



STATE OF TEXAS 0
 COUNTY OF HAYS 0

ON THIS THE 29TH DAY OF MAY, A.D., 2001, THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS, MET IN REGULAR MEETING. THE FOLLOWING MEMBERS WERE PRESENT, TO-WIT:

| | | |
|-------------------------------|-----------------|-----------------------------|
| DEBBIE GONZALES | INGALSBE | COMMISSIONER, PCT. 1 |
| H. S. "SUSIE" CARTER | | COMMISSIONER, PCT. 2 |
| WILLIAM "BILL" BURNETT | | COMMISSIONER, PCT. 3 |
| RUSS G. MOLENAAR | | COMMISSIONER, PCT. 4 |
| LEE CARLISLE | | COUNTY CLERK |

WITH THE FOLLOWING MEMBER ABSENT: COUNTY JUDGE JAMES L. POWERS,
 WHEN THE FOLLOWING PROCEEDINGS WERE HAD, THAT IS:

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

19517 APPROVE THE COMMISSIONERS' COURT MINUTES OF MAY 22, 2001

A motion was made by Commissioner Burnett, seconded by Commissioner Carter to approve the Commissioners' Court Minutes of May 22, 2001 as presented by the County Clerk. All present voting "Aye".

19518 APPROVE PAYMENT OF COUNTY INVOICES

A motion was made by Commissioner Burnett, seconded by Commissioner Carter to approve payment of county invoices in the amount of \$382,334.57 + \$2,329.92 as presented by the County Auditor. All present voting "Aye".

| | | | | | |
|--------------------------|--------------|--------------------------------|----------------------------|---------------------------|---------------|
| Public Safety Svcs | \$ 8,964.00 | Auditor's Office | \$ 434.48 | Treasurer's Ofc | \$ 65.00 |
| Extension Office | \$ 532.16 | Grants Admin Office | \$ 105.24 | Juvenile Prob Ofc | \$ 12,714.16 |
| Election Admin Ofc | \$ 1,139.62 | Community & Soc Svcs | \$ 2,083.33 | Indigent Care | \$ 10,743.83 |
| Transfer Station | \$ 1,586.12 | Bldg Mtc Dept. | \$ 9,903.58 | Environmental Health | \$ 355.52 |
| Civic Center | \$ 2,929.51 | Countywide Operating | \$ 34,969.73 | Tax Assessor-Collector | \$ 714.09 |
| Sheriff's Office | \$ 5,950.77 | Jail Operations | \$ 15,283.00 | County Judge's Office | \$ 62.00 |
| County Court @ Law 1 | \$ 726.77 | District Attorney's Office | \$ 1,504.73 | Justice of the Peace 1-1 | \$ 73.49 |
| Justice of the Peace 1-2 | \$ 38.60 | Justice of the Peace 2 | \$ 44.85 | Justice of the Peace 3 | \$ 25.78 |
| Justice of the Peace 5 | \$ 342.60 | Constable 5 | \$ 107.21 | District Court Operations | \$ 7,624.61 |
| Co & JP Court Operations | \$ 6,824.53 | Veterans Admin Office | \$ 92.38 | Computer Services | \$ 1,483.30 |
| Fire Marshal/EMC | \$ 148.24 | Assoc. Judge/Family Law | \$ 35.00 | CJD/VOCA Grant | \$ 1,382.23 |
| CDJ/VAWA Grant | \$ 2,645.45 | CJD/Truancy Officer Grant | \$ 4,642.85 | TJPC/Juv Prob Grant | \$ 2,652.60 |
| TJPC/Juv Justice Alt Ed | \$ 19.85 | General Fund Credit | <\$261.86> | R&B Operations | \$ 206,284.67 |
| Precinct 1 | \$ 742.84 | Precinct 2 | \$ 94.01 | Precinct 3 | \$ 59.99 |
| Precinct 4 | \$ 116.08 | R&B Gen Fund Credit | <\$10,968.46> | Anticip Notes '95 Proj | \$ 11,243.89 |
| Records Mngmnt/Co Clk | \$ 351.46 | Health Services Grants | \$ 3,570.54 | Law Library Fund | \$ 137.96 |
| Sheriffs Spec Proj Fund | \$ 10.00 | Medical & Dental Insur | \$ 300.00 | Sheriffs Drug Forf Fund | \$ 800.00 |
| Family Health Svcs | \$ 19,340.96 | Court Reporters Svcs | \$ 200.00 | Ace in the Hills Grant | \$ 184.77 |
| Tobacco Settlement Fund | \$ 11,176.51 | CJD/VAWA Grant | \$ 2,329.82 | | |

19519 APPROVE BUDGET AMENDMENT #01-25

A motion was made by Commissioner Burnett, seconded by Commissioner Carter to approve Budget Amendment No. 01-25 as proposed by the County Auditor. All present voting "Aye".

| AMENDMENT NO. 2001-25 FY 2001 BUDGET 5-29-01 | | | | |
|---|----------------------|------------------|------------------|----------------------|
| FUND NO. <u>01</u> | | | | |
| FUND TITLE <u>GENERAL FUND</u> | | | | |
| <u>LINE ITEM - EXPENDITURES</u> | <u>APPROPRIATION</u> | <u>AMENDMENT</u> | | <u>APPROPRIATION</u> |
| | <u>BEFORE</u> | <u>INCREASES</u> | <u>DECREASES</u> | <u>AS</u> |
| <u>EXTENSION (403):</u> | <u>AMENDMENT</u> | <u>INCREASES</u> | <u>DECREASES</u> | <u>AMENDED</u> |
| 01-403-5413 Vehicle Maintenance | 900 | 1,200 | | 2,100 |
| 01-403-5101 FICA | 10,359 | | (950) | 9,409 |
| 01-403-5411 Office Equipment Maintenance | 250 | | (250) | -0- |
| | | <u>1,200</u> | <u>(1,200)</u> | |
| <i>Transfer for AC/Tires from personnel savings</i> | | | | |
| <u>GRANTS ADMINISTRATION (404):</u> | | | | |
| 01-404-5211 Office Supply | 1,100 | 392 | | 1,492 |
| 01-404-5321 Dues & Bonds | 100 | | (100) | -0- |
| 01-404-5331 Continuing Ed | 400 | | (69) | 331 |
| 01-404-5448 Contract Services | 8,900 | | (223) | 8,677 |
| | | <u>392</u> | <u>(392)</u> | |
| <i>Transfer for needed expense</i> | | | | |



