I. Call To Order

II. Roll Call

III. Invocation

IV. Pledges of Allegiance - United States and Texas

V. 30 Minute Citizen Comment Period

Persons wishing to participate (speak) during the Citizen Comment portion of the meeting must email citizencomment@sanmarcostx.gov the day prior to the meeting and before 12:00PM the day of the meeting. A call in number to join by phone or link will be provided for participation on a mobile device, laptop or desktop computer. Those wishing to speak in person must sign up in the City Clerk’s office between 8:00AM - 5:45PM the day of the meeting.

PRESENTATIONS

1. Receive a Staff presentation on the Downtown Electric Cab Pilot: “Get Around Downtown”.

2. Receive a presentation from Deloitte and Touche, LLP on the Community Development Block Grant-Disaster Recovery (CDBG-DR) Quarterly Internal Audit Report and provide direction to Staff.

3. Receive a Staff presentation of the Quarter End September 30, 2022 Investment Report, and provide direction to City Manager.

4. Receive a Staff presentation of the Quarter End September 30, 2022 Financial Report, and provide direction to City Manager.

CONSENT AGENDA

THE FOLLOWING ORDINANCES, RESOLUTIONS AND OTHER ITEMS MAY BE ACTED UPON BY ONE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THE ITEMS IS NECESSARY UNLESS DESIRED BY A COUNCIL MEMBER OR A CITIZEN, IN WHICH EVENT THE ITEM SHALL BE CONSIDERED IN ITS NORMAL SEQUENCE AFTER THE ITEMS NOT REQUIRING SEPARATE
DISCUSSION HAVE BEEN ACTED UPON BY A SINGLE MOTION.

5. Consider approval of Ordinance 2022-98, on the second of two readings, amending Chapter 54, Miscellaneous Offenses, of the San Marcos City Code by re-adopting Article 3, Curfew, creating curfew hours for minors; removing sections related to establishments and operators; setting out violations and defenses; establishing penalties for the violation thereof; providing for the publication; and declaring an effective date.

6. Consider approval of Resolution 2022-272R, approving a contract with Firetrol Protection Systems, Inc. through the Texas Buyboard Purchasing Cooperative for emergency upgrades and replacement of the fire alarm system at the City Activity Center in the estimated amount of $86,900.00; ratifying the City Manager’s prior authorization for the emergency services; authorizing the City Manager or her designee to execute any additional documents necessary for the contract; and declaring an effective date.

7. Consider approval of Resolution 2023-273R, approving a contract with LJ Power Generators, through the Texas Buyboard Purchasing Cooperative for purchase and installation of a diesel-powered generator at Fire Station No. 1 in the amount of $92,796.00; authorizing the City Manager or her designee to execute the contract and related documents on behalf of the City; and declaring an effective date.

8. Consider approval of Resolution 2022-274R, approving a contract with LJ Power Generators, through the Texas Buyboard Purchasing Cooperative for the purchase and installation of a diesel-powered generator at Fire Station No. 3 in the amount of $84,423.00; authorizing the City Manager or her designee to execute the agreement on behalf of the City; and declaring an effective date.

9. Consider approval of Resolution 2022-275R, approving an interlocal agreement with the City of Georgetown to enable each entity to utilize vendors for goods and services under contracts procured by the other; authorizing the City Manager or her designee to execute the agreement on behalf of the city; and declaring effective date.

10. Consider approval of Resolution 2022-276R, approving an agreement between the City and Credit Systems International, Inc. through the City’s interlocal agreement with the City of Georgetown for the provision of collection services on past-due utility accounts in an estimated amount of $15,000.00 annually for a contract term of one year with options for three additional one-year extensions; authorizing the City Manager or her designee to execute the agreement on behalf of the city; and declaring an effective date.

11. Consider approval of Resolution 2022-277R, approving an agreement providing for the City to sell Edwards Aquifer Water on a temporary basis to the City of Kyle; authorizing the City Manager, or her designee, to execute the agreement on behalf of the City; and declaring an effective date.

PUBLIC HEARINGS

Persons wishing to participate remotely in the Public Hearing session must email citizencomment@sanmarcostx.gov beginning the day prior to the meeting and before 12:00PM the day of...
12. Hold a public hearing to receive comments for or against Resolution 2022-278R, adopting the ADA Complementary Paratransit Plan (Policy) for the San Marcos Urbanized Area (UZA) for public transportation services; and declaring an effective date.

NON-CONSENT AGENDA

13. Consider approval of Ordinance 2022-92, on the first of two readings, amending the San Marcos Code of Ethics to add provisions relating to review by the Ethics Review Commission (ERC) of Annual Financial Disclosure statements submitted by City Council members, Planning and Zoning Commissioners, and the four city council appointees; requiring periodic review by the ERC of Campaign Finance Reports to determine compliance with the individual contribution limit and aggregate fund-raising limits set by the Code; and providing an effective date.

14. Consider approval of Ordinance 2022-102, on the first of two readings, amending Section 2.042 of the City Code, pertaining to the Order of Business for City Council Meetings by adding Citizen Comments and Question and Answer from the Press and Public as agenda items to all City Council Work Session and Workshop Agendas; and providing an effective date.

15. Consider approval of Resolution 2022-279R, allocating to non-profit agencies Human Services Grant funding of $500,000.00 from the City’s General Fund; authorizing the City Manager, or her designee, to act as the Official Representative of the City in matters related to said grant funds, including authorization to execute fundings contracts with selected agencies on behalf of the City; and declaring an effective date.

16. Consider approval of Resolution 2022-280R, approving an eight-month State Use Contract with Goodwill Temporary Services, Inc. through WorkQuest, for the provision of janitorial services to the city in the estimated amount of $774,427.05; authorizing the City Manager or her designee to execute the contract on behalf of the City; and declaring an effective date.

17. Consider approval, by motion, authorizing negotiations with Franklin Mountain San Marcos I, LP to amend the Cotton Center ETJ Development Agreement previously approved by City Council to remove acreage which is proposed for inclusion in the SMART Terminal ETJ Development Agreement, and consider referral of the development agreement to the SMART Terminal council committee or the appointment of a new council committee, if desired.

18. Discuss and consider the appointment of the Mayor or a City Council Member to fill a vacancy on the Homelessness Committee.

19. Hold discussion and consider nominations of up to three City Council members to a joint committee with Planning & Zoning Commission members. The purpose of the committee will be to discuss in more detail ZC-22-41 for rezoning a 42.51 acre tract of land, located at northwest corner of East McCarty Lane and Leah Avenue intersection, from “GC” General Commercial District to “LI” Light Industrial District.
20. Hold discussion regarding compliance with the individual contribution limit and aggregate fund raising limits in the San Marcos Code of Ethics and provide direction to staff.

21. Hold discussion regarding possible amendments to the land development code to create a new zoning district providing for less intensive uses than currently allowed in Heavy Industrial, Light Industrial, and Heavy Commercial zoning districts and provide direction to the City Manager.

VI. Question and Answer Session with Press and Public.

This is an opportunity for the Press and Public to ask questions related to items on this agenda. Persons wishing to participate remotely in the Q&A session must email citizencomment@sanmarcostx.gov beginning the day prior to the meeting and before 12:00PM the day of the meeting. A call in number to join by phone or link will be provided for participation on a mobile device, laptop or desktop computer. If attending in person, no sign up is required.

VII. Adjournment.

POSTED ON THURSDAY, DECEMBER 8, 2022 @ 5:30PM

ELIZABETH TREVINO, CITY CLERK

Notice of Assistance at the Public Meetings

The City of San Marcos does not discriminate on the basis of disability in the admission or access to its services, programs, or activities. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov
AGENDA CAPTION:
Receive a Staff presentation on the Downtown Electric Cab Pilot: “Get Around Downtown”.
Meeting date: December 14, 2022

Department: Public Works (Pete Binion, Assistant Director of Public Works)

Amount & Source of Funding
Funds Required: NA
Account Number: NA
Funds Available: NA
Account Name: NA

Fiscal Note:
Prior Council Action: September 6, 2022: approval of a contract with Electric Cab of North America

City Council Strategic Initiative: [Please select from the dropdown menu below]
Sustainability
Choose an item.
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 - Safe, Well coordinated transportation system implemented in an environmentally sensitive manner
☐ Core Services
☐ Not Applicable
Background Information:
The Pilot is a parking management strategy recommended by the Parking Advisory Board (PAB) to reduce downtown on-street parking demand and provide a carbon neutral transportation option to Downtown employees, residents and visitors. The PAB presented this project to the Tax Increment Reinvestment Zone #5 and was approved $500,000 for implementation of the Pilot. Staff will speak to the “roll out” of the Pilot and be available for any questions the Mayor & Council may have.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
Click or tap here to enter text.
City of San Marcos

Downtown Electric Cab Pilot: “Get Around Downtown”

December 14, 2022
Pilot Background

• Downtown Electric Cab Pilot is a recommendation of the Parking Advisory Board (PAB)

• PAB presented the project to the Tax Increment Reinvestment Zone (TIRZ) #5 Board for funding (Approved)

• COVID-19 Pandemic interfered with the Request for Proposal process

• Following solicitation, Council approved the Pilot contract September 6, 2022 (Electric Cab of North America)
Pilot Objectives

• Reduce the high demand for Downtown on-street parking by providing transportation to Downtown surface parking lots

• Offer a safe transportation option to Downtown employees at night

• Deliver transportation for Downtown customers, visitors and employees to get where they want to go
Program Outreach

- Flyers in all Downtown businesses
- Press release to all local media
- Social media push
- Banner posted at the Corner of CM Allen and Hopkins
- Coordinated effort of Communications & Main Street
Pilot Service Features

• Free for participants

• Carbon neutral form of travel

• Available to anyone Downtown by street hailing, telephone and mobile “App”

• Bilingual mobile “App” – English & Spanish

• “Deviated” Fixed Route – frequency routing but can customize to the rider destination
Pilot Service Area

• “Get Around Downtown” operates in the San Marcos Main Street District
Next Steps

- Monitor Pilot operations and performance
- Submit monthly Pilot report to PAB
- Modify Pilot operational hours/staffing according to performance
- Report to Council about success of the Pilot and make recommendation (6-7 months)
- Potentially budget in FY24 to continue operations full-time
Questions?
AGENDA CAPTION:
Receive a presentation from Deloitte and Touche, LLP on the Community Development Block Grant-Disaster Recovery (CDBG-DR) Quarterly Internal Audit Report and provide direction to Staff.
Meeting date: December 14, 2022

Department: Finance, Jon Locke, Finance Director

Amount & Source of Funding
Funds Required: N/A
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: Presented to the Finance and Audit Committee meeting on December 8, 2022.

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.
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 - Population Prepared for and resilient to Man-Made & Natural Disasters
☐ 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
Background Information:
The City contracted with Deloitte and Touche, LLP to perform the internal audit function required by the U.S. Housing and Urban Development (HUD) for the CDBG-DR funds that were granted to the City for flood recovery.

Attached is the audit report for the third quarter of Fiscal Year 2022. Per HUD requirements, the results of the quarterly monitoring must be communicated to the Finance and Audit Committee and the City Council as the governing body.

Council Committee, Board/Commission Action:
The audit report was presented to the Finance and Audit Committee on December 8, 2022.

Alternatives:
Click or tap here to enter text.

Recommendation:
City Council accept the report as presented.
City of San Marcos
CDBG-DR Internal Audit Report
2022 Fiscal Year Quarter 3: Procurement, Contract and Expenditure Review

Deloitte & Touche LLP November 7, 2022
November 7, 2022
Honorable Jane Hughson
Mayor
City of San Marcos
630 E Hopkins
San Marcos, TX 78666

Dear Mayor Hughson:

We are pleased to provide the attached Internal Audit Report with respect to internal audit services performed for procurement and finance activities related to the Housing and Urban Development (HUD) Community Development Block Grant - Disaster Recovery (CDBG-DR) funding the City of San Marcos, Texas (the City) received as a result of the May 2015 (DR-4223) and October 2015 (DR-4245) floods. This work was performed based on the terms outlined in the engagement letter dated April 10, 2017. The areas covered during the internal audit were jointly identified with the City according to a risk-based internal audit plan and is outlined within this report.

Our services were performed in accordance with the Statement on Standards for Consulting Services issued by the American Institute of Certified Public Accountants (AICPA). However, our services did not constitute an engagement to provide audit, compilation, review, or attestation services as described in the pronouncements on professional standards issued by the AICPA, and, therefore, we will not express an opinion or other form of assurance with respect to our services.

In addition, our services did not constitute an examination or compilation of prospective financial information in accordance with standards established by the AICPA. We did not provide any assurance regarding the outcome of any future audit or regulatory examination or other regulatory action; nor did we provide any legal advice regarding our services; the responsibility for all regulatory and legal issues with respect to these matters resides with the City. It is further understood that the City is responsible for, among other things, identifying and ensuring compliance with laws and regulations applicable to the City's financial statement activities.

This report is intended solely for the information and use of City and is not intended to be, and should not be, used by any other party, with the exception of oversight agencies for the performance of their oversight responsibilities.

We appreciate the cooperation received from management and staff of the City during the performance of this internal audit.

Very truly yours,

Deloitte & Touché LLP

Kathie Schwerdtfeger, Partner
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</tbody>
</table>
Executive Summary

Background
The City has been awarded approximately $34 million in Community Development Block Grant Disaster Recovery (CDBG-DR) grants by the U.S. Housing and Urban Development Department (HUD) as a result of the significant flooding events of May and October 2015. This funding is subject to federal compliance requirements found in 2 CFR §200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 24 CFR §570 Community Development Block Grants. Based on the HUD Action Plan developed by the City, the funds were allocated for the development of infrastructure and housing projects. To oversee the spending and oversight of the grant funds received, the City has developed policies and procedures to administer the CDBG-DR program. As needed, contracted professionals are engaged to provide additional technical assistance. Additionally, the City developed CDBG-DR policies and procedures, established internal controls, and implemented systems to govern the use of the HUD funds received.

In accordance with requirements set forth by HUD, The City has engaged Deloitte & Touché LLP to conduct internal audits each year of program funds and activities to evaluate compliance with national objectives, the City's HUD CDBG-DR Action plan and related amendments, federal program regulations, and City policies and procedures related to the CDBG-DR funding. Additionally, the internal audits evaluate the design and operating effectiveness of internal controls over program activities and funds and provides recommendations for enhancement, when needed.

Our Scope & Objectives
The area of focus for this internal audit included procurement, contracts, and finance activities for CDBG-DR activities occurring in the City's third quarter of Fiscal Year 2022 from April 1, 2022 through June 30, 2022.

Each area was reviewed to evaluate the following:

- The design and operating effectiveness of internal controls of the Finance and Purchasing Departments
- Compliance with Federal program and administrative regulations governing the CDBG-DR program
- Compliance with City policies and procedures governing the CDBG-DR program
- Compliance with the City's HUD Action Plan for Disaster Recovery and related amendments

Procurement and Contracting:
The assessment procedures included evaluation of the contract front-end life cycle, from request for proposal (RFP) to the establishment of a contract. The procurement process was evaluated for the services listed below and included the procurements for which an RFP was issued under these grants between April 1, 2022 through June 30, 2022. Contracts resulting from the procurement process were also reviewed...

New procurements or contracts occurring during this review period are listed below:

This document is intended solely for the internal use of the City of San Marcos and should not be used or relied upon by any other person or entity.
No Change Orders occurred during this review period.

**Expenditures:**
The assessment procedures evaluated whether federal regulations and City policies and procedures were followed in the approval and payment of CDBG-DR related expenditures during the period of April 1, 2022 through June 30, 2022. The selected expenditures were also evaluated to determine whether they were reasonable, necessary, allowable, and properly evidenced by supporting documentation. A sample of expenditures was selected from program expenditures for the period and included infrastructure, housing, administration, and planning activities.

The testing methodology included an analysis of at least 30% of the transactions executed during the period and consisted of an evaluation of invoices, proof of payment, general ledger, the HUD Quarterly Performance Reports (QPR) and HUD Disaster Recovery Grants Reporting System (DRGR) reporting and compliance with applicable policies, procedures, and federal grant regulations.

**Prior Audit Findings:**
The assessment procedures utilize interviews and follow-up meetings with City staff to review the status of resolution or evidence of progress relating to any prior audit findings from prior quarterly internal audits, HUD monitoring visits, or other external audits with findings directly related to the CDBG-DR program. We also reviewed the City's progress on the corrective action plan from the previous Quarter's reports.

HUD's Monitoring Report, issued on November 24, 2021, provided the following recommendation regarding the City's Housing Programs: “HUD recommends a thorough assessment of all supporting documentation within each project/activity file under each program prior to closeout.” This recommendation aligns with the Internal Audit Plan outlined in Deloitte's Annual Risk Assessment issued in November 2021. This deep dive into the City's CDBG-DR Housing Programs is currently underway and will be issued as a separate report. The City recently participated in another HUD monitoring visit in August 2022. The final Monitoring Report is expected to be issued in November 2022 and will be addressed in the Quarter 4 Report.

**Approach**
The internal audit activities performed included the following:

- **Step 1:** Interviewed the following key stakeholders involved in administering the CDBG-DR program to gain an understanding of program activities during the period and obtain their input related to potential risks to the program:
  - Stephanie Reyes – Interim City Manager
  - Joe Pantalione – Assistant City Manager
  - Carol Griffith - Housing and Community Development Manager
  - Zindi Castillo - Grants Accounting Specialist

*This document is intended solely for the internal use of the City of San Marcos and should not be used or relied upon by any other person or entity.*
Step 2: Performed the following review and testing procedures:

- **CDBG-DR Contracts**
  - Obtained procurement and contract related documents for procurement and contract activities that occurred during the period.
  - Assessed the City of San Marcos Action Plan for Disaster Recovery and the City's Purchasing Policy to verify consistency and adherence with federal regulations and HUD policy;
  - Evaluated RFP and Contract activity since the last internal audit to determine whether they were consistent with the City's procurement policy;
  - Assessed the RFP and bid review evaluation process;
  - Evaluated contracts established for required Federal clauses;
  - Identified areas for improvement and developed recommendations for consideration.

- **CDBG-DR Expenditures**
  - Obtained expenditure data for program expenditures that occurred during the period.
  - Selected approximately 30% of expenditures for testing from General Ledger with a focus on activities with high spend during the period;
  - Assessed purchase or approval processes related to work performed;
  - Evaluated invoices for contracts established and associated purchase orders;
  - Evaluated labor, equipment, and other charges based on rates and amounts and mathematical accuracy and reasonable of invoice and/or allocation methods; and evaluated invoice review processes.

Step 3: Conducted a closing meeting and discussed the observations and recommendations with management.
Observations and Recommendations

As noted on page 4 of this report, Observations and Recommendations, including Management Response & Corrective Action Plan are presented and addressed herein.

<table>
<thead>
<tr>
<th>Observation Category</th>
<th>Observation</th>
<th>Observation</th>
<th>Recommendations/Management Action Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Condition</td>
<td>Criteria, Cause, Effect</td>
<td>Recommendation</td>
</tr>
<tr>
<td>Q3 Drawdown Review</td>
<td>3D-a. In one (1) instance, drawdown occurred in FY22 Q3 rather than in the FY22 Q2 when the expenditure was incurred or shortly thereafter.</td>
<td>Per 2 CFR 200.302(b)(2), Financial Management, requires records the non-Federal entity to provide accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements.</td>
<td>Recommendation from previous quarters remains the same and resolution is considered in progress.</td>
</tr>
<tr>
<td></td>
<td>In one (1) instance, both voucher creation and drawdown occurred in FY22 Q4 rather than in the quarter when the expenditure was incurred or shortly thereafter.</td>
<td>In prior monitoring visits HUD identified the City as a slow spender of HUD CDBG-DR funds. In response, the City committed to avoid delays to spending and drawdowns.</td>
<td>Although the City has added additional finance resources and made progress in drawing down funds more timely, we recommend the City begin drawing monthly as indicated in the corrective action plan.</td>
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<tr>
<td></td>
<td>Both instances are related to late timesheet submissions, as described below on Observation 3E-a.</td>
<td></td>
<td>Additionally, the City should also update its formal policies to require monthly draws to align to its corrective action plan.</td>
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<td>3D-a. CoSM Response:</td>
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<td></td>
<td>The City has improved the timeliness of drawdowns from quarterly to monthly. There remain a few instances where the submission of required documents is delayed. This causes the drawdown to occur in the subsequent quarter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3 Expenditure Review</td>
<td>3E-a. In two (2) instances, timesheets for one employee were submitted after the monthly deadline.</td>
<td>Per 2 CFR 200.303(a), Internal Controls, The non-Federal entity must establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.</td>
<td>The city has expressed that individual staff member has been counseled and continues efforts as agreed to modify timekeeping schedule to ensure signed timesheets are submitted by required monthly deadlines.</td>
</tr>
<tr>
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<td></td>
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<td>The City should continue efforts to enforce compliance of timely submission of timesheets.</td>
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<td></td>
<td>3E-a. CoSM Response:</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>The City has improved the timeliness of drawdowns from quarterly to monthly. For the specific instances where an individual staff member timesheet is delayed, a drawdown for all other staff is completed and a separate drawdown occurs later when the timesheet is received.</td>
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</tbody>
</table>

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<tbody>
<tr>
<td><strong>Condition</strong></td>
<td><strong>Criteria, Cause, Effect</strong></td>
<td><strong>Recommendation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3E-b.</strong> In three (3) instances, benefits were allocated to the CDBG-DR administrative expense line item rather than allocated appropriately across the personnel activities performed. This error in allocation resulted in an excess of federal funds drawn down against the administrative program budget.</td>
<td>Per 2 CFR 200.302(b)(2), Financial Management, requires records the non-Federal entity to provide accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements.</td>
<td>City staff have already been made aware of incorrect method of allocation and have corrected personnel documentation to prevent misallocating benefits in the future. The City should take appropriate actions to reallocate the excess administrative expenses to the correct personnel activities.</td>
<td></td>
</tr>
</tbody>
</table>

**3E-b. CoSM Response:**

City staff consulted with HUD representatives for guidance on resolving the allocation errors. Per HUD guidance, the City can submit voucher revisions through the DRGR system. Revisions to personnel documentation used to prepare drawdowns has been completed and voucher revisions have been submitted to DRGR. All actions are complete.
AGENDA CAPTION:
Receive a Staff presentation of the Quarter End September 30, 2022 Investment Report, and provide direction
to City Manager.
Meeting date: December 14, 2022

Department: Finance, Jon Locke, Finance Director

Amount & Source of Funding
Funds Required: N/A
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: Presented to the Finance and Audit Committee on December 8, 2022.

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.

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.
☒ Not Applicable

Master Plan: [Please select the corresponding Master Plan from the dropdown menu below (if applicable)]
Choose an item.
Background Information:
The Texas Public Fund Investment Act (PFIA) requires the City's Investment Report be submitted to City Council. This investment report covers investment activity and balances as of September 30, 2022.

City funds are invested in various investment types including:

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Deposits</td>
<td>$9,771,899</td>
</tr>
<tr>
<td>Money Market Mutual Funds</td>
<td>$38,304,198</td>
</tr>
<tr>
<td>Local Government Pools</td>
<td>$180,525,900</td>
</tr>
<tr>
<td>State and Municipal Securities</td>
<td>$16,745,000</td>
</tr>
<tr>
<td>Federal Agency Securities</td>
<td>$90,665,000</td>
</tr>
<tr>
<td>Total</td>
<td>$336,011,997</td>
</tr>
</tbody>
</table>

The Investment Report for the quarter ended September 30, 2022 was presented to the Finance and Audit Committee on December 8, 2022.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
City Council receive the Investment Report presentation for the quarter ended September 30, 2022.
City of San Marcos
Quarterly Investment Report
Quarter Ended September 30, 2022
The Texas economy has recovered strongly since the COVID-19 pandemic.
- Pandemic initially destroyed 1.4 million Texas jobs; all jobs have been recovered by November 2021.
- Manufacturing and service sector growth remains strong but has shown signs of moderating in 2021.
- Unemployment rate declined sharply since April 2020, is 4.0% as of October 2022.
- The Dallas Fed’s Texas employment forecast predicts 2022 employment to grow 4.3%
Investment Value by Account

- Pooled Cash: $97.0 Million (as of 9/30/2022) vs. $124.7 Million (as of 6/30/2022)
- Pooled Cash Reserves: $25.8 Million (as of 9/30/2022) vs. $13.9 Million (as of 6/30/2022)
- Enterprise Funds: 194.9 Million (as of 9/30/2022) vs. 182.7 Million (as of 6/30/2022)
- Enterprise Reserve Funds: $18.3 Million (as of 9/30/2022) vs. $18.3 Million (as of 6/30/2022)
Pooled Portfolio By Fund as of 9/30/2022

Pooled Cash $97.0M

- General Fund: 27%
- Special Revenue Funds: 23%
- Health Insurance: 8%
- TIRZ: 6%
- Debt Service Fund: 5%
- CIP: 31%

Reserves $25.8M

- General Fund: 86%
- Debt Service Fund: 0%
- CIP: 14%
Enterprise Portfolio By Fund as of 9/30/2022

Enterprise Pooled cash $194.9M

- Stormwater Utility Fund: 61%
- WWW Utility Fund: 19%
- Electric Utility Fund: 10%
- Resource Recovery Fund: 6%
- Stormwater Utility CIP: 3%
- WWW Utility CIP: 1%

Reserves $18.3M

- Stormwater Fund: 40%
- WWW Utility Fund: 60%
Investment Distribution as of 9/30/2022

- Local Government Investment Pools: 53.7%
- Money Market Mutual Funds: 11.4%
- Federal Agency Coupon Securities: 27.0%
- Bank Deposits: 2.9%
- State and Municipal Bonds: 5.0%
Yields as compared to Benchmark

<table>
<thead>
<tr>
<th>Date</th>
<th>Pooled Cash</th>
<th>Pooled Cash Reserves</th>
<th>Enterprise Reserves</th>
<th>Average 1 year Tbill</th>
<th>Average 6 month Tbill</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2019</td>
<td></td>
<td></td>
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<tr>
<td>3/31/2020</td>
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</tr>
<tr>
<td>6/30/2020</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9/30/2020</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>12/31/2020</td>
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<tr>
<td>3/31/2021</td>
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<tr>
<td>6/30/2021</td>
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<tr>
<td>9/30/2021</td>
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<tr>
<td>12/31/2021</td>
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<td>9/30/2022</td>
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<td></td>
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</tr>
</tbody>
</table>
Quarterly Investment Report
September 30, 2022
Overview of Texas Economy

- The Texas economy has recovered strongly since the COVID-19 pandemic.
  - Pandemic initially destroyed 1.4 million Texas jobs; all jobs were recovered by November 2021.
  - Manufacturing and service sector growth has moderated in recent months following strong 2021.
  - Unemployment rate declined sharply since April 2020 peak. The rate was 4.0 percent in October 2022, unchanged from September.
- The Dallas Fed’s Texas employment forecast predicts 2022 employment to grow 4.3 percent as of November this year.
Texas Job Growth Remains Above U.S. So Far in 2022

*Seasonally adjusted, annualized rate. Partial year data is represented with a shaded bar/dashed line.
SOURCES: Bureau of Labor Statistics; Texas Workforce Commission; seasonal and other adjustments by FRB Dallas.
DATA: https://www.dallasfed.org/research/econdata/tae000000.aspx
Texas Unemployment Holds at 4 Percent

Unemployment rate (percent)*

*Seasonally adjusted.
NOTE: Date through Oct. 2022.
SOURCES: Bureau of Labor Statistics; Texas Workforce Commission; FRB Dallas.
Texas Service Sector Revenue Growth Moderating, Retail Sales Continue to Decline

Index, 3-month moving average*

Expansion

Oil Bust

Services Revenue

Retail Sales


7.2

-10.5

*Seasonally adjusted.
NOTES: Data through October 2022. The TROS is a component of TSSOS using information only from retail and wholesale trade sectors. Grey bars represent Texas recession.
SOURCES: Federal Reserve Bank of Dallas Texas Service Sector Outlook Survey (TSSOS) and Texas Retail Outlook Survey (TROS).
DATA: https://www.dallasfed.org/research/surveys/tssos
Texas Median Home Prices Decline from Record Highs

Dollars (thousands), four-month moving average*

<table>
<thead>
<tr>
<th>Metro Area</th>
<th>September Median Price*</th>
<th>Y/Y % Change</th>
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</thead>
<tbody>
<tr>
<td>Austin</td>
<td>$492,065</td>
<td>-1.3</td>
</tr>
<tr>
<td>DFW</td>
<td>$405,345</td>
<td>5.0</td>
</tr>
<tr>
<td>Houston</td>
<td>$345,375</td>
<td>4.7</td>
</tr>
<tr>
<td>San Antonio</td>
<td>$324,621</td>
<td>2.2</td>
</tr>
</tbody>
</table>

*Seasonally adjusted, real dollars.
NOTE: Data through September 2022.
SOURCES: Multiple Listing Service; seasonal and other adjustments by FRB Dallas.
City of San Marcos, TX

Investment Report - Quarter Ended September 30, 2022

Aggregate Portfolio Composition

<table>
<thead>
<tr>
<th>Investments</th>
<th>September 30, 2022</th>
<th>% of Portfolio</th>
<th>June 30, 2022</th>
<th>% of Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Deposits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wells Fargo Choice IV</td>
<td>9,771,899</td>
<td>2.9</td>
<td>16,108,134</td>
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<td>Wells Fargo Bus. Market Rate Public Funds</td>
<td>1,113,360</td>
<td>0.3</td>
<td>1,112,238</td>
<td>0.3</td>
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<tr>
<td></td>
<td>10,885,260</td>
<td>3.3</td>
<td>17,220,372</td>
<td>5.1</td>
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<tr>
<td><strong>Money Market Mutual Funds</strong></td>
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<td></td>
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<td></td>
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<tr>
<td>MMF Sel 3802/Blackrock/Inst 474</td>
<td>37,190,838</td>
<td>11.2</td>
<td>45,202,984</td>
<td>13.4</td>
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<td><strong>Local Government Investment Pools</strong></td>
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<tr>
<td>TexSTAR</td>
<td>89,206</td>
<td>0.0</td>
<td>88,785</td>
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<td>Logic</td>
<td>142,486,929</td>
<td>42.8</td>
<td>110,861,540</td>
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<td>TexPOOL</td>
<td>36,076</td>
<td>0.0</td>
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<td>Lone Star</td>
<td>40,631</td>
<td>0.0</td>
<td>40,401</td>
<td>0.0</td>
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<td>TexasCLASS</td>
<td>14,035,492</td>
<td>4.2</td>
<td>13,957,979</td>
<td>4.1</td>
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<td>Texas FIT</td>
<td>6,059,073</td>
<td>1.8</td>
<td>6,027,178</td>
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<td>TexasTERM - Daily</td>
<td>17,778,493</td>
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<td>33,260,459</td>
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<td></td>
<td>180,525,900</td>
<td>54.3</td>
<td>164,272,234</td>
<td>48.6</td>
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<tr>
<td><strong>Municipal/Local Govt Bonds/ US Treas Note</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>16,309,363</td>
<td>4.9</td>
<td>22,430,241</td>
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<td><strong>Corporate Commercial Paper</strong></td>
<td>0</td>
<td>-</td>
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<td><strong>Federal Agency Coupon Securities</strong></td>
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<tr>
<td>FANNIE MAE (FNMA)</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>-</td>
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<tr>
<td>FEDERAL HOME LOAN BANK (FHLB)</td>
<td>66,407,013</td>
<td>20.0</td>
<td>67,396,424</td>
<td>19.9</td>
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<tr>
<td>FEDERAL FARM CREDIT BANK (FFCB)</td>
<td>9,668,624</td>
<td>2.9</td>
<td>9,710,078</td>
<td>2.9</td>
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<tr>
<td>FREDDIE MAC (FHLMC)</td>
<td>11,736,565</td>
<td>3.5</td>
<td>11,925,417</td>
<td>3.5</td>
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<tr>
<td>FARMER MAC (FAMCA)</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>-</td>
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<tr>
<td></td>
<td>87,812,202</td>
<td>26.4</td>
<td>89,031,919</td>
<td>26.3</td>
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<tr>
<td><strong>Total Investments</strong></td>
<td>332,723,563</td>
<td>100.0</td>
<td>338,157,750</td>
<td>100.0</td>
</tr>
</tbody>
</table>

Portfolio Composition as of 09/30/22

- Federal Agencies: 27%
- Money Market Mutual Funds: 11%
- Local Government Investment Pools: 54%
- Municipal Coupon Securities: 5%

Portfolio Composition as of 06/30/2022

- Federal Agencies: 26%
- Money Market Mutual Funds: 13%
- Local Government Investment Pools: 49%
## Aggregate Portfolio Summary

### Pooled Cash Fund

<table>
<thead>
<tr>
<th></th>
<th>September 30, 2022</th>
<th>June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Value</td>
<td>96,897,146</td>
<td>124,734,990</td>
</tr>
<tr>
<td>Market Value</td>
<td>96,322,656</td>
<td>124,568,178</td>
</tr>
<tr>
<td>% of Portfolio</td>
<td>28.9%</td>
<td>36.8%</td>
</tr>
<tr>
<td>Accrued Interest</td>
<td>144,818</td>
<td>24,038</td>
</tr>
<tr>
<td>Interest Earned</td>
<td>411,035</td>
<td>140,059</td>
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<tr>
<td>Weighted Average Maturity (Days)</td>
<td>110</td>
<td>146</td>
</tr>
<tr>
<td>Wt'd Average Yield to Maturity for Period:</td>
<td>2.24%</td>
<td>1.35%</td>
</tr>
</tbody>
</table>

### Pooled Cash Fund Reserves

<table>
<thead>
<tr>
<th></th>
<th>September 30, 2022</th>
<th>June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Value</td>
<td>25,808,096</td>
<td>13,913,631</td>
</tr>
<tr>
<td>Market Value</td>
<td>25,076,819</td>
<td>13,466,826</td>
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<tr>
<td>% of Portfolio</td>
<td>7.5%</td>
<td>4.0%</td>
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<tr>
<td>Accrued Interest</td>
<td>110,407</td>
<td>7,830</td>
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<tr>
<td>Interest Earned</td>
<td>14,695</td>
<td>10,560</td>
</tr>
<tr>
<td>Weighted Average Maturity (Days)</td>
<td>348</td>
<td>439</td>
</tr>
<tr>
<td>Wt'd Average Yield to Maturity for Period:</td>
<td>1.54%</td>
<td>0.31%</td>
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</tbody>
</table>

### Enterprise Fund

<table>
<thead>
<tr>
<th></th>
<th>September 30, 2022</th>
<th>June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Value</td>
<td>194,705,664</td>
<td>182,749,955</td>
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<tr>
<td>Market Value</td>
<td>193,817,912</td>
<td>182,441,296</td>
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<tr>
<td>% of Portfolio</td>
<td>58.3%</td>
<td>54.0%</td>
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<tr>
<td>Accrued Interest</td>
<td>195,814</td>
<td>34,576</td>
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<tr>
<td>Interest Earned</td>
<td>881,138</td>
<td>243,891</td>
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<td>Weighted Average Maturity (Days)</td>
<td>81</td>
<td>107</td>
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<tr>
<td>Wt'd Average Yield to Maturity for Period:</td>
<td>2.29%</td>
<td>1.32%</td>
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</table>

### Enterprise Fund Reserves

<table>
<thead>
<tr>
<th></th>
<th>September 30, 2022</th>
<th>June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Value</td>
<td>18,291,862</td>
<td>18,277,056</td>
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<tr>
<td>Market Value</td>
<td>17,506,176</td>
<td>17,681,450</td>
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<tr>
<td>% of Portfolio</td>
<td>5.3%</td>
<td>5.2%</td>
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<tr>
<td>Accrued Interest</td>
<td>12,879</td>
<td>12,879</td>
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<tr>
<td>Interest Earned</td>
<td>13,742</td>
<td>6,706</td>
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<td>Weighted Average Maturity (Days)</td>
<td>379</td>
<td>460</td>
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<tr>
<td>Wt'd Average Yield to Maturity for Period:</td>
<td>0.51%</td>
<td>0.34%</td>
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### Benchmark

<table>
<thead>
<tr>
<th></th>
<th>September 30, 2022</th>
<th>June 30, 2022</th>
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<tbody>
<tr>
<td>Average Yield 1 Year US Treasury Bill for period:</td>
<td>3.40%</td>
<td>2.20%</td>
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<tr>
<td>Average Yield 6-month Treasury Bill for period:</td>
<td>3.25%</td>
<td>1.65%</td>
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</table>
## Investments by Fund

### Pooled Cash

<table>
<thead>
<tr>
<th>Account</th>
<th>CUSP</th>
<th>Issuer / Description</th>
<th>Book Value</th>
<th>Par Value</th>
<th>Market Value</th>
<th>Maturity Date</th>
<th>Current Rate (%)</th>
<th>Yield to Maturity (%)</th>
<th>Wi'd Avg Yield Maturity (%)</th>
<th>Days To Maturity</th>
<th>Current Price</th>
<th>Current Par</th>
</tr>
</thead>
<tbody>
<tr>
<td>TexSTAR</td>
<td>Govt Pool - Overnight Fund</td>
<td>34,539.99</td>
<td>34,539.99</td>
<td>34,539.99</td>
<td>2.2941</td>
<td>2.2941</td>
<td>0.00000012</td>
<td>1.0000</td>
<td>34,539.99</td>
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<tr>
<td>TexPOOL</td>
<td>Govt Pool - Overnight Fund</td>
<td>5,380.68</td>
<td>5,380.68</td>
<td>5,380.68</td>
<td>2.8400</td>
<td>2.8400</td>
<td>0.0000016</td>
<td>1.0000</td>
<td>5,380.68</td>
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<td></td>
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</tr>
<tr>
<td>Lone Star</td>
<td>Govt Pool - Overnight Fund</td>
<td>19,514.28</td>
<td>19,514.28</td>
<td>19,514.28</td>
<td>2.6700</td>
<td>2.6700</td>
<td>0.000554</td>
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<td>19,514.28</td>
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<tr>
<td>TexasCLASS</td>
<td>Govt Pool - Overnight Fund</td>
<td>4,671,803.76</td>
<td>4,671,803.76</td>
<td>4,671,803.76</td>
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<td>2.6788</td>
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<td>4,671,803.76</td>
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<tr>
<td>Texas Range - Daily</td>
<td>Govt Pool - Overnight Fund</td>
<td>8,866,389.02</td>
<td>8,866,389.02</td>
<td>8,866,389.02</td>
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<td>2.4300</td>
<td>0.0022235</td>
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<td>8,866,389.02</td>
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<tr>
<td>Texas</td>
<td>Govt Pool - Overnight Fund</td>
<td>6,059,073.46</td>
<td>6,059,073.46</td>
<td>6,059,073.46</td>
<td>2.6400</td>
<td>2.6400</td>
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<td>6,059,073.46</td>
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### Pool TERM

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<th>CUSP</th>
<th>Issue Description</th>
<th>Book Value</th>
<th>Par Value</th>
<th>Market Value</th>
<th>Maturity Date</th>
<th>Current Rate (%)</th>
<th>Yield to Maturity (%)</th>
<th>Wi'd Avg Yield Maturity (%)</th>
<th>Days To Maturity</th>
<th>Current Price</th>
<th>Current Par</th>
</tr>
</thead>
<tbody>
<tr>
<td>TexasTERM</td>
<td>Texas CD Program [8] Interest at Maturity</td>
<td>0.0000</td>
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<td>0.0000</td>
<td>0.0000</td>
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<td>-</td>
<td>0.0000</td>
<td>0.0000</td>
<td>1.0000</td>
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<tr>
<td>TexasTERM</td>
<td>Interest at Maturity</td>
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<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>-</td>
<td>0.0000</td>
<td>0.0000</td>
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</table>

### Pooled Cash - Reserves

<table>
<thead>
<tr>
<th>Account</th>
<th>CUSP</th>
<th>Issuer / Description</th>
<th>Book Value</th>
<th>Par Value</th>
<th>Market Value</th>
<th>Maturity Date</th>
<th>Current Rate (%)</th>
<th>Yield to Maturity (%)</th>
<th>Wi'd Avg Yield Maturity (%)</th>
<th>Days To Maturity</th>
<th>Current Price</th>
<th>Current Par</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo</td>
<td>MM</td>
<td>Goldman FS Tr Ob Ins 468</td>
<td>7,947,660.05</td>
<td>7,947,660.05</td>
<td>7,947,660.05</td>
<td>2.4100</td>
<td>2.4100</td>
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### Enterprise

<table>
<thead>
<tr>
<th>Account</th>
<th>CUSP</th>
<th>Issuer / Description</th>
<th>Book Value</th>
<th>Par Value</th>
<th>Market Value</th>
<th>Maturity Date</th>
<th>Current Rate (%)</th>
<th>Yield to Maturity (%)</th>
<th>Wi'd Avg Yield Maturity (%)</th>
<th>Days To Maturity</th>
<th>Current Price</th>
<th>Current Par</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logic</td>
<td>Govt Pool - Overnight Fund</td>
<td>106,179,997.48</td>
<td>106,179,997.48</td>
<td>106,179,997.48</td>
<td>2.4756</td>
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<tr>
<td>TexPOOL</td>
<td>Govt Pool - Overnight Fund</td>
<td>30,694.83</td>
<td>30,694.83</td>
<td>30,694.83</td>
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<td>2.8400</td>
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<tr>
<td>Lone Star</td>
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<td>21,166.85</td>
<td>21,166.85</td>
<td>21,166.85</td>
<td>2.6700</td>
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<td>1.0000</td>
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<tr>
<td>TexasCLASS</td>
<td>Govt Pool - Overnight Fund</td>
<td>5,256,503.04</td>
<td>5,256,503.04</td>
<td>5,256,503.04</td>
<td>2.6788</td>
<td>2.6788</td>
<td>0.007232</td>
<td>1.0000</td>
<td>5,256,503.04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas Range - Daily</td>
<td>Govt Pool - Overnight Fund</td>
<td>8,912,103.78</td>
<td>8,912,103.78</td>
<td>8,912,103.78</td>
<td>2.4300</td>
<td>2.4300</td>
<td>0.001123</td>
<td>1.0000</td>
<td>8,912,103.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TexasTERM*</td>
<td>Texas CD Program [8] Interest at Maturity</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>-</td>
<td>0.0000</td>
<td>0.0000</td>
<td>1.0000</td>
<td></td>
</tr>
<tr>
<td>Wells Fargo</td>
<td>MM</td>
<td>Goldman FS Tr Ob Ins 468</td>
<td>54,666.05</td>
<td>54,666.05</td>
<td>54,666.05</td>
<td>2.2941</td>
<td>2.2941</td>
<td>0.00000064</td>
<td>1.0000</td>
<td>54,666.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Subtotal and Average

<table>
<thead>
<tr>
<th>Amount</th>
<th>Maturity %</th>
<th>Days to Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>96,897,145.91</td>
<td>1.75%</td>
<td>2.24%</td>
</tr>
<tr>
<td>97,035,412.19</td>
<td>1.75%</td>
<td>2.24%</td>
</tr>
</tbody>
</table>

### Subtotal and Average

<table>
<thead>
<tr>
<th>Amount</th>
<th>Maturity %</th>
<th>Days to Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>25,808,096.12</td>
<td>1.69%</td>
<td>1.54%</td>
</tr>
<tr>
<td>28,510,569.12</td>
<td>1.69%</td>
<td>1.54%</td>
</tr>
</tbody>
</table>

### Enterprise - Reserves

<table>
<thead>
<tr>
<th>Account</th>
<th>CUSP</th>
<th>Issuer / Description</th>
<th>Book Value</th>
<th>Par Value</th>
<th>Market Value</th>
<th>Maturity Date</th>
<th>Current Rate (%)</th>
<th>Yield to Maturity (%)</th>
<th>Wi'd Avg Yield Maturity (%)</th>
<th>Days To Maturity</th>
<th>Current Price</th>
<th>Current Par</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo</td>
<td>MM</td>
<td>Business Market Rate Public Funds</td>
<td>1,113,360.26</td>
<td>1,113,360.26</td>
<td>1,113,360.26</td>
<td>0.4000</td>
<td>0.4000</td>
<td>0.00000229</td>
<td>1.0000</td>
<td>1,113,360.26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wells Fargo</td>
<td>MM</td>
<td>Goldman FS Tr Ob Ins 468</td>
<td>25,245,405.74</td>
<td>25,245,405.74</td>
<td>25,245,405.74</td>
<td>2.4100</td>
<td>2.4100</td>
<td>0.0013248</td>
<td>1.0000</td>
<td>25,245,405.74</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Subtotal and Average

<table>
<thead>
<tr>
<th>Amount</th>
<th>Maturity %</th>
<th>Days to Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>194,705,663.82</td>
<td>1.78%</td>
<td>2.29%</td>
</tr>
<tr>
<td>194,871,626.82</td>
<td>1.78%</td>
<td>2.29%</td>
</tr>
</tbody>
</table>

### Enterprise - Total Portfolio

<table>
<thead>
<tr>
<th>Portfolio Total</th>
<th>Maturity %</th>
<th>Days to Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>335,702,767.39</td>
<td>0.70%</td>
<td>0.31%</td>
</tr>
<tr>
<td>336,011,997.39</td>
<td>0.70%</td>
<td>0.31%</td>
</tr>
</tbody>
</table>

**Texas Term CD Program yields and terms to maturity are blended rates of individual CD's**

**Brokered CD's held in Wells Fargo Safeguarding Account. Yields and terms to maturity are blended rates of individual CD's**
<table>
<thead>
<tr>
<th>Number of Investments or Accounts</th>
<th>Book Value</th>
<th>Market Value</th>
<th>% of Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pooled Cash</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Coupon Securities</td>
<td>1</td>
<td>4,108,122</td>
<td>4,035,840</td>
</tr>
<tr>
<td>Federal Agency Coupon Securities</td>
<td>6</td>
<td>26,088,611</td>
<td>25,586,403</td>
</tr>
<tr>
<td>Government Investment Pools</td>
<td>7</td>
<td>55,963,632</td>
<td>55,963,632</td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wells Fargo Choice IV</td>
<td>1</td>
<td>2,789,120</td>
<td>2,789,120</td>
</tr>
<tr>
<td>Money Market Mutual Funds</td>
<td>1</td>
<td>7,947,660</td>
<td>7,947,660</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>9</td>
<td>96,897,146</td>
<td>96,322,656</td>
</tr>
<tr>
<td><strong>Pooled Cash - Reserves</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Agency Coupon Securities</td>
<td>4</td>
<td>19,997,500</td>
<td>19,266,223</td>
</tr>
<tr>
<td>Government Investment Pools</td>
<td>1</td>
<td>4,107,186</td>
<td>4,107,186</td>
</tr>
<tr>
<td>Money Market Mutual Funds</td>
<td>1</td>
<td>1,703,410</td>
<td>1,703,410</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>6</td>
<td>25,808,096</td>
<td>25,076,819</td>
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<tr>
<td><strong>Enterprise</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Coupon Securities</td>
<td>3</td>
<td>12,553,517</td>
<td>12,273,523</td>
</tr>
<tr>
<td>Federal Agency Coupon Securities</td>
<td>7</td>
<td>28,355,520</td>
<td>27,747,762</td>
</tr>
<tr>
<td>Government Investment Pools</td>
<td>6</td>
<td>120,455,082</td>
<td>120,455,082</td>
</tr>
<tr>
<td>Wells Fargo Choice IV</td>
<td>1</td>
<td>6,982,779</td>
<td>6,982,779</td>
</tr>
<tr>
<td>Wells Fargo Bus. Market Rate Public Funds</td>
<td>1</td>
<td>1,113,360</td>
<td>1,113,360</td>
</tr>
<tr>
<td>Money Market Mutual Funds</td>
<td>1</td>
<td>25,245,406</td>
<td>25,245,406</td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>11</td>
<td>194,705,664</td>
<td>193,817,912</td>
</tr>
<tr>
<td><strong>Enterprise - Reserves</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Coupon Securities</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Federal Agency Coupon Securities</td>
<td>4</td>
<td>15,997,500</td>
<td>15,211,814</td>
</tr>
<tr>
<td>Money Market Mutual Funds</td>
<td>1</td>
<td>2,294,362</td>
<td>2,294,362</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>5</td>
<td>18,291,862</td>
<td>17,506,176</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>33</td>
<td>335,702,767</td>
<td>332,723,563</td>
</tr>
</tbody>
</table>

Jon Locke, Director of Finance

$ 335,702,767.39 $ 332,723,563.00
AGENDA CAPTION:
Receive a Staff presentation of the Quarter End September 30, 2022 Financial Report, and provide direction to City Manager.
Meeting date: December 14, 2022

Department: Finance, Jon Locke, Finance Director

Amount & Source of Funding
Funds Required: N/A
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: Presented to the Finance and Audit Committee on December 8, 2022.

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.
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.
☒ Not Applicable

Master Plan: [Please select the corresponding Master Plan from the dropdown menu below (if applicable)]
Choose an item.
Background Information:
The City's unaudited financial activity through September 30, 2022 is summarized in the enclosed financial report. The report includes revenues and expenditures for the City's major operating funds, including the General Fund, Hotel Tax Fund, Water and Wastewater Fund, Stormwater Management Fund, Electric Fund, Resource Recovery Fund and Airport Fund. Included in the report is year-to-date activity for the current and prior year.

The financial report for the quarter ended September 30, 2022 was presented to the Finance and Audit Committee on December 8, 2022.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
City Council receive the presentation of the quarter ended September 30, 2022 Financial Report.
City of San Marcos
Quarterly Financial Report
Quarter Ended September 30, 2022

*Unaudited, year-end audit is in progress
General Fund *unaudited*

### Revenues

<table>
<thead>
<tr>
<th></th>
<th>2022 Revised Budget</th>
<th>2022 QTD Actual</th>
<th>% of Budget</th>
<th>2021 Revised Budget</th>
<th>2021 QTD Actual</th>
<th>% of Budget</th>
<th>Variance from PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>88,650,747</td>
<td>93,489,820</td>
<td>105.5%</td>
<td>85,240,984</td>
<td>95,344,929</td>
<td>111.9%</td>
<td>(1,855,099)</td>
</tr>
<tr>
<td>Expenditures</td>
<td>96,418,771</td>
<td>84,527,795</td>
<td>87.7%</td>
<td>91,997,159</td>
<td>87,235,807</td>
<td>94.8%</td>
<td>(2,708,012)</td>
</tr>
<tr>
<td>Net</td>
<td>(7,768,024)</td>
<td>8,962,036</td>
<td></td>
<td>(6,756,175)</td>
<td>8,109,122</td>
<td></td>
<td>852,913</td>
</tr>
</tbody>
</table>

2022 QTD – September 30, 2022 Target = 100% of budget
## General Fund Revenues by Category *unaudited*

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Category as a % of total revenue</th>
<th>2022 Revised Budget</th>
<th>2022 Actual</th>
<th>2022 Actual as of a % of Budget</th>
<th>2021 Revised Budget</th>
<th>2021 Actual</th>
<th>2021 Actual as of a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Tax</td>
<td>29.0%</td>
<td>26,500,000</td>
<td>27,162,159</td>
<td>102.5%</td>
<td>25,553,975</td>
<td>26,231,213</td>
<td>104.2%</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>39.9%</td>
<td>34,147,700</td>
<td>37,246,053</td>
<td>109.1%</td>
<td>33,629,973</td>
<td>41,99,275</td>
<td>126.6%</td>
</tr>
<tr>
<td>Franchise fees &amp; other taxes</td>
<td>12.7%</td>
<td>11,608,878</td>
<td>11,847,920</td>
<td>101.9%</td>
<td>10,385,100</td>
<td>10,773,931</td>
<td>103.7%</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>5.9%</td>
<td>3,896,200</td>
<td>5,516,477</td>
<td>141.6%</td>
<td>3,709,849</td>
<td>3,956,595</td>
<td>106.7%</td>
</tr>
<tr>
<td>Fines &amp; Penalties</td>
<td>0.9%</td>
<td>1,021,400</td>
<td>810,748</td>
<td>79.3%</td>
<td>1,357,074</td>
<td>654,670</td>
<td>48.24%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>-0.9%</td>
<td>130,000</td>
<td>-832,114</td>
<td>-640.1%</td>
<td>474,816</td>
<td>44,211</td>
<td>9.31%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>0.9%</td>
<td>984,700</td>
<td>802,084</td>
<td>81.4%</td>
<td>2,049,137</td>
<td>1,302,673</td>
<td>63.6%</td>
</tr>
<tr>
<td>Revenue from other agencies</td>
<td>1.0%</td>
<td>1,102,000</td>
<td>948,157</td>
<td>86.0%</td>
<td>709,379</td>
<td>1,075,407</td>
<td>151.6%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>1.2%</td>
<td>849,128</td>
<td>1,093,511</td>
<td>128.8%</td>
<td>929,212</td>
<td>1,176,630</td>
<td>126.63%</td>
</tr>
<tr>
<td>Operating Transfers</td>
<td>9.5%</td>
<td>8,110,741</td>
<td>8,894,798</td>
<td>109.7%</td>
<td>6,442,469</td>
<td>6,419,264</td>
<td>99.6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.0%</strong></td>
<td><strong>88,650,747</strong></td>
<td><strong>93,489,830</strong></td>
<td><strong>105.5%</strong></td>
<td><strong>85,240,984</strong></td>
<td><strong>95,344,929</strong></td>
<td><strong>111.9%</strong></td>
</tr>
</tbody>
</table>

*2022 QTD – September 30, 2022 Target = 100% of budget*
## General Fund Expenditures by Category *unaudited*

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Category as a % of total revenue</th>
<th>2022 Revised Budget</th>
<th>2022 Actual</th>
<th>Actual as of a % of Budget</th>
<th>2021 Revised Budget</th>
<th>2021 Actual</th>
<th>Actual as of a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>66.3%</td>
<td>59,774,819</td>
<td>55,997,400</td>
<td>93.9%</td>
<td>56,467,590</td>
<td>54,492,299</td>
<td>96.5%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>10.6%</td>
<td>11,172,430</td>
<td>8,927,400</td>
<td>79.4%</td>
<td>11,209,305</td>
<td>8,999,306</td>
<td>80.1%</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>6.1%</td>
<td>6,151,658</td>
<td>5,190,857</td>
<td>85.1%</td>
<td>5,118,223</td>
<td>5,043,226</td>
<td>98.3%</td>
</tr>
<tr>
<td>Other Charges</td>
<td>5.3%</td>
<td>8,103,927</td>
<td>4,535,405</td>
<td>55.8%</td>
<td>10,551,345</td>
<td>8,445,621</td>
<td>80.1%</td>
</tr>
<tr>
<td>Bond Payments and fees</td>
<td>0.1%</td>
<td>106,820</td>
<td>80,079</td>
<td>75%</td>
<td>106,772</td>
<td>106,772</td>
<td>100%</td>
</tr>
<tr>
<td>Grant Disbursements</td>
<td>0.1%</td>
<td>30,000</td>
<td>28,315</td>
<td>94.38%</td>
<td>29,180</td>
<td>14,550</td>
<td>49.9%</td>
</tr>
<tr>
<td>Social Services</td>
<td>0.1%</td>
<td>520,000</td>
<td>339,492</td>
<td>65.2%</td>
<td>490,500</td>
<td>490,500</td>
<td>100%</td>
</tr>
<tr>
<td>Operating Transfers</td>
<td>9.5%</td>
<td>8,050,202</td>
<td>8,050,202</td>
<td>100%</td>
<td>8,006,317</td>
<td>9,382,240</td>
<td>117.1%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1.6%</td>
<td>2,508,915</td>
<td>1,378,769</td>
<td>52.9%</td>
<td>17,927</td>
<td>261,293</td>
<td>1457%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.0%</strong></td>
<td><strong>96,110,771</strong></td>
<td><strong>84,527,794</strong></td>
<td><strong>87.7%</strong></td>
<td><strong>91,997,159</strong></td>
<td><strong>87,235,807</strong></td>
<td><strong>94.8%</strong></td>
</tr>
</tbody>
</table>
Electric Utility *unaudited*

### Budgeted vs. Actual Revenues and Expenditures

<table>
<thead>
<tr>
<th></th>
<th>2022 Revised Budget</th>
<th>2022 QTD Actual</th>
<th>% of Budget</th>
<th>2021 Revised Budget</th>
<th>2021 QTD Actual</th>
<th>% of Budget</th>
<th>Variance from PY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>63,667,692</td>
<td>64,915,836</td>
<td>102.0%</td>
<td>63,143,827</td>
<td>57,336,186</td>
<td>90.8%</td>
<td>7,579,650</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>65,275,251</td>
<td>66,296,532</td>
<td>101.6%</td>
<td>66,118,821</td>
<td>54,126,307</td>
<td>81.9%</td>
<td>12,170,225</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>(1,607,559)</td>
<td>(1,380,696)</td>
<td></td>
<td>(2,974,994)</td>
<td>3,209,878</td>
<td></td>
<td>(4,590,574)</td>
</tr>
</tbody>
</table>

2022 QTD – September 30, 2022 Target = 100% of budget
### Water/Wastewater Utility unaudited

<table>
<thead>
<tr>
<th></th>
<th>2022 Revised Budget</th>
<th>2022 QTD Actual</th>
<th>% of Budget</th>
<th>2021 Revised Budget</th>
<th>2021 QTD Actual</th>
<th>% of Budget</th>
<th>Variance from PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>54,283,670</td>
<td>55,763,746</td>
<td>102.7%</td>
<td>50,703,341</td>
<td>49,127,642</td>
<td>96.9%</td>
<td>6,636,104</td>
</tr>
<tr>
<td>Expenditures</td>
<td>56,993,382</td>
<td>51,146,873</td>
<td>89.7%</td>
<td>51,297,678</td>
<td>45,532,580</td>
<td>88.8%</td>
<td>5,614,294</td>
</tr>
<tr>
<td>Net</td>
<td>(2,709,712)</td>
<td>4,616,873</td>
<td>(594,337)</td>
<td>(594,337)</td>
<td>3,595,062</td>
<td>(1,021,811)</td>
<td></td>
</tr>
</tbody>
</table>

2022 QTD – September 30, 2022 Target = 100% of budget
# Stormwater Management *unaudited*

![Bar chart showing budgeted and actual revenues and expenditures for 2022 QTD and 2021 QTD.]

<table>
<thead>
<tr>
<th></th>
<th>2022 Revised Budget</th>
<th>2022 QTD Actual</th>
<th>% of Budget</th>
<th>2021 Revised Budget</th>
<th>2021 QTD Actual</th>
<th>% of Budget</th>
<th>Variance from PY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>7,999,400</td>
<td>7,993,356</td>
<td>99.9%</td>
<td>7,217,030</td>
<td>7,060,241</td>
<td>97.8%</td>
<td>933,115</td>
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<tr>
<td><strong>Expenditures</strong></td>
<td>7,913,292</td>
<td>7,463,299</td>
<td>94.3%</td>
<td>7,297,552</td>
<td>6,862,155</td>
<td>94.0%</td>
<td>601,145</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>86,108</td>
<td>530,056</td>
<td></td>
<td>(80,522)</td>
<td>198,086</td>
<td></td>
<td>331,970</td>
</tr>
</tbody>
</table>

*2022 QTD – September 30, 2022 Target = 100% of budget*
### Resource Recovery *unaudited*

<table>
<thead>
<tr>
<th></th>
<th>2022 Revised Budget</th>
<th>2022 QTD Actual</th>
<th>% of Budget</th>
<th>2021 Revised Budget</th>
<th>2021 QTD Actual</th>
<th>% of Budget</th>
<th>Variance from PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>6,014,000</td>
<td>6,146,452</td>
<td>102.2%</td>
<td>5,046,828</td>
<td>5,466,680</td>
<td>108.3%</td>
<td>679,772</td>
</tr>
<tr>
<td>Expenditures</td>
<td>5,974,227</td>
<td>5,687,300</td>
<td>95.2%</td>
<td>5,108,167</td>
<td>5,628,724</td>
<td>110.2%</td>
<td>58,576</td>
</tr>
<tr>
<td>Net</td>
<td>39,773</td>
<td>459,151</td>
<td></td>
<td>(61,339)</td>
<td>(162,044)</td>
<td></td>
<td>621,196</td>
</tr>
</tbody>
</table>

*2022 QTD – September 30, 2022 Target = 100% of budget*
## Airport Fund *unaudited*

### 2022 QTD - September 30, 2022 Target = 100% of budget

<table>
<thead>
<tr>
<th></th>
<th>2022 Revised Budget</th>
<th>2022 QTD Actual</th>
<th>% of Budget</th>
<th>2021 Revised Budget</th>
<th>2021 QTD Actual</th>
<th>% of Budget</th>
<th>Variance from PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>760,020</td>
<td>793,511</td>
<td>104.4%</td>
<td>561,510</td>
<td>643,596</td>
<td>114.6%</td>
<td>149,916</td>
</tr>
<tr>
<td>Expenditures</td>
<td>797,880</td>
<td>724,802</td>
<td>90.8%</td>
<td>620,416</td>
<td>622,402</td>
<td>100.3%</td>
<td>102,400</td>
</tr>
<tr>
<td>Net</td>
<td>(37,860)</td>
<td>68,709</td>
<td></td>
<td>(58,906)</td>
<td>21,194</td>
<td></td>
<td>47,516</td>
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</tbody>
</table>
Hotel Tax Fund unaudited

<table>
<thead>
<tr>
<th></th>
<th>2022 Revised Budget</th>
<th>2022 QTD Actual</th>
<th>% of Budget</th>
<th>2021 Revised Budget</th>
<th>2021 QTD Actual</th>
<th>% of Budget</th>
<th>Variance from PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>3,548,030</td>
<td>4,752,618</td>
<td>134.0%</td>
<td>3,066,741</td>
<td>3,066,741</td>
<td>100.0%</td>
<td>1,685,877</td>
</tr>
<tr>
<td>Expenditures</td>
<td>3,356,046</td>
<td>3,153,894</td>
<td>94.0%</td>
<td>3,343,582</td>
<td>1,150,269</td>
<td>34.4%</td>
<td>2,003,625</td>
</tr>
<tr>
<td>Net</td>
<td>191,984</td>
<td>1,598,724</td>
<td>(276,841)</td>
<td>1,916,472</td>
<td>(317,748)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2022 QTD – September 30, 2022 Target = 100% of budget
AGENDA CAPTION:
Consider approval of Ordinance 2022-98, on the second of two readings, amending Chapter 54, Miscellaneous Offenses, of the San Marcos City Code by re-adopting Article 3, Curfew, creating curfew hours for minors; removing sections related to establishments and operators; setting out violations and defenses; establishing penalties for the violation thereof; providing for the publication; and declaring an effective date.

Meeting date: December 14, 2022

Department: Police Department

Amount & Source of Funding
Funds Required: NA
Account Number: Click or tap here to enter text.
Funds Available: Click or tap here to enter text.
Account Name: Click or tap here to enter text.

Fiscal Note:
Prior Council Action: Council has previously adopted a juvenile curfew ordinance on multiple occasions. On November 15, 2022, Council held the first public hearing on the ordinance to readopt the curfew ordinance and approved several motions to amend the draft ordinance. The motion to approve the ordinance on first reading failed on a tie vote of 3 in favor and 3 opposed.

City Council Strategic Initiative: [Please select from the dropdown menu below]
Community Safety
Choose an item.
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.
Background Information:
Section 307.02 of the Texas Local Government Code requires that home rule cities which have established a juvenile curfew conduct periodic reviews of the ordinance to determine whether the ordinance should be continued. These reviews are required before every third anniversary of the most recent effective date of the ordinance. This section of the Local Government Code also requires that, as part of this review process, the city hold public hearings on the matter.

The purpose of this item is to hold these required public hearings, conduct the required review of the ordinance, and allow council to make a determination about whether or not to continue the ordinance.

The attached draft ordinance includes amendments from the dais that were approved by a majority of the city council on November 15, 2022. Those changes are highlighted. More detailed information is included in the attached memo to council.

Council Committee, Board/Commission Action:
NA

Alternatives:
The alternative is to not pass this ordinance and thereby eliminate the juvenile curfew in San Marcos.

Recommendation:
Staff recommendation is to approve the ordinance.
ORDINANCE NO. 2022 - ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS AMENDING CHAPTER 54, MISCELLANEOUS OFFENSES, OF THE SAN MARCOS CITY CODE BY RE-ADOPTING ARTICLE 3, CURFEW, CREATING CURFEW HOURS FOR MINORS; SETTING OUT VIOLATIONS AND DEFENSES; ESTABLISHING PENALTIES FOR THE VIOLATION THEREOF; REQUIRING PRESENTATION OF DATA AT EACH RENEWAL; PROVIDING FOR PUBLICATION; AND DECLARING AN EFFECTIVE DATE.

RECITALS:

1. On June 2, 2009, the City Council adopted Ordinance No. 2009-28 establishing a curfew for minors under Section 54.076 et seq. of the San Marcos City Code. State law requires that cities hold a public hearing every three years on the need to continue the ordinance and either abolish, continue or modify the ordinance; otherwise, the curfew would expire. The City Council last readopted the juvenile curfew by Ordinance 2019-040 on November 19, 2019.

2. The curfew for minors was originally established by the City by Ordinance 1994-68 and has been extended and re-adopted by the City Council over the years by ordinances including, but not limited to: 2009-28, 2012-16, 2015-13 and 2019-040.

3. The Chief of Police for the City of San Marcos has provided statistical evidence concerning the effectiveness of the juvenile curfew ordinance. Public hearings were conducted on November 15, 2022, and December 6, 2022, to provide public input on the necessity of continuing the ordinance.

4. The City Council has determined that the existence of the juvenile curfew has aided in decreasing juvenile violence, juvenile gang activity, and other criminal activity related to the lack of maturity and experience exhibited by persons under the age of seventeen years.

5. The City of San Marcos has an obligation to provide for the protection of minors from each other and from other persons, for the enforcement of parental control of and responsibility for their children, for the protection of the general public and for the reduction of juvenile criminal activities.

