

CITY OF SAN MARCOS COMMUNITY DEVELOPMENT BLOCK GRANT

PY2026-2027 PROJECT APPLICATION

NOTE: This form IS NOT TO BE USED by applicants seeking funds to support social services programs. A separate application form for "Public Services" is available and should be used for programs of that nature.

I. APPLICANT SUMMARY INFORMATION

Please spell out organization name and program name completely, without acronyms.

Applicant Organization: City of San Marcos, Texas – Destination Services

Contact Name, Title: Charlotte Wattigny, Creative & Marketing Manager, Convention & Visitors Bureau

Telephone: 512-393-5932

Contact E-Mail Address: cwattigny@sanmarcostx.gov Website: https://www.visitsanmarcos.com/

Mailing Address: 630 E Hopkins Street, Building 4, San Marcos TX 78666

Who is authorized to execute program documents? (Name, Title) Stephanie Reyes, City Manager

PROJECT SUMMARY INFORMATION

Project Name: Dunbar History Walk Lighting

Project Location: Dunbar Park, 801 Martin Luther King Drive

Amount of CDBG Funds Requested: \$75,000 (this estimate may be adjusted within 1-2 days after the deadline)

What percentage of the cost of this project is requested as funding through this application? 100%

A. PROJECT SCOPE:

Please check all statements that apply to this project:

- ☐ All project design work is complete for this project (plans, specifications, etc.)
- ☐ This project will include selection of professional service providers (architect, engineer, etc.)
- ☐ This project includes acquisition of real property
- ☐ This project includes the rehabilitation of existing buildings
- ☐ This project includes new construction
- ☐ This project includes demolition of existing structures
- ☒ This project includes a public facility (such as a senior center)

Clarification added after submittal: What I called an "Art Grant" is actually not a grant to an outside organization. City staff in Destination Services are implementing the project using Permanent Art Funds.

II. SHORT ESSAY QUESTIONS

All questions must be answered. Please type your answers. Application evaluations will be based on, but not necessarily limited to the criteria stated in each section.

OVERVIEW

1. Summarize the project for which funding is being requested, the benefit it provides, and the people it serves.

The Dunbar History Walk is a community-initiated installation at Dunbar Park to honor the community advocates, pioneers, and businesses that have been important to the Dunbar Neighborhood over the last 135 years. Destination Services has awarded a City of San Marcos Arts Grant of \$15,000 using Hotel Occupancy Tax for this potential tourist attraction. The Arts Grant will cover installation of 15 bollards and plaques at intervals along the sidewalk loop at Dunbar Park, and the creation of a webpage that can be reached with a Quick Response (QR) code to provide more information about each honoree and the neighborhood's history. Future Arts Grants will support the gathering together of information for the web page, and additional plaques. The Dunbar History Walk has two volunteer committees working on selecting honorees, and they are hoping eventually to honor 100 advocates, pioneers, and businesses along the walk.

The installation of bollards presents an opportunity to install lighting along the sidewalk loop so it can be used as a walking path for local residents for a longer period of time each day. **The funding requested from the Community Development Block Grant would cover installation of electrical wire in conduit around the loop, and lights to be placed on each bollard to shine onto the sidewalk, as well as the remaining bollards needed to fully light the sidewalk loop.**

The neighborhood area served by the sidewalk loop as a walking path for local residents is approximately between Hopkins and Gravel streets, bounded by Guadalupe on the east and San Antonio/Wilson/Johnson on the west. (In CDBG terms, this is the "service area".)

COMMUNITY NEED AND JUSTIFICATION –20 POINTS

Evaluation: documentation and justification of the need for the project in the City of San Marcos.

1. Describe in detail the need for this project in San Marcos.

Some of the streets in the area do not have sidewalks, and this sidewalk loop provides a safer alternative location for people to walk for exercise. Walking is a low-impact aerobic exercise that can be done by all ages to support a healthier lifestyle.

2. Has the need for this project been increasing in recent years?

The need for easily accessible exercise options has been increasing in recent years, as people are more and more sedentary in their daily lives due to the use of computers, phones, and television. Americans are also described as increasingly isolated, and this lighting contributes to a location where people can meet to walk together safely off the street.

IMPLEMENTATION –15 POINTS

Evaluation:

- *The application demonstrates that resources needed to manage the proposed project are available and ready.*
- *Applicant has clearly defined objectives focusing on results and measurable outcomes*
- *Past performance on projects funded by CDBG has met expectations.*

1. Are all resources in place to be able to implement this project? If not, what is missing?

Yes. This funding will cover materials plus installation by a licensed electrician.

2. What specific, measurable outcomes or results do you hope to achieve with this project?

By lighting the sidewalk loop we hope to add attraction to the existing exercise amenity, and to increase the ability to use the sidewalk loop earlier in the morning and later in the evening.

IMPACT AND COST EFFECTIVENESS –20 POINTS

Evaluation:

- impact on the identified need*
- implementation costs compared to impact*
- use of available resources (financial, staff, volunteer)*
- impact compared to other applicants*

1. Describe in detail the impact this project will have on the identified need and on San Marcos residents.

The lighting will extend the availability of an outdoor amenity that encourages an active lifestyle among local residents. Off-street areas where people can walk for exercise are safer than walking on the streets.

2. Briefly describe other funding sources, volunteers, or in-kind donations that will be used for this project.

Bollards may be crafted by San Marcos Parks or Facilities Department staff.

The tourist attraction/local history element of the project – the plaques and website – will be paid by the Arts Grant. The creation of the web page with additional information to go with the plaques will need some funding for research and configuration. The Arts Commission has funded 15 plaques and bollards, and the initial creation of the website as a one year grant.

COMMUNITY SUPPORT – 15 POINTS

Evaluation:

- A minimum of three letters of reference that indicate strong local support for the project and the agency’s ability to implement it as described in the application. Letters must be in support of the specific project requesting funding, not the agency as a whole. Letters will preferably be from San Marcos residents as well as direct beneficiaries of the project.*
- Evidence that board members are actively involved in and supportive of the agency*

1. What actions do Board members take to support the programs of the agency?

“Board members”: The City Council reviews the needs of San Marcos as a whole and staff recommendations to decide how City and grant funding will best benefit San Marcos.

Project Support:

The lighting is a new request created to take advantage of this opportunity to combine the Arts Grant project with the need to light the walking path (which is not funded).

The Dunbar History Walk project was initiated by the Dunbar Sistas, a group of longtime community residents.

The Arts Grant aspect of this project (15 bollards and plaques, website creation, plus expected future funding of up to 100 plaques) has received support specifically from the following (documentation attached).

- Arts Commission
- Parks Advisory Board
- City Council

In addition, the following comprise the committees overseeing the project:

<u>Project Committee</u> Dunbar Heritage Association Calaboose African American Museum Dunbar Sistas Current neighborhood resident	<u>Review Committee</u> Dunbar Heritage Association Calaboose African American Museum Dunbar Sistas City Arts & Heritage staff
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City Arts & Heritage staff City Community Resource & Engagement staff	City Historical Preservation staff Library local history staff
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COUNCIL PRIORITIES - 20 POINTS

1. How long has this agency served San Marcos residents? (10 points if at least 2 years)

175 years. The current city of San Marcos was incorporated in 1851, and presumably set up a governmental structure at that time.

2. In what ways does your agency actively conduct outreach to engage San Marcos residents in its programs and services? How will San Marcos residents access those services? (up to 10 points)

Destination Services conducts community outreach for its larger Public Art projects and any smaller projects that impact a neighborhood. Community open houses are held to explain the project scope, the type of art being planned for an area, and to receive input from residents on possible imagery to be included.

