city resources, you ensure accurate documentation and resolution of any discrepancies.

### Context

Once you have identified the property, you will need to find the easement's exact location and check if the City has an existing record of it.

### Steps

1. Determine where the easement is on the property.

An easement document with an image showing the easement or any information about the easement, such as starting point or if it is along a property line, can help determine where an easement is on a property.

2. Turn on the City's easement layer and see if there is an existing record of the easement you are researching.
3. If there is an existing easement record on the property, compare the easement details (for example, widths and easement types) to verify it is the same easement.
4. If the easement is already properly recorded, attach any relevant documents that are not already attached.

**Note:** We need guidance from the City on how to provide this additional documentation.

5. If the easement you are researching appears to already be recorded, but there are discrepancies, check the details of the existing easements on the property in the City's Easement Research map to see if there are documents associated with them for further evaluation.

These documents can sometimes provide helpful information to provide context and additional details to understand the differences.

**Important:** If discrepancies cannot be explained, seek guidance from the City.

6. If the easement is not recorded already, go to *Recording the easement*.

## Recording the easement

This task involves recording an easement on a property by creating a new record. By accurately drawing the easement and filling out relevant information in the attribute table, you ensure proper documentation and easy reference for future use.

### Context

Once you have located the easement on the property and determined if it needs to be created, you will draw the easement. If there is insufficient detail regarding the easement placement and dimensions, it is still helpful to associate the easement with the property using what we call a “fuzzy easement”.

### Steps

1. In ArcPro, go to Create Features and make sure the ImEasements polygon is selected.
2. Draw the easement.

- a. If there is sufficient detail, use the Direction/Distance to input the correct easement width

**Note:** If the easement is along a parcel line, you can use that to line up the easement placement

**Note:** In some circumstances, you may end up using the Circular Arc tool described in *Identifying the property* Step 1.f.

- b. If there is insufficient detail, draw a “fuzzy easement”.
  - i. Make sure the ImEasements layer is turned on
  - ii. Copy the property’s parcel(s)
  - iii. Choose the Paste Special drop down on the Paste button in the top left of the Map tab and paste into ImEasements layer.
  - iv. If the easement affects multiple parcels, determine if the parcels should be merged or kept separate.

Recording the easement

3. Fill out information about the easement in the attribute table.

- a. Enter information consistent across all easements.

For	Enter
Shared	N
Granted By	By Separate Instrument
Owner	CoSM
County	Hays

**Important:** Copy and paste fields whenever possible to ensure consistency.

- b. Select an Easement Type.

If	Then select
LCRA	Electric
Elim	Water
Texas Power & Light Co.	Electric

- c. In the *Width* field, if the easement document provides the easement width, enter the Width.
- d. In the *Varied Width* field, if the easement has varied widths, enter “Y” in the Varied Width field. If not, put “N”.
- e. In the *Comment* field, paste the easement document number.
- f. Leave the *Hyperlink* field blank.
- g. In the *Project Name* field, if the easement is in a subdivision, enter the subdivision name. If not, leave the field blank.
- h. In the *Location* field, if the easement is near a singular street rather than multiple streets, enter the singular street name. If there are multiple streets, leave it blank.
- i. In the *Date Acquired* field, enter the Recording Date from Hays County Clerk.
- j. In the *Created User* field, enter your initials.
- k. In the *Created Date* field, enter today’s date.
- l. In the Fuzzy field, enter a “1” if the easement is fuzzy and enter a “0” if it is not.

**Note:** There are additional fields with no inputs at this time: Last Edited User, Last Edited Date, Acreage.