

Commissioners Court November 26, 2019
NOTICE OF A MEETING OF THE
COMMISSIONERS COURT OF HAYS COUNTY, TEXAS



This Notice is posted pursuant to the Texas Open Meetings Act. (VERNON'S TEXAS CODES ANN. GOV. CODE CH.551). The Hays County Commissioners Court will hold a meeting at **9:00 A.M.** on the **26th day of November 2019**, in the Hays County Government Center, 712 S. Stagecoach Trail, Courtroom #10, San Marcos, Texas. An Open Meeting will be held concerning the following subjects:

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE - Pledge of Allegiance to the American Flag & Pledge of Allegiance to the Texas Flag

ROLL CALL

PUBLIC COMMENTS

At this time **3-MINUTE** comments will be taken from the audience on Non-Agenda related topics. To address the Court, please submit a Public Participation/ Witness Form to the County Clerk. Please Complete the Public Participation/ Witness Form in its Entirety.
NO ACTION MAY BE TAKEN BY THE COURT DURING PUBLIC COMMENTS.

PRESENTATIONS & PROCLAMATIONS

1	4-5	Presentation of Hays County Service Awards. BECERRA/MILLER
2	6-7	Adopt a proclamation declaring the week of December 1st - 7th, 2019 as National Influenza Vaccination Week. INGALSBE/T.CRUMLEY

CONSENT ITEMS

The following may be acted upon in one motion.
A Commissioner, the County Judge, or a Citizen may request items be pulled for separate discussion and/or action.

3	8	Approve payments of County invoices. VILLARREAL-ALONZO
4	9	Approve payments of Juror checks. VILLARREAL-ALONZO
5	10	Approve the payment of United Healthcare claims. VILLARREAL-ALONZO
6	11-25	Approve Commissioners Court Minutes of November 19, 2019. BECERRA/CARDENAS
7	26-32	Ratify the submission of a grant application to the United Way for Greater Austin for Get Out the Count Efforts in the amount of \$3,000. BECERRA/T.CRUMLEY
8	33	Approve the reappointments of Commissioner Debbie Gonzales Ingalsbe and Bobby Warren to the San Marcos Tax Increment Reinvestment Zone No. 5 (downtown) Board of Directors, term ending December 31, 2021. SHELL
9	34	Approve the reappointment of Commissioner Lon Shell to the San Marcos Tax Increment Reinvestment Zone No. 4 (Kissing Tree) Board of Directors, term ending December 31, 2021. INGALSBE
10	35-60	Accept the delivery of the internal examination reports for the District Attorney's Drug Forfeiture Fund Account and the Elections Office. BECERRA/VILLARREAL-ALONZO
11	61-64	Authorize the County Judge to execute the Authorized & Licensed Training Provider Questionnaire (Application) with the American Red Cross to allow a qualified Transportation Department employee, as well as other departments who may have qualified instructors, to conduct First Aid & Adult CPR/AED training and certification. BECERRA/MILLER/BORCHERDING
12	65-69	Authorize the submission of a technical support grant application to the Texas Indigent Defense Commission for the Texas A&M University, Public Policy Research Institute for the Counsel at First Appearance - Randomized Controlled Trial. SHELL/INGALSBE
13	70-79	Amend the Constable Pct. 4 operating budget for additional funds required for vehicle repairs to a 2016 Ford Explorer Interceptor, VIN: 1FMSKBAR5GGB97014. SMITH/HOOD
14	80-81	Authorize payment to Alamo Group (TX) Inc. for the Transportation Department in the amount of \$501.78 for vehicle maintenance materials in which no purchase order was issued as required per County Purchasing Policy. BECERRA/BORCHERDING
15	82-83	Authorize the Office of Emergency Services to repair damaged Low Water Crossing Monitoring equipment in the amount of \$2,360 for the standpipe rain gage at the Chaparral Road location. JONES/J.MCINNIS
16	84-85	Authorize the Office of Emergency Services to repair damaged Low Water Crossing Monitoring equipment in the amount of \$2,898.98 at Bunton Lane location. JONES/J.MCINNIS

17	86-87	Authorize payment to Comal County Print Shop for the District Court's Office in the amount of \$633.96 for printed materials in which no purchase order was issued as required per County Purchasing Policy. BECERRA/STEEL
18	88	Authorize On-Site Sewage Facility Permit for office/warehouse building located at 14155 Hwy 290 West, Austin, Texas 78737. SMITH/STRICKLAND

ACTION ITEMS

ROADS

19	89-90	Discussion and possible action to call for a public hearing on December 10, 2019 to reduce the current speed limit of 45 MPH on Hilliard Road near Valley View West Drive & Northwest Hills Road to 40 MPH, with another reduction to 30 MPH before the road makes a curve at this intersection. SHELL/SMITH/BORCHERDING
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SUBDIVISIONS

20	91-92	SUB-1277; Shekinah Grove Subdivision (3 Lots). Discussion and possible action to approve the preliminary plan. SHELL/MACHACEK
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MISCELLANEOUS

21	93	Discussion and possible action to award RFQ 2019-P06 SH 21 Corridor Preservation Study to HDR Engineering, Inc. and authorize staff and General Counsel to negotiate a contract. JONES/INGALSBE/BORCHERDING
22	94-100	Discussion and possible action to approve the appointments of Jodi Steen and Sarah Hall to the Hays County Child Protective Board, 3 year term ending 12/31/22. BECERRA/VILLALOBOS
23	101	Discussion and possible action to consider granting a variance from Section 715.4.01 of the Hays County Development Regulations and allow issuance of development permit and on-site sewage facility permit to the owner of a 2.918 acre parcel. SHELL/MACHACEK
24	102	Discussion and possible action to authorize OSSF Permit and grant a variance to Section 10-W(6) of the Hays County Rules for On-Site Sewage Facilities at 5500 W Hwy 290, Dripping Springs, Texas 78620. SMITH/STRICKLAND
25	103	Discussion and possible action related to interim video and audio streaming services for Commissioners Court. BECERRA/CARDENAS
26	104	Discussion and possible action to establish times and locations of Commissioners Court dates during December 2019 and January 2020, with consideration for the ongoing condition of the Commissioners Courtroom at the Historic Courthouse, located at 111 E. San Antonio Street in San Marcos. SHELL/INGALSBE

EXECUTIVE SESSIONS

The Commissioners Court will announce it will go into Executive Session, if necessary, pursuant to Chapter 551 of the Texas Government Code, to receive advice from Legal Counsel to discuss matters of land acquisition, litigation, and personnel matters as specifically listed on this agenda. The Commissioners Court may also announce it will go into Executive Session, if necessary, to receive advice from Legal Counsel regarding any other item on this agenda.

27	105	Executive Session pursuant to Sections 551.071 and 551.072 of the Texas Government Code: consultation with counsel and deliberation regarding the purchase, exchange, lease or value of real property regarding Parks and Open Space within Hays County. Possible action may follow in Open Court. SHELL
28	106	Executive Session pursuant to 551.071 of the Texas Government Code: consultation with counsel regarding pending and/or contemplated litigation involving Hays County. Possible action may follow in open court. BECERRA
29	107	Executive Session pursuant to Sections 551.071 and 551.072 of the Texas Government Code: consultation with counsel and deliberation regarding the purchase, exchange or value of Right of Way along Dacy Lane in Pct 2. Possible action may follow in open court. JONES
30	108	Executive Session pursuant to 551.071 of the Texas Government Code: consultation with counsel regarding economic development incentive agreements, past and future, involving Hays County. Possible action may follow in open court. INGALSBE
31	109	Executive Session pursuant to 551.071 of the Texas Government Code: consultation with counsel regarding the Hays County agreement with Visionality and SWAGIT Productions, LLC, related to audio/visual hardware and live streaming services. Possible action may follow in open court. INGALSBE

STANDING AGENDA ITEMS

The Commissioners Court utilizes Standing Agenda Items to address issues that are frequently or periodically discussed in court. This section allows the Court to open the item when a need for discussion arises.

32	Discussion and possible action related to the burn ban and/or disaster declaration. BECERRA/J.MCINNIS
33	Discussion related to the Hays County inmate population, to include current population counts and costs. BECERRA
34	Discussion of issues related to the Hays County Jail, and the planning of projects pertaining to the public safety facilities needs within the County. Possible action may follow. INGALSBE/CUTLER
35	Discussion of issues related to the road bond projects, including updates from Mike Weaver, Prime Strategies, Wade Benton, HNTB and Allen Crozier, HDR. Possible action may follow. BECERRA
36	Discussion of issues related to Electro Purification including updates on the filed application. Possible action may follow. SHELL

ADJOURNMENT

Posted by 5:00 o'clock P.M. on the 22nd day of November, 2019

COMMISSIONERS COURT, HAYS COUNTY, TEXAS

CLERK OF THE COURT

Hays County encourages compliance with the Americans with Disabilities Act (ADA) in the conduct of all public meetings. To that end, persons with disabilities who plan to attend this meeting and who may need auxiliary aids such as an interpreter for a person who is hearing impaired are requested to contact the Hays County Judge's Office at (512) 393-2205 as soon as the meeting is posted (72 hours before the meeting) or as soon as practical so that appropriate arrangements can be made. While it would be helpful to receive as much advance notice as possible, Hays County will make every reasonable effort to accommodate any valid request regardless of when it is received. Braille is not available.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Presentation of Hays County Service Awards.

ITEM TYPE

PROCLAMATIONS/PRESENTATIONS

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

n/a

LINE ITEM NUMBER

n/a

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY

Miller

SPONSOR

BECERRA

CO-SPONSOR

N/A

SUMMARY

Presentation of Hays County Service Awards

5 YEARS		
	HENSLEY, RITA	Sheriff's Office
	ODELL, EDDIE	Transportation
	PRADO, LIONEL	Juvenile Detention Center
	GIESELMAN, BENJAMIN	Sheriff's Office
	GRIFFIN, LISA	County Wide Operations
10 YEARS		
	MCVANEY, KATIE	District Attorney's Office
	NOONAN, ALLAN	Transportation
	LOPEZ, PATRICIA A.	Tax Assessor Collector's Office
15 YEARS		
	GONZALES, CRAIG S.	Transportation
	EDWARDS, PATRICIA	Sheriff's Office
25 YEARS		
	CHAVEZ, ANTONIO	Transportation

RETIREE		
	LOZANO SR, RICARDO	Sheriff's Office
	MCCLELLAND, MARK	Transportation
	CUMBERLAND, SIRENNA	Sheriff's Office

AGENDA ITEM REQUEST FORM

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Tuesdays at 9:00 AM

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AGENDA ITEM

Adopt a proclamation declaring the week of December 1st - 7th, 2019 as National Influenza Vaccination Week.

ITEM TYPE

PROCLAMATIONS/PRESENTATIONS

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

0.00

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

Tammy Crumley

SPONSOR

INGALSBE

CO-SPONSOR

N/A

SUMMARY

See attached proclamation



**PROCLAMATION DECLARING DECEMBER 1st – 7th, 2019
NATIONAL INFLUENZA VACCINATION WEEK**

WHEREAS, every year, an estimated 79,000 people die from Influenza-related illnesses, and more than 960,000 are hospitalized nationwide; and

WHEREAS, in Hays County over the past 2 years (2016- 2018) approximately 4700 people have tested positive for Influenza and additional 18,000 were diagnosed with Influenza-like-Illness without benefit of testing; and

WHEREAS, seasonal Influenza is caused by the Influenza virus, which infects the respiratory tract (nose, throat, and lungs) causing severe illness and life-threatening complications in many people; and

WHEREAS, the single best method of prevention from catching and spreading the “Flu” is to get a “Flu shot” every year; and

WHEREAS, the best time to get vaccinated is as soon as the vaccine is available in October, although getting vaccinated later in the season is still beneficial, since Influenza activity generally peaks in our area around January and February; and

WHEREAS, every December the National Influenza Vaccination Week campaign is devoted to increasing knowledge, acceptance, and use of seasonal Influenza vaccines to protect the Public against serious life-threatening complications from the disease; and

WHEREAS, the annual observance of National Influenza Vaccination Week is intended to increase awareness and understanding of seasonal Influenza disease and its prevention at local, state, and national levels.

NOW, THEREFORE, BE IT PROCLAIMED that the Hays County Commissioners Court does hereby proclaim December 1st – 7th, 2019 as:

NATIONAL INFLUENZA VACCINATION WEEK

in Hays County and urges everyone to make sure they, their loved ones, and those for whose health they bear responsibility, are current on their seasonal Influenza immunization, as this protects them, their families, and our Community.

ADOPTED THIS THE 26TH DAY OF NOVEMBER 2019

Ruben Becerra
Hays County Judge

Debbie Gonzales Ingalsbe
Commissioner, Pct. 1

Mark Jones
Commissioner, Pct. 2

Lon A. Shell
Commissioner, Pct. 3

Walt Smith
Commissioner, Pct. 4

ATTEST:

Elaine H. Cardenas
Hays County Clerk

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve payment of County invoices.

ITEM TYPE

CONSENT

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR APPROVAL: N/A

REQUESTED BY

Auditor's Office

SPONSOR

VILLARREAL-
ALONZO

CO-SPONSOR

N/A

SUMMARY

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve payment of Juror checks.

ITEM TYPE

CONSENT

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR APPROVAL: N/A

REQUESTED BY

Auditor's Office

SPONSOR

VILLARREAL-
ALONZO

CO-SPONSOR

N/A

SUMMARY

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve the payment of United Healthcare claims.

ITEM TYPE

CONSENT

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR APPROVAL: N/A

REQUESTED BY

Auditor's Office

SPONSOR

VILLARREAL-
ALONZO

CO-SPONSOR

N/A

SUMMARY

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve Commissioners Court Minutes of November 19, 2019.

ITEM TYPE

CONSENT

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

CARDENAS

SPONSOR

BECERRA

CO-SPONSOR

N/A

SUMMARY

HAYS COUNTY COMMISSIONERS' COURT MINUTES



NOVEMBER 19, 2019

STATE OF TEXAS *
COUNTY OF HAYS *

ON THIS THE 19TH DAY OF NOVEMBER A.D., 2019, IN THE HAYS COUNTY COURTHOUSE, 111 E. SAN ANTONIO ST., SUITE 301, SAN MARCOS, TEXAS, THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS, MET IN REGULAR MEETING. THE FOLLOWING MEMBERS WERE PRESENT, TO-WIT:

RUBEN BECERRA
DEBBIE GONZALES INGALSBE
MARK JONES
LON A. SHELL
WALT SMITH
ELAINE H. CÁRDENAS

COUNTY JUDGE
COMMISSIONER, PCT. 1
COMMISSIONER, PCT. 2
COMMISSIONER, PCT. 3
COMMISSIONER, PCT. 4
COUNTY CLERK

THE FOLLOWING PROCEEDINGS WERE HAD, THAT IS:

Ken Rice, San Marcos Police Department gave the invocation. Judge Becerra led the court in the Pledge of Allegiance to the United States and Texas flags. Judge Becerra called the meeting to order.

PUBLIC COMMENTS

Dan Lyon, Virginia P. Condie, and John Rooney gave public comments.

1. REPORT BY COMMISSIONER MARK JONES AND JEFF MCGILL, DIRECTOR OF INFORMATION TECHNOLOGY, REGARDING THE INTERNET ISSUES AT THE HAYS COUNTY PRECINCT 2 THAT BEGAN ON NOVEMBER 5, 2019.

Jeff McGill, Information Technology Director, explained why the internet was down in Precinct 2 for a full week, starting November 5, 2019. Jeff said there are three partners: the County, Grande Communication and Charter Spectrum. Before contacting the providers, Jeff's team ruled out any internal problems. It became clear that the problem was with Charter Spectrum cable. Unfortunately, the underground cable was inaccessible for several days because large road equipment was parked over it and no one could be found to move it during the holiday weekend. Although Spectrum eventually corrected the problem, McGill pointed out that the system had been down longer than it had been following the Memorial Day Flood in 2015, and that it had consumed an enormous amount of personnel hours and overtime. Judge Becerra and Commissioner Ingalsbe spoke about this item and asked if anyone would like to speak for Charter Spectrum. Alex Villalobos, Hays County Chief of Staff, announced that he had been in communication with Ed Serna from Spectrum to try to find a solution. Ed Serna, Government Affairs with Charter Spectrum, was present in court. Mr. Serna said he was like to sit down with Grande and Hays County IT to come up with a solution for future issues. Commissioner Jones said he would like to be present when this meeting took place. Commissioner Smith commented that he would like to know the plan of action for future issues and would like it to be brought back to court once it has been decided. Jennifer Anderson, Elections Administrator, spoke on this item. She announced that even though this issue took place during elections it did not affect the voting process. **No action was taken.**

34531 APPROVE PAYMENTS OF COUNTY INVOICES.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to approve payments of County invoices. All present voted "Aye." **MOTION PASSED.**



NOVEMBER 19, 2019

34532 APPROVE PAYMENTS OF JUROR CHECKS.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to approve payments of juror checks. All present voted "Aye." MOTION PASSED.

34533 APPROVE THE PAYMENT OF UNITED HEALTHCARE CLAIMS.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to approve the payment of United Healthcare claims. All present voted "Aye." MOTION PASSED.

34534 APPROVE COMMISSIONERS COURT MINUTES OF NOVEMBER 5, 2019.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to approve Commissioners' Court minutes of November 5, 2019. All present voted "Aye." MOTION PASSED.

34535 APPROVE THE PAYMENT OF THE NOVEMBER 30, 2019 PAYROLL DISBURSEMENTS IN AN AMOUNT NOT TO EXCEED \$4,100,000.00 EFFECTIVE NOVEMBER 26, 2019 AND POST TOTALS FOR WAGES, WITHHOLDINGS, DEDUCTIONS AND BENEFITS ON THE HAYS COUNTY WEBSITE ONCE FINALIZED.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to approve the payment of the November 30, 2019 payroll disbursements in an amount not to exceed \$4,100,000.00 effective November 26, 2019 and post totals for wages, withholdings, deductions and benefits on the Hays County website once finalized. All present voted "Aye." MOTION PASSED.

34536 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR A 7-BEDROOM HOTEL EQUIVALENT AT 16221 CRYSTAL HILL DRIVE, AUSTIN, TEXAS 78737.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to authorize on-site sewage facility permit for a 7-bedroom hotel equivalent at 16221 Crystal Hill Drive, Austin, Texas 78737. All present voted "Aye." MOTION PASSED.

34537 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 4 SHORT TERM RENTAL CABINS (CABINS 1-4) AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize on-site sewage facility permit for 4 short term rental cabins (cabins 1-4) at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.



NOVEMBER 19, 2019

34538 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 5 SHORT TERM RENTAL CABINS (CABINS 5-9) AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize on-site sewage facility permit for 4 short term rental cabins (cabins 5-9) at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.

34539 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 5 SHORT TERM RENTAL CABINS (CABINS 10-14) AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize on-site sewage facility permit for 4 short term rental cabins (cabins 10-14) at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.

34540 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 5 SHORT TERM RENTAL CABINS (CABINS 15-19) AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize on-site sewage facility permit for 4 short term rental cabins (cabins 15-19) at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.

34541 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 5 SHORT TERM RENTAL CABINS (CABINS 20-24) AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize on-site sewage facility permit for 4 short term rental cabins (cabins 20-24) at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.

34542 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 5 SHORT TERM RENTAL CABINS (CABINS 25-29) AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize on-site sewage facility permit for 4 short term rental cabins (cabins 25-29) at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.

34543 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 5 SHORT TERM RENTAL CABINS (CABINS 30-34) AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

HAYS COUNTY COMMISSIONERS' COURT MINUTES



NOVEMBER 19, 2019

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize on-site sewage facility permit for 4 short term rental cabins (cabins 30-34) at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.

34544 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 4 SHORT TERM RENTAL CABINS (CABINS 35-38) AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize on-site sewage facility permit for 4 short term rental cabins (cabins 35-38) at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.

34545 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 4 SHORT TERM RENTAL CABINS (CABINS 39-42) AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize on-site sewage facility permit for 4 short term rental cabins (cabins 39-42) at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.

34546 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR APARTMENT/OFFICE/LAUNDRY FACILITY AT 1405 PUMP STATION ROAD, WIMBERLEY, TEXAS 78676.