AMENDMENT
NO. 2001-25
FY 2001 BUDGET
5-29-01

FUND NO. 01
FUND TITLE GENERAL FUND

| LINE ITEM - EXPENDITURES | APPROPRIATION | AMENDMENT | | APPROPRIATION |
|--|---------------|--------------|----------------|---------------|
| | BEFORE | INCREASES | DECREASES | AS |
| | AMENDMENT | | | AMENDED |
| CONSTABLE 1 (431): | | | | |
| 01-431-5211 Office Supply | 500 | 350 | | 850 |
| 01-431-5711 Office Equipment | 450 | 65 | | 515 |
| 01-431-5160 Insurance | 12,725 | | (180) | 12,545 |
| 01-431-5411 Office Equipment Maintenance | 100 | | (100) | -0- |
| 01-431-5417 Law Enf Maintenance | 350 | | (135) | 215 |
| | | <u>415</u> | <u>(415)</u> | |
| <i>Transfer for balance of office equipment</i> | | | | |
| DISTRICT COURT OPERATIONS (436): | | | | |
| 01-436-5711 Office Equipment | 600 | | (499) | 101 |
| COMPUTER SERVICES (456): | | | | |
| 01-456-5421 Equipment Maintenance | 26,296 | 3,499 | | 29,795 |
| 01-456-5718 Software | 22,000 | | (3,000) | 19,000 |
| | | <u>3,499</u> | <u>(3,499)</u> | |
| <i>Transfer for Court monitors and needed expense</i> | | | | |
| CONSTABLE 5 (435): | | | | |
| 01-435-5211 Office Supply | 860 | 175 | | 1,035 |
| 01-435-5212 Postage | 750 | 350 | | 1,100 |
| 01-435-5321 Dues & Bonds | 200 | 65 | | 265 |
| 01-435-5489 Telephone | 2,700 | 1,000 | | 3,700 |
| 01-435-5717 Law Enf Equipment | 12,388 | | (1,590) | 10,798 |
| | | <u>1,590</u> | <u>(1,590)</u> | |
| <i>Transfer for Nextel radio/phone and needed expense from equipment savings</i> | | | | |
| DEPARTMENT OF PUBLIC SAFETY/LICENSE & WEIGHTS (470): | | | | |
| 01-470-5417 Law Enf Eqpt Maintenance | 3,400 | 850 | | 4,250 |
| COUNTYWIDE OPERATIONS (414): | | | | |
| 01-414-5399 Contingencies | 40,113 | | (850) | 39,263 |
| <i>Transfer for scales repair</i> | | | | |
| FIRE MARSHAL (472): | | | | |
| 01-472-5489 Telephone | 3,000 | 500 | | 3,500 |
| 01-472-5271 Fuel | 2,000 | 1,000 | | 3,000 |
| 01-472-5719 Misc Equipment | 8,585 | | (1,500) | 7,085 |
| | | <u>1,500</u> | <u>(1,500)</u> | |
| <i>Transfer for Sheriff-compatible wireless services and needed expense</i> | | | | |
| DISTRICT COURT REPORTER (482): | | | | |
| 01-482-5211 Office Supply | 1,500 | 270 | | 1,770 |
| 01-482-5160 Insurance | 3,333 | | (200) | 3,133 |
| 01-482-5213 Books | 150 | | (70) | 80 |
| | | <u>270</u> | <u>(270)</u> | |
| <i>Transfer for needed expense</i> | | | | |
| TJPC/TITLE IV-E JUVENILE PROBATION GRANT (741): | | | | |
| 01-741-5497 Residential/Other | 10,000 | 37,000 | | 47,000 |
| REVENUE | | | | |
| 01-384-2741 TJPC/TITLE IV | 10,000 | | 37,000 | 47,000 |
| <i>Budget agency increase in grant</i> | | | | |

FUND NO. 03
FUND TITLE ROAD & BRIDGE GENERAL FUND

| LINE ITEM - EXPENDITURES | APPROPRIATION | AMENDMENT | | APPROPRIATION |
|--|---------------|-----------|-----------|---------------|
| | BEFORE | INCREASES | DECREASES | AS |
| | AMENDMENT | | | AMENDED |
| ROAD & BRIDGE OPERATIONS (438): | | | | |
| 03-438-5262 Signs & Barricades | 50,000 | 10,000 | | 60,000 |
| 03-438-5351 Materials | 1,891,393 | 217,568 | | 2,108,961 |
| 03-438-5448 Contract Road | 785,900 | 120,000 | | 905,900 |
| 03-438-5331 Cont Ed | 2,500 | | (1,400) | 1,100 |
| 03-438-5354 Seal/Stripe/Health Dept | 112,000 | | (32,091) | 79,909 |