6. The City Council of the City of San Marcos finds that a curfew for those under seventeen years of age will be in the interest of the public health, safety, and general welfare, and will help to attain the above set forth objectives and to diminish the undesirable impact of such conduct on the citizens of the City of San Marcos.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:
SECTION 1. The City Council adopts the findings and conclusions stated in the Recitals.

SECTION 2. That the City of San Marcos will collect and present data during a public meeting around the use of the curfew policy upon each renewal. Specifically, how often this policy is used to stop community members, the demographics of those impacted, and a review of its impact on reducing community violence.

SECTION 3. For the reasons stated in the Recitals, the following language from the previous Article 3, Curfew, of Chapter 54, Miscellaneous Offenses, of the City Code of San Marcos is re-adopted; additions to that text are underlined; deleted text is shown with strikethroughs:

**ARTICLE 3. CURFEW**

**DIVISION 1. GENERALLY**

Secs. 54.051--54.075. Reserved.

**DIVISION 2. MINORS**

**Sec. 54.076. Definitions.**

In this division:

*Chief of police* means the city chief of police.

*Curfew hours* means:

(1) Eleven p.m. until 12:00 midnight on any Sunday, Monday, Tuesday, Wednesday or Thursday;

(2) Midnight until 6:00 a.m. on any day; and

(3) Nine a.m. until 2:30 p.m. on any Monday, Tuesday, Wednesday, Thursday or Friday.

*Direct route* means the shortest path of travel through a public place to reach a final destination without any detour or stop along the way.

*Emergency* means but is not limited to a fire, a natural disaster, an automobile accident or any situation requiring immediate action to prevent serious bodily injury or loss of life.

*Establishment* means any privately-owned place of business operated for a profit to which the public is invited, including but not limited to retail stores,
restaurants and places of amusement or entertainment.

*Juvenile processing office* means a place designated by the juvenile court judge to which a minor in custody for a violation of this division will be taken to await pickup by a parent or juvenile authorities.

*Minor* means any person under 17 years of age.

*Operator* means any person who owns, operates, manages or is in control of any establishment. The term includes the members or partners of an association or partnership and the officers of a corporation.

*Parent* means a person who is:

1. A natural or adoptive parent of a minor;
2. A court-appointed guardian of a minor; or
3. At least 21 years of age and authorized by a parent or court-appointed guardian to have the care and custody of a minor.

*Public place* means any place to which the public or a substantial group of the public has access and includes but is not limited to streets, highways, alleys, sidewalks, playgrounds, parks, plazas, public buildings and establishments. Public place does not include schools, however, during the curfew hours described in this section.

*Remain* means to:

1. Linger or stay unnecessarily; or
2. Fail to leave premises when requested to do so by a peace officer or the owner, operator or other person in control of the premises.

**Sec. 54.077. Reserved.**

**Sec. 54.078. Curfew offenses.**

(a) A minor commits an offense if the minor remains in any public place within the city during curfew hours.

(b) A parent of a minor commits an offense if the parent knowingly permits or by insufficient control allows the minor to remain in any public place within the city during curfew hours.
(c) An operator commits an offense if the operator's establishment has normal business hours during the curfew hours described in subsections (1) and (2) of the definition of curfew hours in section 54.076 and the operator fails to post a sign at each entrance to the establishment containing the following or similar language:

NOTICE OF CURFEW HOURS  
San Marcos City Ordinance

Persons under 17 years of age are not to remain in this business during the following hours:

1. Between 11:00 p.m. and 12:00 midnight on any Sunday, Monday, Tuesday, Wednesday or Thursday.

2. Between 12:00 midnight and 6:00 a.m. of any day.

Violations may be reported to the San Marcos Police Department.

Sec. 54.079. Defenses.

(a) It is a defense to prosecution under section 54.078 that the minor was:

(1) Accompanied by the minor's parent;

(2) On an errand that was reasonably necessary, in that an adult was unable or unavailable to perform the errand; the errand could not be postponed until after curfew hours; the errand was at the direction of the minor's parent; and the minor was using a direct route;

(3) In a motor vehicle involved in interstate travel;

(4) Engaged in an employment activity, including but not limited to newspaper delivery, and was using a direct route;

(5) Involved in an emergency;

(6) On the sidewalk abutting the minor's residence or abutting the residence of a next-door neighbor if the neighbor did not complain to a peace officer about the minor's presence;

(7) Attending an official school or religious activity or returning home by a direct route from an official school or religious activity;
(8) Exercising First Amendment rights protected by the United States Constitution, the free exercise of religion, freedom of speech and the right of assembly;

(9) Married or had been married or had disabilities of minority removed in accordance with V.T.C.A., Family Code ch. 31; or

(10) Carrying a valid college identification card identifying the minor as a college student.

(b) It is a defense to prosecution under section 54.078 with respect to the curfew hours described in subsection (3) of the definition of curfew hours in section 54.076 that:

(1) The minor was a high school graduate or has equivalent certification;

(2) The minor was on an excused absence from his place of schooling; or

(3) The minor's school was not in session.

(4) The minor is a home school student and was on an excused absence approved by a parent, guardian, or home school teacher.

Sec. 54.080. Enforcement.

(a) A peace officer, upon finding a minor in violation of subsection 54.078(a) will:

(1) Ascertain the name and address of the minor;

(2) Have the authority to issue a citation to the minor; and

(3) Order the minor to go promptly home by a direct route.

(b) A peace officer, upon finding a minor in violation of subsection 54.078(a), may take the minor into custody and deliver the minor to a juvenile processing office if reasonable grounds exist to believe the minor has engaged in delinquent conduct or conduct indicating a need for supervision as described in V.T.C.A., Family Code §51.03.

(c) The parents of a minor may be cited for violation of subsection 54.078(b) upon the minor receiving a second citation for violation of subsection
Sec. 54.081. Penalty; referral to juvenile authorities.

Any minor who violates subsection 54.078(a) is subject to the penalty provided in section 1.015 a fine not to exceed $50.00 plus court costs, and is also subject to referral to juvenile authorities under V.T.C.A., Family Code, title 3.

SECTION 4. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the remaining provisions of this ordinance shall remain in effect as if the unconstitutional or invalid portion had not been adopted.

SECTION 5. All ordinances and resolutions or parts of ordinances or resolutions in conflict herewith are hereby repealed.

SECTION 6. This ordinance will take effect after publication of its caption in a newspaper of general circulation.

PASSED AND APPROVED on first reading on December 6, 2022.

PASSED, APPROVED AND ADOPTED on second reading on December 14, 2022.

Jane Hughson
Mayor

Attest: Approved:

Elizabeth Trevino Michael J. Cosentino
City Clerk City Attorney
City of San Marcos
City Council Regular Meeting

December 6, 2022
Juvenile Curfew Ordinance

- Original adoption August 1994
- Renewals required every 3 years, which is State law (TX Local Government Code 370.002).
- A minor commits an offense if...
  - Minors are persons 10 to 17 years of age.
  - Between 11p and 6 am on Sunday-Thursday
  - Between midnight and 6a on Friday & Saturday
  - Between 9a and 2:30p on Mon-Fri
Juvenile Curfew Ordinance

• It is an offense for the minor and the parent.
• Also an offense for establishments / privately owned businesses, but Police Administration is recommending that be redacted.
Defenses to Prosecution

• There are 13 defenses!
  • Employment | Emergency | Attending school or religious activity | 1st Amendment rights | Married | Excused absence from school | School is not in session

Penalty

• Class C citation, max fine of $500 per State law
# The data

<table>
<thead>
<tr>
<th>Year</th>
<th>All Citation</th>
<th>All Juvenile Citations*</th>
<th>% of All Citations</th>
<th>% Change [Total Citations]</th>
<th>% Change [Juvenile Citations]</th>
<th>Raw#</th>
<th>% of Juvenile Citations</th>
<th>% of all citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>1737</td>
<td>138</td>
<td>7.9%</td>
<td></td>
<td></td>
<td>17</td>
<td>12.32%</td>
<td>0.98%</td>
</tr>
<tr>
<td>2019</td>
<td>6100</td>
<td>134</td>
<td>2.2%</td>
<td>251.18%</td>
<td>-2.90%</td>
<td>14</td>
<td>10.45%</td>
<td>0.23%</td>
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<tr>
<td>2020</td>
<td>3070</td>
<td>75</td>
<td>2.4%</td>
<td>-49.67%</td>
<td>-44.03%</td>
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<td>2.3%</td>
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<td>13.33%</td>
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</tr>
<tr>
<td>2022</td>
<td>4498</td>
<td>93</td>
<td>2.1%</td>
<td>19.91%</td>
<td>9.41%</td>
<td>2</td>
<td>2.15%</td>
<td>0.04%</td>
</tr>
</tbody>
</table>

*Citations for juveniles include actual citations and warnings. Warnings were given in 10-21% of all documented citations in Brazos.*
“Green is the best color because it is the greenest of all colors.”

- Known as *begging the question* or *assuming the conclusion*
- It is an attempt to prove a proposition while simultaneously taking the proposition for granted.
Assuming the conclusion in this case:

- “Gives police the right to stop anyone…”
- “Over policing and subsequently criminal action taken against our minority community members…”
- “It allows police to target and harass homeschooleders”
87 citations issued since 2017

- 1 was accused of contempt
- 5 were convicted (fined)
- 25 were dismissed by deferred
- 14 were dismissed by prosecutor
- 1 was dismissed by plea bargain
- 2 were dismissed by teen court
- 21 were transferred to juvenile probation
- 18 have no final judgement listed
87 citations issued since 2017

- 57 were daytime offenses, or 65%
- 30 were nighttime
- Court costs averaged $74
- Fines averaged $100
- 3 were issued to Black males
- 17 to Hispanic females
- 40 to Hispanic males
- 16 to White males
- ZERO complaints
Racial disparity?

Juvenile Citation v 2020 Census

Source: 2020 Dec Redistricting Data [Pl 94-171]
Source: Court Data 2017-2022
Racial disparity?

SMCISD

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic</td>
<td>73.67</td>
</tr>
<tr>
<td>Black</td>
<td>4.13</td>
</tr>
<tr>
<td>White</td>
<td>19.03</td>
</tr>
<tr>
<td>Asian</td>
<td>.79</td>
</tr>
</tbody>
</table>
Racial disparity?

Juvenile Citation v 2020 Census

Source: 2020 Dec Redistricting Data [PL 94-171]
Source: Court Data 2017-2022

- B: 3.45% (Juvenile Citations), 6.6% (Census Ethnicity/Race), 4.1% (School Ethnicity)
- H: 65.52% (Juvenile Citations), 40.62% (Census Ethnicity/Race), 29.89% (School Ethnicity)
- W: 73.7% (Juvenile Citations), 42.20% (Census Ethnicity/Race), 19.0% (School Ethnicity)
Feedback from your officers:

“In 2018, I was selected and transferred to the School Resource (SRO) unit. I was assigned to Lamar/Rebound, a disciplinary alternative education program campus. There were many challenges, one being defiant students walking off campus and knowing there weren’t any consequences. I started utilizing the “day time” juvenile curfew and issuing citation to anyone choosing to walk out and step onto a public roadway (leaving school property). After the first citation was issued, the walking out stopped. One would hear of students talking about it and other students would then inform them of consequences, telling them a citation would be issued. This behavior was corrected for this campus through the curfew being used as a tool/deterrent.

Still to date there are few that walk off and leave campus. If this ordinance is not an option, the kids will learn of it just as quick, and it will become the same issue it once was.”
Feedback from your officers:

“I’ve had students that have left campus in the past and I’ve been able to get them back to campus. I’ve educated on the consequences of leaving campus (curfew citation). I can’t recall a student who has tried to leave campus again after educating them on the law. This year I had two students who left Goodnight campus and went to a neighboring store, then stole items from the store. The manager of the store posted surveillance stills on Facebook. In lieu of citing them for Theft (which can be enhanced with subsequent charges and with approval from the store manager) I cited both students with the curfew violation. I educated both students on the consequences of theft and how it can affect their life adversely if they continued. Both students expressed remorse for what they did and both were adamant about not leaving campus again, due to the citation. I believe this is an effective tool and us SRO’s are conservative about using it. I think education goes a long way and it’s a statistic that can’t really be tracked.”
Feedback from your officers:

“Ancient history but in 2001, I stopped a kid walking in the 800 blk of River Road at about 2330. I asked what he was doing and he advised he was thinking about killing himself. Long of it short, I took him home and talked to his parents.”

“Beginning in February 2022, while investigating a drive-by shooting of an innocent house perpetrated by juveniles, ViCAT became aware of a rivalry between two juvenile criminal gangs in San Marcos. That rivalry, and the resulting boldness felt by the gang members, led to a marked increase in felony violence committed by juveniles, to include: Aggravated Robbery, Aggravated Assault Deadly Weapon, Drive-by Shootings, Unlawful Carry Weapon, and Aggravated Kidnapping, mostly committed at nighttime.”
Feedback from your officers:

“Earlier this year, a group of 5 or 6 juveniles (members of those gangs) attempted to assault two SMPD officers as we responded to a report of disturbance in the area at nighttime. One of the most savage execution-style murders our department has ever investigated (back in 2019) was committed by a group of juveniles at nighttime. This year, I personally took a fully-functioning, fully-loaded semi-automatic handgun from a 13-year-old boy. ViCAT investigated a narcotics robbery which was committed in part by a child under 13 years of age, in possession of a firearm, in full view of about a dozen witnesses. As recently as last week, SMPD Detectives investigated a case in which a 15-year-old boy fired a gun into a house occupied by 8 people over a theft of property valued at $20. San Marcos juvenile gang members are also being caught in neighboring jurisdictions - namely Kyle, Buda, etc - while committing burglaries of vehicles and stealing guns.”
Truancy vs. Curfew

• Truancy is a civil offense handled by a Justice of the Peace Court (2015)

• A student is truant when:
  – 10 or more days or parts of days within a six-month period (TX Educ Code 25.095)
  – District must impose Truancy Prevention Measures:
    • Behavior improvement plan
    • Impose school-based community service
    • Refer the student to counseling, teen court, mentoring, etc
Truancy vs. Curfew

- If a student AND parent are referred to Truancy Court (JP Court), the Judge may:
  - Issue a court order with a plan to return to school
  - Impose a curfew!
  - Court order for a GED
  - If violated, student can be fined $100 per offense. It is a criminal matter for the parent.
  - After two court order violations, the matter may be referred to Juvenile Probation
Academic articles – conclusions

• The available evidence suggests that juvenile curfew laws appear to have a broad impact by reducing or preventing health-related and criminal outcomes of youth. However, the number and quality of the studies available limit these conclusions. More rigorous research is required before conclusions can be drawn as to the potential of juvenile curfew laws to serve as a primary prevention strategy to enhance youth outcomes.
“Supporters of juvenile curfews argue that they address the twin objectives of the juvenile justice system: protection and control of minors. By keeping juveniles off the street at night, they are not present when most serious crime occurs. Therefore, juveniles cannot participate in the crime, learn how to commit crime, or be victims of crime.” (Juvenile Curfews Katherine P. Hazen and Eve M. Brank 1 Creighton University & University of Nebraska-Lincoln)
“Using crime statistics from the Federal Bureau of Investigations (FBI) for 65 cities across the United States, Kline (2012) compared juvenile arrest rates for violent and property crime from 3 years before a curfew enacted to 3 years after. The results indicate that although there is a slight change in the arrest rate of juvenile property offenses, the change is not significant. However, the results did indicate a significant reduction in arrests for violent offenses in the years following the enactment of the curfew. Kline argued that curfews did not seem to reduce crime in general, but did reduce crime, as operationalized by arrest rates, for the targeted age group.” (Juvenile Curfews Katherine P. Hazen and Eve M. Brank 1 Creighton University & University of Nebraska-Lincoln)
Questions?
Memorandum

TO: Stephanie Reyes, Interim City Manager
    Mayor Jane Hughson and the San Marcos City Council
FROM: Stan Standridge, Chief of Police
DATE: November 22, 2022
SUBJECT: Juvenile Curfew Ordinance, (Amended)

The current juvenile curfew ordinance was passed in November 2019 after original adoption and consecutive renewals since August 1994. The Texas Local Government Code requires a municipality that has passed a juvenile curfew ordinance to review it every three years. Failure to review the ordinance means it expires at the end of the three years.

Part of the review process requires public hearings on the need to continue the ordinance. The Texas Local Government Code does not specify the number of hearings, but it refers to hearings (plural), so at least two are required.

** The Police Department recommends redacting establishment and operator from the ordinance, thus eliminating the need to post signage at local businesses. San Marcos is much different than it was when the ordinance was originally adopted in 1994. San Marcos Central Independent School District campuses are closed, meaning students are not able to leave campus during the school day without authorized absences. Consequently, there are no businesses that cater to minors like there were in 1994. Additionally, when the ordinance was originally passed, the Department sought to use the signage as a way to educate the public on the new ordinance. The Department believes the responsibility to adhere to the juvenile curfew should remain with minors and their parents.

Texas Local Government Code

Sec. 370.002. REVIEW OF JUVENILE CURFEW ORDER OR ORDINANCE. (a) Before the third anniversary of the date of adoption of a juvenile curfew ordinance by a general-law municipality or a home-rule municipality or an order of a county commissioners court, and every third year thereafter, the governing body of the general-law municipality or home-rule municipality or the commissioners court of the county shall:

   (1) review the ordinance or order’s effects on the community and on problems the ordinance or order was intended to remedy;
   (2) conduct public hearings on the need to continue the ordinance or order; and
   (3) abolish, continue, or modify the ordinance or order.

(b) Failure to act in accordance with Subsections (a)(1)-(3) shall cause the ordinance or order to expire.
The most recent expired City of San Marcos ordinance stated as follows:

**City of San Marcos Juvenile Curfew Ordinance**

**Sec. 54.076. Definitions.**

In this division:

*Chief of police* means the city chief of police.

*Curfew hours* means:

1. Eleven p.m. until 12:00 midnight on any Sunday, Monday, Tuesday, Wednesday or Thursday;
2. Midnight until 6:00 a.m. on any day; and
3. 9:00 a.m. until 2:30 p.m. on any Monday, Tuesday, Wednesday, Thursday or Friday.

*Direct route* means the shortest path of travel through a public place to reach a final destination without any detour or stop along the way.

*Emergency* means but is not limited to a fire, a natural disaster, an automobile accident or any situation requiring immediate action to prevent serious bodily injury or loss of life.

*Establishment* means any privately owned place of business operated for a profit to which the public is invited, including but not limited to retail stores, restaurants and places of amusement or entertainment.

*Juvenile processing office* means a place designated by the juvenile court judge to which a minor in custody for a violation of this division will be taken to await pickup by a parent or juvenile authorities.

*Minor* means any person under 17 years of age.

*Operator* means any person who owns, operates, manages or is in control of any establishment. The term includes the members or partners of an association or partnership and the officers of a corporation.

*Parent* means a person who is:

1. A natural or adoptive parent of a minor;
2. A court-appointed guardian of a minor; or
3. At least 21 years of age and authorized by a parent or court-appointed guardian to have the care and custody of a minor.

*Public place* means any place to which the public or a substantial group of the public has access and includes but is not limited to streets, highways, alleys, sidewalks, playgrounds, parks,
plazas, public buildings and establishments. Public place does not include schools, however, during the curfew hours described in this section.

*Remain* means to:

(1) Linger or stay unnecessarily; or

(2) Fail to leave premises when requested to do so by a peace officer or the owner, operator or other person in control of the premises.


Cross reference(s)—Definitions and rules of construction generally, §§ 1.002, 1.003.

**Sec. 54.077. Reserved.**

**Sec. 54.078. Curfew offenses.**

(a) A minor commits an offense if the minor remains in any public place within the city during curfew hours.

(b) A parent of a minor commits an offense if the parent knowingly permits or by insufficient control allows the minor to remain in any public place within the city during curfew hours.

(c) An operator commits an offense if the operator’s establishment has normal business hours during the curfew hours described in subsections (1) and (2) of the definition of curfew hours in section 54.076 and the operator fails to post a sign at each entrance to the establishment containing the following or similar language:

**NOTICE OF CURFEW HOURS**

San Marcos City Ordinance

Persons under 17 years of age are not to remain in this business during the following hours:

1. Between 11:00 p.m. and 12:00 midnight on any Sunday, Monday, Tuesday, Wednesday or Thursday.

2. Between 12:00 midnight and 6:00 a.m. of any day.

Violations may be reported to the San Marcos Police Department.


**Sec. 54.079. Defenses.**

(a) It is a defense to prosecution under section 54.078 that the minor was:

(1) Accompanied by the minor's parent;

(2) On an errand that was reasonably necessary, in that an adult was unable or unavailable to perform the errand; the errand could not be postponed until after
curfew hours; the errand was at the direction of the minor's parent; and the minor was using a direct route;

(3) In a motor vehicle involved in interstate travel;

(4) Engaged in an employment activity, including but not limited to newspaper delivery, and was using a direct route;

(5) Involved in an emergency;

(6) On the sidewalk abutting the minor's residence or abutting the residence of a next-door neighbor if the neighbor did not complain to a peace officer about the minor's presence;

(7) Attending an official school or religious activity or returning home by a direct route from an official school or religious activity;

(8) Exercising First Amendment rights protected by the United States Constitution, the free exercise of religion, freedom of speech and the right of assembly;

(9) Married or had been married or had disabilities of minority removed in accordance with V.T.C.A., Family Code Ch. 31; or

(10) Carrying a valid college identification card identifying the minor as a college student.

(b) It is a defense to prosecution under section 54.078 with respect to the curfew hours described in subsection (3) of the definition of curfew hours in section 54.076 that:

(1) The minor was a high school graduate or has equivalent certification;

(2) The minor was on an excused absence from his place of schooling; or

(3) The minor’s school was not in session.


Sec. 54.080. Enforcement.

(a) A peace officer, upon finding a minor in violation of subsection 54.078(a) will:

(1) Ascertain the name and address of the minor;

(2) Have the authority to issue a citation to the minor; and

(3) Order the minor to go promptly home by a direct route.

(b) A peace officer, upon finding a minor in violation of subsection 54.078(a), may take the minor into custody and deliver the minor to a juvenile processing office if reasonable grounds exist to believe the minor has engaged in delinquent conduct or conduct indicating a need for supervision as described in V.T.C.A., Family Code § 51.03.

(c) The parents of a minor may be cited for violation of subsection 54.078(b) upon the minor receiving a second citation for violation of subsection 54.078(a).
Sec. 54.081. Penalty; referral to juvenile authorities.

Any minor who violates subsection 54.078(a) is subject to the penalty provided in section 1.015 and is also subject to referral to juvenile authorities under V.T.C.A., Family Code, title 3.

The Texas Code of Criminal Procedure gives officers the authority to issue a juvenile a citation or to take a juvenile home or to school, when appropriate, if the juvenile is found to be in violation of the ordinance. Without such an ordinance, officers would not have the authority to compel a juvenile to go home after midnight or return the juvenile to school during the day.

Texas Code of Criminal Procedures

Art. 45.059. CHILDREN TAKEN INTO CUSTODY FOR VIOLATION OF JUVENILE CURFEW OR ORDER.

(a) A peace officer taking into custody a person younger than 17 years of age for violation of a juvenile curfew ordinance of a municipality or order of the commissioner’s court of a county shall, without unnecessary delay:

(1) release the person to the person's parent, guardian, or custodian;
(2) take the person before a justice or municipal court to answer the charge; or
(3) take the person to a place designated as a juvenile curfew processing office by the head of the law enforcement agency having custody of the person.

(b) A juvenile curfew processing office must observe the following procedures:

(1) the office must be an unlocked, multipurpose area that is not designated, set aside, or used as a secure detention area or part of a secure detention area;
(2) the person may not be secured physically to a cuffing rail, chair, desk, or stationary object;
(3) the person may not be held longer than necessary to accomplish the purposes of identification, investigation, processing, release to a parent, guardian, or custodian, or arrangement of transportation to school or court;
(4) a juvenile curfew processing office may not be designated or intended for residential purposes;
(5) the person must be under continuous visual supervision by a peace officer or other person during the time the person is in the juvenile curfew processing office; and
(6) a person may not be held in a juvenile curfew processing office for more than six hours.

(c) A place designated under this article as a juvenile curfew processing office is not subject to the approval of the juvenile board having jurisdiction where the governmental entity is located.
The Mayor and council requested data from Municipal Court for 2022 and the previous five calendar years. There were (87) citations issued, but the accompanying data is not fully complete in the Court records.

- Court costs were recorded in 27 cases and averaged $74.00
- Fines were recorded in the same 27 cases and averaged $100.00
- In those 27 cases, 12 were disposed of through community service, and 12 were paid.
  - The other actions were not clear. One was none, two were other, and the last was jail credit, but juveniles cannot be jailed.
- Of the 87: (final judgement)
  - One was accused of contempt
  - 5 were convicted (fined)
  - 25 were dismissed by deferred
  - 14 were dismissed by prosecutor
  - 1 was dismissed by plea bargain
  - 2 were dismissed by teen court
  - 21 were transferred to juvenile probation
  - 18 have no final judgement listed
- Of the 87: (offense)
  - 57 were daytime curfew violations
  - 30 were nighttime curfew violations
- Of the 87: (demographics)
  - 3 were black males
  - 17 were Hispanic females
  - 40 were Hispanic males
  - 1 was an unknown male
  - 16 were white males
- Of the 87: (individual offenders)
  - 28 citations appeared to be lone offenders
  - 59 citations involved 2 or more juveniles being cited at the same time
- Of the 87: (years)
  - 2017 – 26 day / 14 night
  - 2018 – 13 day / 4 night
  - 2019 – 8 day / 6 night
  - 2020 – 5 day / 6 night
  - 2021 – 3 day / 0 night
  - 2022 – 2 day / 0 night
Abstract—Gun violence is an important problem across the United States. However, the impact of government policies on gunfire has been difficult to test due to limited and low-quality data. This paper uses new, more accurate data on gunfire (generated by ShotSpotter audio sensors) to measure the effects of juvenile curfews in Washington, DC. Using variation in the hours of the DC curfew, we find that this policy increases gunfire incidents by 150% during marginal hours. In contrast, voluntarily reported crime measures (such as 911 calls) suggest that the curfew decreases gun violence, likely because of confounding effects on reporting rates.

I. Introduction

Gun violence is a chronic problem in the United States. Nationally in 2012, 11,622 people were killed by assault with a firearm.1 Many more people are injured by gunfire each year: in 2011, 693,000 individuals were treated in emergency rooms for injuries due to assaults by firearms and similar mechanisms.2 Gun violence takes a particularly large toll on young people. According to the CDC (2013), homicide accounts for 18% of deaths for males ages 15 to 24, more than for any other age group. For black males, homicide is the leading cause of death in that age group, accounting for roughly half of all deaths.

Cohen and Ludwig (2003) wrote that ‘policymakers who are concerned about America’s problem with lethal violence must ask: how can we prevent young men from shooting one another?’ This has been a difficult question to answer and continues to attract a great deal of academic and policy attention.3 A primary challenge in studying gun violence is the selective underreporting of gunfire incidents. In this paper, we discuss the shortcomings of traditional, voluntarily reported crime measures and demonstrate the value of new data generated by audio sensor technology. As a case study, we use both types of data to measure the effect of juvenile curfew policies on urban gunfire.

Juvenile curfews are a popular but controversial policy that cities across the country use. They require young people to be home during the nighttime hours when crime is most prevalent. Their goal is to reduce criminal activity by keeping would-be offenders indoors, but these curfews might unintentionally reduce a deterrent effect that comes from having lots of people out on the streets. By incentivizing young people (and, by extension, their caregivers) to be at home, juvenile curfews remove potential bystanders and witnesses from public areas. Removing those people decreases the probability that any remaining offenders will get caught (because there are fewer witnesses who would call or assist the police), as well as the potential punishment (which would be higher if bystanders were injured). As Jane Jacobs wrote in 1961, “A well-used street is apt to be a safe street. A deserted street is apt to be unsafe.” In addition, curfews change how police allocate their time. If curfew enforcement distracts police from more productive law enforcement activities, this too could reduce the deterrent effect. However, the net effect of juvenile curfews on public safety is unknown, and so the passage and enforcement of such policies continues unabated.

We use changes in curfew times in Washington, DC, to test the net effect of juvenile curfews on the number of gunfire incidents during marginal hours. DC’s curfew time for anyone under age 17 is 11:00 p.m. on weeknights and midnight on weekends from September through June and midnight on all nights during July and August.4 In other words, the weekday curfew time changes from midnight to 11:00 p.m. on September 1 and back to midnight on July 1, roughly following the school year. (We focus here on the September change because of concerns about data quality around the

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1 These numbers do not include suicides. CDC report, “Deaths: Final Data for 2012,” table 10.

2 CDC; National Hospital Ambulatory Medical Care Survey: 2011 Emergency Department Summary Tables.

3 Much of the literature on gun violence has focused on the effects of laws that restrict gun ownership or use (Cook, 1983; Lott & Mustard, 1997; Black & Nagin, 1998; Ludwig, 1998; Duggan, 2001; Marvell, 2001; Moody, 2001; Ayres & Donohue, 2003; Donohue, 2004; Mocan & Tekin, 2006; Duggan, 2006). Overall, there is mixed evidence that these laws improve public safety; results depend heavily on identification strategy and the data used.

4 The Juvenile Curfew Act of 1995 states that individuals under age 17 cannot be “in a public place or on the premises of any establishment within the District of Columbia during curfew hours.” Exceptions are made for several reasons, including if the juvenile is accompanied by a parent or guardian, is working, or is involved in an emergency. During most of the year, curfew hours are 11:00 p.m. on Sunday, Monday, Tuesday, Wednesday, and Thursday nights, until 6:00 a.m. the following morning. They are 12:01 a.m. until 6:00 a.m. on Saturday and Sunday (i.e., Friday and Saturday nights). During July and August, curfew hours are 12:01 a.m. to 6:00 a.m. every night. Juveniles who are caught violating curfew are taken to the nearest police station and released to the custody of their parents. They can also be sentenced to perform community service. Parents who violate the curfew law by allowing their child to be in public during curfew hours can be fined up to $500 per day. The curfew policy in Washington, DC, is very similar to policies in other cities across the country.
July Fourth holiday. With a nod to the concept of a witching hour, we will henceforth refer to the treated hour, 11:00 to 11:59 p.m. on weekdays, as the “switching hour.”

If curfews reduce crime, then when the curfew shifts to 11:00 p.m. rather than midnight, crime during the switching hour should go down. To identify the effect of the juvenile curfew, we use a triple-differences strategy to compare the change in the 11:00 p.m. hour on weekdays to changes during two sets of control hours: the 11:00 p.m. hour on weekends (which is always before curfew), and the midnight hour (which is always after curfew). Controlling for gunfire during these hours should isolate the effect of the curfew change from the effects of unrelated seasonal changes in gun violence.

We use the full universe of gunfire incidents detected by an audio sensor technology called ShotSpotter (described in more detail below) as our outcome measure. The main advantage of using ShotSpotter data in this context is that their accuracy is unaffected by the change in curfew time, so we avoid the potential confounding effect of a simultaneous change in reporting. We show that this confounding effect is important in this context.

Using ShotSpotter data, we estimate that the juvenile curfew in Washington, DC, increases the number of gunfire incidents. Figure 1 plots mean residuals from our main specification for each day.

In particular, increased firecracker use leading up to July Fourth means that a large number of detected gunshots might be firecrackers that sound like gunfire, providing little information about public safety. We discuss this concern in more detail below.

“The witching hour ... was a special moment in the middle of the night when every child and every grown-up was in a deep deep sleep, and all the dark things came out from hiding and had the world all to themselves” (Dahl, 1982).
the direction of the bias will be unknown (Pepper, Petrie, & Sullivan, 2010).

In the past, these concerns have limited researchers to using homicide (which is reported with near-perfect accuracy) as an outcome measure. There are two problems with this. First, homicide is a relatively rare event that is becoming rarer as medical technology improves (saving more victims’ lives), and this low incidence makes it difficult to detect policy effects. Second, homicide is not the only outcome of interest. Ideally, we would observe all instances where a gun threatened someone’s safety. If we define gun violence in this way, a very small share of gun violence results in homicides.7 ShotSpotter data from urban areas get closer to measuring all threatening uses of guns.

For comparison, we consider the effects of the curfew on reported crime and 911 calls, using geocoded data from DC’s Metropolitan Police Department (MPD). The results are imprecise but generally suggest that the early curfew decreases gun violence. For instance, we estimate that the juvenile curfew reduces the number of 911 calls to report gunfire by 22%. This different (and we argue incorrect) conclusion is likely due to the simultaneous effect of the curfew on reporting behavior and highlights the problem with using voluntarily reported crime data for the study of gun violence.

A. Background on Juvenile Curfews

In general, violence-prevention policies can work one of two ways: by deterring violence8 or by incapacitating would-be offenders.9 If offenders have high discount rates and are unlikely to be deterred by future punishments (Becker, 1968), then limiting their opportunities to commit crime could be the most effective crime-prevention policy. With this in mind, cities across the United States have enacted and actively enforce juvenile curfews.

Juvenile curfews are common, but they are extremely controversial for several reasons. First, they give police officers discretion to stop any young-looking person who is out in public at night. Some worry this results in disproportionate targeting of racial minorities and contributes to tense relationships with law enforcement.10 Second, they override the decisions of parents who would allow their kids to stay out late. Third, they may encourage kids at risk of abuse to return home to unsafe environments. Fourth, they divert police resources from other activities that may be more productive.

There is little previous work on the causal impacts of juvenile curfew policies. Kline (2012) studied the impact of juvenile curfews on juvenile and nonjuvenile arrest rates in cities across the country. He finds that juvenile arrests go down following the enactment of new curfew laws. He also finds evidence that arrest rates for older individuals decline, suggesting that juvenile curfews have spillover effects. However, arrest rates are a function of not only criminal behavior but police behavior and witnesses’ behavior. Curfew laws likely affect all of these. Of particular concern, arrest rates might fall if witnesses and victims are less willing to cooperate with police as a result of heavy-handed curfew enforcement. Similarly, enforcing the curfew could distract police from solving criminal cases. Both effects could contribute to the reduction in arrests found in the study. The advantage of looking at arrest rates is that the age of the offender is known; the advantage of using ShotSpotter data is that we are able to isolate effects on actual criminal activity.

Another key difference between our paper and Kline (2012) is that our empirical strategies address slightly different but highly complementary questions: Kline considers the net effects of implementing new curfew policies, including any distrust they might generate. In contrast, we consider the effect of incentivizing local residents to go home during a marginal hour in a city with an existing curfew. This allows us to focus on the countervailing incapacitation and deterrent effects of curfews. However, our estimates do not capture these policies’ effects on residents’ trust of the police; such effects could worsen public safety further.

There is a slightly larger literature on other types of non-incarceration incapacitation policies. For instance, mandatory schooling keeps juveniles occupied when they might otherwise be unsupervised and likely to get into trouble. Anderson (2014) uses minimum dropout ages to measure the effect of mandatory school attendance on crime. He finds that minimum dropout age requirements decreased arrest rates for individuals aged 16 to 18 by 17%. Jacob and Lefgren (2003) also study the impact of school attendance on crime, using exogenous variation in teacher in-service days to estimate the causal impact of being in school on juvenile delinquency. They find that juvenile arrests for property crimes go down by 14% when school is in session, while juvenile arrests for violent crimes go up by 28%. This suggests that gathering juveniles in one place unintentionally increases interpersonal conflict that spills over into nonschool hours.11

We view our study as contributing to the academic literature in several ways. First, it measures the public safety impacts of juvenile curfews, a controversial but widely used

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7 In DC, only 0.5% of gunfire incidents result in a homicide (Carr & Doleac, 2016).
8 Deterring crime requires changing the relative costs and benefits of committing a crime in such a way that would-be offenders rationally choose not to offend. Deterrence-based policies typically involve increasing the punishment or the probability of getting caught.
9 Incapacitation is often thought of as synonymous with incarceration. In this paper, we follow the literature and refer to policies that operate by changing the relative costs and benefits of being in a particular location at a particular time as “incapacitation policies.” The idea is that these policies reduce the opportunity to commit a crime rather than the relative costs and benefits of committing a crime per se. Mandatory schooling and summer jobs for teens are examples of policies that operate in this manner.
10 A recent interview with several DC teenagers provides anecdotal evidence that this is a legitimate concern in the city. An excerpt: “Benn: And do you feel you’re being protected and served by the police? Doné: No way. I feel more threatened by them than by anybody else. Benn: Would you all ever help a police officer to apprehend a criminal? Doné: No. Martina: Hell no.” (Politico, 2015).
11 Note that both of these studies again use arrest rates as outcome measures. Despite that measure’s flaws, it is commonly used in crime studies because it includes information on offenders’ ages.
crime-reduction policy about which there is little empirical evidence. Second, to our knowledge, this is the first study to use ShotSpotter data, or any other data generated by high-tech surveillance tools, to evaluate policy effects. It shows that using more accurate crime data based on sensors rather than human reporting can lead to qualitatively different conclusions about policy effects. Third, it considers the net effects of nonincarceration incapacitation policies on criminal behavior, thereby adding to a growing literature on this topic. Finally, it addresses gun violence, which is of particular interest in the United States but is generally very difficult to study due to the lack of reliable data.

The paper proceeds as follows: Section II describes the data; section III describes our empirical strategies; section IV describes our results and compares the gunfire effects with effects on reported crime and 911 calls; and section V discusses the results and concludes.

II. Data

A. ShotSpotter

ShotSpotter data have two key advantages over traditional reported crime data: they have accurate and precise time and location stamps, and they are not subject to selective underreporting that could bias empirical estimates. By using better data, we improve the precision of estimates by reducing measurement error; remove the selection bias resulting from variation in reporting rates over time, populations, and geographic areas; and eliminate the confounding effects of policies’ simultaneous influences on reporting and crime.

We use ShotSpotter data from Washington, DC, from January 2006 through June 2013, aggregated to the level of police service areas (PSAs).\(^{12}\) The technology was first implemented in police district 7 (Anacostia) in January 2006, then expanded to police districts 5 and 6 in March 2008, and to police district 3 in July 2008. These are the areas of DC that had the highest crime rates and so were expected to have the highest rates of gunfire. We therefore interpret our results as informative about the impacts of juvenile curfews in high-crime urban areas. While shots are detected outside of these targeted areas, we restrict our attention to districts 3, 5, 6, and 7, since the data from those areas are the most accurate.

ShotSpotter technology consists of audio sensors installed around the city. These sensors detect gunshots, and then triangulate the precise location of the sound. A machine-learning algorithm distinguishes the sound of gunfire from other loud noises, and human technicians verify those classifications.\(^{13}\) Once verified, this information is relayed to law enforcement so that police officers can quickly respond to the scene.

12 Each police district is composed of seven or eight PSAs; there are 31 PSAs in our sample.

13 The sounds are classified as gunshots, construction, fireworks, car backfire, and so on. Only those classified as gunshot incidents are included in our data.

There are some false positives or negatives in the data—that is, noises that are not gunshots but are recorded as gunshots, or gunshots that are missed—but in general, these mistakes will be randomly distributed and unaffected by the policy intervention we are studying. (The best evidence suggests the false-negative rate is very low—less than 1%. The false-positive rate is much more difficult to estimate, since the purpose of the technology is to detect gunfire that is not reported by others. See Carr & Doleac, 2016, for a review of current evidence on ShotSpotter’s accuracy.) However, the false-positive rate will be higher when activity that sounds like gunfire is more likely. In particular, figure A.1 in the online appendix shows spikes in detected gunfire incidents around New Year’s Eve and July Fourth. These spikes undoubtedly include some celebratory gunfire, but also false positives from fireworks and firecrackers. Of particular concern for our analysis, the use of firecrackers might increase leading up to the July Fourth holiday, as they tend to be more available in stores at that time of year. As expected, figure A.2 shows an increase in detected gunfire in the month before July Fourth. If this is largely due to local residents setting off firecrackers, it does not tell us anything meaningful about public safety. Of even greater concern, if juvenile curfews reduce this activity by incentivizing some of those firecracker users to go inside earlier, then it might appear that the curfew decreases gunfire when in fact it simply reduces firecracker use. (Alternatively, the curfew could increase firecracker use if this activity seems safer when streets are emptier.) This motivates us to exclude the July 1 curfew change from our main analysis, though we will show that our main estimate is similar if we include it.

Some readers might wonder if, by removing people from the streets, juvenile curfews reduce street noise, and if this improves the ability of the acoustic sensors to detect gunfire. We do not believe this is an issue here, for two reasons. First, the sensors are intentionally placed throughout the targeted coverage area in a way that ensures they are in reasonably close proximity to any potential gunshot. Concerns about reduced data quality outside of this targeted area, where sensors would be farther away, are the main reason we focus exclusively on the ShotSpotter-targeted police districts. Second, the decibel level of gunfire (166–170 decibels) is far louder than that even at a rock concert (110–120 decibels).\(^{14}\) (Decibels are measured on a logarithmic scale, so a 10-decibel increase signifies a 10-fold increase in the sound intensity.) The firm Soundhawk measured street noise in several major U.S. cities, and its estimates ranged from 90 decibels on Wilshire Boulevard in Los Angeles, to 98 decibels at the intersection of Market and Geary Streets in San Francisco, to 104 in Times Square in New York City,\(^{15}\) all levels that would not drown out the sound of gunfire. Sounds that are farther away will be less powerful, but since gunfire

14 Decibel ratings are from the Center for Hearing and Communication: http://chchearing.org/noise/common-environmental-noise-levels/.

15 For more information, see http://elevatingsound.com/noise-levels-of-urban-america-why-the-city-soundscape-needs-to-be-transformed/.
and other street noise occur on the street level, surrounded by ShotSpotter sensors, the effect of differences in relative distance will be negligible.\textsuperscript{16} Given that the sound of gunfire is approximately 1 million times as powerful as street noise in Times Square (60 decibels difference = $10^6$ times as powerful), we do not expect changes in street noise in DC to affect the rate at which ShotSpotter detects gunfire. However, ultimately there is no way for us to test this. We thus proceed on the assumption that juvenile curfews do not affect ShotSpotter’s data quality.

One detail that is missing from ShotSpotter data (because there is no way for the sensors to detect it) is the context in which the gun was fired: Was it fired in anger, with the intent of harming someone? Was it fired recklessly, in a place where bystanders could be hurt? Or was it fired into a wall during target practice, or into the ground to test whether the gun worked? It would be helpful to be able to distinguish the first two circumstances from the last two, but unfortunately we cannot. In dense urban areas such as Washington, DC, discharging a weapon within city limits for any reason is illegal because it is presumed likely that someone could get hurt. We will discuss the ShotSpotter data as if every gunshot detected in DC is dangerous but acknowledge that some might not be. At the very least, every gunshot is a crime in this context.

ShotSpotter is currently active in over ninety cities in the United States; while considered proprietary in most locations, the data used in this paper are available from the MPD via public records request. The data include the date and time that the gunfire incident was detected, the latitude and longitude of the incident, and whether the incident consisted of a single gunshot or multiple gunshots. During the period of interest (July 30 through October 4, 2006–2012), there was an average of 7.8 gunfire incidents per day across the police districts where ShotSpotter was implemented. On average, 1.0 per day occurred during the 11:00 p.m. hour. Table 1 presents summary statistics.

### Table 1.—Summary Statistics

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th>Mean</th>
<th>SD</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gunshots in Washington, DC</td>
<td>Daily DC SST-detected incidents</td>
<td>483</td>
<td>7.795</td>
<td>5.659</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Daily DC SST-detected incidents, 11:00 p.m.–midnight</td>
<td>483</td>
<td>0.969</td>
<td>1.442</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Daily DC SST-detected incidents, midnight–1:00 a.m.</td>
<td>483</td>
<td>0.874</td>
<td>1.293</td>
<td>0</td>
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<tr>
<td>Gunshots at the PSA level (geographic unit of analysis)</td>
<td>Daily PSA SST-detected incidents</td>
<td>11,799</td>
<td>0.319</td>
<td>0.813</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Daily PSA SST-detected incidents, 11:00 p.m.–midnight</td>
<td>11,799</td>
<td>0.040</td>
<td>0.259</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Daily PSA SST-detected incidents, midnight–1:00 a.m.</td>
<td>11,799</td>
<td>0.036</td>
<td>0.230</td>
<td>0</td>
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<tr>
<td>Crime at the PSA level (geographic unit of analysis)</td>
<td>Daily PSA MPD reported crimes</td>
<td>4,278</td>
<td>1.791</td>
<td>1.552</td>
<td>0</td>
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<tr>
<td></td>
<td>Daily PSA MPD reported crimes, 11:00 p.m.–midnight</td>
<td>4,278</td>
<td>0.097</td>
<td>0.324</td>
<td>0</td>
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<tr>
<td></td>
<td>Daily PSA MPD reported homicides</td>
<td>4,278</td>
<td>0.006</td>
<td>0.079</td>
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<tr>
<td></td>
<td>Daily PSA MPD reported homicides, 11:00 p.m.–midnight</td>
<td>4,278</td>
<td>0.001</td>
<td>0.026</td>
<td>0</td>
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<tr>
<td></td>
<td>Daily PSA MPD reported gun-involved crimes</td>
<td>4,278</td>
<td>0.142</td>
<td>0.390</td>
<td>0</td>
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<tr>
<td></td>
<td>Daily PSA MPD reported gun-involved crimes, 11:00 p.m.–midnight</td>
<td>4,278</td>
<td>0.011</td>
<td>0.109</td>
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<tr>
<td></td>
<td>Daily PSA MPD reported violent crimes</td>
<td>4,278</td>
<td>0.448</td>
<td>0.696</td>
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<tr>
<td></td>
<td>Daily PSA MPD reported violent crimes, 11:00 p.m.–midnight</td>
<td>4,278</td>
<td>0.034</td>
<td>0.188</td>
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<tr>
<td></td>
<td>Daily PSA 911 calls</td>
<td>4,278</td>
<td>17.975</td>
<td>7.666</td>
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<tr>
<td></td>
<td>Daily PSA 911 calls, 11:00 p.m.–midnight</td>
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<td>0.957</td>
<td>1.104</td>
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<tr>
<td></td>
<td>Daily PSA 911 calls for police</td>
<td>4,278</td>
<td>13.896</td>
<td>6.214</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Daily PSA 911 calls for police, 11:00 p.m.–midnight</td>
<td>4,278</td>
<td>0.766</td>
<td>0.973</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Daily PSA 911 calls reporting gunshot</td>
<td>4,278</td>
<td>0.142</td>
<td>0.423</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Daily PSA 911 calls reporting gunshot, 11:00 p.m.–midnight</td>
<td>4,278</td>
<td>0.012</td>
<td>0.116</td>
<td>0</td>
</tr>
</tbody>
</table>

\textsuperscript{16} As distance from the source, $r$, increases, sound intensity decreases by $1/r^2$. This means that doubling the distance from the source drops sound intensity by only about 6 decibels. See http://www.sengpielaudio.com/calculator-squarelaw.htm for more.

\textsuperscript{17} Due to a technical problem at the MPD, geocoded data on reported crime are not available for dates prior to January 2011. The MPD does not maintain 911 call data for more than three years, so these are also unavailable before January 2011.

### B. Reported Crime and 911 Calls

For comparison, we repeat the main analysis using data on reported crime and 911 calls from the MPD. Our goal is to see how our conclusions about the curfew’s effect would differ if we used traditional crime measures that are sensitive to changes in reporting. We therefore construct outcome measures that, without ShotSpotter data, would be the best available to study gun violence.

We use geocoded data on reported crime and 911 calls from 2011 and 2012, aggregated to the PSA level.\textsuperscript{17} The reported crime data include reports of homicide, sexual abuse, assault with a dangerous weapon, robbery, burglary, arson, motor vehicle theft, theft from an automobile, and other theft. We code the first four crime types as “violent crimes” and also consider homicide separately. The data include information on the weapon used, if any; we code any crime in which a gun is listed as the weapon as a “gun-involved crime.” The time and location...
stamps will generally be less precise than in the ShotSpotter data. The 911 call data include all calls for service, not necessarily for the police. The outcome measures of interest in this data set are all calls, calls for police, and calls to report gunshots. As for the reported crime data, the geocodes and time stamps will be less precise than in the ShotSpotter data.

As above, we restrict our analysis to the areas covered by ShotSpotter (police districts 3, 5, 6, and 7). Summary statistics are in table 1.

C. Other Data

We use weather data (temperature and precipitation) from the National Oceanic and Atmospheric Administration (NOAA) as controls. Local data are available at the richest level (hourly and daily) based on measurements from the Reagan National Airport weather station, located just outside the city. We also collect information on DC public school calendars directly from the school district, to control for school year start and end dates.

III. Empirical Strategy

We exploit the September 1 curfew change from midnight to 11:00 p.m. as a natural experiment that allows a triple-differences analysis. Beginning on that date, the switching hour is treated by the curfew, but there is no curfew change in other hours. The change in the curfew time roughly follows the academic year; school starts in late August in DC. For this reason, we need to be careful to isolate the effects of the curfew time from that of unrelated seasonal changes in activity.

We use two sets of control hours to do this. The first is the 11:00 p.m. hour on weekdays, and the second is the midnight hour. Both sets of control hours are subject to the same seasonal changes in activity but are not affected by the curfew change. Using a triple-differences (DDD) specification, we compare the difference in gunfire during the 11:00 p.m. hour (which is treated) to gunfire during the midnight hour (which is a control), across weekdays (treated) and weekends (control), testing for a differential effect during the switching hour. If the juvenile curfew is driving any observed change in gunfire, the curfew time change should affect the 11:00 p.m. hour on weekdays (the switching hour), netting out the

effects on the control hours. (We will confirm below that the curfew does not shift crime to or from the midnight hour.)

We estimate the following using ordinary least squares:

\[
\text{Gunshots}_{h,d,p} = \alpha + \beta_1 \text{EarlyCurfew} \times \text{Weekday} \times 11 \text{pmHour}_h + \beta_2 \text{Time}_d + \beta_3 \text{Time} \times \text{EarlyCurfew} \times \text{Weekday} \times 11 \text{pmHour}_h + \delta_1 \text{School}_d + \omega_d + \lambda_{\text{dayofweek}} + \gamma_{\text{year}} + \rho_{\text{PSA}} + \epsilon_{d,p},
\]

(1)

also including all single and pairwise combinations of the \text{EarlyCurfew}, \text{Weekday}, and \text{11pmHour} terms, as well as those terms interacted with \text{Time}. In equation (1), \( h \) is the hour of observation, \( d \) is the day of observation, and \( p \) is the PSA. \text{Early Curfew} is an indicator for whether the weekday curfew time is 11:00 p.m. instead of midnight (i.e., whether the date is September 1 or later). Our base-line specification controls for a linear time trend based on the day of the year and allows the slope to vary before and after the curfew change, represented in equation (1) by the terms \text{Time} and \text{Time} \times \text{EarlyCurfew} \times \text{Weekday} \times 11 \text{pmHour}; the estimates are similar if we instead control for quadratic or cubic functions of time (as discussed in section IV). \text{School} indicates whether the school year is in session and controls for any independent effect of school attendance on behavior. \( \omega_d \) is a vector of weather variables, including temperature and precipitation. \( \lambda_{\text{dayofweek}}, \gamma_{\text{year}}, \) and \( \rho_{\text{PSA}} \) are fixed effects for day of the week, year, and PSA, respectively. Standard errors are clustered by day of the year to account for serial correlation across hours and spatial correlation across PSAs. The primary coefficient of interest is \( \beta_1 \); this tells us if the early curfew time has an effect on the level of gunfire during the switching hour, relative to the control hours.

The outcome measure, \text{Gunshots}, is the number of gunshot incidents detected by the ShotSpotter sensors. The sample is 11:00 p.m. to 12:59 a.m. on weekdays and weekend days.

Recall that figure 1 plots residuals for the DDD specification (excluding the treatment variable and other interactions with \text{EarlyCurfew}). Figures A.3 and A.4 break this DDD approach into its two component difference-in-difference comparisons. These figures, respectively, plot residuals for the difference in gunfire between 11:00 p.m. on weekdays and 11:00 p.m. on weekends and between 11:00 p.m. and midnight on weekdays. We see an increase in gunfire after

18 The geocodes are reported at the block level. The times are often estimates based on victims’ and witnesses’ recollections or the time the incident was reported, or both.

19 The geocodes will often be the address where the caller is calling from rather than the location of the crime (this will be particularly problematic for reported gunshots, where the shots could have been fired blocks away from where they were heard). The time stamp is when the call was received.

20 As discussed, we do not use the July 1 curfew time change in our main analysis due to the confounding effect of changes in firecracker use around the July Fourth holiday.

21 School start dates vary from year to year, and do not perfectly coincide with the September 1 curfew change: August 28, 2006; August 27, 2007; August 25, 2008; August 24, 2009; August 23, 2010; and August 22, 2011; and August 27, 2012.

22 For a complete list of these control variables, see table A.2.

23 We get very similar estimates if we use a Poisson model, and if we use a logit model with a binary outcome measure of whether any gunshots were detected.

24 Our sample includes days within 33 days of September 1. In a previous version of this paper, we used a regression discontinuity design with an Imbens-Kalyanaraman optimal bandwidth of 33 days. We abandoned that empirical approach due to insufficient statistical power, but kept the 33-day cutoff to define the sample since we are unaware of a better way to define an optimal sample for a DDD analysis. Our estimates are very similar for a range of sample definitions from five to fifty days on either side of the curfew change; results available on request.
September 1 when comparing 11:00 p.m. on weekdays with the same hour on weekends. There appears to be a slight upward change in trend after September 1 when comparing 11:00 p.m. on weekdays with midnight on weekdays.

As mentioned in section II, we are concerned that data around the July 1 curfew change are heavily contaminated by false positives (firecrackers) and that that false-positive rate might be affected by the curfew (if the curfew affects firecracker use). We therefore focus our main analysis on the September 1 change, but will also show the effect when both curfew changes are included.

Our identifying assumption in this analysis is that absent the curfew change, the amount of gunfire during the switching hour would have evolved similarly to that in the control hours. (The control hours are not necessarily unaffected by seasonal changes; their purpose is to absorb any seasonal changes that would also affect the switching hour.) This is commonly referred to as the parallel trends assumption. Figure 2 supports this assumption: there is no apparent trend in gunfire during the switching hour, relative to the control hours, before September 1. We check that the trends during treated and control hours appear similar during the preperiod in two additional ways: graphing preperiod gunfire during the treated and control hours and formally testing for differences in trends during the preperiod by allowing the time trend to differ for treated and control hours and testing for whether any difference is statistically significant.

Figure A.5 shows residualized daily gunfire during the treated and control hours leading up to September 1. The graphs are noisy, but during this preperiod, the amount of gunfire during the switching hour appears to track that during the 11:00 p.m. weekend hour particularly well. During the midnight hour, the trends do not track quite as closely but still do not appear to diverge. More rigorously, table A.1 shows there is no significant difference between the preperiod trends in the 11:00 p.m. and midnight hours of the 11:00 p.m. weekday and 11:00 p.m. weekend hours. Combined with figure 2, this provides evidence that these control hours are good counterfactuals for the switching hour in the weeks leading up to the curfew time change and supports the assumption that they would continue to be good counterfactuals after the curfew change. We therefore proceed with the DDD analyses when using the ShotSpotter data.

We also test the parallel trends assumption for the reported crime and 911 call data. Because both reporting and actual crime affect these traditional crime measures, our parallel trends assumptions may be less likely to hold now than before. We consider a formal test of whether preperiod trends differ for these new outcome measures and table A.3 shows the results: there is no significant difference between the weekday and weekend trends, but there is a marginally significant difference between the 11:00 p.m. and midnight trends in reported crime. To be conservative, we will focus on difference-in-difference (DD) estimates using 11:00 p.m. on weekends as control hours for our comparison analyses.

IV. Results

Table 2 presents the results of the ShotSpotter data analysis. Column 1 shows our main result, which estimates the effect of the juvenile curfew on the number of gunfire incidents. We find that an earlier curfew increases the number of gunfire incidents by 0.045 during the switching hour, or 150% of the baseline. Note that while this estimate is statistically significant ($p < 0.05$) it is imprecise; the 95% confidence interval suggests gunfire incidents increase by 19% to 280% of the baseline, though even a 19% increase in gunfire is economically meaningful. Recall that observations are at the PSA level, and our data cover 31 PSAs across the city. The estimated effect size of 0.045 implies seven additional gunfire incidents per week during the switching hour alone.

The coefficients for the time trend (and interactions thereof) are omitted from table 2 (the full results of our DDD specification are in table A.2). We do not find an effect of the curfew change on the trend in gunfire: the coefficient on $Time \times Early Curfew \times Weekday \times 11:00 p.m. \text{ Hour}$ is near zero and statistically insignificant.

Column 2 of table 2 estimates the DDD effect when both the July and September curfew changes are included.25 The data from June and July add a great deal of noise, so the standard error is larger, but the coefficient suggests that the curfew increases gunfire by 0.037 incidents, very close to our main estimate of 0.045.

For robustness, we conduct the DDD analysis using different functional forms of the time trend. Recall that our preferred function is linear; we consider quadratic and cubic functions as well. Estimates, presented in columns 3 and 4 of table 2, are nearly identical to our preferred estimate in column 1, though their statistical significance decreases, as including more terms reduces statistical power.

Next, we test the effect of the curfew change on gunfire during the other hours of the day. If our effects are being driven by the change in the deterrent effect due to the curfew change, we should see only a statistically significant increase during the switching hour. That is what we find. Figure 3 graphs the estimates by hour. Using a DD specification with only weekend hours as controls (because the concern is that all hours are treated, we do not want to select another hour on weekdays as a control), we see that estimates are generally small and all are statistically insignificant except for the positive estimate for the 11:00 p.m. (switching) hour. However, there is evidence that part of that increase is due to shifting from other times.26 The coefficient for 10:00 p.m. is negative and about half the size27 of our switching hour estimate; this suggests that some of the observed increase in gunfire is driven by false positives (firecrackers).

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25 We exclude July 1–7, days that are extreme outliers due to holiday fireworks.

26 The net effect over the full day is an increase of 0.016 incident; this aggregate effect is statistically insignificant but indicates that not all of the increase during the switching hour was due to the shifting of gunfire from other hours.

27 The coefficient for the 10:00 p.m. hour is $-0.025$. 
Table 2.—Effect of the 11:00 p.m. Curfew on Gunfire Incidents

<table>
<thead>
<tr>
<th></th>
<th>Main Specification</th>
<th>Include July Curfew Change</th>
<th>Quadratic Time Trend</th>
<th>Cubic Time Trend</th>
</tr>
</thead>
<tbody>
<tr>
<td>SST-detected gunshot incidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early curfew × Weekday × 11:00 p.m. hour</td>
<td>0.045**</td>
<td>0.037</td>
<td>0.035</td>
<td>0.047</td>
</tr>
<tr>
<td>(0.020)</td>
<td>(0.034)</td>
<td>(0.021)</td>
<td>(0.031)</td>
<td></td>
</tr>
<tr>
<td>Observations</td>
<td>22,914</td>
<td>40,186</td>
<td>22,914</td>
<td>22,914</td>
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<tr>
<td>Late curfew mean</td>
<td>0.030</td>
<td>0.034</td>
<td>0.030</td>
<td>0.030</td>
</tr>
</tbody>
</table>

*p < .10, **p < .05, and ***p < .01. Standard errors are clustered by day of year and are shown in parentheses. Results are from DDD regressions from equation (1), controlling for a linear time trend, unless otherwise noted. Outcome measure is the number of gunshot incidents. Analysis uses data from police districts 3, 5, 6, and 7, and gunfire incidents are aggregated to the hour and police service area (PSA) levels.

Sample: 11:00 p.m.–12:59 a.m., July 30–October 4 (or May 30–October 2 when the July curfew change is included) for 2006 to 2012. All specifications include the following control variables: whether school is in session; year, day of week; and PSA fixed effects; precipitation; and temperature.

ShotSpotter data source: Washington, DC, police department. Weather data source: NOAA.

Figure 3.—Effect of the 11:00 p.m. Curfew on Gunfire Incidents by Hour of Day

The figure plots treatment variable coefficients and their 90% and 95% confidence intervals from a difference-in-difference regression of gunfire incidents during the specified hour of the day, on all control variables from equation (1), and netting out gunfire during 11:00 p.m. on weekends to control for seasonal trends. Standard errors are clustered by day of year.

Source: Authors’ calculations using ShotSpotter data from the Washington, DC, police department. Sample: 11:00 p.m.–12:59 a.m., July 30 to October 4, 2006–2012. Geographic areas covered: police districts 3, 5, 6, 7; gunfire incidents are aggregated to the hour and PSA levels.

due to people delaying gunfire until after the curfew time. This is consistent with the hypothesis that people respond to the relative deterrent effects across these hours caused by the decrease in potential witnesses and bystanders. We see no effect in the midnight hour, which we use as a control hour in our DDD analysis. (This is important because if the curfew affected both hours—by shifting postcurfew gunfire from midnight to the switching hour—then midnight would not be a valid control and the DDD estimate would be biased upward.)

Finally, we estimate the effect of the curfew on reported crime and 911 calls for comparison. Recall that we are now using a DD specification with 11:00 p.m. on weekends as control hours. The results are presented in table 3. Since we are using a shorter time period, we lose a great deal of statistical power, but the ShotSpotter data estimates are similar in magnitude to those presented above. The DD specification estimates that the earlier curfew increases gunfire incidents by 154% of the baseline (close to the respective 150% estimate using the longer time period). In contrast, the reported crime and 911 call data suggest that the earlier curfew decreases gun violence.

The results are less precise than before and should be considered suggestive. However, it is striking that most of the coefficients are negative when using reported crime and 911 call data. Indeed, the outcomes most likely to be used to measure gun violence—gun-involved reported crimes and 911 calls to report gunfire—have negative coefficients. Using those traditional data sources would therefore lead to the opposite conclusion about the effectiveness of this policy. Our estimates suggest that the curfew reduces the number of gun-involved crimes by 107% and the number of 911 calls to report gunfire by 22%. These qualitatively different results are likely due to confounding changes in reporting rates. In general, these comparison results could be biased upward or downward; the direction of the bias is unclear a priori. The typical solution to this problem, using homicide as an outcome measure, does not help here: there were only three homicides during the switching hour—far too few to produce a meaningful estimate.

V. Discussion

In this paper, we use new gunshot incident data from ShotSpotter to measure the effects of a citywide juvenile curfew on gun violence. These data are not affected by the selective underreporting that plague traditional reported crime data. The resulting empirical estimates do not suffer from the biases that make empirical results throughout the literature difficult to interpret. This is crucial for determining the true impact of any policy on public safety.

The curfew policy in Washington, DC, was enacted in 1995 as an effort to improve public safety. Similar curfew laws are in effect across the United States, but they are

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28 The fact that not all gunfire is shifted from other hours is consistent with the finding in Doleac and Sanders (2015) that violent crime is not easily shifted across the day.
controversial and in some cases have been ruled unconstitutional. While their goal is to improve public safety through an incapacitation effect, incentivizing local residents to go home and distracting cops from other duties could reduce a deterrent effect on street crime. The net effect of the policy is theoretically ambiguous. We show that in this city, the juvenile curfew law increases the number of gunfire incidents, by 0.045 additional incidents per PSA, during the switching hour. With 31 PSAs in our dataset, this aggregates up to 1.40 extra gunfire incidents per weekday, or 6.98 extra gunfire incidents per week, across police districts 3, 5, 6, and 7.

Our results suggest that curfew laws are not a cost-effective way to reduce gun violence. In fact, we find that curfews increase gun violence. This does not necessarily mean that juvenile curfews are not cost-effective more broadly. We cannot measure impacts on other types of crime, particularly minor offenses. It could be that curfews reduce those offenses enough to offset the increase in gun violence and the infringement on juveniles’ rights and parents’ choices. It is also possible that even if curfews do not reduce the number of gunshots, they might reduce the number of victims when there are fewer innocent bystanders in the area. Saving lives is, of course, a good thing. However, residents may not consider such an impact evidence of a real improvement in public safety, since the curfew makes it more dangerous to be outside. (Preventing victimization by telling people to hide in their homes is clearly not a solution.) Finally, juvenile curfews might increase domestic violence by incentivizing at-risk kids (and their caregivers) to be home at night. This is an important potential cost that should be considered.

Empirical evidence on this topic is particularly necessary in light of broader concerns about how to improve trust between law enforcement and city residents. Juvenile curfews are the type of policy that many worry worsens tensions between inner-city communities and the police. Ours is only the second rigorous examination of the effects of juvenile curfews on public safety. This is probably due in part to the difficulty of convincingly identifying impacts of a policy that could affect both criminal activity and reporting rates. Indeed, we show that we would get a qualitatively different result if we were using voluntarily reported crime data, such as 911 calls to report gunfire. ShotSpotter data on gunfire incidents provide a unique opportunity to isolate the effect on crime from the effect on reporting.

**REFERENCES**


2018

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Eve Brank

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Juvenile Curfews

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¹ Creighton University
² University of Nebraska-Lincoln

A curfew is a regulation that prohibits members of a certain population, such as juveniles, from being in public during a specified time. The primary purpose of a curfew is social control. Juvenile curfews generally prohibit minors, persons under the age of 17 or 18, from being in public spaces at night. The form of the regulations and their requirements vary by time, place, and age. However, many regulations are based on the Dallas ordinance, which prohibits juveniles under the age of 17 from being on the street between 11:00 p.m. and 6:00 a.m. on weekdays and 12:00 a.m. and 6:00 a.m. on weekends (Qutb v. Straus, 1993). The curfew regulations may allow for exceptions, including employment, emergencies, errands for parents, parents accompanying, and school or other legitimate activities (Adams, 2003).

In the late 1990s, 70-80% of the largest communities in the United States had established juvenile curfews (The United States Conference of Mayors, 1997; Diviaio, 2007). Cities or towns enact most curfews; however, the State of Oregon has enacted a statewide juvenile curfew (Ghent, 1974).