The lighting will be added to an existing sidewalk that is always open for public use.

RISK - 10 POINTS

1. How many years' experience does the agency have in implementing a project of this size and complexity? (5 points if more than 5 years)

More than 6 years. Destination Services took over the City's Public Art Programs in July, 2019, and have created many projects since then. Examples of recent projects with greater complexity and budget are the gateway mural on the back of 110. E. MLK strip center (\$100,000 budget) and the sculpture in Ramon Lucio Park (\$70,000 budget).

2. What percentage of the project's funding is non-City? (5 points if at least 50%)

The lighting and bollards are a City project that will be 100% funded by the CDBG funding that is funneled through the City. The plaques and website are/will be funded by Hotel Occupancy Tax.

III. BENEFICIARIES

The CDBG program allows several different methods of documenting that a project benefits low to moderate income persons. *Direct Benefit* projects provide services directly to an individual or family; for example, a housing rehabilitation project is a Direct Benefit project. *Area Benefit* projects benefit a geographic location; for example, a Sidewalk Project.

A. DIRECT BENEFIT PROJECTS:

Applicant must be able to document that at least 51% of the beneficiaries have an annual income that is at or below 80% of the Area Median Income and are San Marcos residents.

1. **How many unduplicated individuals or households are expected to be served by this project?** approximately 200; this information will be updated when the service area map is completed and attached within 1-2 days after the application deadline

Presumed Benefit: Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit a population in which at least 51% of the population is low-to-moderate income. Individual income verification is not required, although residency and other client statistics must be collected. The Presumed Benefit categories are:

a. Elderly persons (62 or older)	e. Battered spouses
b. Homeless persons	f. Abused children
c. Persons living with AIDS	g. Migrant farm workers
d. Illiterate persons (includes non-English speakers)	h. Severely disabled adults (Census Bureau definition)

2. Will all the program's beneficiaries be in a Presumed Benefit Category? Yes or X No
If "yes", list the categories: _____
3. If the program's beneficiaries cannot be considered "Presumed", how will income eligibility be determined?
N/A Projection of the individual or family's income based on family size; or,
N/A Other. Please provide details of how eligibility will be determined:

B. AREA BENEFIT PROJECTS:

Some projects, such as a senior center or a park, serve an area rather than individual persons. HUD defines an area benefit project as an activity which is available to benefit all the residents of an area which is primarily residential. To meet the eligibility requirement of benefitting low to moderate persons, the area served must be an area where at least 51% of the residents are low/mod income persons. Most, but not all, San Marcos residential neighborhoods are low/mod.

1. **Will this project be available to benefit all persons in the service area?** X Yes No
2. **Are the neighborhoods that will benefit from this project primarily residential?** X Yes No

If "No", please explain: _____

3. **What neighborhoods will benefit from this project? Please list either individual neighborhoods or describe the boundaries that will define the service area:**

Please see the attached map of the expected service area for the lighting portion of the overall project. The lighting extends the available hours of usage of the walking loop by local residents. (The Dunbar History Walk element is a tourist attraction for all San Marcos residents and visitors.)

C. PUBLIC FACILITY PROJECTS

In the CDBG program, Public Facilities are broadly interpreted to include all improvements and facilities that are either publicly owned or that are traditionally provided by the government, or owned by non-profit organizations, and operated so as to be open to the general public. Facilities providing shelter for persons having special needs are also considered to be public facilities.

- *Public facility projects cannot include the costs of operating and maintaining public facilities, costs of purchasing construction equipment, the costs of furnishings and other personal items such as uniforms, or new construction of public housing.*
- *Public facilities are intended to benefit all the residents of an area; thus, in most cases it must serve an area having at least 51% low/mod population.*
- *Public facilities owned by a nonprofit must be made available to the general public and must be open for use by the general public during all normal hours of operation.*
- *Reasonable fees may be charged for the use of the facilities assisted with CDBG funds, but charges, such as excessive membership fees, which will have the effect of precluding low/mod income persons from using the facilities, are not permitted.*

1. **Who is/will be the owner of the facility?** The Park and its facilities are owned by the City of San Marcos

2. **Will fees be charged for the use of the facility?** Yes or X No (not for the sidewalk)

If yes, please attach a fee schedule.

3. **How will the facility be made available to the general public?** The sidewalk loop is in an open area available to the public at all times

FUNDING HISTORY

1. **Has your organization received CDBG funding in the past 5 years?** X Yes No

2. **If yes, how were the funds used?** Parks Department Staff have overseen major upgrades funded by CDBG for Swift Memorial Park, Victory Gardens Park, and Paul Pena Park. The Dunbar History Walk is a much smaller project.

3. **Is the project complete?** X Yes No If no, explain status and expected completion date:

IV. PROJECT BUDGET

The CDBG program requires that a project be completed and serving beneficiaries within a reasonable time – preferably within one year of award date. Thus, it is important for any additional funds needed to complete the project to be secured prior to award of CDBG funds or shortly thereafter.

1. **Estimated total project cost:** \$75,000 CDBG Funds requested: \$75,000
2. **Funds from all other sources that will be available on or before October 1, 2026:** \$ N/A
3. **How will budget shortfalls be addressed?** Bids will be received for the cost of the project, so any budget shortfalls will be known before the start of the project. They could be addressed by requesting additional CDBG funds.
4. **Are any additional funds for this project being requested from the City of San Marcos?**
 Yes X No If "yes", please describe type and amount requested: \$ _____
Type of funds requested: N/A

LINE ITEM BUDGET

Please use the following format to present your proposed line-item budget. Secured funds are funds on-hand, pledged, or awarded. City Council has waived fees for Construction Permitting and Development Code Processes for CDBG projects. Impact fee charges, when applicable, are not waived. Round budget numbers to the nearest dollar.

CDBG funds cannot be spent or obligated until final environmental clearance for the project has been obtained. HUD has interpreted “obligated” to mean that we cannot execute contracts or take bids as that will “obligate” funds. The environmental review is generally prepared by the City’s CDBG staff. .

Budget Item	Total Budget	CDBG Funding Proposed	Other Funding Source(s)	Secured Funds available at project start	Additional Funds Needed to Complete Project
Project Soft Costs					
Design, Permit Submittal	\$5,000	\$5,000			
Project Hard Costs					
Materials: light fixtures, electrical wiring, conduit, bollards, and other materials as needed	\$55,000	\$55,000			
Installation	\$15,000	\$15,000			
BUDGET TOTAL	\$75,000	\$75,000	(none)	(all CDBG)	(none)

V. PROJECTED IMPLEMENTATION SCHEDULE WITH PERFORMANCE GOALS

The first activity should be environmental review. Projects that do not impact the physical environment generally take about 15 days for environmental review – this would include public services, professional services, homebuyer assistance.

Projects that will potentially have a physical impact on the environment (construction or demolition, for example) generally take 45 to 60 days for environmental review. If the project is in a FEMA floodplain, add 30 additional days.

Please include reasonable time for competitive procurement activities, including procurement of professional service providers.

