



STATE OF TEXAS ★  
 COUNTY OF HAYS ★

ON THIS THE 11<sup>TH</sup> DAY OF FEBRUARY A.D., 2003, 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. Commissioner Molenaar led the Court in the Pledge of Allegiance to the Flags.

**PUBLIC COMMENT**

[T1-22] Sherri Bilson (San Marcos business owner/resident and a member of Leadership San Marcos and the Chamber of Commerce) asked for reconsideration of position of **County Administrator** and salary range of that position – she asked that it be opened up for public discussion. She spoke of State requesting cutbacks in budgets. She feels like the privilege of owning a home is being jeopardized, especially for senior citizens.  
 [T1-74] Charles Odell spoke of addressing the court last week regarding the matter of how the **County Administrator** position was created without full disclosure and significant public discussion regarding the County's need for and benefits derived from creation of that position. He referred to the Hays County Employee Handbook regarding creation and filling of positions. He urged the Court to revisit this matter.

**20828 APPROVE THE COMMISSIONERS' COURT MINUTES OF FEBRUARY 4, 2003**

A motion was made by Commissioner Burnett, seconded by Commissioner Ingalsbe to approve the Commissioners' Court Minutes of February 4, 2003 as presented by the County Clerk. All voting "Aye".

**20829 APPROVE PAYMENT OF COUNTY INVOICES**

A motion was made by Commissioner Burnett, seconded by Commissioner Ingalsbe to approve payment of county invoices in the amount of \$267,817.07 as presented by the County Auditor. All voting "Aye".

Licenses & Permits	\$ 185.50	Public Safety Svcs	\$ 150.00	Fines	\$ 185.00
TDHCA Funds Pass-thru	\$ 408.36	Auditor's Office	\$ 608.74	Treasurer's Office	\$ 178.18
Extension Office	\$ 451.93	Grants Admin	\$ 650.17	Juvenile Probation	\$ 32,937.13
Election Admin	\$ 167.47	Transfer Station	\$ 117.39	Bldg Mtc. Dept.	\$ 6,035.09
Environmental Health	\$ 2,805.40	Civic Center	\$ 1,854.98	Countywide Oper	\$ 33,459.05
Tax A/C Office	\$ 622.02	District Clerk's Ofc	\$ 321.77	Sheriff's Office	\$ 33,329.98
Jail Operations	\$ 24,314.25	County Judge's Ofc	\$ 55.97	Human Resources	\$ 222.71
Co Court at Law 1	\$ 244.61	District Atty's Office	\$ 2,506.24	J.P. 1-1	\$ 103.59
J.P. 1-2	\$ 156.99	J.P. 2	\$ 163.17	J.P. 3	\$ 60.00
J.P. 5	\$ 86.70	Dept Public Safety	\$ 55.00	Constable 1 Office	\$ 597.06
Constable 2 Office	\$ 515.32	Constable 3 Office	\$ 253.99	Constable 4 Office	\$ 398.67
Constable 5 Office	\$ 521.70	District Court Oper	\$ 14,189.23	Co & JP Court Oper	\$ 5,488.58
Precinct 1	\$ 188.70	Precinct 2	\$ 221.48	Precinct 3	\$ 301.45
Veterans Admin Office	\$ 1,248.18	Computer Svcs	\$ 7,826.58	DPS/Lic & Wghts	\$ 750.37
Fire MarshalEMC	\$ 862.90	TABC Office	\$ 166.57	Dist Court Reporters	\$ 81.73
TJPC CCAP Grant	\$ 24,469.22	Assoc Judge/Family	\$ 21.42	Spec Counsel Ofc	\$ 188.94
CJD/VOCA Grant	\$ 376.17	CJD/VAWA Grant	\$ 20.16	911 Addrs Mtc Grant	\$ 310.33
Juv Justice Alt Ed Grant	\$ 495.14	Heritage Visitor Ctr	\$ 1,266.77	Gen Fund Credit	<\$4,129.51>
Election Contract Fee	\$ 507.56	R&B Operations	\$ 32,056.28	Right of Way	\$ 5,415.00
R&B Gen Fund Credit	<\$11.48>	Sheriff Abandon Veh	\$ 98.70	County Parks Fund	\$ 90.31
Rec Mng/Co Clerk	\$ 2,996.13	Health Svcs Grants	\$ 79.50	Law Library Fund	\$ 22.15
Juvenile Center	\$ 8,733.58	Sheriff Bail Bond	\$ 157.11	Courthouse Security	\$ 66.42
Medical/Dental Insurance	\$ 6,771.47	Sheriff's Drug Forf	\$ 401.11	Family Health Svcs	\$ 1,561.35
Justice Court Tech	\$ 36.68	Road Bond S.2001	\$ 9,766.66		

**20830 APPROVE PURCHASE OF A TRANSIT AND WEEDEATER FOR THE ROAD DEPARTMENT**

A motion was made by Commissioner Burnett, seconded by Commissioner Ingalsbe to approve purchase of a Transit (\$448) and a Weedeater (\$369) for the Road Department using budgeted funds. All voting "Aye".