| FUND NO. 03 | | | | |
|---|------------------|------------------|------------------|----------------|
| FUND TITLE ROAD & BRIDGE GENERAL FUND | | | | |
| <u>LINE ITEM - EXPENDITURES</u> | APPROPRIATION | <u>AMENDMENT</u> | | APPROPRIATION |
| | BEFORE | INCREASES | DECREASES | AS |
| | <u>AMENDMENT</u> | | | <u>AMENDED</u> |
| 03-438-5357 TNRCC Abatement | 120,000 | | (120,000) | -0- |
| 03-438-5443 Consultant | 10,000 | | (5,000) | 5,000 |
| 03-438-5454 Dam Maintenance | 10,000 | | (10,000) | -0- |
| 03-438-5476 Lease/Road Equipment | 38,942 | 346 | | 39,288 |
| 03-438-5714 Road Equipment | 643,500 | | (76,900) | 566,600 |
| 03-438-5011 Department Head | 51,523 | | (51,523) | -0- |
| 03-438-5101 FICA/RET | 324,706 | | (11,000) | 313,706 |
| 03-438-5160 Insurance | 249,988 | | (40,000) | 209,988 |
| | | <u>347,914</u> | <u>(347,914)</u> | |
| <i>Transfer personnel and other savings for materials</i> | | | | |
| FUND NO. 10 | | | | |
| FUND TITLE HEALTH SERVICES GRANTS FUND | | | | |
| <u>LINE ITEM - EXPENDITURES</u> | APPROPRIATION | <u>AMENDMENT</u> | | APPROPRIATION |
| | BEFORE | INCREASES | DECREASES | AS |
| | <u>AMENDMENT</u> | | | <u>AMENDED</u> |
| <u>TDH/IMMUNIZATION GRANT (708):</u> | | | | |
| 10-708-5391 Other | 500 | 1,400 | | 1,900 |
| 10-708-5311 Travel | 1,824 | | (1,400) | 424 |
| <i>Transfer for bus-bench expense</i> | | | | |

19520 APPROVE REFUND OF DOUBLE PAYMENTS AND/OR OVER PAYMENTS ON TAXES

County Tax Assessor-Collector Luanne Caraway submitted the following applications for refund of double payments and/or over payments on taxes:

| | | |
|--------------------------------|-------------|----------------|
| Chimney Place Lot SE ½ of 5 | \$ 1,663.12 | over payment |
| Country Glenn Blk D Lot 1 | \$ 2,211.15 | over payment |
| Spring Lake Hills Blk 8 Lot 15 | \$ 3,910.22 | double payment |
| Goldenwood Section 1 Lot 7 | \$ 3,900.07 | double payment |
| Forest Wood Est Resub Lot 6A | \$ 9,624.13 | double payment |
| Creek's Landing Sec 1B Lot 25 | \$ 635.68 | double payment |

A motion was made by Commissioner Burnett, seconded by Commissioner Carter to approve refund of double payments and over payments on taxes as submitted by the County Tax Assessor-Collector. All present voting "Aye".

19521 AUTHORIZE CANCELLATION OF CONTRACT WITH DURACO INDUSTRIES DUE TO NON-PERFORMANCE AND AWARD TO NEXT LOWEST BIDDER, POTHOLE PLUS, INC.

A motion was made by Commissioner Burnett, seconded by Commissioner Carter to authorize cancellation of contract with Duraco Industries due to non-performance and award to next lowest bidder Potholes Plus, Inc. All present voting "Aye".

19522 APPROVE THE APPOINTMENT OF WAYNE BECAK AND WILL THOMPSON TO THE HAYS COUNTY INVESTMENT COMMITTEE

County Treasurer Michele Tuttle requested approval to replace Jean Arias and Tom Brooks with Wayne Becak and Will Thompson as the public members of the Hays County Investment Committee. A motion was made by Commissioner Burnett, seconded by Commissioner Carter to approve the appointment of Wayne Becak and Will Thompson to the Hays County Investment Committee replacing Jean Arias and Tom Brooks. All present voting "Aye".



19523 APPROVE THE LIST OF AUTHORIZED INVESTMENTS FOR 2001

A motion was made by Commissioner Burnett, seconded by Commissioner Carter to approve the list of authorized investments for 2001 as recommended by the County Treasurer. All present voting "Aye".

| List of Authorized Investments |
|---|
| <u>Local Government Investment Pools:</u> |
| TexPool |
| LOGIC |
| MBIA – Class |
| <u>Money Market Funds:</u> |
| Funds Management Group- Investor's Cash Trust |
| Frost Bank |
| <u>Treasury Bills:</u> |
| Federal Reserve Bank - Treasury Direct |

19524 APPROVE CHANGES TO THE HAYS COUNTY INVESTMENT POLICY AND BROKER/DEALER QUESTIONNAIRE

A motion was made by Commissioner Burnett, seconded by Commissioner Carter to approve changes to the Hays County Investment Policy and Broker/Dealer Questionnaire as proposed by the County Treasurer. All present voting "Aye".

Broker / Dealer Questionnaire

1. Name of firm: _____
2. Are you representing a parent corporation or a subsidiary of another corporation?
 Yes No If yes, name the corporation: _____
3. Address (provide both street and P.O. Box if applicable)
LOCAL: _____
HEADQUARTERS: _____
4. Are you based in Texas? _____
5. Telephone: LOCAL: _____
HEADQUARTERS: _____
6. Is your firm available on the Internet? Yes No If yes, please list web site(s) and e-mail address(es):

7. Qualified Representative/Manager/Person-In-Charge:
Name: _____
Title: _____
Address: _____
Phone: _____
8. Our personal contact(s): (You may provide an attachment)
Name: _____
Title: _____
Address: _____
Phone: _____
9. Has our contact(s) listed above in #8 been given clearance by the firm to be the sole representative for our account?
 Yes No By Whom? _____
10. Identify all personnel who will be trading with or quoting securities to our office. Every person dealing with the Hays County Treasurer's Office must have read the Hays County Investment Policy and the Public Funds Investment Act. All must sign the Broker/Dealer Certification attached to the policy before we will do business with them. Please also provide a brief summary of the employee's history as it relates to employment, licenses, certificates, details of any disciplinary actions, complaints, arbitration, or litigation: (You may provide an attachment)
Name: _____
Title: _____
Address: _____
Phone: _____
11. Describe the trading limits of the office that would conduct business with the Hays County Treasurer's Office: _____