Projected Start Date: January 2027 **Projected Completion Date:** March 2027

Projected Implementation Schedule with Performance Goals			
Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
<i>Environmental Review</i>	<i>September 2026</i>	<i>October 2026</i>	<i>Performed by City staff</i>
<i>Funding Agreement received from HUD</i>	<i>December 2026</i>	<i>December 2026</i>	
Bid process	January 2027	February 2027	
Contract awarded	February 2027	February 2027	
Design & Permits	March 2027	March 2027	
Wiring Installation	April 2027	April 2027	
Bollard Installation	May 2027	May 2027	
Lighting Installation	May 2027	May 2027	

VI. ORGANIZATION INFORMATION

BACKGROUND INFORMATION

1. Organization Type:

☐ 501(c) Non-Profit Corporation ☐ Public Corporation ☒ Government Entity

Other: _____

2. Name and title of Board of Directors chair or president: Mayor Jane Hughson

3. How many years has your organization been in business? 175

4. Organization's Taxpayer Identification Number (EIN): 74-6002238

5. Organization's Unique Entity Identifier Number (if available): LRPGLNZT4WR3

6. Is organization currently registered in the federal System for Award Management (SAM)? ☒ Yes ☐ No

FINANCIAL INFORMATION

1. What is the date of your fiscal year end? September 30

2. Does your organization have a purchasing policy? ☒ Yes ☐ No

3. Has your organization currently or within the past five years had any litigation that is pending or has been resolved?
☐ Yes ☒ No The Community Initiatives Division and the CDBG Program have not had any litigation.

If "Yes", please attach a summary of the litigation and its status, including any outstanding judgments.

4. Has your organization filed a petition for bankruptcy or has a petition for bankruptcy been filed against your organization?
☐ Yes ☒ No

If "Yes", please attach an explanation that includes the status.

5. During the last fiscal year, did your organization spend \$750,000 or more in Federal financial assistance?

☒ Yes ☐ No

6. What level of financial review does your organization obtain from an independent source? Select from the following options:

☒ Single Audit

☐ Audited Financial Statement

☐ Reviewed Financial Statement

☐ Compiled Financial Statement

☐ No independent review

☐ Other (describe):

7. What period was covered by your most recent financial review? Fiscal Year 2024-2025

8. Has your organization received City of San Marcos funding in the past two years? ☒ Yes ☐ No

If yes, please attach a short summary of the purpose and amount of City funding. Staff and Operations

PERSONNEL AND POLICIES

1. Name and Title of your chief administrator Stephanie Reyes

Number of years in this position? 3

2. Total number of current employees at all locations 947 (all funding sources)

3. Total number of current employees who will be involved in this project 2

4. Total number of new employees expected to be hired for the project 1

5. Does your organization have a personnel policy manual? ☒ Yes ☐ No
- Does it include a procedure for filing grievances? ☒ Yes ☐ No
- Does it include a non-discrimination clause? ☒ Yes ☐ No
6. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?
- ☒ Yes ☐ No
7. Separation of duties for financial transactions regarding this project (respond with job title):
- Who will approve payment of incurred expenses? Housing and Community Development Manager
 - Who will prepare the payment check? Accounts Payable Clerk
 - Who will sign checks paying project expenses? Accounts Payable
 - Who posts the transaction to your financial records? Accountants in the Finance Department
 - Who reconciles monthly bank statements? Accountants in the Finance Department

ACCESSIBILITY OF PROGRAMS AND SERVICES

- Are all facilities to be served by the program ADA Accessible? ☒ Yes ☐ No
- Do you have a Section 504 (ADA) Self-Evaluation on file? ☒ Yes ☐ No
- How will you provide services to persons with Limited English proficiency? For meetings, translation services are pre-contracted by the ADA Coordinator, and for in-office interactions, one of the staff members speaks Spanish. Translation for any other languages would be provided by the ADA Coordinator.

INSURANCE, BONDING, AND WORKER'S COMPENSATION

- Does your organization have liability insurance coverage? ☒ Yes ☐ No
- If yes, in what amount? \$6 million
- Does your organization pay worker's compensation in accordance with Federal and state laws?
☒ Yes ☐ No ☐ N/A
- Does your organization have fidelity bond coverage for principal staff members who handle the organization's accounts?
☐ Yes ☐ No
N/A The City of San Marcos carries Public Employee Dishonesty coverage of \$300,000 per occurrence.
- Will vehicles owned by the organization be used in conjunction with the proposed project?
☒ Yes ☐ No
- If yes, what level of liability insurance is maintained on the vehicles? \$3 million

VII. CONFLICTS OF INTEREST (24 CFR 570.611; 24 CFR 85.36; AND 24 CFR 84.42)

Two sets of conflict-of-interest provisions apply to activities carried out with CDBG funding. The first set, applicable to the procurement of goods and services by subrecipients (*funded applicants*), is the procurement regulation found in the *Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations*. The second set of provisions is located at 24 CFR 570.611(a)(2).

With respect to procurement activities, the subrecipient must maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. At a minimum, these standards must:

1. Require that no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for an award:
 - An employee, officer, or agent of the subrecipient;
 - Any member of an employee's, officer's, or agent's immediate family;
 - An employee's, agent's, or officer's partner; or
 - An organization which employs or is about to employ any of the persons listed in the preceding sections.
2. Require that employees, agents, and officers of the subrecipient neither solicit nor accept gratuities, favors, or anything of value from contractors or parties to sub-agreements. However, subrecipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.
3. Provide for disciplinary actions to be applied for any violation of such standards by employees, agents, or officers of the subrecipient.

With respect to all other CDBG-assisted activities, the general standard is that no employee, agent, or officer of the subrecipient who exercises decision-making responsibility with respect to CDBG funds and activities is allowed to obtain a financial interest in or benefit from CDBG activities, or have a financial interest in any contract, subcontract, or agreement regarding those activities or in the proceeds for the activities. Specific provisions include that:

- The requirement applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of the City, a designated public agency, or a subrecipient, and to their immediate family members and business partners.
- The requirement applies to such persons during their tenure and for a period of one year after leaving the grantee or subrecipient organization.
- Upon written request, exceptions may be granted by HUD on a case-by-case basis.

CONFLICT OF INTEREST QUESTIONNAIRE

NOTE: For the purpose of this form, a "covered person" includes any person who is an employee, agent, consultant, officer or elected or appointed official of the City of San Marcos, your organization, or any designated public agency.

Name of Organization: City of San Marcos, Texas

1. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?

Yes X No If "No" is checked, please explain how you will comply with this requirement:

2. Are any of your Board Members or employees that are responsible for carrying out this project or members of their immediate families or their business associates also:

a. Employed by the City of San Marcos? Yes No N/A program is administered by City Employees

b. Members of or closely related to members of the San Marcos City Council? Yes No X

c. Members of or closely related to an employee of the City of San Marcos? N/A Yes No

d. Current beneficiaries or related to beneficiaries of the project for which funds are requested?

Yes No X

e. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? Yes X No

3. For **each** relationship described above, please answer the following questions: (attach additional page if necessary)

a. Name of employee or official: N/A

b. Is this person receiving or likely to receive taxable income from your organization?

Yes No

c. Is your organization receiving or likely to receive taxable income from or at the direction of the employee or official AND the taxable income is not from the City of San Marcos?

Yes No

d. Is your organization affiliated with a corporation or other business entity in which the employee or official serves as an officer or director, or holds an ownership interest of 10% or more?

Yes No

4. Describe any other affiliation or business relationship that might cause a conflict of interest with respect to CDBG funds and activities. none

5. Will any of your organization's employees, officers, board members, or members of their immediate family or business partners have a financial interest in any contract, subcontract, or agreement regarding CDBG funded activities?

Yes No X . If yes, please attach an explanation.

