



STATE OF TEXAS □
 COUNTY OF HAYS □

ON THIS THE 18TH DAY OF APRIL A.D., 2000, THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS, MET IN REGULAR MEETING. THE FOLLOWING MEMBERS WERE PRESENT, TO-WIT:

**JAMES L. POWERS
 DEBBIE GONZALES INGALSBE
 H. S. "SUSIE" CARTER
 WILLIAM "BILL" BURNETT
 RUSS G. MOLENAAR
 LEE CARLISLE**

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

WHEN THE FOLLOWING PROCEEDINGS WERE HAD, THAT IS:

Judge Powers called the meeting to order and gave the invocation and Commissioner Burnett led the Court in the Pledge of Allegiance to the Flags.

18593 APPROVE THE COMMISSIONERS' COURT MINUTES OF APRIL 11, 2000

A motion was made by Commissioner Ingalsbe, seconded by Commissioner Burnett to approve the Commissioners' Court Minutes of April 11, 2000 as presented by the County Clerk. All voting "Aye"

18594 APPROVE PAYMENT OF COUNTY INVOICES

A motion was made by Commissioner Ingalsbe, seconded by Commissioner Burnett to approve payment of county invoices in the amount of \$289,241.29 as presented by the County Auditor. All voting "Aye"

Licenses & Permits	\$ 125.00	Public Safety Svcs	\$ 2,818.91	Fines	\$ 748.84
Other Revenue	\$ 24,530.00	Auditor's Office	\$ 760.37	Treasurer's Office	\$ 721.39
Extension Office	\$ 1,235.38	Grants Administration	\$ 110.24	Juvenile Probation	\$ 2,906.93
Election Admin Office	\$ 3,861.88	Transfer Station	\$ 221.29	Bldg Mtc. Dept	\$ 12,890.94
Environmental Health	\$ 1,765.96	Civic Center	\$ 613.33	Countwide Operating	\$ 89,214.31
Tax Assessor-Collector	\$ 1,027.19	District Clerk's Office	\$ 215.69	County Clerk's Office	\$ 762.04
Sheriff's Office	\$ 12,791.77	Jail Operations	\$ 30,044.79	County Judge's Office	\$ 187.55
County Court @ Law 1	\$ 138.97	District Attorney	\$ 1,681.57	J.P. 1-1	\$ 76.99
J. P. 1-2	\$ 0.19	J.P. 2	\$ 264.37	J. P. 4	\$ 13.59
J.P. 5	\$ 271.26	Dept. of Public Safety	\$ 1,308.19	Constable 1	\$ 94.16
Constable 4	\$ 412.10	Constable 5	\$ 119.28	District Curt Operations	\$ 4,642.84
Co & JP Court Operations	\$ 1,830.44	Veterans Admin	\$ 108.07	Computer Services	\$ 2,042.77
DPS/L&W	\$ 232.36	Fire Marshal/EMC	\$ 369.08	District Court Reporters	\$ 83.19
TJPC CCAP Grant	\$ 935.98	Assoc Judge/Family Law	\$ 42.90	Special Counsel Ofc	\$ 247.46
Comm Court Expenses	\$ 36.85	CJD/VOCA Grant	\$ 160.82	CJD/VAWA Grant	\$ 38.99
CAPCO Waste Task Force	\$ 28.49	911 Address Mtc. Grant	\$ 141.40	Title 4E Juv Prob Grant	\$ 1,945.24
Juv Justice Alt Ed Grant	\$ 8,666.05	General Fund Credit	<\$331.93>	R&B Operations	\$ 65,979.14
Precinct 1	\$ 71.64	Precinct 2	\$ 189.70	Precinct 3	\$ 284.16
Road Reconstruction	\$ 944.18	R&B General Credit	<\$41.69>	Sheriff Abandon Veh	\$ 255.05
Rec Mngmnt/Co Clk	\$ 270.62	Co Rec Preservation Fund	\$ 4,581.00	Health Svcs Grants	\$ 210.10
Law Library Fund	\$ 334.94	Courthouse Security Fund	\$ 55.40	Medical & Dental Insur	\$ 150.00
Sheriffs Drug Forfeiture	\$ 383.50	Family Health Svcs	\$ 159.88	Stellar Plastics Grant	\$ 2,072.63
Ace in the Hills Grant	\$ 184.77				