A motion was made by Commissioner Jones seconded by Commissioner Shell to authorize on-site sewage facility permit for apartment/office/laundry facility at 1405 Pump Station Road, Wimberley, Texas 78676. All present voted "Aye." MOTION PASSED.

34547 AUTHORIZE THE COUNTY JUDGE TO EXECUTE CHANGE ORDER #3 TO THE GARVERUSA CONTRACT FOR A TIME EXTENSION ON THE PCT. 1 & 2 LOW WATER CROSSINGS 2016 ROAD BOND PROJECT.

A motion was made by Commissioner Jones seconded by Commissioner Shell to authorize the County Judge to execute change order #3 to the Garverusa contract for a time extension on the Pct. 1 & 2 low water crossings 2016 road bond project. All present voted "Aye." MOTION PASSED.

34548 AUTHORIZE THE EXECUTION OF THE MEMORIAL MARKER HIGHWAY SIGN AGREEMENT WITH TXDOT RELATED TO THE PRIVATE FIRST-CLASS KRISTIAN MENCHACA MEMORIAL HIGHWAY SIGNS AND ACCEPT CONTRIBUTIONS FOR FUNDING IN THE AMOUNT OF \$5,000 AND AMEND THE BUDGET ACCORDINGLY.

HAYS COUNTY COMMISSIONERS' COURT MINUTES



NOVEMBER 19, 2019

Commissioner Ingalsbe noted the contributions for funding were made by private donors. A motion was made by Commissioner Jones seconded by Commissioner Shell to authorize the execution of the Memorial Marker Highway Sign Agreement with TxDot related to the Private First-Class Kristian Menchaca Memorial Highway Signs and accept contributions for funding in the amount of \$5,000 and amend the budget accordingly. All present voted "Aye." MOTION PASSED.

34549 AUTHORIZE ON-SITE SEWAGE FACILITY PERMIT FOR 3 LONG-TERM RENTAL HOUSES AT 1100 HIGH ROAD, SAN MARCOS, TEXAS, 78666.

A motion was made by Commissioner Shell seconded by Commissioner Ingalsbe to authorize on-site sewage facility permit for 3 long-term rental houses at 1100 High Road, San Marcos, Texas, 78666. All present voted "Aye." MOTION PASSED.

34550 AUTHORIZE THE COUNTY JUDGE TO EXECUTE A CONTRACT WITH THE DEPARTMENT OF STATE HEALTH SERVICES (DSHS) FOR THE TUBERCULOSIS PREVENTION AND CONTROL - FEDERAL GRANT PROGRAM (TB/PC - FEDERAL) IN THE AMOUNT OF \$26,756.

A motion was made by Commissioner Shell seconded by Commissioner Ingalsbe to authorize the County Judge to execute a contract with the Department of State Health Services (DSHS) for the Tuberculosis Prevention and Control - federal grant program (TB/PC - federal) in the amount of \$26,756. All present voted "Aye." MOTION PASSED.

34551 AUTHORIZE THE COUNTY JUDGE TO EXECUTE THE AMENDED INTERLOCAL COOPERATIVE AGREEMENT BETWEEN THE CITY OF SAN MARCOS, CITY OF KYLE, CITY OF BUDA, AND HAYS COUNTY RELATING TO THE MANAGEMENT AND OPERATION OF THE SAN MARCOS REGIONAL ANIMAL SHELTER.

A motion was made by Commissioner Shell seconded by Commissioner Ingalsbe to authorize the County Judge to execute the amended Interlocal Cooperative Agreement between the City of San Marcos, City of Kyle, City of Buda, and Hays County relating to the management and operation of the San Marcos Regional Animal Shelter. All present voted "Aye." MOTION PASSED.

34552 APPROVE AND EXECUTE THE SHERIFF'S OFFICE EQUITABLE SHARING AND AGREEMENT CERTIFICATION IN ACCORDANCE WITH THE STATUTES AND GUIDELINES THAT GOVERN THE FEDERAL EQUITABLE SHARING PROGRAM.

A motion was made by Commissioner Shell seconded by Commissioner Ingalsbe to approve and execute the Sheriff's Office Equitable Sharing and Agreement Certification in accordance with the statutes and guidelines that govern the Federal Equitable Sharing Program. All present voted "Aye." MOTION PASSED.



NOVEMBER 19, 2019

34553 APPROVE UTILITY PERMITS.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to approve utility permits. All present voted "Aye." MOTION PASSED.

34554 AUTHORIZE THE TRANSPORTATION DEPARTMENT TO PURCHASE A REPLACEMENT DELL LATITUDE 5400 LAPTOP VALUED AT \$949.09 AND AMEND THE BUDGET ACCORDINGLY.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to authorize the transportation department to purchase a replacement dell latitude 5400 laptop valued at \$949.09 and amend the budget accordingly. All present voted "Aye." MOTION PASSED.

34555 APPROVE THE SHERIFF'S OFFICE TO UTILIZE SHERIFF DRUG FORFEITURE FUNDS TOTALING \$4,453 FOR OSS ACCESS LICENSES FOR TRAINING PURPOSES AND AMEND THE BUDGET ACCORDINGLY.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to approve the sheriff's office to utilize sheriff drug forfeiture funds totaling \$4,453 for OSS access licenses for training purposes and amend the budget accordingly. All present voted "Aye." MOTION PASSED.

34556 APPROVE A \$4,260 ON-SITE SERVICE AGREEMENT WITH SMITH'S DETECTION RELATED TO PREVENTATIVE MAINTENANCE FOR THE SHERIFF OFFICE X-RAY MACHINES LOCATED AT THE GOVERNMENT CENTER.

Judge Becerra and Vickie Dorsett, Auditors Office, spoke on this item. A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to approve a \$4,260 on-site service agreement with Smith's Detection related to preventative maintenance for the Sheriff Office x-ray machines located at the Government Center. All present voted "Aye." MOTION PASSED.

34557 AUTHORIZE THE COUNTY JUDGE TO EXECUTE A \$30,170.32 SERVICE AGREEMENT RENEWAL WITH APPRISS SAFETY FOR THE FY20 VICTIM INFORMATION AND NOTIFICATION EVERYDAY (VINE) GRANT PROGRAM FUNDED THROUGH THE OFFICE OF THE ATTORNEY GENERAL (OAG).

A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to authorize the County Judge to execute a \$30,170.32 service agreement renewal with Appriss Safety for the FY20 Victim Information and Notification Everyday (VINE) grant program funded through the office of the Attorney General (OAG). All present voted "Aye." MOTION PASSED.

HAYS COUNTY COMMISSIONERS' COURT MINUTES



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34558 APPROVE SPECIFICATIONS FOR RFQ 2020-Q04 WIMBERLEY VALLEY TRAIL EXTENSION AND MULTI-MODAL PROJECT AND AUTHORIZE PURCHASING TO SOLICIT FOR PROPOSALS AND ADVERTISE.

A motion was made by Commissioner Shell seconded by Commissioner Jones to approve specifications for RFQ 2020-Q04 Wimberley Valley trail extension and multi-modal project and authorize purchasing to solicit for proposals and advertise. All present voted "Aye." MOTION PASSED.

34559 AUTHORIZE THE AUDITOR'S OFFICE TO PURCHASE ONE REPLACEMENT DELL LATITUDE 5500 WITH DOCKING CAPABILITIES VALUED AT \$1,239.03 FOR THE INTERNAL AUDIT DIVISION AND AMEND THE BUDGET ACCORDINGLY.

A motion was made by Commissioner Shell seconded by Commissioner Jones to authorize the auditor's office to purchase one replacement Dell Latitude 5500 with docking capabilities valued at \$1,239.03 for the internal audit division and amend the budget accordingly. All present voted "Aye." MOTION PASSED.

34560 AUTHORIZE THE JUSTICE OF THE PEACE PCT. 2 OFFICE TO PURCHASE ONE REPLACEMENT FUJITSU FI-7180 SCANNER VALUED AT \$1,500.39 UTILIZING THE JUSTICE COURT TECHNOLOGY FUND AND AMEND THE BUDGET ACCORDINGLY.

A motion was made by Commissioner Shell seconded by Commissioner Jones to authorize the Justice of the Peace Pct. 2 office to purchase one replacement Fujitsu fi-7180 scanner valued at \$1,500.39 utilizing the Justice Court Technology Fund and amend the budget accordingly. All present voted "Aye." MOTION PASSED.

34561 RATIFY THE PURCHASE OF ONE (1) REPLACEMENT AO SMITH 110V WATER HEATER VALUED AT \$1,712.31 FOR THE PRECINCT 5 SATELLITE OFFICES AND AMEND THE BUDGET ACCORDINGLY.

A motion was made by Commissioner Shell seconded by Commissioner Jones to ratify the purchase of one (1) replacement AO Smith 110V water heater valued at \$1,712.31 for the Precinct 5 satellite offices and amend the budget accordingly. All present voted "Aye." MOTION PASSED.

34562 RATIFY THE EXECUTION OF THE AGENCY AGREEMENT WITH LEADSONLINE, AN ON-LINE INVESTIGATIVE TOOL FOR THE SHERIFF'S OFFICE; AND APPROVE THE RENEWAL FOR \$4,308 AS BUDGETED IN THE FY20 BUDGET PROCESS.

A motion was made by Commissioner Shell seconded by Commissioner Jones to ratify the execution of the agency agreement with Leadsonline, an on-line investigative tool for the Sheriff's Office; and



NOVEMBER 19, 2019

approve the renewal for \$4,308 as budgeted in the FY20 budget process. All present voted "Aye." MOTION PASSED.

34563 APPROVE THE SELECTION OF K. FRIESE & ASSOCIATES TO PROVIDE PRELIMINARY ENGINEERING AND PUBLIC INVOLVEMENT SERVICES FOR THE PROPOSED RM 150 EXTENSION FROM RM 12 TO US 290; AND TO AUTHORIZE STAFF AND COUNSEL TO NEGOTIATE A CONTRACT.

A motion was made by Commissioner Smith seconded by Commissioner Jones to approve the selection of K. Friese & Associates to provide preliminary engineering and public involvement services for the proposed RM 150 extension from RM 12 to US 290; and to authorize staff and counsel to negotiate a contract. All present voted "Aye." MOTION PASSED.

34564 ACCEPTANCE OF ROAD CONSTRUCTION & DRAINAGE IMPROVEMENTS, RELEASE OF THE SUBDIVISION BOND #SU1146030 IN THE AMOUNT OF \$315,510.25, ACCEPT THE 2-YEAR MAINTENANCE BOND #SU1157965 FOR STREETS IN THE AMOUNT OF \$24,754.74, THE 2-YEAR BOND #SU1157966 FOR DRAINAGE IN THE AMOUNT OF \$7,338.87, AND THE 1-YEAR REVEGETATION BOND #SU1157964 IN THE AMOUNT OF \$3,488.00 FOR REUNION RANCH SUBD., PHASE 2, SECTION 4.

A motion was made by Commissioner Shell seconded by Commissioner Jones to accept road construction & drainage improvements, release the subdivision bond #su1146030 in the amount of \$315,510.25, accept the 2-year maintenance bond #su1157965 for streets in the amount of \$24,754.74, the 2-year bond #su1157966 for drainage in the amount of \$7,338.87, and the 1-year revegetation bond #SU1157964 in the amount of \$3,488.00 for Reunion Ranch Subd., phase 2, section 4. All present voted "Aye." MOTION PASSED.

34565 AUTHORIZE THE COUNTY JUDGE TO EXECUTE AN ADVANCE FUNDING AGREEMENT AND RESOLUTION OF SUPPORT BETWEEN HAYS COUNTY AND THE TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT) FOR THE US 290 AT MARTIN RD. PROJECT.

Commissioner Smith asked Jerry Borcharding if this project was a part of the budget. Jerry Borcharding, Director of Transportation, assured Commissioner Smith that it was budgeted. A motion was made by Commissioner Smith seconded by Commissioner Ingalsbe to authorize the county judge to execute an advance funding agreement and resolution of support between hays county and the Texas department of transportation (TXDOT) for the us 290 at martin rd. Project. All present voted "Aye." MOTION PASSED.

HAYS COUNTY COMMISSIONERS' COURT MINUTES



NOVEMBER 19, 2019

34566 ACCEPT FISCAL SURETY FOR THE CONSTRUCTION OF STREET AND DRAINAGE IMPROVEMENTS IN THE AMOUNT OF \$1,127,372.10 FOR TRAILS AT WINDY HILL, PHASE ONE SUBDIVISION (BOND #80171662).

Commissioner Jones referred to Jerry Borcharding, Director of Transportation, for staff recommendation. Jerry Borcharding announced staff approval. **A motion was made by Commissioner Jones seconded by Commissioner Ingalsbe to accept fiscal surety for the construction of street and drainage improvements in the amount of \$1,127,372.10 for trails at Windy Hill, phase one subdivision (Bond #80171662). All present voted "Aye." MOTION PASSED.**

34567 ACCEPT FISCAL SURETY FOR THE CONSTRUCTION OF STREET AND DRAINAGE IMPROVEMENTS IN THE AMOUNT OF \$1,997,294.74 FOR MULBERRY MEADOWS, PHASE ONE SUBDIVISION (BOND #PB10169600208).

Commissioner Ingalsbe said she knew of staff recommendation for these improvements. **A motion was made by Commissioner Ingalsbe seconded by Commissioner Jones to accept fiscal surety for the construction of street and drainage improvements in the amount of \$1,997,294.74 for Mulberry Meadows, phase one subdivision (Bond #PB10169600208). All present voted "Aye." MOTION PASSED.**

34568 AUTHORIZE THE COUNTY JUDGE TO EXECUTE A SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT FOR ROADWAY REPAIR BETWEEN HAYS COUNTY AND THE CITY OF UHLAND, RELATED TO ONGOING ROAD AND RIGHT OF WAY MAINTENANCE WITHIN THE CORPORATE LIMITS OF THE CITY OF UHLAND.

Commissioner Jones, Commissioner Ingalsbe, Mark Kennedy, General Counsel, Jerry Borcharding, Transportation Director spoke on this item. It has full staff recommendation. **A motion was made by Commissioner Jones seconded by Commissioner Ingalsbe to authorize the County Judge to execute a second amended and restated Interlocal agreement for roadway repair between Hays County and the City of Uhlund, related to ongoing road and right of way maintenance within the corporate limits of the City of Uhlund. All present voted "Aye." MOTION PASSED.**

34569 GRANT A VARIANCE FROM TABLE 10-1 OF THE HAYS COUNTY RULES FOR ON-SITE SEWAGE FACILITIES PLN-1383-PC; WILDWOOD HILLS, LOTS 9 AND 10, AMENDED PLAT.

Commissioner Smith spoke on this item. Caitlyn Strickland and Colby Machacek, Development Services, reviewed the details that have been worked out with the property owner. **A motion was made by Commissioner Smith seconded by Commissioner Jones to grant a variance from table 10-1 of the Hays County Rules for on-site sewage facilities PLN-1383-PC; Wildwood Hills, Lots 9 and 10, Amended Plat. All present voted "Aye." MOTION PASSED.**

HAYS COUNTY COMMISSIONERS' COURT MINUTES



NOVEMBER 19, 2019

34570 APPROVE FINAL PLAT FOR RIVER OAKS OF WIMBERLEY, UNIT 5, LOT 8A AND 9A SUBDIVISION.

Colby Machacek, Development Services, noted there are no variances for the property and gave full staff recommendation. **A motion was made by Commissioner Shell seconded by Commissioner Jones to approve Final Plat for River Oaks of Wimberley, Unit 5, Lot 8A and 9A subdivision. All present voted "Aye." MOTION PASSED.**

34571 GRANTING A VARIANCE FROM CHAPTER 705.12.02 OF THE HAYS COUNTY DEVELOPMENT REGULATIONS FOR THE WATERRIDGE SUBDIVISION.

Commissioner Smith, Commissioner Ingalsbe, and Caitlyn Strickland, Development Services, spoke on this item. **A motion was made by Commissioner Smith seconded by Commissioner Shell to granting a variance from chapter 705.12.02 of the Hays County development regulations for the Waterridge subdivision. All present voted "Aye." MOTION PASSED.**

34572 APPOINT THE MEMBERS OF THE HAYS COUNTY CITIZENS ELECTION ADVISORY COMMISSION (CEAC).

Commissioners named their nominees for the commission: Commissioner Ingalsbe's nominees: Roland Saucedo and Diane Hervol. Commissioner Jones' nominees: Debbie Russ and Patrick Chisholm. Commissioner Shell's nominees: Carol Gaultney and Jon Leonard. Commissioner Smith's nominees: David Edwards and Kent Willis. Judge Becerra's nominees: Linda Tenorio and Arthur Taylor. **A motion was made by Commissioner Smith seconded by Commissioner Jones to appoint the members of the Hays County Citizens Election Advisory Commission (CEAC). All present voted "Aye." MOTION PASSED.**

34573 SUBMIT A LETTER OF SUPPORT TO THE TEXAS A&M UNIVERSITY, PUBLIC POLICY RESEARCH INSTITUTE FOR THE COUNSEL AT FIRST APPEARANCE - RANDOMIZED CONTROLLED TRIAL

Commissioner Shell explained the proposed study uses an experimental design with random assignment to examine the effects of providing counsel at magistration. Hays County has been invited to submit an application to participate in the trial. The grant would pay the costs. Commissioner Ingalsbe is in support of the study. **A motion was made by Commissioner Shell seconded by Commissioner Ingalsbe to submit a letter of support to the Texas A&M University, Public Policy Research Institute for the Counsel at First Appearance - Randomized Controlled Trial. All present voted "Aye." MOTION PASSED.**

34574 AUTHORIZE THE DEVELOPMENT SERVICES DEPARTMENT TO SERVE AS THE INTERIM FLOODPLAIN ADMINISTRATOR FOR THE CITY OF WIMBERLEY FOR A PERIOD NOT TO EXCEED 6 MONTHS

Commissioner Shell spoke in favor of supporting City of Wimberley by providing an interim Floodplain Administrator while Wimberley is recruiting someone to fill the position. Mark Kennedy, General Counsel and Judge Becerra spoke on this item. **A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize the Development Services Department to serve as the Interim**

HAYS COUNTY COMMISSIONERS' COURT MINUTES



NOVEMBER 19, 2019

Floodplain Administrator for the City of Wimberley for a period not to exceed 6 months. All present voted "Aye." MOTION PASSED.

34575 AWARD RFQ 2020-Q01 RIGHT OF WAY ACQUISITION ATTORNEY SERVICES TO LJA ENGINEERING, INC. AND AUTHORIZE STAFF AND GENERAL COUNSEL TO NEGOTIATE A CONTRACT.

Commissioner Jones spoke on this item. Mark Kennedy, General Counsel, made note that the second level of due diligence was reached before deciding to select LJA. A motion was made by Commissioner Jones seconded by Commissioner Ingalsbe to award RFQ 2020-Q01 Right of Way Acquisition Attorney Services to LJA Engineering, Inc. and authorize staff and General Counsel to negotiate a contract. All present voted "Aye." MOTION PASSED.

34576 APPROVE A FINALIZED JOB DESCRIPTION FOR THE HAYS COUNTY OFFICE OF EMERGENCY SERVICES DIRECTOR; AND TO PROVIDE JOB POSTING INSTRUCTIONS.

Commissioner Shell announced the resignation of the Justin McInnis, Emergency Services Interim Director and thanked him for his service. Several court members expressed their gratitude and good wishes for his future role. Sherri Miller, Human Resources Director, Judge Becerra, Commissioner Ingalsbe, Commissioner Shell, Commissioner Jones, and Commissioner Smith all expressed their viewpoints on the proposed job description. At issue were a couple of the specific requirements, including the requirement that candidates be certified fire fighters, which had been added to the original job description. A motion was made by Commissioner Shell seconded by Commissioner Jones to approve the original job description for the Hays County Office of Emergency Services Director to be posted. All present voted "Aye." MOTION PASSED.

Commissioner Smith asked Judge Becerra several times if he had had someone specific in mind—i.e., Randy Moreno—for the position when he added the specific requirements. Judge Becerra denied he had reviewed anyone's resume or suggested changes to the job description based on a resume. Judge Becerra asked that any further discussion be postponed and posted on a future agenda. Mark Kennedy, General Counsel, Commissioner Jones, Commissioner Smith and Judge Becerra spoke on this item. A motion was made by Commissioner Smith seconded by Commissioner Shell to continue the discussion rather than postponing it. All present voted "Aye." MOTION PASSED.

48. EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.072 OF THE TEXAS GOVERNMENT CODE: CONSULTATION WITH COUNSEL AND DELIBERATION REGARDING THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY REGARDING PARKS AND OPEN SPACE WITHIN HAYS COUNTY. POSSIBLE ACTION MAY FOLLOW IN OPEN COURT.

No action taken.

34577 EXECUTIVE SESSION PURSUANT TO 551.071 OF THE TEXAS GOVERNMENT CODE: CONSULTATION WITH COUNSEL



NOVEMBER 19, 2019

REGARDING PENDING AND/OR CONTEMPLATED LITIGATION INVOLVING HAYS COUNTY. POSSIBLE ACTION MAY FOLLOW IN OPEN COURT.

A motion was made by Commissioner Ingalsbe seconded by Commissioner Shell to authorize the County Judge to execute an Exclusion Request form related to Hays County's membership in the Negotiation Class certified in the In Ray National Prescription Opiate Litigation. All present voted "Aye." MOTION PASSED.

A motion was made by Commissioner Smith seconded by Commissioner Shell to authorize General Counsel to execute an engagement letter between Hays County and Ross, Molina, Oliveros, related to legal services; and to provide an exemption from the requirements of TX Local Gov. Code 262.023 pursuant to 262.024 (a)(4) professional services. All present voted "Aye." MOTION PASSED.

34578 EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.072 OF THE TEXAS GOVERNMENT CODE: CONSULTATION WITH COUNSEL AND DELIBERATION REGARDING THE PURCHASE, EXCHANGE OR VALUE OF APPROXIMATELY 536 ACRES OF REAL PROPERTY LOCATED IN PRECINCT 3 OF HAYS COUNTY (AND PARTIALLY WITHIN COMAL COUNTY), PART OF THE FORMER EL RANCHO CIMA "SCOUT" PROPERTY. POSSIBLE ACTION MAY FOLLOW IN OPEN COURT, INCLUDING BUT NOT LIMITED TO AUTHORIZING THE EXECUTION OF AGREEMENT(S) BETWEEN HAYS COUNTY AND THE NATURE CONSERVANCY RELATED TO THE ACQUISITION OF FEE TITLE TO THE PROPERTY.

A motion was made by Commissioner Shell seconded by Commissioner Smith to authorize the County Judge to execute an Agreement for Acquisition and Disposition of Real Property and corresponding Purchase Agreement, both between the Nature Conservancy and Hays County, related to the acquisition of approximately 533 acres of real property in Hays and Comal counties, as presented in Executive Session. All present voted "Aye." MOTION PASSED.

34579 EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.074 OF THE TEXAS GOVERNMENT CODE: CONSULTATION WITH COUNSEL AND DELIBERATION REGARDING ALL INDIVIDUAL POSITIONS IN THE HAYS COUNTY OFFICE OF EMERGENCY SERVICES. POSSIBLE DISCUSSION AND/OR ACTION MAY FOLLOW IN OPEN COURT.

A motion was made by Commissioner Shell seconded by Commissioner Ingalsbe contingent on the Director of Hays County Office of Emergency Services not being filled by December 20, 2019, to then authorize the appointment of Scott Raven as Interim Director, providing a soft pay of approximately \$1,200 per month during the term of his interim service and prorating the first partial month of soft pay. All present voted "Aye." MOTION PASSED.



NOVEMBER 19, 2019

52. DISCUSSION AND POSSIBLE ACTION RELATED TO THE BURN BAN AND/OR DISASTER DECLARATION.

Scott Raven, Fire Marshall, sent a recommendation to the court to keep the burn ban lifted.

53. DISCUSSION RELATED TO THE HAYS COUNTY INMATE POPULATION, TO INCLUDE CURRENT POPULATION COUNTS AND COSTS.

Judge Becerra gave an update of the inmate population.

54. DISCUSSION OF ISSUES RELATED TO THE HAYS COUNTY JAIL, AND THE PLANNING OF PROJECTS PERTAINING TO THE PUBLIC SAFETY FACILITIES NEEDS WITHIN THE COUNTY. POSSIBLE ACTION MAY FOLLOW.

Clerk's Note Agenda Item #54 RE: *DISCUSSION OF ISSUES RELATED TO THE HAYS COUNTY JAIL, AND THE PLANNING OF PROJECTS PERTAINING TO THE PUBLIC SAFETY FACILITIES NEEDS WITHIN THE COUNTY. POSSIBLE ACTION MAY FOLLOW. – WAS PULLED.*

55. DISCUSSION OF ISSUES RELATED TO THE ROAD BOND PROJECTS, INCLUDING UPDATES FROM MIKE WEAVER, PRIME STRATEGIES, WADE BENTON, HNTB AND ALLEN CROZIER, HDR. POSSIBLE ACTION MAY FOLLOW.

Clerk's Note Agenda Item #55 RE: *DISCUSSION OF ISSUES RELATED TO THE ROAD BOND PROJECTS, INCLUDING UPDATES FROM MIKE WEAVER, PRIME STRATEGIES, WADE BENTON, HNTB AND ALLEN CROZIER, HDR. POSSIBLE ACTION MAY FOLLOW – WAS PULLED.*

56. DISCUSSION OF ISSUES RELATED TO ELECTRO PURIFICATION INCLUDING UPDATES ON THE FILED APPLICATION. POSSIBLE ACTION MAY FOLLOW.

Commissioner Shell, Mark Kennedy, General Counsel spoke about this item.

ADJOURNMENT

A motion was made by Commissioner Shell, seconded by Commissioner Jones to adjourn court at 11:45 a.m.

HAYS COUNTY COMMISSIONERS' COURT MINUTES



NOVEMBER 19, 2019

I, ELAINE H. CÁRDENAS, COUNTY CLERK and EXOFFICIO CLERK OF THE COMMISSIONERS' COURT, do hereby certify that the foregoing contains a true and accurate record of the proceedings had by the Hays County Commissioners' Court on November 19, 2019.



ELAINE H. CÁRDENAS, COUNTY CLERK AND EXOFFICIO
CLERK OF THE COMMISSIONERS' COURT OF
HAYS COUNTY, TEXAS



AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Ratify the submission of a grant application to the United Way for Greater Austin for Get Out the Count Efforts in the amount of \$3,000.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	N/A

LINE ITEM NUMBER

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AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
T.CRUMLEY	BECERRA	N/A

SUMMARY

United Way for Greater Austin seeks to award up to 30 one-time project grants to qualified community organizations and Complete Count Committees to conduct get-out-the-count (GOTC) efforts for the 2020 Census targeting hard-to-communities in Central Texas that include Hays County. The Complete Count Committee will head the GOTC Efforts in collaboration with community organizations represented on the CCC and Texas State University. The application was submitted electronically on November 11, 2019.

Grant Period: 1/1/2020-7/31/2020

Attachment:

Central Texas 2020 Census Get-Out-The Count Grant Application

Central Texas 2020 Census Get-Out-The-Count Grant Application

United Way for Greater Austin seeks to award up to 30 one-time project grants of \$5,000 to \$20,000 each to qualified grassroots community organizations or service providers and local Complete County Committees to conduct get-out-the-count efforts for the 2020 Census targeting hard-to-count communities in five Central Texas counties (Bastrop, Caldwell, Hays, Travis, and Williamson). With support from funding partners, United Way ATX will award a minimum of \$300,000 for this work.

Details on this grant opportunity can be found here:

<http://www.unitedwayaustin.org/census2020>

All RFP-related documents and templates can be found here: <https://drive.google.com/open?id=1spnP0-bs464pUCrm7aqvVgKHnBjmBsxm>

Organization Information

Organization/CCC Name *

Hays County

Address *

712 S. Stagecoach Trail, Suite 1071

City *

San Marcos

County *

Texas

Zip Code *

78666

Main Phone Number *

5123932205

Web Address

<https://hayscountytexas.com/>

Fiscal Agent

Grantees must be nonprofits or government entities to receive funding. If your organization is not a nonprofit or government entity, please identify your fiscal agent as the entity receiving this grant funding below. If you are a nonprofit or government entity, please list the legal name of your organization.

Fiduciary Entity *

Name of entity or fiscal agent receiving the grant funds.

Federal Tax ID Number *

Of the entity or fiscal agent receiving the grant funds.

Contact Information

CEO/Executive Director/President Name ***CEO/Executive Director/President Title *****CEO/Executive Director/President Email Address *****CEO/Executive Director/President Phone Number *****Application Contact Name**

If different from above

Application Contact Title**Application Contact Email Address****Application Contact Phone Number**

Proposal Basics

Application Category *

Category II: Complete Count Committees ▼

County(ies) Served *

Select all that apply

Hays ✕

✕ ▼

HTC Population(s) Targeted *

Select all that apply

Young children ✕ Highly mobile ✕ Racial/ethnic minorities ✕

Non-English speakers ✕ Low income ✕ Undocumented ✕ Distrust of government ✕ ✕ ▼

Non-traditional housing ✕

HTC Other

If selected "Other" in drop down above.

CCC Coordination *

Are you applying on behalf of a CCC in one of the five target communities? Or have you already been in contact with your local CCC about coordinating efforts?

Yes ▼

Amount Requested *

Amount requested cannot exceed \$20,000. Organizations with a capacity to scale will indicate this at the end of this application.

3000

Number Served *

Number of individuals you anticipate you will reach with this funding.

25000

Project Start Date *

01/01/2020

**Project End Date ***

03/31/2020



Proposal Narrative

1. HTC Community(ies) and Demonstrated Experience *

Provide an overview of the HTC population(s) you will serve and detail your history with and capacity to serve this population(s) in this community. Include the number of individuals you intend to reach with this work. For CCCs, if you intend to subgrant, include these details for intended partners. 500 word limit.

The target populations under this project are those with a low response rate to the previous

The target populations under this project are those with a low response rate to the previous Census. The areas are located mostly along and East of the I-35 corridor with a large concentration in San Marcos. These areas are largely made up of minority and low-income populations. The number of individuals the Complete Count Committee will strive to reach out to will be over 25,000 individuals that are within these areas.

2. Strategy and Activities *

Outline your approach to reaching your targeted HTC population(s) and the activities you will undertake. Include supporting information/rationale for your selected strategies and activities. Provide details on how you will ensure the work is done in a culturally relevant manner and takes into account target population(s) needs such as language, literacy level, transportation, child care needs, computer/mobile access, etc. 500 word limit.

The County's Complete Count Committee intends on working closely with local organizations that are deeply rooted within these communities. By collaborating and coordinating with local organizations it is the intent to build not only trust in the government but a relationship with these communities that are made up of minority groups and low-income residents. Along with local organizations, the CCC also looks to collaborating and working closely with Texas State University in hopes are also establishing trust, a relationship, and pushing the message that they too count in the census intake for Hays County. Outreach will be conducted by hosting town hall events to educate the public and tabling efforts at local events and fairs. By taking these meetings to public and community centers, churches, or any permissible location would ensure that the public would not have to travel long and far to be made aware of the census. Educational materials, provided by the census, will be printed and distributed in the language specific to the community, in this case, they would most likely be in English and Spanish.

3. Funding and Collaboration *

Outline secured and prospective funding sources for this work and detail all key collaborations necessary for success. Please note that grassroots organizations and service providers are asked if they have already been in contact with their local CCC about coordination. 300 word limit

As of this moment the County has set aside over \$50,000 dedicated toward census efforts as well as submitting an application to the Hogg Foundation for Mental Health in the amount of \$50,000 which has yet to be awarded at this time. The collaborative partners are Texas State University and several smaller grassroots organizations which are working in and with the County's CCC.

4. Budget Narrative *

Brief description of purpose of items included in project budget and percentage of your overall GOTC budget. 300 word limit

Outreach materials are needed in order to engage the community at various locations of Hays County. Outreach materials would allow the public to become educated in the census efforts and provide a visualization to portray the importance of completing the census. Supplies are simply going to be items such as paper and ink to print educational materials and keep resupplying outreach materials for every event. Other items that will be purchased are going to be consumables to incentivize events for the public in the sense of purchasing snacks and drinks for the public.

Capacity to Scale *

Do you have the capacity to reach more individuals in HTC communities with a larger grant?

No

Number at Scale

If yes, how many people could you reach with a grant of \$50,000?

Attachment Uploads

- Key Staff
- Key Partners (if applicable)
- Project Timeline
- Project Budget (use provided template: <https://drive.google.com/open?id=1i2CsX-mw6eG5Kloblk9C8XDvtSQZgj66>)
- IRS determination letter or tax-exempt status
- Current operating budget
- Most recent income statement and balance sheet
- Recent W9

File Attachments

 KEY STAFF.docx

 Project Timeline.xlsx

 Statement of Federal Exempt Status[2].pdf

 FY 2018 Comprehensive Annual Financial Report.pdf

 Hays County W9.pdf

Drag and drop files here or [browse files](#)

Assurances

By typing your name below, you assure your organization:

- Demonstrates prior community engagement/organizing experience with the HTC population(s) targeted in the proposal.
- Is led, staffed or guided by individuals, reflecting the race, ethnicity and culture of the communities being served.
- Showcases a history or demonstrated ability to reach and engage members from your communities.
- Accepts the terms of the United Way ATX Grant Agreement.
- Has operated as a registered nonprofit organization for one year prior to application submission and have an official letter of determination of 501c3 status from the Internal Revenue Service OR as a County Complete County Committee housed in a government entity.
- Has sufficient resources to undertake the proposed work within the grant term.
- Is not be delinquent on any state or federal debt.
- Shares United Way ATX's view of collaborative and inclusive service to the entire community, without excluding anyone on the basis of race, color, religion, gender, ethnicity, national origin, age, disability, sexual orientation, or any other factor not relevant to a person's eligibility for service or ability to contribute.
- Agrees to coordinate your efforts (as appropriate) with other Census outreach efforts in the region, including your local CCC, and participate in regular coordinating calls with United Way ATX.
- Agrees to update their information in the 2-1-1 data system on a regular basis, if appropriate.

Signature *

Ruben Becerra

☒ Send me a copy of my responses

Email address

judge.becerra@co.hays.tx.us

Submit

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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve the reappointments of Commissioner Debbie Gonzales Ingalsbe and Bobby Warren to the San Marcos Tax Increment Reinvestment Zone No. 5 (downtown) Board of Directors, term ending December 31, 2021.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	N/A

LINE ITEM NUMBER

N/A

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
	SHELL	N/A

SUMMARY

This reappointment is for a 2 year term, beginning January 1, 2020 and ending December 31, 2021.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve the reappointment of Commissioner Lon Shell to the San Marcos Tax Increment Reinvestment Zone No. 4 (Kissing Tree) Board of Directors, term ending December 31, 2021.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	N/A

LINE ITEM NUMBER

N/A

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
	INGALSBE	N/A

SUMMARY

This reappointment is for a 2 year term, beginning January 1, 2020 and ending December 31, 2021.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Accept the delivery of the internal examination reports for the District Attorney's 2017-2018 Drug Forfeiture Fund Account and the 2017-2018 Elections Office.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	N/A

LINE ITEM NUMBER

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AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Marisol Villarreal-Alonzo	BECERRA	N/A

SUMMARY

The Internal Examination Reports are attached.



OFFICE OF THE COUNTY AUDITOR

712 S. Stagecoach Trail, Suite 1071

San Marcos, Texas 78666

Marisol Villarreal-Alonzo, CPA, MPA

County Auditor

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Assistant County Auditor

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October 1, 2019

The Honorable Wes Mau
Criminal District Attorney
Hays Government Center, Suite 2057
712 S. Stagecoach Trail
San Marcos, Texas 78666

Dear Mr. Mau:

In accordance with subsection 115.0035 of the Texas Local Government Code and Article 59.06 of the Texas Code of Criminal Procedure, the Auditor's Office performed an internal examination of the records of the District Attorney's Forfeiture Fund and the attached annual Code of Criminal Procedure Chapter 59 Asset Forfeiture Report for the period of September 1, 2017 to August 31, 2018. The internal examination consisted of reviewing deposits, disbursements, and other supporting documentation.

Based on the internal examination, several internal control weaknesses were identified. Internal control weaknesses for the District Attorney's office consisted of multiple clerical errors, disbursement shortages and overages, and untimely disposition of forfeited funds. A list of findings and recommendations are noted below.

#1 Multiple errors were identified with Asset Forfeiture disbursements and agreed final judgments.

The District Attorney's office issues Asset Forfeiture disbursements to multiple agencies, per the signed Asset Forfeiture local agreement and signed Agreed Final judgments. Although the District Attorney's office had procedures in place for the disposition of the forfeiture proceeds, internal control weaknesses were identified as a result of disbursement of shortages and overages, court costs erroneously disbursed, and untimely disposition of forfeiture proceeds. The findings and recommendations are noted below

- Case #13-1666 was not disbursed in accordance with the initially signed judgment. The District Attorney's Office should have received \$1,070.80 as indicated per the signed judgment. After the review, the District Attorney's office submitted a memorandum on 10/15/2018 stating that the District Attorney's office is forfeiting any ownership of proceeds from the case.
- Thirteen (13) Asset Forfeiture cases were not disbursed in a timely manner after final judgment. The table below identifies the final signed judgment date and disbursement date. The total amount not disbursed in a timely manner by the District Attorney's Office to multiple agencies was \$18,940.78.

Case #	Amount	Judgment Date Signed	Disbursement Date
00-0541	\$558.78	05/04/2001	01/18/2019
01-0163	\$1,905.00	04/26/2001	01/18/2019
01-0544	\$150.00	06/01/2001	01/18/2019
01-0510	\$250.00	07/27/2001	01/18/2019
01-0830	\$502.00	07/23/2001	01/18/2019
01-0926	\$270.00	08/08/2001	01/18/2019
01-1006	\$100.00	08/22/2001	01/18/2019
01-1452	\$581.00	11/28/2001	01/18/2019
01-1455	\$8,520.00	01/02/2002	01/18/2019
02-0001	\$403.00	02/19/2002	01/18/2019
04-1553	\$2,602.00	01/29/2008	01/18/2019
06-0216	\$1,562.00	03/21/2006	01/18/2019
08-8952	\$1,537.00	01/27/2009	01/18/2019

- The District Attorney's Asset Forfeiture Trust Account ledger contained errors resulting in eight (8) disbursement shortages totaling \$41.83 and eight (8) disbursement overages totaling \$2,061.25. The disbursement errors were made to multiple agencies from the Asset Forfeiture Trust account.
- Court Costs for thirty-one (31) Asset Forfeiture cases were disbursed in error by the District Attorney's office for court costs that should have been paid by the respondent. Per each cases' final judgment, court costs were the responsibility of the respondent. Furthermore, a memo had already been sent to the District Clerk's Office by a prior District Attorney stating that the court costs were the responsibility of the respondent and both offices were in agreement. Sending the court costs funds to the District Clerk caused a shortage of \$8,282.00 in the Asset Forfeiture Trust account.

Recommendation

The Auditor's office recommends that the District Attorney's office increase supervisory review of all judgments and disbursements prior to issuing disbursements from the trust fund account to help ensure accuracy. Review of judgments will assist with identifying

appropriate agencies and parties to be paid and help ensure that forfeiture funds are distributed in accordance with the Texas Code of Criminal Procedure and Inter-local Agreements. In addition, a review of all disbursements will assist with reducing inaccuracies prior to disbursing funds. Disbursing funds timely helps ensure that all agencies assisting in asset forfeiture cases receive funds timely.

Furthermore, we recommend an examination and reconciliation of all disposed cases in the court system to help ensure that funds have been disbursed appropriately and timely. Accurate disposition of forfeiture proceeds for disposed cases will help ensure that the distributions are made in accordance with the applicable statutes and agreements.

Management Response

Hays County District Attorney Mr. Wes Mau:

"The District Attorney have procedures in place to avoid issues described above. The asset forfeiture cases are assigned to a Paralegal that currently reviews the Affidavit of Seizure, Notice of Seizure and all Judgments. There is also a second review done by the Office Manager and the final review by a Prosecutor. The disbursements are now done every other month and are signed by the Office Manager and Paralegal after the Prosecutor has reviewed the disbursement report."

#2 The District Attorney's Office erroneously disbursed \$2,250.00 in auction proceeds.