12. Central Registration Depository Number: _____



- 13. Is your firm registered with the Texas Securities Commission? () Yes () No
- 14. Is your firm NASD Certified? () Yes () No
If yes, please provide a photocopy of your certificate.
- 15. Place a mark by each regulatory agency that your firm is examined by and/or subject to it's rules and regulations:
FDIC _____ SEC _____ NYSE _____
Comptroller of Currency _____ Federal Reserve _____
Other _____ (list) _____
- 16. Have you attained all the required licenses to operate as a broker/dealer in the state of Texas? () Yes () No
- 17. Are you a primary dealer in U.S. Government Securities? () Yes () No
If yes, how long has your firm been a primary dealer? _____ Years
- 18. What was your firm's total volume in US treasuries or agencies last year?
(T-Bills, T-Notes, T-Bonds, Bank CDs, Etc.)
Firm wide _____ No. of Transactions _____
Local Office _____ No. of Transactions _____
- 19. Which of the following instruments does the desk we will be trading with offer regularly?
Treasury bills or notes (3mo to 1yr) ____ Certificates of Deposit _____
Agencies _____ Money Market Funds _____
Commercial Paper _____
- 20. Has your firm's capitalization ever fallen short of the Federal Reserve's or SEC capital adequacy requirements? () Yes () No
- 21. How much capital do you maintain? _____
- 22. Do you participate in the SIPC insurance program? () Yes () No
- 23. Please provide information regarding additional insurance coverage for your customers in case of default or fails. Provide proof of coverage from the insurance carrier. (You may provide an attachment)
- 24. Has your firm or anyone in your firm ever been subject to a regulatory or state or federal investigation for alleged improper, fraudulent, disreputable, or unfair activities related to the sale of securities? () Yes () No If yes, please explain on a separate sheet of paper.
- 25. Have any of your clients ever sustained a loss on a securities transaction arising from a misunderstanding or misrepresentation of the risk characteristics of the instrument? () Yes () No If yes, please explain on a separate sheet of paper.
- 26. Have any of your public sector clients ever reported to your firm, it's officers or employees, orally or in writing that they sustained a loss exceeding ten percent of the original purchase price on any individual security purchased through your firm in the period of one year? () Yes () No If yes, please explain on a separate sheet of paper.
- 27. Have any of your public sector clients ever claimed in writing that your firm was responsible for investment losses? () Yes () No If yes, please explain on a separate sheet of paper.
- 28. How many (what percentage) of your transactions failed during the last month? _____ the last year? _____
- 29. Please include examples of all reports, confirmations, forms and any paper trail that we would normally receive and note the frequency that we would receive them.
- 30. Describe the precautions taken by your firm to protect the interests of the public when dealing with entities similar to ours. (You may provide an attachment)

- 31. Please explain your normal custody and delivery process.

- 32. Who audits the above procedures? _____
- 33. Please enclose a copy of the certified audits for the last year along with any financial statements provided to the following organizations for the last year.
National Association of Securities Dealers
Securities Exchange Commission
New York Stock Exchange
Federal Deposit Insurance Corporation
- 34. Please enclose a complete schedule of fees and charges.
- 35. Please identify at least four comparable public sector clients. Include all counties that you do business within the state of Texas. (You may provide an attachment):
AGENCY CONTACT PHONE NO.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION INCLUDED IN THE BROKER DEALER QUESTIONNAIRE AS WELL AS IN ANY ATTACHMENTS IS TRUE AND CORRECT.

(Name and Title)
SIGNATURE OF OWNER OR QUALIFIED REPRESENTATIVE

Date



HAYS COUNTY INVESTMENT POLICY

Note: Items in underlined italics denote proposed changes.

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| VI. | Investment Responsibility <u>and Control</u> |
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Also Attached:

- Broker/Dealer Certification Form
- Broker/Dealer Questionnaire

I. INVESTMENT AUTHORITY AND SCOPE OF POLICY

General Statement

This policy serves to satisfy the statutory requirements of Local Government Code 116.112 and Government Code Chapter 2256, Subchapters A and B to define and adopt a formal investment policy. This policy will be reviewed and adopted by resolution at least annually.

Funds Included

This investment policy applies to all financial assets of all funds of the County of Hays, Texas, at the present time and any funds to be created in the future and any other funds held in custody by the County Treasurer, unless expressly prohibited by law or unless it is in contravention of any depository contract between Hays County and any depository bank.

County's Investment Officer

In accordance with Section 116.112 (A), Local Government Code and / or Chapter 2256, Section 2256.005 (f) and (g), the County Treasurer, under the direction of the Hays County Commissioners' Court, is designated as the Hays County Investment Officer and may invest County funds that are not immediately required to pay obligations of the County. The County Auditor or Assistant County Auditor must countersign all investment transactions. Upon the absence of the County Treasurer, the Deputy County Treasurer may act in the place of the County Treasurer to invest county funds.

If the investment officer has a personal business relationship with an entity as defined by the Texas Public Funds Investment Act section 2256.005, or is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the County, the investment officer must file a statement disclosing that personal business interest or relationship with the Texas Ethics Commission and the Commissioners' Court.

II. INVESTMENT OBJECTIVES

General Statement

Funds of the County will be invested in accordance with federal and state laws and within the boundaries of this investment policy. Investments shall be made with judgment and care -under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The first and foremost consideration of all Hays County investment transactions is the suitability of the investment to the financial requirements of the county. The primary objectives, in priority order, of the Hays County investment activities shall be:

Safety

Hays County is concerned about the return of its principal; therefore, safety of principal is a primary objective in any investment transaction. To attain this objective, diversification will be required in order to reduce risk resulting from over concentration of assets in a specific security or maturity.



Liquidity

The Hays County investment portfolio will remain sufficiently liquid to enable Hays County to meet all of the operating requirements that might be reasonably anticipated. In the consideration of liquidity is the marketability of the investment if the need arises to liquidate the investment before maturity.