Curfew is derived from the French words couvre feu, meaning covering for fire. Curfews were originally used to indicate the time when fires in the home should be covered or protected for the night. William
the Conqueror of England used curfews to proscribe a given time that people were to be off the streets to prevent gatherings (Thistlewood v. Trial Magistrate for Ocean City, 1964). In the pre-Civil War south, curfews prohibited slaves from being on the streets after a certain time. Courts, including the US Supreme Court, have held that general curfews are a valid use of a state’s police power when they are passed during a time of riot or civil disobedience or there is a threat to security. For example, a curfew enacted in anticipation of a hurricane was valid after the governor had declared a state of emergency (State v. Severin, 2007). However, curfews have been found invalid in the absence of authority by the enacting body, for vagueness or overbreadth, and for undue restrictions of personal liberty. For example, a general curfew was found invalid when it was unclear what behavior was prohibited. Such a curfew was found to infringe on First Amendment rights to association and assembly (Ruff v. Marshall, 1977; Ghent, 1974).

The first recorded juvenile curfews were enacted in the mid-1890s in Nebraska cities and towns. The Lincoln ordinance, enacted in 1896, became the model for cities. Similar to modern ordinance, the Lincoln curfew prohibited children from being on the streets after 9:00 p.m. in the spring and summer and after 8:00 p.m. in the fall, unless they were accompanied by a parent, were running an errand, or working a job that required them to be on the streets (Baldwin, 2002). By the end of the nineteenth century 3,000 cities had enacted similar laws. Progressive reformers saw it as a means to protect and control unsupervised and neglected juveniles (Hemmens and Bennett, 1999). Although there was an interest in enacting the laws, juvenile curfews were only sporadically enforced until World War II. A renewed interest in controlling juveniles emerged as parents were either at work or war and unable to supervise their children (Ghent, 1974). Since that time many cities and towns have fallen into a cyclical pattern of enacting curfews, enforcing them vigorously and then sporadically, that reflects the city growth and concerns about juvenile delinquency. The 1990s saw a renewed focus on juvenile crime and political support for curfews. President Clinton endorsed juvenile curfews and the 1996 Anti-Gang and Youth Violence Act provided $75 million for local initiatives, including curfews, to combat juvenile crime. As a result, cities that did not have curfews enacted them and those that did began enforcing them (Hemmens and Bennett, 1999).
This same time period saw an interest in holding parents accountable when their child broke a curfew. Such accountability normally falls under the purview of parental responsibility laws and punishments vary with common options being parents paying fines or participating in community service (Brank and Scott, 2012).

Supporters of juvenile curfews argue that they address the twin objectives of the juvenile justice system: protection and control of minors. By keeping juveniles off the street at night, they are not present when most serious crime occurs. Therefore, juveniles cannot participate in the crime, learn how to commit crime, or be victims of crime. Curfews are passed in response to and as part of cries for action to address a growing juvenile crime problem (Hemmens and Bennett, 1999; Adams, 2003). However, the most violent juvenile crime occurs between 3:00 p.m. and 7:00 p.m. (Office of Juvenile Justice and Delinquency Prevention, 2014), before the average curfew begins and when most juveniles are unsupervised because schools are out of session, but parents are still at work.

Supporters also argue curfews help law enforcement identify high-risk members of the community. Youth that are out during curfew hours likely have indifferent parents or ineffective supervision. Identifying those individuals allows for legal intervention. Additionally, curfews give law enforcement reason to stop and question juveniles for intervention and prevention of crime that may occur (Adams, 2003).

Another justification provided is that parents are the first line of defense in requiring their juveniles to be at home and the curfews serve to strengthen family ties and reinforce parental authority. These justifications assume teens have a better place to go and that their parents are home during the curfew hours (Hemmens and Bennett, 1999). Finally, supporters point to curfews as a seemingly inexpensive solution to a serious problem. However, this depends on the operational details and amount of enforcement (Adams, 2003).

Opponents of juvenile curfews argue that juvenile crime does not occur during curfew hours, there are many legitimate reasons juveniles may be out at night, the curfews are not enforced or equally enforced, and the state interposing the parent-child relationship may harm family relationships (Hemmens and Bennett, 1999). Juvenile curfews have been criticized as ineffective. Unfortunately, very little empirical work has examined the impact of curfews on the juvenile crime rate.
Curfews have also garnered constitutional challenges. Courts must consider three major legal issues when presented with a constitutional challenge to a juvenile curfew: (1) Is there a right being infringed and what is that right?; (2) Should that right be protected among juveniles with the same vigor as adults?; and (3) What level of scrutiny should the court employ to evaluate the legislation? Juvenile curfews have been challenged as violations to the right to assembly and association, to be free from unwarranted searches and seizures, the right of parents to raise their children as they see fit, and the right to travel. Generally, the federal courts have a tradition of limiting juveniles’ rights due to the unique circumstances of being a juvenile. In *Bellotti v. Baird*, the Supreme Court considered three factors to decide if the state had the authority to infringe on the rights of a juvenile to a greater degree than adults: the peculiar vulnerability of children; the inability of children to make important decisions in a mature, intelligent manner; and the importance of the parent in childrearing (Hemmens and Bennett, 1999). Considering these factors, the court will determine if the right is a fundamental right for juveniles. The result of this analysis will generally inform what level of scrutiny is applied: strict scrutiny, intermediate scrutiny, or rational basis review. Depending on the level of scrutiny the court uses the burden of proof may be higher or lower for each party (Diviaio, 2007).

There has been little agreement between courts on these issues. When one court considers a right, such as the right to travel, fundamental for juveniles another may not. When one court applies strict scrutiny to the right of parents to raise their children another applies rational basis. When one court upholds the law under strict scrutiny another strikes it down (Diviaio, 2007). However, the courts recognize that the government has an interest in reducing juvenile crime and protecting juveniles from crime. Under any level of scrutiny, the court must then consider the relationship between the achievement of that interest and the legislation.

Because there has been little empirical work examining the impact of juvenile curfews on juvenile crime it is hard to know whether curfews are effective at reducing juvenile crime. The empirical work that has been done reveals mixed results; studies have found no change in juvenile crime rates, an increase, and a decrease. In a systematic review of the research to date, there was no strong, consistent
finding that curfews reduce juvenile crime (Adams, 2003). Further, the studies use different variables, times, and methods to examine effectiveness.

Using crime statistics from the Federal Bureau of Investigations (FBI) for 65 cities across the United States, Kline (2012) compared juvenile arrest rates for violent and property crime from 3 years before a curfew enacted to 3 years after. The results indicate that although there is a slight change in the arrest rate of juvenile property offenses, the change is not significant. However, the results did indicate a significant reduction in arrests for violent offenses in the years following the enactment of the curfew. Kline argued that curfews did not seem to reduce crime in general, but did reduce crime, as operationalized by arrest rates, for the targeted age group.

Employing a similar methodology, McDowall, Loftin, and Wiersema (2000) found weak support for the notion that curfews reduce juvenile crime rates. Using FBI crime statistics, McDowall and colleagues compared juvenile arrest rates of cities and counties that implemented new curfew laws and revised curfew laws for various types of crime. New laws were curfews implemented in cities or counties that had not previously had a curfew. Revised laws may have signaled a period of renewed enforcement of a previously existing curfew. Additionally, they examined the rates of homicide with juvenile victims. The findings indicate that rates of arrest for burglary, larceny, and simple assault decreased after cities revised curfew statutes. Juvenile arrest rates for larceny decreased after enactment of new curfews. These findings suggest that curfews could be effective if the city or county is concerned about burglary, larceny, or simple assault. However, some of these findings may also be attributable to the amount of police enforcement of the curfew laws at that time.

Males and Macallair (1999) analyzed official data to compare crime and death rates of California jurisdictions with tougher curfew enforcement to jurisdictions with lesser curfew enforcement. Additionally, juvenile crime rates were compared to adult crime rates. The results demonstrate no significant difference between jurisdictions with vigorous curfew enforcement and those with little to no curfew enforcement regardless of the specifics of the statute or the type of crime examined. The juvenile crime dropped at the same rate as adult crime between 1990 and 1997. The findings suggest
that juvenile curfews are not responsible for the juvenile crime reduction and future research and policy should focus on alternative methods to reduce crime.

Reynolds, Seydlitz, and Jenkins (2000) examined the effectiveness of the curfew law in New Orleans, Louisiana, by comparing official juvenile arrest rates and victimization rates one year before and one year after implementation. The New Orleans curfew law, enacted in 1994, is one of the most restrictive in the country. The curfew prohibits youths under 17 from being in public places after 8:00 p.m. on weekday nights (9:00p.m. in the summer) and 11:00p.m. on weekend nights. The law does provide for exceptions, including emergencies, school, religious or city-sponsored events with suitable adult supervision, reasonable errands, and exercise of First Amendment rights. Additionally, the law does not provide for sanctions for violators. The youths are taken home or to curfew centers. The law does target parents, resulting in fines, counseling or community service for the parents of the violators. Reynolds and colleagues found victimization and juvenile arrests were not significantly lower after the curfew was implemented. Juvenile victimization rates, overall victimization rates, and juvenile arrest rates did not significantly change after the curfew was implemented. However, victimization and arrest rates during non-curfew hours did increase significantly after the curfew implementation. Reynolds, Seydlitz, and Jenkins concluded that the curfew was not effective at reducing juvenile arrests or victimizations.

Some research does indicate that with targeted enforcement there can be a positive impact of curfew laws on specific types of harm. For example, Preusser, Zador, and Williams (1993) found that the number of vehicle crashes and injuries was lower in states with juvenile curfews than in neighboring states without curfews. Additionally, Fritch, Caeti, and Taylor (1999) found a significant drop in overall gang violence after implementation of a gang suppression program with a curfew. Although the results were mixed for reducing overall juvenile crime, curfews combined with other crime control techniques may be effective at reducing certain types of crime.

Despite the lack of empirical support, 80-90% of the public in the United States support having a juvenile curfew. This public support is widespread, including support even from juveniles and minority groups (Hemmens and Bennett, 1999; Adams 2003). A nationwide
survey of teens found that the majority, approximately 60%, supported curfews as a way to assist children. Although teens in New Orleans reported they believed the curfews were unfair, the majority also reported they felt curfews made the neighborhood safer (Adams, 2003). This widespread support likely stems from the public’s belief that curfews are an effective crime control technique.

Further research is needed to examine whether juvenile curfews truly reduce juvenile crime. Most of the research on the impact of curfews on juvenile crime rates was conducted in the late 1990s and early 2000s. Legal and empirical questions would benefit from attention to the area. Future research should include programmatic, controlled research with comparison groups and primary, rather than archival, data. Practical issues, such as anticipating when and where renewed interest in enforcement will occur or observing enforcement, often make this goal difficult. Additionally, future research should consider alternative ways of measuring effectiveness. Juvenile arrest rates, which many studies used to examine effectiveness, could be a misleading proxy for ineffectiveness. Studies did not include details about the arrests, such as how the officers made contact with the juveniles. Effective curfew laws could reasonably lead to an increase in juvenile arrests, especially during high enforcement.

References


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A Systematic Review of the Impact of Juvenile Curfew Laws on Public Health and Justice Outcomes

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Abstract

Context—Automobile crashes cause more than 800,000 youth injuries and deaths each year. Other youth suffer the consequences from being either a perpetrator or victim of a crime. One type of law that has an effect on youth behavior is juvenile curfew laws. These laws restrict the times that youth may occupy public places or streets. We systematically reviewed studies evaluating the effectiveness of these laws to address the question: Can juvenile curfew laws be used to improve youth public health and juvenile justice outcomes?

Evidence acquisition—in 2013, we used a standardized set of keywords to search 24 databases for studies that evaluated effectiveness outcome measures of juvenile curfew laws. After applying the exclusion criteria and removing duplicate studies, 14 studies of juvenile curfews remained.

Evidence synthesis—Of the six studies examining the effectiveness of juvenile curfew laws on adverse youth health outcomes, five found a positive impact. Of the eight studies examining the effectiveness of curfew laws on juvenile crime and victimization, four found a positive impact.

Conclusions—The studies that found that juvenile curfew laws were effective at reducing adverse youth health outcomes (e.g., trauma transports), juvenile crime, and victimization were of higher quality (e.g., stronger methodologic approaches) than those finding no effects. However, given the limited number of studies and concerns with quality, we conclude that more research is needed before conclusions can be drawn about the effectiveness of juvenile curfew laws.

Context

Although more typically examined for their effects on juvenile crime, juvenile curfew laws may also prevent adverse health outcomes (e.g., injuries and fatalities) among youth. Thus, curfew laws may be considered a primary prevention strategy, as they relate to youth health outcomes. Such laws seek to provide general protection to youth and adults by restricting the...
times that children of certain ages may occupy public places or streets. The number of juvenile curfew laws enacted in the U.S. has varied since the enactment of the first one in Omaha, Nebraska in 1880, depending on current events and popular support or lack thereof.\textsuperscript{1-3} By 2009, 84\% of cities with populations of more than 180,000 had enacted juvenile curfews.\textsuperscript{2,3}

Cities and localities across the U.S. have enacted juvenile curfew laws to reduce juvenile crime and victimization rates\textsuperscript{4}—two issues that impose societal costs. In 2008, youth aged 10–17 years accounted for 16\% of all violent crime arrests, 26\% of all property crime arrests, and around one in ten (or 1,740) of the murder victims.\textsuperscript{5} Although we cannot calculate an exact national cost for juvenile crime, California alone spent more than \$25 billion in 2003–2004 to fight juvenile crime, including the costs for police, prosecution, courts, probation, and incarceration.\textsuperscript{5} In the most recent and oft-cited systematic review of juvenile curfew laws, Adams\textsuperscript{7} reviewed ten studies examining the effect of juvenile curfew laws on crime and victimization rates and concluded there is insufficient evidence that these laws work in anything other than very specific circumstances.

Juvenile curfew laws potentially impact other adverse events faced by youth. In 2010, 2,726 youth aged <18 years were killed and another 808,721 were injured in transportation-related incidents.\textsuperscript{8} Youth drivers aged 16–19 years are three times more likely to be in a fatal crash than drivers aged ≥20 years, per mile driven.\textsuperscript{9} Many factors can effect the likelihood of these adverse events among youth, including age, gender, state license laws, and possible alcohol consumption. Given that one factor may be juvenile curfew laws, this article cast a wider net and examined the effectiveness of these laws across a wide range of outcomes. Specifically, we addressed the question: Can juvenile curfew laws be used to improve youth public health and juvenile justice outcomes?

**Evidence Acquisition**

We conducted a systematic review of the research on juvenile curfew laws in 2013 using the Campbell Collaboration\textsuperscript{10} guidelines and the Preferred Reporting Items for Systematic Reviews and Meta-Analyses 2009 checklist.\textsuperscript{11} We decided a priori to include only those studies that:

1. examined the effect of a nighttime juvenile curfew law in the U.S. that restricted all youth from being out in public (and thus excluded studies that examined specific driving curfews as these laws only restricted youth from driving and not from being out in public);

2. made or allowed for statistical comparisons of outcome variables either before and after curfew implementation or between localities with curfews versus those without; and

3. were published in a peer-reviewed journal.

We expanded upon the search developed by Wilson et al.\textsuperscript{12} consisting of two sets of keywords. The first set listed terms related to juvenile curfew policies while the second set measured study outcomes (e.g., traffic fatalities or arrest rates) (Table 1). These two sets of
keywords were combined with a Boolean AND. We searched numerous databases (Table 2), and initially located 1,482 studies.

After applying the exclusion criteria and removing duplicate studies, 14 studies of juvenile curfews remained. Of these 14, Adams\(^7\) had previously reviewed six. We coded each of these 14 studies for characteristics such as design methods used (e.g., pre–post comparison), unit of analysis (e.g., 54 cities with juvenile curfews, 11 without), primary analytic method (e.g., least squared regression), the number of examined relations, and the type of outcomes. This article divides those 14 studies into two groups each assessing a different impact of juvenile curfew laws:

1. youth health outcomes or
2. crime or victimization rates.

Both the study outcomes and types of analytic methods used varied by article, prohibiting a meta-analysis of effects.

**Evidence Synthesis**

Table 3 shows the distribution of the 14 studies by their findings and methodologic approach. Within each category, the studies are listed by the strength of their methodologic approach as determined by reviewing their research designs and analytic methods. If a study conducted analyses that fell into more than one category, it was listed under the strongest analytic method used.

**Studies That Assessed the Effect of Juvenile Curfews on Youth Health Outcomes**

Five of six studies in this category concluded that juvenile curfew laws reduced adverse youth health outcomes. Both Levy\(^{13}\) and Preusser and colleagues\(^{14}\) used multivariate regression analyses to examine the effect of juvenile curfew laws on driver fatalities using data obtained from the Fatality Analysis Reporting System of the National Highway Traffic Safety Administration. Levy\(^{11}\) used data on traffic fatalities for 47 states (1975–1984), and found that the imposition of a curfew for 15–17-year-olds reduced single-vehicle fatality rates by about 25% and multivehicle driver fatality rates by about 28%. However, as Levy did not differentiate between those states with general juvenile curfew laws versus those that only had specific driving curfews, we cannot ascertain how much of the reduction in traffic fatalities is due to the former set of laws rather than the latter. Other covariates included: fatalities of 25–29-year-olds, driving education requirements, and age to obtain a learner’s permit.

Preusser et al.\(^{14}\) examined the effect of general juvenile curfew laws in 124 cities—47 that had curfews for youths aged ≤17 years and 77 that did not (1984–1990). Using log-linear regression models estimated for two time periods (daytime, 6 AM to 8:59 AM; night-time, 9 PM to 5:59 AM), Preusser and colleagues concluded that juvenile curfew ordinances were associated with 23% fewer night-time highway fatalities for 13–17-year-olds. No covariates were included in the models.
In another study, Preusser et al.\textsuperscript{15} compared three cities with juvenile curfews for youth aged <18 years (Detroit, MI; Cleveland, OH; and Columbus, OH) to one city without a juvenile curfew (Cincinnati, OH). The states provided data on all participants involved in automobile crashes in Michigan and Ohio (1985–1987). Preusser and colleagues calculated that youth in Columbus experienced significantly fewer motor vehicle crash injuries than youth in Cincinnati during curfew hours (13–15-year-olds, 3.1% vs 7.2%, \( p < 0.01 \); 16–17-year-olds, 7.0% vs 14.1%, \( p < 0.01 \)). Younger youth in Cleveland and older youth in Detroit experienced significantly fewer motor vehicle crash injuries than youth of the same ages in Cincinnati during curfew hours (13–15-year-olds, 9.0% vs 13.4%, \( p < 0.01 \); 16–17-year-olds, 17% vs 21.2%, \( p < 0.01 \)). Using a dependent variable of the natural log of the number of injured persons, Preusser et al. used a general linear model to conclude that the “number of injured persons was 23% lower… for those ages and those hours in those cities when the curfew was in effect.”\textsuperscript{15(p395)} This corresponds to 93 fewer highway injuries per year across the three cities. No covariates were examined.

Weiss and colleagues\textsuperscript{16} used data obtained from the New Orleans Health Department (May/June 1993 and May/June 1994) and chi-square tests to conduct before and after comparisons of the impact of the New Orleans juvenile curfew law on pediatric out-of-hospital emergency medical system (EMS) responses. Although the total number of transports did not significantly differ pre- and post-curfew, they did find a significant decrease in pediatric overall and trauma transports (370 vs 406–447 and 189 vs 234–250, respectively) post-curfew. No covariates were examined.

Shatz et al.\textsuperscript{17} evaluated a juvenile curfew law in Dade County, Florida using juvenile trauma data from the state-approved trauma center in Dade County (1994–1997). There were no differences in age or mechanisms of injury between curfew and non-curfew juvenile trauma admissions, and the monthly admissions of total trauma cases were consistent over the 4 years studied. However, juvenile trauma cases during curfew hours significantly decreased from 9.5 incidents per month during pre-curfew years to 7.0 incidents per month during post-curfew years. No covariates were examined.

Moscovitz and colleagues\textsuperscript{18} used data on EMS transports obtained from the Washington, DC Fire and Police Departments and two local hospitals for the 3 months immediately post-curfew enactment (1995) and for a corresponding 3-month period pre-curfew enactment (1994). They found no significant difference in the number of curfew-aged youth killed by homicide or transported for assaults or motor vehicle collisions before versus after the implementation of the curfew. No covariates were examined. Moscovitz et al. acknowledged that their study directly contradicted results reached by Weiss and colleagues,\textsuperscript{16} but differentiated their study because they were able to isolate assault injuries and examine them separately from motor vehicle crash injuries; they also included a comparison to an older cohort.

In summary, six studies examined whether juvenile curfew laws effectively reduced youth health outcomes. Five of those found that juvenile curfew laws effectively reduced the number of juvenile traffic injuries and fatalities, the number of pediatric transports, and the number of juvenile trauma cases, whereas the sixth found no effect. Of the four studies with

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stronger analytic approaches, each found that juvenile curfews effectively reduced adverse youth health outcomes. Of these four studies, three used pooled cross-sectional time series data and one used a pre–post comparison. The length of the panel of data varied from 3 to 10 years. Two of the studies also compared areas with juvenile curfews to areas without.

However, four of five studies lacked covariates. Additionally, all of these studies have potential endogeneity issues (e.g., unaccounted for relations between variables). Reverse causality occurs when the association found between cities with curfew laws and their crime rates is due to crime rates influencing the enactment of the curfew and not because the curfew decreased the cities’ crime rates. Omitted variable bias occurs when the association found between cities with curfew laws and their crime rates is instead due to a third omitted variable.

**Studies That Assessed the Effect of Juvenile Curfews on Crime or Victimization**

Four of eight studies concluded that juvenile curfew laws reduced crime and victimization. McDowall et al.19 used panel data (1976–1996) from the Federal Bureau of Investigation (FBI) Uniform Crime Reporting and the National Center for Health Statistics for 57 major cities in the U.S. (42 with curfew laws, 15 without) and ten cities that each encompassed an entire county (referred to as “city–counties”) to examine ten different types of crimes. Using a pooled cross-section and time-series design and an ordinary least squares regression with a dependent variable measuring juvenile arrest or victimization rates and an independent variable measuring the presence or absence of a curfew law, McDowall and colleagues found that juvenile arrests for burglaries, larcenies, and simple assaults showed statistically significant decreases (each around 14%) after cities had implemented or revised existing juvenile curfew laws. Among city–counties, juvenile arrests for larcenies decreased by around 21%. No covariates were examined.

Interestingly, McDowall et al.19 also found a 36% increase in juvenile arrests for homicides in the city–counties post-curfew enactment. Cities often adopted juvenile curfew statutes as part of a larger effort to reduce juvenile crime and that effort may potentially have led to increased police presence, which in turn may have led to more arrests for homicides. Arrest rates as the dependent variable (versus crime rates) can be problematic, as they may be affected by factors unrelated to the implementation of the juvenile curfew law and may not fully capture how well a city enforces its law.

Using data on 4,688 individuals (most aged <18 years) from the National Longitudinal Survey of Youth (1997), Gius20 estimated a probit regression model with dependent variables including whether the person had committed a criminal act or been arrested. Other covariates included gender, race, school enrollment, gross household income, urban environment, and peers’ use of drugs, cigarettes, or alcohol. Gius found that although juvenile curfew laws did not reduce the level of self-reported criminal activity, they did reduce the total number of youth arrests by 44.3%. However, the data on criminal activity were self-reported. It is also unclear whether Gius removed people aged >18 years from the study. Therefore, we cannot tell whether the youth responding to the questions were subject to the juvenile curfew if one existed in their city.
Kline\textsuperscript{21} used arrest data from the FBI’s Unified Crime Reporting files (1984–2002) to examine arrest behavior of various age groups within a city before and after curfew enactment compared with cities with no curfews for 65 cities across the U.S. (54 that had enacted juvenile curfew laws and 11 that had not). Kline estimated an ordinary least squares model, with a dependent variable of the log of total arrests. No covariates were examined. When he plotted the coefficients from the regressions, he found that “arrests drop by nearly 15% in the year after [curfew] enactment and then appear to revert slowly after that to a new steady-state level 10% below baseline.”\textsuperscript{21(p14)} Using a regression analysis of the 3 years post-curfew enactment, Kline found decreases in overall crime (11\%, \(p<0.05\)), violent crimes (10\%, \(p<0.10\)), property crimes (11\%, \(p<0.05\)), and severe violent crimes (13\%, \(p<0.10\)). Over the 6 years post-enactment, Kline also found reductions in overall crime (11\%, \(p<0.05\)), violent crimes (7\%, \(p<0.10\)), property crimes (12\%, \(p<0.05\)), and severe violent crimes (13\%, \(p<0.10\)).

Fritsch and colleagues\textsuperscript{23} used data from the Dallas Police Department (1995–1997) to examine the impact of the Dallas Anti-Gang Initiative—which included aggressive curfew enforcement in five targeted areas—on gang-related violence using a difference-in-means analytic method comparing these areas with four control areas. No covariates were examined. After the aggressive curfew enforcement began, gang-related violence in three target areas had larger reductions (e.g., ranging from 64\% to 73\%) than in the control areas. Fritsch et al. postulated that the two other target areas did not have significant decreases in gang-related violence because police officers in those areas focused more on saturation patrol than curfew enforcement. Although the researchers found that the number of arrests for criminal mischief or weapons offenses—crimes more often committed by juveniles—decreased significantly, increased officer presence did not lead to a decrease in offenses reported to the police. Police used many strategies and we cannot tease out the effect due solely to aggressive curfew enforcement. Moreover, this citywide curfew law was “strictly enforced whenever suspected gang members were encountered.”\textsuperscript{23(p124)} Arrest rates may have differed if this curfew had been aggressively enforced with all juveniles aged 17 years.

Four studies found that juvenile curfew laws had no effect on juvenile crime and victimization. Using victim and juvenile arrest reports from the New Orleans Police Department (June 1993 to May 1995), Reynolds et al.\textsuperscript{22} estimated regressions for five dependent variables: property and violent victimizations of juveniles and people of all ages, and juvenile arrests. They included enforcement hours as an independent variable. They found that the enactment of the juvenile curfew law did not significantly reduce victimization, juvenile victimization, or juvenile arrests during curfew hours. Although property victimization during curfew hours for all ages and for juveniles increased significantly after the curfew was enacted, juvenile property victimization decreased again after enforcement was reduced. Reynolds and colleagues concluded that the “changes in victimization during curfew hours are abrupt and mainly temporary.”\textsuperscript{22(p219)} Owing to the limited time period that was studied, we cannot know whether property victimizations during curfew hours had been increasing for years and were thus unrelated to the enactment.
of a juvenile curfew. This seems likely given that property victimizations also increased during non-curfew hours.

Sutphen and Ford\textsuperscript{24} used data from the city police department in a U.S. city (1992–1998) to conduct a difference-in-means analysis and found no statistically significant differences in juvenile arrest rates overall or by category of crime when comparing means pre- and post-curfew enactment. They did find that African Americans were over-represented in the population receiving curfew violations and that more violations occurred in the warm weather months from May to August. In a quarter of the cases, youth were “hanging out” in public places and no other crimes, weapons, adults, or previous curfew violations were implicated. Other variables examined included offender characteristics, situational factors (e.g., presence of adults or alcohol), and additional filed charges.

The Washington, DC curfew was enacted (1995, B1), overturned by the court (1996, A2), and then reinstated (1999, B2). This allowed Cole\textsuperscript{25} to use monthly juvenile arrests (October 1993 through September 2001) in Washington, DC to compare the pre-curfew enactment (A1) with B1 and A2 with B2. Neither the visual inspection of the data, autocorrelation of each phase, nor the two-SD band approach and \textit{t}-test revealed any significant effect of the juvenile curfew law on the reduction of juvenile crime arrests during the A1B1 period. During the A2B2 period, the visual inspection suggested a reduction in juvenile arrests when the curfew laws were not in effect (A2) and stabilization in the number of arrests when the curfew law was reinstated (B2). Cole concluded that overall the D.C. curfew law did not reduce juvenile arrests. No covariates were examined.

Males and Macallair\textsuperscript{26} used data from the California Department of Justice’s Law Enforcement Information Center (1978–1997) on youth aged 10–17 years to conduct six sets of correlation analyses. Greater curfew enforcement statewide was associated with significantly higher absolute rates of misdemeanor arrest rates for whites, Hispanics, Asians, and all youth in aggregate; with higher rates of violent crime for Asian youth; and with higher rates of all types of arrests (except for curfew violations) for white and Asian youth. Among the 12 most populous counties in California, higher rates of juvenile curfew enforcement were not associated with lower levels of youth crime rates; reported rates of violent homicide, property, and arson offenses; or violent death rates among youth. Only one county had an association between stronger curfew enforcement and lower youth overall crime or youth homicide rates. Males and Macallair found no significant results when they compared crime rates for 21 major cities in Los Angeles and Orange Counties (1990–1996). Lastly, they examined San Francisco and San Jose in the mid-1990s. San Francisco had vigorously enforced its juvenile curfew and then nearly abandoned it between 1995 and 1997 but did not experience an increase in youth crime or juvenile violent deaths. San Jose only began to enforce its juvenile curfew between 1995 and 1997 but did not experience a decrease in youth crime or juvenile violent deaths. The researchers concluded that curfew enforcement “has no effect on crime, youth crime, or youth safety no matter what the time period, jurisdiction, or type of crime measure studied.”\textsuperscript{26(p17)} No covariates were examined.

This study only used correlational data and compared localities with curfew enforcement (defined as places that had issued citations for curfew violations) to places with less
enforcement. Additionally, we cannot tell how the localities enforced these laws because the study used curfew enforcement rather than crime rates.

Overall, four of the eight studies found that juvenile curfews effectively reduced juvenile crime and victimization with three using multivariate regressions and one using a difference in means or chi-squared distribution to analyze the data. Three used pre–post comparisons with the length of the panel of data varying from 6 to 20 years, whereas one study used time series data from 2 years. Only one study compared an area with a curfew with an area without. Three studies found that juvenile curfew laws did not effectively reduce juvenile crime and victimization with one using a multivariate regression and two using difference-in-means or chi-squared distributions. The final study used correlations to examine the effect of enforcement, finding no effect.

The majority of these eight studies had weak methodologic approaches. Only three of eight studies used nationally representative data. Five of eight studies included no covariates, and, again, endogeneity is a concern.

**Discussion**

This systematic review examined recent studies and extended the analyses conducted by Adams\(^7\) to examine the effect of juvenile curfew laws on a broader range of youth outcomes. Given the limited quality and number of studies, we concluded that more rigorous research is required before we can draw conclusions regarding the effectiveness of juvenile curfew laws as a primary prevention strategy.

Only six studies used multivariate regressions and less than a third used national representative samples. Additionally, the majority of studies did not examine any covariates other than the presence of a curfew law. One would expect that other variables (e.g., zero tolerance laws, measures to reduce gang activity, poverty rates) could have an effect on public health and juvenile justice outcomes. These studies have two potential endogeneity problems: reverse causality and omitted-variable bias.

Half of these studies\(^{13, 19–22, 24–26}\) included overall crime, arrest, or traffic injury or fatality rates and did not limit their outcome variables to crimes or arrests that happened specifically during curfew hours. This over-inclusion of data likely attenuated their findings and may have affected their overall conclusions. However, it is important to note that this methodologic flaw occurred in both studies that found impacts of juvenile curfew laws and those that did not.

Further research needs to be conducted employing stronger analytic approaches. For example, future research could employ randomized designs or designs with stronger quasi-experimental approaches (e.g., difference-in-difference models). Studies should draw on nationally representative databases rather than focusing on single or few sites. Curfew laws are just one strategy employed by cities and may interact with other population characteristics, so researchers need to consider inclusion of covariates. Possible covariates may include measures of gang activity, poverty, family stability, and school drop out rates, among others. This is especially important for studies comparing cities with and without
curfew laws, as the existence of a curfew law is just one of the many differences that may exist between these cities. Lastly, the times and ages restricted by juvenile curfew laws vary depending on the city or locality enacting it. Researchers could examine the characteristics of the juvenile curfew laws to determine if these differences moderate the effectiveness of the laws.

There is also a large difference between enacting a juvenile curfew law and actually enforcing it. Unfortunately, it is difficult to accurately measure curfew enforcement and few quantitative variables of enforcement are readily accessible. Therefore, although it is understandable that the majority of these studies did not include any enforcement variable, it may have affected the study findings. Developing strategies to assess the level of enforcement would also strengthen the research related to juvenile curfew laws.

Conclusions

The available evidence suggests that juvenile curfew laws appear to have a broad impact by reducing or preventing health-related and criminal outcomes of youth. However, the number and quality of the studies available limit these conclusions. More rigorous research is required before conclusions can be drawn as to the potential of juvenile curfew laws to serve as a primary prevention strategy to enhance youth outcomes.

Acknowledgments

We would like to acknowledge the other members of Elyse Grossman’s dissertation committee: Bethany Deeds, Carlo DiClemente, Kathleen Hoke, and Dave Marcotte. This research was supported in part by a grant from the National Institute on Drug Abuse (F-32DA007292, awarded to C. Debra M. Furr-Holden). The study sponsor had no role in the study design; collection, analysis, and interpretation of data; writing the report; or the decision to submit the report for publication.

References


Table 1

Search Terms Employed

<table>
<thead>
<tr>
<th>Policy of interest</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURFEW and (JUVENILE* or YOUNG* or YOUTH* or MINOR* or CHILD* or KID* or TEEN* or ADOLESCEN*) and PUBESCENT*)</td>
<td>CRIM* or DELINQUEN* or ARREST* or DETAIN* or SAFE* or FEAR* or DRUG* or ALCOHOL* or DRINK* or “UNDERAGE DRINK”* or BINGE-DRINK* or “BINGE DRINK”* or LOITER* or THEFT or JOYRIDE or JOY-RIEDE or “JOY RIDE” or VANDAL or GANG or VIOLEN* or ASSAULT or FIGHT* or TRAUMA* or HEALTH or EMS or HOSPITAL or INJUR*</td>
</tr>
</tbody>
</table>
Table 2

Databases Searched

- EBSCO (including Academic Search Premier, EconLit, ERIC, Medline, PsycArticles, PsychINFO, Social Work Abstracts, and SocIndex)
- CSA Illumina (including the Public Affairs Information Service, Social Services Abstract, Sociological Abstracts and Worldwide Political Science Abstracts)
- Web of Knowledge (including the Social Sciences Citation Index)
- Proquest Digital Dissertations
- Google Scholar
- Hein Online
- National Criminal Justice Reference Service
- PubMed
- RAND Documents
- ResearchNow
- Economics Research Network.
Table 3
Numbers of Studies by Methodology and Basic Findings

<table>
<thead>
<tr>
<th>Type of study and basic research approach</th>
<th>Effectiveness of curfew laws</th>
<th>Juvenile curfew laws associated with decreases in crime, victimization, or other youth health outcomes</th>
<th>Juvenile curfew laws NOT associated with decreases in crime, victimization, or other youth health outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth health outcomes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multivariate regression</td>
<td>2</td>
<td>Levy\textsuperscript{13}; Preusser, Zador, and Williams\textsuperscript{14}</td>
<td>0</td>
</tr>
<tr>
<td>Difference in means and chi-squared distributions</td>
<td>3</td>
<td>Preusser, Williams, Lund, and Zador\textsuperscript{15}; Weiss, Couk, Nobile, Earnst, and Johnson\textsuperscript{16}; Shatz, Zhang, and McGrath\textsuperscript{17}</td>
<td>Moscovitz, Milzman, and Haywood\textsuperscript{18}</td>
</tr>
<tr>
<td>Crime and juvenile victimization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multivariate regression</td>
<td>3</td>
<td>McDowall, Loftin, and Wiersema\textsuperscript{19}\textsuperscript{*}; Gius\textsuperscript{20}; Kline\textsuperscript{21}</td>
<td>Reynolds, Seydlitz, and Jenkins\textsuperscript{22}\textsuperscript{*}</td>
</tr>
<tr>
<td>Difference in means and chi-squared distributions</td>
<td>1</td>
<td>Fritsch, Caeti, and Taylor\textsuperscript{23}</td>
<td>Sutphen and Ford\textsuperscript{24}; Cole\textsuperscript{25}</td>
</tr>
<tr>
<td>Correlations</td>
<td>0</td>
<td></td>
<td>Males and Macallair\textsuperscript{26}\textsuperscript{*}</td>
</tr>
<tr>
<td>Total studies</td>
<td>9</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

* The asterisk indicates that at least one of the analyses conducted found that curfew laws were associated with increases in crime, victimization, or youth health outcomes. However, none of the researchers argued that the curfews had caused these increases, but simply used these results to support their conclusions that curfews were ineffective (e.g., Reynolds, Seydlitz, and Jenkins and Males and Macallair) or stated that these results were outweighed by the other findings showing that curfew laws were effective (e.g., McDowall, Loftin, and Wiersema). More in-depth discussion about why these studies may have reached these results is included in the review of each of these particular studies.
AGENDA CAPTION:
Consider approval of Resolution 2022-272R, approving a contract with Firetrol Protection Systems, Inc. through the Texas Buyboard Purchasing Cooperative for emergency upgrades and replacement of the fire alarm system at the City Activity Center in the estimated amount of $86,900.00; ratifying the City Manager’s prior authorization for the emergency services; authorizing the City Manager or her designee to execute any additional documents necessary for the contract; and declaring an effective date.

Meeting date: December 14, 2022

Department: Public Works, Avila Sabas, Director (by Lynda Williams, Purchasing Manager)

Amount & Source of Funding
Funds Required: $86,900.00
Account Number: MCF005-general-50037012-70400
Funds Available: Click or tap here to enter text.
Account Name: PARD DEF PAID

Fiscal Note:
Prior Council Action: None

City Council Strategic Initiative: [Please select from the dropdown menu below]
Choose an item.
Choose an item.
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.
File #: Res. 2022-272R, Version: 1

☐ Core Services
☐ Not Applicable

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

**Background Information:**
The existing Activity Center fire panel and alarm system is original to the building which was built in 2001.

The fire alarm system has rapidly been failing and was disabling due to numerous false alarms over a short period of time. The Activity Center is continuing operations and as required, staff is required to be on “Fire Watch” protocol.

The City Manager has authorized the emergency exemption, LGC 252.022(a) (2), “A procurement necessary to preserve and protect the public health and safety of the municipality’s residents,” so materials and work may start as soon as possible.

This request is for City Council ratification of a contract to Firetrol Protection Systems for fire system upgrades at the Activity Center.

Additionally, the existing fire panel is a proprietary design and parts and service for the current fire panel are difficult to obtain. This new fire panel is not proprietary in design, has parts readily available, and meets all new fire code requirements adopted since 2001. This is a fire code health and safety requirement.

Pursuant to Local Government Code 271.102, the City has authority to participate in cooperative purchasing programs therefore, staff recommends award of this work to Firetrol Protection Systems, Austin, Texas in the estimated amount of $86,900.00 through the BuyBoard contract # 654-21.

**Council Committee, Board/Commission Action:**
Click or tap here to enter text.

**Alternatives:**
Recommendation:
Staff recommends award of this work to Firetrol Protection Systems, in the amount of $86,900.00 through BuyBoard Contract.
RESOLUTION NO. 2022-272R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING A CONTRACT WITH FIRETROL PROTECTION SYSTEMS, INC., THROUGH THE TEXAS BUYBOARD PURCHASING COOPERATIVE FOR EMERGENCY UPGRADES AND REPLACEMENT OF THE FIRE ALARM SYSTEM AT THE CITY ACTIVITY CENTER IN THE ESTIMATED AMOUNT OF $86,900.00; RATIFYING THE CITY MANAGER’S PRIOR AUTHORIZATION FOR THE EMERGENCY SERVICES; AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE ANY ADDITIONAL DOCUMENTS NECESSARY FOR THE CONTRACT; AND DECLARING AN EFFECTIVE DATE.

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

PART 1. A contract with Firetrol Protection Systems, Inc. (Contract No. 223-015) through the Texas BuyBoard Purchasing Cooperative (BuyBoard Contract No. 654-21) for emergency upgrades and replacement of the fire alarm system at the City Activity Center in the estimated amount of $86,900.00 is approved.

PART 2. The City Manager’s prior authorization of the emergency services is ratified. The City Manager or her designee is authorized to execute any additional documents necessary for the contract on behalf of the City.

PART 3. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED on December 14, 2022.

Jane Hughson
Mayor

Attest:

Elizabeth Trevino
City Clerk
EXHIBIT A

FIRE ALARM SYSTEM UPGRADE

PROPOSAL FOR:

SAN MARCOS ACTIVITY CENTER

501 EAST HOPKINS
SAN MARCOS, TEXAS
78666

SUBMITTED BY:

MATT LANKFORD
ALARM & DETECTION DESIGN MANAGER/SALES
**TABLE OF CONTENTS**

I. **Proposal Letter**  
II. **Proposal**  
III. **Pertinent Licenses**  
IV. **Estimated Equipment**  
V. **Equipment Data Sheets**
With much appreciation for the opportunity, Firetrol is pleased to provide you with this proposal based on available information for the current system to date. Upon a site visit, I learned of the degradation of your current system and the increasing difficulty of parts availability for an essentially obsolete system. I am confident should Firetrol be awarded this project, we will expeditiously work to provide you with a new system free of deficiencies that will serve your building for years to come.

**Project Approach:**
We recommend that the existing system be upgraded with a state-of-the-art Silent Knight 6820EVS addressable system to include voice evacuation. In accordance with local applicable code requirements, Firetrol will provide a new panel, system wiring, voice evacuation ceiling mount notification, code minimum manual pull station, and smoke detector coverage, and replace the existing HVAC system shutdown and detection coverage.

**Major Project Activities Timeline:**
- Initial System Design for permit (3-4 weeks)
- Equipment ordering and delivery (T.B.D.)*
  *Please note we are seeing delays of up to 6 months on some items. At the time of materials ordering the manufacturers will provide estimated dates.
- Installation (approximately 2 months)
- Programming/Pre-testing (1 week)
- Updated Design and Submittal for record documents (1 week)
- Testing with AHJ and Owners Acceptance (1 to 2 days)
- Demo of the existing system (3 weeks)

Please note, this timeline of activities is meant to provide you with an overview of and a broad time frame for each task to be completed on this project and tasks may overlap in real-time and may be extended due to equipment delays or unforeseen items. Please know we intend to provide a fast and efficient installation, work around normal business activities, maintain a clean work site, and coordinate and communicate thoroughly with all parties involved throughout the project.

Again, we appreciate the opportunity and look forward to working with you.
Date: September 22, 2022

Project: San Marcos Activity Center, Fire Alarm System Upgrade

Firetrol Protection Systems, Inc. is pleased to provide you with this fire alarm system proposal based on site walk system survey and plans available to-date.

**Scope of Work for the Fire Alarm System:**

- New addressable code minimum fire alarm system w/ voice evacuation
- Cellular communicator for offsite monitoring
  - Monitoring contract sold separately
  - Antenna extension provided
- Sprinkler/hood system monitoring
- Code minimum smoke detection and manual pull station coverage
- Ceiling mount notification
  - Wire guards for main gym and racket/hand ball rooms
  - Weather rated for pool area
- Replace existing duct smoke detectors with new compatible devices
  - Excludes HVAC coverage upgrades or added detection (unforeseen conditions)
- Includes cad floor plan recreation, permit, inspection
- Includes design, programming, installation materials
  - Ceiling back boxes included
  - Excludes conduit or wall mount box installation
- Includes demo of existing system
  - Includes blank plates on demo wall devices
  - Excludes wall box demo, 120v circuits demo, conduit demo, or patching and painting

All work shall include; demo labor, install labor, install materials, equipment, design labor, drawings, programming, and testing and inspection fees. Firetrol Terms and Conditions apply and are available upon request.

**Exclusions:**

Unless otherwise spelled out in “Scope of Work” or accepted as an “Add” below, 120v circuits, conduit, wall back boxes, emergency responder radio enhancement, carbon monoxide detection, emergency communication systems (other than voice evacuation if accepted), additional attic stock devices, mechanical controls not already in place, above ceiling unforeseen conditions, outbuildings/portables, offsite monitoring contracts, and cat5 and/or phone lines for monitoring are excluded.

**Total Cost (excluding tax): $86,900.00**

**Price shall be good for 30 days.** Price does not include sales and or use tax, or wage scale requirements if applicable.

BuyBoard Vendor ID 4924 Contract #654-21
DATE ISSUED: January 14, 2022

Registered Location(s):
10320 MARKISON RD
4616 W Howard Lane STE 700
4410 Dillon Ln STE 38
2320 Gravel Dr Bldg 31
400 Golden Oaks
2323 Underwood Rd
1001 Avenue B
105 Windy Meadows Bldg 1
2134-C Anthony Dr

Registration Number
ACR-1751168
Expiration Date: 02-20-2024

EFFECTIVE DATE: 02-20-2001

FIRE ALARM CERTIFICATE OF REGISTRATION
TEXAS DEPARTMENT OF INSURANCE
STATE FIRE MARSHAL'S OFFICE

Issued To:
Firetrol Protection Systems Inc
### Estimated Equipment:

<table>
<thead>
<tr>
<th>Count</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Fire Alarm Control Panel</td>
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<tr>
<td>3</td>
<td>Smoke Detectors</td>
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<tr>
<td>17</td>
<td>Control Relays</td>
</tr>
<tr>
<td>1</td>
<td>Document Box</td>
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<td>Cellular Communicator</td>
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<tr>
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<td>Heat Detectors</td>
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<tr>
<td>16</td>
<td>Duct Detectors</td>
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<tr>
<td>81</td>
<td>Ceiling Notification devices</td>
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<tr>
<td>1</td>
<td>Manual Pull Station</td>
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<td>1</td>
<td>Water flow Notification</td>
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<td>1</td>
<td>lot surge suppression</td>
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<tr>
<td>9</td>
<td>Wire device guards</td>
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<tr>
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<tr>
<td>4</td>
<td>Remote Power Supplies w/battery back up</td>
</tr>
<tr>
<td>4</td>
<td>Heat Detector</td>
</tr>
<tr>
<td>4</td>
<td>Manual Pull Station</td>
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<tr>
<td>4</td>
<td>Smoke Detectors</td>
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<tr>
<td>4</td>
<td>Control Relays</td>
</tr>
<tr>
<td>4</td>
<td>Duct Detectors</td>
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<tr>
<td>4</td>
<td>Speaker Strobes</td>
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<tr>
<td>4</td>
<td>Strobes</td>
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<tr>
<td>4</td>
<td>dual monitor modules</td>
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<tr>
<td>4</td>
<td>monitor modules</td>
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### Attic Stock Equipment:

<table>
<thead>
<tr>
<th>Count</th>
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<tr>
<td>1</td>
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<tr>
<td>4</td>
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<td>4</td>
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<td>4</td>
<td>Strobes</td>
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<tr>
<td>4</td>
<td>dual monitor modules</td>
</tr>
<tr>
<td>4</td>
<td>monitor modules</td>
</tr>
</tbody>
</table>

Thank you for allowing us the opportunity to provide you with our services. Please feel free to contact me on my cell or Email if you have any questions (512-999-8516) or MLANKFORD@FIRETROL.NET.

Matthew Lankford  
Firetrol Protection Systems Inc.
6820EVS Emergency Voice System and Fire Alarm Control Panel

The 6820EVS is a fire alarm control panel (FACP) and emergency mass notification system conveniently integrated and housed in one panel, and meets the requirements for mass notification as described in UL 2572. The 6820EVS is a direct replacement for the 5820XL-EVS panel. The 6820EVS can be configured to achieve an overall point capacity of up to 1110 points and connect up to 17 panels in a single communications link.

The 6820EVS has one built-in signaling line circuit (SLC), which can support 159 (SK) System Sensor® sensors and 159 SK modules or 127 (SD) Hochiki® devices per loop. To increase point capability, additional SLC loops can be added using the 6815 SLC expander for SK devices or the 5815XL expander for SD devices, increasing the point capacity to a maximum of 1110 points for SK devices and 635 points for SD devices. Three additional SLCs are needed to reach 1110 points (SK devices). Four additional SLCs are needed to reach 635 points (SD devices).

The common communications and annunciation link allows up to 17 panels to be connected via copper or fiber optic cable. A designated panel is configured as the communicator for all panels in the link for convenient single-point communications. It also has a built-in, dual-line POTs and IP communicator with optional cellular reporting available.

The emergency communication system operations include an onboard supervised microphone, and all-call and non-active call buttons can quickly select all active or all non-active output groups. The system also allows for ECS messages to take priority over fire.

SWIFT® wireless compatibility provides options for wireless detection through a Class A mesh network. It is ideal for hard-to-wire locations, buildings where new wiring is not allowed, or to provide an easy install fire system for new construction projects. SWIFT devices can be combined with other hard-wired 6820EVS compatible devices.

The 6820EVS has a form-C trouble relay, and two programmable form-C relays, along with powerful features such as drift compensation, pre-trouble maintenance alert, a built-in sensor test to comply with NFPA 72 calibration testing requirements, and calibration trouble alert. The 6820EVS supports a variety of devices, including the 6860, 5860, and 6855 remote annunciators, 5824 serial parallel printer interface module (for printing system reports), the 5496 NAC expander, 5895XL power module, and SK or SD devices.

The panel also has four user-programmable buttons which are ideal for programming simple, complex, and routine tasks.

FEATURES & BENEFITS

- Up to 1110 points for greater design flexibility. Additional SLCs can be added until maximum point levels are reached
- Connect up to 17 panels on one site with convenient single-point access; compatible with mixed FACP models
- 15 recordable one minute messages can be mapped to eight different EVS buttons
- Built-in annunciator with a large 160 character, 4 x40 LCD display
- Built-in USB interface for convenient programming
- Convenient field-upgradeable firmware
- Built-in speaker group switches; expandable to 32
- JumpStart® auto programming feature for easy programming
- Programmable date setting for automatic and Daylight Saving Time changes
- Flexput® circuits can be individually programmed to function as notification circuits, auxiliary power outputs, or initiating circuits that support both 2- and 4- wire smoke detectors
**SIGNAL LINE CIRCUIT (SLC)**
The 6815 signal line circuit (SLC) supports multiple device types of SK protocol, while the 5815XL signal line circuit (SLC) supports multiple device types of SD protocol. You cannot mix SD and SK SLC devices on a FACP.
The 6820EVS has one built-in signaling line circuit (SLC) which supports multiple devices. Additional points can be added using up to three 6815 SLC expanders to increase overall capacity to 1,110 maximum points (SK devices) or by adding up to four 5815XL SLC expanders to reach 635 maximum points (SD devices). The number of SLCs which can be used within one system is only limited by point count. (See the Manual for additional information.)
The 6820EVS SLC loops support multiple device types, maintenance alerts, and a built-in sensor test to comply with NFPA 72 calibration testing requirements.

**INDICATOR LIGHTS**
- **General Alarm (Red):** Flashes if in alarm; solid when alarm is silenced
- **Supervisory (Yellow):** Flashes if a supervisory condition exists; solid when supervisory is silenced
- **System Troubles (Yellow):** Flashes if a trouble condition exists; solid when trouble is silenced
- **System Silenced (Yellow):** On when an alarm, trouble or supervisory condition has been silenced but not yet cleared
- **System Power (Green):** Flashes for AC failure; solid when power systems are normal

**USER INTERFACE**
The 6820EVS built-in 4 x 40 annunciator with 160 character LCD display and large easy-to-use tactile touchpad can be used for system operation, programming and maintenance. It has five LEDs for alarm, supervisory, system trouble, system silenced and system power.
System operations include silencing alarms and troubles, resetting alarms and the display of alarm troubles and memory. The system’s non-volatile event history buffer stores 1,000 events for viewing from the built-in or remote annunciator. System operations can be initiated with a mechanical firefighter’s key or a valid 4- to 7-digit operator’s code.

**PROGRAMMING**
The 6820EVS system offers several options to simplify and speed-up programming. JumpStart® AutoProgramming minimizes programming required to start a new system. The built-in keypad, or the 6860, 5860 or 6855 remote annunciators give you on-site access to current system programming. Programming can also be accomplished using the Windows®-based Honeywell Fire Software Suite (HFSS) program.

**SOFTWARE TOOLS**
- **SKST:** Silent Knight Selection Tool provides the installer or design architect with a Windows® software system configuration tool to create a detailed Bill of Material (BOM) and battery calculations.
- **HFSS:** Honeywell Fire Software Suite provides communication and panel programming, detector status, event history and additional data. Requires a PC running Microsoft® Windows®.

**ADDITIONAL INFORMATION**
Twisted-unshielded pair wire is recommended. The 6820EVS also has 13 preset notification cadence patterns (including ANSI 3.41).

**AGENCY LISTINGS AND APPROVALS**
NFPA 13, NFPA 15, NFPA 16, NFPA 70, NFPA 72: Central station; remote Signaling; Local Protective Signaling Systems; Auxiliary Protected Premises Unit; Water Deluge releasing service.
Suitable for automatic, manual, waterfall, sprinkler supervisory (DACT non-coded) signaling services.
UL Listed: S2766
CSFM 7165-0559:0500
FDNY COAM 6249
FM approved

**ORDERING INFORMATION**
6820EVS: Emergency Communication System with FACP. (Red cabinet).

**COMPATIBLE ANNUNCIATORS**
6860: 4x40 LCD remote fire annunciator (4 lines and up to 160 characters) per system; four programmable buttons
5860: 4x20 LCD remote fire annunciator. 5860 is gray; 5860R is red
6855: 4x20 LCD remote fire annunciator
5865-3 / 5865-4: LED annunciators can display up to 30 LEDs (15 red and 15 yellow). The 5865-4 has key switches for silence and reset, and a system trouble LED.
5880: The 5880 LED / IO module has 40 programmable LED outputs and eight supervised dry contact inputs which are useful for custom applications. You can use up to eight 5880 modules on one control panel for maximum flexibility.

**6820EVS COMPATIBLE DEVICES AND ACCESSORIES**
See the data sheets listed below for a complete listing of the SK, SD or SWIFT devices.
53623: SK Devices Data Sheet
53624: SD Devices Data Sheet
350614, 350616 & 350618: SWIFT wireless devices
For a complete and current listing of compatible devices and accessories, visit www.silentknight.com
Important: You cannot mix SK and SD devices in the same fire alarm system.
SK COMPATIBLE ADDRESSABLE DEVICES
SK-ACCLIMATE: Multi criteria photoelectric smoke detector with thermal 135°F fixed temperature
SK-BEAM: Reflected beam smoke detector without test feature
SK-BEAM-T: Reflected beam smoke detector with test feature
SK-CONTROL: Supervised control module
SK-CONTROL-6: Six circuit supervised control module
SK-DUCT: Photoelectric duct smoke detector with extended air speed range
SK-FIRE-CO: Four criteria fire and carbon monoxide detector
SK-HEAT: Fixed thermal detector (135°F)
SK-HEAT-ROR: Fixed rate of rise detector
SK-HEAT-HT: Fixed high temperature heat detector
SK-FIRE: Fixed thermal detector (135°F)
SK-HEAT-HT: Fixed high temperature heat detector
SK-ISO: Fault isolator module
SK-MONITOR: Monitor module
SK-MONITAL: Monitor module
SK-PHOTO-T: Photoelectric smoke detector (135°F)
SK-PHOTO: Photoelectric smoke detector
SK-MON-10: 10 input monitor module
SK-PULL-SA: Pull station
SK-PULL-DL: Pull station
SK-RELAY: Addressable relay module
SK-RELAY-6: Addressable Six relay control module
SK-RELAYMON: Addressable Dual relay monitor module
SK-ZONE: Addressable zone interface module
SK-ZONE-6: Six zone interface module
B300-6-(IV): 6” base for SK-W Series
B210LP: 6” mounting base
B501-(BL,-IV,-WHITE): 4”flangeless base
B501: 4” Flangeless mounting base
B200S-(IV,-WH): Intelligent sounder base
B200S: Intelligent sounder base
B200S-LF-(IV,-WH): Low-Frequency intelligent sounder base
B200S-LF: Low-frequency intelligent sounder base
B224RB-(IV,-WH): Relay base
B224RB: Relay base
B224BL-(IV,-WH): Isolator base
B224BL: Isolator base

SD COMPATIBLE ADDRESSABLE DEVICES
SD505-6AB: Addressable 6” base
SD505-6IB: Addressable 6” short circuit isolator base
SD505-6RB: Addressable 6” relay base
SD505-6SB: Addressable 6” sounder base
SD500-AIM: Addressable input module (switch input)
SD500-ANM: Addressable notification module
SD500-ARM: Addressable relay module
SD505-DTS-K: Remote test switch and LED indicator for the SD505-DUCTR
SD505-DUCT: Addressable Duct Smoke Detector
SD505-DUCTR: Addressable Duct Detector housing with relay base.
SD505-SM: Addressable smoke detector
SD505-PS/PSDA: Addressable Single or dual action pull station
SD505-SDM: Addressable smoke detector module

AUDIBLE/VISIBLE DEVICES
These AV devices are all 2-wire. Color: “R” indicates red, “W” denotes white. For a complete listing of Silent Knight AV devices go to www.silentharm.com

CHSRL/CHSWL: Wall chime/strobe
CHSCRL/CHSCWL: Ceiling chime/strobe
CHRL/CHWL: Wall chime
HRL/HWL: Wall horn
P2R/L/P2WL: Wall horn/strobe
PC2R/PC2WL: Ceiling horn/strobe
SRL/SWL: Wall strobe
SCRL/SCWL: Ceiling strobe
SPSCRL/SPSCWL: Speaker ceiling/strobe
SPSR/SPSWL: Wall speaker/strobe
SPRL/SPWL: Wall speaker

SWIFT WIRELESS DEVICES
SWIFT is only compatible with System Sensor (SK) devices. It is not compatible with Hochiki (SD) devices.

WSK-WGI: Wireless Gateway
WSK-PHOTO: Wireless Photoelectric smoke detector
WSK-PHOTO-T: Wireless Multi-criteria photoelectric smoke detector with thermal detection (135°F fixed temperature) and B510W 4” base
WSK-HEAT: Wireless Heat, (135°F fixed temperature) and B510W 4” base
WSK-HEAT-ROR: Wireless heat, ROR (135°F fixed temperature) and B510W 4” base
WSK-MONITOR: Wireless monitor module
WSK-RELAY: Wireless relay module
W-USB: SWIFT Tools USB transceiver used for communication with SWIFT devices

SBUS ACCESSORIES
6815: Each Single Line Circuit allows for an additional 159 SK modules and 159 SK sensors to be added to the system up to 1,110 total points. Supports System Sensor SK devices only.
5815XL: Each Single Line Circuit provides an additional 127 SD devices to be added to the system —for a maximum of 635 points. Supports SD devices only.
5496: A 6 amp notification power expander with four power-limited notification appliance circuit outputs.
5883: Relay Interface. Provides 10 Form C relays.
5824: Serial/Parallel Printer Interface Module for printer connection.
5895XL: Power Supply with six Flexput™ circuits, and two Form C relays. Max. 16 per system.
5815RMK: Remote mounting kit. Dimensions 10 3/8”W x 10-3/16”H x 3”D

EVS ACCESSORIES
EVS-50W: 50 Watt Amplifier
EVS-125W: 125 Watt Amplifier
EVS-100W: 50/100 Watt Amplifier
EVS-100WBU: External Backup Amplifier
EVS-INT50W: 50 Watt Internal Amplifier
EVS-CE4: Circuit Audio Expander
EVS-SW24: 24 Switch Expander
EVS-VCM: Voice Control Module
EVS-LOC: Local Operator Console**
** Support for up to four amplifiers, 500W maximum. Each amplifier has four built-in speaker circuits expandable to eight.
** Supports up to four EVS-LOCs

COMMUNICATION OPTIONS
CELL-CAB-SK: Cellular communicator, metal enclosure with lock/keys
CELL-MOD: Cellular communicator, plastic enclosure
* Sole path, powered by panel.
PUSM-4G: Dual path fire alarm communicator, cellular and/or IP (primary or backup, selectable)
SK-IP-2: Remote reporting via the Internet. Requires a VisorAlarm® receiver at the central station

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**6820EVS** Technical Specifications

**MISC. ACCESSORIES**
- **SK-NIC**: Network Interface Card. Provides a common communications link for the 6820EVS. (Panels cannot be linked together for peer-to-peer networking).
- **SK-NIC-KIT**: Installation Accessory Kit
- **SK-FML**: Fiber-Optic Multi Mode, transmitter and receiver
- **SK-FSL**: Fiber-Optic Single Mode RBB: Remote battery box accessory cabinet or batteries that are too large to fit in the FACP cabinet. Dimensions: 16" W x 10" H x 6" D (406mm W x 254mm H x 152mm D).
- **SK-SCK**: Seismic Compliance Kit used to securely fasten batteries to the fire panel.

**PHYSICAL**
- **Overall Dimensions**: 21.59"W x 28.1"H x 5.05"D
- **Shipping Weight**: 50 lbs.
- **Color**: Red

**ENVIRONMENTAL**
- **Operating Temperature**: 32°F to 120°F (0°C to 49°C)
- **Humidity**: 0 to 93% relative humidity (non-condensing)

**ELECTRICAL**
- **6820EVS Primary AC**: 120AC @ 60Hz, 3.3A Total Accessory Load: 6A @ 27.4VDC power-limited
- **Standby Current**: 190mA
- **Alarm Current**: 250mA
- **Battery Charging Capacity**: 7 to 35AH
- **Battery Size**: 18AH max. allowed in control panel cabinet. Larger capacity batteries can be housed in RBB accessory cabinet.

**Six conductor wiring**: 4 SBUS and 2 Voice Bus

**FLEXPUT® CIRCUITS**
- Six programmable circuits which can be programmed individually as:
  - **Notification Appliance Circuits**: 3A @ 27.4VDC per circuit, power-limited (with a panel maximum current of 6A)
  - **Auxiliary Power Circuits**: 3A @ 27.4VDC per circuit, power-limited
  - **Initiating Circuits (Circuits 5 and 6 Only)**: 100mA @ 27.4VDC per circuit, power limited

Supports Class B (Style 4) and Class A (Style 6) configuration for SLC, SBUS, and Flexput circuits

**WIRING**: See the product manual for wiring details

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Honeywell Silent Knight
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www.silentknigh.com

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**SK-PHOTO-W Series**

Intelligent Plug-In Photoelectric Smoke Detector

Honeywell Silent Knight SK-PHOTO-W Series plug-in smoke detectors are designed for both performance and aesthetics. A new modern, sleek, contemporary design and enhanced optical sensing chamber is engineered to sense smoke produced by a wide range of combustion sources in accordance with more stringent code standards.

The SK-PHOTO-W Series detector sensitivity can be programmed in the control panel software. Sensitivity is continuously monitored and reported to the panel. Point ID capability allows each detector’s address to be set with rotary, decimal address switches, providing exact detector location for selective maintenance when chamber contamination reaches an unacceptable level.

Dual electronic thermistors add 135°F (57°C) fixed temperature thermal sensing on the SK-PHOTO-T-W. The SK-PHOTO-R-W is a remote test capable detector for use with DNR Series duct detector housings.

**FEATURES & BENEFITS**

- New modern profile for improved aesthetics
- Stable communication technique with noise immunity
- Low standby current
- Two-wire SLC connection
- Optional remote, single-gang LED accessory
- Dual LED design provides 360° viewing angle
- Remote test feature from the panel
- Built-in functional test switch activated by external magnet
- Built-in tamper-resistant feature
- Sealed against back pressure
- Expanded color options
- SEMS screws for wiring of the separate base
- Optional relay, isolator, and sounder bases
- Plugs into separate base for ease of installation and maintenance
DETECTOR SPACING AND APPLICATIONS
Honeywell recommends spacing detectors in compliance with NFPA 72. In low airflow applications with smooth ceiling, space detectors 30 feet (9m). For specific information regarding detector spacing, placement, and special applications refer to NFPA 72. System Smoke Detector Application Guide, document A05-1003, is available at systemsensor.com

INSTALLATION
The SK-PHOTO-W Series plug-in detectors use a separate base to simplify installation, service, and maintenance. Installation instructions are shipped with each detector.

Mount base (all base types) on an electrical backbox which is at least 1.5" (3.81 cm) deep.

NOTE:
• Because of the inherent supervision provided by the SLC loop, end-of-line resistors are not required. Wiring “T-taps” or branches are permitted for Style 4 (Class “B”) wiring.

• When using relay or sounder bases, consult the installation sheet for device limitations between isolator modules and isolator bases.

ORDERING INFORMATION
SK-PHOTO-W: Photoelectric smoke detector, white.
SK-PHOTO-R-W: Photoelectric smoke detector, remote test capable, for use with DNR(W) duct smoke detectors, white.
SK-PHOTO-T-W: Photoelectric smoke detector with thermal sensing, white.

INTELLIGENT BASES
B300-6: White, standard flanged low-profile mounting base.
B300-6-BP: Bulk pack of B300-6, package contains 10.
B300-6-IV: Ivory, standard flanged low-profile mounting base.
B501-WHITE: White, standard European flangeless mounting base. UL listed.
B501-BL: Black, standard European flangeless mounting base. UL listed.
B501-IV: Ivory, standard European flangeless mounting base. UL listed.
B200S-IV: Ivory, Intelligent, programmable sounder base.
B200SR-IV: Ivory, Intelligent sounder base for retrofit applications.
B200S-LF-IV: Ivory, Low Frequency Intelligent, programmable sounder base.
B200SR-LF-IV: Ivory, Low Frequency Intelligent sounder base for retrofit applications.