VIII. APPLICANT ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to this project or program, by the submission of this application, that the following are true statements:

1. It possesses legal authority to apply for the grant and to finance the proposed request; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations (UAR) and agrees to adhere to the accounting principles and procedures required therein, utilizing adequate internal controls and maintaining necessary source documentation for all costs incurred.
3. If it expends \$750,000 or more of federal funds in a fiscal year, it will comply with the Single Audit Act of 1984.
4. It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards, and Executive Order 11990, relating to protection of wetlands. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a).
5. It will have sufficient funds available or the ability to obtain the non-federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.
6. It will give the City and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the City that funds have been approved and that the project will be performed to completion with reasonable diligence.
8. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
9. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of persons displaced because of federal and federally-assisted programs.
10. It will comply with the provisions of the Hatch Act, which limit the political activity of employees.
11. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply.
12. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the city/federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.

13. It will assist the city/federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.).
14. It will comply with Texas Civil Statutes, Article 5996a, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
15. It will ensure that all information collected, assembled or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Texas Civil Statutes, Article 6252-17a, unless otherwise expressly provided by law.
16. It will conduct and administer the program in conformity with the Fair Housing Act (42 USC Section 3901 et. Seq.) and that it will affirmatively further fair housing.
17. It will minimize displacement of persons because of activities assisted with CDBG funds. If displacement of residential dwellings will occur in connection with a grant-assisted project, it will follow a residential anti-displacement and relocation assistance plan as specified by the City of San Marcos.
18. It certifies that it is not now, nor has it ever been, on the Federal List of Debarred Contractors.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, applicant certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a).
20. It agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart J and subpart K of these regulations, except that (1) the Agency does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) Agency does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. Agency also agrees to comply with all other applicable Federal, State, and local laws, regulations, and policies governing the funds provided. Agency further agrees to utilize funds available to supplement rather than supplant funds otherwise available. Agency shall comply with all applicable Federal laws, regulations, and requirements, which include compliance with the provisions of the HCD Act and all rules, regulations, guidelines, and circulars promulgated by the various Federal departments, agencies, administrations, and commissions relating to the CDBG Program. The applicable laws and regulations include, but are not limited to:
 - 24 CFR Part 570;
 - 24 CFR Parts 84 and 85;
 - The Davis-Bacon Fair Labor Standards Act;
 - The Contract Work Hours and Safety Standards Act of 1962;
 - Copeland "Anti-Kickback" Act of 1934;
 - Sections 104(b) and 109 of the Housing and Community Development Act of 1974;

- Section 3 of the Housing and Urban Development Act of 1968;
- Equal employment opportunity and minority business enterprise regulations established in 24 CFR part 570.904;
- Non-discrimination in employment, established by Executive Order 11246 (as amended by Executive Orders 11375 and 12086);
- Section 504 of the Rehabilitation Act of 1973 Uniform Federal Accessibility Standards;
- The Architectural Barriers Act of 1968;
- The Americans with Disabilities Act (ADA) of 1990;
- The Age Discrimination Act of 1975, as amended;
- National Environmental Policy of 1969 (42 USC 4321 et seq.) as amended;
- Lead Based paint regulations established in 24 CFR Parts 35, 570.608, and 24 CFR 982.401;
- Asbestos guidelines established in CPD Notice 90-44;
- HUD Environmental Criteria and Standards (24 CFR Part 51);
- The Energy Policy and Conservation Act (Public Law 94-163) and 24 CFR Part 39
- Flood Disaster Protection Act of 1973;
- Colorado House Bill 06-1023 and 06-1043;
- Procurement Standards (2 CFR 200.322);
- Rights to Inventions Made Under a Contract or Agreement (37 CFR 401.2 (a));
- Energy Efficiency (2 CFR Part 200 Appendix II); and
- Recycling (2 CFR Part 200 Appendix II).

CERTIFICATIONS REGARDING LOBBYING:

21. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
22. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form – “Disclosure Form to Report Lobbying”, in accordance with its instructions.
23. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
24. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

GENERAL CERTIFICATIONS:

- 25. The information, exhibits, and schedules contained in this application are true and accurate statements and represent fairly the financial condition of our organization;
- 26. Our organization is eligible to receive federal funding and has not been placed in a debarred or otherwise ineligible status under the provisions of CFR Part 24;
- 27. Our organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964; and,
- 28. Our governing body has duly authorized submission of this document. If funded, we agree to comply with the procedures outlined in the "Playing by the Rules" handbook that will be supplied by the City of San Marcos.

CITY OF SAN MARCOS FUNDING RESTRICTIONS:

- 29. All CDBG funding will be spent on San Marcos residents.
- 30. Funding requested is not more than 50% of the total funding for the agency.
- 31. Funding will not be used to fund more than 20% of a full time position.
- 32. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

I, the duly authorized representative of the applicant organization, certify that the foregoing statements are true to the best of my knowledge and belief:

CERTIFIED BY:

Signature:  Date Signed: 3.2.2026

Printed Name: Rebecca Ybarra Title: Director of Destination Services

Organization Name: City of San Marcos – Destination Services

ATTACHMENTS

BUDGETS

This project is 100% funded with CDBG funds.

This is a one-time project, so the only budget is the project budget on p. 7 of the application.

BOARD OF DIRECTORS INFORMATION

- ☐ **Board of Directors membership roster –must include city of residence for each Board member**
- ☐ **Contact numbers for Board Chair or President and Treasurer**

All City Council Members live in the City of San Marcos, Texas

CITY COUNCIL

Mayor – Jane Hughson – 512-393-8085

Matthew Mendoza

Josh Paselk

Alyssa Garza

Shane Scott

Lorenzo Gonzalez

Amanda Rodriguez

Finance Director: Jon Locke 512-393-8170

SPECIFIC TO THE CDBG APPLICATION

- ☐ **Resolution or Board Minutes showing approval to apply and designation of person who will sign documents on behalf of the organization**

The City Manager signs documents on behalf of the organization. The Director of Destination Services will sign the inter-departmental agreement that is a “best practice” per HUD.

- ☐ **Most Recent audit or CPA prepared review**

The Comprehensive Annual Financial Report (CAFR) and Single Audit Reports are available online:

<https://www.sanmarcostx.gov/Archive.aspx?AMID=51>

- ☐ **Brief explanation of any lawsuits, judgments, or bankruptcy proceedings within the last 5 years**

There have been no lawsuits, judgments, or bankruptcy proceedings related to the Community Development Block Grant.

ORGANIZATION INFORMATION

- ☐ **Current IRS Form 990, pages 1 and 2 (not required for churches)(if applicable)**

Not Applicable

ORGANIZATION INFORMATION

☐ **Non-discrimination policy statement**

The City abides by the laws and regulations related to equal employment opportunity. The notice is posted online and in city buildings:

<https://www.sanmarcostx.gov/DocumentCenter/View/3068/Equal-Employment-Opportunity-EEO---English-PDF>

PROJECT INFORMATION

☐ **Service area boundary for area benefit projects**

Please see the attached map showing the expected service area. Any member of the public can access the park at any time.

☐ **Description of how applicant income will be determined if there are direct beneficiaries**

Not applicable.

LETTERS OF SUPPORT

☐ **Letters of support**

- about the specific project requesting funding and the agency's ability to implement it
- preferably from members of the San Marcos Community
- preferably including letters from direct clients of previous projects
- minimum of three

The Arts Grant aspect of this project (15 bollards and plaques, plus expected future funding of up to 100 plaques) has received written support from the following community representatives, attached (Dunbar Sistas propose the project in an in-person meeting):

Arts Commission – Minutes of the 11/19/25 Meeting

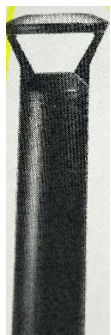
Parks Advisory Board – Minutes of the 08/21/25 Meeting

City Council – Direction provided at the 10/21/25 Work Session (attachment is the ARF and presentation)

The lighting is a new request created to take advantage of this opportunity to combine the Arts Grant project with the need to light the walking path (which is not funded).