Auction proceeds in the amount of \$2,250.00 were originally deposited into the District Attorney's Drug Forfeiture account for the auction of a 1998 Freightliner Truck in March of 2013. However, the March 2013 forfeiture disbursement spreadsheet included the \$2,250.00 auction proceeds and the amount was included in the District Attorney's disbursement check. The District Attorney's original deposit and disbursement check resulted in the District Attorney's office receiving a double payment of the auction proceeds, resulting in an erroneous payment of \$2,250.00.

Recommendation

The Auditor's office recommends that the District Attorney's office correct the erroneous payment by issuing a check request from the Drug Forfeiture Fund account in the amount of \$2,250.00 to the applicable entity. Review and balance of auction proceeds and corresponding disbursement spreadsheets should be performed to ensure all proceed disbursements are accurate. In addition, increased supervisory review of disbursements will assist in identifying errors prior to disbursement of funds.

Management Response

Hays County District Attorney Mr. Wes Mau:

"Every disbursement is reviewed by a Prosecutor, Paralegal and the Office Manager."

We appreciate the cooperation and assistance provided to my office during the internal examination.

Sincerely,

A handwritten signature in blue ink that reads "Marisol Villarreal-Alonzo". The signature is fluid and cursive, with the last name "Alonzo" being particularly prominent.

Marisol Villarreal-Alonzo, CPA
Hays County Auditor

mva/ca/sah

Agency Information

Agency Information

Agency Name: [Hays County](#)
[Criminal District](#)
[Attorney](#)

City: San Marcos

State: TX

Phone Number: (512) 393-7600

Agency Mailing Street:

712 South Stagecoach Trail Ste. 1071

ZIP: 78666

County: Hays

Agency Fiscal Beginning
Month: September

Agency Fiscal Ending Month: August

I. Seized Funds

Do not include federal seizures and/or forfeitures on this form. This form is only for those seizures and/or forfeitures made pursuant to Chapter 59 of the Texas Code of Criminal Procedure.

Seized Funds Pursuant to Chapter 59

Funds that have been seized but have not yet been awarded/forfeited to your agency by the judicial system.

A) Beginning Seized Funds
Balance: \$143,220.00

B) Seizures During Reporting Period:

1) Amount seized by
employees of your agency: \$0.00

2) Amount seized by other
agencies: \$263,239.00

C) Total Amount of Forfeiture
Petitions Filed for All Agencies
You Represent: \$261,956.00

D) Total Amount of Forfeitures
Pending for All Agencies You
Represent: \$180,934.00

E) Interest Earned on Seized
Funds During Reporting
Period: \$0.00

F) Amount Returned to
Defendants/Respondents: \$7,452.00

G) Amount Transferred to
Forfeiture Account: \$194,285.00

H) Other Reconciliation Items
(Must provide detail in box
below): \$9,152.00

Description:

Prior year disbursement receivable

I) Seized Funds Ending
Balance - This field will be
auto-calculated when you
SAVE or switch sections: \$213,874.00

Ending Balance-Mailed Form:

II. Forfeited Funds

Forfeited Funds and Other Court Awards Pursuant to Chapter 59

Funds awarded to your agency by the judicial system and which are available to spend.

A) Beginning Forfeited Funds
Balance: \$65,686.00

B) Amount Forfeited For All Agencies You Represent and Covered by Local Agreement

Enter the total amount forfeited by all forfeiture judgments in your jurisdiction for the reporting year.

Do not include judgments that are not yet final due to appeal or motions for new trial.

Include interest that was forfeited as part of the judgment.

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1) Amount Forfeited and
Transferred to all Agencies \$111,075.00

2) Amount Forfeited and
Received by Your Agency: \$66,236.00

3) Total Amount Forfeited and
Transferred to all Agencies
Covered by Local Agreement - \$177,311.00
This field will be
auto-calculated when you hit
save or switch sections:

C) Interest Earned on Forfeited
Funds During Reporting \$1,031.00
Period:

D) Amount Awarded For All Agencies You Represent Pursuant to 59.022

Enter the total amount awarded by the court for costs, forfeitures and money judgments pursuant to Article 59.022

1) Amount Awarded and
Transferred to All Agencies \$0.00
Pursuant to 59.022:

2) Amount Awarded and
Received by your agency \$0.00
pursuant to 59.022:

3) Total Amount Awarded For
All Agencies You Represent
Pursuant to 59.022 - This field \$0.00
will be auto-calculated when
you hit Save or switch
sections:

E) Amount Awarded For All Agencies You Represent Pursuant to 59.023

Enter the total amount awarded by the court on lawsuits for proceeds filed pursuant to Article 59.023

1) Amount Awarded and
Transferred to All Agencies \$0.00
Pursuant to 59.023:

2) Amount Awarded and
Received By Your Agency \$0.00
Pursuant to 59.023:

3) Total Amount Awarded For
All Agencies You Represent
Pursuant to 59.023 - This field \$0.00
will be auto-calculated when
you hit Save or switch
sections:

Agency From Sale of Forfeited Property: \$11.00

G) Amount Returned to Crime Victims: \$0.00

H) Other Reconciliation Items
(Must provide detail in box below): \$1,032.00

Description:

Prior year reimbursement

I) Total Expenditures of Forfeited Funds During Reporting Period - This field will be auto-calculated based on your answers in the Expenditures section: \$60,665.00

J) Forfeited Funds Ending Balance (balance will be automatically calculated after expenditures are entered): \$73,331.00

Total Expenditures from Mailed Form:

Ending Balance from Mailed Form:

III. Other Property

Other Property

List the number of cases filed, pending, or disposed for each category. List as "pending" only cases where a petition was filed. List as "seized" only those seizures where a seizure is made by a peace officer employed by your agency. If property is sold, list under "Proceeds Received by Your Agency From Sale of Forfeited Property" in Section II (F) in the reporting year in which the proceeds are received. Please note - this should be a number not a currency amount. Example 4 cars seized, 3 cars forfeited and 0 cars put into use.

A) Motor Vehicles (Include cars, motorcycles, tractor trailers, etc.)

Please note - this should be a number, not a currency amount. For example, 4 pending, 3 seized, 12 new petitions, etc

1) Pending for all agencies at -

- 2) Seized by your agency during reporting period: 0
- 3) New petitions filed for all agencies during reporting period: 11
- 4) Forfeited to your agency during reporting period: 0
- 5) Put into service by your agency during reporting period: 0
- 6) Pending for all agencies at end of reporting period: 7

B) Real Property (Count each parcel seized as one item)

Please note - this should be a number, not a currency amount. For example, 4 pending, 3 seized, 12 new petitions, etc

- 1) Pending for all agencies at beginning of reporting period: 0
- 2) Seized by your agency during reporting period: 0
- 3) New petitions filed for all agencies during reporting period: 0
- 4) Forfeited to your agency during reporting period: 0
- 5) Put into service by your agency during reporting period: 0
- 6) Pending for all agencies at end of reporting period: 0

C) Computers (Include computer and attached system components, such as printers and monitors, as one item)

Please note - this should be a number, not a currency amount. For example, 4 pending, 3 seized, 12 new petitions, etc

- 1) Pending for all agencies at beginning of reporting period: 1
- 2) Seized by your agency during reporting period: 0
- 3) New petitions filed for all agencies during reporting period: 1
- 4) Forfeited to your agency during reporting period: 0
- 5) Put into service by your agency during reporting period: 0
- 6) Pending for all agencies at end of reporting period: 1

D) Firearms (Include only firearms seized for forfeiture under Chapter 59. Do not include weapons disposed under Chapter 18)

Please note - this should be a number, not a currency amount. For example, 4 pending, 3 seized, 12 new petitions, etc

- 1) Pending for all agencies at beginning of reporting period: 2
- 2) Seized by your agency during reporting period: 0
- 3) New petitions filed for all agencies during reporting period: 2
- 4) Forfeited to your agency during reporting period: 0
- 5) Put into service by your agency during reporting period: 0
- 6) Pending for all agencies at end of reporting period: 2

E) Other Property

To add a reporting box for each additional item to be itemized, click the "New Other Property DA" button. Please note - this should be a number not a currency amount. For example, 4 pending, 3 seized, 12 new petitions, etc. For each line added, you need to hit the SAVE icon in the Action column.

Description	Pending For All Agencies (Beginning)	Seized By Your Agency	New Petitions Filed For All Agencies	Forfeited To Agency	Put Into Use by Agency	Pending For All Agencies (End)
Television - pending case number 18-0710 see property agreement for other 2	3	0	1	1	1	1
PS4 Console	1	0	1	0	0	1
HP Laptop	1	0	1	0	0	1

IV. Forfeited Property Received

Forfeited Property Received From Another Agency

Enter the total number of items transferred to your agency where the forfeiture judgment awarded ownership of the property to another agency prior to the transfer.

A) Motor Vehicles: 0

B) Real Property: 0

C) Computers: 0

D) Firearms: 0

E) Other: 0

V. Forfeited Property Transferred/Loaned

Forfeited Property Transferred or Loaned From Another Agency

Enter the total number of items transferred or loaned from your agency where the forfeiture judgment awarded ownership of the property to your agency prior to the transfer.

A) Motor Vehicles: 0

B) Real Property: 0

D) Firearms: 0

C) Computers: 0

E) Other: 0

VI. Expenditures: A - D

Expenditures

This category is for Chapter 59 expenditures SOLELY for the official purposes of the office of the attorney representing the state - not for expenditures made pursuant to your general budget. List the total amount expended for each of the categories. If proceeds are expended for a category not listed, state the amount and nature of the expenditure under the Other category.

A) Salaries

1) Increase of Salary, Expense
or Allowance for Employees \$0.00
(Salary Supplements):

2) Salary Budgeted Solely \$48,683.00
From Forfeited Funds:

3) Number of Employees Paid
Using Forfeiture Funds: 4

4) TOTAL SALARIES PAID
OUT OF CHAPTER 59
FUNDS - This field will be auto-calculated once you hit save or switch sections: \$48,683.00

Total Salaries from Mailed
Form:

B) Overtime

1) For Employees Budgeted by
Governing Body: \$0.00

2) For Employees Budgeted
Solely out of Forfeiture Funds: \$0.00

3) Number of Employees Paid
Using Forfeiture Funds: 0

4) TOTAL OVERTIME PAID
OUT OF CHAPTER 59
FUNDS - This field will be auto-calculated once you hit save or switch sections: \$0.00

Total Overtime from Mailed
Form:

C) Equipment

1) Vehicles: \$0.00

2) Computers: \$7,049.00

3) Firearms, Protective Body
Armor, Personal Equipment: \$0.00

4) Furniture: \$0.00

5) Software: \$697.00

6) Maintenance Costs: \$0.00

7) Uniforms: \$0.00

8) K9 Related Costs: \$0.00

9) Visual Aid Equipment for
Litigation: \$0.00

10) Other (Must provide detail
in box below): \$0.00

Description:

11) TOTAL EQUIPMENT
PURCHASED WITH
CHAPTER 59 FUNDS - This

field will be auto-calculated
once you hit save or switch
sections: \$7,746.00

Total Equipment from Mailed
Form:

D) Supplies

1) Office Supplies: \$89.00

2) Mobile Phone and Data
Account Fees: \$0.00

3) Internet: \$0.00

4) Other (Must provide detail in
box below): \$0.00

Description:

5) TOTAL SUPPLIES
PURCHASED WITH
CHAPTER 59 FUNDS - This
field will be auto-calculated
once you hit save or switch
sections: \$89.00

Total Supplies from Mailed
Form:

VI. Expenditures: E

E) Travel

1) In State Travel

a) Transportation: \$0.00

b) Meals & Lodging: \$541.00

c) Mileage: \$16.00

d) Incidental Expenses: \$0.00

e) Total In State Travel - This
field will be auto-calculated
once you hit save or switch
sections: \$557.00

Total In State Travel from
Mailed Form:

2) Out of State Travel

- a) Transportation: \$0.00
- b) Meals & Lodging: \$0.00
- c) Mileage: \$0.00
- d) Incidental Expenses: \$0.00

- e) Total Out of State Travel: \$0.00

Total In State Travel from
Mailed Form:

3) Total Travel Paid Out of Chapter 59 Funds

Total Travel Paid Out of
Chapter 59 Funds - This field
will be auto-calculated once
you hit save or switch sections: \$557.00

Total Travel from Mailed Form:

VI. Expenditures: F - G

F) Training

- 1) Fees (Conferences,
Seminars): \$1,850.00
- 2) Materials (Books, CDs,
Videos, etc.): \$157.00
- 3) Other (Must provide detail in
box below): \$0.00

Description:

4) TOTAL TRAINING PAID
OUT OF CHAPTER 59
FUNDS - This field will be
auto-calculated once you hit
save or switch sections: \$2,007.00

Total Training from Mailed
Form:

G) Investigative Costs

- 1) Informant Costs: \$0.00
- 2) Buy Money: \$0.00
- 3) Lab Expenses: \$0.00
- 4) Other (Must provide detail in
box below): \$0.00

Description:

5) TOTAL INVESTIGATIVE
COSTS PAID OUT OF
CHAPTER 59 FUNDS - This
field will be auto-calculated
once you hit save or switch
sections: \$0.00

Total Investigative Costs from
Mailed Form:

VI. Expenditures: H - N

H) Prevention / Treatment Programs / Financial Assistance / Donation

- 1) Total Prevention/Treatment
Programs (pursuant to 59.06
(d-3(6), (h), (j)): \$0.00
- 2) Total Financial Assistance
(pursuant to Articles 59.06 (n)
and (o)): \$0.00
- 3) Total Donations (pursuant to
Articles 59.06 (d-2)): \$0.00

4) TOTAL
PREVENTION/TREATMENT
PROGRAMS/FINANCIAL
ASSISTANCE/DONATIONS
(pursuant to Articles 59.06
(d-3(6)), (h), (j), (n), (o), (d-2)) - \$0.00

This field will be
auto-calculated once you hit
save or switch sections:

Total
PREVENTION/TREATMENT
PROGRAMS/FINANCIAL
ASSISTANCE/DONATIONS
from Mailed Form:

I) Facility Costs

- 1) Building Purchase: \$0.00
- 2) Lease Payments: \$0.00
- 3) Remodeling: \$0.00
- 4) Maintenance Costs: \$0.00
- 5) Utilities: \$0.00
- 6) Other (Must provide detail in
box below): \$0.00

Description:

7) TOTAL FACILITY COSTS
PAID OUT OF CHAPTER 59
FUNDS - This field will be \$0.00
auto-calculated once you hit
save or switch sections:

Total Investigative Costs from
Mailed Form:

J) Miscellaneous Fees

- 1) Court Costs:
- 2) Filing Fees: \$0.00
- 3) Insurance: \$0.00
- 4) Witness Fees (including
travel and security): \$1,583.00
- 5) Audit Costs and Fees
(including audit preparation
and professional fees): \$0.00
- 6) State Bar Dues and Legal
Association Dues: \$0.00
- 7) Legal Library Supplies and
Access Fees: \$0.00
- 8) Other (Must provide detail in
box below): \$0.00

Description of Other Miscellaneous Fees:

9) TOTAL MISCELLANEOUS
FEES PAID OUT OF
CHAPTER 59 FUNDS - This
field will be auto-calculated
once you hit save or switch
sections: \$1,583.00

Total Miscellaneous Costs
from Mailed Form:

K) Paid to State Treasury / General Fund / Health & Human Services Commission/ Office of the Attorney General

1) Total paid to State Treasury
due to lack of local agreement
pursuant to 59.06 (a): \$0.00

2) Total paid to State Treasury
due to participating in task
force not established in
accordance with 59.06 (q)(1): \$0.00

3) Total paid to General Fund
pursuant to 59.06 (c-3) (C)
(Texas Department of Public
Safety only): \$0.00

4) Total forfeiture funds
transferred to the Health and
Human Services Commission
pursuant to 59.06 (p): \$0.00

5) Total paid to the Office of the
Attorney General pursuant to
59.06(k): \$0.00

6) TOTAL PAID TO STATE
TREASURY/ GENERAL
FUND/ HEALTH & HUMAN
SERVICES COMMISSION/
OFFICE OF THE ATTORNEY
GENERAL OUT OF
CHAPTER 59 FUNDS - This
field will be auto-calculated
once you hit save or switch
sections: \$0.00

Total Paid to State
Treasury/General fund/ Health
& Human Services
Commission from Mailed
Form:

L) Total Paid to Cooperating Agency(ies) Pursuant to Local Agreement

COOPERATING \$0.00
AGENCY(IES) PURSUANT
TO LOCAL AGREEMENT:

M) Total Other Expenses Paid Out of Chapter 59 Funds Which Are Not Accounted For In Previous Categories

TOTAL OTHER EXPENSES
PAID OUT OF CHAPTER 59
FUNDS WHICH ARE NOT
ACCOUNTED FOR IN \$0.00
PREVIOUS CATEGORIES
(Must provide detail in box
below):

Description:

N) Total Expenditures

TOTAL EXPENDITURES -
This field will be \$60,665.00
auto-calculated once you hit
save or switch sections:

Total Expenditures from Mailed
Form:

Financial Professional Certification

After signing and pressing "Save", using your email address and password account access, and pursuant to the terms of service, you certify that you swear or affirm that the Commissioners Court, City Council or Head of Agency (if no governing body) has requested that you conduct the audit required by Article 59.06 of the Code of Criminal Procedure and that upon diligent inspection of all relevant documents and supporting materials, you believe that the information contained in this report is true and correct to the best of your Knowledge.

Financial Professional
Acknowledge Terms: Yes

Typed Name of
Auditor/Treasurer/Accounting
Professional/Preparer:: Marisol
Villarreal-Alonzo

Title: Hays County
Auditor

Additional Signature Instructions

Head of Agency Certification

After signing and pressing "Submit" using your email address and password account access, and pursuant to the terms of service you swear or affirm, under penalty of perjury, that you have accounted for the seizure, forfeiture, receipt, and specific expenditure of all proceeds and property subject to Chapter 59 of the Code of Criminal Procedure, and that upon diligent inspection of all relevant documents and supporting materials, this asset forfeiture report is true and correct and contains all information required by Article 59.06 of the Code of Criminal Procedure. You further swear or affirm that, to the best of your knowledge, all expenditures reported herein were lawful and proper, and made in accordance with Texas law.

Do you acknowledge the
above terms: : Yes

Year: 2018

NAME: Wesley Mau

Hays County
TITLE: Criminal District
Attorney

DATE: 10/31/2018

Comments:



OFFICE OF THE COUNTY AUDITOR

712 South Stagecoach Trail, Ste.1071

San Marcos, Texas 78666

Marisol Villarreal-Alonzo, CPA

County Auditor

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Vickie Dorsett

Assistant County Auditor

Vickie.dorsett@co.hays.tx.us

October 29, 2019

Election Administrator Jennifer Anderson

712 South Stagecoach Trail, Suite 1045

San Marcos, TX 78666

Dear Election Administrator Jennifer Anderson,

In accordance with subsection 115.002 of the Texas Local Government Code, the Auditor's Office performed an internal examination of the Hays County Election Administrator's financial records for the period of January 1, 2017 to May 31, 2018. The internal examination consisted of reviewing receipts, deposits, disbursements, payroll, fixed assets, and other supporting documentation.

Based on the internal examination our review disclosed several internal control weaknesses and opportunities for improvement in the Election's Office. My office reviewed the new Election Administrator's processes to identify internal control weaknesses and assist the new administration with corrective action plans. Noted below are areas of opportunity for improvement along with a recommendation in accordance with statutory requirements under subsection 112.001 of the Texas Local Government Code.

INTERNAL CONTROLS

#1 Insufficient Segregation of Duties

The Election's office does not maintain sufficient segregation of duties for personnel. Various employees shared money receipting responsibilities. In addition, a daily deposit summary was not created for revenue reconciliation purposes nor reviewed by a supervisor. Monies received were issued a receipt and directly taken to the Treasurer's office. In addition, individuals who opened the mail also processed and issued receipts for mail payments. Reconciliation of monies received was only conducted on a monthly basis.

Recommendation

The Elections office should review their current employee responsibilities and identify roles and areas of responsibilities that could be adjusted to ensure there is an adequate segregation of duties. The duties performed by the individuals should be separated as practical as possible to help minimize errors and irregularities. The Election's Office should also implement a cash handling process that allows for daily reconciliation of monies received. Supervisory review of monies collected should be performed daily to help ensure proper collection, reporting, and safeguarding of revenues.