18595 APPROVE BUDGET AMENDMENT #00-19

A motion was made by Commissioner Ingalsbe, seconded by Commissioner Burnett to approve Budget Amendment No. 00-19 as proposed by the County Auditor. All voting "Aye"

				AMENDMENT NO. 00-19 FY 2000 BUDGET 04/18/00
FUND NO. 01				
FUND TITLE GENERAL FUND				
APPROPRIATION	APPROPRIATION		AMENDMENT	
	BEFORE AMENDMENT	INCREASES	AS DECREASES	
LINE ITEM - EXPENDITURES				
AMENDED				
SHERIFF OFFICE (418):				
01-418-5031 Holiday/OT/Comp	100,000	20,000		120,000
01-418-5021 Staff	2,103,588		(20,000)	2,083,588
Transfer for part of Y2K, holiday balance				
JAIL (419):				
01-419-5281 Janitorial Sply		20,000	10,000	
				30,000
01-419-5451 Cont Bldg Maint	121,520		(10,000)	110,520
Transfer for needed expense				

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Clerk's Note: No action was taken on Agenda Items #4 & 5 because no paperwork was submitted for approval. Items were REFUND OF DOUBLE PAYMENT/OVERPAYMENT OF TAXES and UTILITY PERMITS

18596 ACCEPT THE NOMINATION FROM THE HAYS CISD AND APPOINT MICHAEL HINOJOSA TO REPLACE MORRIS SCHMELTEKOPF ON THE HAYS COUNTY INFRASTRUCTURE COMMITTEE

A motion was made by Commissioner Ingalsbe, seconded by Commissioner Burnett to accept the nomination from the Hays CISD and appoint Michael Hinojosa to replace Morris Schmeltekopf on the Hays County Infrastructure Committee. All voting "Aye"

18597 ACTION TABLED TO CANCEL LOTS 1-3, BLOCK B THE RAILYARD SUBDIVISION

[T1-30] Environmental Health Director Allen Walther advised that staff supports this cancellation because it provides a second access to the proposed subdivision. Jacquelyn Collum Murphy, Special Counsel, advised that she has legal concerns about the court's ability to implement the statutory provisions because of pending litigation between the parties. Chris Bolt, Attorney for Aus-tex, advised that the parties were not able to reach an agreement and he has a different opinion of the statute. He spoke of Local Government Code § 232.008 Cancellation of Subdivision. He stated that 100% of the owners of the identifiable part are asking for the cancellation of that part and subsection (e) states that the commissioners' court shall authorize the cancellation, however, if the owners of at least 10% of the property affected by the cancellation file a written objections the court has discretion for cancellation. Mr. Bolt stated that the Mendoza's have a legal right to file a suit for damages in this case. The current owner of the proposed subdivision are not the originally developer of the Railyard Subdivision. If this cancellation is not approved

then the new development will come through Railyard Road (which he believes is a public roadway). Commissioner Carter voiced her concerns about using a private road (Railyard Road) and about the new road already under construction. Environmental Health Director Allen Walther advised that the Court has approved other developments coming off of private roads and the Court made sure that there was protection for the original property owners so that damages could be addressed (ie Red Hawk Road). Commissioner Carter spoke of county clerk records that indicate that the Railyard Roads are private and were not built to county specifications. She feels like the court should not cancel these lots because she feels like they would be violating the law. Commissioner Molenaar showed a plat of the original master plan for this development which shows this proposed development and the proposed new roadway . Allen Walther advised that it was presented as a phased development and there has been a change in ownership of the property. Mr. Hardesty, Attorney for the Mendoza family, spoke of roads being private in the Railyard Subdivision - they are not saying that the development cannot happen, they are just in opposition to the new road being built. He does not feel like this is a cancellation (in which lots are returned to acreage) and he feels like it is a resubdivision of the lots into another subdivision which would fall under a different statute. Commissioner Carter spoke in opposition to the cancellation. Allen Walther stated that the court cannot deny the developers the right to subdivide - action is needed today. A motion was made by Commissioner Molenaar, seconded by Commissioner Burnett to table action on cancellation of Lots 1-3 Block B of the Railyard Subdivision until next week. Commissioner Ingalsbe, Judge Powers, Commissioner Burnett, and Commissioner Molenaar voting "Aye". Commissioner Carter voting "No".