Red –	25	1 st year
Orange-	10	2 nd year
Lime-	10	3 rd year
Lt Blue-	10	4 th year
Pink-	5	5 th year



Dunbar Park Project - Service Area and Population



- Service Area
- Dunbar Park
- Parcel

Population within Service Area
~1,418



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.

Date: 3/5/2026

Demographic and Income Profile

Dunbar Park Project



Area: 0.46 square miles

Summary	Census 2020	2025	2030
Total Population	1,425	1,418	1,577
Total Households	610	625	713
Family Households	242	222	245
Average Household Size	2.32	2.25	2.20
Owner Occupied Housing Units	204	205	246
Renter Occupied Housing Units	406	420	467
Median Age	30.2	31.5	34.1

Trends 2025 - 2030	Area	State	National
Population	2.1%	1.1%	0.4%
Households	2.7%	1.4%	0.6%
Family Population	2.0%	1.3%	0.5%
Owner Occupied Housing Units	3.7%	1.8%	0.0%
Median Household Income	1.8%	2.3%	2.5%

Population by Age	Census 2020		2025		2030	
	Number	Percent	Number	Percent	Number	Percent
0-4	54	3.8%	51	3.6%	58	3.7%
5-9	57	4.0%	50	3.5%	51	3.2%
10-14	52	3.6%	56	4.0%	55	3.5%
15-19	90	6.3%	81	5.7%	94	6.0%
20-24	289	20.3%	232	16.4%	255	16.2%
25-29	166	11.7%	200	14.1%	144	9.1%
30-34	113	7.9%	123	8.7%	162	10.3%
35-39	79	5.5%	95	6.7%	118	7.5%
40-44	86	6.0%	84	5.9%	113	7.2%
45-49	67	4.7%	73	5.2%	81	5.1%
50-54	51	3.6%	67	4.7%	82	5.2%
55-59	68	4.8%	49	3.5%	75	4.8%
60-64	71	5.0%	60	4.2%	53	3.4%
65-69	65	4.6%	56	4.0%	57	3.6%
70-74	52	3.6%	56	4.0%	59	3.7%
75-79	27	1.9%	43	3.0%	55	3.5%
80-84	18	1.3%	19	1.3%	37	2.4%
Age 85+	21	1.5%	21	1.5%	28	1.8%

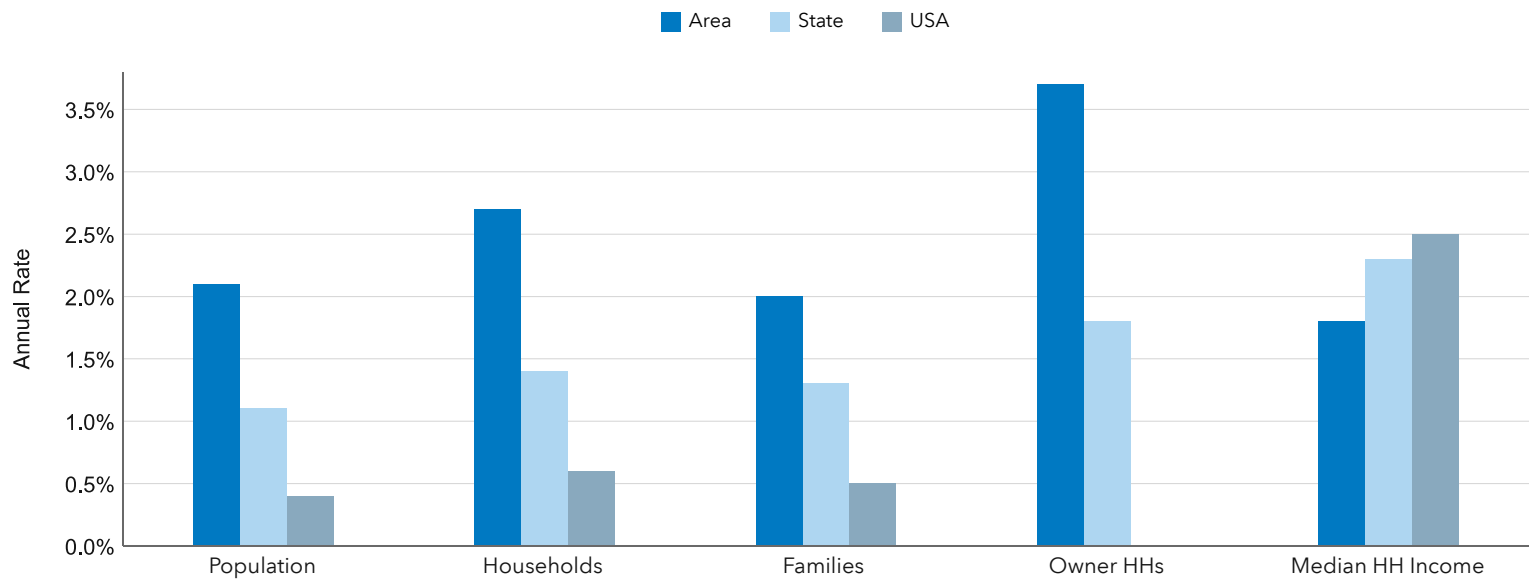
Households by Income	2025		2030	
	Number	Percent	Number	Percent
<\$10,000	72	11.5%	73	10.2%
\$10,000-14,999	4	0.6%	4	0.6%
\$15,000-19,999	4	0.6%	3	0.4%
\$20,000-24,999	37	5.9%	37	5.2%
\$25,000-29,999	35	5.6%	36	5.0%
\$30,000-34,999	17	2.7%	18	2.5%
\$35,000-39,999	32	5.1%	35	4.9%
\$40,000-44,999	56	9.0%	58	8.1%
\$45,000-49,999	16	2.6%	17	2.4%
\$50,000-59,999	28	4.5%	29	4.1%
\$60,000-74,999	72	11.5%	83	11.6%
\$75000-99999	98	15.7%	120	16.8%
\$100,000-124,999	46	7.4%	56	7.8%
\$125,000-149,999	19	3.0%	24	3.4%
\$150000-199999	49	7.8%	65	9.1%
\$200,000-249,999	20	3.2%	28	3.9%
\$250,000-299,999	12	1.9%	17	2.4%
\$300,000-399,999	6	1.0%	8	1.1%
\$400,000-499,999	0	0.0%	0	0.0%
\$500,000+	1	0.2%	2	0.3%
Median Household Income	\$61,868	-	\$67,557	-
Average Household Income	\$77,777	-	\$85,174	-
Per Capita Income	\$35,793	-	\$40,122	-

Race and Ethnicity	Census 2020		2025		2030	
	Number	Percent	Number	Percent	Number	Percent
White Alone	922	64.7%	887	62.5%	971	61.6%
Black Alone	91	6.4%	98	6.9%	114	7.2%
American Indian	8	0.6%	9	0.6%	10	0.6%
Asian Alone	18	1.3%	23	1.6%	29	1.8%
Pacific Islander	2	0.1%	2	0.1%	2	0.1%
Some Other Race	162	11.4%	167	11.8%	186	11.8%
Two or More Races	222	15.6%	232	16.4%	265	16.8%
Hispanic (Any Race)	491	34.5%	505	35.6%	562	35.6%