Election Administrator's Response:

We have a small staff that is additionally reduced when employees take time off in the odd years to use comp time and vacation time accrued during our busier even numbered years. It's not always possible to segregate duties. Our office on average takes in \$10 per day related to voter registration lists. In addition, my office does not have a change fund. However, I did implement a cash handling process for my office and set up a system providing for supervisory review of any monies collected on a daily basis.

Aside from funds related to voter registration lists, I generally receipt all checks for election services. I am the only one that handles checks that cover election services. In my absence, Virginia is the person designated to receipt money.

#2 A written cash handling procedure manual was not available for review.

During the review, the Internal Auditor requested a written cash handling procedures manual for the office. A written cash handling procedures manual was not provided; however, job descriptions were provided that included the roles and responsibilities of the office staff and Election Administrator.

Recommendation

The Election's Office should ensure that all functions have written cash handling procedure manuals. Written procedures will assist in training new employees and will also help ensure current employees are aware of position expectations. A written cash handling procedures manual will communicate standard procedures that are consistent and impartial.

Election Administrator's Response:

I have implemented a cash handling procedure manual that all office staff is currently following. A copy of this policy was provided to the Auditor's Office.

RECEIPTS/INVOICES**#1 Manual and Voided receipts were missing required information.**

Four (4) manual receipts did not contain all the required information (payment method, payee name, and description/reason for receipt). One (1) voided receipt did not contain the explanation or authorization for the void. The Auditor's Office was unable to determine the reason for the void and if the void was properly authorized. One (1) manual receipt was missing from the manual receipt book. The Elections Office was unable to locate or account for the manual receipt with the deposit documentation.

Recommendation

The Election's Office should establish and maintain procedures for the handling of manual receipts and authorization of voided receipts. All receipts should be well documented and include required information such as payment method, payee name, and description/reason for receipt. Receipts should be adequately

reviewed to help support the validity of the transaction. Failure to include the correct information and authorizations on payment transactions increases the risk factor for lost or misappropriation of funds.

Election Administrator's Response:

Currently, the receipt book is kept in my office in a locked area. I generally receipt all monies collected. I am the only one that handles checks that cover election services. In my absence, the Chief Voter Registrar is the person designated to receipt money. I have instructed my staff to ensure all the required information is included on each manual receipt and have implemented a daily review process that ensures information showing proper receipt.

#2 Inadequate safeguarding of receipt book

The Election's Office manual receipt book was located on a shelf behind the office's locked door. The manual receipt book was easily accessible to all employees and was not in a secure locked location at the time of the review.

Recommendation

All manual receipt books should be locked in a secure location when not in use. Internal control weaknesses related to unsecure receipt books include misuse or manipulation of transaction information in order to conceal errors, and could result in inaccurate revenue reporting.

Election Administrator's Response:

Currently, the receipt book is kept in my office in a locked area. I generally receipt all monies collected. I am the only one that handles checks that cover election services. In my absence, the Chief Voter Registrar is the person designated to receipt money. I have instructed my staff to ensure all the required information is included on each manual receipt and have implemented a daily review process that ensures information showing proper receipt.

#3 Agency Election Invoices were improperly billed.

The Auditor's Office reviewed twenty-four (24) election invoices related to four (4) elections that were billed to agencies sharing in the cost of the elections. Four (4) of the twenty-four agency election invoices were calculated incorrectly and the invoices did not agree to the approved fee schedule. Twelve (12) of the twenty-four election invoices were calculated incorrectly as a result of the mis-calculation of election worker's timesheets. In addition, the cost sharing calculation for the Local Political Subdivisions (LPSs) were not allocated properly per the Joint Election Agreement. The Elections Administrator billed at a smaller percentage rate for the smaller voting LPSs, such as MUDs, and then allocated the remaining percent equally. This allocation method was not included in the Joint Election Agreement and Election Contracts.

Recommendation

The Auditor's Office recommends that all agency election invoices be billed in accordance with the approved fee schedule. Each invoice needs to include a completely unique sequential invoice number, and the billing information and calculations should be reviewed for accuracy prior to sending the invoices to the participating agencies. All election worker's timesheets should be reviewed for accuracy so that each invoice includes accurate information and charges that are supported by proper documentation. The Auditor's Office recommends that Joint Election Agreements specify a consistent manner of allocation of election costs, and Election Contract fees should be approved by the Commissioners Court.

Election Administrator's Response:

Poll workers are now using the Novatime timekeeping system to log their time in and out, which is a more accurate and efficient recording of their time. Previously, poll workers logged their time by hand, and many errors were a result of inaccuracies carried across to the total in early voting, when it came to rounding up, or down. Therefore, I believe the changes made during this audit process and prior to receiving this audit examination report have satisfied the recommendations provided in this section of the audit examination report. In addition, the invoices currently do include a unique sequential invoice number. Currently, the Elections Office is using a formula-based fee allocation, in order to ensure equity in the cost share of elections based on voter registration within a specific jurisdiction. This corrective action complies with the recommendation to have the Joint Election Agreements provide a consistent manner of allocation of election costs. This formula was approved by the Commissioners Court.

#4 Contracts for Election Services were not updated to include the current approved election fees.

There were four (4) Contracts for Election Services where the current approved fees were not updated in the executed contract. The contract was still referencing the old equipment rental fee. Also, the contracts did not list nor mention the other fees that were also assessed for billing purposes.

Recommendation

Contracts for Election Services should include a copy of the approved fee schedule or list them within the document so that all the fees are noted and are reflected in the contracts for proper billing. Contracts for Election Services should include sufficient details and information that will help ensure that the Local Political Subdivisions are billed correctly.

Election Administrator's Response:

The first thing I did in this position was establish a fee schedule that the Commissioners Court approved. We also rewrote the Contract for Election Services and Joint Election Agreement in collaboration with the Office of General Counsel. Therefore, this corrective action satisfies the recommendations provided in this section of the audit examination.

PAYROLL**#1 Payroll for Election workers were improperly calculated and paid.**

The Elections office prepared and submitted payroll request spreadsheets and election worker timesheets to the Treasurer's Office. The Auditor's office reviewed all four (4) payroll reports prepared during the period under review. All four (4) payroll reports included errors resulting in overpayments and underpayments to election workers. Inaccuracies included timesheet hour miscalculations, time/pay per timesheets not agreeing to the payroll report, election judges being paid above the Texas Election code amount for judge's fees, and election workers being paid for training and mileage without the proper documentation. Our review of the payroll reports found the dollar amount underpaid by Hays County to election employees was \$1,231.53, and the dollar amount overpaid by Hays County to election employees was \$1,583.10.

Election Payroll Report	Amount Underpaid to Election Workers	Amount Overpaid to Election Workers
May 6, 2017 Election	\$217.50	\$87.00

November 7, 2017	\$332.50	\$512.00
November 7, 2017 (Judge's Fee)	-	\$200.00
March 6, 2018	\$629.83	\$592.00
May 5, 2018	\$51.70	\$32.10
May 5, 2018 (Judge's Fee)	-	\$160.00
Total	\$1,231.53	\$1,583.10

Recommendation

The Auditor's Office recommends that all election worker timesheets be reviewed for accuracy by the Election's Office and the Treasurer's Office prior to payroll being paid. Each employee should have a timesheet, mileage report, and/or signed training report if they are being paid for these items. The supporting documentation should be provided with each payroll report submitted. Pay rates should be in accordance with an approved fee schedule and Texas Election Code (Sec. 32.092 Compensation for Delivering Election Records and Supplies).

Election Administrator's Response:

Poll workers are now using the Novatime timekeeping system to log their time in and out, which is a more accurate and efficient recording of their time. Previously, poll workers logged their time by hand, and many errors were a result of inaccuracies carried across to the total in early voting, when it came to rounding up, or down. Therefore, this corrective action complies with the recommendations provided in this section of the audit examination.

MONTHLY FINANCIAL REPORTS

#1 One monthly report was not submitted to the Auditor's Office in a timely manner.

One (1) monthly report (June 2017) was not received in the Auditor's Office in a timely manner. The report was received in the Auditor's Office in August 2017.

Recommendation:

All monthly financial reports should be submitted to the Auditor's Office by the end of the following month as required by Local Government Code, Chapter 114.002.

"county auditor's authority to determine time and manner of reports made to auditor. The county auditor shall determine:

(1) the time and manner for making reports to the auditor; and

(2) the manner for making an annual report of:

(A) office fees collected and disbursed; and

(B) the amount of office fees refunded to the county in excess of those that the officer is permitted by law to keep."

Election Administrator's Response:

Financial reports are being submitted timely and are up to date.

#2 One monthly report was submitted with inaccurate information.

One (1) monthly report (June 2017) was missing a manual receipt number. Upon further review the manual receipt number had been voided. Although manual receipts numbers are voided, they should still be included in the monthly report to ensure that all receipts are accounted for.

Recommendation:

All monthly financial reports should be submitted to the Auditor's Office with accurate information included on the report. Accurate reporting of financial receipts helps ensure proper record keeping and audit trail. Failure to maintain and submit accurate reporting increases the risk for lost or misappropriation of funds.

Election Administrator's Response:

Financial reports are being submitted timely and are up to date.

TEXAS ELECTION CODE CHAPTER 19 FUND & CONTRACT FEE FUND DISBURSEMENTS

#1 The Chapter 19 bank account ledger was not maintained or reconciled.

The Chapter 19 bank account ledger was not maintained or reconciled for the months in the internal examination period, Jan. 1, 2017 to May 31, 2018. In addition, the Chapter 19 bank account ledger was not reconciled monthly to the related bank account. The Auditor's Office recreated a ledger from the bank statements in order to review the accuracy of the account. All deposits and expenses appeared to be accounted for.

Recommendation:

The Election Administrator should maintain a ledger to ensure the tracking of the Chapter 19 Funds. The Chapter 19 account should be reconciled each month to the bank account to ensure accuracy of transactions. Maintaining a ledger and reconciling the account can decrease the risk factors of lost or misappropriated funds and inaccurate reporting.

Election Administrator's Response:

This account is a reimbursement account specifically set up to collect reimbursement funds from the Office of Secretary of State to the Election Office. Upon taking office, I worked with the Auditor's Office to ensure that funds lingering in that account were properly transferred out of the account and placed in their respective line items. I have complied with all processes that the Auditor recommended regarding this account and will continue that process moving forward.

We appreciate the cooperation and assistance provided to the Auditor's Office during the examination.

Sincerely,



Marisol Villareal-Alonzo, CPA
Hays County Auditor

mva/sh

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Authorize the County Judge to execute the Authorized & Licensed Training Provider Agreement with the American Red Cross to allow a qualified Transportation Department employee, as well as other departments who may have qualified instructors, to conduct First Aid & Adult CPR/AED training and certification.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	

LINE ITEM NUMBER

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AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
S. Miller/J. Borcharding	BECERRA	N/A

SUMMARY

The Authorized & Licensed Training Provider Agreement is administered by the American Red Cross to allow for someone within an organization, who is a qualified instructor, to provide First Aid & Adult CPR/AED training & certification for its employees.

The Transportation Department currently has a qualified instructor who will provide this training for certification for department employees, however this agreement can also include any qualified instructors within other Hays County departments to conduct training.



Authorized & Licensed Training Provider Questionnaire

Please provide the information requested below. Once the completed questionnaire has been received, you will be contacted to discuss the best type of account for your organization. Should you have any questions or concerns, please feel free to contact me via email, robin.aiken@redcross.org or by phone, 512-534-8910.

Company Contact Information *[fields with an asterisk (*) must be completed]*

Business/Organization/School Name * Hays County

Industry Governmental Subdivision

Website*: www.hayscounty.com

(i.e. manufacturing, construction, education)

Address 1 * 2171 Yarrington Road

Address 2

City * Kyle

State T
*

Zip * 78640

County Hays

Primary Contact Name * Aaron C Jones

Primary Contact Title* Road Maintenance Superintendent

Primary Phone * 512-393-7385

Ext. 12128

Mobile Phone 512-618-8033

Fax 512-393-7393

Email* aaron.jones@co.hays.tx.us

Use the same address for billing? *

☒ Yes

☐ No

Billing Contact Information

Billing Contact Name (if different from primary) Stephanie Hunt

Billing Contact Title Internal Auditor

Primary Phone * 512-393-2283

Ext.

Mobile Phone

Fax

Email stephanie.hunt@co.hays.tx.us

Billing Address 1 712 S. Stagecoach Trail

Billing Address 2 Suite #1063

Billing City San Marcos

State TX **Zip** 78666

Authorized Signatory

Authorized Signatory ☐ Same as Primary Contact ☐ Same as Billing Contact ☒ Neither

Authorized Signatory Name (if not above) Ruben Becerra

Authorized Signatory Title Hays County Judge

Primary Phone 512-393-2205

Ext.

Mobile Phone

Fax

Email

Preferred Payment Method☐

Credit Card

☐

Pre-Payment

☒

Standard Purchase Order*

**Option requires advance approval and is only available for transactions greater than \$500. Exceptions are made on a case by case basis. For more information, please speak with your representative.*

Training Information	
Who do you plan on training? (select all that apply) <input checked="" type="checkbox"/> Internal Employees <input type="checkbox"/> General Public or Other Businesses	
Number of Training Sites 1	Do any of your training sites have pools? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How many instructors do you have? 1 as of 11.12.2019	
Are you currently using another provider for your First Aid, CPR/AED, or Aquatic Training? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please specify: AHA	
Do you have an AED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Model and Year? 2015
Do you Need Training Materials? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Course Type (Select All That Apply)	Estimated # of courses to be offered per Year	Estimated # of students per course.
Water Based Training		
<input type="checkbox"/> Lifeguarding		
<input type="checkbox"/> Safety Training for Swim Coaches		
<input type="checkbox"/> Basic Water Rescue		
<input type="checkbox"/> Small Craft Safety		
<input type="checkbox"/> Basic Water Rescue Instructor		
<input type="checkbox"/> Lifeguard Instructor		
<input type="checkbox"/> Water Safety Instructor		
<input type="checkbox"/> Learn-To- Swim	Select Estimated Number of Annual LTS Enrollees	
Land Based Training		
<input checked="" type="checkbox"/> First Aid	2	40
<input checked="" type="checkbox"/> Adult CPR/AED	2	40
<input type="checkbox"/> Pediatric CPR/AED		
<input type="checkbox"/> Bloodborne Pathogens Training		
<input type="checkbox"/> CPR/AED for Professional Rescuers & Health Care Providers (BLS)		
<input type="checkbox"/> Wilderness First Aid		
<input type="checkbox"/> Babysitters Training		
<input type="checkbox"/> Other please specify;		

Red Cross Internal Use Only	
Red Cross Salesforce ID	
American Red Cross Unit Code	
Does the customer have an existing Organization ID in the Learning Center? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, enter it here	
Does the customer have a Learn-To-Swim Org ID in the Learning Center? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, enter it here	
Does the customer plan to purchase Full Service training also? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the customer qualify for the School Partner Program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, complete School Partnership Addendum.)	

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Authorize the submission of a technical support grant application to the Texas Indigent Defense Commission for the Texas A&M University, Public Policy Research Institute for the Counsel at First Appearance - Randomized Controlled Trial.

ITEM TYPE

CONSENT

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

N/A

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

SPONSOR

CO-SPONSOR

SHELL

INGALSBE

SUMMARY

The technical support grant application is to acquire funding for the Texas A&M University, Public Policy Research Institute for the Counsel at First Appearance - Randomized Controlled Trial. The purpose of this project is to study the potential benefits of having counsel at first appearance. The grant funds will be utilized to compensate defense attorneys that will be in attendance at first appearance. No matching is required from the County.

The grant period is projected to be March 1, 2020 - February 29, 2021

Submission of the application is done electronically and is due on December 2, 2019.



Technical Support Application Form

County Requesting Support:		Date of Request:
Hays County		11/26/2019
Address:	Contact Information	
712 S. Stagecoach Trail	Name:	Lon Shell
San Marcos, TX 78666	Title:	Commissioner Pct. 3
	E-mail:	lon.shell@co.hays.tx.us
	Phone:	(512) 847-3159
	Fax:	(512) 847-7352 (fax)

Project Name:	Time Period:
Counsel at First Appearance – Randomized Controlled Trial	March 1, 2020 – February 29, 2021
Brief Description:	
<p>The bail hearing – the “first appearance” of a defendant in front of a judge or magistrate – constitutes an important moment where a defendant’s ability to secure their freedom is in jeopardy. Currently, counsel is not present at this juncture, which presents several problems for defendants, who are ill-suited to navigate this stage alone. Although preliminary studies have been conducted elsewhere, it is unclear how these defense services might benefit defendants and county stakeholders in Hays.</p>	
Issue to Be Addressed:	
<p>The provision of counsel may improve case outcomes by 1) right-sizing pretrial release conditions, and 2) reducing failure to appear because defendants understand their pretrial release conditions. The study will seek to answer the following questions:</p> <ol style="list-style-type: none"> 1. Does counsel at first appearance have an impact on bail and pretrial release conditions decisions? 2. For those who are released pre-trial, do defendants with counsel at first appearance exhibit lower FTA rates than those without such representation? 3. Does counsel at first appearance impact case disposition, sentencing, or pre- or post-trial recidivism? 4. Does counsel at first appearance have an effect on arrestees’ attitudes toward the legal system? 5. What is the cost-benefit ratio for jurisdictions interested in piloting this program? 	

<p>Proposed Project to Address Problem:</p> <p>In partnership with the Public Policy Research Institute's (PPRI) randomized controlled trial (RCT) to study counsel at first appearance (CAFA), we seek grant funding to temporarily fund this counsel. It is our belief that the provision of CAFA should primarily reduce FTEs and unnecessary jail days, which are both poor outcomes for our jurisdiction. We believe that this grant support is vital to justifying the longer-term provision of these defense services.</p> <p>Specifically, attorneys will gather very basic information from defendants using a protocol developed by the National Association of Criminal Defense Lawyers. This protocol involves collecting basic demographic information, including employment, residence, family dependencies, health issues, and access to financial resources for bail prior to magistration. The attorneys will use this information to provide a narrative background for the client at magistration and should be able to provide a measure of advocacy for the defendant that they could not, alone, produce.</p>
<p>Specific Assistance Needed from the Commission, Including Amount Requested:</p> <p>The introduction of counsel at first appearance requires additional hours of attorney time. At present, we service approximately 22 new cases each day (~154/week). Given that the randomization feature of the RCT involves assigning roughly 50% of new cases to attorneys at first appearance, there will be 182 days where counsel is present over the course of a full year. Between defendant interviews (1 hour per attorney) and magistration (budgeted 4 hours), this is about 5 hours of attorney time per day.</p> <p>Counsel will involve 2-person teams x 5 hours of attorney time per day x 182 days. That results in 1,820 hours of attorney time. At \$75/hour, the total cost of attorney services is estimated at \$136,500 to run the pilot program for a full year.</p> <p>Thus, we request \$136,500 in funding for this program.</p>
<p>Report</p> <ul style="list-style-type: none"> ▪ Deliverable 1: After the first study year, researchers from PPRI will submit a technical report to the participating counties describing the ongoing project, as well as conveying the descriptive statistics associated with service utilization. After the conclusion of the study, they will submit a follow-up report to the counties describing the empirical results. A cost-benefit analysis will be included to provide information to the Commissioner's Courts about the long-term sustainability of the project. These documents will <i>also</i> be sent to TIDC. ▪ Deliverable 2: Given the investment in project protocol, the systematic study of counsel at first appearance will allow researchers to validate the materials used by counsel. The checklist that guides attorney interactions will be available for other jurisdictions in Texas – and, we hope, nationally – to adopt.
<p>Additional Documentation if Applicable (describe here and attach to this Application)</p> <p>Cost estimate calculator (attached)</p>

Hays County requests the above Technical Support from the Texas Indigent Defense Commission (Commission). We understand that:

1. The above requested technical support is subject to approval by the Commission.
2. This application does not constitute an agreement until approved and accepted by all parties.
3. Commission reimbursement will only be made for expenses incurred during the period indicated in this request but in no case may it be for expenses prior to the beginning of this agreement or after the end date agreed in writing with the Commission.
4. The county may not obligate Commission funds or staff without a specific written agreement.
5. Disbursement of funds is always subject to the availability of funds.

