#### Commissioners Court -January 17, 2012 NOTICE OF A MEETING OF THE COMMISSIONERS COURT OF HAYS COUNTY, TEXAS



This Notice is posted pursuant to the Texas Open Meetings Act. (VERNONS TEXAS CODES ANN. GOV. CODE CH.551). The Hays County Commissioners Court will hold a meeting at **9:00 A.M.** on the **17<sup>th</sup> day of January, 2012**, in the Hays County Courthouse, Room 301, San Marcos, Texas. An Open Meeting will be held concerning the following subjects:

CALL TO ORDER INVOCATION

119-120

**CONLEY/MCINNIS** 

17

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

	PRESENTATIONS & PROCLAMATIONS				
1	4-5	Adopt a proclamation declaring January 16, 2012 as Dr. Martin Luther King, Jr. Day. INGALSBE			

#### **PUBLIC COMMENTS**

At this time <u>3-MINUTE</u> comments will be taken from the audience on Non-Agenda related topics. To address the Court, please submit a Public Participation/ Witness Form to the County Clerk. <u>Please Complete the Public Participation/ Witness Form in its Entirety.</u>

NO ACTION MAY BE TAKEN BY THE COURT DURING PUBLIC COMMENTS.

		CONCENT ITEMS		
	CONSENT ITEMS			
The following may be acted upon in one motion. A <u>Commissioner, the County Judge, or a Citizen</u> may request items be pulled for separate discussion and/or action.				
2	6	Approve payments of county invoices. HERZOG		
3	7-13	Approve Commissioners Court Minutes of January 10, 2012. COBB/GONZALEZ		
4	14-45	Accept the Independent Auditor's Report for North Hays County ESD #1. WHISENANT		
5	46	Approve the re-appointment of Carl Scudder and Chuck Ware to the Hays County ESD #4 board for two year terms beginning January 2012. <b>CONLEY</b>		
6	47-49	Amend the County Wide Operating budget for land donation related to the Jacobs Well project. <b>CONLEY</b>		
7	50-52	Amend the LCRA Operating budget related to the West Travis County Public Utility Agency Agreement. WHISENANT		
8	53-96	Authorize the County Judge to submit an Emergency Management Performance Grant (EMPG) application to the Texas Division of Emergency Management, Texas Department of Public Safety for up to \$36,005.00. <b>COBB/HAUFF/TURNER</b>		
9	97-98	Accept the Racial Profiling Report from Constable Precinct 2. JONES/KOHLER		
10	99-101	Amend the Budget of Constable Precinct 3 for Membership Fees from Continuing Education.  CONLEY/AYRES		
11	102-105	Amend the Sheriff's Office budget to purchase a replacement monitor for Communications.  COBB/CUTLER		
12	106-108	Amend Sheriff's Office budget to purchase a replacement air conditioner for the 911 Server Room. COBB/CUTLER		
13	109-112	Approve recommendation for award of IFB #2012-B01 Leisurewoods Channel B Drainage Improvements to Dale Lowden Excavating Inc. JONES/BORCHERDING/MAIORKA		
14	113-115	Authorize the County Judge to execute a letter amendment to the Purchase and Sale Agreement between Hays County and Patricia Reno-Davis to recognize Seller's intention to perform a 1031 Exchange. <b>JONES/KENNEDY</b>		

# ROADS 15 Call for a public hearing on January 31, 2012 to establish traffic regulations on Foster Place (CR 125). JONES/BORCHERDING SUBDIVISIONS 16 117-118 11-2-42 Revised plat of a portion of Lot 7 and a portion of Lot 8 Triple "R" Ranchettes (1 Lot).

Hold public hearing; discussion and possible action to approve final plat. **JONES/MCINNIS** 11-3-45 Tiger Creek Subdivision (1 Lot). Discussion and possible action to approve final plat.

18	121-125	08-4-47 Constellation Subdivision (14 Lots). Consider variance from Hays County Road
'0		standards; discussion and possible action to approve final plat. WHISENANT/GARZA
19	126-127	11-2-41 Bridgeport Buda Subdivision (3 Lots). Discussion and possible action to approve Final
19		Plat. JONES/GARZA

MISCELLANEOUS		
20	128-131	Discussion and possible action to authorize the Sheriff to purchase multi-package Coban Laptops/In-Car Video Camera Systems with Dell Wireless Access points for sub stations instead of the approved Itronix Laptops and Camera's, accept a donation of one (1) multi-package Coban Laptop/In-Car Video Camera System and amend the Sheriff Operating and Information Technology budgets accordingly. CONLEY/CUTLER
21	132-137	Discussion and possible action to authorize the payment for an invoice of \$2,231.89 to Sysco Food Services in which purchase orders were not obtained prior to purchase. <b>COBB/CUTLER</b>
22	138-148	Discussion and possible action to authorize payment for invoices of \$949.06 to Ben E. Keith, \$2,003.43 to Labatt Food Service and \$728.57 to Sysco in which purchase orders were not obtained prior to purchase. <b>COBB/LITTLEJOHN</b>
23	149	Discussion and possible action to transfer used computer equipment from IT to the Veterans Service Office for use in the Veterans Resource and Transition Center. INGALSBE/CONLEY
24	150-157	Discussion and possible action to accept the annual Racial Profiling Report from Constable Precinct 1. INGALSBE/PETERSON
25	158	Discussion and possible action to authorize an Institutional OSSF Permit and grant a variance to Section 10-M(B) of the Hays County Rules for On-Site Sewage Facilities at 180 Henly Loop, Henly, Texas. <b>WHISENANT</b>
26	159-170	Discussion and possible action to approve a resolution in support of the RM 150 Realignment Advance Funding Agreement and authorize the County Judge to execute said Agreement with the Texas Department of Transportation. <b>INGALSBE</b>
27	171-172	Discussion and possible action to approve a resolution in support of Caldwell County's application to CAMPO for the proposed extensions of RM 150 and Yarrington Road from SH 21 to SH 130. <b>INGALSBE</b>
28	173-177	Discussion and possible action to authorize the County Judge to execute an amendment to the Interlocal Agreement between Hays County and the City of Kyle regarding improvements to RM 150, east of IH-35. <b>JONES/INGALSBE</b>
29	178-188	Discussion and possible action to approve increasing the not-to-exceed fee and compensation cap on the HNTB Professional Service Agreement in accordance with the Work Authorization No. 7 design fee for necessary additional services on the RM12/RM32 project in Precinct 3. <b>CONLEY</b>
30	189	Discussion and possible action to re-appoint Commissioner Ray Whisenant to the Capitol Area Council of Governments (CAPCOG) Clean Air Coalition (CAC) and identify Commissioner Mark
31	190-192	Jones as the alternate. COBB  Discussion and possible action to extend and add scope to the current consulting contract with Michael Aulick & Associates and amend the budget accordingly. COBB/BORCHERDING

#### **EXECUTIVE SESSIONS**

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

		Executive Session pursuant to Sections 551.071 and 551.072 of the Texas Government Code:
32	193	consultation with counsel and deliberation regarding the purchase, exchange, or value of real
		property related to the marketing and potential sale of County owned properties. COBB

#### STANDING AGENDA ITEMS

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

33	Discussion and possible action related to the burn ban and/or disaster declaration. COBB/CHAMBERS
34	Discussion of issues related to proposed capital construction projects in Hays County, including but not
	limited to the Government Center; the proposed Precinct 2 office; and the Law Enforcement Center
	Immediate Needs Project. Possible action may follow. INGALSBE
35	Discussion of issues related to the road bond projects, including updates from Mike Weaver, Prime
	Strategies and Jeff Curren, HDR. Possible action may follow. COBB
36	Discussion of material relating to the Hays County Water and Sewer Authority and/or the LCRA divestiture.
	WHISENANT

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

# Agenda Item Request Form

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

# Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Adopt a proclamation declaring January 16, 2012 as Dr. Martin Luther King, Jr. Day.				
Ĺ.				
CHECK ONE:	☐ CONSENT ☐ ACTION ☐ EXECUTIVE SESSION			
F X 1	☐ WORKSHOP ☑ PROCLAMATION ☐ PRESENTATION			
PREFERRED ME	ETING DATE REQUESTED: January 17, 2012			
AMOUNT REQU	IRED: N/A			
LINE ITEM NUM	IBER OF FUNDS REQUIRED: N/A			
REQUESTED BY	: Debbie Ingalsbe			
SPONSORED BY	: Debbie Ingalsbe			
SUMMARY: Plea	ase see attached proclamation.			



# PROCLAMATION DECLARING JANUARY 16, 2012 AS DR. MARTIN LUTHER KING, JR. DAY

STATE OF TEXAS §
COUNTY OF HAYS §

WHEREAS, the people of the United States will observe the Dr. Martin Luther King, Jr. Federal Holiday on January 16, 2012 to honor the birthday of this significant civil rights leader who inspired profound and lasting change in our nation; and

WHEREAS, local, state and national organizations will remember this great man by living the theme of the 2012 holiday: "The Beloved Community Begins Here: From One Voice to Many;" and

WHEREAS, the purpose of this holiday is to encourage all Americans to fulfill Martin Luther King's vision of freedom, equality and opportunity for all people; and

WHEREAS, each year, Hays County, the San Marcos community and Texas State University commemorate the contributions of Dr. Martin Luther King, Jr. to our nation, our state and to the people of Hays County with special observances, a program at the Hays County Courthouse and a walk to Dunbar Center; and

WHEREAS, this special event also celebrates the historic connection between President Lyndon B. Johnson and Martin Luther King, Jr. as they transformed American civil rights in the 1960s, a connection that will be honored through the "Crossroads Project" now in the planning stages for the intersection of S. LBJ and MLK Drive in San Marcos;

NOW, THEREFORE, BE IT PROCLAIMED that the Hays County Commissioners' Court does hereby proclaim the 16<sup>th</sup> day of January, 2012 as:

#### DR. MARTIN LUTHER KING, JR. DAY

And calls upon all citizens to honor the memory of Martin Luther King, Jr. and participate in local observances that commemorate his important contributions to our nation.

#### ADOPTED THIS THE 17th DAY OF JANUARY, 2012

	Cobb unty Judge
Debbie Gonzales Ingalsbe Commissioner, Pct. 1	Mark Jones Commissioner, Pct. 2
Will Conley Commissioner, Pct. 3	Ray Whisenant Commissioner, Pct. 4
ATTEST:	
Liz Q. Gonzalez Hays County Clerk	

# Agenda Item Request Form

# Hays County Commissioners' Court 9:00 a.m. Every Tuesday

# Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY. Phone (512) 393-2205

AGENDA ITEM: Approve payment of County invoices.

**CHECK ONE:** 

X CONSENT

**ACTION** 

**EXECUTIVE SESSION** 

**WORKSHOP** 

**PROCLAMATION** 

**PRESENTATION** 

PREFERRED MEETING DATE REQUESTED: 1/17/12

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

**REQUESTED BY: Auditor's Office** 

SPONSORED BY: Bill Herzog

# Agenda Item Request Form

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

# Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM. A	PPROVE COMMISSIONER COURT MINUTES OF JANUARY 10, 2012.
AGENDA II EIVI: A	I HOVE COMMISSIONER COURT MINUTES OF JANUARY 10, 2012.
CHECK ONE:	X CONSENT ACTION EXECUTIVE SESSION
	☐ WORKSHOP ☐ PROCLAMATION ☐ PRESENTATION
PREFERRED MEE	ETING DATE REQUESTED: JANUARY 17, 2012
AMOUNT REQUIR	RED:
LINE ITEM NUME	BER OF FUNDS REQUIRED:
REQUESTED BY:	
SPONSORED BY:	COBB
SUMMARY:	
2 1	



STATE OF TEXAS \* COUNTY OF HAYS \*

ON THIS THE  $10^{\text{TH}}$  DAY OF JANUARY A.D., 2012, THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS, MET IN REGULAR MEETING. THE FOLLOWING MEMBERS WERE PRESENT, TO-WIT:

ALBERT H. COBB JR

DEBBIE GONZALES INGALSBE

MARK JONES

WILL CONLEY

RAY O. WHISENANT JR

ROSE ROBINSON

COUNTY JUDGE

COMMISSIONER, PCT. 1

COMMISSIONER, PCT. 3

COMMISSIONER, PCT. 4

COMMISSIONER, PCT. 4

COMMISSIONER, PCT. 4

#### AND THE FOLLOWING PROCEEDINGS WERE HAD, THAT IS:

Pastor Randy Bryan from Bay Area Fellowship- San Marcos gave the invocation and Judge Cobb led the court in the Pledge of Allegiance to the flags. Judge Cobb called the meeting to order.