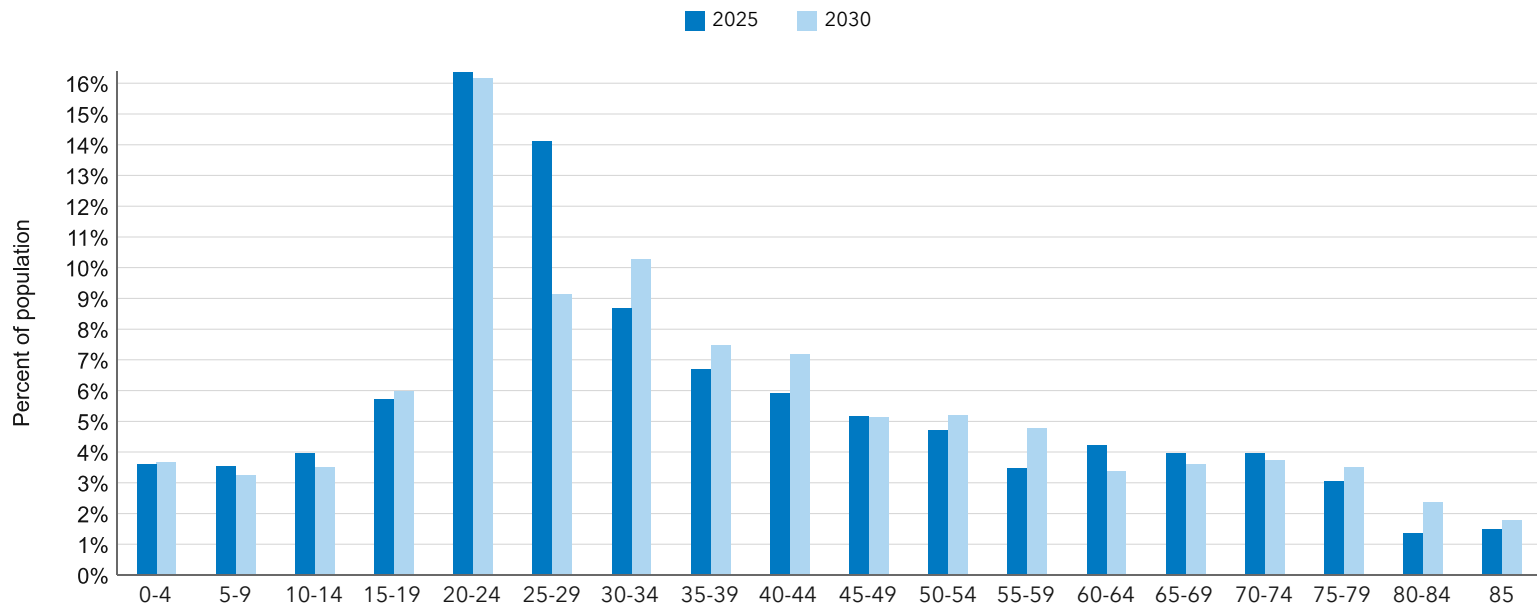
Key Indicators for 2025



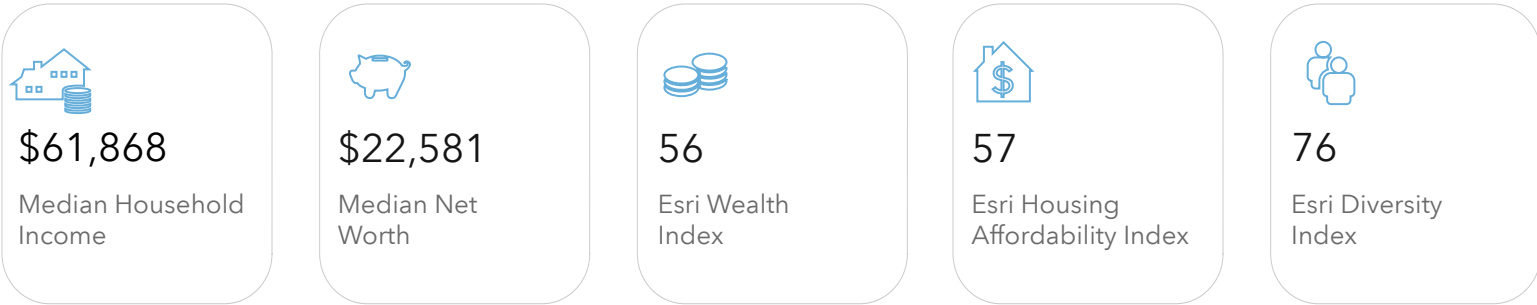
Trends: 2025 - 2030 Annual Rate



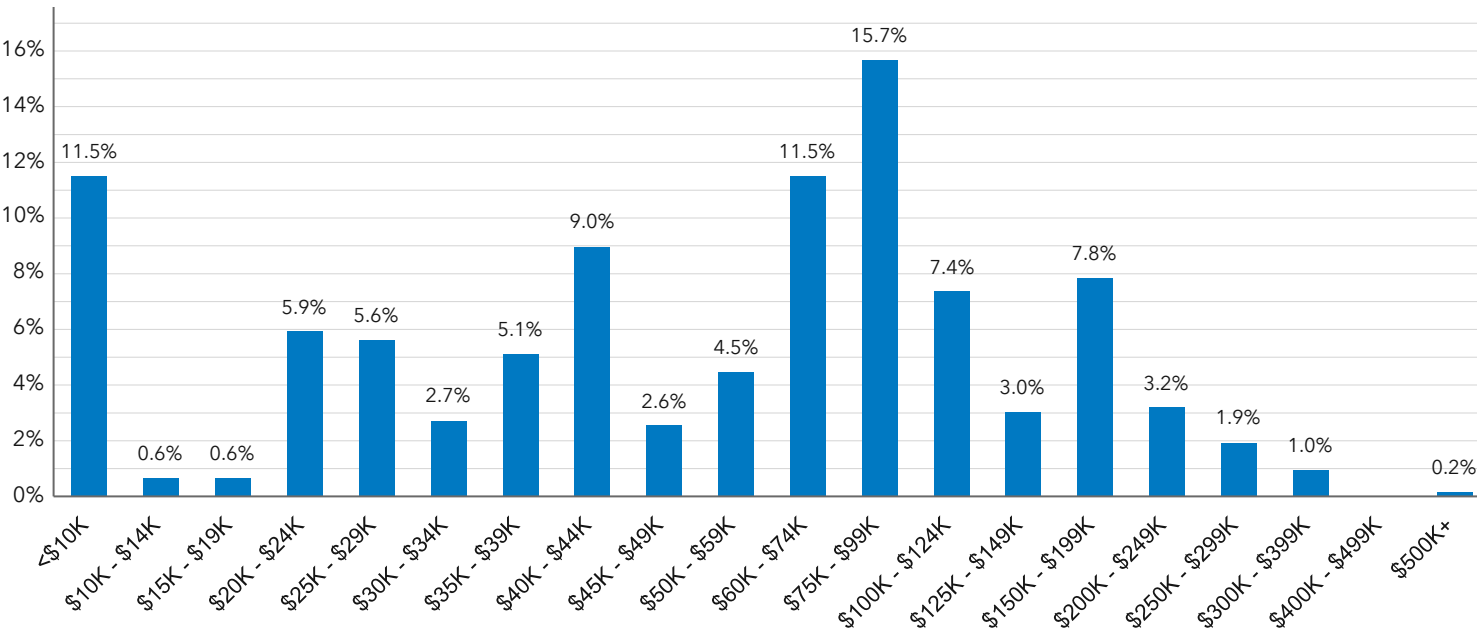
Population by Age



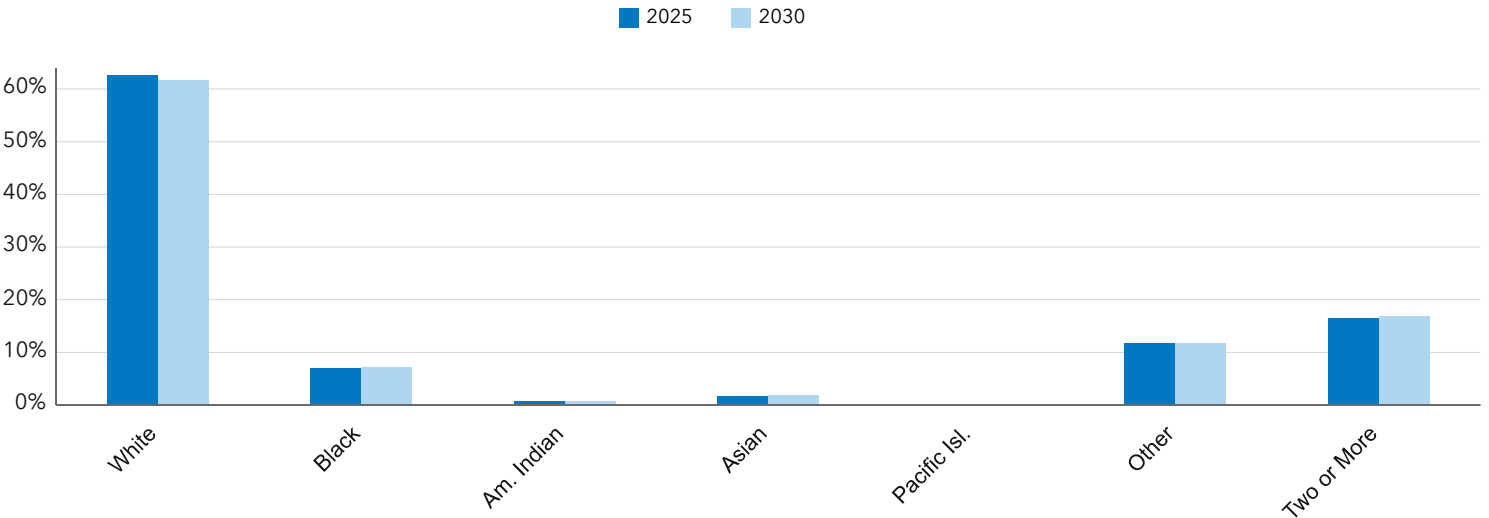
Key Indicators for 2025



Households by Income for 2025



Population by Race





**City of San Marcos
Regular Meeting Minutes
Parks and Recreation Board
August 21, 2025 5:30 pm**

I. Call to Order

The meeting was called to order at 5:30 pm by Chair John Thomaides.

II. Roll Call

Board Members Present

John Thomaides, Chair
Benjamin Peck, Vice Chair
Derek Griblin
Charlie Hickman
Amanda Fox
Peter Tschirhart
Jonnalys Soto
Dan Alden
Jordan Lange

Staff Present

Jamie Lee Case, Director
Jessica Ramos, Assistant Director
Bert Stratemann, Operations Manager
Valerie Valdez, Administrative
Coordinator

Citizen Comment Period: Persons wishing to speak during the citizen comment period please submit your written comments to parksinfo@sanmarcostx.gov **no later than 12:00pm on the day of the meeting**. The first 10 comments will be read aloud during the citizen comment portion of the meeting. Comments shall have a time limit of three minutes each. Any threatening, defamatory, or other similar comments prohibited by Chapter 2 of the San Marcos City Code will not be read.

III.

MINUTES

1. Consider approval, by motion, of the June 18, 2025, Regular Meeting minutes.

A motion was made by Benjamin Peck, seconded by Jonnalys Soto to approve the June 18, 2025, Regular Meeting minutes.

The motion carried by the following vote:

For:	7 - Benjamin Peck, Derek Griblin, Amanda Fox, John Thomaides, Peter Tschirhart, Jonnalys Soto, Charles Hickman
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Against:	0 -
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Abstained:	2 - Jordan Lange, Dan Alden
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PRESENTATION

2. Receive a staff presentation on behalf of the Arts Commission regarding the Dunbar History Walk project.

Charlotte Wattigny the Creative & Marketing Manager with Destination Services proposed a walking trail at Dunbar Park with markers acknowledging people and places that shaped the Dunbar neighborhood. This would be a multi-year project. Submissions would come from the community, and a committee would approve the submissions. A tentative timeline has community outreach and submissions from December 2025 through February 2026, review, production, and installation would take place March through August 2026, and a dedication ceremony will be scheduled to take place Fall 2026. Dan Alden asked how the project would be funded. Charlotte stated the project will be funded by Public Arts. Peter Tschirhart asked about the marker forms. Charlotte shared the markers will be tiles. Peter asked if this is the same project as the Dunbar room naming. Jamie Case explained this is a separate project. The room naming project will not take place. Charlotte explained that they could create a living website