**18598 COTTONWOOD CREEK BUSINESS PARK, SECTION 2 AMENDED LOT 3-A *
APPROVE FINAL PLAT AND WAIVE PUBLIC NOTIFICATION [T1-389]**

Environmental Health Director Allen Walther gave staff recommendation for approval of revision to the original plat – the property owner of Lot 3 wanted to have a 3 acre lots instead of a 2 acre lot. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Burnett to approve final plat and waive public notification for "Cottonwood Creek Business Park Section 2 Amended Lot 3-A". All voting "Aye".

18599 OAKMONT ESTATES * PRELIMINARY PLAT APPROVAL [T1-406]

This is a 29 lot subdivision located of Cotton Gin Road (CR129). Environmental Health Director Allen Walther gave staff recommendation for approval of preliminary plat. A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to approve preliminary plat of "Oakmont Estates". All voting "Aye"

18600 DUNN PLAZA * FINAL PLAT APPROVAL [T1-418]

Environmental Health Director Allen Walther advised that this is a 2 lot commercial development. He gave staff recommendation for approval of final plat. A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to approve final plat of "Dunn Plaza". All voting "Aye"



18601 MOUNT SHARP RANCH * PRELIMINARY PLAT APPROVAL [T1-429]

Environmental Health Director Allen Walther spoke of this being a 24 lot development with two 30 ft. Shared Access Driveways (SAD's) off Mt. Sharp Road (CR220). He stated that the plat proposes a 40 ft. dedication to the county of CR220 (currently just an easement). It is county policy to request additional R-O-W on existing

county road easements so that we have 30 ft. from the center of the road, therefore, staff is requesting 10 additional feet (30 ft. instead of 20 ft from the centerline) R-O-W dedication. Developer S. E. "Pud" Rutledge suggested a 10 foot road widening easement instead of dedicating the additional R-O-W. Commissioner Burnett spoke of importance for the county to have the amount of R-O-W needed now before growth happens. Allen Walther advised that easements are normally for drainage purposes and not for road R-O-W and he feels like there will be confusion later regarding fences, etc. if we don't get the dedication. A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to approve preliminary plat of "Mount Sharp Ranch" with intention of dedication of additional 10 feet. Commissioner Burnett will work with the developer before final approval. All voting "Aye".

18602 SADDLETREE RANCH SECTION 2 LOTS 11 & 12 * AUTHORIZE RELEASE OF PUBLIC UTILITY EASEMENT ON COMMON LOT LINE [T1-524]

Environmental Health Director Allen Walther advised that utility providers are agreeable to release of the utility easement. A motion was made by Commissioner Molenaar, seconded by Commissioner Burnett to authorize release of public utility easement on common lot line of Lots 11 & 12 of Saddletree Ranch Section 2. All voting "Aye"

18603 CROOKED OAKS * PRELIMINARY PLAT APPROVAL [T1-569]

Environmental Health Director Allen Walther advised that this plat has been reviewed by the City of Dripping Springs and the secondary access was added per request of the City of Dripping Springs. Access is from Pin Oak Drive & Post Oak Drive. He gave staff recommendation for approval. Commissioner Molenaar spoke of discussions with the City of Dripping Springs. Commissioner Carter voiced her concerns about impact of this development on the county portion of the road and our requirements regarding certain size roads for major amounts of traffic on county roads. A motion was made by Commissioner Molenaar, seconded by Commissioner Ingalsbe to approve preliminary plat of "Crooked Oaks" subdivision. All voting "Aye".

18604 APPROVE ROAD NAME DESIGNATION OF "LA PALMA RANCH ROAD" FOR A PRIVATE DRIVEWAY LOCATED OFF CARPENTER LANE [T1-653]

Environmental Health Director Allen Walther asked that this road be clarified as a private driveway and not a private road as indicated on the agenda. This is a driveway going into an individuals ranch property and there are multiple residences in this property. The name is being designated for emergency purposes. He gave staff recommendation for approval to name this driveway. A motion was made by Commissioner Carter, seconded by Commissioner Burnett to approve road name designation of "La Palma Ranch Road" to a private driveway located off Carpenter Lane. All voting "Aye"

18605 COTTONWOOD HOLLOW * PRELIMINARY PLAT APPROVAL [T1-675]

Environmental Health Director Allen Walther advised that this subdivision will be brought back in phases. The first phase will be lots on Cotton Gin Road. Lots 17 & 18 are not showing a culdesac at this time and it will be staff recommendation to put a culdesac at this location. A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to approve preliminary plat of "Cottonwood Hollow". All voting "Aye"