**20831 APPROVE THE RENEWAL OF CONTRACT FOR “HAULING SERVICES” WITH PNEU ROCK TRANSPORTATION FOR THE ROAD DEPARTMENT FOR ONE (1) ADDITIONAL YEAR AS PROVIDED IN THE ORIGINAL CONTRACT**

A motion was made by Commissioner Burnett, seconded by Commissioner Ingalsbe to approve renewal of contract for “hauling services” with Pneu Rock Transportation for the Road Department for one (1) additional year as provided in the original contract. All voting “Aye”.

**20832 APPROVE BUDGET AMENDMENT 03-12 [T1-170]**

PUBLIC COMMENT: Craig Payne spoke of \$17,236 increase in the budget to fund the \$90,000.00 County Administrator position (a \$26,000 increase for a full year salary). He fails to see the need to fill a position that the Commissioners Court should be doing. He suggested taking the funds out of the Commissioners’ budgets that approved this position to fund it. Commissioner Carter felt like the position was not legally posted and she does not feel like it has public support. A motion was made by Commissioner Carter, seconded by Commissioner Burnett to approve budget amendment No. 03-12 with exception of portion regarding County Administrator position. Commissioner Molenaar spoke of court already approving this position effective February 1, 2003, therefore, a budget amendment is necessary to fund it. Commissioner Ingalsbe, Commissioner Carter, Commissioner Burnett, and Judge Powers voting “Aye”. Commissioner Molenaar voting “No”.

<b>AMENDMENT NO. 2003-12 FY 2003 BUDGET 02-11-03</b>				
<b>FUND NO. 01 FUND TITLE <u>GENERAL FUND</u></b>				
<b><u>LINE ITEM - EXPENDITURES</u></b>	<b>APPROPRIATION BEFORE</b>	<b><u>AMENDMENT</u></b>		<b>APPROPRIATION AS</b>
	<b><u>AMENDMENT</u></b>	<b><u>INCREASES</u></b>	<b><u>DECREASES</u></b>	<b><u>AMENDED</u></b>
<b><u>TAX OFFICE (415):</u></b>				
01-415-5021 Staff	431,231	11,247		442,478
01-415-5101 FICA/RET	80,045	2,266		82,311
01-415-5160 Insurance	80,617		(2,551)	78,366
<b><u>COUNTY-WIDE OPERATIONS (414):</u></b>				
01-414-5399 Contingencies	57,764		(10,962)	46,802
		<u>13,513</u>	<u>(13,513)</u>	
<i>Budget net increase of approved Tax Office position from Contingencies for balance of FY03.</i>				
<b>FUND NO. 03 FUND TITLE <u>ROAD &amp; BRIDGE GENERAL FUND</u></b>				
<b><u>ROAD &amp; BRIDGE general Operations (438):</u></b>				
03-438-5443 Consultant	30,000	5,000		35,000
03-438-5448 Contract Road	700,000	150,000		850,000
03-438-5351 Materials	2,042,433		(155,000)	1,887,433
<i>Transfer for engineering testing and for approved City of San Marcos Clovis Barker Road Agreement</i>				
<b>FUND NO. 10 FUND TITLE <u>HEALTH SERVICES GRANTS FUND</u></b>				
<b><u>TDH/TB GRANT (465):</u></b>				
10-465-5311 Travel	800	200		1,000
10-465-5391 Other	200		(200)	-0-
<i>Transfer for additional travel for immunizations</i>				

**29833 APPROVE THE RENEWAL OF CONTRACT FOR “CEMETERY MAINTENANCE” WITH GENE BAGWELL DBA/MAINTENANCE MANAGEMENT FOR ONE (1) ADDITIONAL YEAR AS PROVIDED IN THE ORIGINAL CONTRACT [T1-258]**

Commissioner Carter requested a list of the cemeteries that are maintained by the county and a plan to get CSR (Community Service Restitution) people to perform maintenance. Purchase Agent Cindy Maiorka advised that she would provide Commissioner Carter with a list of cemeteries the county maintains. A motion was made by Commissioner Carter, seconded by Commissioner Ingalsbe to approve the renewal of contract for “Cemetery Maintenance” with Gene Bagwell dba/Maintenance Management for one (1) additional year as provided in the original contract. All voting “Aye”.



**20834 APPROVE APPOINTMENT OF CHUCK WARE TO THE WIMBERLEY RURAL FIRE PREVENTION DISTRICT BOARD TO FILL THE UNEXPIRED TERM OF RAYMOND CZICHOS [T1-283]**

A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to appoint Chuck Ware to the Wimberley Rural Fire Prevention District Board to fill the unexpired term of Raymond Czichos who is recently deceased. Commissioner Burnett read a Statement honoring Raymond Czichos for his service to Hays County that he asked to be entered into the minutes. All voting "Aye".

**THE FOLLOWING WAS INCLUDED IN THE OFFICIAL MINUTES OF THE HAYS COUNTY COMMISSIONERS' COURT REGULAR MEETING OF FEBRUARY 11, 2003 IN HONOR OF RAYMOND CZICHOS, A LONGTIME RESIDENT OF WIMBERLEY AND HAYS COUNTY, TEXAS AND ACTIVE MEMBER OF THE COMMUNITY.**

**WHEREAS**, Raymond Czichos legendary Wimberley resident passed away February 2, 2003 at the age of 87, and

**WHEREAS**, Raymond Czichos whose dedication to public service made the Wimberley Valley and Hays County a safer better place, and

**WHEREAS**, Raymond Czichos's public involvement included service and leadership in the creation of:

- Wimberley Booster Club (which later became the Chamber of Commerce);
- Wimberley Volunteer Fire Department in 1983;
- Wimberley Water Supply Corporation;
- Wimberley Cemetery Association;
- Wimberley Village Library; and,
- Wimberley Emergency Service District.