#### PUBLIC COMMENTS

John McDongall Kyle resident, Susan Cook Driftwood resident and Judith Brown a volunteer of the Child Protective Board made public comments.

#### 28687 APPROVE PAYMENTS OF COUNTY INVOICES

A motion was made by Commissioner Ingalsbe, seconded by Commissioner Jones to approve payments of county invoices in the amount of \$1,947,961.57 as submitted by the County Auditor. All voting "Aye". MOTION PASSED

28688 APPROVE COMMISSIONERS COURT MINUTES OF DECEMBER 20, 2011, DECEMBER 21, 2011 AND JANUARY 3, 2012

A motion was made by Commissioner Ingalsbe, seconded by Commissioner Jones to approve Commissioners Court minutes of December 20, 2011, December 21, 2011 and January 3, 2012 as presented by the County Clerk. All voting "Aye". MOTION PASSED

# 28689 APPROVE SERVICE AGREEMENT WITH UNIFIRST FOR RENTAL OF COUNTY UNIFORMS UTILIZING THE BUYBOARD CONTRACT

The number of renewals for the current bid (Uniform Rental for which Unifirst was awarded has expired. BuyBoard, a purchasing coop of which Hays County is a member, formally bid out the rental for uniforms and Unifirst was awarded the contract. The recommendation from Purchasing is to utilize the BuyBoard contract that was awarded to Unifirst, which will in turn provide a savings for Hays County. The departments are satisfied with Unifirst services. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Jones to approve Service Agreement with Unifirst for rental of County Uniforms utilizing the Buyboard contract. All voting "Aye". MOTION PASSED

### 28690 APPROVE OUT OF STATE TRAINING TRAVEL REQUEST FOR LIEUTENANT GRAVES

The Hays County Sheriff's Office would like to send Lieutenant Mark Graves to the National FBI Academy in Quantico, Virginia beginning January 12, 2012 and scheduled to end on March 16. There are no tuition fees, per diem or hotel fees required for Lt. Graves to attend this training. 001-618-00-5551. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Jones to approve out of State Training Travel Request for Lieutenant Graves. All voting "Aye". MOTION PASSED

# 28691 APPROVE THE REAPPOINTMENT OF MARK SCHULTZ TO HAYS COUNTY ESD #5 FOR AN ADDITIONAL TWO YEAR TERM, BEGINNING JANUARY 1, 2012

Mark Schultz has agreed to stay on for an additional two year term to expire in December 2013. A motion was made by Commissioner Jones, seconded by Commissioner Conley to approve the reappointment of Mark Schultz to Hays County ESD #5 for an additional two year term, beginning January 1, 2012. All voting "Aye". MOTION PASSED





**VOLUME U PG 761** 

28692

AUTHORIZE THE COUNTY JUDGE TO EXECUTE GRANT APPLICATION, PART II TO THE TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT), SECTION 5310 GRANT PROGRAM FOR \$3000 IN MAINTENANCE FUNDS FOR TWO VEHICLES IN THE VETERANS SERVICE OFFICE

On August 9, 2011 the Commissioners Court authorized a grant application to the Texas Department of Transportation (TXDOT), Section 5310 program for \$3,000.00 in funding for preventive maintenance on two vehicles in the Veterans Service Office, previously purchased through the program. On September 29, 2011 notification was received from TxDot that the project had been approved, pending receipt of federal funds for the program. The Grant Application, Part II materials- essentially certifications and assurances- must be completed and submitted prior to formal award of the grant funds. The County has participated in this program for numerous years, and is bound to the conditions through acceptance of previous grants for the purchase of vehicles, most recently for the van acquired in 2010. A motion was made by Commissioner Jones, seconded by Commissioner Conley to authorize the County Judge to execute Grant Application, Part II to the Texas Department of Transportation (TxDOT), Section 5310 grant program for \$3,000 in maintenance funds for two vehicles in the Veterans Service Office. All voting "Aye". MOTION PASSED

28693

APPROVE THE REAPPOINTMENT OF RANDALL GARST TO THE HAYS COUNTY ESD #1 BOARD OF COMMISSIONERS FOR AN ADDITIONAL TWO YEAR TERM, BEGINNING JANUARY 1, 2012

A motion was made by Commissioner Jones, seconded by Commissioner Conley to approve the reappointment of Randall Garst to the Hays County ESD #1 Board of Commissioners for an additional two year term, beginning January 1, 2012. All voting "Aye". MOTION PASSED

28694

AUTHORIZE COUNSEL TO RETAIN LAND SURVEYING SERVICES ASSOCIATED WITH THE JACOB'S WELL NATURAL AREA PROJECT

Mark Key of the Hays Trinity Groundwater Conservation District made a public comment. Commissioner Conley and Special Counsel Mark Kennedy spoke of the Jacob's Well Master Plan Project. A motion was made by Commissioner Jones, seconded by Commissioner Conley to authorize Counsel to retain land surveying services associated with the Jacob's Well Natural Area project. All voting "Aye". MOTION PASSED

28695

AUTHORIZE THE COUNTY JUDGE TO SUBMIT AN APPLICATION TO THE CAPITAL AREA COUNCIL OF GOVERNMENTS, FY2012 HOMELAND SECURITY GRANT PROGRAM (HSGP) FOR THE HAYS COUNTY COMMUNITY EMERGENCY RESPONSE TEAM (CERT) FOR FUNDING IN THE AMOUNT OF \$19,796.60

The grant funds will be used for equipment, supplies and training for the Hays County Community Emergency Response Team (CERT). These funds will also support outreach, increased rehabilitation capabilities and safety compliance. Grant funds for the CERT program are requested annually. No match is required. A motion was made by Commissioner Whisenant, seconded by Commissioner Conley to authorize the County Judge to submit an application to the Capital Area Council of Governments, FY2012 Homeland Security Grant Program (HSGP) for the Hays County Community Emergency Response Team (CERT) for funding in the amount of \$19,796.60. All voting "Aye". MOTION PASSED

28696

AUTHORIZE THE COUNTY JUDGE TO SUBMIT AN APPLICATION TO THE CAPITAL AREA COUNCIL OF GOVERNMENTS (CAPCOG), FY2012 HOMELAND SECURITY GRANT PROGRAM (HSGP) FOR THE HAYS COUNTY REGIONAL INTER-OPERABLE COMMUNICATIONS PROJECT FOR FUNDING IN THE AMOUNT OF \$347,264.50

The grant funds will be used for the Inter Subsystem Interface (ISSI) interoperable communication equipment. This interoperable communication project will enhance communications throughout the CAPCOG region. Hays County Responders will have the ability to communicate seamlessly to all ten counties in the CAPCOG region and also other jurisdictions outside the CAPCOG region. No match required. A motion was made by Commissioner Whisenant, seconded by Commissioner Conley to authorize the County Judge to submit an application to the Capital Area Council of Governments (CAPCOG), FY2012 Homeland Security Grant Program (HSGP) for the Hays County Regional Inter-Operable Communications Project for funding in the amount of \$347,264.50. All voting "Aye". MOTION PASSED

County Clerk's Note Item # 11 Re: 08-4-47 CONSTELLATION SUBDIVISION (14 LOTS). CONSIDER VARIANCE FROM HAYS COUNTY ROAD STANDARDS; DISCUSSION AND POSSIBLE ACTION TO APPROVE FINAL PLAT-was pulled

**VOLUME U PG 762** 

**JANUARY 10, 2012** 



28697

AUTHORIZE THE COUNTY JUDGE TO SIGN A DATA SHARING AGREEMENT WITH THE TEXAS WORKFORCE COMMISSION ALLOWING INTERESTED HAYS COUNTY CONSTABLES AS LAW ENFORCEMENT ENTITIES, HAYS COUNTY SHERIFF'S DEPARTMENT AND OFFICE OF THE DISTRICT ATTORNEY TO ACCESS INFORMATION CONTAINED IN UNEMPLOYMENT INSURANCE RECORDS TO AID THEM IN SERVING OUTSTANDING WARRANTS AND CITATIONS

Constable Ron Hood, Precinct 4 and Captain Mike Davenport of the Sheriff's Department spoke that there are hundreds of outstanding warrants in the Constable's and Sheriff's Offices going uncollected due to the defendant's current locations being unknown. The Texas Workforce Commission is the state government agency charged with overseeing and providing workforce developments services to employers and job seekers of Texas. The availability of the TWC records to the Hays County Constable's, Sheriff's and District Attorney Offices, would enhance our ability to locate individuals regarding the execution of these outstanding warrants, along with the service of other civil/criminal citations. Amount required \$1,500/year plus \$75.00 contract initiation fee. 053-618.00.5362 Sheriff Office Drug Forfeiture Fund - Criminal Investigation. A motion was made by Commissioner Whisenant, seconded by Commissioner Ingalsbe authorize the County Judge to sign a Data Sharing Agreement with the Texas Workforce Commission allowing interested Hays County Constables as law enforcement entities, Hays County Sheriff's Department and Office of the District Attorney to access information contained in Unemployment Insurance Records to aid them in serving outstanding warrants and citations. All voting "Aye". MOTION PASSED

28698

RATIFY GRANT APPLICATION AND AUTHORIZE ACCEPTANCE OF A TEXAS EMISSIONS REDUCTION PLAN (TERP) PROGRAM REBATE GRANT FROM THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY, IN THE AMOUNT OF \$52,573.00

Jeff Hauff Grants Administrator spoke. In, April 2011 the Transportation Department purchased a new Freightliner haul truck as authorized in the FY11 Budget. Concurrent with the purchase transaction, and application was submitted by the Transportation Department to the Texas Commission on Environmental Quality, Texas Emissions Reduction Plan program for a Rebate Grant, as this heavy equipment would quality for such funding. The TCEQ approved the rebate grant request and has electrically transferred funds to the County, in the amount of \$52,573.00. Requirements of the grant include twice a year reporting of usage of the vehicle for seven years, insurance coverage for the vehicle to repair or replace damaged equipment, should this occur, and rendering the replaced vehicle/engine inoperable so that it may not be re-utilized. Action required includes ratification of the rebate grant application and acceptance of the funding provided by the TCEQ. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Whisenant to ratify grant application and authorize acceptance of a Texas Emissions Reduction Plan (TERP) Program Rebate Grant from the Texas Commission on Environmental Quality, in the amount of \$52,573.00. All voting "Aye". MOTION PASSED

28699

AUTHORIZE THE COUNTY JUDGE TO SUBMIT A LETTER TO THE TEXAS DEPARTMENT OF TRANSPORTATION REGARDING THE ENVIRONMENTAL PROCESS FOR LOCAL GOVERNMENTS WORKING ON STATE HIGHWAY PROJECTS