ACCESSORIES
CK300: Color Kit (includes cover and trim ring), white, 10-Pack.
CK300-IV: Color Kit (includes cover and trim ring), ivory, 10-Pack.
CK300-BL: Color Kit (includes cover and trim ring), black, 10-Pack.
M02-04-01: Detector test magnet.
M02-09-00: Telescoping test magnet.
RA100Z: Remote LED annunciator
SMB600: Surface Mounting Kit (flanged).
TR300: Replacement trim ring for B300-6, white.
TR300-IV: Replacement trimring for B300-6-IV, ivory.
SK-PHOTO-W Series Detector Technical Specifications

PHYSICAL
Height: 2.0’ (51mm) installed in B300-6 base
Diameter: 6.2’ (156mm) installed in B300-6 base 4.1’ (104 mm) installed in B501 base
Weight: 3.4 oz (95 g)

ENVIRONMENTAL
Operating Temperature range:
Photo: 32°F to 122°F (0°C to 50°C)
Photo with Thermal: 32°F to 100°F (0°C to 38°C)
UL listed Velocity range: Photo/Photo with Thermal: 0 to 4,000 fpm (0 to 20 m/sec) (suitable for installation in ducts)
Humidity: 10% to 93% non-condensing
Thermal Ratings: Fixed Temperature Set point: 135°F (57°C)

ELECTRICAL RATINGS
Voltage Range: 15 to 32VDC peak
Operating Current @ 24VDC: 200µA (one communication every 5 seconds with green LED blink on communication)
Maximum Current: 4.5mA @ 24VDC (one communication every 5 seconds with amber LED solid on).

COMPATIBILITY
The SK-PHOTO-W series detectors are compatible with the following Honeywell Silent Knight fire alarm control panels:
6820: Addressable fire alarm control panel
6820EVS: Addressable fire alarm control panel with an emergency voice system.
6808: Addressable fire alarm control panel
6700: Addressable fire alarm control panel
5700: Addressable fire alarm control panel
5808: Addressable fire alarm control panel
5820XL: Addressable fire alarm control panel
5820XL-EVS: Addressable fire alarm control panel with an emergency voice system

AGENCY LISTINGS AND APPROVALS
For exact certification listings for each model, please reference the respective agency Web site.
UL listed: S6173
FM approved
CSFM: 7272-0559:0523

For more information
Learn more about Honeywell Silent Knight and other products by visiting www.silentknight.com

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For Technical Support, call 800-446-6444.
Honeywell Silent Knight SK-HEAT-W Series intelligent thermal detectors are designed for both performance and aesthetics. A new modern, sleek, contemporary design and advanced thermal technologies make the SK-HEAT-W Series ideal for both system operation and building design.

The point ID address, set using rotary decimal switches, provide specific detector locations. The series includes a 135°F/57°C fixed temperature, rate-of-rise and a 190°F/88°C fixed high-temperature detectors. These thermal detectors provide effective, intelligent property protection in a variety of applications.

**FEATURES & BENEFITS**

- Sleek and stylish contemporary design
- Advanced thermal technology for fast response
- Fixed temperature model (SK-HEAT-W) factory preset to 135°F (57°C)
- Rate-of-rise model (SK-HEAT-W-ROR), 15°F (8.3°C) per minute
- High temperature model (SK-HEAT-W-HT) factory preset to 190°F (88°C)
- Addressable by device
- Two-wire SLC connection
- Visible LEDs "blink" every time the unit is addressed
- Built-in tamper-resistant feature
- 360°-field viewing angle of the visual alarm indicators (two bi-color LEDs). LEDs blink green in Normal condition and turn on steady red in Alarm.
- Integral communications and built-in device-type identification
- Remote test feature from the panel
- Built-in functional test switch activated by external magnet
- Walk test with address display (an address of 121 will blink the detector LED 12- (pause)-1)
- Low standby current
- Designed for direct surface or electrical box mounting
- Sealed against back pressure
- Plugs into separate base for ease of installation and maintenance
- SEMS screws for wiring of the separate base
- Optional remote, single-gang LED accessory
APPLICATIONS
Use thermal detectors for protection of property. For further information, refer to manual I56-6541, Applications Manual for System Smoke Detectors, which provides detailed information on detector spacing, placement, zoning, wiring, and special applications.

INSTALLATION
The SK-HEAT-W Series plug-in intelligent thermal detectors use a separate base to simplify installation, service, and maintenance. Installation instructions are shipped with each detector.

Mount base (all base types) on an electrical backbox which is at least 1.5” (3.81 cm) deep.

NOTE:
• Because of the inherent supervision provided by the SLC loop, end-of-line resistors are not required. Wiring “T-taps” or branches are permitted for Style 4 (Class “B”) wiring.
• When using relay or sounder bases, consult the installation sheet for device limitations between isolator modules and isolator bases.

NOTE: Detectors must be mounted to one of the Intelligent Bases listed below.

ORDERING INFORMATION
SK-HEAT-W: Thermal heat detector, 135°F fixed, white.
SK-HEAT-ROR-W: Thermal heat detector, 135°F rate of rise, white.
SK-HEAT-HT-W: Thermal heat detector, 190°F high temp, white.

INTELLIGENT BASES
B300-6: White, standard flanged low-profile mounting base.
B300-6-BP: Bulk pack of B300-6, package contains 10.
B300-6-IV: Ivory, standard flanged low-profile mounting base.
B300A-6-IV: Ivory, standard flanged low-profile mounting base. UL listed.
B501-WHITE: White, standard European flangeless mounting base. UL listed.
B501-BL: Black, standard European flangeless mounting base. UL listed.
B501-IV: Ivory, standard European flangeless mounting base. UL listed.
B200S-IV: Ivory, Intelligent programmable sounder base.
B200SR-IV: Ivory, Intelligent sounder base for retrofit applications.
B200S-LF-IV: Ivory, Low Frequency Intelligent, programmable sounder base.
B200SR-LF-IV: Ivory, Low Frequency Intelligent sounder base for retrofit applications.

ACCESSORIES
CK300: Color Kit (includes cover and trim ring), white, 10-Pack.
CK300-IV: Color Kit (includes cover and trim ring), ivory, 10-Pack.
CK300-BL: Color Kit (includes cover and trim ring), black, 10-Pack.
M02-04-01: Detector test magnet.
M02-09-00: Telescoping test magnet.
RA100Z: Remote LED annunciator
SMB600: Surface Mounting Kit (flanged).
TR300: Replacement trim ring for B300-6, white.
TR300-IV: Replacement trim ring for B300-6-IV, ivory.
SK-HEAT-W Series Detector Technical Specifications

PHYSICAL
Height: 2.0’ (51mm) installed in B300-6 base
Diameter: 6.2’ (156mm) installed in B300-6 base 4.1’ (104 mm) installed in B501 base
Weight: 3.4 oz (95 g)

ENVIRONMENTAL
Operating Temperature range:
Heat - Fixed temperature: -4°F to 100°F (-20°C to 38°C)
Heat - Rate of Rise (ROR): -4°F to 100°F (-20°C to 38°C)
Heat - High Temperature: -4°F to 150°F (-20°C to 66°C)
Humidity: 10% to 93% non-condensing
Thermal Ratings: Fixed Temperature Set point: 135°F (57°C)
Rate-of-Rise Detection: 15°F/min. (8.3°C/min
High Temperature Heat: 190°F (88°C)

ELECTRICAL RATINGS
Voltage Range: 15 to 32VDC peak
Standby current (max. avg.): 200uA @ 24 VDC (one communication every 5 seconds with LED enabled).
LED current (max.): 4.5mA @ 24 VDC (“ON”).

COMPATIBILITY
The SK-HEAT-W series detectors are compatible with the following Honeywell Silent Knight fire alarm control panels:
6820: Addressable fire alarm control panel
6820EVS: Addressable fire alarm control panel with an emergency voice system.
6808: Addressable fire alarm control panel
6700: Addressable fire alarm control panel
5700: Addressable fire alarm control panel
5808: Addressable fire alarm control panel
5820XL: Addressable fire alarm control panel
5820XL-EVS: Addressable fire alarm control panel with an emergency voice system

AGENCY LISTINGS AND APPROVALS
For exact certification listings for each model, please reference the respective agency Web site.
UL listed: S2101
FM Approved
CSFM: 7270-0559:0511

For more information
Learn more about Honeywell Silent Knight and other products by visiting www.silentknight.com

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For Technical Support, call 800-446-6444.
SK-DUCT
Intelligent Air Duct Smoke Detector

The SK-DUCT Intelligent air duct smoke detector is used with SK-PHOTOR (included) for detecting smoke and products of combustion present in air moving through an HVAC air handling system. When smoke is detected in a duct, the unit communicates the condition to the Honeywell Silent Knight control panel. The panel, in turn, depending on programming and wiring, turns off fans, blowers, and other devices. The duct housing allows for mounting of SK-RELAY addressable relay module.

The Model SK-DUCT Air Duct Smoke Detector utilizes photoelectric technology for the detection of smoke. It provides early detection of smoke and products of combustion present in air moving through HVAC ducts in Commercial and Industrial applications.

The SK-DUCT is in a heavy duty gray steel back box with a clear cover. It features a pivoting housing that fits both square and rectangular footprints capable of mounting to a round or rectangular duct. It installs quickly and easily.

The unit senses smoke in the most challenging conditions, operating in airflow speeds of 100 to 4000 feet per minute, temperatures of -4°F to 158°F, and a humidity range of 0 to 95 percent (non-condensing).

FEATURES & BENEFITS

- Versatile mounting options: square or rectangular configuration
- New Cover tamper signal
- LED alarm indication and communication on sensor head
- Detects and limits the spread of smoke
- Rugged steel back box with clear plastic cover
- Easy to clean
- Large terminal connection screws
- Transparent cover for convenient visual inspection
- Patented sampling tube installs from front or back of the detector with no tools required
- Available space within housing to accommodate mounting of relay module
- UL listed
SK-DUCT Technical Specifications

**PHYSICAL**
(Rectangular): 14.38” (37 cm) L X 5” (12.7 cm) W X 2.5” (6.6 cm) D  
(Square): 7.75” (19.7 cm) L x 9” (22.9 cm) W x 2.5” D (6.35 cm)  
Weight: 1.6lb (0.73kg)

**ELECTRICAL** (using SK-Photo or SK-PhotoR)  
Operating Voltage: 15–32 VDC  
Standby Current: 300 μA @ 24 VDC max.  
Alarm Current: 6.5 mA @ 24 VDC max (with LED on)

**ENVIRONMENTAL**  
Operating Temperature: -4ºF – 158ºF (-20ºC – 70ºC)  
Humidity: 0% – 95% (non-condensing)

**AIR VELOCITY**  
100 to 4000 ft/min: (0.5 – 20.3 m/sec.)

**ORDERING INFORMATION**  
SK-DUCT: Intelligent non-relay duct smoke detector  
SK-PHOTO: Addressable Photo Detector  
SK-PHOTOR: Addressable Photo Detector with remote test capability (included with SK-Duct)  
SK-RELAY: Addressable Relay Module, must be added if relay function is required. (fits in housing)

**ACCESSORIES**  
DST1: Metal Sampling Tube Duct Width up to 1’  
DST1.5: Metal Sampling Tube Duct Widths 1’ - 2’  
DST3: Metal Sampling Tube Duct Widths 2’ - 4’  
DST5: Metal Sampling Tube Duct Widths 4’ - 8’  
DST10: Metal Sampling Tube Duct Widths 8’ - 12’  
DH400OE-1: Weatherproof Enclosure  
ETX: Metal Exhaust Tube Duct width 1’  
RA100Z: Remote LED Annunciator  
DCOIL: Duct accessory coil, required if using with SK-PHOTO and not SK-PHOTOR (included) with SK-DUCT  
RTS151: Magnetic Remote Test station  
RTS151KEY: Key-Activated Remote Test station  
M02-04-00 Test Magnet P48-21-00 Replacement End Cap for Metal Sampling Tube  
APA151: Remote annunciator with piezo alarm

**IMPORTANT NOTES:**
• The use of either RTS151 or RTS151KEY requires the installation of an accessory coil, DCOIL, sold separately. Please refer to the SK-DUCT installation instructions for more information  
• The RTS151/RTS151KEY test coil circuit requires an external 24VDC power supply which must be UL listed.

**ACCESSORY CURRENT LOADS AT 24VDC**

<table>
<thead>
<tr>
<th>Device</th>
<th>Standby</th>
<th>Alarm</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA100Z</td>
<td>0mA</td>
<td>12mA Max.</td>
</tr>
<tr>
<td>RTS151</td>
<td>0mA</td>
<td>12mA Max.</td>
</tr>
<tr>
<td>RTS151KEY</td>
<td>12mA</td>
<td>12mA Max.</td>
</tr>
</tbody>
</table>

**COMPATIBILITY**  
The SK-DUCT is compatible with the following Honeywell Silent Knight fire alarm control panels:  
6820: Addressable fire alarm control panel  
6820EVS: Addressable fire alarm control panel with an emergency mass notification system  
6808: Addressable fire alarm control panel  
6700: Addressable fire alarm control panel  
5700: Addressable fire alarm control panel  
5808: Addressable fire alarm control panel  
5820XL: Addressable fire alarm control panel  
5820XL-EVS: Addressable fire alarm control panel with an emergency mass notification system

For more information  
Learn more about Honeywell Silent Knight and other products by visiting www.silentknight.com  

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For Technical Support, call 800-446-6444.
SK-PULL-SA / SK-PULL-DA
Intelligent Pull Stations

The SK-PULL-SA is a single action pull station requiring only one motion to activate the station. The SK-PULL-DA is a dual action pull station requiring two motions to activate the station. The SK-PULL-SA and SK-PULL-DA are for use with Honeywell Silent Knight Series fire control panel (FACP).

Extremely easy to operate, the SK-PULL-DA and SK-PULL-SA provide a fast and practical means of manually initiating a fire alarm signal. The FACP recognizes each manual pull station by its specific address saving precious seconds in determining the location of an alarm.

INSTALLATION
The SK-PULL-SA and SK-PULL-DA can be surface mounted to an SB-I/O surface back box or semi-flush mounted on a standard single-gang with a minimum depth of 2.13” (5.40 cm) or double gang or 4” (10.61 cm) square electrical box. You can also use the optional (System Sensor® PN BG-TR) trim ring if the station is being semi-flush mounted.

FEATURES & BENEFITS
• Installer can open station without causing an alarm condition
• Dual-color LED is visible through handle of station blinks green to indicate normal operation and remains steady red in an alarm condition
• Key operated test and reset lock using lock plate actuator
• Key matches compatible FACP locks
• Meets ADA requirement for 5 lbs maximum pull force to active
• Meets the Americans with Disabilities Act Accessibility Guidelines (ADAAG) controls and operating mechanisms guidelines (Section 4.1.3[13])
• Shell, door, and handle molded from durable LEXAN®
• Reliable analog communications for trouble-free operation
• Braille text on station handle
• Rotary address switches for fast installation
• Handle latches in down position and the word Activated appears, clearly indicating the station has been pulled
• UL Listed, including UL 38, Standard of Manually Actuated Signaling System
• CSFM Listed
• MEA Listed
SK-PULL-SA / SK-PULL-DA Technical Specifications

PHYSICAL
Dimensions: 5.5" H x 4" W x 1.45" D (14 x 10.2 x 3.7cm)
Housing Material: LEXAN polycarbonate resin
Bi-Colored LED:
  Blinking Green: Normal
  Steady Red: Alarm
Switch: Single pole, single throw (SPST) normally open (N/O) switch which closes upon activation of the pull station

ELECTRICAL
Operating Voltage: 15 – 32VDC
SLC Standby and Alarm Current: 350 μA
Wire Gauge: Up to 12AWG (3.1 mm²)

ENVIRONMENTAL
Operating Temperature: 32°F – 120°F (0°C – 49°C)
Humidity: 10% – 93% non-condensing

ORDERING INFORMATION
SK-Pull-SA: Single Action Pull Station
SK-Pull-DA: Dual Action Pull Station

ACCESSORIES
BG-TR: Optional trim ring.
SB-I/O: Surface backbox, indoor/outdoor.
* Unless otherwise noted, specifications apply to SK-Pull-SA and SK-Pull-DA

COMPATIBILITY
The SK-PULL-SA AND SK-PULL-DA are compatible with the following Honeywell Silent Knight fire alarm control panels:
6820: Addressable fire alarm control panel
6820EVS: Addressable fire alarm control panel with an emergency voice system.
6808: Addressable fire alarm control panel
6700: Addressable fire alarm control panel
5700: Addressable fire alarm control panel
5808: Addressable fire alarm control panel
5820XL: Addressable fire alarm control panel
5820XL-EVS: Addressable fire alarm control panel with an emergency voice system

For more information
Learn more about Honeywell Silent Knight and other products by visiting www.silentknight.com

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For a complete listing of all compliance approvals and certifications, please visit www.silentknight.com.

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For Technical Support, call 800-446-6444.
SK-RELAY
Intelligent Relay Module

The SK-RELAY is an addressable relay module for use with Honeywell Silent Knight Series fire alarm control panels (FACPs). The SK-RELAY allows a Silent Knight FACP to switch discrete contacts by code command. The relay contains two isolated sets of Form C contacts, which operate as a DPDT switch. No supervision is provided for the notification appliance circuit.

The SK-RELAY contacts can be used for virtually any normally open or normally closed application. Each SK-RELAY is programmed with a unique signaling line circuit (SLC) loop address. When an event occurs that controls the SK-RELAY, the relay is triggered by the FACP.

INSTALLATION
The SK-RELAY mounts directly into a 4” square electrical box. The box must have a minimum depth of 2-1/8”. A surface mount electrical box (System Sensor® PN SMB500) is available from Silent Knight.

FEATURES & BENEFITS

- Two sets of Form C contacts
- Rotary address switches for fast installation
- Contacts are rated for a variety of amps (see Specifications)
- Panel controlled status LED that flashes green in normal state and is solid red in alarm
- Relay programming is completely flexible – can be mapped to zone conditions
- Polling LED visible through the cover plate
- SEMS screws for easy wiring
- UL Listed
SK-RELAY Technical Specifications

**PHYSICAL**
4.675” H x 4.275” W x 1.4” D  
Shipping Weight: 6.3 oz (196 g)

**ELECTRICAL**
Operating Voltage: 15 – 32 VDC  
End-of-Line Resistance: Not used  
SLC Standby & Alarm Current: 255mA max @ 24VDC (one communication every 5 sec with LED enabled)

**ENVIRONMENTAL**
Operating Temperature: 32ºF – 120ºF (0ºC – 49ºC)  
Humidity: 10% – 93% non-condensing

**RELAY CONTACT RATINGS**
3.0A @ 30VDC resistive  
0.9A @ 110VDC resistive  
0.9A @ 125VAC resistive  
0.5A @ 125VAC inductive (PF = .35)  
0.7A @ 75VAC inductive (PF = .35)

**ORDERING INFORMATION**
SK-RELAY: Relay Module

**ACCESSORIES**
SMB500: 4” Square Surface Mount Electrical Box  
CB500: Module Barrier

**COMPATIBILITY**
The SK-RELAY is compatible with the following Honeywell Silent Knight fire alarm control panels:  
6820: Addressable fire alarm control panel  
6820EVS: Addressable fire alarm control panel with an emergency mass notification system.  
6808: Addressable fire alarm control panel  
6700: Addressable fire alarm control panel  
5808: Addressable fire alarm control panel  
5820XL: Addressable fire alarm control panel  
5820XL-EVS: Addressable fire alarm control panel with an emergency mass notification system.

For more information
Learn more about Honeywell Silent Knight and other products by visiting  
www.silentknight.com

Honeywell Silent Knight  
12 Clintonville Road  
Northford, CT 06472  
800-328-0103

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SK-MONITOR
Intelligent Monitor Module

The SK-MONITOR is an addressable monitor module for use with Honeywell Silent Knight Series fire alarm control panels (FACPs). The SK-MONITOR is intended for use in intelligent, two-wire systems, where individual address of each module is selected using the built-in rotary switches.

The SK-MONITOR supports Class A supervised or Class B supervised wiring to the load device. Conventional 4-wire smoke detectors can be monitored for alarm and trouble conditions.

INSTALLATION
The SK-MONITOR mounts directly into a 4” square electrical box. The box must have a minimum depth of 2-1/8”. A surface mount electrical box (System Sensor® PN SMB500) is available from Silent Knight.

FEATURES & BENEFITS
- Single contact monitor
- Support for Class A and Class B wiring
- Fully supervised
- Panel controlled status LED that flashes green in normal state and is solid red in alarm
- SEMS screws for easy wiring
- UL Listed
- Rotary address switches for fast installation
SK-MONITOR Technical Specifications

**PHYSICAL**
Height: 4.5”H x 4”W x 1.25”D (11.4 X 10.2 X 3cm)
Shipping Weight: 6.3 oz (196 g)

**ELECTRICAL**
Operating Voltage: 15 – 32VDC
Current Draw (LED on): 5.0mA max
Operating Current (LED flashing): 375μA
Standby Current: 400 μA max @ 24 VDC (one communication every 5 sec with 47K EOL); 550 μA max @ 24 VDC (one communication every 5 sec with EOL <1K)
5.5 mA (with LED latched on)
LED Current: 5.5 mA (with LED latched on)
End-of-Line Resistance: 47K Ω
Initiating Device Circuit Wiring Resistance: 1,500 Ω max
SLC Loop Resistance: 40 Ω max

**ENVIRONMENTAL**
Operating Temperature: 32ºF – 120ºF (0ºC – 49ºC)
Humidity: 10% – 93% non-condensing

**ORDERING INFORMATION**
SK-MONITOR: Monitor Module

**ACCESSORIES**
SM8500: 4” Square surface mount electrical box

**COMPATIBILITY**
The SK-MONITOR is compatible with the following Honeywell Silent Knight fire alarm control panels:
- 6820: Addressable fire alarm control panel
- 6820EVS: Addressable fire alarm control panel with an emergency mass notification system.
- 6808: Addressable fire alarm control panel
- 6700: Addressable fire alarm control panel
- 5700: Addressable fire alarm control panel
- 5808: Addressable fire alarm control panel
- 5820XL: Addressable fire alarm control panel
- 5820XL-EVS: Addressable fire alarm control panel with an emergency mass notification system

For more information
Learn more about Honeywell Silent Knight and other products by visiting www.silentknight.com

For Technical Support, call 800-446-6444.
SK-MONITOR-2
Addressable Dual Monitor Module

The SK-MONITOR-2 module is capable of monitoring two separate Class B circuits simultaneously, making it ideal for waterflow tamper switch and flow switch monitoring.

The SK-MONITOR-2 is an addressable monitor module with two initiating circuits for use with Honeywell Silent Knight series fire alarm control panels (FACPs). The SK-MONITOR-2 acts as an interface to contact devices, such as waterflow switches and pull stations.

The SK-MONITOR-2 supports Class B supervised wiring to the load device. Conventional 4-wire smoke detectors can be monitored for alarm and trouble conditions..

INSTALLATION
SK-MONITOR-2 mounts directly into a 4” square electrical box. The box must have a minimum depth of 2-1/8”. A surface mount electrical box (System Sensor® part number SMB500) is available from Silent Knight.

FEATURES & BENEFITS
- Monitor two circuits, with unique addresses, simultaneously
- Support for Class B wiring
- Fully supervised
- Panel controlled status LED that flashes green in normal state and is solid red in alarm
- Attractive ivory cover plate
- Rotary address switches for fast installation
- SEMS screws for easy wiring
SK-MONITOR-2 Technical Specifications

**PHYSICAL**

Height: 4.5” H x 4” W x 1.25” D  
Shipping Weight: 6.3 oz (196 g)

**ELECTRICAL**

Operating Voltage: 15 – 32 VDC  
Standby and Alarm Current: 750μA max @ 24VDC (one communication every 5 sec with 47K EOL)  
End-of-Line Resistance: 47KΩ

**ENVIRONMENTAL**

Operating Temperature: 32ºF – 120ºF (0ºC – 49ºC)  
Humidity: 10% – 93% non-condensing

**ORDERING INFORMATION**

SK-Monitor-2: Dual Monitoring Module

**ACCESSORIES**

SMB500: 4” Square Surface Mount Electrical Box

**AGENCY LISTINGS AND APPROVALS**

UL Listed  
CSFM Approved  
City of New York Approved

**COMPATIBILITY**

The SK-MONITOR-2 is compatible with the following Honeywell Silent Knight fire alarm control panels:

- 6820: Addressable fire alarm control panel
- 6820EVS: Addressable fire alarm control panel with an emergency mass notification system.
- 6808: Addressable fire alarm control panel
- 6700: Addressable fire alarm control panel
- 5700: Addressable fire alarm control panel
- 5808: Addressable fire alarm control panel
- 5820XL: Addressable fire alarm control panel
- 5820XL-EVS: Addressable fire alarm control panel with an emergency mass notification system.

For a complete listing of all compliance approvals and certifications, please visit www.silentknight.com.

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This document is not intended to be used for installation purposes. We try to keep our product information up-to-date and accurate. We cannot cover all specific applications or anticipate all requirements. All specifications are subject to change without notice.

For Technical Support, call 800-446-6444.

For more information
Learn more about Honeywell Silent Knight and other products by visiting www.silentknight.com

Honeywell Silent Knight  
12 Clintonville Road  
Northford, CT 06472  
800-328-0103

Doc 350124 Rev E 11/17  
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Indoor Selectable-Output Speaker Strobes and Dual Voltage Evacuation Speakers for Ceiling Applications

System Sensor L-Series selectable-output speaker strobes and dual-voltage evacuation speakers can reduce ground faults and enable faster installation with lower current draw and modern aesthetics.

Features
- Plug-in design and protective cover reduce ground faults
- Universal mounting plate with an onboard shorting spring tests wiring continuity before installation
- No extension ring required
- Field selectable candela settings on ceiling units: 15, 30, 75, 95, 115, 150, and 177
- Automatic selection of 12- or 24-volt operation at 15 and 30 candela
- Rotary switch simplifies field selection of speaker voltage (25 and 70.7 Vrms) and power settings (¼, ½, 1 and 2 watts)
- Speakers offer high fidelity and high volume sound output
- 520 Hz +/- 10% square wave tone capable with compatible FACP
- Compatible with System Sensor synchronization protocol
- Electrical compatibility with existing SpectrAlert and SpectrAlert Advance products
- Tamper-resistant construction
- Updated modern aesthetics

Agency Listings

System Sensor L-Series of speakers and speaker strobes reduce costly ground faults using a plug-in design and universal mounting plate that allow the installer to pre-wire mounting plates, dress the wires, and confirm wiring continuity before plugging in the speakers. In addition, a protective plastic cover prevents nicked wires by covering exposed speaker components.

These devices also enable faster installations by providing instant feedback to ensure that wiring is properly connected, rotary switches to select voltage and power settings, and 7 field-selectable candela settings for both wall and ceiling speaker strobes.

The low total harmonic distortion of the SP speaker offers high fidelity sound output while still offering high volume sound output for use in high ambient noise applications.

L-Series makes installation easy
- Attach a universal mounting plate to a 4 × 4 × 2½ inch back box. Flush-mount applications do not require an extension ring.
- Connect the notification appliance circuit or speaker wiring to the terminals on the mounting plate.
- Attach the speaker or speaker strobe to the mounting plate by inserting the product tabs into the mounting plate grooves. Hinge the device into position to lock the product pins into the mounting plate terminals. The device will temporarily hold in place with a catch until it is secured with a captured mounting screw.
L-Series Speaker and Speaker Strobe Specifications

Architectural/Engineering Specifications

General
L-Series speaker and speaker strobes shall mount to a 4 × 4 × 2 1/8-inch back box. A universal mounting plate shall be used for mounting ceiling and wall products. The notification appliance circuit and amplifier wiring shall terminate at the universal mounting plate. Also, L-Series speaker strobes, when used with the Sync•Circuit™ Module accessory, shall be powered from a non-coded notification appliance circuit output and shall operate on a nominal 12 or 24 volts. When used with the Sync•Circuit Module, 12-volt rated notification appliance circuit outputs shall operate between 8.5 and 17.5 volts; 24-volt rated notification appliance circuit outputs shall operate between 16.5 and 33 volts. Indoor L-Series products shall operate between 32°F and 120°F from a regulated DC, or full-wave rectified, unfiltered power supply. Speaker strobes shall have field-selectable candela settings including 15, 30, 75, 95, 115, 150, 177.

Speaker
The speaker shall be a System Sensor L-Series model _______ dual-voltage transformer speaker capable of operating at 25.0 or 70.7 nominal Vrms. It should be listed to UL 1480 and shall be approved for fire protective service. The speaker shall have a frequency range of 400 to 4,000 Hz and shall have an operating temperature between 32°F and 120°F. The speaker shall have power taps and voltage that are selected by rotary switches.

Speaker Strobe combination
The speaker strobe shall be a System Sensor L-Series model __________ listed to UL1480 and UL 1971 and be approved for fire protective signaling systems. The speaker shall be capable of operating at 25.0 or 70.7 nominal Vrms selected via rotary switch, and shall have a frequency range of 400 to 4,000 Hz. The speaker shall have power taps that are selected by rotary switch. The strobe shall comply with the NFPA 72 requirements for visible signaling appliances, flashing at 1 Hz over the strobe’s entire operating voltage range. The strobe light shall consist of a xenon flash tube and associated lens/reflector system.

Synchronization Module
The module shall be a System Sensor Sync•Circuit model MDL3 listed to UL 464 and shall be approved for fire protective service. The module shall synchronize SpectrAlert strobes at 1 Hz. The module shall mount to a 4 11/16 × 4 11/16 × 2 1/8-inch back box. The module shall also control two Style Y (class B) circuits or one Style Z (class A) circuit. The module shall synchronize multiple zones. Daisy chaining two or more synchronization modules together will synchronize all the zones they control. The module shall not operate on a coded power supply.

Physical Specifications

<table>
<thead>
<tr>
<th>Dimensions, Ceiling-Mount</th>
<th>Diameter</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC Speaker</td>
<td>6.8 in, 173 mm</td>
<td>1.0 in, 25 mm</td>
</tr>
<tr>
<td>With Surface Mount Back Box</td>
<td>6.9 in, 176 mm</td>
<td>3.5 in, 89 mm</td>
</tr>
<tr>
<td>SPSC Speaker Strobe</td>
<td>6.8 in, 173 mm</td>
<td>2.8 in, 73 mm</td>
</tr>
<tr>
<td>With Surface Mount Back Box</td>
<td>6.9 in, 176 mm</td>
<td>5.37 in, 136 mm</td>
</tr>
</tbody>
</table>

*When using 12AWG, 14 AWG, or adding extra wires in the box, a deeper box or extension ring is recommended.

Electrical/Operating Specifications

<table>
<thead>
<tr>
<th>Nominal Voltage (speakers)</th>
<th>25 Volts or 70.7 Volts (nominal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Supervisory Voltage (speakers)</td>
<td>50 VDC</td>
</tr>
<tr>
<td>Strobe Flash Rate</td>
<td>1 flash per second</td>
</tr>
<tr>
<td>Nominal Voltage (strobes)</td>
<td>Regulated 12 VDC or regulated 24 VDC/FWR 1,2</td>
</tr>
<tr>
<td>Operating Voltage Range (includes fire alarm panels with built in sync)</td>
<td>8 to 17.5 V (12 V nominal) or 16 to 33 V (24 V nominal)</td>
</tr>
<tr>
<td>Operating Voltage with MDL3 Sync Module</td>
<td>8.5 to 17.5 V (12 V nominal) or 16.5 to 33 V (24 V nominal)</td>
</tr>
<tr>
<td>Frequency Range</td>
<td>400 to 4,000 Hz 3</td>
</tr>
<tr>
<td>Power</td>
<td>¼, ½, 1, 2 watts</td>
</tr>
</tbody>
</table>

1. Full Wave Rectified (FWR) voltage is a non-regulated, time-varying power source that is used on some power supply and panel outputs.
2. Strobe products will operate at 12 V nominal only for 15 and 30 cd.
3. 520 Hz +/- 10% square wave tone capable with compatible FACP.
UL Current Draw Data

UL Max. Strobe Current Draw (mA RMS)

<table>
<thead>
<tr>
<th>Candela</th>
<th>8 to 17.5 Volts</th>
<th>16 to 33 Volts</th>
<th>DC</th>
<th>DC</th>
<th>FWR</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>87</td>
<td>41</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>153</td>
<td>63</td>
<td>86</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>NA</td>
<td>111</td>
<td>142</td>
<td></td>
<td></td>
</tr>
<tr>
<td>95</td>
<td>NA</td>
<td>134</td>
<td>164</td>
<td></td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>NA</td>
<td>158</td>
<td>191</td>
<td></td>
<td></td>
</tr>
<tr>
<td>150</td>
<td>NA</td>
<td>189</td>
<td>228</td>
<td></td>
<td></td>
</tr>
<tr>
<td>177</td>
<td>NA</td>
<td>226</td>
<td>264</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ceiling-Mount Speaker Sound Output

<table>
<thead>
<tr>
<th>Setting</th>
<th>UL Reverberant (dBA @10 ft)</th>
<th>UL Anechoic (dBA @10 ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4 W</td>
<td>79</td>
<td>79</td>
</tr>
<tr>
<td>1/2 W</td>
<td>82</td>
<td>82</td>
</tr>
<tr>
<td>1 W</td>
<td>85</td>
<td>85</td>
</tr>
<tr>
<td>2 W</td>
<td>88</td>
<td>88</td>
</tr>
</tbody>
</table>

Ceiling-Mount Speaker Strobe Sound Output

<table>
<thead>
<tr>
<th>Setting</th>
<th>UL Reverberant (dBA @10 ft)</th>
<th>UL Anechoic (dBA @10 ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4 W</td>
<td>77</td>
<td>77</td>
</tr>
<tr>
<td>1/2 W</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>1 W</td>
<td>83</td>
<td>83</td>
</tr>
<tr>
<td>2 W</td>
<td>86</td>
<td>86</td>
</tr>
</tbody>
</table>

L-Series Dimensions
L-Series Ordering Information

**Ceiling Mount**

<table>
<thead>
<tr>
<th>White</th>
<th>Red</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCWL</td>
<td>SPCRL</td>
<td>Speaker only</td>
</tr>
<tr>
<td>SPSCWL</td>
<td>SPSCRL</td>
<td>Speaker Strobe</td>
</tr>
<tr>
<td>SPSCL-P</td>
<td>—</td>
<td>Plain, Speaker Strobe</td>
</tr>
<tr>
<td>SPSCWL-SP</td>
<td>—</td>
<td>Fuego, Speaker Strobe</td>
</tr>
<tr>
<td>SPSCWL-CLR-ALERT</td>
<td>—</td>
<td>Alert, Speaker Strobe, Clear Lens</td>
</tr>
</tbody>
</table>

**Accessories**

<table>
<thead>
<tr>
<th>White</th>
<th>Red</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBBCWL</td>
<td>SBBCL</td>
<td>Universal Ceiling Surface Mount Back Box</td>
</tr>
<tr>
<td>TRC-2W</td>
<td>TRC-2</td>
<td>Universal Ceiling Trim Ring</td>
</tr>
</tbody>
</table>
System Sensor L-Series audible visible notification products are rich with features guaranteed to cut installation times and maximize profits with lower current draw and modern aesthetics.

Features

• Plug-in design with minimal intrusion into the back box
• Tamper-resistant construction
• Automatic selection of 12- or 24-volt operation at 15 and 30 candela
• Field-selectable candela settings on ceiling units: 15, 30, 75, 95, 115, 150, and 177
• Horn rated at 88+ dBA at 16 volts
• Rotary switch for horn tone and two volume selections
• Universal mounting plate for ceiling units
• Mounting plate shorting spring feature checks wiring continuity before device installation
• Electrically Compatible with legacy SpectrAlert and SpectrAlert Advance devices
• Compatible with MDL3 sync module
• Listed for ceiling mounting only

The System Sensor L-Series offers the most versatile and easy-to-use line of horns, strobes, and horn strobes in the industry with lower current draws and modern aesthetics. With white and red plastic housings, wall and ceiling mounting options, System Sensor L-Series can meet virtually any application requirement.

The entire L-Series product line of ceiling-mount strobes and horn strobes include a variety of features that increase their application versatility while simplifying installation. All devices feature a plug-in design with minimal intrusion into the back box, making installations fast and foolproof while virtually eliminating costly and time-consuming ground faults.

To further simplify installation, the L-Series utilizes a universal mounting plate so installers can mount them to a wide array of back boxes. With an onboard shorting spring, installers can test wiring continuity before the device is installed.

Installers can also easily adapt devices to a suit a wide range of application requirements using field-selectable candela settings, automatic selection of 12- or 24-volt operation, and a rotary switch for horn tones with two volume selections.

Agency Listings

<table>
<thead>
<tr>
<th>Agency Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td>ULListed SS612</td>
</tr>
<tr>
<td>S4011</td>
</tr>
<tr>
<td>FM Approved</td>
</tr>
<tr>
<td>7125-1633-0504</td>
</tr>
<tr>
<td>3057383</td>
</tr>
<tr>
<td>7125-1633-0503</td>
</tr>
</tbody>
</table>

FM approved except for ALERT models
L-Series Specifications

Architect/Engineer Specifications

General
L-Series ceiling-mount strobes and horn strobes shall mount to a standard 4 × 4 × 1½-inch back box, 4-inch octagon back box, or double-gang back box. Two-wire products shall also mount to a single-gang 2 × 4 × 17/8-inch back box. A universal mounting plate shall be used for mounting ceiling and wall products. The notification appliance circuit wiring shall terminate at the universal mounting plate. Also, L-Series products, when used with the Sync•Circuit™ Module accessory, shall be powered from a non-coded notification appliance circuit output and shall operate on a nominal 12 or 24 volts. When used with the Sync•Circuit Module, 12-volt-rated notification appliance circuit outputs shall operate between 8.5 and 17.5 volts; 24-volt-rated notification appliance circuit outputs shall operate between 16.5 and 33 volts. Indoor L-Series products shall operate between 32 and 120 degrees Fahrenheit from a regulated DC or full-wave rectified unfiltered power supply. Ceiling strobes and horn strobes shall have field-selectable candela settings including 15, 30, 75, 95, 115, 150, and 177.

Strobe
The strobe shall be a System Sensor L-Series Model _______ listed to UL 1971 and shall be approved for fire protective service. The strobe shall be wired as a primary-signaling notification appliance and comply with the Americans with Disabilities Act requirements for visible signaling appliances, flashing at 1 Hz over the strobe’s entire operating voltage range. The strobe light shall consist of a xenon flash tube and associated lens/reflectors system.

Horn Strobe Combination
The horn strobe shall be a System Sensor L-Series Model _______ listed to UL 1971 and UL 464 and shall be approved for fire protective service. The horn strobe shall be wired as a primary-signaling notification appliance and comply with the Americans with Disabilities Act requirements for visible signaling appliances, flashing at 1 Hz over the strobe’s entire operating voltage range. The strobe light shall consist of a xenon flash tube and associated lens/reflectors system. The horn shall have two audibility options and an option to switch between a temporal three pattern and a non-temporal (continuous) pattern. These options are set by a multiple position switch. The horn on horn strobe models shall operate on a coded or non-coded power supply.

Synchronization Module
The module shall be a System Sensor Sync•Circuit model MDL3 listed to UL 464 and shall be approved for fire protective service. The module shall synchronize L-Series strobes at 1 Hz and horns at temporal three. Also, while operating the strobes, the module shall silence the horns on horn strobe models over a single pair of wires. The module shall mount to a 4 11/16 × 4 11/16 × 2 1/8-inch back box. The module shall also control two Style Y (class B) circuits or one Style Z (class A) circuit. The module shall synchronize multiple zones. Daisy chaining two or more synchronization modules together will synchronize all the zones they control. The module shall not operate on a coded power supply.

Physical/Electrical Specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Operating Temperature</td>
<td>32°F to 120°F (0°C to 49°C)</td>
</tr>
<tr>
<td>Humidity Range</td>
<td>10 to 93% non-condensing</td>
</tr>
<tr>
<td>Strobe Flash Rate</td>
<td>1 flash per second</td>
</tr>
<tr>
<td>Nominal Voltage</td>
<td>Regulated 12 VDC or regulated 24 DC/FWR</td>
</tr>
<tr>
<td>Operating Voltage Range</td>
<td>8 to 17.5 V (12 V nominal) or 16 to 33 V (24 V nominal)</td>
</tr>
<tr>
<td>Operating Voltage Range (MDL3)</td>
<td>8.5 to 17.5V (12 V nominal) or 16.5 to 33 V (24V nominal)</td>
</tr>
<tr>
<td>Input Terminal Wire Gauge</td>
<td>12 to 18 AWG</td>
</tr>
<tr>
<td>Ceiling-Mount Dimensions (including lens)</td>
<td>6.8” diameter x 2.5” high (173 mm diameter x 64 mm high)</td>
</tr>
<tr>
<td>Ceiling-Mount Surface Mount Back Box Skirt Dimensions (SBBCRL, SBBCWL)</td>
<td>6.9” diameter x 3.4” high (175 mm diameter x 86 mm high)</td>
</tr>
</tbody>
</table>

Notes:
1. Full Wave Rectified (FWR) voltage is a non-regulated, time-varying power source that is used on some power supply and panel outputs.
2. P, S, PC, and SC products will operate at 12 V nominal only for 15 and 30 cd.
### Horn Strobe Tones and Sound Output Data

#### Horn Strobe Output (dBA)

<table>
<thead>
<tr>
<th>Switch Position</th>
<th>Sound Pattern</th>
<th>dB (8–17.5 Volts)</th>
<th>dB (16–33 Volts)</th>
<th>dB (FWR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Temporal</td>
<td>84</td>
<td>89</td>
<td>89</td>
</tr>
<tr>
<td>2</td>
<td>Temporal</td>
<td>75</td>
<td>83</td>
<td>83</td>
</tr>
<tr>
<td>3</td>
<td>Non-Temporal</td>
<td>85</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>4</td>
<td>Non-Temporal</td>
<td>76</td>
<td>84</td>
<td>84</td>
</tr>
<tr>
<td>5</td>
<td>3.1 KHz Temporal</td>
<td>83</td>
<td>88</td>
<td>88</td>
</tr>
<tr>
<td>6</td>
<td>3.1 KHz Temporal</td>
<td>76</td>
<td>82</td>
<td>82</td>
</tr>
<tr>
<td>7</td>
<td>3.1 KHz Non-Temporal</td>
<td>84</td>
<td>89</td>
<td>89</td>
</tr>
<tr>
<td>8</td>
<td>3.1 KHz Non-Temporal</td>
<td>77</td>
<td>83</td>
<td>83</td>
</tr>
</tbody>
</table>
L-Series Dimensions

2-Wire Ceiling Mount Horn Strobes with Ceiling Surface Mount Back Box

4-Wire Ceiling Mount Horn Strobes with Ceiling Surface Mount Back Box

L-Series Ordering Information

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC2RL</td>
<td>2-Wire, Horn Strobe, Red</td>
</tr>
<tr>
<td>PC2WL</td>
<td>2-Wire, Horn Strobe, White</td>
</tr>
<tr>
<td>PC4RL</td>
<td>4-Wire, Horn Strobe, Red</td>
</tr>
<tr>
<td>PC4WL</td>
<td>4-Wire, Horn Strobe, White</td>
</tr>
</tbody>
</table>

For a ceiling-listed horn-only device, see AVDS865 “Indoor Selectable-Output Horns, Strobes, and Horn Strobes for Wall Applications”.

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Product specifications subject to change without notice. Visit systemsensor.com for current product information, including the latest version of this data sheet.
AVDS5658-01 • 12010517
Outdoor Selectable-Output Horns, Strobes, and Horn Strobes for Wall Applications

SpectrAlert® Advance outdoor audible visible products are rich with features that cut installation times and maximize profits.

Features

- Weatherproof per NEMA 4X, IP56
- Listed to UL 1638 (strobe) and UL 464 (horn)
- Compatible with System Sensor synchronization protocol and legacy SpectrAlert products
- Field-selectable candela settings: 15, 15/75, 30, 75, 95, 110, 115, 135, 150, 177, and 185
- Automatic selection of 12- or 24-volt operation at 15 and 15/75 candela
- Rotary switch for horn tone and three volume selections
- Horn rated at 88+ dBA at 16 volts
- Rated from −40°F to 151°F
- Universal mounting plate with an onboard shorting spring that tests wiring continuity before devices are installed
- Plug-in design with minimal intrusion into the back box
- Tamper-resistant construction
- Listed for ceiling or wall mounting

SpectrAlert Advance offers the broadest line of outdoor horns, strobes, and horn strobes in the industry. With white or red plastic housings, wall or ceiling mounting options, and plain or FIRE-printed devices, SpectrAlert Advance can meet virtually any application requirement, including indoor, outdoor, wet, and dry applications in temperatures from −40°F to 151°F.

Like the entire SpectrAlert Advance line, outdoor horns, strobes, and horn strobes for wall applications include a variety of features that increase application flexibility and simplify installation. First, field-selectable settings, including candela, automatic selection of 12- or 24-volt operation, horn tones, and three volume options enable installers to easily adapt devices to meet requirements.

Next, SpectrAlert Advance devices use a universal mounting plate for both wall and ceiling applications. This mounting plate includes an onboard shorting spring that ensures wiring continuity before devices are installed, so installers can verify proper wiring without mounting the devices and exposing them to potential construction damage. Once the plates are mounted, all SpectrAlert Advance devices utilize a plug-in design with a single captured screw to speed installation and virtually eliminate costly ground faults.

Outdoor devices ship with weatherproof plastic back boxes (metal back boxes are available separately) that accommodate in-and-out wiring for daisy chaining devices. Plastic back boxes feature removable side flanges and improved resistance to saltwater corrosion. Knock-outs located on the back eliminate the need to drill holes for screw-in mounting. Plastic and metal weatherproof back boxes come with ¾-inch top and bottom conduit entries and ¾-inch knock-outs at the back. A screw-in NPT plug with an O-ring gasket for a watertight seal is included with each back box.
## Architect/Engineer Specifications

### General
SpectrAlert Advance outdoor horns, strobes, and horn strobes shall mount to a weatherproof back box. A universal mounting plate shall be used for mounting ceiling and wall products. The notification appliance circuit wiring shall terminate at the universal mounting plate. Also, SpectrAlert Advance products, when used with the Sync•Circuit™ Module accessory, shall be powered from a non-coded notification appliance circuit output and shall operate on a nominal 12 or 24 volts. When used with the Sync•Circuit Module, 12-volt-rated notification appliance circuit outputs shall operate between 9 and 17.5 volts; 24-volt-rated notification appliance circuit outputs shall operate between 17 and 33 volts. Outdoor SpectrAlert Advance products shall operate between −40 and 151 degrees Fahrenheit from a regulated DC or full-wave rectified unfiltered power supply. Strobes and horn strobes shall have field-selectable candela settings including 15, 15/75, 30, 75, 95, 110, 115, 135, 150, 177, and 185.

### Strobe
The strobe shall be a System Sensor SpectrAlert Advance Model _______ listed to UL 1971 and shall be approved for fire protective service. The strobe shall be wired as a primary-signaling notification appliance and comply with the Americans with Disabilities Act requirements for visible signaling appliances, flashing at 1 Hz over the strobe’s entire operating voltage range. The strobe light shall consist of a xenon flash tube and associated lens/reflect system. The strobe must be installed with its weatherproof back box in order to remain outdoor approved per UL. The strobe shall be suitable for use in wet environments.

### Horn Strobe Combination
The horn strobe shall be a System Sensor SpectrAlert Advance Model _______ listed to UL 1971 and UL 464 and shall be approved for fire protective service. The horn strobe shall be wired as a primary-signaling notification appliance and comply with the Americans with Disabilities Act requirements for visible signaling appliances, flashing at 1 Hz over the strobe’s entire operating voltage range. The strobe light shall consist of a xenon flash tube and associated lens/reflect system. The horn shall have three audibility options and an option to switch between a temporal three pattern and a non-temporal (continuous) pattern. These options shall be set by a multiple position switch. On four-wire products, the strobe shall be powered independently of the sounder. The horn or horn strobe models shall operate on a coded or non-coded power supply. The horn strobe must be installed with its weatherproof back box in order to remain outdoor approved per UL. The horn strobe shall be suitable for use in wet environments.

## Physical/Electrical Specifications

### Operating Temperature
-40°F to 151°F (−40°C to 66°C)

### Strobe Flash Rate
1 flash per second

### Nominal Voltage
Regulated 12 DC/FWR or regulated 24 DC/FWR¹

### Operating Voltage Range²
8 to 17.5 V (12 V nominal) or 16 to 33 V (24 V nominal)

### Input Terminal Wire Gauge
12 to 18 AWG

### Wall-Mount Dimensions (including lens)
5.6”L x 4.7”W x 2.5”D (142 mm L x 119 mm W x 64 mm D)

### Horn Dimensions
5.6”L x 4.7”W x 1.3”D (142 mm L x 119 mm W x 33 mm D)

### Wall-Mount Weatherproof Back Box Dimensions (SA-WBB)
5.7”L x 5.1”W x 2.0”D (145 mm L x 130 mm W x 51 mm D)

### Notes:
1. Full Wave Rectified (FWR) voltage is a non-regulated, time-varying power source that is used on some power supply and panel outputs.
2. P, S, PC, and SC products will operate at 12 V nominal only for 15 and 15/75 cd.
**UL Current Draw Data**

### UL Max. Strobe Current Draw (mA RMS)

<table>
<thead>
<tr>
<th>8–17.5 Volts</th>
<th>16–33 Volts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candela</td>
<td>DC</td>
</tr>
<tr>
<td>Standard Candela Range</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>123</td>
</tr>
<tr>
<td>15/75</td>
<td>142</td>
</tr>
<tr>
<td>30</td>
<td>NA</td>
</tr>
<tr>
<td>75</td>
<td>NA</td>
</tr>
<tr>
<td>95</td>
<td>NA</td>
</tr>
<tr>
<td>110</td>
<td>NA</td>
</tr>
<tr>
<td>115</td>
<td>NA</td>
</tr>
<tr>
<td>High Candela Range</td>
<td></td>
</tr>
<tr>
<td>135</td>
<td>NA</td>
</tr>
<tr>
<td>150</td>
<td>NA</td>
</tr>
<tr>
<td>177</td>
<td>NA</td>
</tr>
<tr>
<td>185</td>
<td>NA</td>
</tr>
</tbody>
</table>

### UL Max. Horn Current Draw (mA RMS)

<table>
<thead>
<tr>
<th>8–17.5 Volts</th>
<th>16–33 Volts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound Pattern</td>
<td>dBA</td>
</tr>
<tr>
<td>Temporal</td>
<td>57</td>
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<tr>
<td>Temporal</td>
<td>44</td>
</tr>
<tr>
<td>Temporal</td>
<td>38</td>
</tr>
<tr>
<td>Non-Temporal</td>
<td>57</td>
</tr>
<tr>
<td>Non-Temporal</td>
<td>42</td>
</tr>
<tr>
<td>Non-Temporal</td>
<td>41</td>
</tr>
<tr>
<td>Coded</td>
<td>57</td>
</tr>
<tr>
<td>Coded</td>
<td>44</td>
</tr>
<tr>
<td>Coded</td>
<td>40</td>
</tr>
</tbody>
</table>

### UL Max. Current Draw (mA RMS), 2-Wire Horn Strobe, Standard Candela Range (15–115 cd)

<table>
<thead>
<tr>
<th>DC Input</th>
<th>8–17.5 Volts</th>
<th>16–33 Volts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporal High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>137</td>
<td>147</td>
</tr>
<tr>
<td>15/75</td>
<td>132</td>
<td>144</td>
</tr>
<tr>
<td>30</td>
<td>132</td>
<td>143</td>
</tr>
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<td>75</td>
<td>141</td>
<td>152</td>
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<tr>
<td>95</td>
<td>133</td>
<td>145</td>
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<td>110</td>
<td>131</td>
<td>144</td>
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<tr>
<td>FWR Input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporal High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>136</td>
<td>155</td>
<td>88</td>
</tr>
<tr>
<td>129</td>
<td>152</td>
<td>78</td>
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<tr>
<td>129</td>
<td>151</td>
<td>76</td>
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<tr>
<td>142</td>
<td>161</td>
<td>103</td>
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<tr>
<td>134</td>
<td>155</td>
<td>85</td>
</tr>
<tr>
<td>FWR Input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporal Low</td>
<td></td>
<td></td>
</tr>
<tr>
<td>129</td>
<td>154</td>
<td>80</td>
</tr>
<tr>
<td>132</td>
<td>147</td>
<td>79</td>
</tr>
</tbody>
</table>

### UL Max. Current Draw (mA RMS), 2-Wire Horn Strobe, High Candela Range (135–185 cd)

<table>
<thead>
<tr>
<th>DC Input</th>
<th>16–33 Volts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporal High</td>
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</tr>
<tr>
<td>135</td>
<td>245</td>
</tr>
<tr>
<td>150</td>
<td>235</td>
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<tr>
<td>177</td>
<td>232</td>
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<tr>
<td>185</td>
<td>232</td>
</tr>
<tr>
<td>FWR Input</td>
<td></td>
</tr>
<tr>
<td>Temporal High</td>
<td></td>
</tr>
<tr>
<td>135</td>
<td>245</td>
</tr>
<tr>
<td>150</td>
<td>235</td>
</tr>
<tr>
<td>177</td>
<td>232</td>
</tr>
<tr>
<td>185</td>
<td>232</td>
</tr>
</tbody>
</table>

### Candela Derating

For K series products used at low temperatures, listed candela ratings must be reduced in accordance with this table.

<table>
<thead>
<tr>
<th>Listed Candela</th>
<th>Candela rating at –40°F</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Do not use below 32°F</td>
</tr>
<tr>
<td>15/75</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>44</td>
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<tr>
<td>95</td>
<td>70</td>
</tr>
<tr>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>115</td>
<td>115</td>
</tr>
<tr>
<td>135</td>
<td>135</td>
</tr>
<tr>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>177</td>
<td>177</td>
</tr>
<tr>
<td>185</td>
<td>185</td>
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</tbody>
</table>

### Horn Tones and Sound Output Data

#### Horn and Strobe Output (dBA)

<table>
<thead>
<tr>
<th>Switch Position</th>
<th>Sound Pattern</th>
<th>dBA</th>
<th>8–17.5 Volts</th>
<th>16–33 Volts</th>
<th>24-Volt Nominal Reverberant Anechoic</th>
<th>DC</th>
<th>FWR</th>
<th>DC</th>
<th>FWR</th>
<th>DC</th>
<th>FWR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Temporal</td>
<td>74</td>
<td>74</td>
<td>84</td>
<td>88</td>
<td>55</td>
<td>55</td>
<td>69</td>
<td>75</td>
<td></td>
<td></td>
</tr>
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<td>2</td>
<td>Temporal</td>
<td>74</td>
<td>80</td>
<td>86</td>
<td>96</td>
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<tr>
<td>3</td>
<td>Temporal</td>
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<td>44</td>
<td>48</td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>Non-Temporal</td>
<td>82</td>
<td>88</td>
<td>93</td>
<td>100</td>
<td>82</td>
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<td>88</td>
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<tr>
<td>5</td>
<td>Non-Temporal</td>
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<td>85</td>
<td>90</td>
<td>98</td>
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<td>85</td>
<td>85</td>
<td></td>
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<tr>
<td>6</td>
<td>Non-Temporal</td>
<td>75</td>
<td>81</td>
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<td>81</td>
<td>84</td>
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<td>7†</td>
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<td>93</td>
<td>101</td>
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<td>9†</td>
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<td>88</td>
<td>96</td>
<td>75</td>
<td>75</td>
<td>81</td>
<td>84</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

†Settings 7, 8, and 9 are not available on 2-wire horn strobe.

---

**UL Current Draw Data**

**Candela Derating**

For K series products used at low temperatures, listed candela ratings must be reduced in accordance with this table.

<table>
<thead>
<tr>
<th>Strobe Output (cd)</th>
<th>Listed Candela</th>
<th>Candela rating at –40°F</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Do not use below 32°F</td>
<td></td>
</tr>
<tr>
<td>15/75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>95</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>115</td>
<td></td>
</tr>
<tr>
<td>135</td>
<td>135</td>
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<tr>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>177</td>
<td>177</td>
<td></td>
</tr>
<tr>
<td>185</td>
<td>185</td>
<td></td>
</tr>
</tbody>
</table>
### SpectrAlert Advance Diagrams

![Wall-Mount Horn Strobes](image1)

![Wall Plastic Weatherproof Back Box](image2)

![Wall-Mount Horn Strobe with Plastic Weatherproof Back Box](image3)

### SpectrAlert Advance Ordering Information

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wall Horn Strobes</strong></td>
<td></td>
</tr>
<tr>
<td>P2RK*†</td>
<td>2-Wire Horn Strobe, Standard cd, Red, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td>P2RHK*†</td>
<td>2-Wire Horn Strobe, High cd, Red, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td>P2WK*†</td>
<td>2-Wire Horn Strobe, Standard cd, White, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td>P2WHK*†</td>
<td>2-Wire Horn Strobe, High cd, White, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td>P4RK†</td>
<td>4-Wire Horn Strobe, Standard cd, Red, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td>P4WK</td>
<td>4-Wire Horn Strobe, Standard cd, White, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td>P2RHK-120</td>
<td>2-Wire Horn Strobe, High cd, Red, Outdoor, 120 V (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td><strong>Wall Strobes</strong></td>
<td></td>
</tr>
<tr>
<td>SRK*†</td>
<td>Strobe, Standard cd, Red, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td>SRHK*†</td>
<td>Strobe, High cd, Red, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td>SWK*†</td>
<td>Strobe, Standard cd, White, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td>SWHK*†</td>
<td>Strobe, High cd, White, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td><strong>Horns</strong></td>
<td></td>
</tr>
<tr>
<td>HRK†</td>
<td>Horn, Red, Outdoor (includes plastic weatherproof back box)</td>
</tr>
<tr>
<td><strong>Accessories</strong></td>
<td></td>
</tr>
<tr>
<td>SA-WBB</td>
<td>Red, Metal Weatherproof Back Box</td>
</tr>
<tr>
<td>SA-WBBW</td>
<td>White, Metal Weatherproof Back Box</td>
</tr>
</tbody>
</table>

**Notes:**

* Add “-P” to model number for plain housing (no “FIRE” marking on cover), e.g., P2RK-P.
† Add “-R” to model number for weatherproof replacement device (no back box included), only for use with weatherproof outdoor flush mounting plate, WTP and WTPW.

“Standard cd” refers to strobes that include 15, 15/75, 30, 75, 95, 110, and 115 candela settings. “High cd” refers to strobes that include 135, 150, 177, and 185 candela settings. **When replacing standard outdoor units both the device and back box must be replaced.**
Commercial Fire Alarm Cellular &/or IP
Fire Alarm LTE Communicators

- Universal full event sole & dual path cellular &/or IP commercial fire alarm reporting from any panel brand, virtually anywhere
- Code-compliant, replaces 2POTS lines per FACP saves thousands of dollars per year over the leased landlines
- Supports 12V-24 control panels and FACPs that communicate using Contact ID and 4/2 (such as on legacy panels), as primary or backup
- Full data Reporting to any Central Station nationwide, via Verizon® LTE Network, “The Nations largest and most reliable LTE network. Rated #1 overall network, proven to deliver consistently fast speeds ad i more places than any other network” ‡
- Communicate critical life and safety alarm reports on LTE (Long Term Evolution) 10+ year life, cyber-protected multi-billion dollar cellular network, for maximum life safety & liability protection
- Easiest installation, powered by panel, NO extra power supply, NO conduit, self supervised on 4 wires
- Over-the-Air Upgradeable Communicator Firmware. Remote ability for critical/mandatory updates, without a truck-roll
- Cost-saving models and plans for any code requirement. Substantial savings over monthly dedicated landline charges. And, $100 saving incentive for system upgrades from old radios (all makes) and old POTs landlines, as well as new installations

UL and NFPA 72 Fire Code-Compliant, the StarLink Series Wireless Commercial Fire Alarm Sole Path & Dual Path Communicators provide universal support for any brand 12V to 24V fire alarm control panel, reporting in Contact ID and 4/2. With broadest Verizon LTE coverage footprint available, via most extensively deployed LTE CAT1, using proven StarLink circuitry, they are also available in mercantile locking metal models. All provide the most economical solution for easy, versatile installation. Also regional compliances, i.e., CSFM, NYCFD, LAFD and more.

Easy, Universal Installation at Every Application; Panel-Powered Technology™. StarLink Fire Communications are easily connected to any panel or Fire Alarm Control Panel (FACP) standardly operating between 12V and 24V. Flexible in any application, StarLink Fire also comes in standard, or Mercantile Models in metal housings, with code-compliant supervision, and choice of power options, Panel-Powered Technology™ (powered by the panel), or direct-connect 120VAC models. Signal Boost circuitry & dual diversity antennae for maximum signal acquisition & null avoidance, receiving signals simultaneously on both antennae.

Flexible Performance & Reporting Options. StarLink Fire provides full data reporting, in sole and dual path, as a primary or backup, to any central station of your choice, without requiring any special equipment on premises. Ultra-affordable plans are available to meet various codes and requirements, with supervisory check-ins from 200 seconds, to 5 minutes, to an hour. The units are very easily activated, plans and options are selected, and 24/7 account management is provided all through www.napcocomnet.com.