**WHEREAS**, Raymond Czichos has touched the lives of countless people. His work and insight into the needs of the community will continue to make the Wimberley Valley a better place for generations to come, and

**SO, NOW THEREFORE**, the Hays County Commissioners' Court hereby enters this statement into its official minutes on this the 11th day of February, 2003 to honor the life and memory of Raymond Louis Czichos.

**20835 APPROVE THE PURCHASE OF A TIGER TRUCKAT BOOM MOWER AND GRANT THE EXEMPTION OF COMPETITIVE BIDDING BECAUSE OF SOLE SOURCE, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE 262.024 [T1-328]**

Commissioner Ingalsbe advised that this equipment was budgeted. Purchasing Agent Cindy Maiorka advised that there is no other manufacturer in the United States that provides this equipment, therefore, this item is exempt from competitive bidding due to being a sole source. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Carter to approve purchase of a Tiger Truckat Boom Mower and grant the exemption of competition bidding because of sole source, pursuant to Texas Local Government Code 262.024. All voting "Aye".



**20836 ACTION TO IMPLEMENT A NEW COUNTY EMPLOYEE PAY PLAN WITH CORRESPONDING POLICY CHANGES AND SALARY ADJUSTMENTS [T1-357]**

Commissioner Burnett spoke of committee that was formed to address this pay plan. \$700,000 was budgeted to address salary. Ruth Ann Edwards (Waters Consulting Group) spoke of study that was conducted. She spoke of key objectives and project overview. Commissioner Burnett spoke of 10 counties that were used for comparison: Angelina, Bastrop, Bowie, Comal, Guadalupe, Orange, Parker, Travis, Victoria, and Williamson. Ruth Ann Edwards advised that the primary comparison was with the City of San Marcos and the benchmark counties were used for positions that had no position to compare with the city. Commissioner Carter spoke of requirements to qualify for positions in the City versus the County not being the same (ie City Police requires a college degree and Sheriff Deputy does not). Ruth Ann Edwards spoke of guiding principals that are used to compare positions. Commissioner Burnett spoke of court action that was taken that advised Consultants to use City of San Marcos for comparison. Mrs. Edwards spoke of participation being key. They kept law enforcement separate from other county positions and she spoke of using a strategic approach. She spoke of point factor systems used and compensable factors. She spoke of using market comparison to come up with a pay structure. The proposed pay structure is composed of three structures: (1) Non-Exempt Pay Structure (2) Exempt Pay Structure and (3) Law Enforcement Pay Structure. The projected costs of implementing the recommended adjustments are Non-Exempt Structure = \$351,474 Exempt Structure = \$47,860 Law Enforcement Structure = \$752,414 (a total of \$1,151,748). These figures do not include benefit related costs. [T1-859] Ruth Ann Edwards spoke of non-step system – open range gives you more flexibility to determine from year to year what you can afford. Commissioner Burnett spoke of problems with the step system (only half of the employees could receive an increase). Recommendations: Apply new plans and guidelines for employees effective April 2003, implement point factor job evaluation system, conducting market reviews in future years using the same survey peer group as identified in this study, complete market adjustments to pay structures based on market review, determine overall increases based on fiscal constraints and desire competitiveness, bring employees below minimum to new minimum, and grant no salary increase that would bring an employee above the maximum. Commissioner Carter spoke of it not being fair to the taxpayer to be compared to one market (a high paid market) on the majority of the positions. She spoke of various positions and pay scale and she spoke of other people, in the private sector, with degrees that are not receiving these salaries. [T1-1070] Britney Richey spoke of evaluating each positions based on education, etc. – in law enforcement they already have their own hierarchy and it was not evaluated by the committee. She spoke of changing policy to implement this – new hires @ minimum only, not allow anyone to go over maximum, do away with step system to provide flexibility. [T1-1214] J.P. 5 Lamont Ramage spoke of this committee doing more work than any other committee he has been on – Waters provided data that was used – it is not a perfect system but it is a starting point to fix something that we felt needed fixing. He spoke of step system that has not worked for the county – the range system will be dependent on what the county can afford. Many job titles were deleted and combined with other titles. This is a new approach intended to be more competitive – it is the employees that make us successful. Commissioner Carter requested no action today – she suggested holding a workshop and allow input from the public before taking action. [T1-1385] Clint Frankman (Wimberley resident) spoke of outlet mall that generates a large amount of income for the City of San Marcos and the county relies primarily on property taxes. He is not sure we should be making a comparison with the City of San Marcos. Commissioner Burnett spoke of the county also getting sales tax from the outlet mall – he spoke of comparative jobs with the City and County (exact same job) – he advised that we have lost 2 Purchasing Agents to the City of San Marcos because of salaries. [T1-1480] County Clerk Lee Carlisle spoke of the committees function – working with Waters Consulting Group – they tried to get an equitable spread of people's jobs – the law enforcement part of the package, Waters got from the City of San Marcos, and it was not reviewed by the committee. He feels like the committee created a far more equitable system than what we had before. Britney Richey spoke of hours spent by the committee to come up with a fair and equitable system. Frank Puckett (Wimberley resident) asked "will the employees that are overpaid have their salary reduced?" JP5 Lamont Ramage advised that no employee's salary will be reduced (by law). Frank Puckett asked if we can afford this system? Commissioner Burnett advised that we cannot implement this system until April of this year with the funds available. Commissioner Carter spoke of cost to the budget next fiscal year (over \$1million) and she spoke of people that are having problems paying their taxes. The cost to implement this plan for the remainder of this fiscal year will be \$671,000+. [T2-2650] Judge Powers stated that we have lowered the tax rate twice in the last four years and these dollars can be reached and he feels like the county is in good shape financially. [T1-1620] A motion was made by Commissioner Burnett, seconded by Commissioner Molenaar to adopt the new Grade System of Job Factors; adopt the New Grade Charts for Exempt, Non-Exempt and Law Enforcement; adopt the Pay Plan for County Employees; adopt the Personnel Policy Changes to Accommodate the New Pay Plan, assign a Salary Evaluation Committee, direct the Human Resources Director to provide training to each Department Head and Elected Official regarding the new Job Factor System and new procedures that need to be followed, and to direct the Human Resources Director to provide annual training in April of every year to every Department Head regarding proper performance evaluation to be effective April 7, 2003. Commissioner Ingalsbe, Commissioner Burnett, Commissioner Molenaar and Judge Powers voting "Aye". Commissioner Carter voting "No".