Craig Douglas with Smith, Robertson, Elliott, Glen, Klein & Douglas, L.L.P spoke. TxDot is required to develop the new regulations pursuant to Senate Bills 548 and 1420 and House Bill 630. A motion was made by Commissioner Conley, seconded by Commissioner Jones to authorize the County Judge to submit a letter to the Texas Department of Transportation regarding the environmental process for local governments working on State Highway projects. All voting "Aye". MOTION PASSED

28700 AUTHORIZE THE COUNTY JUDGE TO EXECUTE A CONTRACT FOR ENGINEERING SERVICES SUPPLEMENTAL #1 TO THE PROFESSIONAL SERVICES AGREEMENT AND WORK AUTHORIZATION NO. 3 WITH CP&Y, INC

Jeff Watson of HNTB spoke. CP&Y, Inc is the Design Engineer for the IH35 Phase IIB (Frontage Roads) Project; Work Authorization No.3 and Supplemental #1 to the Professional Services Agreement will allow for the completion of: (1) The IH35 at Yarrington Road project will consist of the reconstruction of the existing Yarrington Bridge over IH35 and the adjacent NB and SB approaches (2) Design and production of plans, estimates, and specifications for the two turn around structures (3) Technical Services for the completion of surveying and mapping and geotechnical findings (4) Construction Management Services for the project (5) Utility Coordination for the project. (6) Additional services in support of expediting ROW acquisition completion (7) The maximum amount payable for services under Work Authorization No.3 without modification would be \$849,159.00; The funding will come from the allocated monies budgeted for the pass through bond program which is within the engineering budget that was already presented to and approved by the Court. (8) The Compensation Cap for the Professional Services Agreement is requested to be increased from \$2,000,000.00 to \$2,800,000.00. The funding will come from the allocated monies budgeted for the pass through bond program which the engineering budget that was already presented to and approved by the Court. A motion was made by Commissioner Jones, seconded by Commissioner Ingalsbe to authorize the County Judge to execute a Contract for Engineering Services Supplemental #1 to the Professional Services Agreement and Work Authorization No. 3 with CP&Y, Inc. All voting "Aye". MOTION PASSED



### 28701 ADOPT A RESOLUTION IN SUPPORT OF THE I-35 FRONTAGE ROADS PROJECT IN PRECINCT 1 AND PRECINCT 2

The Interstate 35 frontage roads between FM 1626 and Yarrington road currently operate as two-way, undivided roadways and the proposed frontage road and ramp improvements between FM 1626 and Yarrington Road would provide a safer facility for the general driving public and local and regional fire, police and emergency services; and Hays County has included the improvements to the IH35 frontage road system between FM 1626 and Yarrington Road in the Pass-Through Financing Agreement executed with the Texas Department of Transportation and the citizens of Hays County overwhelmingly approved a bond election in 2008 to fund the Pass-Through Financing Program which includes the IH 35 frontage road and ramp improvement program between FM 1626 and Yarrington Road and improvements to the IH 35 frontage road and ramp system between FM 1626 and Yarrington Road are included in the Capital Area Metropolitan Area Planning Organization Mobility 2035 Long-Range Plan; improvements to the IH35 frontage road and ramp system between Fm 1626 and Yarrington Road would improve mobility, connectivity and safety in the regional transportation network; and Hays County and the Texas Department of Transportation are required to enter into an Advance Funding Agreement to address provision for the funding of construction by Hays County of the proposed improvements. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Jones to adopt a resolution in support of the I-35 Frontage Roads project in Precinct 1 and Precinct 2. All voting "Aye". MOTION PASSED

# 28702 AUTHORIZE THE COUNTY JUDGE TO EXECUTE AN ADVANCED FUNDING AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR THE IH 35 FRONTAGE ROADS PROJECT

The Advanced Funding Agreement required by the Pass Through Toll Agreement will: (1) Outline the construction responsibilities designated to TxDot and the construction responsibilities designated to Hays County for the IH35 Frontage Roads project. (2) Specify the details of the incremental payment request that was reviewed and approved by TxDot. A motion was made by Commissioner Jones, seconded by Commissioner Ingalsbe to authorize the County Judge to execute an Advanced Funding Agreement with the Texas Department of Transportation for the IH 35 Frontage Roads Project. All voting "Aye". MOTION PASSED

## 28703 APPOINT TERRY HAUPTRIEF TO THE HAYS COUNTY TRANSPORTATION COMMITTEE

Terry Hauptrief would be replacing Brad Hagan who resigned from the committee. A motion was made by Commissioner Jones, seconded by Commissioner Ingalsbe to appoint Terry Hauptrief to the Hays County Transportation Committee. All voting "Aye". MOTION PASSED

#### 28704 CANCEL FEBRUARY 7, 2012 COMMISSIONERS COURT MEETING

The Cancellation of Commissioners Court is due to multiple court members will be attending a conference. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Whisenant to cancel Commissioners Court on February 7, 2012. All voting "Aye". MOTION PASSED

# 28705 APPROVE THE APPOINTMENT OF LON A. SHELL TO THE BOARD OF DIRECTORS FOR TAX INCREMENT REINVESTMENT ZONE NO.4 FOR A (1) ONE YEAR TERM BEGINNING JANUARY 1, 2012

Per Section 2, part D, of the Agreement. The Commissioners Court shall appoint (1) voting member to the Board. An Interlocal Agreement between Hays County and the City of San Marcos related to Tax Increment Reinvestment Zone No.4 (approximately 1,338.56 acres west of Hunter Road and South of McCarty Lane) was approved by the Commissioners Court on October 11, 2011. A motion was made by Commissioner Conley, seconded by Commissioner Whisenant to approve the appointment of Lon A. Shell to the Board of Directors for Tax Increment Reinvestment Zone No.4 for a (1) one year term beginning January 1, 2012. All voting "Aye". MOTION PASSED

**VOLUME U PG 764** 



**JANUARY 10, 2012** 

28706

APPROVE THE APPOINTMENTS OF COMMISSIONER DEBBIE INGALSBE FOR A (2) TWO YEAR TERM, COMMISSIONER WILL CONLEY FOR A (1) ONE YEAR TERM, AND ED MIHALKANIN FOR A (2) TWO YEAR TERM, BEGINNING JANUARY 1, 2012 TO THE BOARD OF DIRECTORS FOR TAX INCREMENT REINVESTMENT ZONE NO.5

An Interlocal Agreement between Hays County and the City of San Marcos related to Tax Increment Reinvestment Zone No. 5 (approximately 244 acres in Downtown San Marcos) was approved by the Commissioners Court on November 22, 2011. Per Section 2, part D of the Agreement, the Board of Directors of the Reinvestment Zone shall consist of (5) voting members. The Commissioners Court shall appoint two voting members, the San Marcos City Council shall appoint two voting members, and the fifth member shall be appointed by mutual agreement and approval of both governing bodies. A motion was made by Commissioner Jones, seconded by Commissioner Whisenant to approve the appointments of Commissioner Debbie Ingalsbe for a (2) two year term, Commissioner Will Conley for a (1) one year term, and Ed Mihalkanin for a (2) two year term, beginning January 1, 2012 to the Board of Directors for Tax Increment Reinvestment Zone No.5. All voting "Aye". MOTION PASSED

28707

EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.087 OF THE TEXAS GOVERNMENT CODE: CONSULTATION WITH COUNSEL AND DISCUSSION RELATED TO ECONOMIC DEVELOPMENT NEGOTIATIONS BETWEEN HAYS COUNTY AND STELLAR PLASTICS, INC

Court convened into closed executive session at 10:30 a.m. and reconvened into open court meeting at 10:45 a.m. In Executive Session were Commissioner Ingalsbe, Commissioner Jones, Commissioner Whisenant, Commissioner Jones, Judge Cobb, Special Counsel Mark Kennedy and Bill Herzog. A motion was made by Commissioner Ingalsbe, seconded by Commissioner Jones to authorize Special Counsel and the Auditor's Office to negotiate the transfer of possible interest of the 1998 contract between Hays County and Stellar Plastics, Inc. to a third party. All voting "Aye". MOTION PASSED

EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.072 OF THE TEXAS GOVERNMENT CODE: CONSULTATION WITH COUNSEL AND DELIBERATION REGARDING THE PURCHASE, EXCHANGE, OR VALUE OF REAL PROPERTY RELATED TO THE MARKETING AND POTENTIAL SALE OF COUNTY OWNED PROPERTIES

Court convened into closed executive session at 10:45 a.m. and reconvened into open court meeting at 11:00 a.m. In Executive Session were Commissioner Ingalsbe, Commissioner Jones, Commissioner Whisenant, Commissioner Jones, Judge Cobb, Special Counsel Mark Kennedy and Lon Shell.-No Action Taken.

EXECUTIVE SESSION PURSUANT TO SECTION 551.071 AND 551.072 OF THE TEXAS GOVERNMENT CODE: CONSULTATION WITH COUNSEL AND DELIBERATION REGARDING THE ACQUISITION OF THE WEST TRAVIS COUNTY WATER AND WASTEWATER SYSTEM AND TO DELIBERATE THE CONVEYANCE OF REAL PROPERTY ASSOCIATED WITH SUCH ACQUISITION

Court convened into closed executive session at 1:15 p.m. and reconvened into open court meeting at 3:00 p.m. In Executive Session were Commissioner Ingalsbe, Commissioner Jones, Commissioner Whisenant, Commissioner Jones, Judge Cobb, Special Counsel Mark Kennedy, Jerry V. Kyle and Lauren J. Kalisek.-No Action Taken

#### ACTION RELATED TO THE BURN BAN AND/OR DISASTER DECLARATION

Burn Ban will remain lifted.

County Clerk's Note Item # 26 Re: DISCUSSION OF ISSUES RELATED TO PROPOSED CAPITAL CONSTRUCTION PROJECTS IN HAYS COUNTY, INCLUDING BUT NOT LIMITED TO THE GOVERNMENT CENTER; THE PROPOSED PRECINCT 2 OFFICE; AND THE LAW ENFORCEMENT CENTER IMMEDIATE NEEDS PROJECT-was pulled

#### HAYS COUNTY COMMISSIONERS' COURT MINUTES



**JANUARY 10, 2012** 

**VOLUME U PG 765** 

DISCUSSION OF ISSUES RELATED TO THE ROAD BOND PROJECTS, INCLUDING UPDATES FROM MIKE WEAVER, PRIME STRATEGIES AND JEFF CURREN, HDR

Allen Crosier, HDR and Jeff Watson, HNTB gave an update of the Road Bond Projects.

**County Clerk's Note Item # 28 Re:** DISCUSSION OF MATERIAL RELATING TO THE HAYS COUNTY WATER AND SEWER AUTHORITY AND/OR THE LCRA DIVESTITURE-was pulled

A motion was made by Commissioner Jones, seconded by Commissioner Ingalsbe to adjourn court.

I, LIZ Q. GONZALEZ, COUNTY CLERK and EXOFFICIO CLERK OF THE COMMISSIONERS' COURT, do hereby certify that the foregoing contains a true and accurate record of the proceedings had by the Hays County Commissioners' Court on <u>JANUARY 10, 2012</u>.