Yield

It will be the objective of Hays County to earn the maximum rate of return allowed on its investments within the policies imposed by safety and liquidity objectives, investment strategies for each fund, and state and federal law governing investment of public funds.

Maturity

Portfolio maturities will be structured to meet the obligations of Hays County first and then to achieve the highest return of interest. When the County has funds that will not be needed to meet current year obligations, maturity restraints will be imposed based upon the investment strategy for each fund. The maximum allowable stated maturity of any individual investment owned by the County is two years.

II. QUALITY AND CAPABILITY OF INVESTMENT MANAGEMENT

It is Hays County's policy to provide training required by the Public Funds Act, Section 2256.008 and periodic training in investments for the County Investment Officer through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the County Investment Officer in making investment decisions. The County Investment Officer is required to obtain at least 10 hours of training related to the County Investment Officer responsibilities within twelve months of assuming these duties. The County Investment Officer is also required to attend 10 hours of investment training every two years. The training must include education in investment controls, security risk, strategy risk, market risk, diversification of investment portfolio and compliance with the Texas Public Funds Investment Act. Such training sources would include: Certified County Investment Officer training; investment courses sponsored by the Texas Association of Counties; investment updates at the annual Treasurer's Conference and Treasurer's Seminar; and any courses or seminars sponsored by an accredited trade association. A report of attendance by the sponsor of the training will satisfy as proof of meeting the requirement.

IV. INVESTMENT STRATEGY

The County of Hays maintains a portfolio which utilizes four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolio.

Investment strategies for operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short to medium term securities which will complement each other in a matched maturity structure. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity dates of each security.

Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.

Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Except as may be required by the bond ordinance specific to an individual issue, securities should be of high quality, with short to intermediate term maturities.

Investment strategies for special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.

**V. INVESTMENT TYPES***Authorized*

The Hays County Investment Officer shall use any or all of the following authorized investment instruments consistent with governing law:

A. Obligations of, or guaranteed by, governmental entities:

1. obligations of the United States or its agencies and instrumentalities;
2. direct obligations of this state or its agencies and instrumentalities;
3. collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities; and
5. obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

B. Certificates of deposit if issued by a state or national bank domiciled in this state or a savings bank domiciled in this state or a state or federal credit union domiciled in this state or the National Credit Union Share Insurance Fund or its successor, and is:

1. guaranteed or insured by the Federal Deposit Insurance Corporation or its successor;
2. secured by obligations that are described by Section 2256.009 (a) of the Public Funds Investment Act, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described by Section 2256.009 (b) of the Public Funds Investment Act; or
3. secured in any other manner an amount provided by law for deposits of the county.

Bids for Certificates of Deposit may be solicited orally, in writing, electronically, or in any combination of these methods.

C. A fully collateralized repurchase agreement, as defined in the Public Funds Investment Act, if it:

1. has a defined termination date;
2. is secured by obligations described by Section 2256.009 (a) (1) of the Public Funds Investment Act; and
3. requires the securities being purchased by the county to be pledged to the county, held in the county's name, and deposited at the time the investment is made with the county or with a third party selected and approved by the county; and
4. is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this state.

Notwithstanding any law, the term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered.

Money received by Hays County under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated on the reverse security repurchase agreement.

D. A bankers' acceptance if it:

1. has a stated maturity of 270 days or fewer from the date of its issuance;
2. will be, in accordance with its terms, liquidated in full at maturity;
3. is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency.



- E. Commercial paper is and authorized investment under this subchapter if the commercial paper:
1. has a stated maturity of 270 days or fewer from the date of its issuance; and
 2. is rated not less than A-1 or P-1 or an equivalent rating by at least:
 - A. two nationally recognized credit rating agencies; or
 - B. one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.
- F. Mutual funds and money market mutual funds with limitations described below:

A no-load money market mutual fund is authorized if it:

1. is registered and regulated by the Securities and Exchange Commission;
2. has a dollar-weighted average stated maturity of 90 days or fewer; and
3. includes in its investment objectives the maintenance of a stable net asset value of \$1 for each share.
4. Provides Hays County with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940.

A no-load mutual fund is authorized if it:

1. is regulated by the Securities and Exchange Commission;
2. has an average weighted maturity of less than two years;
3. is invested exclusively in obligations approved by this investment policy;
4. is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and
5. conforms to the requirements set forth in Sections 2256.016 (b) and (c) relating to the eligibility of investment pools to receive and invest funds of investing entities.

Relative to mutual funds the county may not:

1. invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service in mutual funds either separately or collectively;
2. invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds; or
3. invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.

- G. Eligible investment pools (as discussed in the Public Funds Investment Act, Section 2256.016-2256.019): the Commissioners' Court by resolution authorizes investment in the particular pool. An investment pool shall invest the funds it receives from Hays County in authorized investments permitted by the Public Funds Investment Act. Hays County by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. The pool must maintain a rating of no less than AAA or AAA-m and have a weighted average maturity no greater than 90 days.

- H. Guaranteed investment contracts are acceptable investments for bond proceeds if the guaranteed investment contract:

- a. has a defined termination date.
- b. is secured by obligations of or guaranteed by governmental entities (as described by section 2256.009 (a) (1), excluding those obligations prohibited (as described by section 2256.009 (b) in an amount at least equal to the amount of bond proceeds invested under contract.
- c. is pledged to Hays County and deposited with Hays County or with a third party selected and approved by Hays County.
- d. is specifically authorized by the Commissioner's Court of Hays County as an eligible investment in the order, ordinance or resolution of the issuance of the bonds.
- e. is the highest yielding contract of at least three bids submitted by separate providers with no material financial interest in the bonds from which the proceeds were received.
- f. takes into account the reasonably expected draw down schedule for the bond proceeds to be invested.
- g. the administrative costs reasonably expected to be paid to third parties in connection with the contract are certified by the provider.