that could be kept up to date as people are added to the site or when new research is completed. The idea is to have a public place to send people where they can learn about the community. Jordan Lange asked if the markers create an obstruction for recreation play. Shannon stated that she collaborated with Bert Stratemann and concluded that the markers will be raised on a concrete column and placed on the outside of the trail, so they will not cause an issue. John Thomaides stressed the importance of making public outreach a priority. Charlotte explained there are two committees that will assist with community outreach and submission approvals. The Project Committee and the Review Committee. Each group will be comprised of Dunbar Heritage Association, Calaboose African American Museum, Dunbar Sistas, Current neighborhood resident, City Arts and Heritage staff, City Community Resource and Engagement staff, and Library local history staff. The parks board members shared their support for this project.

ACTION

3. Consider approval, by motion, of a request by Shannon Mattingly on behalf of San Marcos Land Holdings, LLC for a Fee-in-Lieu of Parkland Dedication in the amount of \$440,772 for a multifamily development located at 221 E McCarty Ln.

Brittany Faulkner Senior Planner with Planning and Development gave the presentation of the Fee-in-Lieu proposal. She shared the proposed development will be used for senior living facility that qualifies for the low-income tax credit (LITC). Staff recommended approval of the Fee-in-Lieu. Benjamin Peck asked about the detention ponds. Brittany explained that the detention ponds already exist and serve the current multifamily development in that area. John Thomaides requested additional explanation of the LITC program. Andrea Villalobos Assistant Director for Planning and Development responded that 188 units will be dedicated to residents with a median income level between 51-60% and 34 units will be dedicated to below 30% income level. John Thomaides asked if the developer would be tax exempt. Andrea explained that not all LITC programs are tax exempt. Shannon Mattingly shared that the developer must meet criteria set by the state to qualify for LITC exemptions. She shared a list of private amenities that will be offered to the residents. Dylan Klopp representative of the San Marcos Holdings, LLC stated they will not pay any taxes as stated in the city resolution.



Legislation Text

File #: ID#25-707, **Version:** 1

AGENDA CAPTION:

Receive a presentation from Destination Services regarding the creation of the Dunbar Neighborhood History Walk, and provide direction to the City Manager.

Meeting date: October 21, 2025

Department: Destination Services - Charlotte Wattigny

Amount & Source of Funding

Funds Required: TBD

Account Number: 12024227.56006

Funds Available: Yes

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]

Quality of Life & Sense of Place

Economic Vitality

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.