LIZ 9 GONZALEZ, COUNTY CLERK AND EXOFFICIO CLERK OF THE COMMISSIONERS' COURT OF HAYS COUNTY, TEXAS



# Agenda Item Request Form

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

# Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY. Phone (512) 393-2205

AGENDA ITEM: Accept the Independent Auditor's Report for North Hays County ESD #1.				
CHECK ONE: X CONSENT ACTION EXECUTIVE SESSION				
WORKSHOP PROCLAMATION PRESENTATION				
PREFERRED MEETING DATE REQUESTED: 1/17/12				
AMOUNT REQUIRED:				
LINE ITEM NUMBER OF FUNDS REQUIRED:				
REQUESTED BY:				
SPONSORED BY: Whisenant				
See attached				

# NORTH HAYS COUNTY EMERGENCY SERVICES DISTRICT #1 FINANCIAL REPORT

**September 30, 2011** 

#### --00000--

#### **Contents**

	<b>Schedule</b>	Page
Independent Auditors' Report		2
Management Discussion and Analysis		4
BASIC FINANCIAL STATEMENTS		
Statement of Net Assets and Governmental Funds Balance Sheet Statement of Activities and Governmental Funds Revenues, Expenditures and Changes in Fund Balances		10 11
Notes to Financial Statements		13
REQUIRED SUPPLEMENTARY INFORMATION Budgetary Comparison Schedule – Statement of Activities		21
SUPPLEMENTARY INFORMATION General Fund Expenditures Taxes Levied and Receivable Comparative Schedule of Revenues and Expenditures – General Fund Board Members, Key Personnel and Consultants	S1 S2 S3 S4	23 24 25 26
Report on Internal Control Over Financial Reporting and on compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards		27
Management Letter		30

--00000--



10 10	ny,PLLC
10.50	ıntants
	)te. 315
	31
1	

#### **Independent Auditors' Report**

Board of Directors North Hays County Emergency Services District #1 Hays County, Texas

We have audited the accompanying financial statements of the government activities of the North Hays County Emergency Services District #1 (the District), as of and for the year ended September 30, 2011, which collectively comprise the basic financial statements as listed in the table of contents. These basic financial statements are the responsibility of North Hays County Emergency Services District #1's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities of the District, as of September 30, 2011, and the respective changes in financial position thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated January 5, 2012, on our consideration of the North Hays County Emergency Services District #1's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis and the Budgetary Comparison Schedule listed in the table of contents are not required parts of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The Supplementary Information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

Cook, Gola and Company, PUC

Austin, Texas January 5, 2012

# MANAGEMENT DISCUSSION AND ANALYSIS

Management Discussion and Analysis September 30, 2011

#### MANAGEMENT DISCUSSION AND ANALYSIS

#### **Using this Annual Report**

Within this section of the North Hays County Emergency Services District #1 (the District) annual report, the District's Board of Directors provides narrative discussion and analysis of the financial activities of the District for the fiscal year ended September 30, 2011. This analysis should be read in conjunction with the basic financial statements that follow this section.

The annual report consists of the Management Discussion and Analysis, the basic financial statements plus required supplemental information to the financial statements as required. In accordance with required reporting standards, the District reports its financial activities as a special-purpose government. Special-purpose governments are governmental entities that engage in a single governmental program.

#### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements, as presented in the special-purpose government format, combine two types of financial statements into one statement. These two types of financial statements are the *government-wide financial statements* and the *fund financial statements*. The fund financial statements are presented on the left side of the statements, a column for adjustments is to the right of the fund financial statements, and the government-wide financial statements are presented to the right side of the adjustments column. Details of this adjustment column are shown in Note 3 to the financial statements. The notes to the financial statements comprise the final part of the basic financial statements, providing all required disclosure to support the statements presented.

#### **Government-Wide Financial Statements**

The focus of government-wide financial statements is on the overall financial position and activities of the District. The District's government-wide financial statements include the statement of net assets and statement of activities, which are prepared using the accrual basis of accounting. The purpose of the statement of net assets is to attempt to report all of the assets and liabilities owned by the District. The District reports all of its assets when it acquires or begins to maintain the assets and reports all of its liabilities when they are incurred.

#### **Fund Financial Statements**

The fund financial statements include the governmental funds balance sheet and the governmental funds revenues, expenditures, and changes in fund balances. The focus of fund financial statements is directed to specific activities of the District rather than the District as a whole, reported using modified accrual accounting. Except for the General Fund, a specific fund is established to satisfy managerial control over resources or to satisfy finance-related legal requirements established by external parties or governmental statutes or regulations. All of the District's funds are governmental funds and are elected to be reported as major funds.

For further discussion on the government-wide and fund financial statements, please refer to Note 2 in the financial statements.

Management Discussion and Analysis September 30, 2011

#### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

#### **Required Supplementary Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information required by *Governmental Accounting Standards Board* (GASB) concerning the District's budget and other supplemental information.

#### Financial Highlights

#### Financial Analysis of the District as a Whole

The District's overall financial position and operations for the past year is summarized as follows based on the information included in the government-wide financial statements.

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year by \$1,226,375.
- The District's total expenses were \$594,112 and revenues were \$717,201.
- The District continues to operate without debt.

The net assets may serve over time as a useful indicator of a government's financial position. The district's net assets total \$1,226,375. The unrestricted net assets were \$1,174,037, as of September 30, 2011, which represents amounts available in the future to meet the District's obligations. Although the district's net assets invested in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidated these liabilities.

The District's overall financial position and operations for the past two years is summarized in the statement of net assets as follows, based on the information included in the government-wide financial statements:

#### **Summary of Net Assets**

	_	2011	_	2010
Current and other assets	\$	941,105	\$	769,716
Capital assets (net)		285,270		333,570
Total assets		1,226,375	_	1,103,286
	•			
Accounts payable		0	_	0_
Total liabilities		0		0
Net assets:				
Unrestricted		1,174,037		1,030,948
Restricted		52,338		72,338
Total net assets		1,226,375		1,103,286
Liabilities and net assets	\$	1,226,375	\$	1,103,286
			_	

Management Discussion and Analysis September 30, 2011

The total net assets of the District increased by \$123,089. Annual revenues exceed the budget by \$111,801. The result was excess cash as revenues exceeded expenditures.

The District's statement of activities for the past two years is summarized as follows, based on the information included in the government-wide financial statements:

#### **Summary of Changes in Net Assets**

Revenues:	2011		2010
Property taxes, penalties & \$ interest	710,422	\$	688,542
Investment income	6,779		9,553
Total revenues	717,201		698,095
Expenses:			
Service/Administrative/Collections	545,812		528,113
Other	48,300	_	44,526
Total expenses	594,112		572,639
Excess revenues over expenditures	123,089	_	125,456
Other financing activities	0		8,372
Increase/(decrease) in net assets	123,089	-	133,828
Net assets, beginning of year	1,103,286		969,458
Prior year adjustments	0	-	0
Net assets, end of year \$	1,226,375	\$	1,103,286

#### **General Fund Budgetary Highlights**

#### **Capital Assets**

Capital assets held by the District at the end of the current fiscal year are summarized as follows:

#### Capital Assets

	2011	2010
Land	\$ 65,870	\$ 65,870
Building	131,050	131,050
Vehicles	264,700	264,700
Equipment-Ambulances	0	47,956
Equipment-Electronics	6,972	6,972
Furniture and Fixtures	7,965	8,085
	476,557	524,633
Less: Accumulated depreciation	(191,287)	(191,063)
Net Capital Assets	\$ 285,270	\$ 333,570

The District had no debt as of September 30, 2011.

Management Discussion and Analysis September 30, 2011

#### **Economic Factors and Next Year's Budget and Rates**

#### **Property Tax Base**

The District's tax base decreased approximately \$16 million from 2010 to 2011 tax years from \$2,734,533,383 to \$2,718,819,033. For the fiscal year ending September 30, 2011, the District's tax rate was \$0.0258 per \$100 of value.

#### **Budget**

For the fiscal year ending September 30, 2011, the District's budget remained virtually unchanged from the previous fiscal years. The District expects future revenues to show modest increases as the tax base increases. The District does not anticipate any major expenditures or significant changes in its expenditures.

# **BASIC FINANCIAL STATEMENTS**

NORTH HAYS COUNTY EMERGENCY SERVICES DISTRICT IN STATEMENT OF NET ASSETS AND GOVERNMENTAL FUNDS BALANCE SHEET September 30, 2011

	G 	overnment Funds	A	Adjustments		Statement of Net Assets
ASSETS						04.844
Cash and cash equivalents	\$	86,356	\$	0	\$	86,356
Investments		836,495		0		836,495
Taxes receivable (net of allowance for						
uncollectibles)		15,916		0		15,916
Due from Tax Collector		2,338		0		2,338
Fixed assets (net)		0	_	285,270	_	285,270
TOTAL ASSETS		941,105		285,270	1/1	1,226,375
LIABILITIES						
Deferred revenues		15,916		15,916		0
TOTAL LIABILITIES		15,916	1	15,916	E> 1E	0
FUND BALANCES/NET ASSETS Fund balances:						11
Reserved		52,338				
Unreserved		872,851				
TOTAL FUND BALANCES		925,189				
Total Liabilities and Fund Balances Net assets:	\$_	941,105				
Unrestricted						1,174,037
Restricted					-	52,338
Total Net Assets					-	1,226,375
Total Liabilites and Net Assets					\$	1,226,375

See notes to financial statements.

STATEMENT OF ACTIVITIES and GOVERNMENTAL FUNDS REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

For the Year ending September 30, 2011

		Government Funds	Adjustments	Statement of Activities
Revenues:	•			
Property taxes	\$	703,803	902 \$	704,705
Penalties and interest		5,717	0	5,717
Investment earnings		5,228	0	5,228
Miscellaneous income		1,551	0	1,551
Total Revenues		716,299	902	717,201
Expenditures/expenses:				
Service operations				
Service expenditures		525,312	0	525,312
Administrative expenditures		11,111	0	11,111
Tax collection expenditures		9,389	0	9,389
Depreciation		0	48,300	48,300
Total expenditures/expenses		545,812	48,300	594,112
Excess (deficiency) of revenues				
over expenditures		170,487	(47,398)	123,089
Other financing activities:				
Purchase of capital assets		0	0	0
Gain on sale of assets		0	0	0
		0	0	0
Excess (deficiency) of revenues				
and capital expenditures		170,487	(47,398)	123,089
Fund balance-government wide				
Beginning of the year		754,702		
End of the year	\$	925,189		
Net Assets				
Beginning of the year				1,103,286
End of the year			:	\$ 1,226,375

See notes to financial statements.

#### NOTES TO FINANCIAL STATEMENTS

NOTES TO BASIC FINANCIAL STATEMENTS September 30, 2011

#### **NOTE 1 – CREATION OF DISTRICT**

In 1988 the voters of North Hays County and the Commissioners Court of Hays County, Texas approved the formation of North Hays County Emergency Services District # 1 under Article III, Section 48e of the Texas Constitution. That district operated under the Health and Safety code found in chapter 775, Emergency Services Districts.

In a special election on May 2, 1988, the voters elected to create a new district, the Wimberley, Hays County Emergency Services District #3. With the election and separation of the Wimberley District, the remainder of North Hays County Emergency Services District # 1 covers the Dripping Springs area of the county.

#### NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the District conform to accounting principles generally accepted in the United States of America. The following is a summary of the most significant policies.

#### A. Reporting Entity

The District is a political subdivision of the state with powers to acquire and sell real and personal property, enter into contracts, impose and collect taxes, accept donations, and to lease, own, maintain and operate and provide emergency services vehicles and other equipment to provide emergency services.

The District is governed by a separate five-member board of emergency services commissioners appointed by the County Commissioners. Board members serve two year terms.

The Board contracts with the nonprofit emergency medical services corporation, located in Dripping Springs, to provide the emergency services for the Dripping Springs area.

Since the formation of the new district, taxes continue to be collected by the original North Hays County Emergency Services District #1 for taxes assessed prior to the division of the District, with all excess cash divided equally between the two districts. Starting with the 1999 fiscal year, each District will report half of taxes collected by the original District, and will assess and collect their separate taxes.