Commissioner Burnett asked the Job Evaluation Committee to evaluate the County Administrator position.



### NEW GRADE SYSTEM OF JOB FACTORS

This system is divided into three factors. The exempt point system, the non-exempt point system and market values. The exempt and non-exempt positions are point based on the factor system and then related to the market. Due to the fact that Law Enforcement positions are similar to military in structure and already have a hierarchy, they are strictly market driven. The Market used for this study was the City of San Marcos. If an exact position could not be found at the City of San Marcos, a conglomerate of county information was used to determine the market.

### PAY PLAN FOR COUNTY EMPLOYEES

The Job Evaluation Team has worked countless hours grouping together county employees based on the Job Factor System. This point system was used to determine the grade for each group. The market information was added at the end to determine the salary range for each grade.

### SALARY EVALUATION COMMITTEE

Hays County will need a committee to evaluate and set grades for new positions and changes to current positions. The directive of this committee will be to use the point factor system and market information to establish a fair and equitable grade for each position that needs to be reviewed in the future. It would be ideal to have the members of the Job Evaluation Team on the committee at least initially to involve individuals who understand the current system and the process that was used to come up with the current system. Members of this committee could rotate in and out as necessary.

### HUMAN RESOURCES DIRECTOR – DIRECTED TO PROVIDE TRAINING

The Human Resources Director is to provide training to each Department Head and Elected Official regarding the new Job Factor System and new procedures that need to be followed. Every Department Head and Elected Official needs to be trained in the importance of proper performance evaluations. We must provide our employees with the proper feedback and direction in the performance of their jobs. The new factor system will provide an avenue for pay increases that will not be tied directly to performance evaluation but will be an aide in the evaluation process.

### PERSONNEL POLICY CHANGES TO ACCOMMODATE THE NEW PAY PLAN

Page 5 Section 2.05 SELECTION. **Replace Grade and Step Committee with Salary Evaluation Committee.....** It is required that the department head submit the request to a *Salary Evaluation Committee* to review and recommend a proper *grade* for the position.

Page 27 Section 4.01 PAY **Eliminate going above maximum....** The pay scale chart shows minimum to maximum *pay* for each grade. Employees may not exceed the maximum pay specified for their *grade*.

Page 27 Section 4.03 STARTING WAGE. **Replace the current section with the following:** A new employee is hired *at* the minimum salary of the pay grade to which the position is assigned. A new employee may not be hired above the minimum *pay* for a *position*. Employees that are rehired, who *left Hays County more than six months ago*, will be rehired at the minimum *pay* for the *position*. *Department heads will have the discretion when reinstating employees that have been gone less than six months. In cases where an employee is returning to the same exact position, the department head will have discretion to hire above step minimum as long as the employee will not be compensated above the salary they were making when they left Hays County.*

Page 28 Section 4.06 PERFORMANCE-BASED STEP INCREASES. **Replace current section with the section that follows:**

4.06 ADVANCEMENT WITHIN THE PAY GRADE. Hays County awards *annual pay* increases in an effort to recognize employee performance. The decision to award such an increase is dependent upon several factors including *satisfactory* employee performance, the availability of funds as determined by Commissioners' Court, and *Department Head discretion*.

An *annual* increase advances an employee to a higher *salary* in the same pay grade. Such increases apply only to employees classified in the specific *grade*. *Employees* classified outside the grade scale system are only given increases with *specific* Commissioners' Court Action. An *annual* increase cannot advance an employee's salary beyond the maximum for the pay grade of the *position*. *Annual* increases are not used to recognize additional duties and responsibilities (promotion) and are granted without regard to *market* factors or longevity.