Guaranteed investment contracts with a term of longer than five years from the date of the issuance of the bonds are prohibited for bond proceeds other than proceeds representing reserves and funds maintained for dept service purposes.

Prohibited

The Hays County Investment Officer will not use any of the following investment instruments:

1. obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
4. collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Hays County should shall take all prudent measures that are consistent with this policy to liquidate any investment that falls below accepted standards.

VI. INVESTMENT RESPONSIBILITY AND CONTROL

Investment institutions defined

The Hays County Investment Officer shall invest County funds with any or all of the following institutions or groups consistent with federal and state law and the current Depository Bank contract:

1. Depository bank;
2. other state or national banks domiciled in Texas that are insured by FDIC;
3. Public funds investment pools;
4. Government securities brokers and dealers; or
5. Mutual fund companies and money managers.

Qualifications for approval of BROKER / DEALERS

A written copy of this investment policy shall be presented to any person seeking to sell to the county an authorized investment. The qualified representative of the business organization seeking to sell an authorized investment shall execute a written instrument substantially to the effect that the qualified representative has:

1. received and thoroughly reviewed the investment policy of the county; and
2. acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the county and the organization.

A list of no more than four (4) authorized broker / dealers will be established and maintained. The following criteria must be met by those firms on the list:

- proof of certification by the National Association of Securities Dealers (NASD),
- proof of current registration with the State Securities Commission, and
- completion of a County questionnaire.

The investment officer may not buy any securities from a person who has not delivered to the county an instrument in substantially the form provided above.

Standards of Operation

The County Treasurer/Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program, consistent with this investment policy. It shall be the responsibility of the County Treasurer/Investment Officer to:

1. Determine the amount of funds which are available for investment.
2. Determine the specific investment which will yield maximum income for a particular fund.
3. Determine the length of time for which investments shall be made.
4. Insure that sufficient funds are available to meet immediate and short-term needs for the operation of the county.
5. Make recommendations to the Commissioner's Court and Investment Advisory Committee concerning new types of investment instruments which may require approval from the Court.
6. Provide the Commissioner's Court with a monthly report of all investment transactions.
7. Make the actual purchase of all investments with a countersignature from the County Auditor or Assistant Auditor.
8. Receive and provide for the safekeeping of all pledged securities as collateral for invested funds.

**Advisory Committee**

It shall be the responsibility of the advisory committee to act as a consultant to the Investment Officer. The members of the committee will be chosen annually by the Commissioners Court. The County Treasurer / Investment Officer is the presiding officer of the committee and shall be present at all gatherings concerning investments for Hays County.

Committee members shall meet semiannually to discuss all actions that have transpired during the last six months. Members are to be consulted on any unusual circumstances that are to be expected in the near future. Advisory members may formally communicate through teleconference or by a physical meeting. The Investment Officer may call for an official consultation at any time. The committee members may also elect to hold a consultation with the Investment Officer as deemed necessary.

The committee is to be consulted in the selection of all brokers and dealers. It shall also be consulted before making any changes to this investment policy.

All committee members are expected to offer their advise to the committee on a voluntary basis for the period of one year. If for any reason an individual is unable to complete a full term, the standing committee members may select someone to fill the vacancy.

Committee members and their affiliates may in no way benefit financially from their service on the committee during their membership term. Members shall refrain from undertaking any investment transactions with Hays County until their term on the committee has expired.

The Members of the Hays County Investment Advisory Committee shall make prudent and intelligent suggestions. The members shall keep the best interests of Hays County in mind while setting aside personal gain.

Delivery Vs. Payment

It will be the policy of the County that all instruments purchased through a broker except investment pools, money market mutual funds and securities purchased through Treasury Direct must be purchased using the same day "delivery vs. payment" (DVP) method through the Federal Reserve System. By so doing, County funds are not released until the County has received, through the Federal Reserve wire, the securities purchased.

Audit Control

The Hays County Investment Officer will establish liaison with the Hays County Auditor in preparing investment forms to assist the County Auditor for accounting and auditing control. The Hays County Investment Officer in addition to the Hays County Auditor or Assistant Auditor will endorse all investment transactions.

The Investment Officer is subject to audit by the Hays County Auditor. In addition, the Hays County Commissioner's Court, at a minimum, will have an annual financial audit of all County funds by an independent auditing firm, as well as a compliance audit of management controls on investments and adherence to the entity's established investment policies.

The internal controls shall address the following points:

1. Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of transaction authority from accounting and record keeping. By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. Custodial Safekeeping. Securities purchased from any bank or dealer including appropriate collateral (as defined by State Law) shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of physical delivery securities. Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority to subordinate staff members. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.



6. Written confirmation. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications from investment entities may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures. A same day written communication must take place between the broker / dealer and the investment officer to ensure the type of investment being made. A same day written communication must also take place between the Investment Officer and the third party safekeeping institution before a transaction can transpire. Written confirmation must be sent to the Investment Officer from the investment entity within a reasonable time after the transaction has occurred.

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal; liquidity; and yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. the investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. whether the investment decision was consistent with the written investment policy of the entity.

VII. INVESTMENT COLLATERAL AND SAFEKEEPING

Collateral

The Hays County Investment Officer shall insure that all county funds are fully collateralized or insured consistent with federal and state law and the current Bank Depository Contract in one or more of the following manners:

1. FDIC insurance coverage;
2. Obligations of the United States or its agencies and instrumentalities
3. Any instrument that has been approved in this policy and that Hays County would be permitted to hold by state and federal law.

Safekeeping

All purchased securities shall be held in safekeeping by the County, or a County account in a third party financial institution, or with the Federal Reserve Bank.

All certificates of deposit, insured by the FDIC, purchased outside the Depository Bank shall be held in safekeeping by either the County or a County account in a third party financial institution.

All pledged securities by the Depository Bank shall be held in safekeeping by the County, or a County account in a third party financial institution, or with a Federal Reserve Bank.