As a political subdivision of the state, the district is a primary government and has no component units to include in the financial statements. Although the County Commissioners appoint the Board, the budget and tax rate are set by the Board within limits authorized by Chapter 775 of the Health and Safety Code.

NOTES TO BASIC FINANCIAL STATEMENTS
September 30, 2011

#### B. Basic Financial Statements

These basic financial statements include implementation of Governmental Accounting Standards Board (GASB) Statement No. 34 – Basic Financial Statements and Management's Discussion and Analysis – for State and Local governments. The Statements include the following:

- A Management's Discussion and Analysis (MD&A) section providing an analysis of the District's overall financial position and changes in financial position.
- Fund financial statements for each fund.
- Government-wide financial statements prepared using the accrual basis of accounting for all the District's activities.

The Statement also requires the reclassification of net assets into three components as follows:

- Invested in capital assets, net of related debt this component of net assets consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowings.
- Restricted this component of net assets consists of constraints placed on net assets used through external constraints imposed by creditors, grantors, contributors or laws or regulations of other governments or through contractual provisions or enabling legislation.
- Unrestricted this component of net assets consists of net assets that do not meet the definition of the previous two categories.

#### C. Government-Wide and Fund Financial Statements

Government-wide financial statements display information about the District as a whole. These statements focus on the sustainability of the district as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. Interfund activity, if any, has been removed from these statements. These aggregated statements consist of the Statement of Net Assets and the Statement of Activities.

As a special-purpose government engaged in a single governmental program, the District has opted to combine its government-wide and fund financial statements in a columnar format showing a final column for reconciling items between the two. All funds are considered major funds under financial reporting guidelines.

Fund financial statements display information at the individual fund level. Each fund is considered to be a separate accounting entity. All funds are classified as governmental funds; following is a description of the various funds:

The General Fund is used to account for the operations of the District's emergency services system and all other financial transactions not properly includable in other funds. The principal sources of revenue are property taxes.

NOTES TO BASIC FINANCIAL STATEMENTS September 30, 2011

#### D. Measurement Focus and Basis of Accounting

The government-wide financial statements use the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenue in the year for which they are levied.

Governmental fund financial statements are organized on the basis of funds, each of which is considered to be separate accounting entity. They use the modified accrual basis of accounting. Revenue is recognized in the accounting period in which it becomes both available and measurable to finance expenditures of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Revenues susceptible to accrual include interest earned on investments and income from District operations. Property tax revenues are generally recognized in the period for which the tax levy was made. Property taxes receivable at the end of the fiscal year are treated as deferred revenues because they are not considered available to pay liabilities of the current period. The District levies taxes for debt service purposes only, and all related liabilities had been paid by the end of the year. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable, except for unmatured interest on long-term debt (if any), which is recognized when due.

Note 3 further details the adjustments from the governmental fund presentation to the government-wide presentation.

#### E. Budget

An unappropriated budget is adopted for the General Fund. The budget is prepared using the same method of accounting as for financial reporting.

#### F. Investments

The District classifies investments, which have a remaining maturity of one year or less at the date of purchase, as "money market investments". The District values its "money market investments" at cost, which is considered to approximate fair value. The District's certificates of deposit, if any, are recorded at cost.

Temporary investments consist of deposits in TexPool, which is a public funds investment pool and are stated at cost, which approximates fair value.

#### G. Receivables

All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. At September 30, 2011, the District had taxes receivable of \$15,916.

#### H. Capital Assets

Capital assets, which include land and infrastructure, are reported in the government-wide financial statements. The district defines capital assets as assets with an initial valued cost of \$500 and an estimated useful life in excess of one year. Capital assets are recorded at historical cost or estimated historical cost. Donated capital assets are recorded at the estimated fair market value at the date of donation. The District has not capitalized interest incurred during the construction of its capital assets.

NOTES TO BASIC FINANCIAL STATEMENTS

September 30, 2011

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. Capital assets are depreciated over their remaining useful lives using the straight-line method as follows:

	Est. Depreciable Life
Vehicles	5 Yrs.
Equipment-Electronic	5 Yrs.
Equipment and Furniture	5 Yrs.

#### I. Fund Equity/ Restricted Assets

In the fund financial statements, reserved or designated equity balances represent those portions of fund balance not appropriable for expenditures or legally segregated for a specific future use. Undesignated fund balances represent available balances for the District's future use.

Proceeds of bonds and other resources set aside for specific purposes are classified as restricted assets on the balances sheet because their use if limited by applicable bond covenants or contractual agreements.

#### J. Long Term Obligations

The government-wide financial statement reports long-term debt as liabilities in the statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method.

The fund financial statements report bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources, net of issuance costs. Premiums or discounts associated with the debt are reported as other financing uses.

#### K. Use of Estimates

The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect certain reported amounts and disclosure. Accordingly, actual results could differ from those estimates.

#### L. Comparative Data/Reclassifications

Comparative data for prior years has not been presented due to the implementation of Governmental Accounting Standards Board Statement No. 34 - Basic Financial Statements and Management's Discussion and Analysis – for State and Local governments. Prior years' data has not been restated.

NOTES TO BASIC FINANCIAL STATEMENTS September 30, 2011

#### NOTE 3 – ADJUSTMENT OF GOVERNMENTAL TO GOVERNMENT-WIDE BASIS

Reconciliation of	f the Government	t Fund Balance	Sheet to the	Statement of Net Asse	ts
-------------------	------------------	----------------	--------------	-----------------------	----

Total fund balance, governmental funds	\$	925,189
Intangible capital assets used in governmental activities are not financial resources, and therefore are not reported as assets in governmental funds.  Historical cost	476,557	
	,	
Less: accumulated amortization	(191,287)	205 270
Change due to intangible capital assets		285,270
Property taxes receivable have been levied and are due this year, but		
are not availabale soon enough to pay for the current period's expenditures		
and thererfore are deferred in the funds.		
Deferred property taxes	-	15,916
Total net assets - governmental activities	\$ <u>_</u>	1,226,376
Reconciliation of the Statement of Revenues, Expenditure and Changes in Fund Balance of the Governmental funds to the Statement of Activities	<u> </u>	
Net change in fund balances - total governmental funds	\$	170,487
Governmental funds do not present revenues that are not available to pay current obligation. In contrast, such revenues are reported in the Statement of Activities when earned. The difference is for property taxes and related penalties and interest.  Property taxes	902	902
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of the assets are allocated over their estimated lives as depreciation/amortization expense.		
Depreciation/amortization Net	(48,300)	(48,300)
Change in net assets of governmental activities	\$	123,089

NOTES TO BASIC FINANCIAL STATEMENTS September 30, 2011

#### NOTE 4 – CASH AND TEMPORARY INVESTMENTS

Cash consists of checking and savings accounts. Investments consist of Certificates of Deposit and TexPool. Cash and temporary investments in the Debt Service Fund are restricted for use in paying interest and principal on general long-term debt, paying agent fees and costs of assessing and collecting property taxes pursuant to the District's bond resolutions. The carrying amounts for cash and temporary investment balances by fund at, September 30, 2011, are as follows:

Institution Cash and Cash Equivalents	Interest Rate	Maturity Date	Balance at End of Year		Interest Earned During Year
Checking-Cattlemen's	NA	NA	\$	4	40
Savings-Cattlemen's	Mkt	NA		83,710	944
Savings-Ozona Bank	Mkt	NA	_	2,642	6
Temporary Investments			_	86,356	990
CDs - Pioneer	1.15%	various		501,004	3,795
TexPool	Mkt	NA		335,491 836,495	443
			\$ <u></u>	922,851	\$ 5,228

#### **Investment Policies**

The District has adopted a written investment policy, as required by the Public Funds Investment Act, Chapter 2256, and Texas Government Code. The investments of the District are in compliance with their investment policies.

State statutes and provisions, included in the District's bond resolution, require that all funds invested in depository institutions be covered by federal depository insurance and/or pledged collateral. The types of collateral to be pledged to secure District demand deposits and investments are stated in the District's Investment Policy. Balances in demand accounts and investments were entirely covered by federal depository insurance or pledged collateral held by the District's agent bank in the District's name.

#### **Investment Pool**

The State Comptroller of Public Accounts exercises oversight responsibility of TexPool, the Texas Local Government Investment Pool. Oversight includes the ability to significantly influence operations, designation of management and accountability for fiscal matters. Additionally, the State Comptroller has established an advisory board composed of both Participants in TexPool and other persons who do not have a business relationship with TexPool. The Advisory Board members review the investment policy and management fee structure. TexPool is rated AAA by Standard & Poor's. TexPool operates in a manner consistent with the SEC's Rule 2.a.7 of the Investment Company Act of 1940. TexPool uses amortized cost rather than market value to report net assets to compute share prices. Accordingly, the fair value of the position in TexPool is the same as the value of TexPool shares.

NOTES TO BASIC FINANCIAL STATEMENTS September 30, 2011

#### NOTE 6 – PROPERTY TAXES

All property values and exempt status, if any, are determined by the Hays County Appraisal District. Taxes are levied after receipt of the certified tax roll, are due upon receipt and are delinquent the following January 31<sup>st</sup>, at which time a tax lien attaches to the related property. Penalty and interest attach thereafter.

Property taxes are collected based on rates adopted in the year of the levy. For the current year, the District levied property taxes of \$0.0258 per \$100 of assessed valuation, which was allocated to maintenance and operations. The resulting tax levy was \$701,786 on the adjusted taxable valuation of \$2,718,819,033 for the tax year.

#### **NOTE 7 - CAPITAL ASSETS**

A summary of changes in capital assets for the year ended September 30, 2010 follows:

		Government Funds						
	Beginning of Year	Additions	Dispositions		End of Year			
Land	\$ 65,870			\$	65,870			
Building	131,050				131,050			
Vehicles	264,700				264,700			
Equipment-ambulances	47,956		47,956		0			
Equipment-electronic	6,972				6,972			
Furniture and fixtures	8,085		120_		7,965			
Total	524,633	0	48,076		476,557			
Less: Accumulated								
Depreciation	191,063	48,300	48,076		191,287			
Net Assets	\$ 333,570	(48,300)	0	\$	285,270			

The District is entered into an agreement with San Marcos Emergency Services to maintain the District's vehicles and related equipment on a reimbursement basis.