Napco StarLink Universal Fire Alarm Communicators

- Sole Path Cellular and Dual Path Cellular &/or IP Models
- Choice of plans (varies by model) - check-ins from 200 seconds, to 5-minutes to 1 hour, Verizon LTE Network
- Patented Signal Boost™ and Dual Diversity Antennae for maximum signal acquisition & null avoidance, receiving signals simultaneously on both antennae
- Money-saving Tradeup incentive credit
- Bonus: Full High-Speed Napco Panel remote uploading/ downloading

Commercial Fire Alarm Cellular &/or IP
Fire Alarm LTE Communicators

StarLink Fire Specifications

STANDARD MODELS:
• Advanced LTE Dual Diversity Antennae for optimized performance
• Durable ABS plastic housing includes three keyhole slots for mounting (for commercial application, aligns with triple gang boxes)
• Panel Powered Technology™ (powered by panel), Low current draw, 71mA standby, 200mA transmit
• Dimensions: 5-3/8” x 7-7/8” x 1-7/8” (HxWxD)
• Weight: 13.5 oz
• 3 LED Indicators - Green, Signal Strength; Amber- Busy/Activation; Red-Trouble
• Patented Signal Boost™ signal amplification circuit and high-gain performance antennae
• Operating Environment: 0 to 49º C (32-120ºF), up to 93% humidity (non-condensing)
• 12V - 24V Universal FACP Support, auto-current sensing.
Support all brands communicating in Contact ID and 4/2

MERCANTILE MODELS (similar to above, with):
• Locking Metal Enclosure with Hinged door & 2 key-slots for wallmounting (LED indicators, inside)
• Dimensions: 9-5/8” x 11-3/4” x 3-3/8”D (HxWxD)
• Weight: 8 lbs (max., power supply models)
• Electrical Ratings for 120VAC, 60Hz
  • For Models with Power Supply:
    • Input Voltage: 120VAC Nominal
    • Input Current: 400mA maximum
    • Maximum Charging Current: 200mA
• Electrical Ratings for +12V
  • For Models without Power Supply:
    • Input Voltage: 11-15VDC (power-limited output from listed control panel)
    • Input Current: 71mA with peak RF transmission current of 200mA
• Electrical Ratings for the IN 1 Burg/Fire Input:
  • Input Voltage: 9-15VDC
  • Maximum Input Current: Up to 2mA from FACP NAC circuit
• Electrical Ratings for IN 2 and IN 3:
  • Maximum Loop Voltage: 15VDC
  • Maximum Loop Current: 1.2mA
• Electrical Ratings for 3 PGM Outputs:
  • Open Collector Outputs: Maximum voltage 3V when active; 15V maximum when not active
  • Maximum PGM Sink Current: 50mA mount
  • Operating Environment 0 to 49º C (32-120ºF), up to 93% humidity (non-condensing)
  • 12V - 24V Universal FACP Support, auto-current sensing.
Support all brands communicating in Contact ID and 4/2

Ordering Information

COMMERCIAL FIRE SOLE PATH CELLULAR & DUAL PATH CELLULAR &/OR IP (“I” MODELS):*
SLE-LTEVI-FIRE Dual Path Communicator, Cellular &/or IP, connected by Verizon LTE®, ABS. Low current draw, panel-powered technology™ (powered by control panel)
SLE-LTEV-FIRE as above, but sole path cellular model
SLE-LETEVI-CFB Commercial Fire Dual Path Mercantile model in red metal housing on LTE, Verizon LTE Network, powered directly from control panel
SLE-LETEVI-CFB-PS Commercial Fire Dual Path Mercantile model in red metal housing, LTE, Verizon LTE Network. Direct 120VAC Powered (w/ provisions for backup battery/charger). Or, Optional TRF12 plug-in transformer may be used, where codes permit

ACCESSORIES:
Free Commercial Fire Tradeup Trifold Brochures / Mailers/Stuffers (A720) for new and existing fire accounts
SLE-ANTEXT75 Optional extended antenna with 75’ cable (new conical shape)
SLE-ANTEXT50 As above, with 50’ cable
SLE-ANTEXT30 As above, with 30’ cable
SLE-DLEXT Optional, as above, for downloading, extends distance to Napco panel up to 100’
TRF12 Optional Plug in AC Transformer, 16.5V / 20VA (use is subject to local code compliance)
SLE-DLCBL Optional High-Speed Napco Panel Up/download cable

New! FireLink™ Integrated Fire Alarm Control Panel w/ StarLink Fire LTE Built In

Award Winning FL-FACP-LTEVS
Firewolf 8 Zone 24V Conventional Commercial Fire Alarm Control Panel with onboard StarLink Fire LTE Compact Cellular Communicator and integral menu-driven LCD annunciator, w/ 4amp, 24V power supply. Optionally expandable up to 32 points/zones via commercial addressable, wireless or conventional fire devices (2 onboard NACs providing up to 4A notification power). Locking, mercantile red enclosure,(surface or flush mount*) removable 16”x17” door with 14.25”x16” base. Houses 16Ah battery backup

StarLink, StarLink Fire, FireLink, SignalBoost, Panel-Powered Technology, Gemini & Gemini Commercial are trademarks of Napco, Verizon, LTE, etc. are trademarks of their respective companies. * StarLink offers full data coverage in US from virtually all panel brands reporting in Contact ID 4/2. For full details on the StarLink technology please see our website at http://www.napcosecurity.com/starlink/starlinkltegigascanner/1/ This offer is subject to change w/o prior notice. LTE lifespan claims are based on those of carriers. Verizon® rankings based on the RootMetrics® US National RootScore® Report: 1H 2017. ©NAPCO, NAPCO Security Technologies Inc. (NASDAQ: NSSC) A734 2018 9
**PRB127**

**Specifications**

<table>
<thead>
<tr>
<th>Nominal Voltage</th>
<th>12V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rated Capacity (20 hour rate)</td>
<td>7.5AH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dimensions (+/-1mm)</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Total Height (with terminals)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>151MM (5.94”)</td>
<td>65MM (2.56”)</td>
<td>95MM (3.74”)</td>
<td>101mm (3.98”)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weight</th>
<th>Approx. 2.8kg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Terminal</td>
<td>F1</td>
</tr>
<tr>
<td>Optional Terminal</td>
<td>F2</td>
</tr>
</tbody>
</table>

**Electrical Specification**

<table>
<thead>
<tr>
<th>Capacity</th>
<th>20 hour rate (0.375A)</th>
<th>7.5AH</th>
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</thead>
<tbody>
<tr>
<td>10 hour rate</td>
<td>0.71A</td>
<td>7.1AH</td>
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<tr>
<td>5 hour rate</td>
<td>1.27A</td>
<td>6.37AH</td>
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<tr>
<td>1 hour rate</td>
<td>4.5A</td>
<td>4.5AH</td>
</tr>
</tbody>
</table>

| Internal Resistance | Fully charged battery | 10mW |

<table>
<thead>
<tr>
<th>Capacity affected by Temperature (20 hour rate)</th>
<th>104°F (40°C)</th>
<th>102%</th>
</tr>
</thead>
<tbody>
<tr>
<td>77°F (25°C)</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>32°F (0°C)</td>
<td>85%</td>
<td></td>
</tr>
<tr>
<td>5°F (-15°C)</td>
<td>65%</td>
<td></td>
</tr>
</tbody>
</table>

| Charge Constant Voltage | Cycle: Initial Charging Current less than 2.25A Voltage 14.4V-15.0V at 77°F (25°C) Standby: Voltage 13.5V-13.89V at 77°F (25°C) |

---

**Discharge Characteristics (20°C, 68°F)**

- Terminal Voltage (V)
  - 12V
  - 10V
  - 8V
  - 6V
  - 4V
  - 2V
  - 1V
  - 0V

- Discharge Time (min)
  - 1 min
  - 2 min
  - 3 min
  - 5 min
  - 10 min
  - 15 min
  - 20 min

**Discharge Characteristics (0°C/32°F, 40°C/104°F)**

- Discharge Current (mA)
  - 500mA
  - 100mA
  - 50mA
  - 10mA
  - 5mA

---

**Power*Rite**

[Power*Rite => PRB127](http://powerrite.com/Printable_prb127.html)
## PHYSICAL SPECIFICATION

<table>
<thead>
<tr>
<th>Nominal Voltage</th>
<th>12V 18AH</th>
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<tbody>
<tr>
<td><strong>Nominal Capacity (20HR)</strong></td>
<td><strong>18AH</strong></td>
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<table>
<thead>
<tr>
<th>Dimensions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>181 ± 1mm (7.13 inches)</td>
</tr>
<tr>
<td>Width</td>
<td>77 ± 1mm (3.03 inches)</td>
</tr>
<tr>
<td>Container Height</td>
<td>167 ± 2mm (6.57 inches)</td>
</tr>
<tr>
<td>Total Height</td>
<td>167 ± 1mm (6.57 inches)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weight</th>
<th>Approx 5.2 kg (11.44 lbs)</th>
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</thead>
</table>

| Standard Terminal | F2-Fasten Tab No. 250A |

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## ELECTRICAL SPECIFICATION

### Capacity

<table>
<thead>
<tr>
<th>Capacity</th>
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</thead>
<tbody>
<tr>
<td>20 hour rate (0.90A)</td>
<td>18.0AH</td>
</tr>
<tr>
<td>10 hour rate (1.62A)</td>
<td>16.2AH</td>
</tr>
<tr>
<td>5 hour rate (2.88A)</td>
<td>14.4AH</td>
</tr>
<tr>
<td>1 hour rate (10.80A)</td>
<td>10.8AH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capacity Affected by Temperature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>40°C (104°F)</td>
<td>105%</td>
</tr>
<tr>
<td>25°C (77°F)</td>
<td>100%</td>
</tr>
<tr>
<td>0°C (32°F)</td>
<td>85%</td>
</tr>
</tbody>
</table>

| Internal Resistance | Fully charged battery (25°C, 77°F) 15mΩ |

<table>
<thead>
<tr>
<th>Constant-Voltage Charge</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Charging Current less than 5.4 A</td>
<td></td>
</tr>
<tr>
<td>Voltage 14.4V~15.0V at 25°C (77°F)</td>
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</tr>
<tr>
<td>Temperature Coefficient -30mV/°C</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cycle</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Voltage 13.5V~13.8V at 25°C (77°F)</td>
<td></td>
</tr>
<tr>
<td>Temperature Coefficient -20mV/°C</td>
<td></td>
</tr>
</tbody>
</table>

---

### Standard Terminal

- F2 (Fasten Tab No. 250A)

### Optional Terminal

- B1 (copper) Bolt Type: M5
- B2 (lead) Bolt Type: M5

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*Discharge Characteristics after fully charged (25°C, 77°F)*
2C 14 AWG FIRE PROTECTIVE SIGNALING
POWER LIMITED CIRCUIT CABLE 75C 300V PLENUM RATED

CONSTRUCTION: 14 AWG SOLID BARE COPPER 2 CONDUCTORS TWISTED
INSULATION: LS-PVC
COLOR CODE: BLACK, RED
SHIELD/DRAIN: UNSHEIELDED
ASSEMBLY: 2 CONDUCTORS TWISTED AND JACKETED
JACKET: LS-PVC RED
DIAMETER: 0.204” Nominal
CABLE WT: 36 Lbs/1000Ft Approx (Net Weight)
PRINT LEGEND: E75610 FPLP/CL3P 14AWG (UL) MADE IN USA RoHS COMPLIANT
NEC: FPLP/CL3P
FOR RISER RATED VERSION GO TO SPEC. NO. F60001
COMPLIANCE: UL 1424 FPLP by (UL) / NEC ARTICLE 760 / RoHS
FLAME TEST: NFPA 262 (UL 910) / CSA FT6
CAPACITANCE: 33 pF/ft Nominal
VEL OF PROP: 55%
IMPEDANCE: 56 OHMS
RESISTANCE: 2.525 OHMS D.C. PER 1000 FT @ 68 DEG. F Maximum
TEMP/VOLTAGE: 75C / 300V
MISC: MADE IN USA
TAPPAN PART No: 1480BB2/FPLP/CL3P

* +/- 10% Manufacturing tolerance
* On non-standard product, customer agrees to accept all lengths manufactured

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2C 16 AWG SHIELDED FIRE PROTECTIVE SIGNALING
POWER LIMITED CIRCUIT CABLE 75C 300V PLENUM RATED

<table>
<thead>
<tr>
<th>CONSTRUCTION:</th>
<th>16 AWG SOLID BARE COPPER 2 CONDUCTORS TWISTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSULATION:</td>
<td>LS-PVC</td>
</tr>
<tr>
<td>COLOR CODE:</td>
<td>BLACK, RED</td>
</tr>
<tr>
<td>SHIELD/DRAIN:</td>
<td>ALUMINUM/POLYESTER FOIL (OUT); 24AWG 7 STRAND TINNED COPPER DRAIN</td>
</tr>
<tr>
<td>ASSEMBLY:</td>
<td>2 CONDUCTORS TWISTED, SHIELDED AND JACKETED</td>
</tr>
<tr>
<td>JACKET:</td>
<td>LS-PVC  RED</td>
</tr>
<tr>
<td>DIAMETER:</td>
<td>0.170&quot; Nominal</td>
</tr>
<tr>
<td>CABLE WT:</td>
<td>27 Lbs/1000Ft Approx (Net Weight)</td>
</tr>
<tr>
<td>PRINT LEGEND:</td>
<td>E75610 FPLP/CMP/CL3P 16AWG (UL) c(UL) MADE IN USA RoHS COMPLIANT</td>
</tr>
<tr>
<td>NEC:</td>
<td>FPLP/CMP/CL3P FOR RISER RATED VERSION GO TO SPEC. NO. F50010</td>
</tr>
<tr>
<td>COMPLIANCE:</td>
<td>UL 1424 FPLP by (UL) / NEC ARTICLE 760 / CSA C22.2 by c(UL) / RoHS</td>
</tr>
<tr>
<td>FLAME TEST:</td>
<td>NFPA 262 (UL 910) / CSA FT6</td>
</tr>
<tr>
<td>CAPACITANCE:</td>
<td>53 pF/ft Nominal</td>
</tr>
<tr>
<td>VEL OF PROP:</td>
<td>55%</td>
</tr>
<tr>
<td>IMPEDANCE:</td>
<td>35 OHMS</td>
</tr>
<tr>
<td>RESISTANCE:</td>
<td>4.016 OHMS D.C. PER 1000 FT @ 68 DEG. F Maximum</td>
</tr>
<tr>
<td>TEMP/VOLTAGE:</td>
<td>75C / 300V</td>
</tr>
<tr>
<td>MISC:</td>
<td>MADE IN USA</td>
</tr>
<tr>
<td>TAPPAN PART No:</td>
<td>1680BB2M/FPLP/CMP</td>
</tr>
</tbody>
</table>

* +/- 10% Manufacturing tolerance
* On non-standard product, customer agrees to accept all lengths manufactured

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FPLP - FIRE ALARM CABLE STANDARD -- Plenum Rated -- Bare Copper -- LS-PVC  (Shielded)

APPLICATIONS
Fire protective signaling circuits. Also for smoke detectors, voice communications, audio control and initiating circuits. Article 760 of the NEC. May be used in plenum spaces.

CONSTRUCTION
A.) CONDUCTOR
Solid Bare Copper (Table 341SP) or Stranded Bare Copper (Table 342SP)

B.) INSULATION
LS-PVC

C.) COLOR CODE
Black, Red, Green, Yellow.

D.) SHIELDING
Aluminum-Mylar tape shield, and tinned copper drain wire. (Tables 341SP and 342SP.)

E.) ASSEMBLY
Cabled with ripcord, and jacketed.

F.) JACKET
LS-PVC

COMPLIANCE
A.) SPECIFICATION
UL 1424

B.) CABLE TYPE
FPLP (NEC / UL)

C.) FLAME TEST
NFPA 262 (Formerly: UL 910 Steiner Tunnel Test)

D.) VOLTAGE
300V

E.) TEMPERATURE
75C

F.) SUITABLE USE:
Fire protective signaling circuits, smoke detectors, audio, control, and initiating circuits.

G.) QA
(UL) Listed / (UL) FPLP

FEATURES & OPTIONS:
Available in 1000ft or 500 ft packages, reels, or pull-boxes where practicable.
Optional: other colors, jackets with extruded stripes, and composite cables for multiple services, jacketed, or armored as permitted.

Solid BC

<table>
<thead>
<tr>
<th>TAPPAN SPEC #</th>
<th>SW PART NUMBER</th>
<th>DESCRIPTION</th>
<th>Cable Type</th>
<th>AWG</th>
<th>#/C</th>
<th>STR/ SOL</th>
<th>BC/TD</th>
<th>SHIELD</th>
<th>NOM. DIA. (In.)</th>
<th>WEIGHT Lbs/Mft</th>
<th>JACKET COLOR</th>
<th>UL/NEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>G40006.1</td>
<td>575614</td>
<td>18/2C SOL BC SHLD FPLP</td>
<td>FPLP</td>
<td>18</td>
<td>2</td>
<td>SOL</td>
<td>BC</td>
<td>SHLD</td>
<td>0.145</td>
<td>19</td>
<td>Red</td>
<td>FPLP</td>
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<tr>
<td>G40504.1</td>
<td>577931</td>
<td>18/4C SOL BC SHLD FPLP</td>
<td>FPLP</td>
<td>18</td>
<td>4</td>
<td>SOL</td>
<td>BC</td>
<td>SHLD</td>
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<td>G50013.1</td>
<td>575618</td>
<td>16/2C SOL BC SHLD FPLP</td>
<td>FPLP</td>
<td>16</td>
<td>2</td>
<td>SOL</td>
<td>BC</td>
<td>SHLD</td>
<td>0.170</td>
<td>27</td>
<td>Red</td>
<td>FPLP</td>
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<td>G50369.1</td>
<td>575623</td>
<td>16/4C SOL BC SHLD FPLP</td>
<td>FPLP</td>
<td>16</td>
<td>4</td>
<td>SOL</td>
<td>BC</td>
<td>SHLD</td>
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<td>575625</td>
<td>14/2C SOL BC SHLD FPLP</td>
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<td>BC</td>
<td>SHLD</td>
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<td>G70019.1</td>
<td>576446</td>
<td>12/2C SOL BC SHLD FPLP</td>
<td>FPLP</td>
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<td>BC</td>
<td>SHLD</td>
<td>0.246</td>
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Stranded BC

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<tr>
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<th>SW PART NUMBER</th>
<th>DESCRIPTION</th>
<th>Cable Type</th>
<th>AWG</th>
<th>#/C</th>
<th>STR/ SOL</th>
<th>BC/TD</th>
<th>SHIELD</th>
<th>NOM. DIA. (In.)</th>
<th>WEIGHT Lbs/Mft</th>
<th>JACKET COLOR</th>
<th>UL/NEC</th>
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<tbody>
<tr>
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<td>580145</td>
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<td>2</td>
<td>STR</td>
<td>BC</td>
<td>SHLD</td>
<td>0.154</td>
<td>20</td>
<td>Red</td>
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<td>0.178</td>
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<td>580144</td>
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<td>STR</td>
<td>BC</td>
<td>SHLD</td>
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<td>G70093.1</td>
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<td>12/2C STR BC SHLD FPLP</td>
<td>FPLP</td>
<td>12</td>
<td>2</td>
<td>STR</td>
<td>BC</td>
<td>SHLD</td>
<td>0.264</td>
<td>61</td>
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</table>
AGENDA CAPTION:
Consider approval of Resolution 2023-273R, approving a contract with LJ Power Generators, through the Texas Buyboard Purchasing Cooperative for purchase and installation of a diesel-powered generator at Fire Station No. 1 in the amount of $92,796.00; authorizing the City Manager or her designee to execute the contract and related documents on behalf of the City; and declaring an effective date.

Meeting date: December 14, 2022

Department: San Marcos Fire Department, Les Stephens - Fire Chief (by Lynda Williams, Purchasing Manager)

Amount & Source of Funding
Funds Required: $92,796.00
Account Number: 10002135.60125
Funds Available: Click or tap here to enter text.
Account Name: 100 - GEN FUND

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]

☐ Community Safety
☐ City Facilities
☐ N/A

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.
Background Information:
The purpose of this project is to provide and install a diesel-powered generator at Fire Station #1.

Pursuant to Local Government Code 271.102, the City has authority to participate in cooperative purchasing programs therefore, staff recommends award of this purchase and installation to LJ Power Generators, Houston, TX, in the estimated amount of $92,796.00 through BuyBoard contract # 657-21.

Recommendation:
Staff recommends award of this work to LJ Power Generators in the estimated amount of $92,796.00 through BuyBoard Cooperative Contract # 657-21.
RESOLUTION NO. 2022-273R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING A CONTRACT WITH LJ POWER GENERATORS, THROUGH THE TEXAS BUYBOARD PURCHASING COOPERATIVE (BUYBOARD CONTRACT NO. 657-21), FOR PURCHASE AND INSTALLATION OF A DIESEL-POWERED GENERATOR AT FIRE STATION NO. 1 FOR THE AMOUNT OF $92,796.00; AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE THE CONTRACT AND RELATED DOCUMENTS ON BEHALF OF THE CITY; AND DECLARING AN EFFECTIVE DATE.

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

PART 1. A contract with LJ Power Generators (Contract No. 223-047) through the Texas BuyBoard Purchasing Cooperative (BuyBoard Contract No. 657-21), for purchase and installation of a diesel-powered generator at City Fire Station No. 1, in the amount of $92,796.00 is approved.

PART 2. The City Manager or her designee is authorized to execute the contract and any of the authorized renewals on behalf of the City.

PART 3. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED on December 14, 2022.

Jane Hughson
Mayor

Attest:

Elizabeth Trevino
City Clerk
<table>
<thead>
<tr>
<th>Line No.</th>
<th>Qty</th>
<th>Part</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>000010</td>
<td>1</td>
<td>LJP50</td>
<td>50kW Diesel Driven LJ Power Generator W/ 10A Battery Charger, DSE890 Web net Module, 16-Light Annunciator Panel</td>
<td>$39,100.00</td>
<td>$39,100.00</td>
</tr>
<tr>
<td>000020</td>
<td>1</td>
<td>Enclosure</td>
<td>Steel 180MPH Sound Attenuated Enclosure</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>000030</td>
<td>1</td>
<td>Tank</td>
<td>72HR (350 Gallon) UL142 Dual Wall Subbase Fuel Tank W/ Electric Fuel Level Sensor</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>000040</td>
<td>1</td>
<td>ATS</td>
<td>400A Open Transition, 3pole, 208V, Nema1 ATS</td>
<td>$4,552.00</td>
<td>$4,552.00</td>
</tr>
<tr>
<td>000050</td>
<td>1</td>
<td>Install</td>
<td>1. Demo of existing generator, ATS, main panel and obsolete siren housing 2. Crane service and placement on trailer for haul-off by others 3. Electrical hook-up of new customer provided generator 4. Replacement of existing 400-amp fuses in main disconnect with 350-amp fuses 5. Replace existing main feed conductors with new 500kcmil conductors in existing conduit 6. Installation of customer provided 400-amp ATS 7. Installation of new conduit and conductors for power, gen start and accessory circuits to new 50KW generator set in same location as existing unit 8. Provision and installation of new 400-amp main manel 9. All work to be done during normal business hours 10. Electrical Permit</td>
<td>$42,572.00</td>
<td>$42,572.00</td>
</tr>
<tr>
<td>000060</td>
<td>1</td>
<td>Startup</td>
<td>Startup and Training by Factory Certified Technician</td>
<td>$2,286.00</td>
<td>$2,286.00</td>
</tr>
<tr>
<td>000070</td>
<td>1</td>
<td>Freight</td>
<td>Freight to Jobsite</td>
<td>$4,286.00</td>
<td>$4,286.00</td>
</tr>
</tbody>
</table>
000080 | 1 | Total Quote Included Above Scope of Work: | $92,796.00 | $92,796.00

<table>
<thead>
<tr>
<th>Model</th>
<th>Engine Manufacturer</th>
<th>Frequency / Speed (RPM)</th>
<th>Ambient (Min/Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LJP-50</td>
<td>John Deere</td>
<td>60 Hz / 1800</td>
<td>-18 °C / 40 °C</td>
</tr>
</tbody>
</table>

**Duty / Alt Temp Rise**
- **Engine Model**: 4.5LT
- **Engine Control Voltage (DC)**: 12
- **Elevation**: 1000 Ft

**Genset Agency Approval**
- **Engine HP**: 111
- **Fuel Type**: Diesel
- **Enclosure / Mount Method**: Enclosed

<table>
<thead>
<tr>
<th>Output Rating (kw/kva)</th>
<th>Full Load Amps – (208)</th>
<th>Voltage (L-L/L-N) - Connection</th>
<th>Phase / Power Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 kW / 62.5 kVA</td>
<td>173</td>
<td>208 / 120</td>
<td>3PH/0.8</td>
</tr>
</tbody>
</table>

**ALTERNATOR**
- **Alternator Insulation**: Class H
- **Exciter Field Circuit Breaker**: No
- **Alternator Excitation**: Standard

**ENGINE**
- **Engine Governor Type**: Electronic
- **Coolant Radiator**: Unit mounted
- **Coolant Heater**: Unit Mounted
- **Battery**: Standard Starting Battery

**CONTROL**
- **Genset Controller**: Microprocessor Based
- **Controller Low Coolant Level**: Yes

**ENCLOSURE**
- **Enclosure Option**: Steel – 150MPH Rated – Sound Attenuated
- **Intregrated Vibro Mounts**: Elastomer

**EXHAUST**
- **Exhaust Mounting Method**: Internally mounted – Critical Grade

**POWER CONNECTION**
Circuit Breaker: 1
1 Circuit Breaker Amp: 200 Amp
1 Circuit Breaker Volt Frame: 208
1 Circuit Breaker Pole: 3 Pole
1 Circuit Breaker Mount Loc.: Unit mounted

**Product Manuals**
Copies of Operating Manual: 1

**WARRANTY**
Parts Warranty: 2 Year / 1000 Hours
Labor Warranty: 1 Year / 1000 Hours
AGENDA CAPTION: Consider approval of Resolution 2022-274R, approving a contract with LJ Power Generators, through the Texas Buyboard Purchasing Cooperative for the purchase and installation of a diesel-powered generator at Fire Station No. 3 in the amount of $84,423.00; authorizing the City Manager or her designee to execute the agreement on behalf of the City; and declaring an effective date.

Meeting date: December 14, 2022

Department: San Marcos Fire Department, Les Stephens - Fire Chief (by Lynda Williams, Purchasing Manager)

Amount & Source of Funding
Funds Required: $84,423.00
Account Number: 10002135.60125
Funds Available: Click or tap here to enter text.
Account Name: 100 - GEN FUND

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]
Community Safety
City Facilities
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.
Background Information:
The purpose of this project is to provide and install a diesel-powered generator at Fire Station #3.

Pursuant to Local Government Code 271.102, the City has authority to participate in cooperative purchasing programs therefore, staff recommends award of this work to LJ Power Generators, Houston, TX, in the estimated amount of $84,423.00 through BuyBoard contract #657-21.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
Staff recommends award of this work to LJ Power Generators in the estimated amount of $84,423.00 through BuyBoard Cooperative Contract #657-21.
RESOLUTION NO. 2022-274R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING A CONTRACT WITH LJ POWER GENERATORS, THROUGH THE TEXAS BUYBOARD PURCHASING COOPERATIVE FOR THE PURCHASE AND INSTALLATION OF A DIESEL-POWERED GENERATOR AT FIRE STATION NO. 3 IN THE AMOUNT OF $84,423.00; AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; AND DECLARING AN EFFECTIVE DATE.

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

PART 1. A contract with LJ Power Generators (Contract No. 223-048) through the Texas BuyBoard Purchasing Cooperative (BuyBoard Contract No. 657-21) for the purchase and installation of a diesel-powered generator at Fire Station No. 3 in the amount of $84,423.00 is approved.

PART 2. The City Manager or her designee is authorized to execute the agreement on behalf of the City.

PART 3. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED on December 14, 2022.

Jane Hughson
Mayor

Attest:

Elizabeth Trevino
City Clerk
<table>
<thead>
<tr>
<th>Line No.</th>
<th>Qty</th>
<th>Part</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>000010</td>
<td>1</td>
<td>LJP80</td>
<td>80kW Diesel Driven LJ Power Generator W/ 10A Battery Charger, DSE890 Web net Module, 16-Light Annunciator Panel</td>
<td>$45,283.00</td>
<td>$45,283.00</td>
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<tr>
<td>000020</td>
<td>1</td>
<td>Enclosure</td>
<td>Steel 180MPH Sound Attenuated Enclosure</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>000030</td>
<td>1</td>
<td>Tank</td>
<td>72HR (485 Gallon) UL142 Dual Wall Subbase Fuel Tank W/ Electric Fuel Level Sensor</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>000040</td>
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<td>ATS</td>
<td>400A Service Entrance Rated, 3pole, 208V, Nema3R ATS</td>
<td>$10,260.00</td>
<td>$10,260.00</td>
</tr>
<tr>
<td>000050</td>
<td>1</td>
<td>Install</td>
<td>1. Demo of existing generator, and ATS &lt;br&gt;2. Crane service and placement on trailer for haul-off by others &lt;br&gt;3. Electrical hook-up of new provided generator &lt;br&gt;4. Installation of provided 400-amp SE ATS &lt;br&gt;5. Generator pad extension &lt;br&gt;6. Installation of new conduit and conductors for power, gen start and accessory circuits to new 50KW generator set in same location as existing unit &lt;br&gt;7. All work to be done during normal business hours &lt;br&gt;8. Electrical Permit</td>
<td>$22,308.00</td>
<td>$22,308.00</td>
</tr>
<tr>
<td>000060</td>
<td>1</td>
<td>Startup</td>
<td>Startup and Training by Factory Certified Technician</td>
<td>$2,286.00</td>
<td>$2,286.00</td>
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<tr>
<td>000070</td>
<td>1</td>
<td>Freight</td>
<td>Freight to Jobsite</td>
<td>$4,286.00</td>
<td>$4,286.00</td>
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<td>000080</td>
<td>1</td>
<td>Total</td>
<td><strong>Quote Included Above Scope of Work:</strong></td>
<td><strong>$84,423.00</strong></td>
<td><strong>$84,423.00</strong></td>
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</table>
### Alternator
- **Insulation**: Class H
- **Exciter Field Circuit Breaker**: No
- **Excitation**: Standard

### Engine
- **Governor Type**: Electronic
- **Coolant Radiator**: Unit mounted
- **Coolant Heater**: Unit Mounted
- **Battery**: Standard Starting Battery

### Control
- **Genset Controller**: Microprocessor Based
- **Low Coolant Level**: Yes

### Enclosure
- **Option**: Steel – 150MPH Rated – Sound Attenuated
- **Vibro Mounts**: Elastomer

### Exhaust
- **Mounting Method**: Internally mounted – Critical Grade

### Power Connection
- **Circuit Breaker**: 1
  - 1 Circuit Breaker Amp: 300 Amp
  - 1 Circuit Breaker Volt Frame: 208
  - 1 Circuit Breaker Pole: 3 Pole
  - 1 Circuit Breaker Mount Loc.: Unit mounted

### Model Specifications

<table>
<thead>
<tr>
<th>Model</th>
<th>Engine Manufacturer</th>
<th>Frequency / Speed (RPM)</th>
<th>Ambient (Min/Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LJP-80</td>
<td>John Deere</td>
<td>60 Hz / 1800</td>
<td>-18 °C / 40 °C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duty / Alt Temp Rise</th>
<th>Engine Model</th>
<th>Engine Control Voltage (DC)</th>
<th>Elevation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standby / 125 °C</td>
<td>4.5LT</td>
<td>12</td>
<td>1000 Ft</td>
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</table>

<table>
<thead>
<tr>
<th>Genset Agency Approval</th>
<th>Engine Model</th>
<th>Fuel Type</th>
<th>Enclosure / Mount Method</th>
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<tr>
<td>UL2200</td>
<td>111</td>
<td>Diesel</td>
<td>Enclosed</td>
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</table>

<table>
<thead>
<tr>
<th>Output Rating (kw/kva)</th>
<th>Full Load Amps – (208)</th>
<th>Voltage (L-L/L-N) - Connection</th>
<th>Phase / Power Factor</th>
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<tr>
<td>80 kW / 100 kVA</td>
<td>300</td>
<td>208 / 120</td>
<td>3PH/0.8</td>
</tr>
</tbody>
</table>
Product Manuals
Copies of Operating Manual: 1

WARRANTY
Parts Warranty: 2 Year / 1000 Hours
Labor Warranty: 1 Year / 1000 Hours
AGENDA CAPTION:
Consider approval of Resolution 2022-275R, approving an interlocal agreement with the City of Georgetown to enable each entity to utilize vendors for goods and services under contracts procured by the other; authorizing the City Manager or her designee to execute the agreement on behalf of the city; and declaring effective date.

Meeting date: December 14, 2022

Department: Finance Department - Jon Locke, Director (By Lynda Williams, Purchasing and Contracting Manager)

Amount & Source of Funding
Funds Required: N/A
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: N/A

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.
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
**Master Plan:** [Please select the corresponding Master Plan from the dropdown menu below (if applicable)]

Choose an item.

**Background Information:**
The City of Georgetown has awarded a contract for Collection on Utility Customer Care Delinquent Accounts to Credit Systems International, Inc., located in Fort Worth, Texas. The City of San Marcos Utility Billing Division, Finance Department, wishes to continue utilizing Credit Systems International, Inc., for such services. The City’s current contract with Credit Systems International, Inc., has expired and in order to continue services, the City will contract with Credit Systems International, Inc., via the City of Georgetown’s interlocal cooperative purchasing agreement. This request is to approve the interlocal agreement between the City of San Marcos and the City of Georgetown.

The City is authorized by the Local Government Code, Chapter 271, and by the “Interlocal Cooperation Act”, Texas Government Code, Chapter 791, to participate in cooperative purchasing programs to increase efficiency and effectiveness of local government procurement and contracting.

**Council Committee, Board/Commission Action:**
Click or tap here to enter text.

**Alternatives:**
Click or tap here to enter text.

**Recommendation:**
Staff recommends approval of an interlocal agreement between the City of San Marcos and the City of Georgetown to allow mutual access to contracts held by both municipalities.
RESOLUTION NO. 2022-275R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS APPROVING AN INTERLOCAL AGREEMENT WITH THE CITY OF GEORGETOWN TO ENABLE EACH ENTITY TO UTILIZE VENDORS FOR GOODS AND SERVICES UNDER CONTRACTS PROCURED BY THE OTHER; AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; AND DECLARING EFFECTIVE DATE.

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

PART 1. The attached Interlocal Agreement with the city of Georgetown providing for cooperative purchasing is hereby approved.

PART 2. The City Manager, or her designee, is hereby authorized to sign said agreement on behalf of the City.

PART 3. This resolution shall become effective immediately from and after its passage.

ADOPTED on December 14, 2022.

Jane Hughson
Mayor

Attest:

Elizabeth Trevino
City Clerk
INTERLOCAL PURCHASE AGREEMENT
BETWEEN THE CITY OF GEORGETOWN, TEXAS,
AND THE CITY OF SAN MARCOS, TEXAS

CONTRACT XXX-XXX

This Interlocal Purchase Agreement (the “Agreement”) is made and entered into by and between the City of Georgetown, Texas, and the City of San Marcos (hereinafter referred to as the “City”), acting by and through their respective signature authorities, pursuant to and under authority of the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code and Chapter 271 of the Texas Local Government Code, for the purpose of participating in cooperative purchasing. The undersigned Local Governments may be referred to in this Agreement individually as a “Party” and collectively as the “Parties”.

RECITALS:

WHEREAS, this Agreement is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271 of the Texas Local Government Code; and

WHEREAS, the Parties are local governments as that term is defined in Section 271.101(2) of the Texas Local Government Code; and

WHEREAS, Section 271.102 of the Texas Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization; and

WHEREAS, a local government that purchases materials, supplies, goods, services, or equipment pursuant to a cooperative purchasing program with another local government satisfies the requirement of the local government to seek competitive bids for the purchase of the goods or services; and

WHEREAS, local governments in the State of Texas have the ability and to realize substantial savings and economies of scale by cooperatively procuring materials, supplies, goods, services, or equipment; and

WHEREAS, the Parties desire to enter into a cooperative purchasing program which will allow Parties to purchase materials, supplies, goods, services, or equipment pursuant to Subchapter F, Chapter 271 of the Texas Local Government Code; and

WHEREAS, the Parties, acting by and through their respective signature authorities, adopt the foregoing premises as findings of said governing bodies.

NOW, THEREFORE for and in consideration of the mutual promises, inducements, covenants, agreements, conditions, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties agree as follows:
ARTICLE I
PURPOSE

The purpose of this Agreement is to establish a cooperative purchasing program between the Parties which allow the Parties to realize savings when purchasing materials, supplies, goods, services, or equipment, and which will facilitate the Parties’ ability to satisfy state laws requiring the Parties to seek competitive bids for the purchase of goods and services. Each Party, in contracting for the purchase of supplies, materials, equipment, and services agrees, at its discretion, to extend contracts for shared use to the extent permitted by law and agreed upon by those Parties and vendors.

ARTICLE II
TERM

The term of this Agreement shall commence on December 14, 2022, the date on which City of San Marcos City Council has approved this Agreement (“Effective Date”). The Agreement shall remain in full force and effect unless superseded by a supplemental agreement or terminated as provided in this Agreement.

ARTICLE III
TERMINATION

A Party may withdraw its participation from this Agreement by providing thirty (30) days’ prior written notice to the other Parties. However, termination of this Agreement by a Party shall not terminate an existing contract between a Party and a vendor.

ARTICLE IV
PURCHASING

Each Party shall designate a person to act on their behalf in all matters relating to the cooperative purchasing program. All purchases shall be effected by a purchase order or contract from the purchasing Party and directed to the vendor(s). The Parties shall make payments directly to vendors under the contracts made under Chapter 271, Subchapter F, Texas Local Government Code. The purchasing Party shall be responsible for the vendors’ compliance with provisions relating to the quality of items and terms of delivery. The originating contracting Party is not responsible or liable for the performance of any vendor used by the purchasing Party as a result of this Agreement.

ARTICLE V
CURRENT REVENUE

The Parties warrant that all payments, expenditures, contributions, fees, costs, and disbursements, if any, required of it hereunder or required by any other agreements, contracts, and documents executed, adopted, or approved pursuant to this Agreement, which shall include any exhibit, attachment, addendum, or associated document, shall be paid from current revenues available to the paying Party. The Parties hereby warrant that no debt is created by this Agreement and that any debt created through a purchase shall be the sole obligation of the purchasing Party and no obligation or liability for such debt shall be a liability of the other Parties.
ARTICLE VI
FISCAL FUNDING

The financial obligations of the Parties, if any, under this Agreement are contingent upon the availability and appropriation of sufficient funding. Any Party may withdraw from this Agreement without penalty in the event funds are not available or appropriated. However, no Party will be entitled to a refund of amounts previously contributed in the event of withdrawal for lack of funding.

ARTICLE VII
MISCELLANEOUS

A. **Notice:** Any notice required or permitted to be delivered hereunder shall be deemed received when sent in the United States Mail, Postage Prepaid, Certified Mail, Return Receipt Requested, or by hand-delivery, facsimile transmission, or email transmission addressed to the respective Party at the address set forth opposite the signature of the Party.

B. **Amendment:** This Agreement may be amended by the mutual written agreement of the Parties.

C. **Severability:** In the event one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

D. **Governing Law:** The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the Parties, shall be governed by the laws of the State of Texas. Venue for any action concerning this agreement shall lie in Hays County, Texas.

E. **No Waiver of Immunities:** Neither Party waives, modifies, or alters to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and the United States.

F. **Entire Agreement:** This Agreement represents the entire agreement among the Parties with respect to the subject matter covered by this Agreement. There is no other collateral, oral, or written agreement between the Parties that in any manner relates to the subject matter of this Agreement.

G. **Recitals:** The recitals to this Agreement are incorporated herein.

H. **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original constituting one and the same instrument.

I. **No Assignment:** The Parties may not assign or transfer their rights under this Agreement.

J. **Compliance with Law:** Each Party is responsible for complying with any additional or varying laws and regulations regarding purchases.

K. **No Waiver of Rights:** Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or equity to a Party, including the defense of sovereign immunity, nor to create any legal rights or claims on behalf of a person not a party to this Agreement.
EXECUTED this _____ day of _____________________, 2022.

CITY OF SAN MARCOS, TEXAS

By: ________________________________

Name: Stephanie Reyes

Title: Interim City Manager

Date Signed: ________________

Address for Notice:
City of San Marcos, Texas
630 East Hopkins Street
San Marcos, Texas 78666
Email: LWilliams@sanmarcostx.gov

ATTEST:

By: ________________________________

Title: ______________________________

FOR CITY OF SAN MARCOS, APPROVED AS TO FORM:

By: ________________________________

Title: ______________________________
CITY OF GEORGETOWN, TEXAS

By: ______________________________

Name: __________________________

Title: __________________________

Date Signed: ____________________

Address for Notice:
______________________________
______________________________
______________________________
______________________________

Email: ________________________

ATTEST:

By: __________________________

Title: _________________________

FOR CITY OF GEORGETOWN, APPROVED AS TO FORM:

By: __________________________

Title: _________________________
AGENDA CAPTION:
Consider approval of Resolution 2022-276R, approving an agreement between the City and Credit Systems International, Inc. through the City’s interlocal agreement with the City of Georgetown for the provision of collection services on past-due utility accounts in an estimated amount of $15,000.00 annually for a contract term of one year with options for three additional one-year extensions; authorizing the City Manager or her designee to execute the agreement on behalf of the city; and declaring an effective date.

Meeting date: December 14, 2022

Department: Finance Department - Jon Locke, Director (By Lynda Williams, Purchasing and Contracting Manager)

Amount & Source of Funding
Funds Required: $15,000 per contract year
Account Number: 21006320.52230
Funds Available: $15,000
Account Name: Professional Services

Fiscal Note:
Prior Council Action: N/A

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.
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.
The City of San Marcos is entering into an annual agreement 223-053 with Credit Systems International, Inc., located in Fort Worth, Texas, for Collection Services of Past Due Accounts for Utility Billing through its interlocal agreement with the City of Georgetown.

The purpose of the contract is to enlist the services of Credit Systems International, Inc., to collect monies owed to the City for past due utility accounts which includes electric, water, sewer, refuse, and drainage. Payment paid to the vendor is based on a percentage of amounts collected.

The contract term is for a one (1) year period and may be extended for up to three (3) additional one (1) year periods, for a maximum contract term of four (4) years.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
Staff recommends award of a contract to Credit Systems International, Inc., for Collection Services of Past Due Accounts for Utility Billing.
RESOLUTION 2022-276R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING AN AGREEMENT BETWEEN THE CITY AND CREDIT SYSTEMS INTERNATIONAL, INC. THROUGH THE CITY’S INTERLOCAL AGREEMENT WITH THE CITY OF GEORGETOWN FOR THE PROVISION OF COLLECTION SERVICES ON PAST-DUE UTILITY ACCOUNTS IN AN ESTIMATED AMOUNT OF $15,000.00 ANNUALLY FOR A CONTRACT TERM OF ONE YEAR WITH OPTIONS FOR THREE ADDITIONAL ONE-YEAR EXTENSIONS; AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; AND DECLARING AN EFFECTIVE DATE.

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

PART 1. An agreement between the City of San Marcos and Credit Systems International, Inc. through the City’s Interlocal Agreement with the City of Georgetown for the provision of collection services for past-due utility accounts in an estimated amount of $15,000.00 annually for a contract term of one year with options for three additional one-year extensions is approved.

PART 2. The City Manager or her designee is authorized to execute the Agreement and any of the authorized extensions thereto on behalf of the City.

PART 3. This Resolution will be in full force and effect immediately from and after its passage.

ADOPTED on December 14, 2022.

Jane Hughson
Mayor

Attest:

Elizabeth Trevino
City Clerk
AGENDA CAPTION:
Consider approval of Resolution 2022-277R, approving an agreement providing for the City to sell Edwards Aquifer Water on a temporary basis to the City of Kyle; authorizing the City Manager, or her designee, to execute the agreement on behalf of the City; and declaring an effective date.

Meeting date: December 14, 2022

Department: Utilities, Tyler J. Hjorth - Director

Amount & Source of Funding
Funds Required: $0
Account Number: Click or tap here to enter text.
Funds Available: Click or tap here to enter text.
Account Name: Click or tap here to enter text.

Fiscal Note:
Prior Council Action: Direction given to Staff during December 6, 2022 Work Session

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.
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)]
Choose an item.

**Background Information:**
Due to a historical drought that Central Texas is currently facing, the City of Kyle anticipates the need for additional water during the Edwards Aquifer Authority permit period for 2022. This additional water will prevent Kyle from exceeding their permitted Edwards Aquifer annual capacity. This permitting period dates January 1 to December 31, 2022.

San Marcos has supplies above and beyond their current needs within its EAA permit. San Marcos is willing to commit and make available water to Kyle from their existing water portfolio of EAA-permitted water supply during the remainder of 2022.

The contracted price anticipates a revenue of up to $153,000.00 to SMTXU.

**There is no impact to the Aquifer because of this transaction** - the City of Kyle will draw the same amount of water from the Aquifer with or without this assignment of water through this agreement.

**Council Committee, Board/Commission Action:**
Click or tap here to enter text.

**Alternatives:**
Click or tap here to enter text.

**Recommendation:**
SMTXU recommends approval.
RESOLUTION NO. 2022-277R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS APPROVING AN AGREEMENT PROVIDING FOR THE CITY TO SELL EDWARDS AQUIFER WATER ON A TEMPORARY BASIS TO THE CITY OF KYLE; AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; AND DECLARING AN EFFECTIVE DATE.

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

PART 1. The attached agreement with the City of Kyle is approved.

PART 2. The City Manager, or her designee, is authorized to execute said agreement on behalf of the City.

PART 3. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED on December 14, 2022.

Jane Hughson
Mayor

Attest:

Elizabeth Trevino
City Clerk
Interlocal Agreement
for a Water Sharing Arrangement

This agreement documents the mutual understanding between and among the City of San Marcos (San Marcos) and the City of Kyle (Kyle), collectively, the “Parties”, under which San Marcos commits and makes available to Kyle Edwards Aquifer water from the San Marcos permitted allowance. This water sharing arrangement is temporary and will occur utilizing Kyle’s existing facilities and wells.

Background

The Edwards Aquifer Authority (EAA) regulates withdrawals of groundwater from the Edwards Aquifer in Hays and several other area counties. San Marcos holds permit number P100-828 (HA00222) from the EAA and Kyle possesses permit number P100-217 ((HA00216). Due to a historical drought that Central Texas is currently facing, Kyle anticipates the need for additional water during the EAA permit period ending December 31, 2022. Securing additional water will keep Kyle within its EAA permitted capacity for the January 1 to December 31, 2022 period.

San Marcos has supplies sufficient to meet its current needs, share some of that supply with Kyle, and still remain within its own EAA permitted capacity. San Marcos is willing to commit and make water available to Kyle from the water supply capacity authorized in EAA permit number P100-828.

Authority

San Marcos and Kyle enter into this Agreement under authority of the Interlocal Cooperation Act, Chapter 791 Texas Government Code.

Terms and Conditions

In consideration of the mutual covenants contained in this agreement, the parties agree as follows:

A. San Marcos agrees to share with Kyle up to 125 acre-feet of water from the allotted water capacity authorized in EAA permit number P100-828 (HA00222).

1. Kyle may withdraw water shared under this agreement solely at Kyle’s existing EAA Well Nos. W100-896, W100-897, W100-898 & W105-960.

2. Kyle will operate and meter its groundwater withdrawals throughout the term of this agreement to ensure that the limit on the total annual water amount pumped then utilized is not exceeded.

B. Kyle agrees to pay San Marcos rate amounts set under a prior Water Sharing Program with County Line Special Utility District. Accordingly, Kyle shall pay to San Marcos the following fixed and volume rate:

1. A monthly rate for fixed expenses of $7,745.00 for the months of October, November, and December 2022; and
2. For water pumped by Kyle at the well sites described in A.1. above in excess of the capacities authorized by the EAA in permit number P100-217 (HA00216), the volume rates of $3.21 per 1,000 gallons.

C. For San Marcos to determine invoice amounts, no later than January 10, 2023, Kyle shall provide San Marcos daily meter readings for pumpage from Kyle permitted wells W100-896, W100-897, W100-898 & W105-960 for October, November, and December 2022. The meter readings shall clearly distinguish between and report (1) the volume of Edwards Aquifer water pumped under the authorization in Kyle’s EAA permits and (2) the volume of Edwards Aquifer water pumped under the authorization of San Marcos’s EAA permits being shared with Kyle in this agreement.

D. Kyle agrees to pay the full amount billed under this agreement to San Marcos within 20 calendar days of receipt of invoice.

E. San Marcos will work with Kyle to request and secure all necessary authorizations from EAA to allow the transfer contemplated in this agreement. All application fees for transfers will be paid by Kyle.

F. Under this agreement title to all water pumped by Kyle at their EAA wells under the authorization of San Marcos’s EAA permits will pass to Kyle.

G. A maximum of 125 acre-feet is available for pumping and use by Kyle, regardless as to whether Kyle’s wells and infrastructure can produce and transmit this additional quantity of water. However, the cost calculations under this agreement will be based on volumes pumped rather than volumes available for pumping. If the shared water pumped is shown to be 125 acre-feet, the total cost to Kyle is $153,997.71. If the volume pumped is less than 125 acre-feet the cost to Kyle will be a lesser amount.

H. This agreement is intended be an enforceable agreement and is consistent with the requirements of Title 30 Texas Administrative Code §290.45(f) applicable to Kyle’s public water system.

I. This agreement will take effect on the date it is signed by San Marcos and Kyle. The water sharing authorized in this agreement shall terminate at midnight on December 31, 2022.

This agreement terminates upon San Marcos’ receipt of payment from Kyle of the amounts due hereunder.

[Signatures on next page]
Agreed to and accepted:

City of San Marcos

___________________________________
By: Stephanie Reyes, City Manager

_____________________________
Date

City of Kyle

___________________________________
By: Jerry Hendrix, Interim City Manager

_____________________________
Date
File #: Res. 2022-278R, Version: 1

AGENDA CAPTION:
Hold a public hearing to receive comments for or against Resolution 2022-278R, adopting the ADA Complementary Paratransit Plan (Policy) for the San Marcos Urbanized Area (UZA) for public transportation services; and declaring an effective date.
Meeting date: December 14, 2022

Department: Public Works - Pete Binion, Assistant Director of Public Works

Amount & Source of Funding
Funds Required: NA
Account Number: NA
Funds Available: NA
Account Name: NA

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]
Choose an item.
Choose an item.
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 - Multimodal transportaion network to improve accessibility and mobility, minimize congestion and reduce pollution
☐ Core Services
Background Information:
Americans with Disabilities Act (ADA) of 1990 prohibits discrimination based on disability. The ADA Paratransit policy contains specific requirements by the U.S. Department of Transportation, the Federal Transit Administration, and TxDOT.

FTA and TxDOT require each agency receiving funds to help support public transportation programs to maintain a compliant ADA paratransit policy. Paratransit is a complementary door-to-door service for those who qualify for the service. Customers looking to qualify for the paratransit service must fill out an application, and CARTS reviews all relevant documentation before deciding on qualification. Once approved, customers can schedule trips for an appointment with CARTS.

Holding this Public Hearing and Council’s approval of this item Resolution allow the city to maintain a compliant ADA Paratransit Policy as required of Direct Recipients of the FTA.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
Click or tap here to enter text.
RESOLUTION NO. 2022-278R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS ADOPTING THE ADA COMPLEMENTARY PARATRANSIT PLAN (POLICY) FOR THE SAN MARCOS URBANIZED AREA (UZA) FOR PUBLIC TRANSPORTATION SERVICES; AND DECLARING AN EFFECTIVE DATE.

RECITALS:

1. The Federal Transit Administration (FTA) and TxDOT require each agency receiving funds to help support public transportation programs to maintain a compliant ADA paratransit policy for providing a complementary door-to-door service for those who qualify for the service and the City Council finds it to be in the best interests of the health and welfare of the people to adopt the attached policy.

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

PART 1. The attached San Marcos ADA Complementary Paratransit Plan (Policy) is hereby approved and adopted.

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

ADOPTED on December 14, 2022.

Jane Hughson
Mayor

Attest:

Elizabeth Trevino
Interim City Clerk
ADA COMPLEMENTARY PARATRANSIT PLAN

San Marcos UZA

November 2022

Contact Information:
Amy Cogdill
(512)393-8487
630 E. Hopkins St.
San Marcos, Texas 78666

Revised Date(s):

Board Resolution date:
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Background

As a result of the 2010 Census, the San Marcos Urbanized Area (UZA) was defined. It includes parts of three counties (Hays, Caldwell, and Guadalupe Counties) and two cities (San Marcos and Martindale) in Texas, with the City of San Marcos the dominant demographic.

The current purchased transportation, also known as the San Marcos Transit System, modes in the San Marcos urbanized area are:
- Fixed routes (7)
- Senior shopper route (1)
- Interurban Express route from San Marcos UZA to the Austin UZA (1)
- Demand Response (paratransit)

As required by the Federal Transit Administration (FTA) and the Americans with Disabilities Act (ADA) of 1990, in partnership with the service provider, the City of San Marcos created this complementary paratransit service plan for riders who, due to disability, are unable to use the fixed-route service. The San Marcos Transit System will provide ADA paratransit to origins and destinations within the UZA of San Marcos on each side of the fixed route. Service beyond this area may be provided at the discretion of the San Marcos Transit staff. This ADA paratransit Plan meets the requirements outlined in Title 49, Transportation, Part 37, Transportation for Individuals with Disabilities.
Plan Development and Public Involvement

The following steps were taken to comply with Title 49, Transportation, Part 37, Transportation for Individuals with Disabilities, prior to the initial adoption of this Paratransit Plan:

Outreach
The City solicited comments for the Draft Paratransit Plan from known groups and organizations of persons anticipated to use the paratransit service.

Consultation with Individuals with Disabilities
Utilizing City resources, the Draft Paratransit Plan was presented to known organizations representing persons with disabilities.

Opportunity for Public Comment
The City posted notice of the initial Draft Paratransit Plan in the local newspaper and offered a 15-day comment period for or against the proposed plan.

Public Hearing
After receiving feedback from the public consultation process, the City held a public hearing during the City of San Marcos Council meeting prior to the board approving and adopting the Paratransit Policy.

Ongoing Process
The City will update and present annually to the San Marcos City Council for approval. Opportunities for comments on the updated policy will be available during the “Citizen Comment” period of each meeting.

Keep Paratransit Plan on File
The City of San Marcos will keep this plan on file with the Texas Department of Transportation (TxDOT) and FTA.

Documentation
All comments on the proposed Paratransit Plan can be found in Appendix A.
Service Overview

Service Area
This Paratransit Plan covers all of the San Marcos UZA. The San Marcos UZA covers 27 square miles and services approximately 52,826 people.

Fixed Route Structure
In full operation, the San Marcos Transit System consists of seven (7) routes that operate from 7:00 am to 8:00 pm, Monday through Friday. Each of the seven routes ranges from 30-minute to one-hour frequency.
A commuter route runs from the City of San Marcos with service to the Eastside Bus Plaza in Austin, Texas. All routes are accessible to persons with disabilities and persons who use wheelchairs. A map of the current fixed route is attached as Appendix B.

Service Days and Hours
Paratransit service will be provided during the same time as the San Marcos Transit System fixed route system, which currently operates Monday through Friday, 7:00 am to 8:00 pm. Service is not provided on major holidays on either the fixed route or paratransit service.

Fixed Route Fare Structure
One way - $1.00
Daily pass - $2.00
Monthly pass - $30.00
Reduced passes – half fare for ADA-eligible passengers
Escorted children five (5) and under ride free

Vehicles
As the ADA requires, the San Marcos Transit System has a 100% wheelchair-accessible transit fleet to ensure that persons needing a wheelchair have equivalent access to transportation services as ambulatory persons. Maintenance of accessible features on vehicles as required by the ADA is maintained to a high level so that persons needing these features receive equivalent service. If the lift is not working for some reason, another lift-equipped vehicle will be provided within 30 minutes. Bus operators will also make major stop announcements. The total number of vehicles servicing the fixed routes is 12. The total number of vehicles servicing paratransit is 4.

Route Accessibility
The San Marcos Transit System has 16 ADA-accessible transit shelters and 52 ADA-accessible stops. Sidewalks service most stops, but there is no specific infrastructure for Transit accessibility.
Existing Paratransit Service

Service Provided by SM UZA
San Marcos UZA contracts with Capital Area Rural Transportation Systems (CARTS) to offer complementary paratransit included in the San Marcos Transit System. A map of the current paratransit service area can be found in Appendix C. San Marcos Transit System offers door-to-door service within the paratransit area. Passengers must qualify to use the paratransit system by completing the application found in Appendix D. Once passengers are approved, the transportation options include:

- Paratransit feeder service to an accessible fixed route, where such service enables the individual to use the fixed route bus system for part of the trip.
- Coordinated paratransit service with other 5310 or 5311 programs and with commercial bus lines, such as Greyhound.
- Service from a person’s home to their requested destination.

Paratransit service is provided during the same operating hours as the fixed route services in the San Marcos Transit System.

Response time
Eligible riders, once approved, may schedule a trip up to two weeks before, with a minimum of 24 hours notice of needing a ride.

Restrictions on Trip Purpose
The San Marcos Transit System will accept and handle all trip requests on a first-come, first-serve basis. San Marcos Transit System will not restrict or prioritize trip purposes for paratransit riders.

Fares Structure for SM UZA Paratransit
Each way - $2.00
Fares for paratransit are not reduced
Fares will be no more than twice the fixed-route adult fare

A personal care attendant is permitted to accompany an ADA-eligible rider at no charge. If space is available, additional riders may accompany the passenger at the same fare charged to the ADA rider. All riders must have the same origin and destination as the ADA-eligible rider. ADA fares can and will be adjusted when and if the fixed route fares change.

Capacity Constraints
Service will not be limited because of capacity constraints. No waiting lists will be maintained, and the number of trips provided to an individual will not be restricted. Reservation times may be negotiated within one hour of the requested pickup time. Subscription trips will be limited to no more than 50% of complementary paratransit service capacity.

System capacity will be continually monitored and evaluated to determine the need for modification of resources, such as the number of drivers, support staff, and vehicles. The system capacity is 3 passengers/hour. System performance is measured by the number of passengers/hours the system carries, the number of trip denials, and the number of late pickups the system is experiencing.
Paratransit eligibility
ADA paratransit service must be provided to all individuals who are unable to use the fixed route system because of their disability, some of the time or all the time. The criteria for determining eligibility are also regulated by the ADA and San Marcos Transit must have a documented process in place to determine if an individual qualifies for ADA service.

A passenger interested in riding paratransit will submit a completed application to the ADA Coordinator. Within 21 days, the application will be reviewed, and a decision will be made. The completed application will include a medical professional attesting to the passenger’s disability and that such disability would prevent the passenger’s ability to independently use the fixed route transit or access a fixed route transit bus stop. Once approved, the passenger would be added to the eligibility list, and they can begin scheduling rides. The application is included in Appendix D. San Marcos Transit System has a program for Senior Citizen’s 65 and older.

Services Provided by Other Entities
Two other organizations were identified as providing some level of paratransit service in the City of San Marcos. These are:
- Aloha Taxi, serves San Marcos, Kyle and Buda, has wheelchair accessibility
- Uber WAV

San Marcos Transit System Paratransit Plan
Demand
It is estimated that 13% of the total ridership across all three modes offered by the San Marcos Transit System will be paratransit riders. San Marcos Transit estimated this number by dividing the total number of paratransit passengers by the total number of passengers across all three modes of transportation.

<table>
<thead>
<tr>
<th>Ridership by Mode</th>
<th>2019</th>
<th>2020*</th>
<th>2021*</th>
<th>2022*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paratransit</td>
<td>18,295</td>
<td>7,352</td>
<td>7,115</td>
<td>8,054</td>
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<tr>
<td>Fixed Route</td>
<td>61,253</td>
<td>50,457</td>
<td>42,498</td>
<td>52,451</td>
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<tr>
<td>Commuter Bus</td>
<td>25,304</td>
<td>20,331</td>
<td>4,172</td>
<td>14,453</td>
</tr>
<tr>
<td>% of paratransit riders</td>
<td>17%</td>
<td>9%</td>
<td>13%</td>
<td>11%</td>
</tr>
</tbody>
</table>

* Years impacted by COVID-19 pandemic

San Marcos Transit System has been providing ADA services to individuals that qualify for over three years. ADA trips and cost has been provided to the National Transit Database since fiscal year 2019. Using last year’s data (Fiscal year 2021) San Marcos estimates the Maximum Estimated Trips per Year to be 10,204 and the Maximum Annual Cost to be $500,000

Past Paratransit plan
This is the first Paratransit Plan sponsored by the City of San Marcos for the San Marcos UZA, therefore, there are no modifications to an existing plan.
New Paratransit service
San Marcos Transit will modify services if there are changes to the Fixed Route services or a geographic change to the San Marcos UZA. San Marcos Transit will make every effort to comply with the ADA paratransit service criteria. The new Paratransit Plan is defined below:

Service Area
The San Marcos Transit System service will provide ADA paratransit to origins and destinations in all areas within three-quarters of a mile of a fixed route station. Paratransit service will be provided at all times when the fixed route service is available. Paratransit service will run separately from the fixed route.

Restrictions
The San Marcos Transit System will accept and handle all trip requests on a first-come, first-serve basis. San Marcos Transit System will not restrict or prioritize trip purposes for paratransit riders.

Response times
Next-day service is provided through CARTS for requests made any time during the preceding business day prior to 4:00 pm, Monday through Friday. Reservations are taken Monday through Friday during the normal business hours of 8:00 am until 4:00 pm, except on designated holidays or weekends. Reservations can be made up to two weeks in advance.

On days when the offices are closed, and no reservations can otherwise be made and when the following day is a service day, an answering machine or similar recording device is available to patrons for scheduling or canceling reservations. At the opening of the next business day, all messages will be checked, and calls will be returned to confirm reservations or cancellations.

Passengers who use the paratransit service to make regular trips (daily, weekly, etc.) can qualify for a standing reservation service through the Dispatch office. These reservations allow passengers not to have to call and schedule each recurring trip. The ADA does not allow more than 50% of its service to be “subscription” in nature. San Marcos Transit will take subscription requests on a first-come, first-serve basis. Per the San Marcos Transit no-show policy, a standing reservation will be canceled if a passenger makes a standing reservation and has three no-shows. That passenger will not be eligible to qualify for subscription service for 3 months. Trips missed by the individual for reasons beyond his or her control (including, but not limited to, trips that are missed due to operator error) shall not be a basis for determining that such a pattern or practice exists.

Fares
Paratransit service fare will be no more than twice the basic adult fare for a comparable fixed-route trip. A personal care attendant is permitted to accompany an ADA-eligible rider at no charge. Additional riders may accompany the passenger on a space-available basis at the same fare charged to the ADA rider. All riders must have the same origin and destination as the ADA-eligible rider. ADA fares can and will be adjusted when and if the fixed route fares change.

Hours and Days of Service
Paratransit service will be provided during the same period as the San Marcos Transit System fixed route system, which currently operates Monday through Friday from 7:00 am to 8:00 pm. Service is not provided on major holidays on either the fixed route or paratransit service.
Lack of Capacity Constraints
Service will not be limited because of capacity constraints. No waiting lists will be maintained, and the number of trips provided to an individual will not be restricted. Reservation times may be negotiated within one hour of the requested pickup time. Subscription trips will be limited to no more than 50% of complementary paratransit service capacity.

System capacity will be continually monitored and evaluated to determine the need for modification of resources, such as the number of drivers, support staff, and vehicles. The system capacity is 3 passengers/hour. System performance is measured by the number of passengers/hours the system carries, the number of trip denials, and the number of late pickups the system is experiencing.

Timetable for Implementation
Any changes in the Paratransit Plan will be implemented as soon as the San Marcos City Council adopts this policy.

Budget
The following is a five-year projection of the paratransit budget, using the fiscal year 2022 budget numbers as a guide. Though San Marcos Transit System does not anticipate purchasing paratransit specific vehicles in the next 5 years, it is estimated that 10% of the contract cost for paratransit goes to capital expenses.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Operating Cost</th>
<th>Capital Expenses</th>
</tr>
</thead>
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<tr>
<td>2023</td>
<td>$506,580</td>
<td>$50,658</td>
</tr>
<tr>
<td>2024</td>
<td>$521,780</td>
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<td>2025</td>
<td>$537,430</td>
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<tr>
<td>2026</td>
<td>$553,560</td>
<td>$55,356</td>
</tr>
<tr>
<td>2027</td>
<td>$570,160</td>
<td>$57,016</td>
</tr>
</tbody>
</table>
**Paratransit Application Process**

**Eligibility and Application**
A passenger interested in riding with San Marcos Paratransit will submit a completed application to the program Coordinator. Within 21 days, the application will be reviewed, and a decision will be made. The completed application will include a medical professional attesting to the passenger’s disability and that such disability would prevent the passenger’s ability to independently use the fixed route transit or access a fixed route transit bus stop. Once approved, the passenger would be added to the eligibility list, and they can begin scheduling rides. The application is included in Appendix D. If your application for paratransit service is denied, you have the right to appeal the decision.

To appeal the decision, the applicant must submit a request in writing sixty (60) days after receipt of the denial letter.

Appeals may be mailed to:
San Marcos Transit
338 S. Guadalupe Street
San Marcos, TX 78666
Or faxed to: (512) 805-0001
Email to: donna@rideCARTS.com

An appeal will be heard by an ADA Appeals Board. The ADA Appeals Board consists of individuals who are not involved in the initial certification process. Their decision is made independently of the ADA Certification Process.

Upon receipt of your letter, San Marcos Transit will set up a meeting with the ADA Appeals Board. The applicant will be notified by mail of the date and time of this meeting. The applicant will have the opportunity to submit any additional information, written evidence, and/or arguments to support the qualifications for service. The applicant may bring a representative with you to this meeting.

The applicant will be notified of the Appeals Board’s decision in writing within thirty (30) days of the hearing. The Board’s decision is final.

San Marcos Transit has a program for Senior Citizens 65 and older information on this service can be found in Appendix E.

Information on applying for San Marcos Paratransit service can be found on the City’s Transit webpage: [https://www.sanmarcostx.gov/1300/Transit](https://www.sanmarcostx.gov/1300/Transit).

**Visitors**
Individuals who are visitors from another area or region have access to the complementary paratransit service provided by San Marcos Transit. Visitors will be asked to provide documentation stating that they are ADA paratransit eligible in the area where they reside to utilize the service. This service is available for a total of 21 days during any 365-day period. If a visitor exceeds any combination of 21 days within a 365-day period, then that individual would be required to submit the San Marcos Transit ADA application.
No Show Policy
The mission of San Marcos Transit is to provide quality and efficient paratransit service to passengers while complying with the ADA. No Shows and late cancellations result in wasted trips that other passengers could have used. San Marcos Transit’s policy is to record each customer’s no-shows and apply appropriate sanctions when customers establish a pattern of excessive no-shows. The policy is necessary to recognize the negative impact no-shows have on the services provided to other passengers. Each approved applicant for ADA service will be furnished a copy of the San Marcos Transit ADA no-show policy with their receipt of the letter certifying, if applicable, their ADA eligibility.

Procedures
San Marcos Transit schedules pick-up and return trips separately. We will assume all scheduled return trips are needed unless the passenger gives notice that the trip is not needed. If a passenger is a No-Show on their first trip of the day, San Marcos Transit will not automatically cancel subsequent trips of the day. If the passenger does not need the return or other subsequent trip(s), they will need to cancel them as soon as possible.
If a passenger has been transported to their destination but is a "no-show" when the bus returns, they will not be stranded. However, no pick-up window will be guaranteed. Return trips that are not cancelled will be counted as a no-show.

Definitions
The San Marcos Transit definition of a “no-show” is any time a driver goes to pick up a customer and he or she decides not to use the service or is not at the pickup site and has not called in to cancel their trip at least one (1) hour before the scheduled pick-up time. Customers who call at least one (1) hour before their scheduled pickup will not be charged with a “no-show.”
If a vehicle arrives at the scheduled location within the 30-minute window and the bus operator cannot reasonably see the customer approaching the vehicle after waiting five minutes, passengers will be charged with a No-Show.
We understand emergencies do occur, and no-shows for reasons that are beyond the passenger’s control will not be counted. Examples of excused no-shows include but are not limited to:
- Illness
- Accidents
- Family emergency
- Personal Care Attendant who did not arrive on time to assist the rider
- Passenger’s appointment ran longer than expected and customer could not call to cancel
- Acts of God (flood, earthquake, etc.)

No-Shows are not excused when the trip is not canceled at least one (1) hour prior to the scheduled pick-up time and is missed for one of the following reasons:
- Passenger did not want to travel today
- Passenger received another ride
- Passenger told someone other than Customer Service (driver, facility, etc.) that they were not planning to travel.

Should you encounter an emergency, please contact reservations as soon as possible to alert them of your circumstances. Taking these proper steps may prevent your trip from being recorded as a “no-show” and deter from any possible service suspensions.
No Show per 30-day Period.
1 to 14 trips per month – maximum of 2 no-shows per month
15 to 39 trips per month – maximum of 4 no-shows per month
40 to 59 trips per month – maximum of 6 no-shows per month
60+ trips per month – maximum of 8 no-shows per month

If the rider exceeds these limits monthly, they are then subject to the following schedule for suspension of service.

1st violation – letter of warning
2nd violation – 3-day suspension of service
3rd and 4th violations – 15-day suspension of service

**Appeal Process**
If you have been suspended from service and you feel information regarding your no-show is incorrect, you have the ability to submit an appeal. You can appeal in writing to Customer Service and a representative will contact the passenger within five working days of receiving the notification to schedule a time to visit regarding the appeal. Appeals are granted at the discretion of the Director of Urban Operations.

All appeals must be submitted in writing within 30 days. Please include the time, date, and pickup address of the no-show ride you are appealing.

San Marcos Transit
Customer Service
P.O. Box 6050
Austin, TX 78666

Or email at info@ridecarts.com

**Notification of No-Show Policy**
ADA Patron
Address
Dear

It is the policy of San Marcos Transit to inform our patrons of factors that may affect their transit services. No-shows are one of those factors.

No-Shows, as well as late cancellations, result in wasted trips which could have been used by other passengers. It is the policy of San Marcos Transit to record each customer’s no-shows and apply appropriate sanctions when customers establish a pattern of excessive No-Shows.

For your information, attached is the policy that provides what defines a No-Show and what actions may be taken.

Thank you for your patronage.
Appendix A – Comments on Proposed Paratransit Plan
Appendix B – Fixed-Route Map

WELCOME ABOARD THE BUS

THE BUS operates on a regular fixed route time schedule. The system wide map of all routes with a designated number and color is included along with the timetables for major designated stops on each of the routes. We suggest you arrive at the bus stop 5 to 10 minutes early. Drivers will announce major stops. You may signal the operator to stop when the bus is approximately one block from your destination.