18606 APPROVE SPECIFICATIONS AND AUTHORIZE THE PURCHASING AGENT TO ADVERTISE FOR SERVICES FOR REMOVAL AND TRANSPORTING OF BODIES FOR AUTOPSY AND OTHER MEDICAL TESTING [T1-708]

JP1-2 Becky Sierra spoke of there not being guidelines currently for removal and transporting of bodies for autopsy. The JP's are asking the court to approve specifications for removal and transporting of bodies for autopsies and other medical testing - bid specs will be sent out to local funeral homes. She advised that the county will only pay for transporting of the body and not for removal of the body (this is covered by the law). We need to know what the funeral homes can do and what they choose not to do in regards to these services. The county may need to contract with several funeral homes for the services needed. They want to make sure that chain of possession is not broken for law enforcement purposes. JP5 Lamont Ramage spoke of inquest in which no autopsy is done, the

county does not pay for removal or transporting of the body. He spoke of need for guidelines. A motion was made by Commissioner Molenaar, seconded by Commissioner Ingalsbe to approve specifications and authorize the purchasing agent to advertise for services for removal and transporting of bodies for autopsy and other medical testing. All voting "Aye"

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18607 ACTION TO CHANGE THE HOURS OF OPERATION AT THE HAYS COUNTY TRANSFER STATION [T1-896]

Jerry Pinnix, Transfer Station Manager, proposed changing the hours at the transfer station to 8 am - 5 pm Monday, Tuesday, Thursday, Friday, and Saturday with a lunch hour from 12:30-1:30pm. He stated that he has advertised for a part-time position and has had no applicants. This change is needed due to a shortage of manpower. He suggested that it be closed on Wednesday because this is the slowest day of the week. Jerry Pinnix spoke of efforts to privatize the transfer station proved that we need to decrease the hours that the transfer station is open. A motion was made by Judge Powers, seconded by Commissioner Burnett to close the Hays County Transfer Station on Wednesdays and change the hours of operation as follows: Open on Monday, Tuesday, Thursday, Friday & Saturday from 8:00 am - 12:30 pm and 1:30 pm-5:00 pm effective April 24, 2000. All voting "Aye"

18608 RESCIND ACTION TAKEN BY COURT ON JANUARY 25, 2000/RESOLUTION #18386 ESTABLISHING TRAFFIC REGULATIONS ON "SANTA FE RUN" [T1-1020]

Commissioner Carter spoke of previous action taken by the court setting speed limit of 30 MPH on Santa Fe Run in the Railyard Subdivision (Resolution #18386 dated 1/25/00). Since that time it was determined that this road is not a county road. She spoke of conversation with Texas Association of Counties regarding this issue and they advised that the court could correct this situation by voiding the action taken – the signs may be taken down or left to make for a safer street. Commissioner Molenaar recommended taking the county road signs down. A resident on Santa Fe Run requested that the signs be left in place. Jacquelyn Collum Murphy, Special Counsel, advised that the signs have no legal authority. A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to rescind Resolution #18386 adopted on January 25, 2000 establishing traffic regulations (30MPH speed limit) on Santa Fe Run in the Railyard Subdivision. All voting "Aye"

18609 AUTHORIZE COUNTY JUDGE TO SUBMIT A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE COPSHIRE PROGRAM FOR UP TO \$450,000

[T1-1111] Richard Salmon, Grants Administrator advised that grant funds from the Dept. of Justice Community Oriented Policing Program (COPSHIRE) will be used to pay the salaries and benefits of 6 new law enforcement officers for the Hays County Sheriff's Dept. Matching funds for each year increase by 25% but the program allows for different options. Sheriff Deputies Skip Casteel and Ramsay Garza were present. This is the last year of the program. Commissioner Carter felt like personnel changes based on grants make our budget without merit (not planning within the budgetary process). Commissioner Ingalsbe spoke of not being able to wait until the budget process to apply for this grant. A motion was made by Commissioner Molenaar, seconded by Judge Powers to authorize the County Judge to submit a grant application to the U.S. Department of Justice COPSHIRE Program for up to \$450,000.00. Commissioner Ingalsbe, Commissioner Burnett, Commissioner Molenaar, and Judge Powers voting "Aye". Commissioner Carter voting "No".