*Employees* may receive an increase *every year at the beginning of the fiscal year*. An employee that has not maintained *satisfactory* performance during the *past 12 months* of employment is not eligible for an increase. Commissioners' court will determine annually the amount of funds available for increases. *Advancement within the pay grade* is based on *fund availability and department head discretion*. The department head will have to determine which employees are to receive the limited amount of *funds and how much they will get*. It is possible that some *employees* will not receive *any increase*.

Page 29 Section 4.07 PROMOTIONS. **Replace two-step increase with 6%. ...** The Department Head must approve all *promotions*.

When an employee is selected for a promotion, they will be *given* the minimum *salary* of the grade for the new position. In some cases, the minimum *salary* of the new position would be less compensation than a *6%* increase. In these instances, the employee will be placed in the new grade with a salary that is *6%* above their current *salary*.

To receive a higher grade for added responsibilities to a current position, the Personnel Coordinator must review the changes and *determine if the position is a regrade or a new position*. *If the majority of the duties remain unchanged, the position is a regrade. The Salary Evaluation Committee will analyze all regrades during a Market Study every two years. If the majority of the duties change, the changes constitute a new position. The Salary Evaluation Committee will analyze all new positions on a quarterly basis.*



Page 29 Section 4.08 DEMOTIONS. **Replace steps to discretion...** When an employee is demoted, they will be placed in the appropriate grade for the new position at a *salary less than they were making prior to the demotion*.

Demotions may also be made as a disciplinary measure. Disciplinary demotions will reduce the employee's pay by at least 3%.

Page 29 Section 4.09 TRANSFERS. **Replace two-step increase with a percentage...** A transfer to a higher position will be treated the same as a promotion. The employee will receive an increase of 6% or the minimum pay for the new position which ever is greater.

Page 29 Section 4.10 ACROSS THE BOARD PAY INCREASE/COST OF LIVING ALLOCATIONS. **Replace current section with the section that follows: 4.10 MARKET INCREASES.** During budget deliberations each fiscal year, Commissioners' Court may authorize a *market increase to the grade charts*. A market study will be done *no less than every two years to determine if Hays County's current pay structure is competitive with the Market*. This market study will be submitted to the Salary Evaluation Committee for review and a recommendation will be submitted to Commissioners' Court during budget workshops. This market study may or may not change the current grade charts. If the market study results in pay chart changes, each individual's salary is adjusted by the authorized percentage increase reflected in the grade chart. Employees classified *outside the grade scale will not receive a Market increase without specific Commissioners' Court approval*.

**NEW GRADE CHARTS FOR EXEMPT, NON-EXEMPT AND LAW ENFORCEMENT**

Water Consulting Group developed these charts based on the market study of benchmark positions.

**EXEMPT JOB EVALUATION RESULTS**

\*indicates placement based on market data

Job#	Job Title	Proposed Job Title	Grade
0920	Computer Services Director *		619
1160	Environmental Health Director		619
1026	Road Engineer Superintendent		619
0780	Assistant DA Principle	First Assistant DA	619
1115	Personal Health Director		618
0740	Personnel Coordinator *	Director, Human Resources	618
0010	Assistant Auditor		618
0786	Special Counsel to Commissioners Court		618
0785	Chief Assistant DA Felony Prosecutor	Assistant DA Felony Prosecutor	618
1025	Operations Superintendent		617
0950	Chief Juvenile Probation Officer		617
1168	Programs Manager GIS		617
0790	Assistant DA Misdemeanor Chief		617
0925	Asst. Computer Service Director *		617
0025	Internal Auditor *		617
1169	Programs Manager Env Hlth		617
0268	Certified Nurse Practitioner		617
0015	Purchasing Agent		617
0125	Elections Administrator		616
0785	Assistant DA Senior		616
0020	Accountant – Treasurer *		616
0020	Accountant – Auditor *		616
0030	Grants Accountant *		616
0225	GIS Coordinator		615
0931	Network Engineer *		615
0190	Maintenance Coordinator		615
0105	Grants Administrator *		615
0930	Internal Systems Admin *		615
1135	RN-Quality Assurance		615
1029	Engineer in Training*		615
0267	Registered Nurse Epidemiologic		615
	Tax Accountant		615
0265	Registered Nurse		614
0293	Civic Center Manager		612
0915	VA Officer		611