#### **NOTE 8 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; personal injuries; and natural disasters. The risk of loss is covered by commercial insurance. There have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

# REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - STATEMENT OF ACTIVITIES
For the Year ending September 30, 2011

				Variance
		Original and		Positive
	_	final Budget	Actual	(Negative)
Revenues:				
Property taxes	\$	600,000 \$	704,705 \$	104,705
Penalties and interest			5,717	5,717
Investment Earnings		5,400	5,228	(172)
Other Income		0	1,551	1,551
Total Revenues	_	605,400	717,201	111,801
Expenditures/expenses:				
Service operations:				
Services expenditures		525,312	525,312	0
Administrative expenditures		22,992	11,111	11,881
Tax collection expenditures		7,200	9,389	(2,189)
Depreciation	_	0	48,300	(48,300)
Total expenditures	_	555,504	594,112	(38,608)
Excess (deficiency) of revenues over expenditures		49,896	123,089	73,193
Other financing sources:				
Purchase of capital assets		0	0	0
Gain on sale of assets		0	0	0
		0	0	0
Excess (deficiency) of revenues				
and capital expenditures	\$	49,896 \$	123,089 \$	73,193

## **SUPPLEMENTARY INFORMATION**

SUPPLEMENTAL SCHEDULE ONE (S-1)

COMPARATIVE SCHEDULE OF EXPENDITURES -

STATEMENT OF ACTIVITIES

For the Year's Ending September 30,

	2011	2010
Service Expenditures:		
Service Expenditures Contract Services	\$525,312_	\$_496,716_
Contract Services	525,312	496,716
	323,312	170,710
Administrative Expenditures		
Accounting fees	2,575	2,500
Advertising Fees	176	319
Bank fees	0	0
Dues and subscriptions	0	0
Insurance - building	3,826	3,859
Insurance - liability	0	0
Office Expenses	134	80
Repair and maintenance	0	8,638
Utilities	4,400	6,927
	11,111	22,323
Tax Collection Expenditures		
Appraisal District Fees	9,389	9,074
Tax Collector Fees	0	0
Rate Notice Expenses	0	0
	9,389	9,074
Depreciation	48,300	44,525
Total Expenditures	\$ <u>594.112</u>	\$ <u>572.638</u>
* Number of persons employed by the District: _	0 Full-Time 0	Part-Time

## SUPPLEMENTAL SCHEDULE TWO (S-2) TAXES LEVIED AND RECEIVABLE

September 30, 2011

		Maintenance Taxes
		Idaes
Taxes Receivable, Beginning of Year	\$	15,013
2011 Original Tax Levy		701,786
Add: Rollbacks and adjustments		2,987
Total to be accounted for		719,786
Tax collections:	-	
Current year		693,541
Prior years	_	9,491
Total Collections		703,032
Allowance for uncollectable taxes		(838)
Taxes Receivable, End of Year (Net)	\$	15,916
Taxes Receivable, By Years		
2006 and before	\$	3,935
2007		886
2008		1,410
2009		2,276
2010		8,247
Taxes Receivable, End of Year		16,754
Allowance for uncollectable taxes		(838)
Taxes Receivable, End of Year (Net)	\$	15,916

SUPPLEMENTAL SCHEDULE THREE (S-3)

COMPARATIVE SCHEDULE OF REVENUES AND EXPENDITURES For the Years Ended September 30,

				AM	OU	NTS		
GENERAL FUND:		2011		2010		2009		2008
REVENUES:	_		_		_		_	
Property taxes	\$	704,705	\$	682,009	\$	651,947	\$	610,204
Penalties and interest		5,717		6,532		6,733		5,986
Investment earnings / other	_	6,779		9,553	_	9,076		12,897
TOTAL REVENUES	_	717,201	_	698,095	_	667,756	_	629,087
EXPENDITURES:								
Service Expenditures		525,312		496,716		490,920		436,476
Administrative expenses		11,111		22,323		11,345		11,058
Tax Collection Expenditures		9,389		9,074		9,219		8,201
Depreciation	_	48,300		44,525		28,019		53,205
TOTAL EXPENDITURES	-	594,112		572,639	_	539,503	_	508,940
Other financing activities	-	0		8,372		0	_	6792
EXCESS REVENUES OVER (UNDER) EXPENDITURES	\$_	123,089	<b>\$</b>	133,828	\$_	128,252	\$_	126,939
			RCE	ENT OF FU	ND'		VEN	
GENERAL FUND:		2011	_	2010		2009	-	2008
REVENUES:		00.00		07.70		07.68		07.00
Property taxes		98.3%		97.7%		97.6% 1.0%		97.0% 1.0%
Penalties and interest		0.8%		0.9%				2.1%
Investment earnings / other TOTAL REVENUES		0.9%	_	1.4%		1.4%	-	
TOTAL REVENUES		100.0%	_	100.0%		100.0%		100.0%
EXPENDITURES:								
Service Expenditures		73.2%	)	71.2%		73.5%		69.4%
Administrative expenses		1.5%	)	3.2%		1.7%		1.8%
Tax Collection Expenditures		1.3%	,	1.3%		1.4%		1.3%
Depreciation		6.7%	_	6.4%		4.2%	_	8.5%
TOTAL EXPENDITURES		82.8%	5	82.0%	_	80.8%		80.9%
Other financing activities EXCESS REVENUES OVER		0.0%	,	1.2%	,	0.0%		1.0%
(UNDER) EXPENDITURES		17.2%	ó	18.0%	7	19.2%		19.1%

SUPPLEMENTAL SCHEDULE FIVE BOARD MEMBERS, KEY PERSONNEL, AND CONSULTANTS September 30, 2011

Mailing Address:

NORTH HAYS COUNTY EMERGENCY SERVICES DISTRICT #1

P O Box 1604

Dripping Springs, TX 78620-

1604

District Telephone

Number:

512-392-7695

Limit on Fees of Office that a Director may receive during a fiscal year: \$0

Names:	End of Term	Fees of Office Paid *	Expense Reimburse- ments	Title at Year End
Board Members: Harrell Robinson	December 2011	0	0	President
James Spencer	December 2012	0	0	Vice-President
Mechelle Kutach	December 2011	0	0	Secretary
Rodney White	December 2011	0	0	Treasurer
Walt Graner	December 2012	0	0	Asst Treasurer
Consultants:				
Luanne Caraway				Tax Collector
Cook, Gola and Comp	any, PLLC			Auditor

<sup>\*</sup> Fees of Office are the amounts actually paid to a director during the district's fiscal year



i gilián,	²LLC
111111111111111111111111111111111111111	ants
	.315
=11 =	

# REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors

The North Hays Emergency Service District #1

Dripping Springs, Texas.

We have audited the financial statements of the North Hays Emergency Service District #1 (the District) as of and for the year ended September 30, 2011 and have issued our report thereon dated January 5, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

#### Internal control over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. We did not identify deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the District's internal control. We consider any deficiencies described in the accompanying schedule of findings and responses to be significant deficiencies in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that result in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies, and accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we found no significant deficiencies that could be described as a material weakness.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed test of its compliance with certain provision of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standard*.

The District's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. We did not audit the District's response and, accordingly, we express no opinion on it.

## Closing

This report is intended solely for the information and use of management, the directors, federal awarding agencies and other pass-through entities; and is not intended to be and should not be used by anyone other than these specified parties.

Cook, Gola and Company, PUC

Cook, Gola and Company, PLLC Certified Public Accountants January 5, 2012

## THE NORTH HAYS EMERGENCY SERVICE DISTRICT #1, INC.

SCHEDULE OF FINDINGS, QUESTIONED COSTS, AND CORRECTIVE ACTION PLAN North Hays Emergency Service District #1 For the year ended September 30, 2011

## SECTION 1 – SUMMARY OF AUDITORS' RESULTS

#### **Financial Statements**

Type of auditors' report issued:

Unqualified

Internal control over financial reporting:

1. Material weakness identified? None

2. Reportable conditions identified that are

Not considered to be material weaknesses? None

Noncompliance that is material to financial

statement notes? None

## SECTION 2 - FINANCIAL STATEMENT FINDINGS

The last prior audited financial statements were for the year ended September 30, 2009. The finding is as follows:

Finding:

None

## SECTION 3 – PRIOR YEAR FINDINGS AND QUESTIONED COSTS

The last prior audited financial statements were for the year ended September 30, 2009. The finding is as follows:

Finding:

None



1 1 1 1 1 1	PLLC
	tants
A	c. 31 <i>5</i>
	1

#### MANAGEMENT LETTER

To the Board of Directors

The North Hays County Emergency Service District #1

Dripping Springs, Texas

In planning and performing our audit of the financial statements of the North Hays County Emergency Services District #1 for the year ended September 30, 2011, we considered the District's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

However, during our audit, we became aware of an opportunity for strengthening internal controls and operating efficiency. This letter does not affect our report dated January 5, 2012, on the financial statements of the District.

We will review the status of this comment during our next audit engagement. We have already discussed this comment with the District's executive staff, and we will be pleased to discuss it in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing the recommendations. Our comment is summarized as follows:

#### **Organizational Structure**

The size of the District's accounting and administrative staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties. This situation dictates that the Board of Directors remains involved in the financial affairs of the District to provide oversight and independent review functions.

This report is intended solely for the information and use of management, the finance committee, Board of Directors, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Cook, Gola and Company, PUC

Cook, Gola and Company, PLLC Austin, Texas January 5, 2012

## Agenda Item Request Form

## Hays County Commissioners' Court

9:00 a.m. Every Tuesday

## Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

				ck Ware to the Hays
County ESD #4 box	ard for two year tern	ns beginning Ja	nuary 2012.	
CHECK ONE	CONCENT	W A CONTON		THE CECCION
CHECK ONE:	CONSENT	X ACTION	☐ EXECUT	IVE SESSION
	WORKSHOP	☐ PROCI	AMATION	PRESENTATION
PREFERRED ME	ETING DATE REQ	UESTED: Janu	ary 17, 2012	
AMOUNT REQUI	RED: N/A			d ,
LINE ITEM NUM	BER OF FUNDS RE	QUIRED:	1	
REQUESTED BY	: Ron Spangenberg			
SPONSORED BY:	Conley			
<b>SUMMARY:</b>				
Both terms will ex	pire at the end of Ja	nuary 2012. M	y office has sp	oken with Carl Scudder and
Chuck Ware and	both wish to continu	e their service	with this boar	d. Both regularly attend the
meetings and are v	aluable components	of the ESD #4.		

## Agenda Item Request Form

## Hays County Commissioners' Court

9:00 a.m. Every Tuesday

## Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

Jacobs Well project.  CHECK ONE: X CONSENT  ACTION  EXECUTIVE SESSION  WORKSHOP  PROCLAMATION  PRESENTATION
□ WORKSHOP □ PROCLAMATION □ PRESENTATION
PREFERRED MEETING DATE REQUESTED: January 17, 2011
AMOUNT REQUIRED: \$29,200
LINE ITEM NUMBER OF FUNDS REQUIRED: 001-645-00.5741
REQUESTED BY: Will Conley
SPONSORED BY: Will Conley
On November 1, 2011, Commissioner's Court accepted a land donation from Wimberley Springs Partners related to the Jacobs Well project. The land value had not been determined at that time.
The land value had not been determined at that time.
Budget Amendment;
Increase Other Revenue: 001-000-00.4651 - (29,200)
Increase Misc Capital Improv: 001-645-00.5741 – 29,200
13.47

<b>DESCRIPTION OF Item:</b> Amend the County Wide Operating budg	et for land donation related t
the Jacobs Well project.	
PREFERRED MEETING DATE REQUESTED: January 17, 2011	
COUNTY AUDITOR	
AMOUNT: \$	
LINE ITEM NUMBER: 001-645-00.5741	
LINE HEMINOWIDER: 001-045-00.5741	
COUNTY PURCHASING GUIDELINES FOLLOWED:	
PAYMENT TERMS ACCEPTABLE:	
COMMENTS: See budget amendment.	
THE REAL PROPERTY OF THE PARTY	
Bill Herzog	
SPECIAL COUNSEL	
CONTRACT TERMS ACCEPTABLE:	
COMMENTS:	
COUNTY JUDGE	
Signature Required if Approved	
DATE CONTRACT SIGNED:	

