



# MEMO

**To:** Core 4 Members  
**FROM:** Drew Wells, Director of Parks and Recreation  
**DATE:** March 12, 2020  
**RE:** **Role of the Core 4 and Billing Proposal**

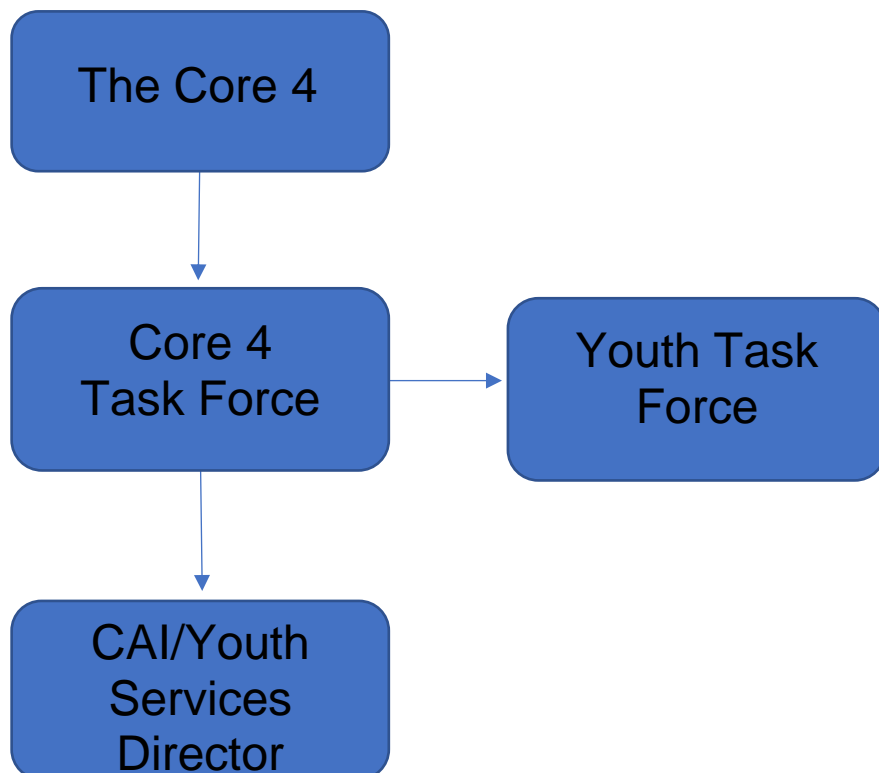
---

## **SUMMARY:**

The purpose of this memo is for City of San Marcos (COSM) staff to give their recommendation on the structure of the San Marcos Commission on Children and Youth (SMCCY) and the role of the Core 4 in relation to the Youth Services Director moving forward. We will also address the billing/funding process in relation to executed agreements.

## **Recommendations of Role of the Core 4 from City staff:**

- Restructure SMCCY to become a Core 4 Task Force.
- The Core 4 Task Force would consist of two members from Hays County, two members from Texas State (TxState), two members from San Marcos Consolidated Independent School District (SMCISD) and three members from COSM.
- The Core 4 Task Force would be advisory directly to the Core 4 and would no longer function as a City Commission.
- The function of the Core 4 Task Force would be to work with the Youth Services Director under the direction of Community Action, Inc of Central Texas (CAI) on implementation of the Youth Master Plan.
- Create a Youth Task Force that will work as a subcommittee of the Core 4 Task Force.
- Members of Youth Task Force can be self-appointed by current members and/or Core 4 Task Force.



**Billing proposal from City staff:**

Staff would like to propose the following schedule for billing to each entity moving forward:

- The City's Finance Department will invoice each entity (Hays County, SMCISD and TxState) quarterly beginning April 1, 2020.
- Each entity will be billed for \$5,000 each quarter.
- Future billing dates will be on or around July 1, 2020, October 1, 2020 and January 1, 2021.
- The total billing for the current Fiscal Year will amount to \$10,000 for each entity.
- The contract will be in effect for two years with the start date of March 3, 2020.

END