Ethics and conflicts of interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial / investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity.

VIII. INVESTMENT REPORTING AND PERFORMANCE EVALUATION

Monthly Report

In accordance with Government Code 2256.023 not less than monthly, the investment officer shall prepare and submit to the Commissioner's Court a written report of investment transactions for all funds for the preceding reporting period within a reasonable time after the end of the period. The report must:

1. describe in detail the investment position of the county on the date of the report;
2. be prepared jointly by all investment officers of the county;
3. be signed by the investment officer, the employee that assisted in the preparation of the report, and the County Auditor.



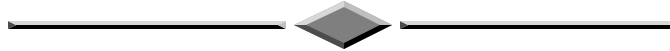
4. contain a summary statement of each pooled fund group that states the:
 - A. beginning market value for the reporting period;
 - B. additions and changes to the market value during the period; and
 - C. ending market value for the period;
 - D. fully accrued interest for the period;
5. state the book value and market value of each separately issued asset at the beginning and end of the reporting period by the type of asset and fund type invested;
6. state the yield and maturity date of each separately invested asset that has a maturity date;
7. state the account of fund or pooled group fund in the county for which each individual investment was acquired; and
8. state the compliance of the investment portfolio of the county as it relates to:
 - A. the investment strategy expressed in the county's investment policy;
 - B. relevant provisions of this chapter.

Notification of investment changes

It shall be the duty of the County Investment Officer of Hays County, Texas to notify the Hays County Commissioners' Court of any significant changes in current investment methods and procedures prior to their implementation.

Market Value

The Hays County Investment Officer shall monitor the market value of current investments on a daily basis through the Wall Street Journal. An outside third party source shall be used monthly for pricing any instrument that is not listed in the Wall Street Journal. This third party vendor will in no way be involved in the investment transaction that it is pricing.



19525 AUTHORIZE THE PURCHASE OF ADDITIONAL SHELVING FOR RECORDS STORAGE OUT OF THE COUNTY RECORDS PRESERVATION FUND

Maintenance Supervisor Ron Knott requested additional shelving for the county's records storage at the LEC site - \$960 out of line item #08-444-5215. A motion was made by Commissioner Burnett, seconded by Commissioner Carter to authorize the purchase of additional shelving for records storage at the LEC out of the County Records Preservation Fund. All present voting "Aye".

19526 SUNSET HILLS [PCT 2 #99A-2-053] * APPROVE PRELIMINARY PLAT [T1-30]

This is a 215 lots subdivision (212 residential lots and 3 commercial lots) with access on CR126/Rhode Road and State Highway 21. Environmental Health Director Allen Walther advised that minor changes have been made to the culdesacs and he gave staff recommendation for preliminary approval. A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to approve preliminary plat of "Sunset Hills". All present voting "Aye".

19527 COVES OF CIMMARON SECTION 2 PHASE 5 REVISED [PCT. 2 #01-2-052] * APPROVE REVISED FINAL PLAT [T1-40]

Environmental Health Director Allen Walther advised that plat has been revised to reflect the correction of drainage structures (easements) within this phase that differ significantly from the original approved plat. He gave staff recommendation for approval. A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to approve revised final plat of "Coves of Cimmaron Section 2 Phase 5 Revised". All present voting "Aye".

19528 THE PRESERVE (FKA THE OASIS) [PCT. 4 #99A-4-069] * APPROVE FINAL PLAT AND ACCEPT CONSTRUCTION OF STREETS AND DRAINAGE IMPROVEMENTS [T1-53]

Environmental Health Director Allen Walther spoke of changes that were made (identify lots with potential to be commercial lots) – roads have been constructed in compliance with Hays County road specifications and since they are privately maintained, they require no maintenance security. He gave staff recommendation for approval of final plat. A motion was made by Commissioner Molenaar, seconded by Commissioner Burnett to approve final plat and accept construction of streets and drainage improvements for "The Preserve" subdivision. All present voting "Aye".



**19529 RESUBDIVISION OF THE WOODLANDS LOT 5 [PCT. 4 #01-4-029] * APPROVE
PRELIMINARY PLAT [T1-87]**

Property owner John Burke proposes to divide a 2.06 acre lot into two 1.03 acre lots – access is on Lime Kiln Road. Environmental Health Director Allen Walther gave staff recommendation for preliminary approval. A motion was made by Commissioner Molenaar, seconded by Commissioner Ingalsbe to approve preliminary plat of “Resubdivision of The Woodlands Lot 5”. All present voting “Aye”.

**19530 AMENDED PLAT OF RIVER MOUNTAIN RANCH SECTION 1 LOTS 68 & 69B [PCT. 4
#01-4-040] * PUBLIC HEARING AND APPROVE FINAL PLAT [T1-96]**

Commissioner Molenaar declared the public hearing open - no public input was received and the public hearing was closed. Environmental Health Director Allen Walther gave staff recommendation for final approval. A motion was made by Commissioner Molenaar, seconded by Commissioner Burnett to approve final plat of “Amended Plat of River Mountain Ranch Section 1 Lots 68 & 69B”. All present voting “Aye”.

**19531 HILLVIEW ADDITION REPLAT PART OF LOT 20 [PCT. 4 #01-4-043] * PUBLIC HEARING
AND FINAL PLAT APPROVAL [T1-110]**

Commissioner Molenaar declared the public hearing open - no public input was received and the public hearing was closed. Environmental Health Director Allen Walther advised that public notification has been made and he gave staff recommendation for approval. A motion was made by Commissioner Molenaar, seconded by Commissioner Ingalsbe to approve final plat of “Hillview Addition Replat Part of Lot 20”. All present voting “Aye”.