## FUND NO. <u>001</u> FUND TITLE: <u>GENERAL FUND</u>

		Appropriation before	Amenda	<u>nent</u>	Appropriation as
Line Item Expenditures		Amendment	Increases	<u>Decreases</u>	<u>Amended</u>
Constable 3 (637):					
001-637-00.5302	Dues & Bonds	400	295		695
001-637-00.5551	Continuing Ed	450		(295)	155
Transfer for TCLEDDS re	enewal				
Information Technology (	680):				
001-680-00.5202	Data Processing Supplies	34,045	3,195		37,240
001-680-00.5429	Software Licensing	604,106	500		604,606
001-680-00.5712_700	Computer Eqpt	120,500	32,305		152,805
Sheriff Office (618):					
001-618-00.5717_700	Law Enf Eqpt	36,000		(36,000)	0
Transfer mobile video/la	ptop and related costs fro	m Sheriff to Info Te	ch for purchase		
	0.5		4.044		4.044
001-618-00.5711_400	Office Eqpt	0	1,211	(4.044)	1,211
001-618-00.5211	Office Supplies	11,000	000	(1,211)	9,789
001-618-00.5719_400	Misc Eqpt.	7,000	600	(000)	7,600
001-618-00.5713_700	Vehicles	169,750		(600)	169,150
Transfer for 911 replacement	ent monitor; for a/c in 911 se	rver room			
Countywide Operations (	645).				
001-645-00.5712_700	Computer Eqpt	0	7,850		7,850
Revenue	Computer Edyt	· ·	Decreases	Increases	7,000
001-000-00.4651	Other Revenue	0	<u>Deoreases</u>	7,850	7,850
Accept & budget donation	of computer eqpt				
Countywide Operations					
001-645-00.5741	Misc Capital Improv	1,705,000	29,200		1,734,200
Revenue 001-000-00.4651	Other Revenue	7,850	<u>Decreases</u>	<u>Increases</u> 29,200	37,050
Land donation for Jacob's	Well accepted 11/1/11; acti	on to budget donation	n of land		
	troil described to his right				
	FUND TIT	FUND NO. <u>171</u> LE: <u>LCRA SERVICE</u>	FEE FUND		
LCRA Service Fee (691):	•				
171-691-00.5301	Operating	91,138	135,000		226,138
	Operating	31,130		Increses	220,100
Revenue 171-691-00.4630	Other Revenue	0	<u>Decreases</u>	<u>Increases</u> 135,000	135,000
Budget startup costs for F	PUA per local agreement; to	be reimbursed			

## Agenda Item Request Form

## Hays County Commissioners' Court

9:00 a.m. Every Tuesday

## Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM:		•	ng budget related	to the West Tr	avis County
Public Utility Agend	by Agreement.				
CHECK ONE:	X CONSENT	Γ	N	TIVE SESSION	
	□ worksh	IOP  P	ROCLAMATION	☐ PRESENT	ATION
PREFERRED MEI	ETING DATE	REQUESTED:	January 17, 2011		inn a Ale
AMOUNT REQUI	<b>RED:</b> \$135,000	)			, are to
LINE ITEM NUM	BER OF FUND	S REQUIRED	: 171-691-00.5301		1 _ E
REQUESTED BY:	Commissioner	r Ray Whisenant	t, Jr.		
SPONSORED BY:	Commissione	er Ray Whisenan	t, Jr.		20
On December 21, 20 associated with the V revenue generated by	West Travis Cou	ınty Public Utilit	y Agency. Funds v	will be reimbursed	from the
Budget Amendment;					
Increase Misc Revenue: Increase Operating Expe		4630 – (135,000) 5301 – 135,000			
* 0 ×					

<b>DESCRIPTION OF Item:</b> Amend the LCRA Operating budget related to the West Travis County Public Utility Agency Agreement.
PREFERRED MEETING DATE REQUESTED: January 17, 2011
COUNTY AUDITOR
<b>AMOUNT:</b> \$135,000
LINE ITEM NUMBER: 171-691-00.5301
COUNTY PURCHASING GUIDELINES FOLLOWED: N/A
PAYMENT TERMS ACCEPTABLE: N/A
COMMENTS: See budget amendment. This amendment is based upon receiving reimbursement by
our fiscal year end.
TATAL STATE OF THE
Bill Herzog
The County of th
SPECIAL COUNSEL
CONTRACT TERMS ACCEPTABLE:
COMMENTS:
place to the second of the sec
THE PROPERTY OF THE PARTY OF TH
DELATE PRINTED TO THE
COUNTY JUDGE
Signature Required if Approved
DATE CONTRACT SIGNED:

## FUND NO. <u>001</u> FUND TITLE: <u>GENERAL FUND</u>

		Appropriation	<u>Amendn</u>	<u>nent</u>	Appropriation
. =		before		The state of the s	as
Line Item Expenditures		<u>Amendment</u>	Increases	<u>Decreases</u>	<u>Amended</u>
Constable 3 (637):					
001-637-00.5302	Dues & Bonds	400	295		695
001-637-00.5551	Continuing Ed	450		(295)	155
Transfer for TCLEDDS re	anowal				
Hallstel for TOLEDOS II	cilcwai				
Information Technology (	680):				
001-680-00.5202	Data Processing Supplies	34,045	3,195		37,240
001-680-00.5429	Software Licensing	604,106	500		604,606
001-680-00.5712_700	Computer Eqpt	120,500	32,305		152,805
Sheriff Office (618):					
001-618-00.5717_700	Law Enf Eqpt	36,000		(36,000)	0
Transfer mobile video/la	ptop and related costs fro	m Sheriff to Info Te	ch for purchase		
004 649 00 5714 400	Office Eqpt	0	1,211		1,211
001-618-00.5711_400 001-618-00.5211	Office Supplies	11,000	1,211	(1,211)	9,789
	* *	7,000	600	(1,211)	7,600
001-618-00.5719_400	Misc Eqpt. Vehicles	169,750	000	(600)	169,150
001-618-00.5713_700	venicies	109,750		(000)	103,130
•	ent monitor; for a/c in 911 se	erver room			
Countywide Operations		0	7.050		7,850
001-645-00.5712_700	Computer Eqpt	0	7,850	laaraaaa	
Revenue	Others Davis	0	<u>Decreases</u>	<u>Increases</u> 7,850	7,850
001-000-00.4651	Other Revenue	U		7,000	7,000
Accept & budget donation	of computer eapt				
· · · · · · · · · · · · · · · · · · ·					
Countywide Operations	(645):				
001-645-00.5741	Misc Capital Improv	1,705,000	29,200		1,734,200
Revenue			<u>Decreases</u>	Increases	
001-000-00.4651	Other Revenue	7,850		29,200	37,050
Land donation for Jacob's	Well accepted 11/1/11; acti	ion to budget donation	n of land		
		FUND NO. <u>171</u>			
	FUND TIT	LE: LCRA SERVICE	FEE FUND		
	, 4,120 111				
LCRA Service Fee (691)	•				
171-691-00.5301	Operating	91,138	135,000		226,138
Revenue			<u>Decreases</u>		
171-691-00.4630	Other Revenue			135,000	135,000
		- = 5			
Budget startup costs for F	PUA per local agreement; to	be reimbursed			

## Agenda Item Request Form

## Hays County Commissioners' Court

9:00 a.m. Every Tuesday

## Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY. Phone (512) 393-2205

AGENDA ITEM: Authorize the County Judge to submit an Emergency Management Performance Grant (EMPG) application to the Texas Division of Emergency Management, Texas Department of Public Safety for up to \$36,005.00.

CHECK ONE:

X CONSENT

ACTION

**EXECUTIVE SESSION** 

**WORKSHOP** 

**PROCLAMATION** 

**PRESENTATION** 

PREFERRED MEETING DATE REQUESTED: January 17, 2012

AMOUNT REQUIRED: No match is required

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

**REQUESTED BY: Turner/Hauff** 

SPONSORED BY: Cobb

We have been receiving this grant since 2002. Grant funds are used to pay a portion of the salary and benefits for the County's Emergency Management Coordinator.

The Grant period is October 1, 2011 through September 30, 2012. No match is required.

## FISCAL YEAR 2012 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

1. APPLICANT NAME (Jurisdiction): Hays County, Texas		
2. COUNTY: Hays	3. DISASTER DISTRICT:	
4. EMPG STATUS: X Current EMPG Program participant	New EMPG Program applicant	
5. PROGRAM PARTICIPANTS: (List all jurisdictions that all program. Identify any jurisdictions that have joined or with Woodcreek, Wimberley, Mountain City, Uhland, Niederwald	drawn from your program in the last year) Kyle, I	Buda,
6. CHECKLIST OF APPLICATION ATTACHMENTS: (See Grant (EMPG) Guide for information on completing these for		nce
<ul> <li>Designation of Grant Officials (TDEM-17B)</li> <li>X Statement of Work &amp; Cumulative Progress Report (TDEM Application for Federal Assistance (TDEM-67) -The Auth</li> <li>X EMPG Staffing Pattern (TDEM-66) - The Authorized Offic</li> <li>X EMPG Staff Job Description (TDEM-68) - A current job of the FY 2011 EMPG Staffing Pattern (TDEM-66)</li> <li>X FEMA Form 20-16 Summary Sheet for Assurances &amp; Contraction</li> <li>X FEMA Form 20-16A, Assurances - Non-Construction</li> <li>X FEMA Form 20-16C, Certifications Regarding Lobbying Matters; and Drug-Free Workplace Requirements</li> <li>X FEMA Form SF LLL, Disclosure of Lobbying Activities - Stapplicant performs lobbying to influence federal actions</li> <li>X Direct Deposit Authorization (form 74-146) or Application</li> <li>X Financial Officer shall sign this form</li> </ul>	corized Official shall sign this form cial shall sign this form description is required for each staff member lister entifications - Shall be signed by an Authorized Official Programs ng, Debarment, Suspension, & Other Responsibiling Signed by the Authorized Official required only if some payee ID Number (form AP-152) - The Grant Control of the Staff Payee ID Number (form AP-152) - The Grant Control of this some payee ID Number (form AP-152) - The Grant Control of the Staff Payee ID Number (form AP-152) - The Grant Control of the Staff Payee ID Number (form AP-152) - The Grant Payee ID Number (form AP-152)	ficial ity the
Travel Policy Certification (TDEM-69) - The Grant Finance 7. CERTIFICATION: This Application, together with the approve (TDEM-17A), constitutes the annual work plan for the emergency of The undersigned agree to exert their best efforts to accomplish all Progress Report approved by the Texas Division of Emergency Management	ed EMPG Statement of Work & Cumulative Progress R management program whose participants are listed abo activities listed in the Statement of Work & Cumulative	eport ve.
Bert Cobb, M.D. Jeff T	umer	
Authorized Official Date Emerg	gency Maragement Coordinator Dat nal Signature)	e
(Original Signature) (Original Signature)		43
8. APPROVAL: The attached Fiscal Year 2012 Statement		ed
Assistant Director/Chief	Date	• .
State Coordinator for Preparedness and Operations		
TDEM-17	Page 1 of 1	
12/11		

Mail completed forms and application materials to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
PO Box 4087
Austin, TX 78773-0223

## FISCAL YEAR 2012 DESIGNATION OF EMPG GRANT OFFICIALS

APPLICANT NAME (Juris	sdiction): Hays County, Texas	
EM	ERGENCY MANAGEMENT COORDINATOR*	tu.
NAME	X Mr. Ms. *If newly appointed attach form DEM-14	17
Official Mailing Address	Jeff Turner	_ 10.0
	111 E. San Antonio St., Ste. 300	
	San Marcos, Texas 78666	
n otto		
Daytime Phone Number	(512) 393-7300	
Fax Number	(512) 393-7304	
E-mail Address	Jeff.turner@co.hays.tx.us	
	NT FINANCIAL OFFICER (CANNOT BE EMC)	X(6)
NAME	X Mr. Ms.	
Title	Auditor	
Official Mailing Address	Bill Herzog	
	712 S. Stagecoach Trail, Ste. 1071	
	San Marcos, Texas 78666	
	5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Daytime Phone Number	(512) 393-2283	
Fax Number	n/a	
E-mail Address	bherzog@co.hays.tx.us	
,	OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)	
NAME	X Mr. Ms.	-
Title	County Judge	
Official Mailing Address	Bert Cobb, M.D.	
	111 E. San Antonio St., Ste. 300	
	San Marcos, Texas 78666	
Daytime Phone Number	(512) 393-2205	
Fax Number	(512) 393-2282	
E-mail Address	Bert.cobb@co.hays.tx.us	