☒ Core Services

☐ Not Applicable

Master Plan: *[Please select the corresponding Master Plan from the dropdown menu below (if applicable)]*

Arts Master Plan

Background Information:

In 2024, Destination Services Arts staff began the conversation with members of the Dunbar Neighborhood of a history trail to recognize members of the Dunbar community who contributed to the vitality of the Dunbar Neighborhood. Mittie Miller and Deborah Webster, members of the Dunbar Sistas, approached City Staff of the idea to recognize Dunbar Neighborhood community members of the past. This idea is an initiative inspired by the Dunbar Sistas, a group of women whose sisterhood began while playing softball in the Dunbar Neighborhood as teenagers and continues to thrive decades later.

A Project Committee and a Review Committee were formed.

Project Committee representatives include Dunbar Heritage Association, Calaboose African American Museum, Dunbar Sistas, current neighborhood resident, City Arts & Heritage staff and City Community Resource & Engagement.

Review Committee representatives include Dunbar Heritage Association, Calaboose African American Museum, Dunbar Sistas, City Arts & Heritage staff, City Historical Preservation Officer, and Library local history staff.

Council Committee, Board/Commission Action:

The Arts Commission and the Parks Advisory Board have both granted approval to move forward with the project.

Alternatives:

Click or tap here to enter text.

Recommendation:

Click or tap here to enter text.



City of San Marcos

City Council Work Session

November 5, 2025



Dunbar History Walk



Receive a presentation from Destination Services regarding the creation of the Dunbar History Walk, and provide direction to the City Manager.



Dunbar History Walk

The Story of the Dunbar Neighborhood

- Purpose of the project is to acknowledge, remember, and formally recognize the places and people important to the Dunbar community
- Recognition of past neighborhood businesses/business owners, community advocates, and widely acclaimed people of note
- Multi-year cultural and heritage public art project with annual installations
- Submissions will come from the community
- Project Development Committee will plan project and draft guidelines
- Submission Review Committee will review submissions for accuracy by conducting research and contacting current and past residents
- Submissions that meet criteria will be kept on a running list until installed



Dunbar History Walk

The Story of the Dunbar Neighborhood

- Plaques installed along Dunbar Park sidewalk
- Work with a Dunbar neighborhood artist for imagery on the plaques



Dunbar History Walk

The Story of the Dunbar Neighborhood



- Information on each person as they are installed will live at Visit San Marcos' arts microsite SMTXarts.com on the current Dunbar Neighborhood History and Culture page
- Aims to become a robust site with information, details, photos, and audio stories added as they become available
- Project sign in park will give overview and include a QR code and URL to visit for full information



Dunbar History Walk

Project Planning and Review Committees

Project Development Committee Submission Review Committee

Representation: Representation:

- | | |
|--|--------------------------------------|
| • Dunbar Heritage Association | • Dunbar Heritage Association |
| • Calaboose African American Museum | • Calaboose African American Museum |
| • Dunbar Sistas | • Dunbar Sistas |
| • Current neighborhood resident | • City Historic Preservation Officer |
| • City Community Resource & Engagement | • City Library local history staff |
| • City Arts & Heritage staff | • City Arts & Heritage staff |



Dunbar History Walk

Community Outreach

- Coordinate with Communications on PR and social media posts
- Host multiple community open houses to explain the project and distribute paper applications and online submission information
- Engage with key community groups, including churches and neighborhood groups
- Door-to-door distribution



Dunbar History Walk

Timeline for Inaugural Installation Fall 2026

Apr 2025 – Present to Arts Commission for consensus (complete)

Aug 2025 – Present to Parks and Recreation Board for consensus (complete)

Nov 2025 – Present to City Council – Work session

Nov 2025 – Budget approval from the Arts Commission

Dec 2025 – Seek final approval from City Council; Parks and Recreation Board

Feb-Mar 2026 – Community outreach, promotion, gather submissions

Mar-May 2026 – Review submissions and finalize current year selections

Apr-Jun 2026 – Finalize design & production; buildout website

Jul-Aug 2026 – Installation and plan the unveiling

Fall 2026 – Dedication ceremony



ARTS COMMISSION MINUTES

REGULAR MEETING
WEDNESDAY, NOVEMBER 19, 2025

The Arts Commission convened in a regular meeting on Wednesday, November 19, 2025 at the City Hall Conference Room, 630 E. Hopkins in San Marcos. Kelly King-Green called the Meeting to order at 5:43 p.m.

Board Members in Attendance:

Kelly King-Green, Jason Weems, Jamey Poole, Christopher Paul Cardoza, Absent: Sarah Wingfield (excused, sick), Rick Garcia

Staff in Attendance: Charlotte Wattigny, Rebecca Ybarra, Trey Hatt

30 MINUTE CITIZEN COMMENT PERIOD

None

APPROVAL OF MINUTES

1. Jason Weems moved to approve the October 22, 2025 meeting minutes; Kelly King-Green seconded. Motion carried 4-0.

REPORTS

2. The Arts Commission received a financial report from Staff.
3. The Arts Commission received a Staff report on current projects and maintenance.
4. The Arts Commission received a Staff report on the 2026 Arts and Cultural Grant process.
5. The Arts Commission received a Staff report on the public art policy update.
6. The Arts Commission received a report on the City Park Basketball Court mural project.
7. The Arts Commission received a report from the Mural Arts Committee.
8. The Arts Commission received a report from the Community Engagement Committee.
9. Performing Arts Task Force – no report.

DISCUSSION

10. The Arts Commission held discussion on possible public art projects at Embassy Suites, the Outlets, and other possible locations. Staff is looking at the feasibility of indoor art at the Conference Center; Staff and commission will suggest possible City infrastructure projects and facilities for public art.
11. The Arts Commission held discussion on the November 9, 2025 arts mixer. This mixer was deemed a success and another will be planned for February 2026.
12. The Arts Commission held discussion on Art Fest 2026. Two Arts Commissioners will be appointed to a planning committee for a possible October 2026 event.

13. The Arts Commission held discussion on a potential community project. Staff will reach out to the Hays County Women's Shelter and the San Marcos Housing Authority to gauge support/feasibility for potential public art projects.

ACTION

14. The Arts Commission elected Jason Weems as Vice-Chair to fill a vacancy left by the resignation of the former Vice Chair. Motion: Kelly King-Green; second: Christopher Paul Cardoza. Motion carried 4-0.
15. The Arts Commission approved a budget amount of up to \$15,000 for the inaugural year of the Dunbar History Walk project. Motion: Jamey Poole; second: Christopher Paul Cardoza. Motion carried 4-0.

UPCOMING EVENTS

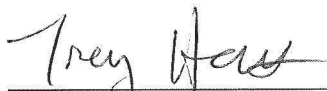
16. The Arts Commission received a report on upcoming events.

FUTURE AGENDA ITEMS

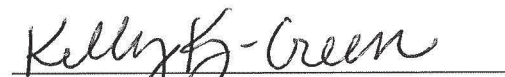
17. The Arts Commission requested the following items be placed on the December meeting agenda:
Discussion items on: Arts policy; potential location for moving Ramon Lucio park sculpture; community project; Action items on selection locations for traffic box art; selecting Art Fest committee members; public art policy.

ADJOURN

Kelly King-Green adjourned the meeting at 7:32 p.m. without objection. (No motion, second or vote is required to adjourn the meeting unless there is an objection to adjourning.)



Staff Liaison Trey Hatt



Chair Kelly King-Green