Signature

Date

Printed Name

Title

Table 1. Costs for attorney services in participating counties, assuming two-attorney teams

		Hays
[1]	Cases	22 / day
[2]	Interview time	5 min.
[3]	Total interview time (Row 1 × Row 2)	~2 hours
[4]	Total interview time per attorney (Row 3 ÷ 2)	1 hour / attorney
[5]	Magistration	4 hours
[6]	Total time per attorney per day (Row 4 + Row 5)	5 hours
[7]	Number of treatment days	182 days
[8]	Total billable hours (2 attorneys × Row 6 × Row 7)	1,820 hours
[9]	Total cost at billing rate of \$75/ hour (Row 8 × \$75)	\$136,500

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Amend the Constable Pct. 4 operating budget for additional funds required for vehicle repairs to a 2016 Ford Explorer Interceptor, VIN: 1FMSKBAR5GGB97014.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	\$4,971

LINE ITEM NUMBER

001-638-00.5413

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A **AUDITOR REVIEW:** MARISOL VILLARREAL-ALONZO

REQUESTED BY	SPONSOR	CO-SPONSOR
Ron Hood	SMITH	N/A

SUMMARY

Commissioner Court originally approved \$6,441.00 on June 4, 2019 for repairs to the 2016 Ford Explorer, with the understanding that additional fees for repairs could be incurred once repairs began. Repairs to the vehicle was not completed in the 2019 Budget and the cost for repairs were carried-over to the 2020 Budget. Final cost for vehicle repairs is \$11,412.18.

Budget Amendment:

Increase Constable Pct. 4 Vehicle Maintenance & Repair \$4,971

Possible Funding County Wide Contingencies (4,971)

07-11-2019 Reg PO.

2019-00007529 1473

**CHUCK NASH COLLISION CENTER**Workfile ID:
Federal ID:7af73edf
74-1892604"Striving for Excellence, Delivering Results,
Building Relationships"

1035 HWY 123, SAN MARCOS, TX 78666

Phone: (512) 353-7788

FAX: (512) 396-7903

Preliminary Estimate**Customer: Constable Precinct 4, Hays County****Job Number:**

Written By: Daniel Minor

Insured: Constable Precinct 4, Hays
County

Policy #:

Claim #:

Type of Loss:

Date of Loss:

Days to Repair: 0

Point of Impact:

Owner:Constable Precinct 4, Hays County
1307 E. Uhland
San Marcos, TX 78666
(512) 749-1181 Business**Inspection Location:**CHUCK NASH COLLISION CENTER
1035 HWY 123
SAN MARCOS, TX 78666
Repair Facility
(512) 353-7788 Business**Insurance Company:**

CUSTOMER PAY

VEHICLE

2016 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI Silver

VIN: 1FM5K8AR5GGB97014

Interior Color:

Mileage In: 59,322

Vehicle Out:

License: 1321147

Exterior Color:

Silver

Mileage Out:

State: TX

Production Date:

1/2016

Condition:

Job #:

TRANSMISSIONAutomatic Transmission
4 Wheel Drive**POWER**Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Power Driver Seat
Power Adjustable Pedals**DECOR**

Dual Mirrors

Privacy Glass

Overhead Console

CONVENIENCEAir Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Message Center
Steering Wheel Touch Controls
Rear Window Wiper
Backup Camera w/Parking Sensors**RADIO**

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

SAFETYDrivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags

Head/Curtain Air Bags

SEATSCloth Seats
Bucket Seats
Reclining/Lounge Seats**WHEELS**

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHERRear Spoiler
California EmissionsGet live updates at www.carwise.com/e/3CBQ7r

Preliminary Estimate

Customer: Constable Precinct 4, Hays County

Job Number:

2016 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI Silver

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Repl Setina Grille Guard		1	514.69	2.5	
2	FRONT BUMPER						
3		O/H front bumper				3.8	
4	<>	Repl Bumper cover w/o park sensor, w/o tow hook w/o auto park, w/o camera	FB5Z17D957APTM	1	440.78	Incl.	2.4
5		Add for Clear Coat					1.0
6	#	Rpr Drille Grille Guard Holes				1.5	
7		R&I License bracket w/o deluxe holder				0.2	
8		Repl Lower grille	FB5Z17K945AA	1	109.65	Incl.	
9	GRILLE						
10		Repl Grille POLICE INTERCEPTOR	FB5Z8200GB	1	452.38	Incl.	
11	#	Rpr Pull Grille for hood access				2.0	
12	FRONT LAMPS						
13		Repl LT Headlamp housing level 5 lamps	FB5Z13008AC	1	1,280.90	Incl.	
14		Aim headlamps				0.5	
15	HOOD						
16		Repl Hood (ALU)	FB5Z16612A	1	643.02	1.1	3.0
17		Overlap Major Non-Adj. Panel					-0.2
18		Add for Clear Coat					0.6
19		Add for Underside(Complete)					1.5
20		Add for Clear Coat					0.3
21		R&I Insulator				Incl.	
22	FENDER						
23		Repl RT Fender	FB5Z16005A	1	200.20	2.3	1.8
24		Overlap Major Adj. Panel					-0.4
25		Add for Clear Coat					0.3
26		Add for Edging					0.5
27		Add for Clear Coat					0.1
28		Repl LT Fender	FB5Z16006A	1	269.90	2.3	1.8
29		Overlap Major Adj. Panel					-0.4
30		Add for Clear Coat					0.3
31		Add for Edging					0.5
32		Add for Clear Coat					0.1
33		R&I RT Fender liner				Incl.	
34		R&I LT Fender liner				Incl.	
35		R&I RT Wheel flare				0.3	
36		R&I LT Wheel flare				0.3	
37	#	Subl Four Wheel Alignment		1	114.95 X		
38	#	Rpr Add For Steering Angle Recalibration				0.5 M	

Preliminary Estimate

Customer: Constable Precinct 4, Hays County

Job Number:

2016 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI Silver

39	#	Subl	Hazardous Waste Disposal	1	5.00			
40	#	Refn	Cover Car					0.5
41	#		Corrosion Protection	1	10.00	T	0.3	
42	#	Rpr	Setup & Measure				2.0	F
43	#		Flex Additive	1	5.00			
44	#		Misc. A/M Fasteners for Reassembly	1	8.00	T		
45	VEHICLE DIAGNOSTICS							
46	*	Repl	Pre-repair scan	1		m	0.5	M
47	*	Repl	Post-repair scan	1		m	1.0	M
48	#	Rpr	Lift Check / Suspension / Undercarriage				1.0	M
SUBTOTALS					4,054.47		22.1	13.7

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			3,921.52
Body Labor	17.1 hrs @	\$ 48.00 /hr	820.80
Paint Labor	13.7 hrs @	\$ 48.00 /hr	657.60
Mechanical Labor	3.0 hrs @	\$ 105.00 /hr	315.00
Frame Labor	2.0 hrs @	\$ 50.00 /hr	100.00
Paint Supplies	13.7 hrs @	\$ 36.00 /hr	493.20
Miscellaneous			132.95
Subtotal			6,441.07
Grand Total			6,441.07
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			6,441.07

MyPriceLink Estimate ID / Quote ID:

577985230149787648 / 50931311

Preliminary Estimate

Customer: Constable Precinct 4, Hays County

Job Number:

2016 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI Silver

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR2MF16, CCC Data Date 05/16/2019, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinishing operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2020 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category.
K=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category.
M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel.
CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel.
HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non
Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace.
R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel.
Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway
Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.



CHUCK NASH COLLISION CENTER

"Striving for Excellence, Delivering Results,
Building Relationships"

1035 HWY 123, SAN MARCOS, TX 78666

Phone: (512) 353-7788

FAX: (512) 396-7903

Workfile ID: d6a894c0
PartsShare: 5DzRkB
Federal ID: 74-1892604

Estimate of Record

Customer: Constable Precint 4, Hays County

Job Number:

Written By: Daniel Minor, 11/19/2019 10:16:23 AM

Insured: Constable Precint 4, Hays
County

Policy #:

Claim #:

Type of Loss:

Date of Loss:

Days to Repair: 0

Point of Impact: 12 Front

Owner:

Constable Precint 4, Hays County
1307 E. Uhland
San Marcos, TX 78666
(512) 749-1181 Business

Inspection Location:

CHUCK NASH COLLISION CENTER
1035 HWY 123
SAN MARCOS, TX 78666
Repair Facility
(512) 353-7788 Business

Insurance Company:

CUSTOMER PAY

VEHICLE

2016 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI silver

VIN: 1FM5K8AR5GGB97014

Interior Color:

Mileage In: 59,322

Vehicle Out:

License: 1321147

Exterior Color: silver

Mileage Out:

State: TX

Production Date: 1/2016

Condition:

Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Power Driver Seat
Power Adjustable Pedals

DECOR

Dual Mirrors

Privacy Glass

Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Message Center
Steering Wheel Touch Controls
Rear Window Wiper
Backup Camera

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags

Head/Curtain Air Bags

SEATS

Cloth Seats
Bucket Seats
Reclining/Lounge Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

Rear Spoiler
California Emissions

Get live updates at www.carwise.com/e/3GYsN5

Estimate of Record

Customer: Constable Precinct 4, Hays County

Job Number:

2016 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI silver

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Repl Setina Grille Guard +25%		1	1,518.75	3.0	
2	#	Rpr Splice & Rewire Emergency Lights				4.0 M	
3	FRONT BUMPER						
4		O/H front bumper				3.8	
5	* <>	Repl Bumper cover w/o park sensor, w/o tow hook w/o auto park, w/o camera	FB5Z17D957APTM	1	<u>779.33</u>	Incl.	2.4
6		Add for Clear Coat					1.0
7	#	Rpr Drill Grille Guard Holes				1.5	
8		R&I License bracket w/o deluxe holder				0.2	
9	*	Repl Lower grille	FB5Z17K945AA	1	<u>109.65</u>	Incl.	
10		Repl Impact bar (BOR)	FB5Z17757A	1	117.26	0.6	
11	*	Repl Absorber w/o active shutter	FB5Z17C882C	1	<u>90.00</u>	Incl.	
12	*	Repl RT Side trim w/o fog lamps	FB5Z17B968AA	1	<u>119.00</u>	Incl.	
13	*	Repl LT Side trim w/o fog lamps	FB5Z17B968CA	1	<u>119.00</u>	Incl.	
14	*	Repl RT Side support	FB5Z17E814A	1	<u>15.65</u>	Incl.	
15	*	Repl LT Side support	FB5Z17E814B	1	<u>16.46</u>	Incl.	
16	*	Repl Lower molding	FB5Z8419APTM	1	203.52	Incl.	<u>0.0</u>
17	*	Repl Valance	FB5Z17D957AC	1	<u>301.00</u>	Incl.	
18	GRILLE						
19	*	Repl Grille POLICE INTERCEPTOR	FB5Z8200GB	1	<u>452.38</u>	Incl.	
20	#	Rpr Pull Grille For Hood Access				2.0	
21		Repl Mount panel	FB5Z8A284AA	1	94.60	0.2	
22	FRONT LAMPS						
23		Repl LT Headlamp housing w/prep pack to 04/03/2018	FB5Z13008AH	1	949.30	Incl.	
24		Aim headlamps				0.5	
25	RADIATOR SUPPORT						
26		R&I Air deflector				0.2	
27	*	Repl Radiator support	FB5Z16138B	1	<u>372.14</u>	2.9 M	
28		Evacuate & recharge			m	1.4 M	
29		Refrigerant recovery			m	0.4 M	
30		R&I Lower deflector				Incl.	
31		R&I Front deflector				0.2	
32	HOOD						
33	*	Repl Hood (ALU)	FB5Z16612A	1	<u>643.02</u>	1.1	3.0
34		Overlap Major Non-Adj. Panel					-0.2
35		Add for Clear Coat					0.6
36		Add for Underside(Complete)					1.5
37		Add for Clear Coat					0.3
38		R&I Insulator				Incl.	
39		R&I Surround w'strip				Incl.	

Estimate of Record

Customer: Constable Precinct 4, Hays County

Job Number:

2016 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI silver

40		R&I	Front seal				Incl.	
41	*	Repl	RT Hinge	BB5Z16796A	1	<u>35.34</u>	0.3	0.3
42			Add for Clear Coat					0.1
43	*	Repl	LT Hinge	BB5Z16797A	1	<u>35.57</u>	0.3	0.3
44			Add for Clear Coat					0.1
45	FENDER							
46	*	Repl	RT Fender	FB5Z16005A	1	<u>200.20</u>	2.3	1.8
47			Overlap Major Adj. Panel					-0.4
48			Add for Clear Coat					0.3
49			Add for Edging					0.5
50			Add for Clear Coat					0.1
51	*	Repl	LT Fender	FB5Z16006A	1	<u>269.90</u>	2.3	1.8
52			Overlap Major Adj. Panel					-0.4
53			Add for Clear Coat					0.3
54			Add for Edging					0.5
55			Add for Clear Coat					0.1
56		Repl	RT Fender liner	FB5Z16102E	1	93.98	Incl.	
57		R&I	RT Fender ledge cvr				Incl.	
58	#	Subl	Four Wheel Alignment		1	89.95 X		
59	#	Rpr	Add For Steering Angle Recalibration				0.5 M	
60	#	Subl	Hazardous Waste Disposal		1	5.00		
61	#	Refn	Cover Car					0.5
62	#	Rpr	Setup & Measure				2.0 F	
63	#	Rpr	Pull Both Rails				2.0	
64	#		Cavity Wax		1	8.00 T	0.5	
65	#		Corrosion Protection		1	10.00 T	0.3	
66	#		Flex Additive		1	5.00		
67	#		Misc. A/M Fasteners for Reassembly		1	8.00 T		
68		R&I	LT Fender ledge cvr				Incl.	
69		Repl	RT Wheel flare	FB5Z16038AB	1	73.68	0.3	
70		Repl	LT Wheel flare	FB5Z16039AB	1	98.12	0.3	
71	*	Rpr	RT Upper inner rail (HSS)			s	<u>3.0</u>	0.8
72	*	Rpr	RT Apron/rail assy (HSS)			s	<u>2.0</u>	<u>0.5</u>
73			Overlap Minor Panel					-0.2
74	*	Rpr	LT Apron/rail assy (HSS)			s	<u>2.0</u>	<u>0.5</u>
75			Overlap Major Non-Adj. Panel					-0.2
76	*	Rpr	LT Upper rail (HSS)			s	<u>7.0</u>	<u>0.5</u>
77			Overlap Minor Panel					-0.2
78	WINDSHIELD							
79		R&I	Reservoir assy				0.3	
80	*	Repl	RT Pillar molding	BB5Z7803144AA	1	<u>141.88</u>	0.2	
81	VEHICLE DIAGNOSTICS							
82	*	Repl	Pre-repair scan		1	m	<u>0.5</u> M	

Estimate of Record

Customer: Constable Precint 4, Hays County

Job Number:

2016 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI silver

83	*	Repl	Post-repair scan	1	m	1.0 M
84	#	Rpr	Lift Check / Suspension / Undercarriage			1.0 M
SUBTOTALS				6,975.68	50.1	16.2

ESTIMATE TOTALS

Category	Basis			Rate	Cost \$
Parts					6,859.73
Body Labor	36.4 hrs	@		\$ 48.00 /hr	1,747.20
Paint Labor	16.2 hrs	@		\$ 48.00 /hr	777.60
Mechanical Labor	11.7 hrs	@		\$ 105.00 /hr	1,228.50
Frame Labor	2.0 hrs	@		\$ 50.00 /hr	100.00
Paint Supplies	16.2 hrs	@		\$ 36.00 /hr	583.20
Miscellaneous					115.95
Subtotal					11,412.18
Grand Total					11,412.18
Deductible					0.00
CUSTOMER PAY					0.00
INSURANCE PAY					11,412.18

MyPriceLink Estimate ID / Quote ID:

624345981537755136 / 58421303

Customer: Constable Precint 4, Hays County

Job Number:

2016 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI silver

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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Authorize payment to Alamo Group (TX) Inc. for the Transportation Department in the amount of \$501.78 for vehicle maintenance materials in which no purchase order was issued as required per County Purchasing Policy.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	\$501.78

LINE ITEM NUMBER

020-710-00.5413

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: NO **AUDITOR REVIEW:** MARISOL VILLARREAL-ALONZO

REQUESTED BY	SPONSOR	CO-SPONSOR
Jerry Borcharding	BECERRA	N/A

SUMMARY

Freight and handling amount was more than what was expected resulting in the invoice amount going over \$500 by \$1.78. Per County Purchasing Policy, a purchase order was needed. Funds are available within their operating budget to cover this expense.

Attachment: Alamo Group Invoice #6821832



An Alamo Group Company

1502 E. Walnut
P. O. Box 549, Seguin, Texas 78156

CUSTOMER SERVICE
800-356-6286
Fax: 830-379-0864

CREDIT
830-372-9576
Fax: 830-372-9675

SOLD TO:

RECEIVED



OCT 30 2019

Hays County
Transportation Department

IMPORTANT: All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods.
LATE CHARGE: A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

CUSTOMER NO	20415	TERRITORY	140	PAGE	1 of 1
INVOICE NO	6821832	CUSTOMER PO	5413		
INVOICE DATE	10/22/19	SHIPPED VIA	UPS GROUND		
SALES ORDER	5503581 - S6	FREIGHT TERMS	FCA FACTORY- FRT ARRANGED &		
ORDER DATE	22-OCT-19	FC1	PREPAID, TRANSFER AT ORIGIN		
PAYMENT TERMS	Net 30 Days(Override)/Invoice	CODE	A01		
DELIVERY & INSTRUCTIONS	20415				
		REQUESTED SHIP DATE	22-OCT-19		

*****SNGLP
101 0.4510 SP 0.500 1 1 101



HAYS COUNTY
HAYS COUNTY
712 SOUTH STAGECOACH TRAIL
STE 1071
SAN MARCOS TX 78666-6247

SHIP TO:

HAYS COUNTY ROAD DEPT.
2171 YARRINGTON RD.
512-738-0751
SAN MARCOS TX 78666

unit 324
Watt 74073
Oct 1
(5413) 15

ITEM NUMBER	BRANCH	DESCRIPTION	PICKSLIP # COO/LOT/SERIAL	QUANTITY SHPPED	LIST PRICE	DISC %	EXTENDED AMOUNT
00753841	9501	BLADE, CW SUCTION	5407618	4	40.06		160.22
00753842	9501	BLADE, CCW SUCTION	5407618	4	40.06		160.22
02977557		BLADE SET (2) MATCHED	5407581	1	97.51		97.51
	9501	1ZX825661200079305			66.26		66.26
	9501	1ZX825661200079314					
00888190	9310	1Z7729630359661483		1	17.57		17.57
REMARKS		NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL		417.95
		501.78	0.00	11/21/19	FREIGHT & HANDLING		83.83
					SALES TAX		0.00
					TOTAL (USD)		501.78
		Thanks for your order- We appreciate your business!					

IMPORTANT: Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group.

ORIGINAL INVOICE

PLEASE DETACH AND RETURN
THIS PORTION WITH REMITTANCE.

Make Check Payable in US Funds to:

Alamo Group (TX) Inc.
P.O. BOX 840341
DALLAS, TX 75284-0341

Pay online at <https://www.termsync.com/invoiceassist/CAI>

Acct Name

HAYS COUNTY

Acct No

20415

Invoice No

6821832

Invoice Date

10/22/19

Invoice Total

501.78

Amount Paid

Disc Taken

Check #

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Authorize the Office of Emergency Services to repair damaged Low Water Crossing Monitoring equipment in the amount of \$2,360 for the standpipe rain gage at the Chaparral Road location.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	\$2,360

LINE ITEM NUMBER

001-656-00.5411

AUDITOR USE ONLY

AUDITOR COMMENTS:

Requires a discretionary exemption.

PURCHASING GUIDELINES FOLLOWED:

N/A

AUDITOR REVIEW:

MARISOL VILLARREAL-ALONZO

REQUESTED BY	SPONSOR	CO-SPONSOR
Justin McInnis	JONES	N/A

SUMMARY

The standpipe rain gage at Chaparral Road was damaged by a hit and run motorist. The standpipe and conduit were damaged and need to be replaced. Water & Earth (WET) will re-install the conduit and standpipe at the station to get the rain gage working correctly again. A discretionary exemption per Local Government Code, Ch. 262.024(a)(7) is requested due to sole source services that can only be provided by the vendor. A statement from the Emergency Services Director will be submitted to the County Clerk to enter into the record of minutes to this effect.