**NON-EXEMPT JOB EVALUATION RESULTS**

\*indicates placement based on market data

Job#	Job Title	Proposed Job Title	Grade
0955	Assistant Chief Juvenile Probation Officer		919
1165	Chief Sanitarian *		919
	Court Reporter		919
1027	Maintenance Superintendent		919
1040	Mechanic Foreman – LEC	Mechanic Superintendent	919
1041	Mechanic Foreman – Road	Equipment Superintendent	919
	Senior Sanitarian		918
0635	Maintenance Supervisor		918
0075	Assistant Treasurer		917
0480	Payroll Manager	Payroll Manager	917
0405	Chief Deputy Clerk		917
0795	Chief Inspector *		917
0932	Computer Support Specialist *		917
0440	Court Administrator – County Court		917
1035	Foreman		917
0513	Lead Communications*		917
0235	Sanitarian		917
957	Senior Juvenile Probation Officer		917
0150	Social Health Coordinator		917
0806	911 Addressing Coordinator *		916
605	Chaplain		916
0515	Communications Operator *		916
	Court Administrator – District Court		916
	CSR Coordinator		916
0412	Deputy Clerk III *		916
0126	Executive Assistant		916
0630	Food Service Manager		916
0750	Human Resources Specialist*		916
	Infrastructure Coordinator		916
0975	Juvenile Probation Officer		916
0977	Juvenile Probation Senior Drill Instructor		916
0800	Legal Off Administrator *	Legal Office Manager	916
1050	Mechanic		916
0610	Medical Supervisor		916
	Office Manager *		916
	Parks Administrator		916
1128	Public Health Educator		916
0450	Senior Bookkeeper *		916
1030	Subcontractor Coordinator		916
0230	Subdivision Coordinator		916
0338	Substation Chief Deputy *		916
0320	Tax Supervisor *		916
	Tax Collector Specialist *		916
	Victim's Assistance Coordinator *		916
0270	Administrative Coordinator		915
0900	Animal Control Officer		915
0631	Assistant Food Service Mgr		915
0976	Assistant Juvenile Probation Officer *		915
0045	Asst Purchasing Agent		915
0960	Counselor		915
	Executive Secretary II		915
0825	Hot Check Manager		915
1045	Inspector		915
	Juvenile Probation Drill Instructor		915
1140	Licenses Vocational Nurse		915
0645	Medic		915
1055	Road Maintenance Wkr Lead		915
1125	Social Worker		915



NON-EXEMPT JOB EVALUATION RESULTS (continued)

\*indicates placement based on market data

Job#	Job Title	Proposed Job Title	Grade
	Assistant Court Administrator – County Court		914
0445	Deputy Clerk II		914
	Environmental Planning Technician		914
1103	Executive Secretary I		914
	Legal Assistant		914
1070	Road Maintenance Wkr Senior		914
0082	Safety Specialist		914
0195	Senior Building Maintenance		914
0910	Staff Assistant		914
0345	Tax Deputy II		914
0170	Transfer Station Manager		914
0295	Assistant Manager – Civic Center		913
0200	Building Maintenance Worker		913
0042	Librarian	Law Librarian	913
1075	Road Maint Wkr Specialist *		913
	Assistant Court Administrator – District Court		912
0156	Community Service Aide		912
	Office Administrator		912
	Processing Clerk		912
1080	Road Maintenance Worker		912
1150	Security Specialist		912
	Tax Deputy I		912
0505	Victim's Assistant Advocate		912
	Clerical Assistant		911
0210	Custodian		911
0415	Deputy Clerk I*		911
0655	Kitchen Assistant *		911
0300	Maintenance – Civic Center I		911
0175	Transfer Station Technician		911

**PROPOSED EXEMPT PAY STRUCTURE**

GRADE	PROPOSED MIN.	PROPOSED MID	PROPOSED MAX	SPREAD	MIDPT DIFF
611	25,600	32,000	38,400	50%	
612	27,397	34,247	41,096	50%	7%
613	29,589	36,986	44,384	50%	8%
614	32,400	40,500	48,600	50%	10%
615	35,964	44,955	53,946	50%	11%
616	40,496	50,619	60,743	50%	13%
617	46,417	58,021	69,625	50%	15%
618	54,305	67,881	81,457	50%	17%
619	65,046	81,308	97,569	50%	20%

**PROPOSED NONEXEMPT PAY STRUCTURE**

GRADE	PROPOSED MIN.	PROPOSED MID	PROPOSED MAX	SPREAD	MIDPT DIFF
911	21,177	25,525	29,873	40%	
912	22,185	26,740	31,294	40%	5%
913	23,403	28,740	33,012	40%	5%
914	24,887	29,996	35,105	40%	6%
915	26,710	32,193	37,677	40%	7%
916	28,972	34,919	40,867	40%	8%
917	31,811	38,341	44,872	40%	10%
918	35,628	42,942	50,257	40%	12%
919	40,616	48,954	57,293	40%	14%

**PROPOSED LAW ENFORCEMENT PAY STRUCTURE**

GRADE	POSITION	STEPS:	1	2	3	4	5	6	7	8
330	Chief Deputy		72,806	74,990						
329	Captain		64,229	67,440						
328	Captain, Jail Operations		60,667	63,700						
327	Sergeant		59,019	61,970						
326	Fire Marshal		56,856	58,562	60,319					
325	Lieutenant, Corrections		53,227	54,824	56,469					
324	Detective		50,012	52,542	54,119					
323	Sergeant, Corrections		43,345	44,646	45,985					
	Asst. Fire Marshal									
	Solid Waste Enforcement Officer									
322	Deputy Constable		35,576	37,355	39,223	41,184	43,243	45,405	47,676	50,059
	Chief Investigator									
	Criminalist									
321	Investigator		33,882	35,576	37,355	39,223	41,184	43,243	45,405	47,676
320	Corrections Corporal		32,269	33,882	35,576	37,355	39,223	41,184	43,243	45,405
319	Corrections Officer		29,269	30,732	32,269	33,882	35,576	37,355	39,223	41,184
	Chief Baliff									
	Security Coordinator									
318	Baliff/Security		27,875	29,269	30,732	32,269	33,882	35,576	37,355	39,223





**Clerk's Note:** Commissioner Burnett left the meeting at this time.

**20837      AUTHORIZE THE PURCHASE OF FURNITURE FOR THE NEW HAYS COUNTY OFFICE BUILDING IN BUDA (JP5, CONSTABLE 5, TAX OFFICE)    [T1-1670]**

Justice of the Peace Pct. 5 Lamont Ramage spoke of progress on their office building. He spoke of failure to get furnishings put in the budget – the cost for furnishings is \$32,000 (under State contract). County Auditor Bill Herzog suggested paying for this out of tobacco funds. A motion was made by Commissioner Carter, seconded by Judge Powers to authorize purchase of furniture for the new Hays County Office Building in Buda for up to \$32,000 to be paid out of Tobacco funds. All present voting "Aye".