18610 AUTHORIZE COUNTY JUDGE TO SUBMIT A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR-CRIMINAL JUSTICE DIVISION FOR UP TO \$47,027 (TRUANCY OFFICER IN SHERIFF'S DEPT.) [T1-1209]

Richard Salmon, Grants Administrator, advised that this is a continuation grant to pay the salary of the Truancy Officer in the Sheriff's Department - a portion of the funds will be used to pay overtime for SRO's (School Resource Officers) in the San Marcos CISD and to pay overtime for County Deputies in the Wimberley ISD to make evening visits at the truant student's home. The County will provide 50% of matching funds and each school district will provide 25%. Commissioner Ingalsbe asked if we have encouraged the schools to participate at a greater percentage. Richard Salmon advised that he would like assistance in discussing this matter with the San Marcos CISD. A motion was made by Commissioner Molenaar, seconded by Judge Powers to authorize the County Judge to submit a grant application to the Office of the Governor-Criminal Justice Division for up to \$47,027.00 (Truancy Officer in Sheriff's Dept.). Commissioner Ingalsbe, Commissioner Burnett, Commissioner Molenaar, and Judge Powers voting "Aye". Commissioner Carter voting "No".

18611 ACCEPT THE CAPCO FY 2000 SOLID WASTE ENFORCEMENT GRANT FOR \$20,000 AND AUTHORIZE THE COUNTY JUDGE TO EXECUTE THE CONTRACT

[T1-1256] Richard Salmon, Grants Administrator, advised that this grant will be used to pay part of the salary of the Solid Waste Enforcement Officer in the Environmental Health Department. The County is currently paying all of the salary/benefits and operating expenses of this program. A motion was made by Commissioner Molenaar, seconded by Judge Powers to accept the CAPCO FY2000 Solid Waste Enforcement Grant for \$20,000 and authorize the County Judge to execute the contract. All voting "Aye"

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18612 AUTHORIZE THE COUNTY JUDGE TO FORWARD A LETTER ON BEHALF OF THE COMMISSIONERS' COURT REQUESTING THAT THE CITY OF KYLE ANNEX GOFORTH ROAD (COUNTY ROAD 157) FROM THE IH35 ACCESS ROAD TO COUNTY ROAD 130, WITH NO UPGRADES OR IMPROVEMENTS BY HAYS COUNTY TO THE ROAD [T1-1286]

Steve Harrison, City Administrator for the City of Kyle, spoke in support of this item. They will move quickly for annexation of this area. There will be a new school built on this roadway and the city will participate in road improvements. He spoke of confusion in complaints and who is responsible for this roadway. A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to authorize the County Judge to forward a letter on behalf of the Commissioners' Court requesting that the City of Kyle annex Goforth Road (County Road 157) from the IH35 access road to County Road 130, with no upgrades or improvements by Hays County to the road. All voting "Aye"

18613 AUTHORIZE THE CONVEYANCE OF A PERMANENT UTILITY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT TO THE CITY OF KYLE FOR A WASTEWATER INTERCEPTOR LINE TO CROSS A TRACT OF LAND IN THE M.B. ATKINSON SURVEY IN HAYS COUNTY PREVIOUSLY DEEDED TO THE SHERIFF OF HAYS COUNTY [T1-1352]

Steve Harrison, City Administrator for City of Kyle, advised that they are in final stages for design of a waste water treatment plant 3 miles east of downtown area of Kyle. They have been negotiating with property owners for the easement. The county owns a 22 acre parcel and easements are needed from the county. This was property that was deeded to the Sheriff in lieu of a bond. The Sheriff is in agreement with this request. A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to authorize the conveyance of a permanent utility easement and temporary construction easement to the City of Kyle for a wastewater Interceptor Line to cross a tract of land in the M.B . Atkinson Survey in Hays County previously deeded to the Sheriff of Hays County. All voting "Aye".