It is imperative that these repairs are completed in a timely manner for safety reasons.

Attachments: Water & Earth Technologies Quotes
#XPHC015 - \$2,360

Quotation

Water & Earth Technologies, Inc.

1225 Red Cedar Circle, Unit A
Fort Collins, CO 80524
Phone (970) 225-6080 X1
email: ecarlson@water-and-earth.com

DATE 11/19/2019
Quotation # XPHC015

Quote is good for: 30 days
Prepared by: Erik Carlson

Quotation For: Replacement of Damaged Standpipe at Chaparral

Justin McInnis
Hays County Emergency Management
2171 Yarrington Road
San Marcos, TX 78666
justin.mcinnis@co.hays.tx.us

Equipment Information

The standpipe rain gage at Chaparral Road was damaged by a motorist. The standpipe and conduit were damaged and need to be replaced. Water & Earth (WET) will re-install the conduit and standpipe at the station to get the rain gage working correctly again.

ITEM NO.	QUANTITY	ITEM DESCRIPTION	UNIT PRICE	Model No.	AMOUNT
1	1	HydroLynx standpipe	\$ 1,650.00	5054SO-SD	\$ 1,650.00
2	1	3/4" x 10 ft galvanized conduit	\$ 24.00	301329	\$ 24.00
3	2	3/4" galvanized union	\$ 11.00	182192	\$ 22.00
4	1	3/4" SLB conduit body	\$ 9.00	100137025	\$ 9.00
5	1	3/4" chase nipple	\$ 5.00	100158791	\$ 5.00
6	1	30 ft 4 conductor signal wire	\$ 20.00	2W996	\$ 20.00
ITEMS TOTAL:					\$ 1,730.00

ITEM NO.	LABOR DESCRIPTION	ENG I HOURS	FIELD TECH II HOURS	AMOUNT
7	Foundation and conduit excavation	1.5	0.0	\$ 157.50
10	Installing new conduit	1.5	0.0	\$ 157.50
11	Installing new standpipe and foundation	1.0	0.0	\$ 105.00
12	Installing and wiring tipping bucket	1.0	0.0	\$ 105.00
13	Testing station	1.0	0.0	\$ 105.00
LABOR TOTAL:				\$ 630.00
OTHER				-
TOTAL				\$ 2,360.00

THANK YOU FOR YOUR BUSINESS!

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Authorize the Office of Emergency Services to repair damaged Low Water Crossing Monitoring equipment in the amount of \$2,898.98 at Bunton Lane location.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	\$2,898.98

LINE ITEM NUMBER

001-656-00.5411

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A **AUDITOR REVIEW:** MARISOL VILLARREAL-ALONZO

REQUESTED BY	SPONSOR	CO-SPONSOR
Justin McInnis	JONES	N/A

SUMMARY

Flasher #2 at Bunton Lane was damaged by a motorist during a police chase. The flasher base, LED light and housing, solar panel, solar panel mount, battery, and antenna pipe were damaged and need to be replaced. Water & Earth Technologies (WET) will remove the pole, replace broken equipment and re-install the pole with assistance of a County employee. A discretionary exemption per Local Government Code, Ch. 262.024(a)(7) is requested due to sole source services that can only be provided by the vendor. A statement from the Emergency Services Director will be submitted to the County Clerk to enter into the record of minutes to this effect.

The County is currently seeking damages from the at-fault party.

Attachments: Water & Earth Technologies Quotes
#XPHC012 - \$2,898.98

Quotation

Water & Earth Technologies, Inc.

1225 Red Cedar Circle, Unit A
Fort Collins, CO 80524
Phone (970) 225-6080 X1
email: ecarlson@water-and-earth.com

DATE 11/6/2019
Quotation # XPHC012

Quote is good for: 30 days
Prepared by: Erik Carlson

Quotation For: Replacement of Damaged Flasher #2 at Bunton Lane

Justin McInnis
Hays County Emergency Management
2171 Yarrington Road
San Marcos, TX 78666
justin.mcinnis@co.hays.tx.us

Equipment Information

Flasher #2 at Bunton Lane was damaged by a motorist. The flasher base, LED light & housing, solar panel, solar panel mount, battery, and antenna pipe were damaged and need to be replaced. Water & Earth (WET) will remove the pole, replace broken equipment and re-install the pole with the assistance of a County employee.

ITEM NO.	QUANTITY	ITEM DESCRIPTION	UNIT PRICE	Model No.	AMOUNT
1	1	Aluminum AASHTO Approved Base	\$ 201.48	7332	\$ 201.48
2	1	Plastic Base Cover	\$ 7.35	3227	\$ 7.35
3	2	LED Light Shade/Visor	\$ 15.00	1777	\$ 30.00
4	1	LED Light & Housing	\$ 157.15	7534	\$ 157.15
5	1	90 Watt Solar Panel	\$ 270.00	SLP090-12	\$ 270.00
6	1	Universal Solar Panel Mount & Knee Brace	\$ 144.00	UNI-SP/01A	\$ 144.00
7	1	Battery	\$ 252.00	SLA1189	\$ 252.00
8	1	1 1/2" x 10 ft Pipe for Directional Antenna	\$ 52.00	567-1200HC	\$ 52.00
ITEMS TOTAL:					\$ 1,113.98

ITEM NO.	LABOR DESCRIPTION	ENG I HOURS	FIELD TECH II HOURS	AMOUNT
9	Removing Pole from Location	3.0	0.0	\$ 315.00
10	Testing Equipment for Damage	2.0	0.0	\$ 210.00
11	Replacing Damaged Equipment on Pole	6.0	0.0	\$ 630.00
12	Installing Repaired Flasher Pole	4.0	0.0	\$ 420.00
13	Testing Station	2.0	0.0	\$ 210.00
LABOR TOTAL:				\$ 1,785.00
OTHER				-
TOTAL				\$ 2,898.98

THANK YOU FOR YOUR BUSINESS!

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Authorize payment to Comal County Print Shop for the District Court's Office in the amount of \$633.96 for printed materials in which no purchase order was issued as required per County Purchasing Policy.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	November 26, 2019	\$633.96

LINE ITEM NUMBER

001-608-00.5461

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Judge Gary Steel	BECERRA	N/A

SUMMARY

The District Court ordered printed Right of Appeal and Reset Notices prior to securing a Purchase Order as required per county purchasing policy. Funds are available within their operating budget to cover this expense.

Attachment: Comal County Print Shop Invoice #015

Comal County Print Shop**INVOICE**

1297 Church Hill Drive, 203
New Braunfels, Texas 78130

INVOICE #015
DATE: OCTOBER 8, 2019

BILL TO:

Steve Thomas
Hays County Government Center
712 S. Stagecoach Trail
San Marcos, Texas 78666

REMIT TO:

Comal County Auditor

150 N. Seguin Ave., Suite 201
New Braunfels, Texas 78130
Phone (830) 221-1200

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
3 CASE	CUSTOM PRINTING- PAPER, 3 PART CS - HAYS COUNTY RESET NOTICES	157.99	473.97
1 CASE	CUSTOM PRINTING- PAPER, 3 PART CS - DEFENDANT'S RIGHT OF APPEAL	159.99	159.99

SUBTOTAL 633.96

TOTAL DUE 633.96

Approved:  10/18/19

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Authorize On-Site Sewage Facility Permit for office/warehouse building located at 14155 Hwy 290 West, Austin, Texas 78737.

ITEM TYPE

CONSENT

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

Caitlyn Strickland, Director of Development Services

SPONSOR

SMITH

CO-SPONSOR

N/A

SUMMARY

Gray Mountain LTD is proposing an On-Site Sewage System to a 41,400 square foot office/warehouse Building A for the Signal Hill Development. The system is designed to accommodate up to 75 employees and customers. This 28.993 acre tract of land will be served by a public water supply. The system designer, Steve Wenzel, P.E., has designed a proprietary treatment system. After treatment, the effluent will be dispersed low-pressure pipe for a maximum daily rate of 647 gallons.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to call for a public hearing on December 10, 2019 to reduce the current speed limit of 45 MPH on Hilliard Road near Valley View West Drive & Northwest Hills Road to 40 MPH, with another reduction to 30 MPH before the road makes a curve at this intersection.

ITEM TYPE

ACTION-ROADS

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

Jerry Borcharding

SPONSOR

SHELL

CO-SPONSOR

SMITH

SUMMARY

This action would reduce the current 45 MPH speed limit on Hilliard Road to 40 MPH traveling northwestward, well before the intersections mentioned above, as well as another reduction of 30 MPH each direction before the road makes a curve to help with traffic control.

Hilliard Road

Reduce current speed limit location.

Legend

Reduced
Speed
Ahead

Low-water Crossing warning light.

383

Reduced
Speed
Ahead

Low-water Crossing warning light.

Reduced
Speed
Ahead

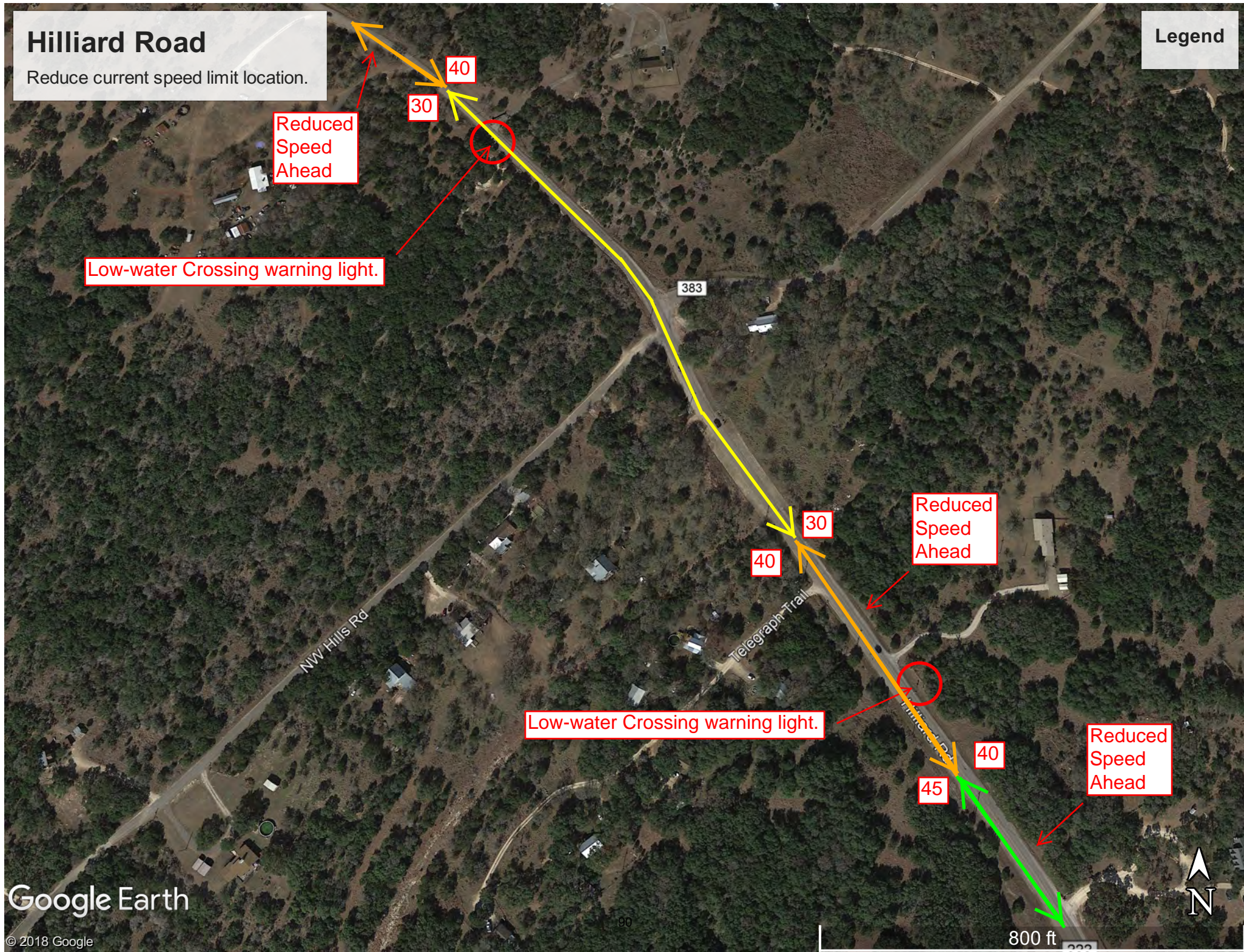
Google Earth

© 2018 Google

90

800 ft

222



AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

SUB-1277; Shekinah Grove Subdivision (3 Lots). Discussion and possible action to approve the preliminary plan.

ITEM TYPE

ACTION-SUBDIVISIONS

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

MACHACEK

SPONSOR

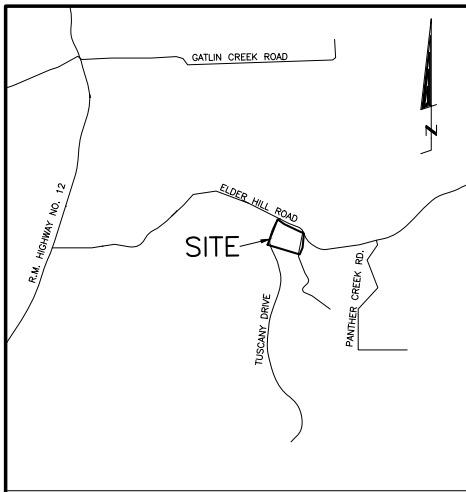
SHELL

CO-SPONSOR

N/A

SUMMARY

Shekinah Grove is a proposed 3 lot subdivision located off of Elder Hill Road in Precinct 3. Water service will be provided by individual wells. Wastewater service will be accomplished by Individual On-Site Sewage Facilities.



VICINITY MAP - 1"=2000'

UTILITIES:
ELECTRIC-PEDERNALES ELECTRIC COOP.
WATER-INDIVIDUAL ON-SITE WELLS
SEWER-INDIVIDUAL ON-SITE SEWAGE FACILITIES

LOT SIZE CATEGORIES

TOTAL AREA = 9.06 ACRES
TOTAL AREA IN LOTS = 8.742 ACRES
TOTAL NUMBER OF LOTS = 3
AVERAGE LOT SIZE = 2.914 ACRES
NUMBER OF LOTS OVER 10 ACRES = 0
NUMBER OF LOTS 5 - 10 ACRES = 0
NUMBER OF LOTS 2 - 5 ACRES = 3
NUMBER OF LOTS 1 - 2 ACRES = 0
NUMBER OF LOTS LESS THAN 1 ACRE = 0

NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO AN INDIVIDUAL WATER SUPPLY OR A STATE APPROVED COMMUNITY WATER SYSTEM. DUE TO DECLINING WATER SUPPLIES AND DIMINISHING WATER QUALITY, PROSPECTIVE PROPERTY OWNERS ARE CAUTIONED BY HAYS COUNTY TO QUESTION THE SELLER CONCERNING GROUND WATER AVAILABILITY. RAIN WATER COLLECTION IS ENCOURAGED AND IN SOME AREAS MAY OFFER THE BEST RENEWABLE WATER RESOURCE.

NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR TO AN ON-SITE WASTEWATER SYSTEM WHICH HAS BEEN APPROVED AND PERMITTED BY HAYS COUNTY DEVELOPMENT SERVICES.

NO CONSTRUCTION OR OTHER DEVELOPMENT WITHIN THIS SUBDIVISION MAY BEGIN UNTIL ALL HAYS COUNTY DEVELOPMENT PERMIT REQUIREMENTS HAVE BEEN MET.

TOM POPE, R.S., C.F.M.
HAYS COUNTY FLOODPLAIN ADMINISTRATOR

DATE

CAITLYN STRICKLAND, DIRECTOR
HAYS COUNTY DEVELOPMENT SERVICES

DATE

DRIVEWAY PERMIT STATEMENT:

DRIVEWAYS SHALL COMPLY WITH CHAPTER 721 OF THE HAYS COUNTY DEVELOPMENT REGULATIONS, AND BE PERMITTED THROUGH THE TRANSPORTATION DEPARTMENT OF HAYS COUNTY UNDER CHAPTER 751.

CULVERT NOTE:

ALL CULVERTS, WHEN REQUIRED SHALL COMPLY WITH THE CURRENT HAYS COUNTY STANDARD, PER HAYS COUNTY DEVELOPMENT REGULATIONS, CHAPTER 705, SUBCHAPTER 8.03.

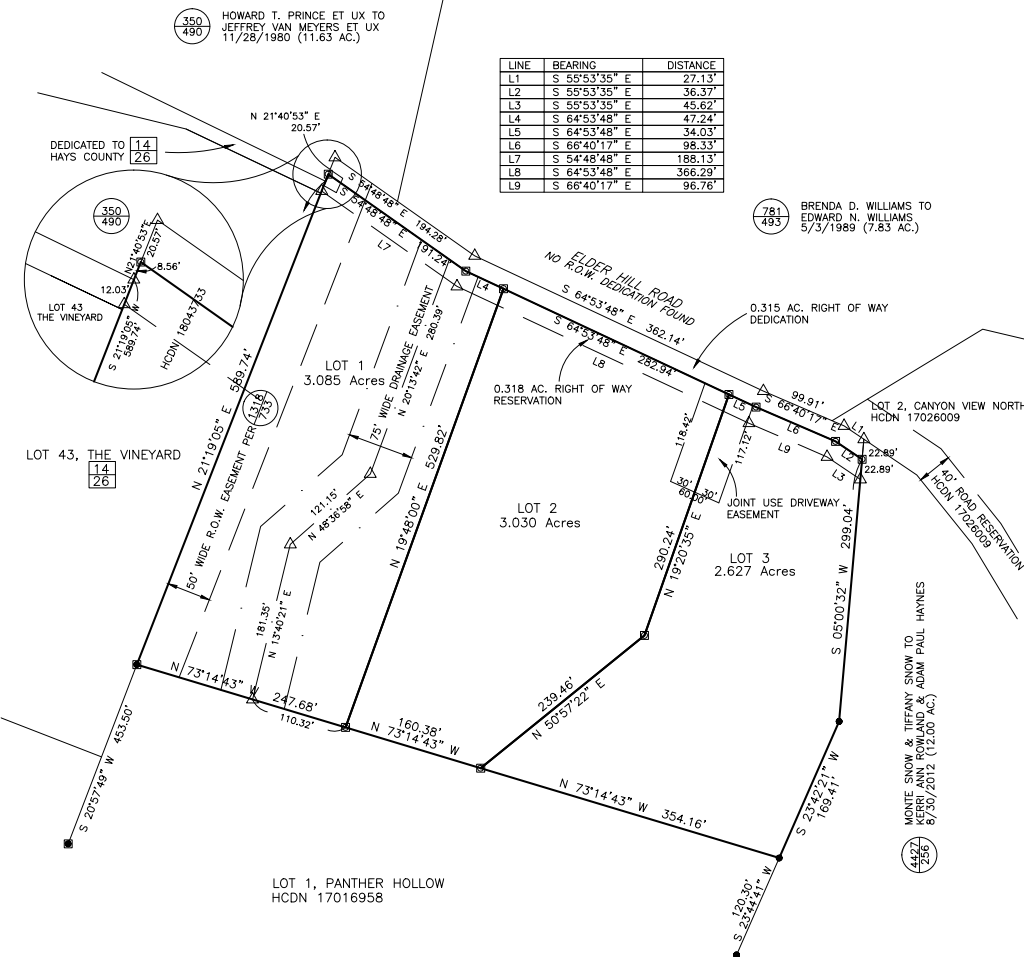
WATER AVAILABILITY NOTE:

UNDER DEPARTMENT REGULATIONS, THIS SUBDIVISION IS EXEMPT FROM THE REQUIREMENTS TO DEMONSTRATE THE AVAILABILITY OF WATER SERVICE. FURTHER SUBDIVISION IS PROHIBITED FOR THE DURATION OF FIVE (5) YEARS FOLLOWING THE RECORDING OF THIS PLAT.