**20838      AUTHORIZE THE COUNTY JUDGE TO SUBMIT A GRANT APPLICATION FOR UP TO \$11,757 TO THE OFFICE OF THE GOVERNOR – CRIMINAL JUSTICE DIVISION TO CONTINUE THE HAYS COUNTY TRUANCY PROGRAM AND TO EXECUTE THE CONTRACT    [T1-1783]**

Grants Administrator Richard Salmon advised that on 2/9/99 the Commissioners' Court authorized submittal of a 5-year grant application to start a truancy program in conjunction with the San Marcos and Wimberley school districts. This is the 5<sup>th</sup> and last year renewal grant application for \$11,757.00. Approval of this grant is based on performance and availability of funds. The Hays County Truancy Program enforces compulsory school attendance laws pursuant to Texas Education Code chapter 25 Section 25.096. This is an intervention program to prevent delinquent behavior, keep students in school and lower juvenile crime in the county. The primary target group this year is Wimberley ISD; secondary target group is Dripping Springs ISD and Hays CISD. Night visits (6pm-9pm) will continue to be made on a regular basis for WISD. Assistance to HCISD and DSISD will be on an "as needed" basis. The program will serve students who are in violation of the Texas Compulsory School Attendance Statute. San Marcos ISD does not participate due to their financial constraints. As long as the state will continue to pay part of this cost, he urged the court to leverage county funds and approval submittal of this grant. Deputy Sheriff Mike Thielen spoke of the truancy program – its success rate is high. He spoke of financial gain by the school districts from increased attendance. A motion was made by Judge Powers, seconded by Commissioner Ingalsbe to authorize the County Judge to submit a grant application for up to \$11,757.00 to the Office of the Governor - Criminal Justice Division to continue the Hays County Truancy Program and to execute the contract. Commissioner Ingalsbe, Commissioner Carter, and Judge Powers voting "Aye". Commissioner Molenaar abstained.

### **RESOLUTION**

*A resolution of the Commissioners' court of the County of Hays, Texas hereby authorizes the submission of a grant request to the Office of Governor/Criminal Justice Division/Juvenile Justice & Delinquency Prevention (JJDP) Program.*

**WHEREAS**, Hays County is the applicant for the grant request under the rules of Office of Governor/Criminal Justice Division Grant Program. The grant request is for up to \$11,757 to continue a Truancy Program Wimberley ISD, Dripping Springs ISD and Hays Consolidated ISD.

**NOW, THEREFORE, BE IT RESOLVED BY THE** Commissioners court for Hays County, Texas:

1. *To request a grant for up to \$11,757 from the Office of Governor/Criminal Justice Division/JJDP Program and to provide the required match,*
2. *To comply with the provisions of the fiscal reimbursement and reporting requirements of the Office of Governor/Criminal Justice Division/JJDP Program,*
3. *To provide cash match agreed to on the grant application.*
4. *To use the funds solely for the purposes for which they are provided and to return the grant funds in full to the Office of Governor/Criminal Justice Division in the event of loss or misuse.*
5. *To authorize the County Judge to execute all necessary documents as may be required to initiate process and complete this Hays County grant application and execute a contract.*

**PASSED AND APPROVED** at a meeting of the Commissioners' Court of Hays County, Texas on the 11<sup>th</sup> day of February, 2003.



**DISCUSSION REGARDING ENTERING INTO THE COURT MINUTES, AS A MATTER OF PUBLIC RECORD, DOCUMENTATION OF CONTINUING EDUCATION CREDITS THAT EACH MEMBER OF HAYS COUNTY COMMISSIONERS COURT HAS EARNED FROM 1999 TO 2002 TO MEET THE REQUIREMENTS OF TEXAS LAW [T1-1930]**

Commissioner Carter spoke of having a citizen that brought this to her attention and she suggested making this information public - 16 hours per year. Monty Rainey spoke of educating voters on government matters - he did a study on educational requirements and he found that Hays County did not make this information readily available to the public - most made it public by entering it in the Commissioners Court Minutes. [T1-1997] Special Counsel Jacqueline Cullom Murphy advised that the rules for continuing education for the Commissioners is different from the County Judge and since the County Judge performs no judicial function, that position is exempt from those rules and she advised that there is no legal requirement to publicize this information. Commissioner Carter advised that in the Texas Association of Counties magazine there was an article about continuing education and it says that for County Judges, that the statute was sighted and that there are 30 hours in the first year required and 16 hours yearly thereafter and it said for Commissioner it is another statute. Jacqueline Cullom Murphy advised that TAC has his Affidavit of Exemption for those four years. Commissioner Molenaar advised that he was never contacted to provide this information. There are other Elected Officials that are also required to meet educational requirements. Monty Rainey advised that other counties do this annually in Commissioners' Court of all their Elected Officials. A motion was made by Commissioner Carter to accept into the Court Minutes, as a matter of public record, documentation of continuing education credits that each member of Hays County Commissioners Court has earned from 1999 to 2002 to meet the requirements of Texas Law. Motion died for lack of a second. Despite the fact that no action was taken, members of the court did provide the County Clerk with documentation regarding continuing education credits as follows:

County Judge James L. Powers - an email from Dwayne Holman, Judicial Education Project Manager for the Texas Association of Counties advising that they currently have on file affidavits of exemption from judicial education for fiscal years 1999, 2000, 2001, & 2002.