BIKES / BICICLETAS
All buses are equipped with two-bike racks. Bikes will be loaded on a first come first serve basis, so please be prepared to lock-up your bike in a safe and secure location.

FARES / TARIFAS

<table>
<thead>
<tr>
<th>Fare Type</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00</td>
<td>One-Way</td>
<td></td>
</tr>
<tr>
<td>$2.00</td>
<td>Daily Pass (ride all day, no transfers needed)</td>
<td></td>
</tr>
<tr>
<td>$30.00</td>
<td>Monthly Pass</td>
<td></td>
</tr>
<tr>
<td>$15.00</td>
<td>Reduced Monthly Pass (for ADA eligible passengers)</td>
<td></td>
</tr>
</tbody>
</table>

Drivers will not make change. Exempted children 5 and under ride free.

PARATRANSIT / PARATRANSITO
All fixed route buses are accessible for persons with disabilities. Our ADA paratransit curb-to-curb service is available for individuals with disabilities and senior citizens 65 and older. For eligibility information call 512-803-7433.

HOURS OF OPERATION
THE BUS provides service Monday through Friday, 7am to 8pm year round, except holidays.

SMTXTHEBUS.COM Mobile Website
Appendix C – Paratransit Service Area Map
Appendix D – Paratransit Application
ADA ELIGIBILITY APPLICATION

THE BUS provides complementary paratransit to eligible people living in or visiting the City of San Marcos.

Through our Complementary Paratransit services, THE BUS provides an equivalent accessible transportation option to people who are unable to use the fixed-route bus service because of a disability. THE BUS provides rides, from origin to destination, within the city limits of San Marcos.

Transportation services are accessed by completing this application and being certified through THE BUS, or if you are visiting from another area, by providing documentation of ADA certification from a transportation service in another area of the country.

Who should apply for ADA services?

- People who are unable to use the fixed-route public bus services because of barriers like steep stairs, busy intersections, hills, lack of curb cuts, lack of sidewalks, unavailability of a lift on a public bus, weather-related heat or cold, difficulty traveling along and/or recognizing new destinations.
- People with mobility impairments due to visual limitations, arthritis, spinal cord injury, or other physical and/or cognitive limitations that are a barrier to using fixed route services.

How do people apply for ADA services?

- Complete this application and sign the Release of Information section.
- Have your doctor, rehabilitation specialist, or other qualified health care provider complete and sign the professional verification section.
- Send the completed application to:

  THE BUS
  338 S. Guadalupe Street
  San Marcos, TX  78666
  Or Fax to: 512-805-0001

If you need an alternative format of this application or additional information, please contact us at (512) 805-7433 or donna@ridecarts.com.
If you have a physical or functional disability, as defined by the Americans with Disabilities Act (ADA), which limits you from using fixed-route accessible buses, you may be eligible for THE BUS Paratransit service. The information obtained in this certification process will be used to determine your eligibility. The information may be shared with other transit providers to facilitate your travel in other areas.

This application must be filled out completely, including the verification of eligibility by a qualified professional. Incomplete applications will be returned to applicants.

**Step 1: Complete the General Information Section**

**NAME:**
Last__________________________________First___________________________________MI_________

**ADDRESS:**
Street________________________________City________________________________State______Zip_____

**PHONE:**
Home_________________________Work_________________________Cell_________________________

**DATE OF BIRTH:**
____/____/_____

**EMERGENCY CONTACT:**
NAME:__________________________________________PHONE #:_________________________________
ADDRESS:_________________________________________________________________________________

**Step 2: Information about your disability**

1. What disability prevents you from using the Fixed Route Bus Service? Please specify all that apply.__________________________________________________________

2. How does your disability prevent you from using the Fixed Route Bus Service?
_____________________________________________________________________________
_____________________________________________________________________________

3. Please describe the area where you live (e.g., flat, very steep hill, long, gradual hill, etc.).
_____________________________________________________________________________

4. Are there sidewalks at your residence? __________ Is one needed? __________

5. What is the most difficult part of riding the bus for you?
_____________________________________________________________________________

6. What is the closest bus stop to your home? (Please give location)________________________
_____________________________________________________________________________
In the next section, please check “YES”, “NO”, OR “SOMETIMES”. If you answer “NO” or “SOMETIMES” to any of these questions, you must explain your answer in the space provided below the question.

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>SOMETIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can you get to this bus stop by yourself?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____YES ____NO ____SOMETIMES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you board the bus by yourself?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____YES ____NO ____SOMETIMES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If vision-impaired, are you able to travel a distance of 200 feet without assistance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____YES ____NO ____SOMETIMES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you able to travel a distance of 3 blocks (1/4 mile) without assistance over different types of terrain?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____YES ____NO ____SOMETIMES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you able to climb three 12-inch steps without assistance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____YES ____NO ____SOMETIMES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you able to cross: _______2-way stop _______4-way stop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____YES ____NO ____SOMETIMES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you able to cross traffic light-controlled intersections in the following areas?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>______Residential ______Semi-Business _______Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____YES ____NO ____SOMETIMES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you have a cognitive disability, are you able to give your name, address, and telephone number upon request?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____YES ____NO ____SOMETIMES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you able to recognize your destination or landmark?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____YES ____NO ____SOMETIMES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
16. Are you able to deal with unexpected situations or unexpected changes in routine?
   ____YES ____NO ____SOMETIMES

17. Are you able to ask for, understand, and follow directions?
   ____YES ____NO ____SOMETIMES

18. Are you able to safely and effectively travel through crowded and/or complex facilities?
   ____YES ____NO ____SOMETIMES

19. Do you use the Fixed Route buses now? If NO or SOMETIMES, what limits or prevents you from
    using the buses? (e.g. no sidewalks)
   ____YES ____NO ____SOMETIMES

20. If you do not ride the fixed route buses, how do you currently travel? (e.g. family, friends)

21. Have you ever received any training to use the fixed route bus service? ____YES ____NO
    If not, would you like to participate in training? ____YES ____NO

22. If you are visually impaired, have you received mobility training from another organization such as Texas
    Department of Assistive and Rehabilitative Services or ARCIL? ____YES ____NO

23. Do you use any of the following assistive devices? (Check all that apply)
   ____Manual wheelchair—passenger is able to transfer to a seat
   ____Passenger is not able to transfer to a seat without assistance
   ____High Wheelchair          ____Long Wheelchair          ____Electric Wheelchair
   ____Power Scooter             ____Walker (foldable)          ____Cane
   ____Crutches                          ____Guide Dog          ____Oxygen
APPLICANT AGREEMENT

I agree that, if I am certified for THE BUS Paratransit service, I will pay the exact fare, if required, for each trip. I agree to notify the office of any changes in my status which may affect my eligibility to use the service. I also understand that failure to adhere to the policies and procedures will be grounds for revoking my application and the right to participate in the program.

I understand and agree to hold THE BUS harmless against all claims or liability for damages to any person, property, or personal injury occurring as a result of my failure to equip or maintain the safety of the adaptive equipment or certified guide/service animal that I require for mobility. I have read and fully understand the conditions for service outlined in the Rider’s Guide and agree to abide by them.

I hereby authorize the release of verification information and any additional information to THE BUS for the purpose of evaluating my eligibility to participate in the Program.

I certify that the information provided in this application is true and correct.

__________________________________                                                                       ____________________
Signature                                                                                      Date

If someone assisted you in completing this application, please provide their information and their signature below.

NAME:____________________________________ DAYTIME PHONE #:____________________________
ADDRESS:
Street_____________________________________________Apt. #__________
City____________________________________State_________Zip__________

__________________________________                                                                       ____________________
Signature                                                                                      Date

An Eligibility Specialist will review your application and may ask you additional questions. You may also be required to participate in an assessment in the community so we can further evaluate your functional abilities.
Health Care Professional Verification of Eligibility

ALL INFORMATION FOR VERIFICATION OF ELIGIBILITY MUST BE FILLED IN BY A QUALIFIED HEALTH CARE PROFESSIONAL.

PERSON COMPLETING VERIFICATION: ___________________________________________________________

PROFESSIONAL TITLE: _________________________________________________________________

AGENCY AFFILIATION: ________________________________________________________________

STATE OF TEXAS CERTIFICATION ID#____________________________________________________

BUSINESS ADDRESS: _________________________________________________________________

Street

Ste. #

City               State               Zip

BUSINESS PHONE NUMBER ____________________________________________________________

What is the medical diagnosis that causes the disability?

_____________________________________________________________________________________

Is this condition: Temporary_____ Permanent_____

If temporary, what is the expected duration?________________________________________________

Dates of Duration

I verify that the information provided above for verification is true and correct to the best of my knowledge.

_________________________________________________________________________________________________________

Signature of Qualified Professional

Date
Appendix E – Paratransit Program for Senior Citizens

Senior Transportation is part of the San Marcos Transit program.

Who is eligible?
- Residents who live in the City Limits of San Marcos who are 65+

How does it work?
- Services provided Monday through Friday, 8:00am to 5:00pm, except holidays.
- Drivers provide curb to curb service. Assistance provided from door to door when requested. Drivers do not enter homes.
- Reservations can be made two weeks in advance, with a minimum of 24 hour notice.
- Requires proof of age (driver license, etc.)
- Passengers must register and let reservation staff know if they need handicap accessible bus when scheduling a ride.

Types of Services
- Reserve-a-Ride: Choose when and where you want to go within the City Limits of San Marcos.
- Errands: Destinations include grocery store, shopping centers, bank, or hair salon.
- Medical Appointments: Destinations include doctor, dentist, etc. (non-emergency)

Fares
- $2.00 one-way for dial-a-ride transportation, $0.50 for San Marcos Fixed Route.
- Free for seniors to the congregate meal lunch program (requires application.)

To make a reservation call – 512-478-7433 or 800-456-7433
AGENDA CAPTION:
Consider approval of Ordinance 2022-92, on the first of two readings, amending the San Marcos Code of Ethics to add provisions relating to review by the Ethics Review Commission (ERC) of Annual Financial Disclosure statements submitted by City Council members, Planning and Zoning Commissioners, and the four city council appointees; requiring periodic review by the ERC of Campaign Finance Reports to determine compliance with the individual contribution limit and aggregate fund-raising limits set by the Code; and providing an effective date.

Meeting date: December 14, 2022

Department: Legal Department - as directed by City Council on July 5, 2022.

Amount & Source of Funding
Funds Required: Click or tap here to enter text.
Account Number: Click or tap here to enter text.
Funds Available: Click or tap here to enter text.
Account Name: Click or tap here to enter text.

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]
Choose an item.
Choose an item.
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.
Background Information:
The attached ordinance amends the San Marcos Code of Ethics to formalize the process for the Ethics Review Commission’s review of annual financial disclosure statements submitted by members of the City Council, Planning and Zoning Commission and the four city council appointees. It would require the ERC to provide an explanation of the reasons supporting any request to an official or employee for clarification, correction, or completion of any missing information on an annual financial disclosure statement. The attached ordinance also provides for ERC review of campaign finance reports to determine compliance with individual contribution limits and aggregate fund raising limits that were added to the Code in 2018.

Council Committee, Board/Commission Action:
On July 5, 2022, Council discussed the need for amending the San Marcos Code of Ethics and gave direction to staff to bring forward an ordinance amendment that formalizes the ERC’s review of annual financial disclosure statements and requires the commission to provide an explanation to accompany any request to an official or employee for clarification, correction, or completion of any omitted information. Council also directed that the ordinance include provisions for ERC’s review of campaign finance reports to determine compliance with the individual contribution limit and aggregate fund raising limits set forth in Sections 2.467 and 2.468 of the San Marcos Code of Ethics.

The attached ordinance was posted for consideration on first reading on the City Council’s regular agenda for October 3, 2022. After some discussion, council postponed first reading of the ordinance until the November 15, 2022 regular meeting and directed that a separate discussion item be placed on that same agenda to allow the council to review and discuss provisions of the San Marcos Code of Ethics, adopted in 2018, that set individual contribution limits and aggregate fund raising limits during an election cycle for the mayor and council members.

This item was postponed on November 15th and December 6th council meeting.
Alternatives:
Click or tap here to enter text.

Recommendation:
Click or tap here to enter text.
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS AMENDING THE SAN MARCOS CODE OF ETHICS TO ADD PROVISIONS RELATING TO REVIEW BY THE ETHICS REVIEW COMMISSION (ERC) OF ANNUAL FINANCIAL DISCLOSURE STATEMENTS SUBMITTED BY CITY COUNCIL MEMBERS, PLANNING AND ZONING COMMISSIONERS, AND THE FOUR CITY COUNCIL APPOINTEES; REQUIRING PERIODIC REVIEW BY THE ERC OF CAMPAIGN FINANCE REPORTS TO DETERMINE COMPLIANCE WITH THE INDIVIDUAL CONTRIBUTION LIMIT AND AGGREGATE FUND-RAISING LIMITS SET BY THE CODE; INCLUDING PROCEDURAL PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. Section 2.443 of the San Marcos City Code is hereby amended to read as follows (added language is underlined):

Sec. 2.443. Authority and duties.

(a) Generally. The ethics review commission shall act as authorized by section 12.02 of the Charter concerning conflicts of interest, ethical conduct or interests of city officials and employees.

(b) Review and recommendations. The commission will meet at least once a year to review this article and may make recommendations to the city council.

(c) Hearings. The commission shall consider and conduct hearings on complaints of violations of this article and of state conflict of interest laws in accordance with Section 2.444.

(d) Advisory opinions. The commission shall render advisory opinions on potential conflicts of interest or violation of this article at the request of a public official or employee subject to the terms of this article. The opinion must relate to an action proposed to be taken by the person requesting the opinion.

(e) Opinions binding. Any advisory opinion rendered by the commission to a person is binding on the commission in any subsequent complaint concerning the person about whom the opinion was requested and who acted in reliance on it in good faith, unless material facts were omitted or misstated by the person in connection with the opinion.
(f) The commission shall review financial disclosure forms submitted under Section 2.462(a) by city council members, planning and zoning commissioners, city manager, city attorney, city clerk, and municipal court judge.

(g) The commission shall review campaign finance reports on file with the city clerk to determine compliance with the individual contribution limit and aggregate fund-raising limits on campaign contributions set by Sections 2.467 and 2.468.

SECTION 2. Section 2.463.1 is hereby added to the San Marcos City Code to read as follows:

Sec. 2.463.1. Review of financial disclosure statements

(a) The Ethics Review Commission shall review the financial disclosure statements submitted by city council members, planning and zoning commissioners, city manager, city attorney, city clerk and municipal court judge under Section 2.462(a).

(b) The Commission may request correction, clarification, or explanation of information contained in such financial disclosure statements or completion of any missing information. All requests must be in writing and contain an explanation of the reasons why the Commission has requested a response from the officer or employee.

(c) Upon receipt of a request from the Commission under the preceding subsection, the officer or employee shall either file a corrected financial disclosure statement with the city clerk or submit a written reply to the Commission within thirty (30) calendar days.

SECTION 3. Section 2.469 is hereby added to the San Marcos City Code to read as follows:

Sec. 2.469. Review of individual and aggregate campaign contributions

At least one time per calendar year, the Ethics Review Commission shall review the campaign finance reports on file with the city clerk to determine compliance with the individual contribution limit in Section 2.467 and the aggregate fund-raising limits in Section 2.468.

SECTION 4. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 5. All ordinances and resolutions or parts of ordinances or resolutions in conflict with this ordinance are repealed.
SECTION 6. This ordinance will take effect after its passage, approval and adoption on second reading.

PASSED AND APPROVED on first reading on ______________, 2022.

PASSED, APPROVED AND ADOPTED on second reading on ______________, 2022.

Jane Hughson
Mayor

Attest: Approved:

Elizabeth Trevino    Michael J. Cosentino
City Clerk          City Attorney
AGENDA CAPTION:
Consider approval of Ordinance 2022-102, on the first of two readings, amending Section 2.042 of the City Code, pertaining to the Order of Business for City Council Meetings by adding Citizen Comments and Question and Answer from the Press and Public as agenda items to all City Council Work Session and Workshop Agendas; and providing an effective date.

Meeting date: December 14, 2022

Amount & Source of Funding
Funds Required: Click or tap here to enter text.
Account Number: Click or tap here to enter text.
Funds Available: Click or tap here to enter text.
Account Name: Click or tap here to enter text.

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]
Choose an item.
Choose an item.
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
Master Plan: [Please select the corresponding Master Plan from the dropdown menu below (if applicable)]
Choose an item.

Background Information:
Council discussed and had consensus on August 16th council meeting to move forward and add Citizen Comment Period and Question and Answer from the Press and Public to future workshop agendas. The ordinance is also including work session agendas.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
Click or tap here to enter text.
ORDINANCE 2022-102

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, AMENDING SECTION 2.042 OF THE CITY CODE, PERTAINING TO THE ORDER OF BUSINESS FOR CITY COUNCIL MEETINGS BY ADDING CITIZEN COMMENTS AND QUESTION AND ANSWER FROM THE PRESS AND PUBLIC AS AGENDA ITEMS TO ALL CITY COUNCIL WORK SESSION AND WORKSHOP AGENDAS; AND PROVIDING AN EFFECTIVE DATE.

RECITALS:

1. The City Council wishes to revise City Code Section 2.042 pertaining to the order of business for City Council meetings.

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

SECTION 1. Section 2.042 of the City Code is amended as follows:

Sec. 2.042. Order of Business.

(A) The order of business for regular city council meetings is as follows:

(1) Call to order.
(2) Roll call.
(3) Invocation.
(4) Pledge of Allegiance.
(5) Citizen Comments (limited to 30 minutes).
(6) Pre-Consent (including staff or council reports and executive session)
(7) Consent Agenda.
(8) Public Hearings.
(9) Non-Consent Agenda
(10) Question and answer session with the press and public
(11) Adjournment

(B) All city council work session and workshop agendas shall include Citizen Comments and Question and Answer Session With the Press and Public as agenda items.
SECTION 2. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 3. All ordinances and resolution or parts of ordinances or resolutions in conflict with this ordinance are repealed.

SECTION 4. This ordinance shall become effective upon adoption.

PASSED AND APPROVED on first reading on December 14, 2022.

PASSED, APPROVED AND ADOPTED on second reading on January 3, 2023.

Jane Hughson
Mayor

ATTEST:

Elizabeth Trevino
City Clerk

APPROVED:

Michael J. Cosentino
City Attorney
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, AMENDING SECTION 2.042 OF THE CITY CODE TO CHANGE THE ORDER OF BUSINESS FOR REGULAR CITY COUNCIL MEETINGS; INCLUDING PROCEDURAL PROVISIONS; AND DECLARING AN EMERGENCY.

RECITALS:

1. The City Council wishes to revise City Code Section 2.042 pertaining to the order of business for regular City Council meetings.

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

SECTION 1. Section 2.042 of the City Code is amended as follows (underlining indicates added text; overstrike indicates deleted text):

Sec. 2.042. Order of Business.

The order of business for regular city council meetings is as follows:

(1) Call to order.
(2) Roll call.
(3) Pre-Consent 1 (includes Workshops; Presentations; Executive Session)
(4) Invocation.
(5) Pledge of Allegiance.
(6) Citizen Comments (limited to 30 minutes).
(7) Pre-Consent 2 (includes Staff and Council Reports)
(8) Consent Agenda – items pulled from consent agenda.
(9) Public Hearings.
(10) Non-Consent Agenda (Board Appointments et al)
(11) Question and answer session.
(12) Adjournment.

SECTION 2. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 3. All ordinances and resolution or parts of ordinances or resolutions in conflict with this ordinance are repealed.

SECTION 4. The importance of this Ordinance creates an emergency and an imperative public necessity, and the provisions of the Charter requiring that ordinances be presented at three separate meetings, and that ordinances do not take effect until ten days after the date of its final passage are suspended, and this Ordinance will take effect upon publication of notice of its adoption in a newspaper of general circulation within the City.
PASSED, APPROVED AND ADOPTED on 3rd day of February, 2009.

Susan Narvaiz
Mayor

Attest:
Sherry Mashburn
City Clerk

Approved:
Michael Cosentino
City Attorney
AGENDA CAPTION:
Consider approval of Resolution 2022-279R, allocating to non-profit agencies Human Services Grant funding of $500,000.00 from the City's General Fund; authorizing the City Manager, or her designee, to act as the Official Representative of the City in matters related to said grant funds, including authorization to execute fundings contracts with selected agencies on behalf of the City; and declaring an effective date.

Meeting date: December 14, 2022

Department: Planning and Development Services

Amount & Source of Funding
Funds Required: Click or tap here to enter text.
Account Number: Click or tap here to enter text.
Funds Available: Click or tap here to enter text.
Account Name: Click or tap here to enter text.

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.
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.
Background Information:
Annually, the Human Services Advisory Board, a council-appointed board, reviews applications for approximately $500,000 allocated to the Human Services Grant through the City’s budget. This year applications for 38 programs and $1.6 million were received from 32 agencies.

Funding Requirements are as follows:

1. Funding must be spent on the program that was approved. Proof of expenditures will be required as part of quarterly reporting.

2. The program for which funding is requested must provide services to residents of San Marcos. (It may also provide services to residents of other communities.)

3. Funding requested cannot be more than 50% of the funding for the agency

4. Program must have measurable outcomes.

5. Agency or Organization:
   a. must be a Human Services Agency as defined below.
   b. must be overseen by a volunteer Board of Directors.
   c. must execute an agency agreement with the City of San Marcos.
   d. must agree to undergo periodic program evaluations by the Human Services Advisory Board or City of San Marcos staff.

Human Services Agency Definition - A human services agency is an organization that seeks to improve the quality of their clients’ lives by providing, facilitating, or recommending support for an array of basic social, physical health, housing, and mental health services to needy clients in the community. (from HSAB Bylaws, Article VIII)

In order to provide for additional objectivity in the selection of agencies, all applications were scored by the members of the Board. Each Board member scored each application on the following. A copy of the evaluation criteria sheet is attached.
1. Community Need and Justification (Applications that addressed a City Council Strategic Initiative were to receive a higher score.)

2. Impact and Cost Effectiveness

3. Implementation Readiness

4. Community Support

In addition, each Board member conducted a Risk Assessment of each application based on the following factors. A copy of the risk assessment criteria sheet is attached.

1. Program Complexity

2. Project Experience

3. Program or Project Funding Sources

4. Organizational Tenure

5. Recipient History

Each applicant except two made a five-minute presentation to the board, which was followed by a five-minute question and answer period. HOME Center and Hands of Hope were inadvertently skipped in the presentation scheduling.

Applications, agency questionnaires, meeting minutes, and videos can be viewed here:

<https://sanmarcostx.gov/3051/City-Human-Services-Grants>

**Council Committee, Board/Commission Action:**

The Human Services Advisory Board members scored all 38 applications, then met to discuss and determine which agencies provided the best combination of these factors, and are pleased to provide the attached recommendation for the City Council’s consideration: Please see attached pdf list of recommendations for funding, ranked by average score. The Board voted to fund the top 15 average scorers with 55% of their funding request, and the rest 20% of the funding request, then discussed and tweaked the amounts for individual agencies. Reasoning for the amounts that varied is as follows: **Community Action of Central Texas, San Marcos Senior Center** received 73% instead of 55% - made a good case for needing more funding than they were awarded last year, so they were adjusted up **Hays Caldwell Women’s Center Sexual Assault and Abuse program** received 100% instead of 55% and **Non-Residential Family Violence** received
46% instead of 55% - the first program is longstanding and the Board felt more funding was needed to be consistent with prior years; the latter program was reduced slightly since the request was high relative to other programs. **Greater San Marcos Youth Council’s program** received 43% instead of 55% because their request had been high compared to other programs. **Pet Prevent a Litter (PALS)** received 60% instead of 20% because the program is the only one that serves animals. **Cenikor Foundation, Youth Recovery Community** received 30% instead of 20% to add some funding since the amount was so very low and it is used to support staffing **Hill Country MHDD** received 8% instead of 20% since their request was very large compared to other agencies. This year when the Board adopted the standard bylaws requested by the Council for every board and commission, it was recognized that an appeals process had been in existence in the Board’s bylaws, and this process was moved to the Board’s Rules and Regulations. All applicants were notified of the appeals process and appeals were received for ten of the programs: a. Hays County Food Bank - Food Distribution b. San Marcos Youth Services Bureau-Teen Network/Active Community Teens c. Court Appointed Special Advocates - Child Advocacy Service d. Greater San Marcos Youth Council - Family and Youth Success e. Greater San Marcos Youth Council - Children’s Shelter f. Nosotros La Gente - "Viva Zapatos" Shoe Drive g. Nosotros La Gente - Coats Program h. San Marcos Housing Authority - Resident Services - Service Coordination i. Southside Community Center - Emergency Shelter/Transitional Shelter j. Southside Community Center - Specific Assistance. The Board heard the appeals at the December 5, 2022, Board meeting, and unanimously approved the following motion: That the Board’s recommendation for the $500,000 stand as it is, and that the Board notes that the appeals process is flawed as it is currently written since it could create the situation of endless appeals as funding is adjusted, and that the Board is requesting an additional $158,854 to fully fund the programs that appealed. The Board plans to discuss the flawed appeals process on a future Board agenda.

**Alternatives:**

Click or tap here to enter text.

**Recommendation:**

Staff recommends approval of the Human Services Advisory Board’s recommendation of funding the programs as presented, plus an additional $158,854 to fully fund the programs that appealed.
RESOLUTION NO. 2022-279R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS ALLOCATING TO NON-PROFIT AGENCIES, HUMAN SERVICES GRANT FUNDING OF $500,000.00 FROM THE CITY’S GENERAL FUND; AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, TO ACT AS THE OFFICIAL REPRESENTATIVE OF THE CITY IN MATTERS RELATED TO SAID GRANT FUNDS, INCLUDING AUTHORIZATION TO EXECUTE FUNDING CONTRACTS WITH SELECTED AGENCIES ON BEHALF OF THE CITY; AND DECLARING AN EFFECTIVE DATE.

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

PART 1. The City approves Human Services Grant funding of $500,000.00 from the City’s General Fund, and allocates to the agencies listed and for the amounts and the purposes described in Exhibit A, attached hereto and made a part hereof.

PART 2. The City Manager, or her designee, is authorized to act as the official representative of the City in matters related to the allocation of said funds and may enter into funding contracts with the non-profit agencies listed in Exhibit A, consistent with the purposes of this resolution.

PART 3. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED on December 14, 2022.

Jane Hughson
Mayor

Attest:

Elizabeth Trevino
City Clerk
EXHIBIT A
[TO BE ATTACHED FOLLOWING FINAL DIRECTION FROM CITY COUNCIL]
Outline for this evening

Staff Presentation:
• Applications received
• Evaluations and recommendations

Council Decision:
• Allocation of funding
## Human Services Grants

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22</td>
<td>Notice of Public Hearing</td>
</tr>
<tr>
<td>Jun 9</td>
<td>Public Hearing</td>
</tr>
<tr>
<td>Jun 19</td>
<td>Notice of Funding Availability Published</td>
</tr>
<tr>
<td>Jun 30</td>
<td>Optional Applicant Workshop (with translator)</td>
</tr>
<tr>
<td>Jun 24 – Jul 29</td>
<td>Application Period</td>
</tr>
<tr>
<td>Sep 1 – Oct 13</td>
<td>Applicant Presentations to the Board</td>
</tr>
<tr>
<td>Oct 27, Nov 3</td>
<td>Board Discussion and Recommendation</td>
</tr>
</tbody>
</table>
Funding Sources

General Fund: $500,000
Overall Requirement

**Human Services Agency** – A human services agency is an organization that seeks to improve the quality of their clients’ lives by providing, facilitating, or recommending support for an array of basic social, physical health, housing, and mental health services to needy clients in the community. *(from HSAB Bylaws, Article VIII)*
Application Evaluation Criteria

1. Community Need and Justification: 50 Points
   documentation of need; Council Strategic Initiative

2. Impact and Cost Effectiveness: 25 Points
   overhead, leveraging other resources

3. Implementation: 15 Points
   focus on measurable outcomes; readiness

4. Community Support: 10 points
   references, board and volunteer participation
Risk Assessment Criteria

1. Program Complexity: 10 Points
2. Project Experience: 10 Points
3. Program or Project Funding: 10 Points
4. Organization Tenure: 10 points
5. Recipient History: 10 points

30+ High, 16-29 Moderate, 0-15 Low
Board Recommendations - Overview

• 55% for the top 15 average scores
• 20% for the rest
• A few were adjusted for individual circumstances
# Top Average Scores

<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Request</th>
<th>Board Rec.</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Marcos Housing Authority</td>
<td>Resident Services -Service Coordination</td>
<td>$34,400</td>
<td>$18,920</td>
<td>55</td>
</tr>
<tr>
<td>Hays County Food Bank</td>
<td>Food Distribution</td>
<td>$55,000</td>
<td>$30,250</td>
<td>55</td>
</tr>
<tr>
<td>Southside Community Center</td>
<td>Emergency Shelter/Transitional Shelter</td>
<td>$52,000</td>
<td>$28,000</td>
<td>54</td>
</tr>
<tr>
<td>Greater San Marcos Youth Council</td>
<td>Children's Shelter</td>
<td>$15,000</td>
<td>$8,250</td>
<td>55</td>
</tr>
<tr>
<td>Community Action, Inc. of Central Texas</td>
<td>San Marcos Senior Citizen Center</td>
<td>$22,000</td>
<td>$16,000</td>
<td>73</td>
</tr>
<tr>
<td>Hays-Caldwell Women’s Center</td>
<td>Sexual Assault and Abuse</td>
<td>$20,000</td>
<td>$20,000</td>
<td>100</td>
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<tr>
<td>Hays-Caldwell Women’s Center</td>
<td>Non-Residential Family Violence</td>
<td>$50,000</td>
<td>$23,000</td>
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</table>
### Top Average Scores, continued

<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Request</th>
<th>Board Rec.</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater San Marcos Youth Council</td>
<td>Family and Youth Success</td>
<td>$75,000</td>
<td>$32,500</td>
<td>43</td>
</tr>
<tr>
<td>Hays County Child Protective Services</td>
<td>Child Protective Board</td>
<td>$25,000</td>
<td>$13,750</td>
<td>55</td>
</tr>
<tr>
<td>Hays-Caldwell Women’s Center</td>
<td>Roxanne's House (Child Abuse Program)</td>
<td>$25,000</td>
<td>$13,750</td>
<td>55</td>
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<tr>
<td>Combined Community Action</td>
<td>Meals on Wheels of the Rural Capital Area</td>
<td>$15,000</td>
<td>$8,250</td>
<td>55</td>
</tr>
<tr>
<td>Society of St. Vincent de Paul</td>
<td>Society of St. Vincent de Paul</td>
<td>$30,000</td>
<td>$16,500</td>
<td>55</td>
</tr>
<tr>
<td>Court Appointed Special Advocates of Central Texas, Inc.</td>
<td>Child Advocacy Service</td>
<td>$20,275</td>
<td>$11,151</td>
<td>55</td>
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<tr>
<td>School Fuel</td>
<td>Weekend Food for Hungry Children</td>
<td>$35,475</td>
<td>$19,511</td>
<td>55</td>
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<tr>
<td>Treasured Protégé</td>
<td>Protégé Program</td>
<td>$65,000</td>
<td>$35,750</td>
<td>55</td>
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</table>
### Board Recommendation, continued

<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Request</th>
<th>Board Rec.</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEYSS</td>
<td>ACCEYSS Programs</td>
<td>$75,000</td>
<td>$15,000</td>
<td>20</td>
</tr>
<tr>
<td>Salvation Army San Marcos and Hays County</td>
<td>Emergency Assistance</td>
<td>$50,000</td>
<td>$10,000</td>
<td>20</td>
</tr>
<tr>
<td>Southside Community Center</td>
<td>Specific Assistance</td>
<td>$20,000</td>
<td>$4,000</td>
<td>20</td>
</tr>
<tr>
<td>Pet Prevent a Litter (PALS) of Central Texas</td>
<td>Helping Underserved People for a Healthy Community</td>
<td>$25,000</td>
<td>$15,000</td>
<td>60</td>
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<tr>
<td>Cenikor Foundation</td>
<td>Prevention of Substance Abuse</td>
<td>$15,000</td>
<td>$3,000</td>
<td>20</td>
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<tr>
<td>Nosotros La Gente</td>
<td>&quot;Viva Zapatos&quot; Shoe Drive</td>
<td>$10,000</td>
<td>$2,000</td>
<td>20</td>
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<tr>
<td>SMCISD</td>
<td>Post-Pandemic At-Risk Recovery</td>
<td>$25,000</td>
<td>$5,000</td>
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<tr>
<td>First Baptist Church NBC</td>
<td>Outreach Ministry</td>
<td>$74,600</td>
<td>$14,920</td>
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</table>
## Board Recommendation, continued

<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Request</th>
<th>Board Rec.</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nosotros La Gente</td>
<td>Coats Program</td>
<td>$5,000</td>
<td>$1,000</td>
<td>20</td>
</tr>
<tr>
<td>San Marcos Youth Service Bureau</td>
<td>Teen Network/Active Community Teens</td>
<td>$22,000</td>
<td>$4,400</td>
<td>20</td>
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<tr>
<td>Cenikor Foundation</td>
<td>Youth Recovery Community</td>
<td>$10,000</td>
<td>$2,950</td>
<td>30</td>
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<tr>
<td>Hands of Hope</td>
<td>Computers</td>
<td>$8,000</td>
<td>$1,600</td>
<td>20</td>
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<tr>
<td>Communities in Schools</td>
<td>Mental Health and Wellness Counseling SMCISD</td>
<td>$35,000</td>
<td>$7,000</td>
<td>20</td>
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<tr>
<td>Austin Habitat for Humanity</td>
<td>Housing Counseling Program</td>
<td>$16,635</td>
<td>$3,327</td>
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<tr>
<td>Hill Country Mental Health and</td>
<td>San Marcos Community Support</td>
<td>$250,096</td>
<td>$20,000</td>
<td>8</td>
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<tr>
<td>Development Disorder</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Texas Dispute Resolution</td>
<td>Reaching Out to Those In Need</td>
<td>$15,000</td>
<td>$3,000</td>
<td>20</td>
</tr>
</tbody>
</table>
### Board Recommendation, continued

<table>
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<th>Program</th>
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<th>Board Rec.</th>
<th>%</th>
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<tbody>
<tr>
<td>Any Baby Can of Austin Inc</td>
<td>Early Childhood Intervention</td>
<td>$30,000</td>
<td>$6,000</td>
<td>20</td>
</tr>
<tr>
<td>Community Organizations Reaching Neighbors (CORN)</td>
<td>Health Resource Center</td>
<td>$25,000</td>
<td>$5,000</td>
<td>20</td>
</tr>
<tr>
<td>HOME Center</td>
<td>HOME Center Emergency Motel Program</td>
<td>$150,000</td>
<td>$30,000</td>
<td>20</td>
</tr>
<tr>
<td>Bobcat Pride Scholarship Fund</td>
<td>Jeremy O Torres Emergency Stabilization Fund</td>
<td>$5,000</td>
<td>$1,000</td>
<td>20</td>
</tr>
<tr>
<td>Girls Empowerment Network</td>
<td>Girl Connect</td>
<td>$15,000</td>
<td>$3,000</td>
<td>20</td>
</tr>
<tr>
<td>Rough Draft</td>
<td>Superhero Art Program</td>
<td>$32,000</td>
<td>$6,400</td>
<td>20</td>
</tr>
<tr>
<td>Minorities for Equality in Economy, Education, Liberty, and Justice</td>
<td>Iron Sharpens Iron</td>
<td>$200,000</td>
<td>$40,000</td>
<td>20</td>
</tr>
</tbody>
</table>
# Appeals

<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
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<th>%</th>
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<td>$32,500</td>
<td>43</td>
</tr>
<tr>
<td>Nosotros La Gente</td>
<td>&quot;Viva Zapatos&quot; Shoe Drive</td>
<td>$10,000</td>
<td>$2,000</td>
<td>20</td>
</tr>
<tr>
<td>Nosotros La Gente</td>
<td>Coats Program</td>
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<td>$1,000</td>
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<td>54</td>
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<td>Southside Community Center</td>
<td>Specific Assistance</td>
<td>$20,000</td>
<td>$4,000</td>
<td>20</td>
</tr>
</tbody>
</table>
Staff Recommendation

Staff recommends accepting the recommendations of the Human Services Advisory Board as presented, approving the resolution to allocate $500,000 to the programs as stated, plus an additional $158,854 to fully fund the programs that appealed.
INSTRUCTIONS
City of San Marcos, Texas
Human Services Funding Application
FY 2023

SUBMISSION:
One electronic copy of the Human Services Funding Application, Questionnaire, and all attachments must be emailed to cdbg@sanmarcostx.gov by 5:00 p.m. on Friday, July 29, 2022.

All questions on the Application and Questionnaire must be answered.

A separate Application, Questionnaire, and program-specific attachments MUST be submitted for each program for which funding is requested.

Submitting a complete application does not guarantee that your request will be funded. Funding allocations are decided by the City Council, based on recommendations by the Human Services Advisory Board.

FUNDING REQUIREMENTS:

1. Funding must be spent on the program that was approved. Proof of expenditures will be required as part of quarterly reporting.

2. The program for which funding is requested must provide services to residents of San Marcos. (It may also provide services to residents of other communities.)

3. Funding requested cannot be more than 50% of the funding for the agency.

4. Program must have measurable outcomes.

5. Agency or Organization:
   a. must be a Human Services Agency as defined below.
   b. must be overseen by a volunteer Board of Directors.
   c. must execute an agency agreement with the City of San Marcos.
   d. must agree to undergo periodic program evaluations by the Human Services Advisory Board or City of San Marcos staff.

PRESENTATIONS:
Beginning in August and continuing into September, six applicants will present to the Human Services Advisory Board at each weekly meeting, dates to be determined. All applicants will be contacted to schedule their presentation date.

Presentations will be no more than five minutes, followed by a five-minute question and answer session. Time limits will be strictly enforced.

Presentation content should not repeat information included in the application. Please provide examples of the program proposed for funding in action, either from the agency’s past successes with the program or, if the program is new, specific examples of this program’s success in other cities. Demonstrate what this funding will accomplish for San Marcos.

QUESTIONS:
Please contact Carol Griffith, Housing and Community Development Manager, 512-393-8147 or cgriffith@sanmarcostx.gov. Email is preferred.
**TIMELINE:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional Applicant Workshop</td>
<td>2:00 pm – 3:00 pm Thursday, June 30, 2022</td>
</tr>
<tr>
<td>Applications Due</td>
<td>5:00 pm on Friday, July 29, 2022</td>
</tr>
<tr>
<td>Presentations to the Human Services Advisory Board</td>
<td>August, September</td>
</tr>
<tr>
<td></td>
<td>Six applicants will present to the Board each week</td>
</tr>
<tr>
<td>Funding Recommendation</td>
<td>$500,000</td>
</tr>
<tr>
<td></td>
<td>Board recommends funding allocations; City Council decides</td>
</tr>
<tr>
<td>Contracts Executed</td>
<td>December</td>
</tr>
<tr>
<td>First Payments for FY 2023</td>
<td>January</td>
</tr>
<tr>
<td>Reporting</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Payments</td>
<td>Payments will be made quarterly</td>
</tr>
</tbody>
</table>

**AMOUNT AVAILABLE:**

As of June 9, 2022, approved funding for applications is $500,000. This funding is from the City of San Marcos general fund.

**DEFINITIONS:**

**Human Services Agency** – A human services agency is an organization that seeks to improve the quality of their clients’ lives by providing, facilitating, or recommending support for an array of basic social, physical health, housing, and mental health services to needy clients in the community. (*From HSAB Bylaws, Article VIII*)

**Direct Client** - individuals or families immediately affected or personally served by the helping agency. (*From FY 2021 Application*)

**Indirect Client** - those not immediately affected or served personally by the helping agency. Examples are referrals to other agencies or general information presentations to groups. (*From FY 2021 Application*)
CHECKLIST OF REQUIRED ATTACHMENTS

APPLICATION
☐ Completed and signed application
☐ Questionnaire

BUDGETS
☐ Agency budget for current fiscal year
☐ Agency budget proposed for next fiscal year
☐ Program budget for current fiscal year
☐ Program budget proposed for next fiscal year

BOARD OF DIRECTORS INFORMATION
☐ Board of Directors membership roster
☐ Board of Directors Meeting Attendance Record for the current fiscal year
☐ Board of Directors membership criteria

ORGANIZATION INFORMATION
☐ Organizational chart with names and titles of staff
☐ Current IRS Form 990, pages 1 and 2 (not required for churches)
☐ Latest audit or CPA signed review
☐ Non-discrimination policy statement
☐ Policies and Procedures for the proposed Program, if available
☐ Income Eligibility Documentation Procedure and Income Scales, if applicable

LETTERS OF SUPPORT
☐ Letters of support from members of the San Marcos Community (minimum of 3)
City of San Marcos
HUMAN SERVICES FUNDING APPLICATION
Fiscal Year 2023

Name of Agency/Organization: __________________________________________

Address: _____________________________________________________________

City, State & Zip: _______________________________________________________

Contact Person: ___________________________________ Title: __________________

E-Mail Address: ______________________ Website: _________________________

Phone: _______________________________ Fax: _____________________________

Program Title: _________________________________________________________

Amount of Funds Requested: _____________________________________________

Status: (check one) ___ Existing Program ___ Program Expansion ___ New Program

Briefly describe the program proposed for funding and the services it provides:

Describe who will benefit from this program and how:
If requested funds are to be used as matching funds, identify source and amount of primary grants:

Source: ___________________________________________ Amount: ___________________

Source: ___________________________________________ Amount: ___________________

Client Information Specific to This Program:
1) Describe the direct clients for this program.

2) How is the program marketed to direct clients? How do you find these clients?

3) Describe the indirect clients for this program, if any.

4a) Expected total annual unduplicated direct clients for this program:

4b) Expected annual unduplicated direct clients who are City of San Marcos residents:

5) Does program participation depend upon income or any other determination of eligibility?
   No: ________
   Yes: ________ If yes, please attach a copy of the eligibility guidelines.

Submitted and approved by:

____________________________________ _______________________
Signature of Board President          Date

____________________________________
Printed Name of Board President
The Board strongly requests that all answers be typed. Most responses should be at least 75 words per question. 

PLEASE COMPLETE ALL QUESTIONS.

1. What is the agency’s or organization’s mission?

2. Regarding the program for which funding is being requested, what evidence suggests this program is needed in San Marcos or nearby?

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

4. How will you measure results throughout the year?

5. Please answer the following questions if funding is requested for staff:
   
a. List the title of each position for which funding is requested, how many hours per week will be spent on this program vs other programs, and the activities associated with each position.

b. If staff funding requests can only be partially funded, how will you supplement the funding to cover the remainder needed?

c. Staff pay may only be funded for one year. What will you do to provide for this position next year?

6. Funding Questions:
   
a. What has your organization done in the past two years to raise different funding for this program? The Family Justice Center Board has held online, social media platform-based fundraising campaigns.

b. What do you plan to do this year to find different funding for this program? The funds requested will fully support the proposed program. Additional literature and technology updates will be supported by unrestricted agency funds.
7. What additional funding is your agency requesting for this program?

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
<th>Pending (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Describe any differences between the way you had proposed spending last year’s allocation and the way you spent it.

9. How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding?

10. Board of Directors Questions:

    a. How is the agency’s or organization’s Board of Directors selected?

    b. How often does the Board meet?

    c. What actions do Board members take to support the programs of the agency or organization?
Applications will be evaluated based on, but not necessarily limited to the following criteria:

**1. Community Need and Justification: Maximum of 50 Points**
The program will be evaluated on the documentation and justification of the need for the activity in the City of San Marcos. Proposed projects should address a City Council Strategic Initiative shown on page 10, and will receive more points for doing so.

**2. Impact and Cost Effectiveness: Maximum of 25 Points**
The program will be evaluated on:
- amount of overhead compared to program costs
- impact on the identified need
- implementation costs compared to impact
- use of available resources (financial, staff, volunteer)
- leveraged resources from other funding sources.

**3. Implementation: Maximum of 15 Points**
The program will be evaluated on the following factors:
- The application demonstrates that resources needed to manage the proposed activity are available and ready.
- Applicant has clearly defined objectives focusing on results and measurable outcomes vs. only program activities descriptions and numbers served.
- Past performance of programs funded by Human Services Grants.

**4. Community Support: Maximum of 10 Points**
The program will be evaluated on the following factors:
- A minimum of three and maximum of five letters of reference are provided that indicate strong local support for the program and the agency’s ability to implement it as described in the application.
- Evidence that volunteers play a vital role in the program or agency’s operation.
- Evidence that board members are actively involved in and supportive of the agency
City of San Marcos  
Human Services Funding Application  
Fiscal Year 2023  
PROGRAM RISK ASSESSMENT

Risk Categories: 30 or higher = High, 15-29 = Moderate, 0 – 15 = Low

1. Program Complexity: Maximum of 10 Points  
Description of program, size of dollar amount requested, requested funding as a percent of Total Program Budget

2. Project Experience: Maximum of 10 Points  
Recipient’s prior experience with this size and type project  
0-2 years = 10 points  
3-5 years = 5 points  
> 5 years = 0 points

3. Program or Project Funding: Maximum of 10 Points  
City funds = 50% of program funding = 10 points  
Other sources of funds indicated, but not committed = 5 points (0 if CPA statement* provided)  
Other funds committed = 0 points  
*CPA statement that the entity has enough financial capacity to complete the project or program on a reimbursement basis

4. Recipient Organization: Maximum of 10 Points  
Newly created entity = 10 points  
Well established, but no prior City funding experience = 5 points  
Well established, with prior City funding experience = 0 points

5. Recipient History: Maximum of 10 Points  
Outcomes that did not meet expectations = 10 points  
Poorly documented results = 5 points  
Met expectations and provided well documented results = 0 points
City of San Marcos Strategic Initiatives 2022-2026

**Workforce Housing**
- Eliminate barriers to housing.
- Elevate housing rehabilitation program as a specific strategy.
- Update, consolidate and communicate housing policies and action plans.
- Develop dedicated housing and revenue sources that meet goals.
- Implement land use and zoning regulations that support diverse, mixed income communities in all areas of the City.

**Community Safety**
- Increase safety across the City, especially Downtown.
- Emergency preparedness.
- Address the factors that cause individuals to become homeless and assist those experiencing homelessness.

**Sustainability**
- Develop a baseline of sustainability performance measures.
- Promote sustainability practices throughout the community.
- Sustainability incorporated into City construction and operations.
- Develop economic development and procurement policies to encourage sustainability for businesses that work with the City.

**Economic Development**
- Ensure that our City looks top notch.
- Leverage and continue partnerships with Texas State University, Austin Community College, Community Action, Chamber of Commerce and Greater San Marcos Partnership to provide additional resources in the community.
- Facilitate opportunities for training and programming for residents.
- Support diversified business activity, including local and emerging small businesses.
- Downtown is accessible and has a quality of place.

**Covid Response**
- Accurate, up-to-date information is disseminated throughout the community.
- More frequent communication with the County, School District, Texas State, non-governmental organizations (NGOs), and Community Organizations Active in Disaster (COAD).
- Continue search for resources and collaboration with local partners to address community needs.

**Assessment of Community Assistance (Area of Focus)**
- Establish initial assessment and documentation process.
- Effective case management.
- Optimize social service agency application process.

**Develop Equity Policy (Area of Focus)**
- Develop a shared understanding of equity.
- Work towards an equity-based budget.
<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Requested This Year</th>
<th>Board Rec.</th>
<th>%</th>
<th>Average Score</th>
<th>Rank by Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Marcos Housing Authority</td>
<td>Resident Services - Service Coordination</td>
<td>$34,400</td>
<td>$18,920</td>
<td>55%</td>
<td>95.00</td>
<td>1</td>
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<tr>
<td>Hays County Food Bank</td>
<td>Food Distribution</td>
<td>$55,000</td>
<td>$30,250</td>
<td>55%</td>
<td>94.71</td>
<td>2</td>
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<tr>
<td>Southside Community Center</td>
<td>Emergency Shelter/ Transitional Shelter</td>
<td>$52,000</td>
<td>$28,000</td>
<td>54%</td>
<td>93.57</td>
<td>3</td>
</tr>
<tr>
<td>Greater San Marcos Youth Council</td>
<td>Children’s Shelter</td>
<td>$15,000</td>
<td>$8,250</td>
<td>55%</td>
<td>93.36</td>
<td>4</td>
</tr>
<tr>
<td>Community Action, Inc. of Central Texas</td>
<td>San Marcos Senior Citizen Center</td>
<td>$22,000</td>
<td>$16,000</td>
<td>73%</td>
<td>92.43</td>
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<tr>
<td>Hays-Caldwell Women’s Center</td>
<td>Sexual Assault and Abuse</td>
<td>$20,000</td>
<td>$20,000</td>
<td>100%</td>
<td>91.86</td>
<td>6</td>
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<tr>
<td>Hays-Caldwell Women’s Center</td>
<td>Non-Residential Family Violence</td>
<td>$50,000</td>
<td>$23,000</td>
<td>46%</td>
<td>91.57</td>
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<tr>
<td>Greater San Marcos Youth Council</td>
<td>Family and Youth Success</td>
<td>$75,000</td>
<td>$32,500</td>
<td>43%</td>
<td>91.43</td>
<td>8</td>
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<tr>
<td>Hays County Child Protective Services</td>
<td>Child Protective Board</td>
<td>$25,000</td>
<td>$13,750</td>
<td>55%</td>
<td>91.14</td>
<td>9</td>
</tr>
<tr>
<td>Hays-Caldwell Women’s Center</td>
<td>Roxanne’s House (Child Abuse Program)</td>
<td>$25,000</td>
<td>$13,750</td>
<td>55%</td>
<td>90.14</td>
<td>10</td>
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<tr>
<td>Combined Community Action</td>
<td>Meals on Wheels of the Rural Capital Area</td>
<td>$15,000</td>
<td>$8,250</td>
<td>55%</td>
<td>89.14</td>
<td>11</td>
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<tr>
<td>Society of St. Vincent de Paul</td>
<td>Society of St. Vincent de Paul</td>
<td>$30,000</td>
<td>$16,500</td>
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<td>88.71</td>
<td>12</td>
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<tr>
<td>Court Appointed Special Advocates of Central Texas, Inc.</td>
<td>Child Advocacy Service</td>
<td>$20,275</td>
<td>$11,151</td>
<td>55%</td>
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<tr>
<td>School Fuel</td>
<td>Weekend Food for Hungry Children</td>
<td>$35,475</td>
<td>$19,511</td>
<td>55%</td>
<td>88.29</td>
<td>14</td>
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<tr>
<td>Treasured Protégé</td>
<td>Protégé Program</td>
<td>$65,000</td>
<td>$35,750</td>
<td>55%</td>
<td>86.86</td>
<td>15</td>
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<tr>
<td>ACCEYSS</td>
<td>ACCEYSS Programs</td>
<td>$75,000</td>
<td>$15,000</td>
<td>20%</td>
<td>85.43</td>
<td>16</td>
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<tr>
<td>Salvation Army San Marcos and Hays County</td>
<td>Emergency Assistance</td>
<td>$50,000</td>
<td>$10,000</td>
<td>20%</td>
<td>84.57</td>
<td>17</td>
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<tr>
<td>Southside Community Center</td>
<td>Specific Assistance</td>
<td>$20,000</td>
<td>$4,000</td>
<td>20%</td>
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<td>18</td>
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<tr>
<td>Pet Prevent a Litter (PALS) of Central Texas</td>
<td>Helping Underserved People for a Healthy Community</td>
<td>$25,000</td>
<td>$15,000</td>
<td>60%</td>
<td>84.14</td>
<td>19</td>
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<tr>
<td>Cenikor Foundation</td>
<td>Prevention of Substance Abuse</td>
<td>$15,000</td>
<td>$3,000</td>
<td>20%</td>
<td>83.86</td>
<td>20</td>
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<tr>
<td>Nosotros La Gente</td>
<td>&quot;Viva Zapatos&quot; Shoe Drive</td>
<td>$10,000</td>
<td>$2,000</td>
<td>20%</td>
<td>83.86</td>
<td>21</td>
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<tr>
<td>SMCISD</td>
<td>Post-Pandemic At-Risk Recovery</td>
<td>$25,000</td>
<td>$5,000</td>
<td>20%</td>
<td>83.86</td>
<td>22</td>
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<tr>
<td>First Baptist Church NBC</td>
<td>Outreach Ministry</td>
<td>$74,600</td>
<td>$14,920</td>
<td>20%</td>
<td>81.00</td>
<td>23</td>
</tr>
<tr>
<td>Nosotros La Gente</td>
<td>Coats Program</td>
<td>$5,000</td>
<td>$1,000</td>
<td>20%</td>
<td>80.86</td>
<td>24</td>
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<tr>
<td>San Marcos Youth Service Bureau</td>
<td>Teen Network/Active Community Teens</td>
<td>$22,000</td>
<td>$4,400</td>
<td>20%</td>
<td>79.57</td>
<td>25</td>
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<tr>
<td>Cenikor Foundation</td>
<td>Youth Recovery Community</td>
<td>$10,000</td>
<td>$2,950</td>
<td>20%</td>
<td>79.43</td>
<td>26</td>
</tr>
<tr>
<td>Hands of Hope</td>
<td>Computers</td>
<td>$8,000</td>
<td>$1,600</td>
<td>20%</td>
<td>77.60</td>
<td>27</td>
</tr>
<tr>
<td>Communities in Schools</td>
<td>Mental Health and Wellness Counseling SMCISD</td>
<td>$35,000</td>
<td>$7,000</td>
<td>20%</td>
<td>77.57</td>
<td>28</td>
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<tr>
<td>Austin Habitat for Humanity</td>
<td>Housing Counseling Program</td>
<td>$16,635</td>
<td>$3,327</td>
<td>20%</td>
<td>77.43</td>
<td>29</td>
</tr>
<tr>
<td>Hill Country Mental Health and Development Disorder</td>
<td>San Marcos Community Support</td>
<td>$250,096</td>
<td>$20,000</td>
<td>8%</td>
<td>76.57</td>
<td>30</td>
</tr>
<tr>
<td>Central Texas Dispute Resolution Center</td>
<td>Reaching Out to Those In Need</td>
<td>$15,000</td>
<td>$3,000</td>
<td>20%</td>
<td>75.86</td>
<td>31</td>
</tr>
<tr>
<td>Any Baby Can of Austin Inc</td>
<td>Early Childhood Intervention</td>
<td>$30,000</td>
<td>$6,000</td>
<td>20%</td>
<td>73.57</td>
<td>32</td>
</tr>
<tr>
<td>Community Organizations Reaching Neighbors (CORN)</td>
<td>Health Resource Center</td>
<td>$25,000</td>
<td>$5,000</td>
<td>20%</td>
<td>72.57</td>
<td>33</td>
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<tr>
<td>HOME Center</td>
<td>HOME Center Emergency Motel Program</td>
<td>$150,000</td>
<td>$30,000</td>
<td>20%</td>
<td>68.67</td>
<td>34</td>
</tr>
<tr>
<td>Bobcat Pride Scholarship Fund</td>
<td>Jeremy O Torres Emergency Stabilization Fund</td>
<td>$5,000</td>
<td>$1,000</td>
<td>20%</td>
<td>68.14</td>
<td>35</td>
</tr>
<tr>
<td>Girls Empowerment Network</td>
<td>Girl Connect</td>
<td>$15,000</td>
<td>$3,000</td>
<td>20%</td>
<td>67.43</td>
<td>36</td>
</tr>
<tr>
<td>Rough Draft</td>
<td>Superhero Art Program</td>
<td>$32,000</td>
<td>$6,400</td>
<td>20%</td>
<td>65.71</td>
<td>37</td>
</tr>
<tr>
<td>Minorities for Equality in Economy, Education, Liberty, and Justice</td>
<td>Iron Sharpens Iron</td>
<td>$200,000</td>
<td>$40,000</td>
<td>20%</td>
<td>64.57</td>
<td>38</td>
</tr>
</tbody>
</table>

Grand Total: $1,652,481 $499,180
Dear COSM-HSAB,

Thank you for your time and consideration of our FY2023 Human Services Funding Application. Following your established rule, we submit this letter as an appeal to your proposed recommendation to the City Council.

As you are aware, CASA of Central Texas ("CASACenTex") requested Human Services funding in the amount of $20,725 and the COSM-HSAB is recommending $11,151 (55%). Relatedly, earlier this year, we requested CDBG funding in the amount of $60,000 – the same as the prior year’s CDBG award – and were granted $39,275. This reduction in CDBG funding directly led to our request for HS funding this year. If CASACenTex had been awarded level funding in the CDBG program, we would not have pursued an HS grant. Whether from the CDBG pool of funds, the HS pool or a combination, our objective is to maintain at least the same level of service for San Marcos; that is, with $60,000 in City support.

While the HSAB used honorable methodology to recommend a portion of support for every applicant, this has a detrimental consequence. Distribution of support in this manner, while compassionate, reduces the effectiveness of the City’s proven partners in community service – agencies such as CASA of Central Texas among others. Maintaining support for CASACenTex does not create a dependency but, rather, creates a stronger partner in and for the community.

We appeal not only to the HSAB to reconsider the specific recommendation of HS funding to CASACenTex but, also, to the City Council to consider increasing the total amount of its budget allocated to social/human services. The current allotment of $500,000 has not been increased in many years, which leaves the HSAB with an increasingly impossible task to make their important recommendations to Council. Community needs are growing and the City has an interwoven tapestry of capable and proven resource partners who desire to help our neighbors. Please help all of us in our efforts to continue helping those in great need in the City of San Marcos. Particularly, please help CASACenTex through our dedicated staff and community volunteers to advocate for the best interests and needs of San Marcos children who have experienced abuse and neglect.

We greatly appreciate your reconsideration of the request of $20,725 in Human Services funding for Court Appointed Special Advocates – CASA of Central Texas.

Kindly,

Norma C. Blackwell
Chief Executive Officer
"COSM-HS Decision Appeal, for your review and approval" History

Document created by Tricia Schneider (tschneider@casacentex.org)

Document emailed to Norma Castilla-Blackwell (nblackwell@casacentex.org) for signature
2022-11-15 - 9:29:47 PM GMT

Email viewed by Norma Castilla-Blackwell (nblackwell@casacentex.org)

Document e-signed by Norma Castilla-Blackwell (nblackwell@casacentex.org)

Agreement completed.
Good afternoon Carol,

Please find the attached letter as an appeal to the proposed recommendation to the City Council. We greatly appreciate your assistance in providing this letter to the City Council for reconsideration of our request. If you should have any questions please let us know.

Respectfully,

Nicole Douglass  
Director of Development  
CASA of Central Texas, Inc.  
830.837.3060  
512.392.3578  
www.casacentex.org

We envision a world where every child thrives in a safe, stable and loving home. Court Appointed Special Advocates (CASA) of Central Texas advocates for abused and neglected children in the courts, schools, and child welfare system by training and supporting community volunteers. In FY2021, with 267 active volunteers serving as Guardians ad Litem, CASA helped 620 children from Caldwell, Comal, Guadalupe and Hays Counties. However, another 500 children have been without the voice of a CASA. Please donate or become a CASA for an abused or neglected child!

CASA aims for financial transparency with all of our donors and supporters. You may find more information on our publicly available GuideStar/Candid Platinum profile at: https://www.guidestar.org/profile/74-2403373

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From: Johnson, Brandon <BJohnson@sanmarcostx.gov>  
Sent: Friday, November 4, 2022 1:05 PM  
Subject: Human Services Grant Funding

Dear Human Services Grant Applicant,

Attached are the funding recommendations for 2023 by the Human Services Advisory Board. As part of the 2022 Rules and Regulations of the Board, agencies are able to review and appeal the Board’s
recommendation by submitting a letter to the Board. Deadline for appeal letters is November 18 at 5pm, and the letter should be sent to cdbg@sanmarcostx.gov or cgriffith@sanmarcostx.gov. If an appeal is received, the Board will meet December 1 to consider it.

This year 38 applications were received, totaling $1.6 million. The amount available for funding is $500,000. The Board decided to grant all programs a portion of their request. If you will not be able to use the portion recommended for your program, please notify cdbg@sanmarcostx.gov or cgriffith@sanmarcostx.gov by November 18 at 5pm so that the Board can reallocate that amount to another program.

Thank you for your service to San Marcos residents.

Carol

---

Carol Griffith
Housing and Community Development Manager | Planning & Development Services
630 E. Hopkins St, San Marcos, TX 78666
512-393-8147

Please take a moment to complete the City of San Marcos Customer Satisfaction Survey.

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This e-mail message (and attachments) may contain confidential CASA of Central Texas information. If you are not the intended recipient, you cannot use, distribute or copy the message or attachments. In such a case, please notify the sender by return e-mail immediately and erase all copies of the message and attachments. Opinions, conclusions and other information in this message and attachments that do not relate to official business and neither given nor endorsed by CASA of Central Texas.

CAUTION: This email is from an EXTERNAL source. Links or attachments may be dangerous. Click the Report Phishing button above if you think this email is malicious.
Human Services Advisory Board  
City of San Marcos  
San Marcos, TX 78666  
RE: HSAB Grant Funding Appeal

Dear Human Services Advisory Board Members,

I am writing to appeal the grant funding recommendation made for Hays County Food Bank (HCFB) for 2023 by the City of San Marcos (COSM) Human Services Advisory Board (HSAB). In 2009 and every year since, HCFB has received more funding from the City of San Marcos than what has been recommended for the 2023 grant. HCFB has served the community since 1984 and as our community continues to grow, so does the need for services.

In October 2022 alone, HCFB served over 2,000 unduplicated individuals in San Marcos. With rising costs and inflation we are seeing a greater need in households living on fixed and low incomes. Along with our weekly food distributions, last mile sites and home deliveries in San Marcos we are providing food to individuals who are unsheltered or residing in the motel housing program in San Marcos. I am hopeful that more funding can be allocated to Human Services from the City in future budgets as so many organizations are requesting funding and there are many needs to address.

I would like to better understand the reasoning behind the HSAB funding recommendations for 2023. The rank scores are clear but the percentages of funding given does not seem to correlate with rank. The organization that was ranked very last is receiving more funding than any other organization on the list.

Please reconsider the amount of funding recommended for HCFB for 2023. In 2009 we received $45,000 from the COSM. I believe our value to the community has grown since 2009 and the need for our services has increased.

Thank you for your time and consideration. I do understand how difficult this process is and I am happy to provide any additional information you may require.

Sincerely,

Eleanor Owen  
Executive Director  
Hays County Food Bank

Hays County Food Bank is passionately committed to improving lives through food assistance programs, nutrition education, and advocacy.

DONATE • ADVOCATE • VOLUNTEER
Please find the attached appeal letter for HSAB funding 2023.

Kind regards,
Eleanor

Eleanor Owen, MPAff  
Executive Director (she, her)  
(512) 392-8300 x234  
www.haysfoodbank.org  
220 Herndon St. San Marcos, TX 78666

Turkeys Tackling Hunger Time

DONATE $30 and give the gift of a Thanksgiving meal.

CAUTION: This email is from an EXTERNAL source. Links or attachments may be dangerous. Click the Report Phishing button above if you think this email is malicious.
November 16, 2022

Dear Human Services Advisory Board:

The Board of Directors of Nosotros La Gente is appealing your 2023 funding recommendations for our “Viva Zapatos” Shoe Drive and Coats Program.

The organization requested $10,000 for our shoe program, but the HSAB is recommending $2,000. The $2,000 recommendation for the shoe program is the lowest amount that has been recommended. The reduction in funds for our shoe program will limit the number of children we can assist in 2023.

<table>
<thead>
<tr>
<th>Year</th>
<th>Pairs of Shoes</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>1,656</td>
<td>$19,282.08</td>
</tr>
<tr>
<td>2022 YTD</td>
<td>415</td>
<td>$6,358.58</td>
</tr>
</tbody>
</table>

The organization requested $5,000 for our coats program which we established using American Rescue Funds in 2022, but the HSAB is recommending $1,000. This will limit the number of coats we will be able to purchase in 2023.

<table>
<thead>
<tr>
<th>Year</th>
<th>Coats</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>2022 YTD</td>
<td>128</td>
<td>$1,890.90</td>
</tr>
</tbody>
</table>

This year marks the 27th anniversary of Nosotros La Gente. Thousands of San Marcos school children have received a pair of shoes because of HSAB grant money we have received. 2023 marks the first year that HSAB grant money would be used to purchase coats for San Marcos school children.

Eighty percent of the students in the San Marcos school district are classified as minority. In today’s economic situation even more families will be in need. Out of over 8,000 students over 5,000 of them are on free or reduced lunch.

One hundred percent of the HSAB grant goes to shoes/coats for the children. None of the money is used for overhead expenses because all our work is done by volunteers. Volunteers provide us with the help we need to make the shoe and coats programs successful. SMCISD school liaisons compile lists of the children needing shoes and/or coats. We distribute shoes/coats several times throughout the year making sure that no child goes to school needing a pair of shoes or a winter coat.

Sincerely,

Joe Castillo

Joe Castillo, Vice President
Nosotros La Gente
Carol,

Attached is the appeals letter from Nosotros La Gente for the 2023 funding recommendations by the Human Services Advisory Board.

Sincerely,

Joe Castillo

Joe Castillo, Vice President
Nosotros La Gente

**CAUTION:** This email is from an EXTERNAL source. Links or attachments may be dangerous. Click the Report Phishing button above if you think this email is malicious.
Dear Human Services Advisory Board,

I just want to start off by saying that you have a very difficult job in trying to decide how to allocate the funding this year with so much need out there and a limited amount of funds to meet that need. I briefly served on the Human Services Advisory Board myself in the past, so I can appreciate the position you are in. I appreciate how you came up with a scoring criteria that was clearly laid out in the application to give us agencies an idea of what you were wanting to fund and establish a clear objective way of scoring and ranking all the various applications that you received.