LEGEND

- VOL
PG HAYS COUNTY DEED, REAL PROPERTY OR OFFICIAL PUBLIC RECORDS
- VOL
PG HAYS COUNTY PLAT RECORDS
- 1/2" IRON ROD SET WITH PLASTIC CAP STAMPED "BYRN SURVEY"
- 1/2" IRON ROD FOUND OR DIAMETER NOTED
- IRON ROD FOUND WITH PLASTIC CAP STAMPED "WEAVER"
- CALCULATED POINT
- CONCRETE NAIL SET
- WIRE FENCE
- ohu UTILITY LINE, POLE AND GUY

ORIGINAL SCALE
1" = 100'



SURVEYORS NOTES

- FENCES MEANDER.
- BEARINGS, DISTANCES AND AREAS IN PARENTHESES ARE FROM RECORD INFORMATION.
- ACCORDING TO SCALING FROM THE CURRENT F.E.M.A. FLOOD INSURANCE RATE MAP NO. 4820900230F, DATED SEPTEMBER 2, 2005, THIS TRACT LIES WITHIN ZONE X, (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN).
- THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT. THIS SURVEYOR DID NOT RESEARCH THE DEED RECORDS FOR PREVIOUS CONFLICT IN TITLE OR EASEMENT. THEREFORE, CERTAIN EASEMENTS MAY HAVE BEEN GRANTED WHICH ARE NOT REFLECTED HEREON.
- ACCORDING TO SCALING FROM TCEO MAPS NO PORTION OF THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF THE EDWARDS AQUIFER RECHARGE ZONE AND ALL OF THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF THE EDWARDS AQUIFER CONTRIBUTING ZONE.
- THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF THE HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT.
- THE BEARING BASIS FOR THIS SURVEY PLAT WAS DETERMINED FROM GPS OBSERVATIONS AND REFERS TO GRID NORTH OF THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD 83, SOUTH CENTRAL ZONE.
- NO PORTION OF THIS TRACT LIES WITHIN THE BOUNDARIES OF ANY MUNICIPALITY'S CORPORATE CITY LIMITS OR AREA OF EXTRA TERRITORIAL JURISDICTION.
- THIS SUBDIVISION LIES WITHIN HAYS COUNTY EMERGENCY SERVICES DISTRICTS 1 AND 6.
- MAIL BOXES PLACED WITHIN THE ROW, SHALL BE OF AN APPROVED TxDOT OR FHWA DESIGN, PER COUNTY DEVELOPMENT REGULATIONS, CHAPTER 721, SUBCHAPTER 2.01.
- LOTS SMALLER THAN 5 ACRES, WHICH ARE SERVED BY A SHARED ACCESS DRIVEWAY, WILL BE PROHIBITED FROM FURTHER SUBDIVISION UNLESS ADDITIONAL IMPROVED ACCESS IS PROVIDED.
- LOT 3 IS RESTRICTED TO AN ADVANCED OSSF.
- NO DEVELOPMENT IS ALLOWED IN THE DRAINAGE EASEMENT FOR LOT 1.
- NO DEVELOPMENT IS ALLOWED IN THE 50' WIDE ROW EASEMENT ON LOT 1.

STATE OF TEXAS*
COUNTY OF HAYS*

KNOW ALL MEN BY THESE PRESENTS, THAT I, 3205 HILL INVESTMENTS, LLC, OWNER OF 9.058 ACRES IN THE F. KELLY SURVEY, ABSTRACT NO. 272, HAYS COUNTY, TEXAS AS CONVEYED TO ME BY DEED DATED DECEMBER 10, 2018, AND RECORDED AS INSTRUMENT NO. 18043733, HAYS COUNTY OFFICIAL PUBLIC RECORDS, DO HEREBY SUBDIVIDE THIS PROPERTY TO BE KNOWN AS SHEKINAH GROVE IN ACCORDANCE WITH THE PLAT SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED, AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF THE STREETS AND EASEMENTS SHOWN HEREON.

DAVID LINDEMANN, AUTHORIZED AGENT
3205 HILL INVESTMENTS, LLC, OWNER
P.O. BOX 160307
AUSTIN, TX. 78716

STATE OF TEXAS*
COUNTY OF HAYS*

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED

PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE ____ DAY OF

_____, A.D., 20____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS*
COUNTY OF HAYS*

I, ELAINE H. CARDENAS, COUNTY CLERK OF HAYS COUNTY, TEXAS, CERTIFY THAT ON THE ____ DAY OF _____, A.D., 20____, THE COMMISSIONERS COURT OF HAYS COUNTY, TEXAS, PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT AND SAID ORDER HAS BEEN DULY ENTERED IN THE MINUTES OF SAID COURT IN

INSTRUMENT NUMBER _____

RUBEN BECERRA
COUNTY JUDGE
HAYS COUNTY, TEXAS

ELAINE H. CARDENAS
COUNTY CLERK
HAYS COUNTY, TEXAS

STATE OF TEXAS*
COUNTY OF HAYS*

I, ELAINE H. CARDENAS, COUNTY CLERK OF HAYS COUNTY, TEXAS, DO HEREBY CERTIFY THE FOREGOING INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 20____, AT

____ O'CLOCK ____ M., IN THE PLAT RECORDS OF HAYS COUNTY, TEXAS IN INSTRUMENT NUMBER _____.

ELAINE H. CARDENAS, COUNTY CLERK
HAYS COUNTY, TEXAS

I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY STATE THAT TO THE BEST OF MY SKILL AND KNOWLEDGE THIS PLAT IS TRUE AND CORRECTLY MADE AND IS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND AND THAT THE CORNER MONUMENTS WERE PROPERLY PLACED UNDER MY SUPERVISION.

REGISTERED PROFESSIONAL LAND SURVEYOR
KYLE SMITH, R.P.L.S. NO. 5307



SURVEYING

P.O. BOX 1433 SAN MARCOS, TEXAS 78667
PHONE 512-396-2270 FAX 512-392-2945
FIRM NO. 10070500

PLAT OF
SHEKINAH GROVE
HAYS COUNTY, TEXAS

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to award RFQ 2019-P06 SH 21 Corridor Preservation Study to HDR Engineering, Inc. and authorize staff and General Counsel to negotiate a contract.

ITEM TYPE

ACTION-MISCELLANEOUS

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

Jerry Borcharding

SPONSOR

JONES

CO-SPONSOR

INGALSBE

SUMMARY

On July 23, 2019 the Commissioners Court approved specifications and authorized Purchasing to solicit for qualifications for the proposed SH 21 Corridor Preservation Study. Purchasing received responses from the following firms:

American StructurePoint, Inc.
CP&Y, Inc.
Pape-Dawson Engineers, Inc.
HDR Engineering, Inc.
LJA Engineering, Inc.

Upon evaluation, the highest-ranking firm is HDR Engineering, Inc. and therefore the committee recommendation is to pursue negotiations with HDR Engineering, Inc. Upon successful negotiations, a contract will be brought back before court to approve and finalize contract award.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to approve the appointments of Jodi Steen and Sarah Hall to the Hays County Child Protective Board, 3 year term ending 12/31/22.

ITEM TYPE

ACTION-MISCELLANEOUS

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY

VILLALOBOS

SPONSOR

BECERRA

CO-SPONSOR

N/A

SUMMARY

See attached resumes.

Jodi Steen

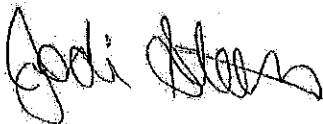
September 23, 2019

I am an adopted child. I consider myself very fortunate to have been adopted as an infant into a loving family. Not all children are so lucky. I have always had a special place in my heart for children in foster care and other placement as I know that if my own circumstances had been different, I could have been one of those children.

Throughout the years, I have done small things "to give back" to children as my schedule allowed. For example, I volunteer for Family4Life, an organization that brings together siblings separated by foster care and adoption. For many years now, I have assisted with set-up and clean-up for the Family4Life camps as well as helping with their annual fundraising walk. Now that my youngest child has started college, I have more free time to commit to helping children. I welcome the opportunity to become part of the Hays County Child Protective Board. I believe that, with my skills and abilities, I can assist the Board in improving the lives of children in Hays County.

My resume is attached. If you have any questions, please feel free to reach out to me by phone at 512-618-0500 or by email at jsteen10@austin.rr.com.

Thank you,



Jodi Steen

Jodi Steen

Experience

Director, Core Systems

Texas State University

November 2011 – present

- Serve as director of a team of over thirty employees, consisting of the system administrators, the database administrators, the SAP technical team, the SAP competency center, and the SAP developers.
- Define, prioritize and direct the daily operational objectives and work plans for the Core Systems team
- Assure adherence to budgets, schedules, work plans, and performance requirements
- Direct and coordinate the management and operation of shared information systems infrastructure, including academic and administrative computing.
- Set priorities, initiate new projects, and issue directives regarding information technology services.
- Direct continuing review of present systems and methods and formulation of new and revised systems, examining techniques in use and determining appropriate changes to effect improvements, reduce costs, and enhance efficiency.
- Maintain professional contacts with other universities; research bodies; city, state, and federal agencies; equipment manufacturers; and professional organizations concerning computer applications and equipment.
- Develop and manage annual budgets for the organization and perform periodic cost and productivity analyses.
- Design, establish, and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruit, employ, train, supervise, and evaluate unit staff.
- Develop and maintain metrics to demonstrate organizational effectiveness.
- Provide guidance and counsel to the AVP and other administrators in examination and definition of objectives for existing or proposed systems and in design of improved systems.
- Write technical requests for information and requests for proposals for leading edge technologies; evaluate proposals and negotiate contracts for equipment and systems.
- Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Perform miscellaneous job-related duties as assigned.

Application Administrator

Texas State University

September 2005 – October 2011

- SAP Basis Administrator
 - Installed, upgraded, patched, migrated and maintained SAP
 - Knowledgeable in SAP ERP, BW, Enterprise Portal, and Solution Manager systems
 - Supervised a team of four SAP Administrators
 - Attended numerous SAP and Oracle training classes
- Technical Architect on Ellucian implementation project
 - Assisted with the installation and configuration of thirty-two different products as part of the Ellucian installation project
 - Project management oversight for a large team of technical staff

Jodi Steen

Computer Programmer II

Texas State University

March 1992 – August 2005

- Coding, development, testing, implementation, documentation and maintenance of software
- Assist in user training and project implementation activities
- Participate in internal, cross-functional project teams and focus groups

Computer Programmer I

Texas State University

January 1991 – February 1992

- Coding, development, testing, implementation, documentation and maintenance of software
- Diagnose problems: software failures, hardware failures, user error; ascertain problem and implement corrective measures

Sales Associate

JCPenney

1985 - 1990

- Sales associate in various departments

Education

1987-1990 Texas State University

- Bachelor of Science
- Major in Mathematics and minor in Computer Science
- Graduated Magna Cum Laude

1983-1987 San Marcos High School

- Valedictorian of high school graduating class
- Commended student in National Merit Scholarship Program

Skills

- Demonstrated ability to initiate and direct technical projects in support of strategic and operational goals
- Demonstrated ability to direct technical staff
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Skills in organizing resources and establishing priorities
- Skills in budget management
- Knowledge of current technological developments/trends in area of expertise
- Employee development and management experience

References

References are available on request.



PROFILE

Multi-faceted and efficient Human Services professional with 12.5 total years of tenure in the human services field. Ability to conduct telephone and face to face interviews with excellent verbal and written communication. Experienced and skilled in people engagement and interaction, interviewing, recruitment, counseling, multi-tasking, organization, and personal and professional leadership.



308-249-5369



sarahhallconsultingllc@gmail.com



Buda, TX

EXPERTISE

CUSTOMER SERVICE

PUBLIC SPEAKING

PROGRAM DEVELOPMENT

LEADERSHIP

PEOPLE MANAGEMENT

INTERPERSONAL/COACHING

S

SARAH HALL

human services

EDUCATION

BACHELOR OF ARTS - PSYCHOLOGY



CHADRON STATE COLLEGE

Degree emphasis in general psychology and substance abuse. Graduated Cum Laude. Served on leadership team for 2 years for Campus Crusade for Christ.

Coursework in communications, education, English

Completed State of Nebraska Protection and Safety worker training

EXPERIENCE

EXECUTIVE ASSISTANT

HAYS COUNTY/THE MALLARD GROUP

Managed busy executive's calendar, personal and professional. Managed department budget. Managed the office of County Commissioner. Managed Precinct 4 office building including all facilities requests, the cleaning team, and outside hours building use. Planned and organized employee team building lunches and activities.

VOLUNTEER MANAGEMENT DIRECTOR

LIFE AUSTIN CHURCH

Managed 40 volunteer team leads over three campuses. Developed and implemented leader training for all team leads. Developed, planned, and executed an event to register new volunteers for a congregation of 1500+. Consulted with executive leadership to develop and implement changes to volunteer teams and policies. Developed an onboarding process and procedures for new volunteers.

GROUPS PASTOR

EASTERN HILLS COMMUNITY CHURCH

Developed and implemented a program assessing needs to match people to appropriate groups and/or classes. Managed and trained 50+ volunteers that used assessment. Developed, planned and launched 3 different group environments for 600+ people, groups focused on personal development and community. Trained and managed 25+ group leaders for personal development program. Participated in planning, administration, and execution of events for adult ministries team.

SKILLS

Powerpoint

Microsoft Word

PC & Mac Systems

Excel

Google Suite

INTERESTS



LANGUAGES

English
Native Speaker

EXPERIENCE

(continued)

ADOPTIVE FAMILY AND BIRTHPARENT COUNSELOR

HOPE'S PROMISE

Managed satellite office from 2009-2011. Executed monthly contact with all clients in person and through telephone calls. Provided counseling for clients making adoption plans that included follow-up grief counseling. Created 100+ reports assessing safety and appropriateness for placement of children in homes of prospective adoptive families. Participated and led informational meetings and training for adoptive families, birthparents, and businesses.

PLACEMENT RESOURCE MANAGER

DEPARTMENT OF HUMAN SERVICES MESA COUNTY

Met with 25+ prospective foster parents explaining foster parent process and procedures. Conducted 25+ face to face interviews with prospective foster parents to determine if their home environment was safe and appropriate for children. Presented foster parent training to 50+ potential and current foster parents. Responsible for guidance and assistance to 20+ clients simultaneously, while prioritizing expected requirement completion. Participated on teams to help determine treatment plans and progress for families working with the department.

PROTECTION AND SAFETY WORKER

DEPARTMENT OF HEALTH AND HUMAN SERVICES // 2007 - 2009

Created and completed 50+ reports within strict timelines, give to court officials, assessing safety for a child within a placement. Served as main decision maker and guardian representative for 50+ children ages birth to 18. Led team meetings for 50+ families determining progress within treatment plans to help determine permanency for children. Reported formally and informally the completion of client goals to court officials and supervisors.

REFERENCES



DAVID ESTES

"Everything Sarah was a part of, she made better."

512-220-6383
destes@life.family



PHIL EUBANK

"Sarah revolutionized our approach to people finding community. She stepped into a difficult gap with grace and vision that helped people find hope and help."

425-269-3828
peubank@ehills.org



ROBIN KLUVER

"Sarah has the highest level of professionalism and integrity with relational qualities that surpass most."

303-999-8640
rkluver@gracechapel.org



RACHEL BATES

"Sarah is passionate and will give 110% of what she is tasked with. You want her in a position where you need to impress and win others over."

303-660-0277
rachel@hopespromise.com

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to consider granting a variance from Section 715.4.01 of the Hays County Development Regulations and allow issuance of development permit and on-site sewage facility permit to the owner of a 2.918 acre parcel.

ITEM TYPE

ACTION-MISCELLANEOUS

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

MACHACEK

SPONSOR

SHELL

CO-SPONSOR

N/A

SUMMARY

The owner of the 2.918 acre parcel located of Ranch Road 2325 in Precinct 3 has submitted an application for a Development Authorization and On-Site Sewage Facility to the office of Hays County Development Services. The property is located in the unincorporated area of Hays County and will utilize Rainwater Collection for water supply and Conventional On-Site Sewage Facility for wastewater treatment.

An application to plat the property from the 12.95 acre parent tract has been submitted and is under review with the Hays County Development Services Department. Per Chapter 715, Subchapter 4.01 of the Development Regulations states that the department shall issue no development permits or on-site sewage facility permits on any parcel of land unless that property is in compliance with all the requirements of the regulations.

The property owner is seeking the variance to obtain development permits while the plat is under review with the County. A Notice of Approval for the On-Site Sewage Facility will not be issued until the plat is approved and recorded with the County Clerk.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to authorize OSSF Permit and grant a variance to Section 10-W(6) of the Hays County Rules for On-Site Sewage Facilities at 5500 W Hwy 290, Dripping Springs, Texas 78620.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	November 26, 2019	

LINE ITEM NUMBER

--

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A **AUDITOR REVIEW:** N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Caitlyn Strickland, Director of Development Services	SMITH	N/A

SUMMARY

Trevor Cutler of Toy Box Self Storage is proposing an OSSF to serve an office building with 3 employees. This 10.66 acre tract of land is Lot 1 in the Booky T subdivision and will be served by a rainwater collection system.

The system designer, Jim Conner, R.S., has designed a standard treatment system. After treatment, the effluent will be disposed via standard disposal for a maximum daily rate of 400 gallons. The system designer, Jim Conner, is requesting a variance to Section 10. W.(6) of the Hays County rules for On-Site Sewage Facilities that requires an effluent meter, which is capable of measuring the daily flow. His justification for the variance is: "To provide equal protection, there will be no external hose bibs on the outside of the Office Building, so that all the water entering the building is entering the On-Site Sewage System. The flow meter will be located on the Water Line where it enters the Office Building."

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action related to interim video and audio streaming services for Commissioners Court.

ITEM TYPE

ACTION-MISCELLANEOUS

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

TBD

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

Cardenas

SPONSOR

BECERRA

CO-SPONSOR

N/A

SUMMARY

Due to a major water leak in the Commissioners courtroom requiring long term repairs, Commissioners court will now be held at the government center, which has no streaming capabilities.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to establish times and locations of Commissioners Court dates during December 2019 and January 2020, with consideration for the ongoing condition of the Commissioners Courtroom at the Historic Courthouse, located at 111 E. San Antonio Street in San Marcos.

ITEM TYPE

ACTION-MISCELLANEOUS

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

SPONSOR

CO-SPONSOR

SHELL

INGALSBE

SUMMARY

Provided in Open Court.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Executive Session pursuant to Sections 551.071 and 551.072 of the Texas Government Code: consultation with counsel and deliberation regarding the purchase, exchange, lease or value of real property regarding Parks and Open Space within Hays County. Possible action may follow in Open Court.

ITEM TYPE

EXECUTIVE SESSION

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

SPONSOR

CO-SPONSOR

SHELL

N/A

SUMMARY

Information will be provided in Executive Session.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Executive Session pursuant to 551.071 of the Texas Government Code: consultation with counsel regarding pending and/or contemplated litigation involving Hays County. Possible action may follow in open court.

ITEM TYPE

EXECUTIVE SESSION

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

KENNEDY

SPONSOR

BECERRA

CO-SPONSOR

N/A

SUMMARY

Litigation update to be provided in Executive Session.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Executive Session pursuant to Sections 551.071 and 551.072 of the Texas Government Code: consultation with counsel and deliberation regarding the purchase, exchange or value of Right of Way along Dacy Lane in Pct 2. Possible action may follow in open court.

ITEM TYPE

EXECUTIVE SESSION

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY

SPONSOR

CO-SPONSOR

JONES

N/A

SUMMARY

Summary to be provided in Executive Session.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Executive Session pursuant to 551.071 of the Texas Government Code: consultation with counsel regarding economic development incentive agreements, past and future, involving Hays County. Possible action may follow in open court.

ITEM TYPE

EXECUTIVE SESSION

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

KENNEDY

SPONSOR

INGALSBE

CO-SPONSOR

N/A

SUMMARY

Update to be provided in Executive Session.

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Executive Session pursuant to 551.071 of the Texas Government Code: consultation with counsel regarding the Hays County agreement with Visionality and SWAGIT Productions, LLC, related to audio/visual hardware and live streaming services. Possible action may follow in open court.

ITEM TYPE

EXECUTIVE SESSION

MEETING DATE

November 26, 2019

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY

KENNEDY

SPONSOR

INGALSBE

CO-SPONSOR

N/A

SUMMARY

Summary to be provided in Executive Session.