18614 AUTHORIZE THE COUNTY JUDGE TO SIGN AN AGREEMENT WITH ATTORNEY DAVID BROOKS ON BEHALF OF HAYS COUNTY TO FILL IN FOR JACQUELYNE CULLOM -MURPHY AS SPECIAL COUNSEL DURING HER MATERNITY LEAVE

[T1-1455] Jacquelyn Collum Murphy, Special Counsel, spoke of David Brooks who has offered his services to Hays County during her maternity leave. She expects this to be for approximately 3 weeks. He has agreed to review court agendas and attend court meetings in order to answer any legal issues during her absence. The agreement provides that he be available for other matters at the request of one designated individual (ie County Judge, District Attorney) and the county would be billed \$150 per hour for legal services. She stated that she has discussed this with the District Attorneys office and she feels like their schedule is very tight. Jacquelyn stated that he has surplus funds in her staff line item to cover the legal fees. Court discussed terms of the agreement and length of time. A motion was made by Judge Powers, seconded by Commissioner Molenaar to authorize the County Judge to sign an agreement with Attorney David Brooks on behalf of Hays County to fill in for Jacquelyn Collum-Murphy as Special Counsel during her maternity leave. All voting "Aye"

18615 ACCEPT INTERNAL AUDIT OF THE SAN MARCOS/HAYS COUNTY EMS [T1-1628]

County Auditor Bill Herzog advised that the San Marcos/Hays County EMS is audited every other year by the county (and by the City of San Marcos the years the County does not). A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to accept the internal audit of the San Marcos/Hays County EMS. All voting "Aye"

DISCUSSION REGARDING USE OF A STANDARDIZED FORM (HAYS COUNTY SOCIAL SERVICES REQUEST FOR FUNDS) TO BE SUBMITTED BEFORE BEING CONSIDERED FOR FUNDING FROM HAYS COUNTY [T1-1648]

Commissioner Carter spoke of need for a standardized form to be used by all social services - some have submitted only a letter of request - this will give us a better picture of what we are doing. County Auditor Bill Herzog spoke of letter that is sent out annually to social services. This year we sent back submittals that did not meet our request for information. Judge Powers stated that it is late in the budget process to change the form for requests that have already been sent in. Jacquelyn Collum Murphy stated that the contract currently in place is sufficient for the law stated by Commissioner Carter. Bill Herzog advised that he can provide copies of the quarterly reports to members of the court and could make sure that all questions are answered. Bill Herzog advised that most of these questions have already been asked. Judge Powers advised that it is his budget and he is not going to change administration of it at this time but he will take into considerations the issues presented.



18616 CREATE A COUNTY CONTRACTS CLEARINGHOUSE AND PROCEDURE AND TO

DESIGNATE LAMARR PETERSON AS THE COUNTY'S CONTRACT COORDINATOR/ADMINISTRATOR [T1-1890]

Special Counsel Jacquelyn Collum Murphy spoke of difficulty in tracking contracts and staff proposes appointing Lamarr Peterson as the county's contract coordinator and put together procedures. This would be any contracts approved by the Commissioners' Court. Commissioner Molenaar spoke of R-O-W experts needed to approve contracts dealing with right-of-way issues. Lamarr Peterson stated that he feels like it will not put any more work on him than it does if he is not able to find a contract. He spoke of money being held up because we are unable to locate executed contracts. A motion was made by Commissioner Molenaar, seconded by Commissioner Ingalsbe to create a County Contracts Clearinghouse and Procedure and to designate Lamarr Peterson as the county's contract Coordinator/Administrator. All voting "Aye" Commissioner Burnett suggested sending out a memo to all departments regarding this action so that they will know who contracts should go through.

EXECUTIVE SESSION * DISCUSSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, RELATING TO PERSONNEL * CONSIDER APPLICATIONS FOR THE POSITION OF CIVIC CENTER MANAGER

The court convened into closed executive session to discuss personnel matters related to the position of Civic Center Manager. Upon completion of the executive session, the court convened into open meeting. No action was taken on this item.

WORKSHOP TO DISCUSS PROPOSED AMENDMENTS TO THE HAYS COUNTY PERSONNEL POLICY RECOMMENDED BY THE PERSONNEL COMMITTEE [1:30pm]

[T1-2538] Commissioner Carter was not present at the beginning of this workshop. Brittany Richey, Personnel Director, spoke of personnel policy committee meetings held for the last six months. Committee members are Ernest Garcia, Gay Helmly, Sherman Brodbeck, Bill Herzog, Susie Carter, Allen Walther, Linda Rodriguez, Jacquelyn Murphy, Michele Tuttle, Debbie Ingalsbe, Lamont Ramage, and Britney Richey. They had a lot of discussion and conflicting views and have compromised and made a recommendation. She presented a draft and a summary of changes to the current personnel policy. There will be added to the policy a travel policy and purchasing policy at the end of this manual. They want to also do a section for supervisors. New wording and more specifics are in the new manual. Basic policy changes are summarized: all jobs must be posted, and more flexibility to elected officials, She went over the following changes to various sections of the policy:

- Sec. 2.03 specifies that all jobs must be posted.
- Sec. 2.04 changes retention date for applications to 90 days and must be a written Hays County application.
- Sec. 2.05 adds option for a grade and step committee
- Sec. 2.07 specifies nepotism rules – grandfathered more specifically (had to work in the same capacity)
- Sec. 2.09 took out aids virus transmission and added section requiring notification to supervisor if they have a life threatening illness
- Sec. 2.12 notify employees of requirement for carrying liability insurance for their vehicles used for county business
- Sec. 2.13 broke out part-time employees to 1/2 & 3/4 time employees (affects employee benefits)
- Sec. 2.14 employees must notify employer of outside employment

Commissioner Carter came to the meeting at this time

- Sec. 2.16 allows 2 employees to be in the same position for 2 weeks for training purposes
- Sec. 2.17 new section regarding probationary period for new hires and re-hires
- Sec. 3.03 adds drug & alcohol testing for all work related injuries
- Sec. 3.04 employees on workers comp will only be compensated for time lost during their regularly scheduled Shift (not during time at Dr. office or hospital) and they must check in once a week while they are out
And there is no guarantee of position after 6 months
- Sec. 3.05 reflect no smoking at Sheriffs Dept. (previously exempted)
- Sec. 3.06 zero tolerance for drugs and alcohol and also addresses random drug testing requirements
- Sec. 3.07 added the email policy
- Sec. 3.10 requires employees to conduct daily inspections of the equipment they use and no vehicles can be taken home outside the county. There will be some that need to be grandfathered if they were hired with that understanding and some other exemptions which must be approved by Commissioners Court

- Sec. 3.11 parking permits - established fee for replacement of permits
- Sec. 3.13 key control policy added – lost keys and replacement of locks must be paid by employee
- Sec. 3.15 county equipment/bulletin boards may not be used to solicit personal items
- Sec. 3.17 elected officials are not excluded from prohibition of political activities (will need legal guidance)
- Sec. 3.19 clarifies that dept. head must approve performance appraisals before employee consultation
- Sec. 3.20 specifies number of days for rebuttal of discipline and written reprimands
- Sec. 3.21 added section regarding employee dating
- Sec. 3.23 added section on employee grievance process

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- Sec. 4.01 allows employees to go above the maximum step for a position after 15 years of continuous service
- Sec. 4.02 adds to option of a grade and step committee
- Sec. 4.04 specifies that employees must pay the county back for any overpaid wages
- Sec. 4.06 clarifies increases for those not on grade scale and allows employees with 15 years or more of Experience to go beyond the scale.
- Sec. 4.07 eliminates 4% rule and makes it a 2 step increase
- Sec. 4.08 employee must take a decrease in pay when voluntarily taking a position with less responsibility
- Sec. 4.11 adds a section longevity pay
- Sec. 5.07 recognition program - allows recognition of part-time employees and a peer recognition program
- Sec. 5.09 addresses continuing education and not education assistance
- Sec. 6.02 establishes firm guidelines regarding approval of leave and sets time frame for compliance
- Sec. 6.03 explains how to track their time (standardized rounding process)
- Sec. 6.04 allows employees working over 20 hours per week to get paid for holidays
- Sec. 6.05 allows employees with 15 years of experience to earn 12 vacation hours per month and any break In service start over when they are rehired
- Sec. 6.06 releases cap on sick leave
- Sec. 6.07 raises requirement for sick pool absences to greater than 4 weeks (only for employees who have worked for the county for more than 12 consecutive months. Does not kick in until the fourth week.
- Sec. 6.11 releases the limit on witness duty
- Sec. 6.20 new section addresses on-call time
- Sec. 8.01 establishes the official date of termination as the last physical working day
- Sec. 8.03 states that a reduction in force will be based on budget, evaluations, and seniority.

County Treasurer Michelle Tuttle spoke of Supreme Court ruling which upheld "at will" employment. The Court will come back in two weeks to consider the proposed Personnel Policy.

Court was adjourned.

MINUTES APPROVED IN OPEN COURT ON THE 25th DAY OF APRIL, 2000.

JAMES L. POWERS, COUNTY JUDGE
H A Y S COUNTY, TEXAS

LEE CARLISLE, COUNTY CLERK
H A Y S COUNTY, TEXAS