I am writing an appeal letter to point out a few things that might have been missed as the HSAB was deciding how they were going to go about funding the various programs. I couldn’t attend all your meetings, but I was present on the last meeting where you decided how much to give each program, so I caught some of the methods that you decided to use, but I might not fully understand everything as there may have been other things discussed at prior meetings that I missed. I liked that you had a clearly defined point system from which you could rank the applicants based on what you were looking to fund. I also like that you came up with a percentage system as a way of figuring out how you were going to work your way through the difficult job of allocating the funding.

What I wanted to point out that you may not have noticed about your methodology is that it rewarded those who asked for the most. The San Marcos Housing Authority ranked number 1 in your scoring and the HSAB recommended $18,920 in funding while the Iron Sharpens Iron program ranked last or 38th on your list and was recommended funding of $40,000 or more than twice the amount of the program that was ranked the highest. Because of their ranking they were only to receive 20% of their request, but because they asked for $200,000 or 40% of the total funding you had to allocate they ended up being recommended for more than twice the amount you are recommending for the Housing Authority which was ranked number 1. If I were to have asked for $200,000 as they did then based on your criteria the Housing Authority would have been recommended for $110,000. We could certainly use $110,000, but I didn’t think it was fair that we as an agency should even request such a high amount knowing you only had $499,180 to work with.
There were several other programs that are being recommended for more total dollars than the Housing Authority even though they were outside of the top 15 ranked programs that the HSAB decided to fund at 55% of their request. There are other programs that are getting 100%, 73%, and 60% of their request. I think towards the very end of your last meeting you got away from what you had decided to do in previous meetings and one of your members noticed that and asked you as the HSAB to stop reallocating funding which I thought was a wise decision.

We would all like more money, but that is not necessarily my request of the HSAB. My request to the HSAB is that you please take a look at the end results of the recommendations that you are making and how your percentage strategy (55% and 20%) disproportionately benefited those who asked for the largest sums of money. My request is that you please reconsider the amount of money that an agency/program (and some agencies have multiple programs) are actually getting as opposed to just a straight flat percentage. I don’t think the HSAB wants to artificially create a scenario where it is actually encouraging agencies/programs to ask for more money than they actually need just so they end up getting what they really need. The percentage idea was a great idea, but it also has its flaws.

Thank you for your consideration,

[Signature]

Gene Martin II, LBSW
Resident Services Director
San Marcos Housing Authority
Carol,

Please find attached the San Marcos Housing Authority’s appeal letter in regards to the HSAB funding. Thanks for your consideration.

Gene

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Gene Martin II, LBSW
Resident Services Director
San Marcos Housing Authority
Chapultepec Homes Office
701 South LBJ Drive
San Marcos, Texas, 78666

Phone: 512-396-3364
Fax: 512-353-5070

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CAUTION: This email is from an EXTERNAL source. Links or attachments may be dangerous. Click the Report Phishing button above if you think this email is malicious.
Dear City of San Marcos Human Services Advisory Board,

For 95 years, Southside Community Center has helped our neighbors in San Marcos with shelter, meals, basic needs, and emergency assistance. We appreciate the support of the Human Services Grants over the years and the role of the Human Services Advisory Board in reviewing applications and making recommendations to City Council for Fiscal Year 2023 funding.

We on the Southside Board of Directors understand that FY23 funding requests exceed city allocated grant money. Because Southside actively partners with many amazing non-profits throughout San Marcos, we do not seek to reallocate any FY23 funds dedicated to other organizations, and therefore we are not appealing the overall HSAB 2023 recommendations.

However, for FY23 the Human Services Advisory Board is recommending **$26,417 less in funding to Southside programs** and **$5,100 less in Youth Service Bureau programming**.

For 2023, our Emergency Shelter/Transitional Shelter ranked 3rd out of 38 programs.

- HSAB recommended this program receive $28,000 out of $52,000 requested.
  - This is a decline of $12,000 from FY22 when Southside was awarded $40,000 toward Emergency Shelter/Transitional Shelter

Our Specific Assistance program tied for 17th.

- HSAB recommended this program receive $4,000 out of $20,000 requested.
  - This is a decline of $14,417 from FY22 when Southside was awarded $28,500 toward specific assistance.

San Marcos Youth Service Bureau ranks 25th.

- HSAB recommended this program receive $4,400 out of $22,000 requested.
  - This is a decline of $5,100 from FY22 when YSB was awarded $9,500 toward Teen Network/Active Community Teens and a $13,100 decline from FY21 funding of $17,500.

If additional funds become available, we request re-consideration by HSAB and City Council to bring these programs back up to previously-funded levels.

The needs for emergency/transitional shelter continue to grow. Our specific assistance program helps elderly and low-income people stay in their homes by providing emergency help before situations grow into a crisis and people are evicted or their utilities cut off. Southside Community Center is ready to help our neighbors in need so people can become self-sufficient
and our town can flourish – but significant funding cuts despite increasing need make that work even more challenging.

If you have any questions or if there is additional information we can provide, please don’t hesitate to reach out. Thanks again for your consideration and the ways you are helping make a difference in San Marcos.

Blessings+

Rev. Dr. Todd Salmi
President of the Board of Directors, Southside Community Center

office@southsidecenter.org
(512) 392-6694
www.southsidecommunitycenter.org
Dear City of San Marcos Human Services Advisory Board,

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If additional funds become available, we request re-consideration by HSAB and City Council to bring these much-needed programs back up to previously-funded levels.

The needs for emergency/transitional shelter continue to grow. Our specific assistance program helps elderly and low-income people stay in their homes by providing emergency help before situations grow into a crisis and people are evicted or utilities are cut off. Southside Community Center is ready to help our neighbors in need so people can become self-sufficient and our town can flourish – but significant funding cuts despite increasing need make transformative work even more challenging.

If you have any questions or if there is additional information we can provide, please don’t hesitate to reach out. Thanks again for your consideration and the ways you are helping make a difference in San Marcos.
Dear Members:

Allow me to start this letter by thanking you for your service to our community. I struggled with whether to submit an appeal because I recognize there is simply not enough money to meet the need. I also recognize the challenges you face in determining how funds are distributed to meet the needs of the many worthy causes that provide services to our community. However, I feel it is important to submit an appeal on behalf of the children and families we have served for 36 years, those we currently serve, and those we will serve in the future.

Our effective rate averages 80% annually for both our residential and non-residential programs. Additionally, both programs are evaluated quarterly by the Texas Department of Family and Protective Services, in addition to our evaluative measures. We provide a 24-hour emergency facility for children, open around the clock, 365 days per year. Family and Youth Success (FAYS), our non-residential program, is the only one of its kind in our community for children and their families who are experiencing conflict or crisis, with access available around the clock to counseling and support services free of charge. By helping families build and maintain strong foundations, our goal is to keep children out of foster care, from becoming involved with the juvenile justice system and in school through graduation.

The families and children served through our non-residential programs are experiencing everyday hardships and looking for services that can help relieve their stress, increase their family’s protective factors, as well as their ability to cope with life’s challenges. According to the Texas Department of Family and Protective Services’ website, “The FAYS program addresses family conflict and everyday struggles while promoting strong families and youth resilience. Every FAYS provider offers one-on-one coaching or counseling with a trained professional and group-based learning for youth and parents. FAYS programs also operate a 24-hour hotline for families having urgent needs”. GSMYC is one of 28 agencies statewide that provides FAYS services to families in all 254 Texas counties as required by the Texas Legislature (1983).

The funds provided through the City of San Marcos help the children in our care have a sense of normalcy, despite things not being so normal. Your funds allow our agency to provide things that make the children feel valued, comfortable, and in many cases, hopeful for their future. Recently, a member of the community called and stated she would like to donate teddy bears to our children. She went on to say that she selected our organization because she realized that the children in our shelter do not have their parents with them. Unfortunately, she is right; unless they are with siblings, they come alone to us.
GSMYC is not affiliated with a faith-based or educational entity but is a private nonprofit organization that contracts with local and state governments to provide services to children and families. However, none of the contracts fully fund our programs and must be leveraged with private funds.

The current funding recommendation is equivalent to the award we received eight years ago, which is not sufficient to maintain the level of service we have provided to our community for 36 years. On behalf of the children and families we serve, I want to thank you again for your service to our community, for your time and consideration. I humbly ask you to reconsider your decision so that we may continue to provide children and families with the best care and services possible.

Sincerely,

Julia Ramsay New

Julia Ramsay New, LBSW, LCCA
Executive Director
jrnew@gsmyc.org
512-754-0500 (w)
512-738-6778 (c)
Thank you for asking. Yes, both, but mostly Family and Youth Services. As far as amounts go, even a small increase for the shelter would be helpful, but the financial need is greater in Family and Youth Services. I hope that makes sense!

Hello! We have received the appeal. Just to be very clear, are you appealing the funding for both programs? Or just Family and Youth Services?

Hello! We have received the appeal. Just to be very clear, are you appealing the funding for both programs? Or just Family and Youth Services?

Please take a moment to complete the City of San Marcos Customer Satisfaction Survey.

Good morning Carol.
Please find attached the appeal from the Greater San Marcos Youth Council. We very much appreciate this opportunity. I hope you’re staying warm!
Thank you,
Julia

Julia Ramsay New, LBSW, LCCA
Executive Director
512-754-0500
www.gsmyc.org
Sheltering Children, Strengthening Families
https://www.facebook.com/gsmyc/
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Dear Human Services Advisory Board,

Please know that I appreciate your service to the community and acknowledge your difficulty in the decisions you have had to make regarding your funding decisions.

The San Marcos Youth Service Bureau would like to send an appeal the Board’s recommendation.

You may or may not be aware of the changes that Southside Community Center has been going through. YSB has been working under the umbrella of this agency and Board of Directors. They have been generous in the past to allow an in-kind use of the facility and some supplies. With these changes in the Center, some of this support has changed.

YSB has been working on some changes to our current situation. This will require upgrades to our computer software, and administrative needs. We had planned to make some significant changes in how our program is managed, to increase the ease and availability to youth to access the program.

The program has had an increase in participation now that covid infections have become somewhat curbed. Last summer, serving 24 children, was a good indication of the willingness for youth and their families to resume sort of a “Normal” life and routine. Currently, some students continue to be homeschooled and in a very emotional and fragile state. They are recovering from significant loss and unhealthy ways of coping. Parents are struggling to find the right environment for their teens. YSB has provided that special, and nurturing place for their children.

Please, if you are able, consider an increase in funding for the year. Please help us with our plans for change. We are also recovering. The $4,500 cut is significant to a local agency like YSB. We may not serve the high numbers other agencies do, but what we do is significant, and an important resource for those families who are in need.

Thank you for your time and consideration in this matter.

Julie Hollars, LBSW
Director

YSB Board of Directors
Maggie Moreno  Russel Bowlin  Joshua Lucquete  Mark Hankins  Frances Perez
Edna Peterson  Ramona Rodriguez  Rudy Rodriguez  Rebecca Ybarra
Janie Perez  Rosa Aldape  Deborah Giles-Webster  Sandy Wilder
Todd Salmi  Diana Woods  Randolph Goodman
Good afternoon Miss Carol,

I am including a letter of appeal for the HSAB amount received.

Thank you so much for sending this on to the board on YSB's behalf.

Sincerely,

Julie

*Julie Hollar, Program Director*

**Youth Service Bureau**

512- 396- 5437  
512- 396- 5374 (fax)  
518 S. Guadalupe St.  
San Marcos, Tx 78666

Mission Statement
To assist the youth of San Marcos and Hays County communities to become contributing members of society.

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AGENDA CAPTION:
Consider approval of Resolution 2022-280R, approving an eight-month State Use Contract with Goodwill Temporary Services, Inc. through WorkQuest, for the provision of janitorial services to the city in the estimated amount of $774,427.05; authorizing the City Manager or her designee to execute the contract on behalf of the City; and declaring an effective date.

Meeting date: December 14, 2022

Department: Public Works - Facilities Sabas Avila, Director (By Lynda Williams, Purchasing Manager)

Amount & Source of Funding
Funds Required: $774,427.05
Account Number: 10003180-52555
Funds Available: $1,010,000.00
Account Name: Facilities, Janitorial

Fiscal Note:

Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the 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 - Well maintained public facilities that meet needs of our community
☐ Transportation - Choose an item.
☐ Core Services
☐ Not Applicable
Background Information:
This request is to approve an eight-month state use contract between the City of San Marcos and Goodwill Temporary Services, Inc through WorkQuest (Human Resource Code, Section 122). This contract will include all labor, equipment, tools, materials, chemicals, janitorial supplies, supervision and other items to service necessary to perform janitorial services for twenty-five (25) City facilities. In addition to regularly scheduled cleaning, in the event that COVID-19 positive cases are identified, and at the request of the Contract Administrator, the contractor will implement housekeeping and janitorial protocols for maintaining a healthy environment and inhibiting the spread of the contagion on facility premises. Detailed janitorial services are outlined in the agreement attached to this agenda item.

The contract will be effective January 1, 2023 to August 31, 2023. The total estimated amount of the contract is $774,427.05, the estimated amount of $96,803.38 per month is needed. For the 8-month period, the contract is increasing by 16.7% ($110,599.18)) from the previous year due primarily to an increase in three (3) full time employees with benefits. The three additional employees will provide additional day porter service at the library, police department, and a floating porter for the other facilities. With this contract, Goodwill will employ 19 full-time and 6 part-time workers.

During the eight-month contract, the City will develop a Request For Proposal (RFP) to solicit bids for a new janitorial contract.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
Staff recommends the approval of the contract with Workquest.
RESOLUTION NO. 2022-280R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS, APPROVING AN EIGHT MONTH STATE USE CONTRACT WITH GOODWILL TEMPORARY SERVICES, INC., THROUGH WORKQUEST, FOR THE PROVISION OF JANITORIAL SERVICES TO THE CITY IN THE ESTIMATED AMOUNT OF $774,427.05; AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, TO EXECUTE THE CONTRACT ON BEHALF OF THE CITY; AND DECLARING AN EFFECTIVE DATE.

RECITALS:

1. The procurement of janitorial services from Goodwill Temporary Services, Inc., through WorkQuest, is excepted from competitive bidding requirements pursuant to the provisions of Chapter 122, Texas Human Resources Code.

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

PART 1. The recitals above are true and approved as the findings of the City Council.

PART 2. An eight-month contract for janitorial services with the City Goodwill Temporary Services, Inc., through Workquest, in the estimated amount of $774,427.05 is approved.

PART 3. The City Manager, or her designee, is authorized to execute this contract on behalf of the City.

PART 4. This resolution shall be in full force and effect immediately from and after its passage.

ADOPTED on December 14, 2022.

Jane Hughson
Mayor

Attest:

Elizabeth Trevino
City Clerk
December 2, 2022

Mr. Sabas Avila  
City of San Marcos  
Director of Public Works  
San Marcos, Texas  

RE: 2023 Contract Proposal  

Dear Mr. Avila,  

Goodwill Central Texas is a non-profit, social enterprise focused on empowering people who are marginalized in our community through education, career training and hard work. Established in 1958, Goodwill Central Texas has transformed thousands of lives through the power of work. Their mission is funded through their donation-driven retail stores, comprehensive business and staffing solutions, and generous community support. Goodwill’s ten-year vision is to transform the lives of 100,000 Central Texans through work. The City of San Marcos contract allows Goodwill to influence and change the lives of 25 people as they are trained and educated to move into more responsible positions if they desire to do so.  

WorkQuest along with Goodwill Central Texas would like to propose the 2023 (Jan 1 – Aug 31, 2023) contract as follows:  

Contract janitorial services provided to the 25 building(s) for the City of San Marcos. This is an **8-month** contract renewal priced at **$774,427.05 / $96,803.38** monthly.  

- **Added** – Three (3) full time employees with full benefits  
- **Removed** – Building 25/Water Wastewater Inventory Building  

The monthly increase we are proposing will enhance services to the City of San Marcos in the following ways:  

- Adding 3 full time people will provide additional day porter service at the library, police department, and a floating porter that can fill in when other Goodwill employees are absent.  
- Turnover has been a problem for Goodwill attracting and retaining quality employees. Additional training and resources will be provided during daily work activities through hands on coaching by leads, supervisors, and the project manager.  
- Additional floor care equipment will be purchased to maintain hard surface floors, carpet, and tile. This will contribute to customer satisfaction, minimize complaints about building appearance, and make sure correct equipment is accessible when needed without having to move machines from one location to another.  

We would like to thank you for your continued support of the State Use Works Wonders Program in helping employ individuals with disabilities. If you have any questions or if you would like to discuss this proposal further, please feel free to contact us. We look forward to hearing from you soon.  

Sincerely,  

Tricia Sullivan  
Regional Marketing Manager  

PC: Pam Collier, Goodwill Central Texas  
    Inez Aldridge, Goodwill Central Texas  
    Aaron Hanlon, Goodwill Central Texas
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<th>Unit</th>
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<td>Traffic/Sign Shop Restroom</td>
<td>80.00</td>
<td>8</td>
<td>Mths</td>
<td>$25.13</td>
<td>$201.00</td>
</tr>
<tr>
<td>25</td>
<td>Water Quality Building</td>
<td>1,181.00</td>
<td>8</td>
<td>Mths</td>
<td>$584.47</td>
<td>$4,675.77</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>308,229.00</strong></td>
<td></td>
<td></td>
<td><strong>$96,803.38</strong></td>
<td><strong>$774,427.05</strong></td>
</tr>
</tbody>
</table>
STATE USE CONTRACT BETWEEN
CITY OF SAN MARCOS AND GOODWILL TEMPORARY SERVICES, INC.
THROUGH WORKQUEST.

This Contract for janitorial services for the City of San Marcos is entered into by and between the City of San Marcos, “City” and Goodwill Temporary Services, Inc., “Contractor” pursuant to the authority granted in compliance with the provisions of Chapter 122, Human Resources Code, and certified by WorkQuest as a contract in compliance with the provisions of Chapter 122, Human Resources Code.

AGREEMENT

In consideration of the premises and of the mutual covenants and agreements of the parties hereto to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

ARTICLE 1. CONTRACTING PARTIES

Receiving Party: City of San Marcos, Texas, “City”
Performing Party: Goodwill Temporary Services, Inc., “Contractor”
Certifying Party: WorkQuest

ARTICLE 2. CONTRACT PERIOD

The contract period for this Agreement shall begin on January 1, 2022, and shall end on August 31, 2022

ARTICLE 3. SERVICES TO BE PERFORMED

Contractor will perform the following services for the following facilities located in San Marcos, Texas:

<table>
<thead>
<tr>
<th></th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activity Center (60,000 square feet) located at 501 East Hopkins Street</td>
</tr>
<tr>
<td>2</td>
<td>Animal Shelter (1,600 square feet) located at 750 River Road</td>
</tr>
<tr>
<td>3</td>
<td>Calaboose Building (1,200 square feet) located at 200 West MLK Drive</td>
</tr>
<tr>
<td>4</td>
<td>Cephas House (1,180 square feet) located at 401 West MLK Drive</td>
</tr>
<tr>
<td>5</td>
<td>City Hall Building (17,280 square feet) located at 630 East Hopkins Street</td>
</tr>
<tr>
<td>6</td>
<td>City Park Recreation Hall (6,415 square feet) located at 170 Charles Austin Drive</td>
</tr>
<tr>
<td>7</td>
<td>Discovery Center (2,400 square feet) located at 430 Riverside Drive</td>
</tr>
<tr>
<td>8</td>
<td>Dunbar Recreation Center (5,250 square feet) located at 801 West MLK Drive</td>
</tr>
<tr>
<td>9</td>
<td>Fire Station #5 Administration (3,470 square feet) located at 100 Carlson Circle</td>
</tr>
<tr>
<td>10</td>
<td>Grant Harris, Jr., Building (5,000 square feet) located at 401 East Hopkins Street</td>
</tr>
<tr>
<td>11</td>
<td>Office of Emergency Management (3,000 square feet) located at 1402 West Hopkins Street</td>
</tr>
<tr>
<td>12</td>
<td>Municipal Building (19,000 square feet) located at 630 East Hopkins St. Bldg. #3</td>
</tr>
<tr>
<td>13</td>
<td>Neighborhood Services Building (2,128 square feet) located at 630 East Hopkins St. Bldg. #5</td>
</tr>
<tr>
<td>14</td>
<td>Purchasing &amp; Contracting Building (4,800 square feet) located at 630 East Hopkins St. Bldg. #4</td>
</tr>
<tr>
<td>15</td>
<td>Old Fish Hatchery Community Building (1,000 square feet) located at 206 North CM Allen Parkway</td>
</tr>
<tr>
<td>16</td>
<td>Park Ranger Station (565 square feet) located at Rio Vista Park, 555 Cheatham Street</td>
</tr>
<tr>
<td>17</td>
<td>Police Department (43,000 square feet) located at 2300 IH 35 South</td>
</tr>
<tr>
<td>18</td>
<td>Public Library (55,000 square feet) located at 625 East Hopkins Street</td>
</tr>
<tr>
<td>19</td>
<td>Public Services Building (7,000 square feet) located at 630 East Hopkins St. Bldg. #2</td>
</tr>
</tbody>
</table>
1. SPECIFICATIONS

A. **SCOPE**: Contractor will provide all labor, equipment, tools, materials, chemicals, janitorial supplies, supervision, and other items or services necessary to perform janitorial services as outlined below. City will provide all paper supply products necessary for each facility as required below.

B. **QUALITY CONTROL**: Contractor will establish a complete quality control program to assure the requirements of this contract are provided as specified. The program will include the following as a minimum:

1. An inspection system covering all services listed herein. This system will specify the areas to be inspected.
2. The methods for identifying deficiencies in the quality of services performed before the level of performance becomes unsatisfactory.
3. A file of all inspections conducted by Contractor and the corrective action taken. This documentation will be made available to the Contract Administrator upon request.

C. **KEYS**: Contractor will establish and implement methods of ensuring that all keys issued by the City are not lost, misplaced, or used by unauthorized persons. No keys issued to Contractor may be duplicated. **Contractor will immediately report any lost keys to:**

   Sandra McKenzie, Administrative Coordinator, Facilities, Public Works Department, phone: 512-393-8408, email: smckenzie@sanmarcostx.gov

D. **SECURITY AND MAINTENANCE**: Contractor will be responsible for reasonable protection and safeguarding all the City property within the work areas during performance under this contract. Upon completion of the work period, Contractor will ensure that the facilities and equipment are secured. Any defective or inoperative building equipment such as leaking or problem plumbing, defective lights, door locks, etc., are to be reported to the City’s Contract Administrator, if detected during performance of work under this contract. Contractor will be required to replace, re-key, or reimburse the City for replacement of locks or re-keying as a result of lost keys. In some cases, keys will be provided to Contractor. Contractor will be briefed on area accessibility prior to the contract start date.

E. **EXTENDED SERVICES HOURS/SPECIAL OR EMERGENCY SITUATIONS**: Special or emergency situations (i.e., structural fire, accidents, rescue operations, civil disturbances, disasters, and scheduled events) may necessitate Contractor operating on an extended basis. Contractor will provide these services as requested by the City’s Contract Administrator. Payment for such services will be negotiated on an individual basis as they may occur by the City’s Contract
Administrator. Negotiations will be conducted based upon the applicable hourly wage rates for the appropriate employee classifications as substantiated by Contractor’s payroll data.

F. **EXTENDED SERVICES HOURS/SPECIAL EVENTS:** Special Events may necessitate Contractor operating on an extended basis. Contractor will provide these services as requested by the City’s Contract Administrator. Payment for such services will be negotiated on an individual basis as they may occur by the City’s Contract Administrator. Negotiations will be conducted based upon the applicable hourly wage rates for the appropriate employee classifications as substantiated by Contractor’s payroll data.

G. **CONSERVATION OF UTILITIES:** Contractor will use conservation practices and avoid waste of utilities. As a minimum, the following steps will be taken:

1. Lights will be used only in areas where and at times work is actually being performed.

2. Mechanical equipment controls for heating, ventilation, and air conditioning systems will not be adjusted by the workers.

3. Water faucets or valves will be turned off after use.

4. City telephones will not be used for personal, toll, or long-distance calls. Contractor will be assessed $50.00 for each violation of telephone use, plus actual costs.

H. **STORAGE AREAS:**

1. Contractor will be provided storage space for equipment and supplies as available. All areas provided to Contractor will be kept clean and neat. The City is not responsible for any loss or damage to any Performing Party supplies or equipment while stored in City facilities.

2. A daily cleaning check-off sheet will be completed and on display at each location in the storage area. This will be used to verify that the schedule of services is being met.

3. Safety Data Sheets (SDS)/Globally Harmonized System of Classification and Labeling of Chemicals (GHS) will be on display in each janitorial closet in the building for all cleaning materials being used.

4. Adequate supplies and hand soap will be stored in the locked closet in the facility. Designated City and Performing Party staff will have keys to these closets in the event supplies become short during the day and need replenishment.

5. All equipment such as brooms, mops, and vacuums will be available for use by the City staff during the day.

6. Interior glass is cleaned weekly and exterior glass is cleaned monthly. Interior glass at main entrances and doors are cleaned daily. A report on glass cleaning will be turned in to the City’s Contract Administrator by the 5th of the following month.

I. **LOST AND FOUND PROPERTY:** All items of possible personal or monetary value found by Contractor’s employees are to be turned in to the City’s Contract Administrator.
J. **RECYCLING MATERIAL**: Contractor will collect recycling material at each desk in each department and the kitchen area at each building listed below:

1. Activity Center – 501 East Hopkins Street, with two (2) 96-gallon carts;
2. Animal Shelter – 750 River Road, with five (5) 96-gallon carts;
3. Calaboose Building – 200 MLK Drive, with one (1) 96-gallon cart;
4. Cephas House – 217 MLK Drive, with one (1) 96-gallon cart;
5. City Hall Building – 630 East Hopkins Street, with two (2) 96-gallon carts;
6. City Park Recreation Hall – 170 Charles Austin Drive, with one (1) 96-gallon cart;
7. Dunbar Recreation Center – 801 MLK Drive, with one (1) 96-gallon cart;
8. Old Fish Hatchery – 206 North CM Allen Parkway, with one (1) 96-gallon cart;
9. Park Ranger Station - 312 Reynolds Street, with one (1) 96-gallon cart;
10. Discovery Center – 430 Riverside Drive, with one (1) 96-gallon cart;
11. Fire Station #5 Administration – 100 Carlson Circle, with two (2) 96-gallon carts;
12. Grant Harris, Jr., Building – 401 East Hopkins Street, with three (3) 96-gallon carts;
13. Office of Emergency Management – 1402 West Hopkins Street, with one (1) 96-gallon cart;
14. Municipal Building – 630 East Hopkins Street Bldg. #3, with four (4) 96-gallon carts;
15. Purchasing & Contracting - 630 East Hopkins St. Bldg. #4 utilize Municipal Building carts
16. Neighborhood Services Building – 630 East Hopkins Street, with two (2) 96-gallon carts;
17. Police Department – 2300 IH 35 South, with five (5) 96-gallon carts;
18. Public Library – 625 East Hopkins Street, with two (2) 96-gallon carts;
19. Public Services Building – 630 East Hopkins Street, with two (2) 96-gallon carts;
20. San Marcos Electric Utility – 1040 North State Highway, with four (4) 96-gallon carts;
21. Traffic/Sign Shop Restroom – 634 East Hopkins Street, with one (1) 96-gallon cart;
22. Water Quality Building – 720 River Road, with four (4) 96-gallon carts; and
23. Water/Wastewater Warehouse Office/Restroom – 632 East Hopkins Street, with two (2) 96-gallon carts.
24. Concrete Crew Building - 750B River Road, with one (1) 96-gallon cart;
25. Tourist Information - 617 North IH35 with one (1) 96-gallon cart and;
26. Public Services Center – 2217 E McCarty Lane, (4) 96-gallon carts

The materials will be collected in 96-gallon wheeled carts inside the buildings. The 96-gallon carts will be provided by the City. Once a week (on a day to be determined), the carts will be rolled to a designated location outside the building for pickup by a recycling provider.

K. **WORK HOURS/TASKS ACCOMPLISHMENT**: Contractor may coordinate with the City’s Contract Administrator and obtain approval to deviate from those hours established during holidays
or other special occasions, or establish a schedule that is mutually agreed to by Contractor and the City’s Contract Administrator. For those major periodic tasks such as floor maintenance and carpet shampoo, Contractor will make prior arrangements to work during times other than those specified. The City has the option to change work schedule hours.

1. Janitorial services (except for additional restroom services) will be performed on the days outlined below. Contractor will coordinate service with meetings that are scheduled at these facilities. These hours are subject to change by the City’s Contract Administrator.

**Sunday through Saturday**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Center</td>
<td>12:00 a.m. until 11:00 p.m.</td>
</tr>
<tr>
<td>Cephas House</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>City Park Recreation Hall</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Dunbar Recreation Center</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Old Fish Hatchery Community Building</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Police Department</td>
<td>12:00 a.m. until 11:59 p.m.</td>
</tr>
<tr>
<td>Public Library</td>
<td>9:00 p.m. until 7:00 a.m.</td>
</tr>
</tbody>
</table>

**Monday through Friday**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calaboose Building</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>City Hall Building</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Discovery Center</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Fire Station #5 Administration</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Grant Harris, Jr., Building</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Office of Emergency Management</td>
<td>8:00 a.m. until 5:00 p.m.</td>
</tr>
<tr>
<td>Municipal Building</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Purchasing &amp; Contracting</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Neighborhood Services Building</td>
<td>8:00 a.m. until 5:00 p.m.</td>
</tr>
<tr>
<td>Park Ranger Station</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Public Services Building</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>San Marcos Electric Utility</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Traffic/Sign Shop Restroom</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Water Quality Building</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Water/Wastewater Warehouse Office/Restroom</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Concrete Crew</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Tourist Information</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
<tr>
<td>Public Services Center</td>
<td>6:00 p.m. until 7:00 a.m.</td>
</tr>
</tbody>
</table>

**Monday through Saturday**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Shelter</td>
<td>10:00 a.m. until 12:00 p.m.</td>
</tr>
</tbody>
</table>

2. Day Porter Services will be provided Monday through Friday from 8:00 a.m. until 4:30 pm at the locations listed below. Additionally, Day Porter Services will be provided at the Activity Center and the Public Library on weekends during regular business hours. Contractor staff will provide services in a manner that will minimize disruption of daily City activities. These hours are subject to change by the City’s Contract Administrator.
1. Activity Center (60,000 square feet) located at 501 East Hopkins Street
2. City Hall Building (17,280 square feet) located at 630 East Hopkins Street
3. City Park Recreation Hall (6,415 square feet) located at 170 Charles Austin Drive
4. Discovery Center (2,400 square feet) located at 430 Riverside Drive
5. Municipal Building (19,000 square feet) located at 630 East Hopkins St. Bldg. #3
6. Public Library (27,000 square feet) located at 625 East Hopkins Street
7. Public Services Building (7,000 square feet) located at 630 East Hopkins St. Bldg. #2
8. San Marcos Electric Utility (9,500 square feet) located at 1040 North State Highway 123
9. Traffic/Sign Shop Restroom (80 square feet) located at 634 East Hopkins Street
10. Tourist Information (1800 square feet) located at 617 North IH35
11. Water/Wastewater Warehouse Office/Restroom (72 square feet) located at 632 East Hopkins Street
12. Public Services Center (Approx. 55,000 square feet) located at 2217 McCarty Lane

L. SPECIAL REQUIREMENTS/INSTRUCTIONS: Contractor will comply with the following special requirements:

1. Except for periods involving water conservation as established by the City Manager, steps and ramps to all entrances at all buildings will be hosed or washed as necessary if water faucets are available, or swept in the absence of available water faucets, prior to business hours on operating days.

2. All wood and tile floors will be swept with treated dust mops or brooms. Chemically treated dust cloths and mops will be used for dusting.

M. ITEMS FURNISHED BY CONTRACTOR: The following is a list of supplies, equipment, and materials that will be furnished by Contractor, as a minimum:

1. Window cleaner, disinfectant, deodorant, polish for brass, and detergents;
2. Buffers, high-efficiency particulate air (“HEPA”) filter vacuum cleaners, etc.;
3. Dust cloths, wiping cloths, mops, brooms, ladders, etc.;
4. Plastic liners for all waste and desk recycle receptacles;
5. Soap for all restroom soap dispensers;
6. CDC approved hand sanitizer for all approved dispensers and;
7. Any other chemicals, cleaning material, supplies, and equipment required.

N. APPROVAL OF PRODUCTS: The City is committed to achieving “Green Procurement”. Green Procurement minimizes negative environmental and social effects through the use of environmentally friendly products. All products used during this contract will be environmentally friendly products that meet the Green Seal and the U.S. Environmental Protection Agency’s Design for the Environment certification programs. No cleaning compound without the Green Seal of
approval on the label will be allowed without the written prior approval of the City’s Contract Administrator. The City reserves the right to reject the use of any cleaners, waxes, polishes, or other agents used in the performance of this contract if such product creates objectionable odors, health problems, allergic reactions, or are otherwise determined to be unacceptable as determined by the City’s Contract Administrator.

O. **MONTHLY REPORT:** Contractor will submit to the City’s Contract Administrator a monthly report showing the quantity of each of the supplies named above which were used during the previous month. The report will be mailed or otherwise delivered not later than the fifteenth (15th) day of each month. Payment of monthly invoice is contingent upon receipt and approval of monthly report.

P. **SUPERVISION AND INSPECTION:** Contractor’s supervisory personnel will make inspections monthly of the services being performed, along with the City’s Contract Administrator, to assure maximum efficiency and full compliance with the provisions of this contract. Work performance records will be completed by Contractor’s supervisor and will be reviewed, signed, and dated weekly. The written inspection reports will be turned in to the City’s Contract Administrator within forty-eight (48) hours of the inspection. Payment of monthly invoice is contingent upon receipt and acceptance of weekly performance records and bi-monthly inspections.

Q. **LOCAL HIRE REQUIREMENTS:** Contractor’s employees performing any services called for by this contract will consist of at least sixty percent (60%) local employees. “Local employees” can be defined as employees that reside at a physical address within the City of San Marcos or within the City’s extraterritorial jurisdiction (ETJ).

R. **CONTRACTOR’S EMPLOYEES:** All janitorial services will be performed by trained personnel using current, acceptable janitorial industry standards and practices. Contractor’s employees will present a neat appearance and be easily recognized while performing work on City property. This will be accomplished by wearing appropriate uniforms along with a name badge and/or photo identification distinguishing them as an employee of Contractor. Contractor will provide the current and complete name, address, date of birth, and social security number of each employee performing any services called for by this contract to the City’s Contract Administrator. The City reserves the right to perform a background investigation in accordance with Texas Government Code, Chapter 411, on all employees to ascertain existence of any criminal records and reserves the right to reject any employees not considered suitable because of investigation results or other circumstances which make that person undesirable for work under this contract.

S. **VISITORS:** At no time will Contractor allow visitors, spouses, or children of Contractor’s employees in the building during working hours, unless they are employees of Contractor.

T. **PAYMENTS:** Monthly payments will be made by the City upon the satisfactory completion and acceptance of all services called for under this contract, and submission of a proper and correct invoice to City of San Marcos, Accounts Payable, 630 East Hopkins Street, San Marcos, Texas 78666, or cosmap@sanmarcostx.gov. No partial or advance payments will be made.
U. **Unauthorized Use of City Equipment:** Contractor will not allow their employees, at any time, to open desk drawers, cabinets, or to use office equipment, including the use of non-pay telephones, for any purpose other than a local emergency 911 telephone call.

V. **Smoking:** In accordance with San Marcos Ordinance No. 2013-57, all City-owned and rented/leased properties are smoke-free properties. All contractors, subcontractors, and their employees are prohibited from smoking while on City property. This includes the enclosed areas of public places and workplaces, within ten (10) feet of doors and windows, City-owned or rented/leased property, including parks and facilities. This prohibition includes e-cigarettes and other inhaled vapor devices. The City reserves the right to terminate a contract(s) if the Contractor is found in noncompliance. The City reserves the right to direct the Contractor to remove or replace any employee for just cause.

W. **Sterilization/Enhanced Cleaning:** Following guidance from the CDC, Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA), routine housekeeping practices should continue and may include cleaning and disinfecting work surfaces, equipment and other elements of the work environment. **Only EPA registered disinfectants or products effective for human coronavirus shall be used.**

In the event a COVID-19 positive case is identified, and at the request of the Contract Administrator, the contractor will need to implement housekeeping and janitorial protocols for maintaining a healthy environment and inhibiting the spread of the contagion on facility premises. COVID19 protocols are listed below:

- a) Clean & Disinfect ALL contact surfaces including, but not limited to; door handles and knobs, hand rails, light switches/cover plates, drinking fountains, counter tops, restroom fixtures, controls and dispensers, tables & chairs, furniture, trash containers, copiers, microwaves, refrigerators & ice machines
- b) Following thorough hand cleaning and disinfecting, perform area disinfecting utilizing a spray mist disinfectant recommended by the Centers for Disease Control and approved by Contract Administrator

These services will be in addition to the regularly scheduled cleaning.

X. **Prorating:** The Contractor will not be entitled to payment for any service(s) not performed. The monthly payment will be prorated based on the number of days that service was provided.

2. **Task and Schedule**

A. **Description of Services:**

1. **Day Porter Services:** Services provided will include dry and wet mopping as necessary to remove spills, emptying garbage/recycle cans, and spot cleaning around light switches and door levers. Day Porters will also ensure all daily services are provided as described in Part B. **Schedule of Services**
2. **Lobby Windows:** *(DAILY)* Clean interior lobby window surfaces. Remove all traces of film, dirt, smudges, water, and other foreign matter from frames, casings, sills, and glass.

3. **Waste:** *(DAILY)* All wastebaskets, and other trash containers will be emptied and returned to their proper locations. Soiled or torn plastic trash receptacle liners will be replaced. All trash will be deposited in the nearest outside trash collection container provided by the City.

4. **Vacuuming:** *(DAILY)* All carpeted floors will be vacuumed daily. After being vacuumed, the carpeted floor will be free of all visible litter and soil. This is Daily and not as needed. Any spots will be removed when noticed and carpet extraction equipment when required.

5. **Sweeping:** *(DAILY)* All floors, except carpeted areas, will be swept. After the floor has been swept, the entire floor surface, including corners and abutments, will be free of litter, dust, cobwebs and foreign debris. Chairs, trash receptacles, and easily moveable items will be moved to sweep underneath.

6. **Mopping:** *(DAILY)* All floors, except wood and carpeted areas, will be mopped clean and free of dirt and debris. Chairs, trash receptacles, and easily moveable items will be moved to enable mopping underneath. After mopping, the floor will have a uniform appearance with no streaks, swirl marks, detergent residue, standing water, or evidence of soil, stains, or film. All floors are mopped using a flat mop system.

7. **Entrance Mats:** *(DAILY)* Carpet-type entrance mats will be vacuumed to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrance mats will be swept, vacuumed, or hosed down to remove soil and grit. Soil and moisture under entrance mats will be removed and mats returned to their normal location.

8. **Low Dusting:** *(WEEKLY)* After low dusting, all dust, lint, litter, and dry soil will be removed from the surface of desks (items will not be moved), chairs, file cabinets, and other types of office furniture and equipment and from horizontal ledges, window sills, handrails, etc., to a line six (6) feet above floor level. Venetian blinds, where installed, are included in low dusting.

9. **High Dusting:** *(WEEKLY)* After high dusting, all dust, lint, litter, and dry soil will be removed from all surfaces above six (6) feet.

10. **Light Fixtures:** *(WEEKLY)* After cleaning, light fixtures will be free of bugs, dirt, dust, grease, and other foreign matter. The Contract Administrator will be notified of light fixture damage or lighting which is not functioning properly.

11. **Spot Cleaning:** *(DAILY)* Remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors, and fixtures. Germicidal detergent will be used in restrooms, break areas, and drinking fountains. Brass hardware, aluminum bars, and other metal on doors will be polished with a polishing compound. After spot cleaning, the surface will have a clean, uniform appearance free of streaks, spots, and other marks.

12. **Resupply Restrooms:** *(DAILY)* Restrooms will be stocked with a minimum of twenty-four (24) hours supply of toilet paper, towels, soap, etc.
13. **Glass Cleaning**: *(MONTHLY)* Glass includes but is not limited to glass partitions, interior glass doors, interior windows, display cases, directory boards, mirrors, and adjacent trim. After glass cleaning, there will be no traces of film, dirt, smudges, water, and other foreign matter. If there are any smudges the will be taken care of at the time of notice.

14. **Clean and Disinfect Restrooms**: *(DAILY)* Contractor will perform the following tasks for all restrooms covered hereunder:
   a. Remove trash;
   b. Mop floor;
   c. Sweep floor;
   d. Low dusting;
   e. Spot clean;
   f. Restock restroom supplies;
   g. Glass cleaning;
   h. Clean toilet bowls;
   i. Clean lavatories;
   j. Clean urinals;
   k. Refill dispensers;
   l. Clean partitions;
   m. Clean stalls;
   n. Clean walls;
   o. Clean all other fixtures; and
   p. Clean and sanitize showers and shower stalls.

15. **Recyclable Boxes**: Contractor will be required to pick up and break down recyclable boxes and empty them into the recycling bin in the building.

**B. SCHEDULE OF SERVICES:**

A Schedule of Services to be provided for each facility is provided in ATTACHMENT A.

**ARTICLE 4. CONTRACT AMOUNT**

The estimated total amount to be paid by City of San Marcos to Contractor for services under this contract will be the annual sum of $995,741.80, as follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Sq. Ft.</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price (Month)</th>
<th>Extension (Annual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Center</td>
<td>60,000</td>
<td>10</td>
<td>Months</td>
<td>$16,690.22</td>
<td>166,902.19</td>
</tr>
<tr>
<td>Animal Shelter</td>
<td>1,600</td>
<td>12</td>
<td>Months</td>
<td>$445.07</td>
<td>$5,340.87</td>
</tr>
<tr>
<td>Calaboose Building</td>
<td>1,200</td>
<td>12</td>
<td>Months</td>
<td>$333.80</td>
<td>$4,005.65</td>
</tr>
<tr>
<td>Cephas House</td>
<td>1,180</td>
<td>12</td>
<td>Months</td>
<td>$328.24</td>
<td>$3,938.89</td>
</tr>
<tr>
<td>City Hall Building</td>
<td>17,280</td>
<td>12</td>
<td>Months</td>
<td>$4,806.78</td>
<td>$57,681.40</td>
</tr>
<tr>
<td>City Park Recreation Hall</td>
<td>6,415</td>
<td>12</td>
<td>Months</td>
<td>$1,784.46</td>
<td>$21,413.55</td>
</tr>
<tr>
<td>Building/Center</td>
<td>Sq. Ft.</td>
<td>Months</td>
<td>Monthly Cost</td>
<td>Total Cost</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>---------</td>
<td>--------</td>
<td>--------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Concrete Crew Building</td>
<td>600</td>
<td>12</td>
<td>$166.90</td>
<td>$2,002.83</td>
<td></td>
</tr>
<tr>
<td>Discovery Center</td>
<td>2,400</td>
<td>12</td>
<td>$667.61</td>
<td>$8,011.31</td>
<td></td>
</tr>
<tr>
<td>Dunbar Recreation Center</td>
<td>5,250</td>
<td>12</td>
<td>$1,460.39</td>
<td>$17,524.73</td>
<td></td>
</tr>
<tr>
<td>Fire Station #5 Administration</td>
<td>3,470</td>
<td>12</td>
<td>$965.25</td>
<td>$11,583.01</td>
<td></td>
</tr>
<tr>
<td>Grant Harris, Jr., Building</td>
<td>5,000</td>
<td>12</td>
<td>$1,390.85</td>
<td>$16,690.22</td>
<td></td>
</tr>
<tr>
<td>Office of Emergency Management</td>
<td>3,000</td>
<td>12</td>
<td>$834.51</td>
<td>$10,014.13</td>
<td></td>
</tr>
<tr>
<td>Municipal Building</td>
<td>19,000</td>
<td>12</td>
<td>$5,285.24</td>
<td>$63,422.83</td>
<td></td>
</tr>
<tr>
<td>Neighborhood Services Building</td>
<td>2,128</td>
<td>12</td>
<td>$591.95</td>
<td>$7,103.36</td>
<td></td>
</tr>
<tr>
<td>Old Fish Hatchery Community Building</td>
<td>1,000</td>
<td>12</td>
<td>$278.17</td>
<td>$3,338.04</td>
<td></td>
</tr>
<tr>
<td>Park Ranger Station</td>
<td>565</td>
<td>12</td>
<td>$157.17</td>
<td>$1,885.99</td>
<td></td>
</tr>
<tr>
<td>Police Department</td>
<td>43,000</td>
<td>12</td>
<td>$11,961.32</td>
<td>$143,535.88</td>
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<tr>
<td>Public Library</td>
<td>55,000</td>
<td>12</td>
<td>$15,299.37</td>
<td>$183,592.41</td>
<td></td>
</tr>
<tr>
<td>Old Public Services Building</td>
<td>7,000</td>
<td>12</td>
<td>$1,947.19</td>
<td>$23,366.31</td>
<td></td>
</tr>
<tr>
<td>New Public Services Center</td>
<td>55,000</td>
<td>12</td>
<td>$15,327.18</td>
<td>$183,926.21</td>
<td></td>
</tr>
<tr>
<td>Purchasing &amp; Contracting Building</td>
<td>4,800</td>
<td>12</td>
<td>$1,335.22</td>
<td>$16,022.61</td>
<td></td>
</tr>
<tr>
<td>San Marcos Electric Utility</td>
<td>9,500</td>
<td>12</td>
<td>$2,642.62</td>
<td>$31,711.42</td>
<td></td>
</tr>
<tr>
<td>Tourist Information</td>
<td>1,800</td>
<td>12</td>
<td>$500.71</td>
<td>$6,008.48</td>
<td></td>
</tr>
<tr>
<td>Traffic/Sign Shop Restroom</td>
<td>80</td>
<td>12</td>
<td>$22.25</td>
<td>$267.04</td>
<td></td>
</tr>
<tr>
<td>Water Quality Building</td>
<td>1,861</td>
<td>12</td>
<td>$517.67</td>
<td>$6,212.10</td>
<td></td>
</tr>
<tr>
<td>Water/Wastewater Warehouse Office/Restroom</td>
<td>72</td>
<td>12</td>
<td>$20.03</td>
<td>$240.34</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>308,301</strong></td>
<td><strong>12</strong></td>
<td><strong>$85,760.17</strong></td>
<td><strong>$995,741.60</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Services - Sanitizing & Enhanced Cleaning**

- As Needed
- Min. $40.00 per cleaning.
- $.40/ sq. ft.

**ARTICLE 5. PAYMENT FOR SERVICES**

City of San Marcos shall pay Contractor, or as directed, to WorkQuest, as the assignee and servicing agent of Contractor’s interest in the payment under this contract. Such payment shall be for goods and services received, shall be made upon receipt of a proper invoice or voucher prepared by Contractor’s Assigned Sheltered Work Center or WorkQuest, and shall be made within thirty (30) days from receipt of such proper invoice or voucher.

Payment by City of San Marcos to Contractor, or WorkQuest, as its assignee, shall be based upon bills presented monthly, with billing based upon the actual performance of the specified work by location.
ARTICLE 6. TERMINATION

This Agreement may be terminated under any one of the following conditions:

1. By mutual agreement and consent of both parties;
2. By City of San Marcos giving written notice to Contractor and WorkQuest as a consequence of failure by Contractor to satisfactorily perform the services and obligations set forth in this Agreement, with proper allowances being made for circumstances beyond the control of Contractor; or
3. By either party upon thirty (30) calendar days written notice to the other.

ARTICLE 7. REMEDIES

Violation or breach of contract terms by Contractor shall be grounds for termination of the Agreement, and any increased costs arising from Contractor’s default, breach of contract, or violation of terms shall be paid by Contractor. This Agreement shall not be considered as specifying the exclusive remedy for any default, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

ARTICLE 8. SUBLETTING

Contractor shall not sublet or transfer any portion of its responsibilities and obligations under this Agreement unless specifically authorized to do so in writing by City of San Marcos.

ARTICLE 9. SUCCESSORS AND ASSIGNS

Contractor shall not assign or otherwise transfer its rights or obligations under this Agreement except with the prior written consent of City of San Marcos.

ARTICLE 10. LEGAL CONSTRUCTION

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

ARTICLE 11. GOVERNING LAWS AND VENUE

This Agreement shall be construed under and in accordance with the laws of the State of Texas. Any legal actions regarding the parties’ obligations and any matters whatsoever arising from this Agreement shall be filed and maintained in Hays County, Texas.

ARTICLE 12. PRIOR AGREEMENTS SUPERCEDED
This Agreement constitutes the sole and only agreement of the parties hereto and supercedes any prior understandings or written or oral agreements between the parties respecting this subject matter.

ARTICLE 13. INSURANCE AND INDEMNITY

Contractor will hold harmless, indemnify, and defend City of San Marcos and its employees, agents, officers, and servants from any and all lawsuits, claims, demands, and causes of action of any kind arising from the negligent or intentional acts, errors, or omissions of Contractor, its officers, employees, or agents. This will include, but not be limited to, the amounts of judgments, penalties, interest, court costs, reasonable legal fees, and all other expenses incurred by City of San Marcos arising in favor of any party, including the amounts of any damages or awards resulting from claims, demands, and causes of action for personal injuries, death, or damages to property.

Contractor will procure and maintain at its expense insurance with insurance companies authorized to do business in the State of Texas, covering all operations under this Agreement, whether performed by Contractor or its agents, subcontractors, or employees. Before commencing work, Contractor will furnish to City of San Marcos a certificate or certificates in a form satisfactory to City of San Marcos showing that Contractor has complied with this paragraph. All certificates will provide that the policy will not be changed or cancelled until at least thirty (30) days written notice will have been given to City of San Marcos. Commercial general liability insurance and motor vehicle insurance will be written with the City of San Marcos, Texas, as an additional insured and will be endorsed to provide a waiver of the carrier’s right of subrogation against the City. The kinds and amounts of insurance required are as follows:

**Workers’ Compensation Insurance:** In accordance with the provisions of the Workers’ Compensation Act of the State of Texas.

**Liability Insurance:** (1) Commercial general liability insurance with a combined single limit of $1,000,000 for each occurrence and $1,000,000 in the aggregate, and (2) motor vehicle liability insurance in an amount not less than $1,000,000 for injuries to any one person, $1,000,000 on account of any one accident and in an amount of not less than $1,000,000 for property damage.

The stated limits of insurance required by this Paragraph are **minimum only** and it will be Contractor’s responsibility to determine what limits are adequate. These limits may be met by basic policy limits or any combination of basic limits and umbrella limits. City of San Marcos’s acceptance of certificates of insurance that do not comply with these requirements in any respect does not release Contractor from compliance with these requirements.

ARTICLE 14. NOTICE TO PARTIES

Notice to be effective under this contract must be in writing and received by the party against whom it is to operate. Notice is received by a party as follows: (1) when it is delivered to the party personally; (2) on the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party’s address specified in this Article 14 and signed on behalf of the party; or (3) three business days after its deposit in the United States mail, with a first-class postage affixed, addressed to the party’s
address specified in this Article 14. Any party may change its address by providing notice of such change in accordance with the requirements of this Article 14.

City of San Marcos’s address is as follows:

Sabas Avila, Director
Public Works
630 East Hopkins Street
San Marcos, Texas 78666

Lynda Williams, Purchasing Manager
Purchasing & Contracting | Finance
630 East Hopkins Street
San Marcos, Texas 78666

Contractor’s address is as follows:

Mark Hiemstra, President
Goodwill Temporary Services, Inc.
1015 Norwood Park Boulevard
Austin, Texas 78753

The Certifying Party’s address is as follows:

Abby Monk, Regional Marketing Manager
WorkQuest
1011 East 53 ½ Street
Austin, Texas 78751

ARTICLE 15. MISCELLANEOUS

Each individual signing this contract on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations undertaken.

This Agreement represents the entire agreement of the parties, and an amendment to this agreement is not effective for any purpose unless in writing and signed by all parties.

This contract is binding on and inures to the benefit of the parties’ successors in interest.

IN WITNESS WHEREOF, the parties have signed triplicate originals of this Agreement on the respective dates below.

CERTIFICATIONS
THE UNDERSIGNED PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected parties of Local and State Government, and (2) the services and goods on contract are not required by Section 21 of Article XVI of the Constitution of the State of Texas to be supplied under contract given to the lowest responsible bidder.

The undersigned signatory for Contractor hereby represents and warrants that he or she is an authorized representative of the organization for which he or she has executed this contract, and that such authorized representative has full and complete authority to enter into this contract on behalf of Contractor, and Contractor has legal authority to perform the activities provided for herein.

PERFORMING PARTY:
GOODWILL TEMPORARY SERVICES, INC.

By: _____________________________
    Authorized Signature

    ________________________________
    Printed Name, Title

Date: ____________________________

The City of San Marcos, Texas further certifies that it has the authority to contract for the above services by authority granted by Chapter 122, Human Resources Code.

RECEIVING PARTY:
CITY OF SAN MARCOS, TEXAS

By: _____________________________
    Stephanie Reyes, City Manager

Date: ____________________________

The undersigned signatory for the WorkQuest hereby represents and warrants that he or she is an authorized representative of the organization for which he or she has executed this contract, and that such authorized representative has full and complete authority to enter into this contract on behalf of the WorkQuest, and has legal authority to perform the activities provided for herein.

CERTIFYING PARTY:
WORKQUEST

By: _____________________________

______________________________
# ATTACHMENT A
## SCHEDULE OF SERVICES

### 1. ACTIVITY CENTER

<table>
<thead>
<tr>
<th><strong>DAILY SERVICES - OFFICES:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Empty all waste and recycle receptacles</td>
<td></td>
</tr>
<tr>
<td>2. Remove scuff marks from door plates and rails. Clean polish and disinfect.</td>
<td></td>
</tr>
<tr>
<td>3. Spot clean fingerprints on doors, railings, partitions, glass and light fixtures</td>
<td></td>
</tr>
<tr>
<td>4. Vacuum door mats and all carpeted areas with a HEPA filter vacuum machine</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DAILY SERVICES – RESTROOMS/LOCKER ROOMS:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clean a minimum of four (4) times per day – once during the hours of 12:00 a.m. until 6:00 a.m., once at 10:00 a.m., once at 2:00 p.m. and once at 7:00 p.m.</strong></td>
<td></td>
</tr>
<tr>
<td>1. Clean and disinfect all sinks, cupboards, counters, mirrors and lockers</td>
<td></td>
</tr>
<tr>
<td>2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions</td>
<td></td>
</tr>
<tr>
<td>3. Damp-wipe all plumbing fixtures to prevent lime deposits</td>
<td></td>
</tr>
<tr>
<td>4. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DAILY SERVICES – KITCHEN:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clean and disinfect sinks, counters, cupboards, microwaves, refrigerators (EXTERIOR)</td>
<td></td>
</tr>
<tr>
<td>2. Empty and wipe all waste and recycle receptacles replace liners as needed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DAILY SERVICES – MISCELLANEOUS:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sweep all building entryways excluding sidewalks leading up to entryways</td>
<td></td>
</tr>
<tr>
<td>2. Sweep and/or dust mop hard floors with clean/treated mops</td>
<td></td>
</tr>
<tr>
<td>3. Mop hard floors and remove all foreign substances</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DAILY SERVICES – NATATORIUM:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sweep and dust mop pool deck with clean/treated mop and remove all foreign substances</td>
<td></td>
</tr>
<tr>
<td>2. Empty and wipe down all waste receptacles</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WEEKLY SERVICES – SUNDAYS DURING FACILITY CLOSURE:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Activity Center is closed Sundays providing an opportunity for a thorough cleaning of the facility without interruption and remediate any items not addressed during routine cleaning services.</td>
<td></td>
</tr>
<tr>
<td>1. Supervisor and/or manager will inspect facility to ensure all daily, weekly, monthly and as needed services have been perform as required, including but not limited to, inspecting all activity and meeting rooms to ensure complete and thorough cleaning from weekend Events to ensure facility presents the best appearance possible for the coming week.</td>
<td></td>
</tr>
<tr>
<td>2. Address all items identified during inspections to prepare the facility for the coming week</td>
<td></td>
</tr>
</tbody>
</table>
**WEEKLY SERVICES – OFFICES:**
1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms, ledges
2. High dust above six (6) feet; dust window coverings and window blinds
3. Clean exterior glass in the lobby ten (10) feet and below
4. Polish door kick plates, handrails, door handles and other metal surfaces
5. Damp mop all hard surface floors to include corners/edges, baseboards and beneath furniture

**WEEKLY SERVICES – MISCELLANEOUS:**
1. Polish door kick plates, handrails, door handles and other metal surfaces
2. Damp wipe windowsills and blinds and dust light fixture shades

**WEEKLY SERVICES – NATATORIUM:**
1. Clean all baseboards, dust and damp wipe windowsills and ledges, remove cobwebs throughout pool area
2. Polish door handles and other metal surfaces
3. Clean interior windows ten (10) feet and below
4. High level dusting above six (6) feet

**MONTHLY SERVICES:**
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows and sills ten (10) feet and below including the natatorium area
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.
## 2. ANIMAL SHELTER

The Animal Shelter will be cleaned between the hours of 10:00 a.m. and 12:00 p.m. Monday through Saturday. Contractor will coordinate service with any scheduled meetings at this facility.

### DAILY SERVICES - OFFICES:

1. Empty all waste and recycle receptacles
2. Remove scuff marks from door plates & rails etc.; clean, polish and sanitize
3. Vacuum door mats & all carpeted areas with a HEPA filter vacuum machine
4. Spot clean fingerprints on doors, railings, partitions, glass and light fixtures
5. Clean interior glass in lobby ten (10) and below

### DAILY SERVICES – RESTROOMS:

Clean a minimum of one (1) time per day during the hours of 10:00 a.m. and 12:00 p.m.

1. Clean and sanitize all sinks, cupboards, counters, mirrors and lockers
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions
3. Damp-wipe all plumbing fixtures to prevent lime deposits
4. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

### DAILY SERVICES – KITCHEN:

1. Clean and disinfect sinks, cupboards, counters, mirrors and lockers
2. Empty and wipe all waste and recycle receptacles and replace liners as needed

### DAILY SERVICES – MISCELLANEOUS:

1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

### WEEKLY SERVICES – OFFICES:

1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms, ledges
2. High dust above six (6) feet; dust window coverings and window blinds
3. Clean exterior glass in the lobby ten (10) feet and below
4. Polish door kick plates, handrails, door handles and other metal surfaces
5. Damp mop all hard surface floors to include corners/edges, baseboards and beneath furniture

### WEEKLY SERVICES – MISCELLANEOUS:

1. Polish door kick plates
2. Damp wipe windowsills and blinds including kitchen area
3. Polish handrails, door handles, and other metal surfaces
4. Dust light fixture shades
5. Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6. Clean all baseboards
7. Wipe down all appliances in the kitchen area with disinfecting solution
### MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

### AS NEEDED SERVICES:
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

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### 3. CALABOOSE BUILDING
The Calaboose Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

#### DAILY SERVICES - OFFICES:
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Vacuum all carpeted areas with a HEPA filter vacuum machine
7. Clean interior glass ten (10) feet and below

#### DAILY SERVICES – RESTROOMS:
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and sanitize all sinks and cupboards
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counter and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

#### DAILY SERVICES – KITCHEN:
1. Clean and sanitize all sinks and cupboards
2. Empty and wipe all waste and recycle receptacles

#### DAILY SERVICES – MISCELLANEOUS:
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

#### WEEKLY SERVICES – OFFICES:
1. Spray clean all desks, bookcases and file cabinets
2. High level dusting above six (6) feet
3. Dust window coverings and window blinds
4. Clean exterior glass ten (10) feet and below

**WEEKLY SERVICES – MISCELLANEOUS:**
1. Polish door kick plates
2. Damp wipe windowsills and blinds including kitchen area
3. Polish handrails, door handles, and other metal surfaces
4. Dust light fixture shades
5. Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6. Clean all baseboards
7. Wipe down all appliances in the kitchen area with disinfecting solution

**MONTHLY SERVICES:**
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

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**4. CEPHAS HOUSE**

The Cephas House will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Sunday through Saturday. Contractor will coordinate service with any scheduled meetings at this facility

**DAILY SERVICES – OFFICES:**
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Clean interior glass ten (10) feet and below

**DAILY SERVICES – RESTROOMS:**
Clean a minimum of two (2) times per day, once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and sanitize all sinks and cupboards
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counter and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

**DAILY SERVICES – KITCHEN:**

Clean a minimum of once per day
1. Clean and sanitize all sinks and cupboards
2. Empty and wipe all waste and recycle receptacles

**DAILY SERVICES – MISCELLANEOUS:**

1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

**WEEKLY SERVICES – OFFICES:**

1. Spray clean all desks, bookcases and file cabinets
2. High level dusting above six (6) feet
3. Dust window coverings and window blinds
4. Clean exterior glass ten (10) feet and below

**WEEKLY SERVICES – MISCELLANEOUS:**

1. Polish door kick plates
2. Damp wipe windowsills and blinds including kitchen area
3. Polish handrails, door handles, and other metal surfaces
4. Dust light fixture shades
5. Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6. Clean all baseboards
7. Wipe down all appliances in the kitchen area with disinfecting solution

**MONTHLY SERVICES:**

1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including Mullions and sills

**AS NEEDED SERVICES:**

1. Thoroughly wash all waste and recycle receptacles
2. Additional cleaning as necessary due to events, emergencies, etc.

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**5. CITY HALL BUILDING**

The City Hall Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

**DAILY SERVICES - OFFICES:**

1. Empty all waste and recycle receptacles
2. Remove scuff marks from door plates and rails. Clean, polish and disinfect
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Vacuum door mats and all carpeted areas with a HEPA filter vacuum machine
5. Clean interior glass in lobby ten (10) and below

**DAILY SERVICES – RESTROOMS:**

Clean a minimum of three (3) times per day. Twice during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.

1. Clean and disinfect all sinks, cupboards, counters, mirrors and lockers
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls, and partitions
   - Damp wipe all plumbing fixtures to prevent lime deposits
3. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

**DAILY SERVICES – KITCHEN/BREAK ROOM:**

1. Clean and sanitize all sinks and cupboards, microwaves, refrigerators (Exterior)
2. Empty and wipe all waste and recycle receptacles and replace soiled liners
3. Dust mop, sweep and damp mop floors to remove all foreign substances

**DAILY SERVICES – MISCELLANEOUS:**

1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

**WEEKLY SERVICES – OFFICES:**

1. Damp wipe file cabinets, desks, bookcases, light fixtures, shades, chair arms and ledges
2. High level dusting above six (6) feet; dust window coverings and window blinds
3. Polish door kick plates, handrails, door handles and other metal surfaces
4. Clean exterior glass in the lobby, ten (10) feet and below
5. Damp mop all hard surface floors to include corners/edges, baseboards and beneath furniture

**WEEKLY SERVICES – MISCELLANEOUS:**

1. Thoroughly wash all waste and recycle receptacles

**MONTHLY SERVICES:**

1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**

1. Spot clean carpet using commercial carpet extraction equipment
2. Additional cleaning as necessary due to events, emergencies, etc.

### 6. PAULINA ESPINOZA COMMUNITY HALL

The City Park Recreation Hall will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Sunday through Saturday. Contractor will coordinate service with any scheduled meetings at this facility.

**DAILY SERVICES - INTERIOR:**

1. Empty all waste and recycle receptacles
2. Clean interior glass in lobby ten (10) and below
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc. Clean polish and disinfect.
5. Vacuum door mats and all carpeted areas with a HEPA filter vacuum machine
6. Dust and spot mop hard surface floors to include edges, corners and beneath furniture

**DAILY SERVICES – RESTROOMS:**

Clean a minimum of two (2) times per day. Once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.

1. Clean and sanitize all sinks, cupboards, counters, mirrors and lockers
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions
3. Damp-wipe all plumbing fixtures to prevent lime deposits
4. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
5. Dust mop, sweep and damp mop floor to remove all foreign substances

**DAILY SERVICES – MISCELLANEOUS:**

1. Sweep all building entryways excluding sidewalks leading up to entryways

**WEEKLY SERVICES – INTERIOR:**

1. High level dusting above six (6) feet
2. Dust window coverings and window blinds
3. Clean exterior glass in the lobby, ten (10) feet and below

**WEEKLY SERVICES – MISCELLANEOUS:**

1. Polish door kick plates
2. Damp wipe windowsills and blinds
3. Polish handrails, door handles, and other metal surfaces
4. Dust light fixture shades
5. Detail damp mop all hard surface floors taking care to get along edges in corners and beneath any furniture
6. Clean all baseboards
7. Wipe down all appliances in the kitchen area with disinfecting solution

**MONTHLY SERVICES:**

1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**
1. Thoroughly wash all waste and recycle receptacles
2. Additional cleaning as necessary due to events, emergencies, etc.

### 7. DISCOVERY CENTER

The Discovery Center will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

**DAILY SERVICES - OFFICES:**
1. Empty all waste and recycle receptacles
2. Spot clean fingerprints on doors, railings, partition glass and light fixtures
3. Remove scuff marks from door plates, door rails etc. Clean polish and disinfect.
4. Vacuum door mats and all carpeted areas with a HEPA filter vacuum machine
5. Clean interior glass in the lobby ten (10) feet and below

**DAILY SERVICES – RESTROOMS:**
Clean a minimum of three (3) times per day, twice during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.