Commissioner Pct. 1 Debbie Ingalsbe - 37 credits earned in 1999, 30 credit earned in 2000, 42.5 credits earned in 2001, and 27 credits earned in 2002.

Commissioner Pct. 2 Susie Carter - 40 credits earned in 1999, 18 credits earned in 2000, 18 credits earned in 2001, and 20 credits earned in 2002.

Commissioner Pct. 4 Russ Molenaar - 42 credits earned in 1995, 18.50 credits earned in 1996, 27.5 credits earned in 1997, 18.5 credits earned in 1998, 31.5 credits earned in 1999, 30 credits earned in 2000, and 24 credits earned in 2001.

**20839 REQUEST APPROVAL TO REINSTATE A COUNTY CLERK 16-1 (OR EQUIVALENT) POSITION TO BE HELD BY TWO PART-TIME VOE STUDENTS [T1-2102]**

County Clerk Lee Carlisle advised that in his first budget process (1999), he eliminated two part-time student positions (no benefits required). He had requested during the last budget process that these positions be put back into his budget. There has been an increase in the volume of work in the Records Building - there is money in the contingency line item. \$6,700 is needed for this fiscal year. Commissioner Carter spoke of using un-paid interns. A motion was made by Judge Powers, seconded by Commissioner Molenaar to approve the reinstatement of a County Clerk 16-1 (or equivalent) position to be held by two part-time VOE students to be funded out of the contingency line item. Commissioner Molenaar and Judge Powers voting "Aye". Commissioner Ingalsbe and Commissioner Carter voting "No". MOTION FAILED.

**20840 AUTHORIZE THE COUNTY JUDGE TO EXECUTE AN AGREEMENT TO HIRE GREG HUDSON OF THOMAS, HUDSON & NELSON, LLP TO ASSIST THE COMMISSIONERS' COURT WITH LEGAL ISSUES RELATING TO SUBDIVISION REGULATIONS [T1-2187]**

Special Counsel Jacqueline Cullom Murphy advised that Greg Hudson is a frequent speaker on issues of subdivision regulations and in light of the public hearings that will be coming up with the SB 873 committee, she suggested getting him onboard at this point to assist in that effort. She spoke of change in the proposed agreement on page 2, they are suggesting that the County Judge be the liaison with Mr. Hudson rather than staff. Commissioner Carter spoke of wording in the agreement - she would like to eliminate the paragraph stating "We understand that the work tasks will be determined by the Commissioners Court and will be supervised and directed by .....". Jacqueline Cullom Murphy spoke of having a liaison - if each member calls Greg every day it will cost by the hour. Greg Hudson stated that his role is to provide advice to the full Commissioners' Court and that he gets direction from the full Commissioners'; Court. He suggested that any advice he gives be shared with the full Commissioners' Court so that everyone is in the loop. Commissioner Molenaar spoke of need to regulate and he is not willing to take that paragraph out of the agreement. [T1-2312] Commissioner Carter spoke of previous agreement with John Dahill - we asked him to review what we had and to write a finished product - he was given instructions only to review what we gave him by our attorney. In her opinion, the court did not get a finished product. Commissioner Carter felt like this is an opportunity for us to



rewrite our rules so that they can be tightened up. Jacqueline Cullom Murphy stated that the court did get a finished product from John Dahill – it was a five page memo. She spoke of wording that was changed on the second page, second paragraph:” We understand that the work tasks will be determined by the Commissioners’ Court and will be supervised and directed by the County’s Special Counsel, Jacqueline Cullom Murphy and County Administrator Allen Walther Judge Jim Powers”. Jacqueline Cullom Murphy spoke of scope of service needs to be not open ended. A motion was made by Judge Powers, seconded by Commissioner Molenaar to authorize the County Judge to execute an agreement to hire Greg Hudson of Thomas, Hudson & Nelson, LLP to assist the Commissioners’ Court with legal issues relating to subdivision regulations. All present voting “Aye”. [see contract/agreement in file]

**EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO MEET WITH LEGAL COUNSEL TO RECEIVE LEGAL ADVICE AND DISCUSS THE COUNTY’S LEGAL OPTIONS RELATING TO SUBDIVISION REGULATIONS. ACTION MAY FOLLOW IN OPEN COURT** [T1-2425]

The court convened into closed executive session to meet with legal counsel to receive legal advice and discuss the county’s legal options relating to subdivision regulations. Upon completion of closed session, the court reconvened into open meeting. Judge Powers advised that no action will be taken regarding the executive session.

**Court was adjourned.**

**MINUTES APPROVED IN OPEN COURT ON THE 18<sup>th</sup> DAY OF FEBRUARY, 2003.**

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

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