**19532 CALL FOR A PUBLIC HEARING TO ESTABLISH TRAFFIC REGULATIONS ON
LEHMAN ROAD [T1-124]**

Road Engineer/Supv. Jerry Borcharding advised that there is no record of traffic regulations for Lehman Road. Proposal is to establish a 30 MPH speed limits – public hearing to be held 2 weeks from today (June 12, 2001). A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to call for a public hearing on June 12, 2001 to consider establishing traffic regulations on Lehman Road. All present voting “Aye”.

**19533 CALL FOR A PUBLIC HEARING TO ESTABLISH TRAFFIC REGULATIONS ON
REDBIRD TRAIL [T1-150]**

Road Engineer/Supv. Jerry Borcharding advised that there is no record of traffic regulations on Redbird Trail, therefore, he recommended a public hearing and action to establish a speed limit of 30MPH. A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to call for a public hearing on June 12, 2001 to consider establishing traffic regulations on Redbird Trail. All present voting “Aye”.

**19534 ACCEPT THE HAYS COUNTY FINANCIAL AUDIT REPORT AS PREPARED BY
ARMSTRONG, VAUGHAN & ASSOCIATES, P.C. [T1-163]**

Mr. Armstrong thanked the various offices for their cooperation – he stated that no exceptions were found. The audit indicated that there was more revenue that came in than was budgeted and the county under-spent expenditures (\$2 million more in revenue than expenditures). The County ended up with \$9,300,000 (5.5 months of operating expenditures) in reserves. Debt Service Fund equity was increased = \$133,000. Capital Projects Funds down to less than \$200,000 (left over bond money). The Road & Bridge Fund received \$191,000 more in revenue than was budgeted but actually spent 5.9 million (\$165,000 loss) – additional funds were brought in from the general fund. All funds seem to be in good shape and the County is in good shape. Pat Wagner spoke of management areas of the budget - She commended the Treasurer & Auditor's office on keeping the county books current. She gave recommendations that she said are currently being addressed. The biggest challenge is the new recording model which requires identification of infrastructure of the county. There will be policies that have to be adopted. Commissioner Burnett commended the Treasurer & Auditors office for their work - he asked about time lines. Mrs. Wagner advised that an inventory should be done on an annual basis. County Auditor Bill Herzog spoke of inventory that is done annually by his department – the jail inventory is difficult - no inventory has been done on county roads. A motion was made by Commissioner Molenaar, seconded by Commissioner Carter to accept the Hays County Financial Audit Report as prepared by Armstrong, Vaughan & Associates, P.C. All voting “Aye”.



19535 APPROVE TAX EXEMPTION OF 1.978 ACRES OWNED BY THE FRIENDS OF THE POUND HOUSE, A TAX-EXEMPT ENTITY [T1-386]

A letter was submitted to the Court from Dennis P. Cannon, President of the Friends of the Pound House. The Foundation currently owns 3 acres which contains the historic Dr. Joseph M. Pound family home, a Texas Recorded Historic Landmark and is listed on the National Register of Historic Places. This home is currently being reconstructed to serve as the Dr. Joseph M. Pound Historical Museum. The home and 3 acres received their property tax exemption in 1992. The 1.978 acre tract under consideration is adjacent to the original 3 acres and the 2 tracts are located in the northeast corner of Founders Memorial Park in Dripping Springs – this 1.978 acre tract was made possible by a gift to the Foundation from Mr. Charles Hammack, a great-grandson of Dr. Pound. A motion was made by Commissioner Molenaar, seconded by Commissioner Burnett to approve tax exemption of 1.978 acres owned by the Friends of the Pound House, a tax-exempt entity. All present voting “Aye”.

19536 REVISE JOB DESCRIPTIONS AND GRADES FOR COMPUTER SERVICES [T1-426]

Computer Services Director Jeff McGill spoke of difficulty in keeping experienced personnel in computer services department - the level of expertise continues to increase as we update technology throughout the county - with current workload he cannot continue to train personnel and loose them after they have been trained. He submitted comparisons with other government entities and he spoke of need to specialize and delegate authority so that everything does not have to be funneled through him. Jeff McGill spoke of job offers being made to him and his staff and he anticipates that he will be losing personnel. Commissioner Carter commended Jeff McGill for his saving of county money (rebuilding computers) and spending his own money to become a Certified Microsoft Instructor. Commissioner Ingalsbe advised that the action today will only affect his staff and not Jeff. Grades and job revisions being requested are as follows:

| CURRENT POSITION | CURRENT GRADE | REQUESTED POSITION | REQUESTED GRADE |
|---------------------|---------------|------------------------|-----------------|
| Computer Spec. Lead | Grade 30 | Assistant Director | Grade 34 |
| Computer Specialist | Grade 26 X 2 | Network Engineer | Grade 31 X 2 |
| Computer Specialist | Grade 26 | Internal System Admin. | Grade 31 |

A motion was made by Commissioner Ingalsbe, seconded by Commissioner Carter to approve revised job descriptions and grades for computer services personnel effective June 1, 2001. All present voting “Aye”.

19537 APPROVE AND CONFIRM THE APPOINTMENT OF WILLIAM ROLAND SIMPSON AS DEPUTY CONSTABLE PCT. 5 PURSUANT TO LOCAL GOVERNMENT CODE 86.011

[T1-533] Constable Pct. 5 Billy Reeves appeared requesting approval to confirm the appointment of William Roland Simpson as Deputy Constable to fill a vacancy. This most recent vacancy was created by a resignation effective February 9, 2001. A motion was made by Commissioner Molenaar, seconded by Commissioner Ingalsbe to approve and confirm the appointment of William Roland Simpson as Deputy Constable Pct. 5 pursuant to Local Government Code § 86.011. All present voting “Aye”.

Clerk’s Note: Agenda Item #10 RE: BERNAL SUBDIVISION FINAL PLAT was pulled. No one appeared representing the subdivision and no discussion or action was taken.

Court was adjourned.

MINUTES APPROVED IN OPEN COURT ON THE 5th DAY OF JUNE, 2001.

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

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