1. Clean and disinfect all sinks, cupboards, counters, mirrors and lockers
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions
3. Damp-wipe all plumbing fixtures to prevent lime deposits
4. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
5. Sweep, dust mop and mop hard floors to remove all foreign substances

**DAILY SERVICES – KITCHEN:**
Clean a minimum of once per day

1. Clean and sanitize all sinks, cupboards, counters, microwaves, refrigerators (Exterior)
2. Empty and wipe all waste and recycle receptacles
3. Dust mop, sweep and damp mop floor to remove all foreign substances

**DAILY SERVICES – MISCELLANEOUS:**
1. Sweep all building entryways excluding sidewalks leading up to entryways

**WEEKLY SERVICES – OFFICES:**
1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms and ledges
2. High dust above six (6) feet; dust window coverings and window blinds, light fixture shades
3. Polish door kick plates, handrails, door handles and other metal surfaces
4. Clean exterior glass ten (10) feet and below
5. Damp mop all hard surface floors to include corners/edges, baseboards and beneath furniture

**WEEKLY SERVICES – MISCELLANEOUS:**
1. Spot and polish all stainless kick plates
2. Spot clean baseboards and walls to remove fingerprints and smudges
3. Clean and disinfect all dispensers to remove fingerprints and smudges
4. Spot clean carpet stains as they occur
5. Thorough damp wipe all waste receptacles

MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

AS NEEDED SERVICES:
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

8. DUNBAR RECREATION CENTER

The Dunbar Recreation Center will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Sunday through Saturday. The building will be ready for use by 7:00 a.m. Contractor will coordinate service with any scheduled meetings at this facility

DAILY SERVICES - OFFICES:
1. Empty all waste and recycle receptacles
2. Spot clean fingerprints on doors, railings, partition glass and light fixtures
3. Remove scuff marks from door plates, door rail. Clean, polish and disinfect.
4. Vacuum door mats and all carpeted areas with a HEPA filter vacuum machine
5. Clean interior glass ten (10) feet and below

DAILY SERVICES – RESTROOMS:
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and disinfect all sinks, cupboards, counters, mirrors and lockers
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions
3. Damp-wipe all plumbing fixtures to prevent lime deposits
4. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
5. Sweep, dust mop and mop hard floors to remove all foreign substances
6. Empty all waste receptacles and replace soiled liners

DAILY SERVICES – KITCHEN:
Clean a minimum of once per day
1. Clean and sanitize all sinks, cupboards, microwaves, refrigerators (Exterior)
2. Empty and disinfect all waste and recycle receptacles and replace soiled liners
3. Dust mop, sweep and damp mop floor to remove all foreign substances
4. Refill paper towel and soap dispensers
### DAILY SERVICES – MISCELLANEOUS:
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

### WEEKLY SERVICES – OFFICES:
1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms and ledges
2. High dust above six (6) feet; dust window coverings, windowsills and window blinds
3. Polish door kick plates, handrails, door handles and other metal surfaces
4. Damp mop all hard floors to include corners/edges, baseboards and beneath furniture
5. Clean exterior glass ten (10) feet and below

### WEEKLY SERVICES – MISCELLANEOUS:
1. Clean waste receptacles
2. Spot walls to remove fingerprints and smudges

### MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including Mullions and sills
4. Vacuum upholstered fabric furniture

### AS NEEDED SERVICES:
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

### 9. FIRE STATION #5 - ADMINISTRATION

Fire Station #5 Administration Area will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

#### DAILY SERVICES - OFFICES:
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc. Clean, polish and disinfect
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats and all carpeted areas with a HEPA filter vacuum machine
6. Clean interior glass ten (10) feet and below

#### DAILY SERVICES – RESTROOMS:

Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and disinfect all sinks, cupboards, counters, mirrors and lockers
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions
3. Damp-wipe all plumbing fixtures to prevent lime deposits
4. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
5. Sweep, dust mop and mop hard floors to remove all foreign substances
6. Empty all waste receptacles and replace soiled liners

**DAILY SERVICES – KITCHEN:**

Clean a minimum of once per day

1. Clean and sanitize all sinks, cupboards, microwaves, refrigerators (Exterior)
2. Empty and disinfect all waste and recycle receptacles and replace soiled liners
3. Dust mop, sweep and damp mop floor to remove all foreign substances
4. Refill paper towel and soap dispensers
5. Empty all waste receptacles and replace soiled liners

**DAILY SERVICES – MISCELLANEOUS:**

1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances
4. Damp wipe all waste containers (Exterior)
5. Spot clean carpet as soon as stains are seen

**WEEKLY SERVICES – OFFICES:**

1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms and ledges
2. High dust above six (6) feet; dust window coverings, windowsills and window blinds
3. Polish door kick plates, handrails, door handles and other metal surfaces
4. Damp mop all hard floors to include corners/edges, baseboards and beneath furniture
5. Clean exterior glass ten (10) feet and below

**WEEKLY SERVICES – MISCELLANEOUS:**

1. Clean all baseboards
2. Wipe down all appliances in the kitchen area with disinfecting solution

**MONTHLY SERVICES:**

1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**

1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all recycle receptacles
3. **Additional cleaning as necessary due to events, emergencies, etc.**
The Grant Harris Jr. Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. The building will be ready for use by 7:00 a.m. Contractor will coordinate service with any scheduled meetings at this facility

### DAILY SERVICES - OFFICES:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Empty all waste and recycle receptacles</td>
</tr>
<tr>
<td>2</td>
<td>Clean, polish and disinfect door push plates, door rails, etc.</td>
</tr>
<tr>
<td>3</td>
<td>Spot clean fingerprints on doors, railings, partition glass and light fixtures</td>
</tr>
<tr>
<td>4</td>
<td>Remove scuff marks from door plates, door rails etc. Clean, polish and disinfect</td>
</tr>
<tr>
<td>5</td>
<td>Vacuum door mats and all carpeted areas with a HEPA filter vacuum machine</td>
</tr>
<tr>
<td>6</td>
<td>Clean interior glass ten (10) feet and below</td>
</tr>
</tbody>
</table>

### DAILY SERVICES – RESTROOMS:

**Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Clean and sanitize all sinks and cupboards</td>
</tr>
<tr>
<td>2</td>
<td>Wash toilets and urinals inside and out with disinfectant solution</td>
</tr>
<tr>
<td>3</td>
<td>Wash walls and partitions around toilets and urinals</td>
</tr>
<tr>
<td>4</td>
<td>Wash all sinks, counter and mirrors</td>
</tr>
<tr>
<td>5</td>
<td>Damp-wipe all plumbing fixtures to prevent lime deposits</td>
</tr>
<tr>
<td>6</td>
<td>Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks</td>
</tr>
<tr>
<td>7</td>
<td>Clean and sanitize shower and stall</td>
</tr>
</tbody>
</table>

### DAILY SERVICES – KITCHEN:

**Clean a minimum of once per day**

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Clean and sanitize all sinks cupboards, counters, microwaves, refrigerators (Exterior)</td>
</tr>
<tr>
<td>2</td>
<td>Empty and wipe all waste and recycle receptacles and replace liners</td>
</tr>
<tr>
<td>3</td>
<td>Dust mop, sweep and damp mop floor to remove all foreign substances</td>
</tr>
<tr>
<td>4</td>
<td>Refill paper towel and soap dispensers</td>
</tr>
</tbody>
</table>

### DAILY SERVICES – MISCELLANEOUS:

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Sweep all building entryways excluding sidewalks leading up to entryways</td>
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</tbody>
</table>

### WEEKLY SERVICES – OFFICES:

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Spray clean all desks, bookcases and file cabinets</td>
</tr>
<tr>
<td>2</td>
<td>High level dusting above six (6) feet</td>
</tr>
<tr>
<td>3</td>
<td>Dust window coverings and window blinds</td>
</tr>
<tr>
<td>4</td>
<td>Clean exterior glass in the lobby ten (10) feet and below</td>
</tr>
</tbody>
</table>

### WEEKLY SERVICES – MISCELLANEOUS:

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Polish door kick plates</td>
</tr>
<tr>
<td>2</td>
<td>Damp wipe windowsills and blinds</td>
</tr>
<tr>
<td>3</td>
<td>Polish handrails, door handles, and other metal surfaces</td>
</tr>
<tr>
<td>4</td>
<td>Dust light fixture shades</td>
</tr>
<tr>
<td>5</td>
<td>Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture</td>
</tr>
<tr>
<td>6</td>
<td>Clean bathroom walls and partitions</td>
</tr>
<tr>
<td>7</td>
<td>Clean all baseboards</td>
</tr>
</tbody>
</table>
8. Wipe down all appliances in the kitchen area with disinfecting solution

**MONTHLY SERVICES:**

1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**

1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. **Additional cleaning as necessary due to events, emergencies, etc.**

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**11. OFFICE OF EMERGENCY MANAGEMENT (formerly Marshall’s Office)**

The Office of Emergency Management will be cleaned between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

**DAILY SERVICES - OFFICES:**

1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Vacuum all carpeted areas with a HEPA filter vacuum machine
7. Clean interior glass ten (10) feet and below

**DAILY SERVICES – RESTROOMS:**

Clean a minimum of one (1) time per day during the hours of 8:00 a.m. and 5:00 p.m.

1. Clean and sanitize all sinks and cupboards
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counter and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

**DAILY SERVICES – MISCELLANEOUS:**

1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

**WEEKLY SERVICES – OFFICES:**

1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms and ledges
2. High dust above six (6) feet; dust window coverings, windowsills and window blinds
3. Polish door kick plates, handrails, door handles and other metal surfaces
4. Damp mop all hard floors to include corners/edges, baseboards and beneath furniture
5. Clean exterior glass ten (10) feet and below
### WEEKLY SERVICES – MISCELLANEOUS:
1. Clean bathroom walls and partitions
2. Clean all baseboards

### MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

### AS NEEDED SERVICES:
1. Thoroughly wash all waste and recycle receptacles
2. Additional cleaning as necessary due to events, emergencies, etc.

### 12. MUNICIPAL BUILDING
The Municipal Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

#### DAILY SERVICES - OFFICES:
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Vacuum all carpeted areas with a HEPA filter vacuum machine
7. Clean interior glass in lobby ten (10) and below

#### DAILY SERVICES – RESTROOMS:
Clean a minimum of three (3) times per day. Twice during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and sanitize all sinks, cupboards and lockers
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counter and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

#### DAILY SERVICES – KITCHEN:
Clean a minimum of once per day
1. Clean and disinfect all sinks, cupboards, microwaves, refrigerators (Exterior)
2. Empty and wipe all waste and recycle receptacles and replace soiled liners
3. Dust mop, sweep and damp mop floor to remove all foreign substances
4. Refill paper towel and soap dispensers

### DAILY SERVICES – MISCELLANEOUS:
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances
4. Sweep, mop and sanitize all stairwells and stairwell rails
5. Clean, polish and sanitize plates and rails in elevator
6. Sweep and mop elevator floors
7. Dust and clean walls in elevator

### WEEKLY SERVICES – OFFICES:
1. Spray clean all desks, bookcases, and file cabinets
2. High level dusting above six (6) feet
3. Dust window coverings and window blinds
4. Clean exterior glass in the lobby, ten (10) feet and below

### WEEKLY SERVICES – MISCELLANEOUS:
1. Polish door kick plates
2. Damp wipe windowsills and blinds including kitchen area
3. Polish handrails, door handles, and other metal surfaces
4. Dust light fixture shades
5. Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6. Clean all baseboards
7. Wipe down all appliances in the kitchen area with disinfecting solution

### MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

### AS NEEDED SERVICES:
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. **Additional cleaning as necessary due to events, emergencies, etc.**

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### 13. NEIGHBORHOOD SERVICES BUILDING

The Neighborhood Services Building will be cleaned between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

### DAILY SERVICES - OFFICES:
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats  
6. Vacuum all carpeted areas with a HEPA filter vacuum machine  
7. Clean interior glass in lobby ten (10) and below  

**DAILY SERVICES – RESTROOMS:**  
Clean a minimum of one (1) time per day during the hours of 8:00 a.m. and 5:00 p.m.  
1. Clean and disinfect all sinks, cupboards, counters, mirrors and lockers  
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions  
3. Sweep and damp mop floors  
4. Damp-wipe all plumbing fixtures to prevent lime deposits  
5. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks  

**DAILY SERVICES – KITCHEN:**  
Clean a minimum of once per day  
1. Clean and sanitize all sinks, cupboards, counters, microwaves, refrigerators (Exterior)  
2. Empty and wipe all waste and recycle receptacles  
3. Dust mop, sweep and damp mop floor to remove all foreign substances  
4. Refill paper towel and soap dispensers  

**DAILY SERVICES – MISCELLANEOUS:**  
1. Sweep all building entryways excluding sidewalks leading up to entryways  
2. Sweep and/or dust mop hard floors with clean/treated mops  
3. Mop hard floors and remove all foreign substances  

**WEEKLY SERVICES – OFFICES:**  
1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms and ledges  
2. High dust above six (6) feet; dust window coverings and window blinds  
3. Polish door kick plates, handrails, door handles and other metal surfaces  
4. Clean exterior glass in the lobby, ten (10) feet and below  
5. Damp mop all hard surface floors to include corners/edges, baseboards & beneath furniture  

**WEEKLY SERVICES – MISCELLANEOUS:**  
1. Damp wipe windowsills and blinds including kitchen area  
2. Dust light fixture shades  
3. Spot clean carpet stains as soon as they occur – schedule carpet extraction  

**MONTHLY SERVICES:**  
1. Wipe down clean air diffusers and air return grills  
2. Wash fluorescent light fixture shades and reflectors  
3. Clean interior windows including mullions and sills  
4. Vacuum upholstered fabric furniture  

**AS NEEDED SERVICES:**  
1. Thoroughly wash all waste and recycle receptacles
### 14. BLDG 4 - PURCHASING & CONTRACTING BUILDING

The Purchasing & Contracting Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. The building will be ready by 7:00 a.m. Contractor will coordinate service with any scheduled meetings at this facility.

#### DAILY SERVICES - OFFICES:

<table>
<thead>
<tr>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>1. Empty all waste and recycle receptacles</td>
</tr>
<tr>
<td>2. Clean, polish and sanitize door push plates, door rails, etc.</td>
</tr>
<tr>
<td>3. Spot clean fingerprints on doors, railings, partition glass and light fixtures</td>
</tr>
<tr>
<td>4. Remove scuff marks from door plates, door rails etc.</td>
</tr>
<tr>
<td>5. Vacuum door mats and all carpeted areas with a HEPA filter vacuum machine</td>
</tr>
<tr>
<td>7. Clean interior glass ten (10) and below</td>
</tr>
</tbody>
</table>

#### DAILY SERVICES – RESTROOMS:

Clean a minimum of two (2) times per day. Once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.

<table>
<thead>
<tr>
<th>Task</th>
</tr>
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<tbody>
<tr>
<td>1. Clean and disinfect all sinks, cupboards, counters, mirrors and lockers</td>
</tr>
<tr>
<td>2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions</td>
</tr>
<tr>
<td>3. Wash walls and partitions around toilets and urinals</td>
</tr>
<tr>
<td>4. Empty all waste receptacles and replace liner</td>
</tr>
<tr>
<td>5. Damp-wipe all plumbing fixtures to prevent lime deposits</td>
</tr>
<tr>
<td>6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks</td>
</tr>
</tbody>
</table>

#### DAILY SERVICES – KITCHEN:

Clean a minimum of once per day

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clean and disinfect all sinks, cupboards, counters, microwaves, refrigerators (External)</td>
</tr>
<tr>
<td>2. Empty and wipe all waste and recycle receptacles</td>
</tr>
<tr>
<td>3. Dust mop, sweep and damp mop floor to remove all foreign substances</td>
</tr>
</tbody>
</table>

#### DAILY SERVICES – MISCELLANEOUS:

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sweep all building entryways excluding sidewalks leading up to entryways</td>
</tr>
<tr>
<td>2. Sweep and/or dust mop hard floors with clean/treated mops</td>
</tr>
<tr>
<td>3. Mop hard floors and remove all foreign substances</td>
</tr>
</tbody>
</table>

#### WEEKLY SERVICES – OFFICES:

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Damp wipe/wax file cabinets, desks, bookcases, light fixtures, chair arms and ledges</td>
</tr>
<tr>
<td>2. High dust above six (6) feet; dust window coverings and window blinds</td>
</tr>
<tr>
<td>3. Clean exterior glass in the lobby ten (10) feet and below</td>
</tr>
<tr>
<td>4. Polish door kick plates, handrails, door handles and other metal surfaces</td>
</tr>
<tr>
<td>5. Damp mop all hard surface floors to include corners/edges, baseboards and beneath furniture</td>
</tr>
</tbody>
</table>

#### WEEKLY SERVICES – MISCELLANEOUS:

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Spot clean walls to remove fingerprints and smudges</td>
</tr>
<tr>
<td>2. Dust light fixture shades</td>
</tr>
</tbody>
</table>
3. Wipe down all appliances in the kitchen area with disinfecting solution

**MONTHLY SERVICES:**
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

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**15. OLD FISH HATCHERY COMMUNITY BUILDING**

The Old Fish Hatchery Community Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Sunday through Saturday. Contractor will coordinate service with any scheduled meetings at this facility

**DAILY SERVICES - OFFICES:**
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Vacuum all carpeted areas with a HEPA filter vacuum machine
7. Clean interior glass ten (10) feet and below

**DAILY SERVICES – RESTROOMS:**
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and disinfect all sinks, cupboards, counters, mirrors and lockers
2. 
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counter and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

**DAILY SERVICES – MISCELLANEOUS:**
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances
4. Sweep, clean, mop, and sanitize stairwells and stairwell rails

**WEEKLY SERVICES – MISCELLANEOUS:**
1. Polish door kick plates
2. Damp wipe windowsills and blinds including kitchen area
3. Polish handrails, door handles, and other metal surfaces
4. Dust light fixture shades
5. Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6. Clean all bathroom walls and partitions
7. Clean all baseboards
8. Wipe down all appliances in the kitchen area with disinfecting solution

MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
   Clean exterior areas and windows to remove foreign matter such as dirt, spiderwebs etc.
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

AS NEEDED SERVICES:
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

16. PARK RANGER STATION

The Park Ranger Station will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Building will be ready by 7:00 a.m. Contractor will coordinate service with any scheduled meetings at this facility

DAILY SERVICES - OFFICES:
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Vacuum all carpeted areas with a HEPA filter vacuum machine
7. Clean interior glass ten (10) feet and below

DAILY SERVICES – RESTROOMS:
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and sanitize all sinks and cupboards
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counter and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

DAILY SERVICES – MISCELLANEOUS:
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

**WEEKLY SERVICES – OFFICES:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms and ledges</td>
</tr>
<tr>
<td>2.</td>
<td>High dust above six (6) feet; dust window coverings and window blinds</td>
</tr>
<tr>
<td>3.</td>
<td>Clean exterior glass in the lobby ten (10) fee and below</td>
</tr>
<tr>
<td>4.</td>
<td>Polish door kick plates, handrails, door handles and other metal surfaces</td>
</tr>
<tr>
<td>5.</td>
<td>Damp mop all hard surface floors to include corners/edges, baseboard &amp; beneath furniture</td>
</tr>
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</table>

**WEEKLY SERVICES – MISCELLANEOUS:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Polish door kick plates</td>
</tr>
<tr>
<td>2.</td>
<td>Damp wipe windowsills and blinds including kitchen area</td>
</tr>
<tr>
<td>3.</td>
<td>Polish handrails, door handles, and other metal surfaces</td>
</tr>
<tr>
<td>4.</td>
<td>Dust light fixture shades</td>
</tr>
<tr>
<td>5.</td>
<td>Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture</td>
</tr>
<tr>
<td>6.</td>
<td>Clean all bathroom walls and partitions</td>
</tr>
<tr>
<td>7.</td>
<td>Clean all baseboards</td>
</tr>
<tr>
<td>8.</td>
<td>Wipe down all appliances in the kitchen area with disinfecting solution</td>
</tr>
</tbody>
</table>

**MONTHLY SERVICES:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Wipe down clean air diffusers and air return grills</td>
</tr>
<tr>
<td>2.</td>
<td>Wash fluorescent light fixture shades and reflectors</td>
</tr>
<tr>
<td>3.</td>
<td>Clean exterior areas and windows to remove foreign matter such as dirt, spiderwebs etc.</td>
</tr>
<tr>
<td>4.</td>
<td>Clean interior windows including mullions and sills</td>
</tr>
<tr>
<td>5.</td>
<td>Vacuum upholstered fabric furniture</td>
</tr>
</tbody>
</table>

**AS NEEDED SERVICES:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Spot clean carpet using commercial carpet extraction equipment</td>
</tr>
<tr>
<td>2.</td>
<td>Thoroughly wash all waste and recycle receptacles</td>
</tr>
<tr>
<td>3.</td>
<td>Additional cleaning as necessary due to events, emergencies, etc.</td>
</tr>
</tbody>
</table>

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17. **POLICE DEPARTMENT**

The Police Department will be cleaned between the hours of 12:00 a.m. and 11:59 p.m. Sunday through Saturday. This includes the Firing Range with two (2) restrooms and office space. Contractor will coordinate service with any scheduled meetings at this facility

**DAILY SERVICES – OFFICES:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Empty all waste and recycle receptacles</td>
</tr>
<tr>
<td>2.</td>
<td>Clean, polish and sanitize door push plates, door rails, etc.</td>
</tr>
<tr>
<td>3.</td>
<td>Spot clean fingerprints on doors, railings, partition glass and light fixtures</td>
</tr>
<tr>
<td>4.</td>
<td>Remove scuff marks from door plates, door rails etc.</td>
</tr>
<tr>
<td>5.</td>
<td>Vacuum door mats and all carpeted areas with a HEPA machine</td>
</tr>
<tr>
<td>6.</td>
<td>Clean interior glass in the lobby ten (10) feet and below</td>
</tr>
</tbody>
</table>

**DAILY SERVICES – RESTROOMS:**

Clean a minimum of three (3) time per day. Twice during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 5:00 p.m. and 8:00 a.m.
1. Clean and disinfect all sinks, cupboards, counters, mirrors and lockers
2. Clean and disinfect toilets, urinals, showers, shower stalls, curtains, walls and partitions
3. Sweep and mop floors with a focus on edges, corners and around partitions
4. Damp-wipe all plumbing fixtures to prevent lime deposits
5. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

**DAILY SERVICES – KITCHEN:**
1. Clean and disinfect all sinks, cupboards, counters microwaves, refrigerators (External)
2. Empty and wipe all waste and recycle receptacles
3. Dust mop, sweep and mop floors to remove all foreign substances
4. Refill paper towels and soap dispensers

**DAILY SERVICES – MISCELLANEOUS:**
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

**WEEKLY SERVICES – OFFICES:**
1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms and ledges
2. High dust above six (6) feet; dust window coverings and window blinds
3. Polish door kick plates, handrails, door handles and other metal surfaces
4. Clean exterior glass ten (10) feet and below
5. Damp mop hard surface floors to include corners/edges, baseboards and beneath furniture

**WEEKLY SERVICES – MISCELLANEOUS:**
1. Dust light fixture shades
2. Wash walls to remove smudges and stains
3. Spot carpet stains – Schedule extraction
4. Dust light fixture shades
5. Clean all bathroom walls and partitions
6. Clean all baseboards
7. Wipe down all appliances in the kitchen area with disinfecting solution

**MONTHLY SERVICES:**
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture
5. Sweep bay area

**AS NEEDED SERVICES:**
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Miscellaneous light maintenance including changing light bulbs and swapping out damaged ceiling tiles
4. **Firing Range** – Access to the Firing Range shall be coordinated with the Facility Manager or his/her designee. Cleaning staff shall not access the Firing Range without approved
City staff supervision. As needed services to include cleaning and restocking two (2) restrooms and the office area.

5. Additional cleaning as necessary due to events, emergencies, etc.

18. PUBLIC LIBRARY

The Public Library will be cleaned between the hours of 9:00 p.m. and 7:00 a.m. Sunday through Saturday. The building will be ready by 7:00 a.m. daily. Contractor will coordinate service with any scheduled meetings at this facility.

DAILY SERVICES – OFFICES/MEETING ROOMS/READING ROOM:

1. Empty all waste and recycle receptacles – 2X between 9am-5:00pm
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats and vacuum all carpeted areas with a HEPA filter vacuum machine
6. Clean exterior glass at the main entrance door – 2X between 9am – 5:00pm
7. Clean interior glass in the lobby ten (10) feet and below

DAILY SERVICES – RESTROOMS:

Clean a minimum of three (3) time per day. Twice during the hours of 10:00 a.m. and 9:00 p.m. and once during the hours of 9:00 p.m. and 7:00 a.m.

1. Clean and disinfect all sinks, cupboards, counters, mirrors and dispensers
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions
3. Empty all waste containers and replace liners when soiled
4. Dust mop, sweep and damp mop floors to remove all foreign substances
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

DAILY SERVICES – KITCHEN:

1. Clean and disinfect sinks, cupboards, counters, microwaves, refrigerators (Exterior)
2. Empty and wipe all waste and recycle receptacles
3. Dust mop, sweep and damp mop floors to remove all foreign substances
4. Refill paper towel and soap dispensers

DAILY SERVICES – MISCELLANEOUS:

1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Spot treat carpet stains as they occur – schedule carpet extraction

WEEKLY SERVICES – OFFICES:

1. Spray clean all desks, bookcases, and file cabinets
2. High level dusting above six (6) feet
3. Dust window coverings and window blinds
4. Clean exterior glass in the lobby ten (10) feet and below

WEEKLY SERVICES – MISCELLANEOUS:

1. Schedule carpet extraction and tile machine scrubbing
2. Damp wipe windowsills and blinds including kitchen area
### MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

### AS NEEDED SERVICES:
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

### 19. BLDG 2 – OLD PUBLIC SERVICES BLDG
The Public Services Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

#### DAILY SERVICES – OFFICES:
1. Empty all waste and recycle receptacles
2. Spot clean fingerprints on doors, railings, partition glass and light fixtures
3. Remove scuff marks from door plates, door rails etc.
4. Vacuum door mats and all carpeted areas with a HEPA filter vacuum machine
5. Clean interior glass in the lobby ten (10) feet and below

#### DAILY SERVICES – RESTROOMS:
1. Clean and disinfect sinks, cupboards, counters, mirrors
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions
3. Sweep and mop floor to remove all foreign substances (use steam on tile as needed)
4. Damp-wipe all plumbing fixtures to prevent lime deposits
5. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

#### DAILY SERVICES – KITCHEN:
1. Clean and sanitize all sinks, cupboards, microwaves, refrigerators (External)
2. Dust mop, sweep and damp mop floor to remove all foreign substances
3. Empty and wipe all waste receptacles and replace liners
4. Refill paper towel and soap dispensers

#### DAILY SERVICES – MISCELLANEOUS:
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

#### WEEKLY SERVICES – OFFICES:
1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms and ledges
2. High dust above six (6) feet; dust window coverings and window blinds
3. Clean exterior glass in the lobby ten (10) feet and below
4. Polish door kick plates, handrails, door handles and other metal surfaces
5. Damp mop all hard surface floors to include edges/corners, baseboards and beneath furniture

WEEKLY SERVICES – MISCELLANEOUS:
1. Clean all bathroom walls and partitions
2. Clean all baseboards and remove smudges
3. Damp wipe all appliances in the kitchen are including microwaves, refrigerators and coffee makers

MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

AS NEEDED SERVICES:
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

20. SAN MARCOS ELECTRIC UTILITY (SMEU)

The San Marcos Electric Utility Building and warehouse buildings will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

DAILY SERVICES – OFFICES:
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Vacuum all carpeted areas with a HEPA filter vacuum machine
7. Clean interior glass in the lobby ten (10) feet and below

DAILY SERVICES – RESTROOMS:
Clean a minimum of two (2) time per day. Once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and sanitize all sinks and cupboards
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counters, and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

**DAILY SERVICES – KITCHEN:**
1. Clean and disinfect sinks, counters, cupboards, microwaves, refrigerators (Exterior)
2. Empty all waste receptacles
3. Dust mop, sweep and damp mop floors to remove all foreign substances
4. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

**DAILY SERVICES – MISCELLANEOUS:**
1. Sweep all building entryways excluding sidewalks leading up to entryways

**WEEKLY SERVICES – OFFICES:**
1. Damp wipe file cabinets, desks, bookcases, light fixtures, chair arms and ledges
2. High dust above six (6) feet; dust window coverings and window blinds
3. Clean exterior glass in the lobby ten (10) feet and above
4. Polish door kick plates, handrails, door handles and other metal surfaces
5. Damp mop hard surface floors to include corners/edges, baseboards and beneath furniture

**WEEKLY SERVICES – MISCELLANEOUS:**
1. Damp wipe windowsills and blinds including kitchen area
2. Dust light fixture shades
3. Wipe down all appliances in the kitchen area

**MONTHLY SERVICES:**
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**
1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

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**21. HOUSEHOLD HAZARDOUS WASTE (was traffic)**

The Traffic/Sign Shop Restroom will be cleaned once per day between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday.

**DAILY SERVICES – RESTROOMS:**
1. Clean and sanitize all sinks and cupboards
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counters, and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

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### 22. PARKS AND REC CREW BLDG (was water quality)

The Water Quality Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

#### DAILY SERVICES – OFFICES:
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Vacuum all carpeted areas with a HEPA filter vacuum machine
7. Clean interior glass in the lobby ten (10) feet and below

#### DAILY SERVICES – RESTROOMS:
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and sanitize all sinks and cupboards
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counters, and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

#### DAILY SERVICES – KITCHEN:
Clean a minimum of one (1) time per day
1. Clean and sanitize all sinks, cupboards, counters, cupboards, microwaves & refrigerators
2. Empty and wipe all waste and recycle receptacles
3. Dust mop, sweep and damp mop floor to remove all foreign substances
4. Refill paper towel and soap dispensers

#### DAILY SERVICES – MISCELLANEOUS:
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

#### WEEKLY SERVICES – OFFICES:
1. Spray clean all desks, bookcases, and file cabinets
2. High level dusting above six (6) feet
3. Dust window coverings and window blinds
4. Clean exterior glass in the lobby ten (10) feet and below

#### WEEKLY SERVICES – MISCELLANEOUS:
1. Polish door kick plates
2. Damp wipe windowsills and blinds including kitchen area
3. Polish handrails, door handles, and other metal surfaces
4. Dust light fixture shades
5. Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture

6. Clean all bathroom walls and partitions

7. Clean all baseboards

8. Wipe down all appliances in the kitchen area with disinfecting solution

**MONTHLY SERVICES:**

1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**

1. Spot clean carpet using commercial carpet extraction equipment
2. Thoroughly wash all waste and recycle receptacles
3. Additional cleaning as necessary due to events, emergencies, etc.

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**23. ANIMAL SERVICES ANNEX (was concrete crew)**

The Concrete Crew Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

**DAILY SERVICES – OFFICES:**

1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Clean interior glass in the lobby ten (10) feet and below

**DAILY SERVICES – RESTROOMS:**

Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.

1. Clean and disinfect sinks, counters, cupboards, microwaves refrigerators (External)
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions
3. Damp-wipe all plumbing fixtures to prevent lime deposits
4. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
5. Sweep & mop floor

**DAILY SERVICES – MISCELLANEOUS:**

1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

**WEEKLY SERVICES – OFFICES:**

1. Spray clean/ all desks, bookcases, and file cabinets
2. High level dusting above six (6) feet
3. Dust window coverings and window blinds
4. Clean exterior glass ten (10) feet and below

**WEEKLY SERVICES – MISCELLANEOUS:**

1. Polish door kick plates
2. Damp wipe windowsills, ledges and blinds including kitchen area
3. Polish handrails, door handles, and other metal surfaces
4. Dust light fixture shades
5. Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6. Clean all bathroom walls and partitions
7. Clean all baseboards

**MONTHLY SERVICES:**

1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

**AS NEEDED SERVICES:**

1. Thoroughly wash all waste and recycle receptacles
2. Additional cleaning as necessary due to events, emergencies, etc.

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**24. TOURIST INFORMATION CENTER**

The Tourist Information Center will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

**DAILY SERVICES – OFFICES:**

1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Clean interior glass in the lobby ten (10) feet and below

**DAILY SERVICES – RESTROOM:**

Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.

1. Clean and sanitize all sinks, cupboards, counters, mirrors and lockers
2. Clean and disinfect toilets, urinals, showers, shower stalls, walls and partitions
3. Sweep and mop floor
4. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
5. Damp-wipe all plumbing fixtures to prevent lime deposits

**DAILY SERVICES – MISCELLANEOUS:**

1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:
1. Spray clean/all desks, bookcases, and file cabinets
2. High level dusting above six (6) feet
3. Dust window coverings and window blinds
4. Clean exterior glass ten (10) feet and below

WEEKLY SERVICES – MISCELLANEOUS:
1. Polish door kick plates
2. Damp wipe window sills, ledges and blinds
3. Polish handrails, door handles, and other metal surfaces
4. Dust light fixture shades
5. Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6. Clean all bathroom walls and partitions
7. Clean all baseboards

MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

AS NEEDED SERVICES:
1. Thoroughly wash all waste and recycle receptacles
2. Additional cleaning as necessary due to events, emergencies, etc.

25. WATER/WASTEWATER WAREHOUSE (DELETE)
The Water/Wastewater Warehouse Office and Restroom will be cleaned once per day between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

DAILY SERVICES – OFFICE:
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Clean interior glass ten (10) feet and below

DAILY SERVICES – RESTROOM:
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and sanitize all sinks and cupboards
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counters, and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
# DAILY SERVICES – MISCELLANEOUS:
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

# WEEKLY SERVICES – OFFICE:
1. Spray clean/wax all desks, bookcases, and file cabinets
2. High level dusting above six (6) feet
3. Dust window coverings and window blinds
4. Clean exterior glass ten (10) feet and below

# MONTHLY SERVICES:
1. Wipe down clean air diffusers and air return grills
2. Wash fluorescent light fixture shades and reflectors
3. Clean interior windows including mullions and sills
4. Vacuum upholstered fabric furniture

# AS NEEDED SERVICES:
1. Thoroughly wash all waste and recycle receptacles
2. Additional cleaning as necessary due to events, emergencies, etc.

## 26. PUBLIC SERVICES CENTER

The Public Services Center will be cleaned once per day between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

# DAILY SERVICES – OFFICE:
1. Empty all waste and recycle receptacles
2. Clean, polish and sanitize door push plates, door rails, etc.
3. Spot clean fingerprints on doors, railings, partition glass and light fixtures
4. Remove scuff marks from door plates, door rails etc.
5. Vacuum door mats
6. Vacuum all carpeted areas with a HEPA filter vacuum machine
7. Clean interior glass ten (10) feet and below

# DAILY SERVICES – RESTROOMS:
Clean a minimum of two (2) times per day. Once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.
1. Clean and sanitize all sinks and cupboards
2. Wash toilets and urinals inside and out with disinfectant solution
3. Wash walls and partitions around toilets and urinals
4. Wash all sinks, counters, and mirrors
5. Damp-wipe all plumbing fixtures to prevent lime deposits
6. Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

# DAILY SERVICES – MISCELLANEOUS:
1. Sweep all building entryways excluding sidewalks leading up to entryways
2. Sweep and/or dust mop hard floors with clean/treated mops
3. Mop hard floors and remove all foreign substances

**WEEKLY SERVICES – OFFICE:**

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<tbody>
<tr>
<td>1.</td>
<td>Spray clean/ all desks, bookcases, and file cabinets</td>
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<tr>
<td>2.</td>
<td>High level dusting above six (6) feet</td>
</tr>
<tr>
<td>3.</td>
<td>Dust window coverings and window blinds</td>
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<tr>
<td>4.</td>
<td>Clean exterior glass ten (10) feet and below</td>
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</table>

**MONTHLY SERVICES:**

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<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Wipe down clean air diffusers and air return grills</td>
</tr>
<tr>
<td>2.</td>
<td>Wash fluorescent light fixture shades and reflectors</td>
</tr>
<tr>
<td>3.</td>
<td>Clean interior windows including mullions and sills</td>
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<tr>
<td>4.</td>
<td>Vacuum upholstered fabric furniture</td>
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**AS NEEDED SERVICES:**

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<tbody>
<tr>
<td>1.</td>
<td>Thoroughly wash all waste and recycle receptacles</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Additional cleaning as necessary due to events, emergencies, etc.</strong></td>
</tr>
</tbody>
</table>
AGENDA CAPTION:
Consider approval, by motion, authorizing negotiations with Franklin Mountain San Marcos I, LP to amend the Cotton Center ETJ Development Agreement previously approved by City Council to remove acreage which is proposed for inclusion in the SMART Terminal ETJ Development Agreement, and consider referral of the development agreement to the SMART Terminal council committee or the appointment of a new council committee, if desired.

Meeting date: December 14, 2022

Department: Planning & Development Services

Amount & Source of Funding
Funds Required: N/A
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: The Cotton Center Development Agreement was approved by City Council on December 6, 2016.

City Council Strategic Initiative: [Please select from the dropdown menu below]
Choose an item.
Choose an item.
Choose an item.

Comprehensive Plan Element(s): [Please select the Plan element(s) and Goal # from dropdown menu below]
☒ Economic Development - Diverse Local Economic Environment
☐ Environment & Resource Protection - Choose an item.
☒ Land Use - Direct Growth, Compatible with Surrounding Uses
☐ Neighborhoods & Housing - Choose an item.
☐ Parks, Public Spaces & Facilities - Choose an item.
☐ Transportation - Choose an item.
Background Information:
On December 6, 2016 City Council approved a development agreement for approximately 2,358 acres for a project called Cotton Center.

On March 19, 2019 City Council approved a Chapter 380 Economic Development Incentive and ETJ Development Agreement for approximately 889 acres for a project called SMART Terminal.

The current applicant has acquired the SMART Terminal land, approximately 660 acres of Cotton Center, and an additional 511 acres adjacent to these proposed developments and wishes to create a cohesive agreement to cover the entire acreage.

This request is only to remove the 660 acres from the Cotton Center Development Agreement so it may be included in a future amendment of the SMART Terminal agreement.

Development Agreement Process Summary

1. Application submitted to staff.
2. Initial Authorization for negotiation by City Council.
3. Negotiations between Applicant, Staff, and Council Committee (if appointed).
4. Final Draft Development Agreement presented to City Council for Consideration. City Council may accept, accept with modifications, or reject the Development Agreement.
5. Execution and Recordation of the Final Agreement.

Council Committee, Board/Commission Action:
A Council Committee consisting of Mayor Hughson, Council Member Gleason, and former Council Member Baker have met on and discussed this amendment as it relates to the amendment to the SMART Terminal agreement.

Alternatives:
Click or tap here to enter text.
Recommendation:
Staff recommends authorization of the Development Agreement in order to further consider and negotiate in accordance with Section 2.4.3.6.
Consider approval, by motion, authorizing negotiations with Franklin Mountain San Marcos I, LP to amend Cotton Center ETJ Development Agreement previously approved by City Council to remove acreage which is proposed for inclusion in the SMART Terminal ETJ Development Agreement, and consider the appointment of a Council Committee to review the aforementioned Development Agreement, if desired.
Property Information

- Approximately 2,358 acres

- Generally located east of the San Marcos Regional Airport, north of SH 80

- Proposal: remove 660 acres previously identified as mixed commercial, residential, & industrial
  - Land is proposed to be added to an amended SMART Terminal agreement
Context & History

• Dec. 2016 – City Council approved Cotton Center Development Agreement
  – Committee: Mayor Guerrero, Councilmembers Scott & Prewitt

• March, 2019 – City Council approved SMART Terminal 380/Development Agreement
  – No Committee

• August, 2022 – City Council appointed a committee to discuss amending SMART Terminal
  – Mayor Hughson, Council Member Gleason, and former Council Member Baker have met to discuss SMART Terminal and briefly discussed the Cotton Center amendment
Recommendation

- Staff recommends approval of initial authorization to negotiate the agreement amendment.

- Staff seeks direction on whether City Council desires to appoint a Committee.
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: 11/22/2022
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.

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Date: 11/22/2022
THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT (this “Amendment”) is dated effective _________________, 202_, and is entered into between the CITY OF SAN MARCOS, TEXAS, a home rule city located in Hays and Caldwell Counties, Texas (the “City”) and FRANKLIN MOUNTAIN SAN MARCOS I, LP, a Texas limited partnership and Primary Owner under the Development Agreement (“Franklin Mountain”). The City and Franklin Mountain are sometimes collectively herein referenced as the “Parties,” and individually, as a “Party.”

RECITALS

A. City and WALTON TEXAS, LP, WALTON CROSSING LP, WALTON TX AUSTIN LAND LP, WALTON TX MARTINDALE LP, and WALTON TX MARTINDALE LP 2 (collectively the “Walton Entities”) previously entered into that certain Cotton Center Development Agreement dated effective December 20, 2016 (the “Agreement”).

B. “Primary Owner” is defined in the Agreement initially as WALTON TX, LP and “any subsequent entity to which Walton Texas, LP, may assign its rights and obligations as Primary Owner in accordance with the Agreement.”

C. Subsequent to the adoption of the Agreement, WALTON TX, LP sold an approximately 660 acre tract of land, as more particularly described in Exhibit “1” (the “Tract”), to Tack Redwood Partners, a Texas general partnership (“Tack Redwood”), with said Tract being a portion of the Property encumbered by the Agreement. In connection with the sale of the Tract, WALTON TX, LP, as Primary Owner, assigned certain rights and obligations under the Development Agreement to Tack Redwood pursuant to the Agreement Regarding Allocation and Partial Assignment and Assumption of Development Agreement Rights and Obligations, dated December 1, 2021 and recorded as Document No. 2021-008759 of the Official Public Records of Caldwell County, Texas (the “Walton Assignment”). Pursuant to the Walton Assignment, WALTON TX, LP assigned, transferred, and conveyed, as Primary Owner, all of its right, title, and interest in, to, and under the Agreement with respect to the Tract, save and except certain exclusions and limitations as defined therein. WALTON TX, LP further designated Tack Redwood as a Designated Successor and Assign pursuant to Section 18.03(a) of the Agreement.

D. Subsequent to the Walton Assignment, Tack Redwood sold the Tract to Franklin Mountain and, in connection with the sale of the Tract, Tack Redwood, as Primary Owner, assigned certain rights and obligations under the Development Agreement to Franklin Mountain pursuant to the Assignment and Assumption of Development Agreement Rights and Obligations.
Agreement Assignment and Assumption Agreement by and between Tack Redwood Partners and Franklin Mountain, dated December 1, 2021 and recorded as Document No. 2021-008766 of the Official Public Records of Caldwell County, Texas (the “Tack Redwood Assignment”). Pursuant to the Tack Redwood Assignment, Tack Redwood assigned all of its “rights, title, interests, powers, privileges, benefits, duties and obligations, in, to and under the Development Agreement” relating to the Tract to Franklin Mountain.

E. Walton TX, LP properly assigned its rights as a Primary Owner to Tack Redwood and Tack Redwood then properly assigned all of its rights as Primary Owner under the Development Agreement to Franklin Mountain. As such, Franklin Mountain is properly characterized as a Primary Owner under the Development Agreement.

F. Franklin Mountain has acquired, in addition to the Tract, approximately 1,308 acres in Caldwell County, a portion of which was previously included in the Chapter 380 Economic Development Incentive and ETJ Development Agreement, effective as of March 19, 2019 and recorded as Document No. 2019-001337 of the Official Public Records of Caldwell County, Texas. Franklin Mountain now desires to enter into an Amended and Restated Development Agreement (the “SMART Amended and Restated Development Agreement”) relating to the land it has acquired, including the Tract. The City and Franklin Mountain have agreed that it would be prudent to remove the Tract from the Development Agreement and to include the Tract in the SMART Amended and Restated Development Agreement.

G. In accordance with Section 16.01(a) of the Development Agreement, the City and Franklin Mountain desire to modify and amend the Development Agreement in certain respects, as more particularly set forth in this Amendment.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Franklin Mountain hereby agree as follows:

1. Incorporation of Recitals. The recitals set forth above are incorporated herein and made a part of this Amendment to the same extent as if set forth herein in full.

2. Capitalized Terms. All capitalized terms in this Amendment shall have the same meanings as in the Agreement unless expressly provided otherwise herein.

3. Recital “A” of the Development Agreement is deleted in its entirety and replaced with:

A. Owner owns approximately 1,697.497 acres of land located in the extraterritorial jurisdiction of the City (“Cotton Center” or the “Property”). The Property is more particularly described by metes and bounds in the attached Exhibit A.

4. The attached Schedule A shall replace the existing Exhibit A of the Development Agreement.
5. Recital “B” of the Development Agreement is deleted in its entirety and replaced with:

   B. Owner plans to develop Cotton Center as a master-planned mixed use community (the “Project”), as delineated on the Concept Plan (as hereinafter defined) attached as Exhibit B.

4. The attached Schedule B shall replace the existing Exhibit B of the Development Agreement.

5. Ratification of Agreement/Conflict. All terms and conditions of the Development Agreement are hereby ratified and affirmed, as modified by this Amendment. To the extent there is any inconsistency between the Development Agreement and the Amendment, the provisions of this Amendment shall control.

6. No Waiver. Neither City’s or Franklin Mountain’s execution of this Amendment shall (a) constitute a waiver of any of its rights and remedies under the Agreement or at law with respect to the party’s obligations under the Agreement or (b) be construed as a bar to any subsequent enforcement of any of its rights or remedies against the other party.

7. Governing Law. This Amendment shall be construed and enforced in accordance with the laws of the State of Texas.

8. Entire Agreement. The parties hereto agree and understand that no oral agreements, or understandings, shall be binding, unless reduced to a writing which is signed by said parties. The parties hereto agree and understand that this Amendment shall be binding on them, their personal representatives, heirs, successors, and assigns.

9. Counterparts. This Amendment may be executed in multiple counterparts, each of which will be deemed an original, and all of which will constitute one and the same agreement.

   [SIGNATURE PAGES TO FOLLOW]
EXECUTED to be effective as of the Effective Date first stated above.

CITY:

CITY OF SAN MARCOS, TEXAS

By: ___________________________

_____________________, City Manager

STATE OF TEXAS §

COUNTY OF ________ §

This instrument was acknowledged before me on the __ day of ___________ 202_, by __________________________, City Manager of the City of San Marcos, in such capacity, on behalf of said entity.

[seal]

__________________________
Notary Public, State of Texas
FRANKLIN MOUNTAIN:

FRANKLIN MOUNTAIN SAN MARCOS I, LP, a Texas limited partnership

By: Scarborough San Marcos GP LLC, a Texas limited liability company, its general partner

By: ____________________________
    RYAN BURKHARDT, Manager

STATE OF TEXAS §

COUNTY OF ___________ §

This instrument was acknowledged before me on the ___ day of ___________ 20__, by Ryan Burkhardt, in his capacity as Manager for Scarborough San Marcos GP, LLC, a Texas limited liability company, general partner of Franklin Mountain San Marcos I, LP, a Texas limited partnership, on behalf of such entities.

__________________________
Notary Public, State of Texas
Exhibit “1”

Legal description of the Tract
Schedule A

Legal Description of the Property
Schedule B

Concept Plan
AMENDMENT TO APPROVED AGREEMENT
APPLICATION
Updated: September, 2020
Original Case # PDA - 14 - 03
COTTON CENTER

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>Property Owner</th>
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<tbody>
<tr>
<td>FRANKLIN MOUNTAIN SAN MARCOS 1 L.P.</td>
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<th>Company</th>
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<thead>
<tr>
<th>Applicant's Mailing Address</th>
<th>Owner’s Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>16830 ADDISON RD. ADDISON, TX 75001</td>
<td>16830 ADDISON RD. ADDISON, TX 75001</td>
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<thead>
<tr>
<th>Applicant's Phone #</th>
<th>Owner’s Phone #</th>
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<tr>
<td>972-380-5960</td>
<td>972-380-5960</td>
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<tr>
<th>Applicant's Email</th>
<th>Owner's Email</th>
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</thead>
<tbody>
<tr>
<td><a href="mailto:CKENDALL@LANDMARKINTERESTS.COM">CKENDALL@LANDMARKINTERESTS.COM</a></td>
<td><a href="mailto:CKENDALL@LANDMARKINTERESTS.COM">CKENDALL@LANDMARKINTERESTS.COM</a></td>
</tr>
</tbody>
</table>

PROPERTY INFORMATION

Subject Property Address(es): MILL RD MAXWELL, TX 78656 A021 PETTUS, WILLIAM

Legal Description: Lot ___________ Block ___________ Subdivision ___________________________

Total Acreage: 660.503 OUT OF ORIGINAL 2,358 ACRES IN COTTON CTR

Preferred Scenario Designation: HEAVY IND

Existing Use of Property: UNDEVELOPED

DESCRIPTION OF REQUEST

Proposed New Preferred Scenario Designation, if any: INDUSTRIAL

Proposed Base Zoning Districts: HEAVY INDUSTRIAL

Proposed Land Uses: INDUSTRIAL

AUTHORIZATION

By submitting this digital application, I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

Filing Fee $2,113 plus $100 per acre Technology Fee $13 MAXIMUM COST $5,013

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.ORG/
AGREEMENT TO THE PLACEMENT OF NOTIFICATION SIGNS
AND ACKNOWLEDGEMENT OF NOTIFICATION REQUIREMENTS

The City of San Marcos Development Code requires public notification in the form of notification signs on the subject property, published notice, and / or personal notice based on the type of application presented to the Planning Commission and / or City Council.

- Notification Signs: if required by code, staff shall place notification signs on each street adjacent to the subject property and must be placed in a visible, unobstructed location near the property line. It is unlawful for a person to alter any notification sign, or to remove it while the request is pending. However, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements. It shall be the responsibility of the applicant to periodically check sign locations to verify that the signs remain in place had have not been vandalized or removed. The applicant shall immediately notify the responsible official of any missing or defective signs. It is unlawful for a person to alter any notification sign, or to remove it while the case is pending; however, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements.

- Published Notice: if required by code, staff shall publish a notice in a newspaper of general circulation in accordance with City Codes and the Texas Local Government Code. If, for any reason, more than one notice is required to be published it may be at the expense of the applicant. The renotification fee shall be $91 plus a $13 technology fee.

- Personal Notice: if required by code, staff shall mail personal notice in accordance with City Codes and the Texas Local Government Code. If, for any reason, more than one notice is required to be mailed it may be at the expense of the applicant. The renotification fee shall be $91 plus a $13 technology fee.

I have read the above statements and agree to the required public notification, as required, based on the attached application. The City's Planning and Development Services Department staff has my permission to place signs, as required, on the property and I will notify City staff if the sign(s) is/are damaged, moved or removed. I understand the process of notification and public hearing and hereby submit the attached application for review by the City.

Signature: [Signature] Date: 10/31/22
Print Name: [Print Name]
AGENDA CAPTION:
Discuss and consider the appointment of the Mayor or a City Council Member to fill a vacancy on the Homelessness Committee.

Meeting date: December 14, 2022

Department: City Clerk

Amount & Source of Funding
Funds Required: N/A
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.
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.
☒ Not Applicable

Master Plan: [Please select the corresponding Master Plan from the dropdown menu below (if applicable)]
Choose an item.

**Background Information:**
Council Member Gonzales will be resigning from the council committee.

Current Homelessness Committee - Council Member Prather, Council Member Garza, Council Member Gonzales

**Council Committee, Board/Commission Action:**
Click or tap here to enter text.

**Alternatives:**
Click or tap here to enter text.

**Recommendation:**
Click or tap here to enter text.
Council Member Membership List

REGIONAL

Alliance Regional Water Authority (Formerly HCPUA) – by Resolution

- The City of San Marcos holds 5 positions on the Board of Directors of the Hays Caldwell Public Utility Agency.

<table>
<thead>
<tr>
<th>Board Position</th>
<th>Appointee</th>
<th>Expiration Date</th>
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<tbody>
<tr>
<td>5</td>
<td>Mark Gleason</td>
<td>April 2025</td>
</tr>
<tr>
<td>6</td>
<td>Mayor Jane Hughson</td>
<td>April 2023</td>
</tr>
<tr>
<td>7</td>
<td>Paul Kite</td>
<td>April 2025</td>
</tr>
<tr>
<td>8</td>
<td>Shaun Condor</td>
<td>April 2025</td>
</tr>
<tr>
<td>9</td>
<td>Tyler Hjorth</td>
<td>April 2023</td>
</tr>
</tbody>
</table>

CAMPO – Transportation Policy Board (Approved by Resolution, serves until replaced)

- Mayor Jane Hughson
- Mark Gleason (Alternate Member)

CAPCOG Clean Air Coalition The term of appointment for a representative shall begin on the date of appointment by the representative’s governing body and will terminate December 31st in odd numbered years.

- Mayor Jane Hughson - term will expire December 31, 2023

CAPCOG Executive Committee Executive Committee members serve one-year terms, beginning on the date they are elected and expiring on December 31.

- Mayor Jane Hughson – Expires December 31, 2022 (confirm expiration term)

CAPCOG General Assembly An elected official serves for the duration of his or her elected office. A representative’s term expires on December 31 of the year in which the representative’s term ends.

- Council Member Mark Gleason – serves for the duration of her elected office
- Mayor Jane Hughson – serves for the duration of her elected office
- Chase Stapp – 2-year term expires 12/31/21 or until replaced

CARTS Board of Directors – As of Oct 1, 2019 no longer have a seat on this board.
GSMP Board of Directors – Serves Annual Appointment (October 1st to September 30th)
Institutional Members don’t have expiring terms. They are confirmed and leave as necessary.

- Mayor - Mayor Jane Hughson
- Council Member – Saul Gonzales (effective October 1)
- Council Member – Alyssa Garza
- City Manager – Stephanie Reyes
- EDSM Representative
- Board Member designated by Airport Commission

**COUNTY/LOCAL**

Community Action Board – Serves until replaced

- Council Member Alyssa Garza
  - Meets monthly on the 3rd Thursday at 6pm

Cooperative Governance Committee (Joint Partnership Committee of CC, Hays Co. Commissioners, SMCISD Board of Trustees) – Serves until replaced

- Council Member Garza
- Mayor Hughson

Core 4 Policy Group

- Council Member Mark Gleason
- Council Member Garza
- Staff: Stephanie Reyes, Jessica Ramos, Casey Pittman

Hays Central Appraisal District – 2 year term starting Jan. 1 of even numbered years

- Mayor Jane Hughson – 01/01/2024 (Term Expires 12/31/2023)

San Marcos Chamber of Commerce Board of Directors

- Mayor Jane Hughson, ex-officio member
BOARD/COMMISSIONS WITH COUNCIL MEMBER REPRESENTATION

Citizens Utility Advisory Board

- Shane Scott serves as Council Member rep, non-voting, ex-officio member – Term Expiration 2/28/2024

Convention and Visitors Bureau Board - 3 year staggered terms

- Council Member Maxfield Baker – Expires 2/28/23

Comprehensive Plan Steering Committee

- Mayor Hughson
- Council Shane Scott

Economic Development San Marcos Board – 3 year term

- Council Member Maxfield Baker – Expires 2/28/2024

Main Street Board – 3 year term

- Council Member Mark Gleason – term expires 02/28/2023

Parking Advisory Board – 3 year term

- Council Member Baker – Term expires 02/28/2023
- Mayor Jane Hughson – Term expires 02/28/2023
**TIRZ/TRZ Boards**

**TRZ #1 – FM 110**

**TIRZ #2 Board—Blanco Vista** *(TERMINATED SEPTEMBER 21, 2021)*

- Position #1: Shannon Mattingly, Director of Development Services, expires February 14, 2023
- Position #2: Laurie Moyer, Director of Engineering/CIP, expires February 14, 2022
- Position #3: Stephanie Reyes, ACM, expires February 14, 2023
- Position #4: Mayor Jane Hughson, Chair, expires February 14, 2022
- Position #5: Maxfield Baker, Council Member, expires February 14, 2023
- Position #7: Judge Ruben Becerra, expires February 14, 2022
- Position #7: Commissioner Smith, expires February 14, 2023

**TIRZ #3 Board – San Marcos Conference Center (Created by Ordinance 2008-06)**

- Position #1 (COSM)
- Position #2 (COSM)
- Position #3 (COSM)
- Position #4 (Hays County)
- Position #5 (Hays County)

**TIRZ #4 Board – Paso Robles aka Kissing Tree**

- Position #1: Jane Hughson, Chair, expires December 31, 2022 *(serves 2-year term, but chair for one year – will need to be re-elected to serve as chair in 2021)*
- Position #2: Mark Gleason, expires December 31, 2023
- Position #3: Shane Scott expires December 31, 2022
- Position #4: Laurie Moyer, expires December 31, 2023
- Position #5: Chad Matheson, Brookfield Residential, expires December 31, 2022
- Position #6: Marie Kalka, expires December 31, 2022
- Position #7: Lon Shell, Precinct 3 Hays County Commissioner, expires December 31, 2023
- Position #8: Erin Zwiener, State Representative or her Designee, expires December 31, 2023
- Position #9: Donna Campbell, State Senator or Designee, expires December 31, 2023

**TIRZ #5 Board – Downtown**

- Position #1 (COSM) (Chair) – Jane Hughson, Expires December 31, 2022 *(serves 2-year term, but chair for one year – will need to be re-elected to serve as chair in 2021)*
- Position #3 (Hays County)- Commissioner Debbie Gonzales-Ingalsbe, Expires December 31, 2023
- Position #4 (Hays County) - Commissioner Lon Shell, Expires December 31, 2022.
- Position #5 (Mutually Agreed Upon)- Kyle Mylius, Expires December 31, 2023
ACTIVE COMMITTEES

City Council/Staff Committees
Finance & Audit Committee – Mayor Hughson, Mayor Pro Tem Scott, Deputy Mayor Pro Tem Garza – Staff Liaison: Jon Locke

Council Created Committees
Animal Services Committee – Mayor Hughson, Mayor Pro Tem Scott, Deputy Mayor Pro Tem Garza – Staff Liaison: Greg Carr
COVID-19 Recovery Committee – Council Member Baker, Garza, Scott – Staff Liaison: Chase Stapp
Criminal Justice Committee – Mayor Hughson, Council Member Baker, Council Member Garza – Staff Liaison: Stan Standridge
Homelessness Committee – Council Member Prather, Council Member Gonzales, Council Member Garza – Staff Liaison: Greg Carr
Legislative Committee – Council Member Gleason, Council Member Garza, and Mayor Hughson – Staff Liaison: Lauren Surley
Multimodal Transit Committee (previously Transit Committee) – Vacant (formerly held by Council Member Derrick), Mayor Hughson, Council Member Baker
Sustainability Council Committee – Council Member Baker, Mayor Hughson, Council Member Scott – Staff Liaison: Tyler Hjorth
Workforce Housing Committee (previously Affordable Housing) – Council Member Gonzales, Council Member Baker, Council Member Scott – Staff Liaison: Amanda Hernandez

Council Committees – Developments
La Cima Committee – Mayor Hughson, Deputy Mayor Pro Tem Scott, and Council Member Gleason
Whisper Committee – Council Member Gonzales, Mayor Hughson, Council Member Scott
Casata San Marcos – Mayor Hughson, Deputy Mayor Pro Tem Scott, Council Member Baker
1800 Centerpoint Rd Development – CM Gonzales, CM Baker, CM Scott (assigned to Workforce Housing Committee)
Riverbend Ranch – CM Gonzales, CM Baker, CM Scott (assigned to Workforce Housing Committee)
Sedona Development – Maxfield Baker, Mark Gleason, Shane Scott
SMART Terminal – Mayor Hughson, Maxfield Baker, Mark Gleason
Hopson Development – Mayor Hughson, Maxfield Baker, Mark Gleason
Notification Requirements – Maxfield Baker, Mark Gleason, Saul Gonzales

Alcohol CUP Committee #2 – Maxfield Baker, Alyssa Garza, Jude Prather

Completed/Inactive
CUP Committee—Mayor Hughson, Council Member Derrick, Council Member Gonzales. P&Z Commissioners: Jim Garber, Mike Dillon and Kate McCarty

Rental Registration Council Committee—Mayor Hughson, Council Member Gonzales, Council Member Derrick

Lindsey Hill Committee—Mayor Hughson, Council Member Gonzales, Council Member Derrick

Cresta Verde—Mayor Hughson and Council Member Gonzales

Sylvan 75—Mayor Hughson, Council Member Derrick, and Council Member Marquez

Student Housing Committee—Mayor Hughson, Council Member Derrick, Mayor Pro Tem Prewitt
AGENDA CAPTION:
Hold discussion and consider nominations of up to three City Council members to a joint committee with Planning & Zoning Commission members. The purpose of the committee will be to discuss in more detail ZC-22-41 for rezoning a 42.51 acre tract of land, located at northwest corner of East McCarty Lane and Leah Avenue intersection, from “GC” General Commercial District to “LI” Light Industrial District.

Meeting date: December 14, 2022

Department: Planning & Development Services

Amount & Source of Funding
Funds Required: N/A
Account Number: N/A
Funds Available: N/A
Account Name: N/A

Fiscal Note:
Prior Council Action: At their regular meeting on December 6, 2022 City Council considered ZC-22-41 following a public hearing. Council discussed their desire to hear from the Planning and Zoning Commission on items which could be included in restrictive covenants. City Council approved a motion to postpone their action until the joint committee comes to a resolution on this topic.

City Council Strategic Initiative: [Please select from the dropdown menu below]
Choose an item.
Choose an item.
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.
Staff is seeking nominations of up to three members of the City Council to serve on the aforementioned Committee.
AGENDA CAPTION:
Hold discussion regarding compliance with the individual contribution limit and aggregate fund raising limits in the San Marcos Code of Ethics and provide direction to staff.

Meeting date: December 14, 2022

Department: City Council

Amount & Source of Funding
Funds Required: N/A
Account Number: Click or tap here to enter text.
Funds Available: Click or tap here to enter text.
Account Name: Click or tap here to enter text.

Fiscal Note:
Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.
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
Background Information:
During a recent city council meeting, staff was directed to post a discussion item to allow the council to review and discuss provisions of the San Marcos Code of Ethics, adopted in 2018, that set a limit on the amount an individual may contribute to the campaign of the mayor or a council member and also set aggregate limits on campaign fund raising by the mayor and council members during an election cycle. A copy of these code provisions is attached.

Also attached is information regarding the number of registered voters in San Marcos on the dates of city elections held since November of 2018. These numbers are used to calculate the aggregate fund raising limits during election cycles for mayor and council members.

This item was postponed on November 15th and December 6th council meeting.

Council Committee, Board/Commission Action:
Click or tap here to enter text.

Alternatives:
Click or tap here to enter text.

Recommendation:
Click or tap here to enter text.
DIVISION 4. CAMPAIGN FINANCES

Sec. 2.466. Definitions.

In this division:

Campaign contribution means and includes a contribution to a candidate for mayor or city council in any of the following forms: a monetary contribution or a non-monetary contribution (in-kind contribution).

Contributor means a natural person or a business entity other than a corporation.

Election cycle means the period of time beginning on the day after the last general election for the office of mayor or council member of a particular council place and ending on the day of the next general election for that position.

(Ord. No. 2018-37, § 1, 9-18-18)

Sec. 2.467. Individual contribution limit.

A contributor may not make campaign contributions in an amount exceeding $500.00 per election cycle to a candidate for mayor or to a candidate for council member of a particular council place. This limit does not apply to contributions by a candidate to his or her own campaign.

(Ord. No. 2018-37, § 1, 9-18-18)

Sec. 2.468. Aggregate fund raising limits.

(a) Candidates for mayor. A candidate for the office of mayor, including an incumbent mayor, shall not accept campaign contributions during an election cycle in an amount exceeding an aggregate limit to be determined as follows: An amount equal to $0.75 multiplied by the number of registered voters in the city on the date of the last election for the office of mayor. The aggregate limit shall not include contributions made by a candidate to his or her own campaign.

(b) Candidates for city council positions. A candidate for the position of council member of a particular council place, including an incumbent council member, shall not accept campaign contributions during an election cycle in an amount exceeding an aggregate limit to be determined as follows: An amount equal to $0.50 multiplied by the number of registered voters in the city on the date of the last election for any council position. The aggregate limit shall not include contributions made by a candidate to his or her own campaign.

(Ord. No. 2018-37, § 1, 9-18-18)

Secs. 2.469—2.500. Reserved.
File #: ID#22-944, Version: 1

AGENDA CAPTION:
Hold discussion regarding possible amendments to the land development code to create a new zoning district providing for less intensive uses than currently allowed in Heavy Industrial, Light Industrial, and Heavy Commercial zoning districts and provide direction to the City Manager.

Meeting date: December 14, 2022

Department: Requested by Mayor Hughson

Amount & Source of Funding
Funds Required: N/A
Account Number: Click or tap here to enter text.
Funds Available: Click or tap here to enter text.
Account Name: Click or tap here to enter text.

Fiscal Note:

Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]
N/A
Choose an item.
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
Background Information:

This discussion item was requested by Mayor Hughson.

There have been requests for Heavy Industrial, Light Industrial, and Heavy Commercial zoning that caused concerns by council members and planning and zoning commissioners that uses allowed as a matter of right in those zoning classifications would not be acceptable at the location of the subject property.

A solution could be an additional zoning district that would relate to business parks. Criteria could be limiting the height of buildings, limiting the size of buildings, limiting the number of loading docks, and restrictions on where the loading docks are located. These are some of the items that are of concern when we have a request for Heavy Commercial (HC) or Light Industrial (LI) zoning next to a neighborhood.

For information purposes here are the District Intent Statements from the Land Development code:

The District Intent Statements for LI are (Section 4.4.5.3):
LI is intended to accommodate manufacturing and light industrial uses in order promote economic viability, encourage employment growth, and limit the encroachment of non-industrial development within established industrial areas. Development should be operated in a relatively clean and quiet manner and should not be obnoxious to nearby residential or commercial uses.

The District Intent Statements for HC are (Section 4.4.5.2):
HC is intended to accommodate auto oriented and other heavy commercial uses. Development should be operated in a relatively clean and quiet manner and should not be obnoxious to nearby residential or commercial uses.

The District Intent Statements for Heavy Commercial are (Section 4.4.5.4):
HI is intended to accommodate a broad range of high impact manufacturing or industrial uses, that by their nature create a nuisance, and which are not properly associated with or are not compatible with nearby residential or commercial uses.

This item was postponed on December 6th council meeting.
Recommendation:

Click or tap here to enter text.