TDEM-17B 12/11 Page 1 of 1

## **FISCAL YEAR 2012 EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT**

APPLICANT NAME (Jur	isdiction): l	lays County			
Document		mitted By	Date	TDEM Review By	Date
Statement of Work	Jeff	Turner	1-9-2012	7000	117118.11
Progress Report #1		, L			
Progress Report #2		a 11	e de la lace	278 A	
TASK	1-WOR	KPLAN&S	EMIANNUAL PI	ROGRESS REPORT	
☑ Work Plan	Commitment Our jurisdict account, ar	nt Certifications tion has appoin id is 100% com	, and four Quarterly ited a NIMSCAST p pliant with FY 2009	oint of contact, established NIMSCAST objectives and	a NIMSCAST I metrics
☐ Progress Report #1	First & Service	Second Quarte s	r Financial Reports	ed to the TDEM Preparedon have been submitted to TD	EM Support
☐ Progress Report #2		Fourth Quarter		ed to the TDEM Preparedn have been submitted to TD	
TASK 2—LEG	AL AUTH	ORITIES FO	R EMERGENCY	MANAGEMENT PR	OGRAM
⊠ Work Plan	manageme Our NII Our TR Our leg Our jur	ent program MSCAST accounts RN registration pal documents a isdiction will pre Commission City Ordinan Updated Join NIMS Adopti	unt is 100% compliant completed and restare current & on file epare or update & siler's Court Order # loce(s) for:  Int Resolution dated:  Int dated:	with TDEM; no additional aubmit to TDEM:	etrics action is required
☐ Progress Report #1  October 1 –  March 31	Our TR Our leg	RRN registration pal documents a isdiction compl Commissiona City Ordinana	n completed and res are current & on file eted & submitted to er's Court Order # ce(s) for: nt Resolution dated:	with TDEM, no additional a	
☐ Progress Report #2 April 1- September 30	Our TF Our le	RRN registration gal documents a risdiction compl Commission City Ordinana	n completed and res are current & on file leted & submitted to er's Court Order # ce(s) for: nt Resolution dated:	with TDEM, no additional a	action is required
TDEM-17A	alotod form to		Grant Coo		Page 1 of 6

12/11

Mail completed form to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety P O Box 4087 Austin, TX 78773-0223

	TASK 3—PUBLIC EDUCATION/INFORMATION
⊠ Work Plan	<ul> <li>Option 1: Our jurisdiction will conduct 30 hours of hazard awareness activities for local citizens</li></ul>
☐ Progress Report #1  October 1 –  March 31	Our jurisdiction completed the following hazard awareness and/or public education/information activities:
□Progress Report #2 April 1 – September 30	Our jurisdiction completed the following hazard awareness and/or public education/information activities:
TASK 4	-EMERGENCY MANAGEMENT PLANNING DOCUMENTS
⊠ Work Plan	<ul> <li>○ Our jurisdiction reviewed our emergency management plan &amp; annexes for currency and NIMS compliance</li> <li>○ Our emergency management plan and all annexes are current and NIMS compliant</li> <li>○ We will develop, update, or change these planning documents:</li> <li>○ Basic Plan</li> <li>Annexes: □ A □ B □ C □ D □ E □ F □ G □ H □ I □ J □ K □ L □ M □ N □ O □ P □ Q □ R □ S □ T □ U □ V □ Other documents:</li> <li>NOTE: Plans &amp; annexes dated prior to September 30, 2005, must be revised or updated this year. All Plans and Annexes must be NIMS compliant.</li> </ul>
☐ Progress Report #1  October 1  March 31	<ul> <li>Our jurisdiction reviewed our emergency management plan &amp; annexes for currency and NIMS compliance</li> <li>Our emergency management plan and all annexes are current and NIMS compliant</li> <li>We updated by revision or change these planning documents:</li> <li>Basic Plan</li> <li>Annexes: □A □B □C □D □E □F □G □H □I □J □K □L □M □N □O □P □Q □R □S □T □U □V</li> <li>Other documents:</li> </ul>
Progress Report #2  April 1 –  September 30	Our jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance  ☐ Our emergency management plan and all annexes are current and NIMS compliant  ☐ We updated by revision or change these planning documents:  ☐ Basic Plan  Annexes: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I ☐ J ☐ K ☐ L ☐ M ☐ N ☐ O ☐ P ☐ Q ☐ R ☐ S ☐ T ☐ U ☐ V ☐ Other documents:

Table 1	ASK 5—EXERCISE PARTICIPATION & SCHEDULE
	Submit the jurisdiction's TEP no later than 60 days after the conduct of the TEP Workshop, or with the EMPG application package/work plan

- 1. Each jurisdiction receiving EMPG funding must:
  - a. Conduct two (2) discussion-based exercises and one (1) operations-based exercise demonstrating a progressive exercise program. A full-scale exercise must be conducted and evaluated at least every three years. Actual incident response is NOT eligible for substitute exercise credit. Exercise program must he consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP).
  - b. Develop and submit a multi-year Training and Exercise Plan (TEP), not less than three years, to the TDEM Exercise unit.
- 2. Each <u>individual</u> funded through the EMPG program must actively participate in a minimum of three exercises within the performance period

TDEM-17A 11/10 Page 3 of 6

TASK 6—	TRAINING FOR EMERGE	NCY MANAGEMENT PER	SONNEL			
	ALL EMPG-funded emergency following training during FY 20	management personnel will pa	articipate in the			
	Position/Name	Course Name or Number				
-	EMC, Turner	E388 Advanced PIO @ EMI				
y. 0.101	EMC, Turner	IS-704 NIMS Communication a	nd Info Mamt			
	EMC, Turner	T&EPW New Braunfels, TX 11-10-11				
☑ Work Plan	EMC, Turner	1-556 Building Design for HS for COOP				
EN TYOIN I WILL	EMC, Turner	Building Effective Teamwork 11-14-11				
	EMC, Turner	Annual EMAT Symposium				
	EMC, Turner	TX HS Conference				
	Emergency management person is attached:	nnel completed the following train	ing and documentation			
	Position/Name	Course Name or Number	Date Completed			
☐ Progress Report #1						
□ Lindiess (/ehnt/#)						
October 1 –						
March 31						
		nnel completed the following train	ning and documentation			
	is attached:	O-war-N- St.	D-4- 0 1 - 1			
	Position/Name	Course Name or Number	Date Completed			
☐ Progress Report #2						
1						
April 1 –	1					
September 30						

TDEM-17A 11/10

TASK 7—EM		MANAGEMENT TR		
⊠Work Plan	elected officia	ls, other local officials, &	& support agencies.	nent related training for
		formal training cours		
	Date	Course Title	Class Description	# Trained
☐ Progress Report #1				
October 1 – March 31				
		g formal training coun		
	Date	Course Title	Class Description	# Trained
□Progress Report #2				
April 1 –				
September 30				
TACK 8 EM	EDGENCY	MANAGEMENT O	PGANIZATIONAL	DEVEL OBMENT
I MOL O-EN				nanagement organizational
⊠Work Plan	development Conference, l performing re management	activities: Hays County local LEPC, Regional H gional as well as local p	will participate the Sta comeland Security Task clanning, other confere	
	Our jurisdiction	on completed the follow	ing staff development a	activities:
☐ Progress Report #1				
October 1 – March 31				
	Our jurisdiction	on completed the follow	ing staff development	activities:
☐Progress Report #2		·	-	
April 1 –				
September 30				
TOGNATA				Dans 5 of 0
TDEM-17A 11/10				Page 5 of 6

	(Use an Additi	REMARKS onal Sheet if N	Necessa	ry)	

# FISCAL YEAR 2012 APPLICATION FOR FEDERAL ASSISTANCE

(Instructions on Reverse)

NAME OF PROGRAM/ ASSISTANCE: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)		1.5	1. CFDA NUMBER: 97.042		2. APPLICANT STATUS: New Applicant  Renewal		
3. FEDERAL FISC FY 2012		4. OC1	t. START DATE: 5. END DATE CTOBER 1, 2011 SEPTEMBER 30,				
6. APPLICANT INFORMA	ION			1 2	vert in triple 2	M STATE	
a. Legal Name of App on the EMPG App	olicant Organizatication (TDEM-1	tion (as it appears 17):		e & Telepagement Coor	hone Number dinator:	of Emergency	
Hays County, Te	xas			W. Turner ) 393-7300			
c. Mailing Address:			d. Phys	ical Address	(if different from I	Malling Address):	
v. maning modicas.			"   " " " " " " " " " " " " " " " " " "				
111 E. San Antonio St., Ste. San Marcos, Texas 78666	300		-				
a. Number of EMPG	Staff & Percenta # Staff	age of Time Work Percent	ed in Emergency	Management Percent	Duties:	Percent	
1) Full Time:	1	100%					
2) Part Time							
b. Total Number of E	MPG-Funded P	ersonnel				<u>.                                      </u>	
8. ESTIMATED EXPENS	ES:				_		
a. Salary & Benefits	(from line 18, fo				74,89	0 =	
b. Travel Expenses	from line 19 for	m TDEM-66)					
c. Other Expenses (		on reverse)			74.90	10	
d. Total Expenses ( e. Federal Share (D					74,89 37,44		
e. Federal Share (D	A .50)				37,44		
<ol> <li>CERTIFICATION: I ce correct.</li> </ol>				s application a	and its attachmen	nts are true and	
a. Typed Name of A		al:	Bert Cobb, M.D.				
b. Title of Authorized		Official.	Hays County Ju-	dge			
c. Original Signature	of Authorized (	Official:					
d. Date Signed:							

#### **INSTRUCTIONS**

- 1. Except as indicated below, entries are self-explanatory.
- Item 7A: Enter the legal name of your jurisdiction. Your entry should match the Applicant Name used on the EMPG Program Application (TDEM-17).
- 3. Item 8A: Indicate the number of full-time employees who work specific percentages of time in emergency management duties. Example: 1 staff @ 100 percent, 2 staff @ 50 percent. Also indicate the number of partime employees. Include only staff members whose salary and benefits will be supported by EMPG funding. The data in this section should agree with the information included on the EMPG Staffing Pattern (TDEM-66).
- 4. Item 10 A, B, & C. This form must be signed by an Authorized Official, who is a person authorized by the governing body of the jurisdiction to apply for grants and accept grants and execute agreement and contracts on behalf of the jurisdiction. Authorized Officials are County Judges, Mayors, and many City Managers not Emergency Management Coordinators.

#### 11. OTHER ALLOWABLE EXPENSES:

Describe the other allowable expenses of your emergency management program that you are requesting be supported by EMPG funding and provide an estimate of the amount of those expenses. These costs must comply with 2 CFR, Part 225, Cost Principles for State. Local, and Indian Tribe Governments (OMB Circular A-87). Salaries and expenses for elected officials are not allowed. Any proposed expenditure in the amount of \$5,000.00 or more must be listed in this section. Continue on a separate sheet if necessary. Transfer the Total calculated below to line 9c on the front of this form. To determine if an expense is allowable under the EMPG program, refer to the DHS Authorized Equipment List (AEL) available on the Responder Knowledge Base at <a href="https://www.rkb.us/contentdetail.cfm?content\_id=210237&GetAELSELCats=1">https://www.rkb.us/contentdetail.cfm?content\_id=210237&GetAELSELCats=1</a>. You must be a registered user to access this listing.

Specific Description of Expense (Descriptions must be specific – do not use broad or general categories, such as operating or administrative expenses)	Estimated Amount
N/A	
	10-1 c 11
Total	

## FISCAL YEAR 2012 EMPG STAFFING PATTERN

1. APPLICANT NAME (as it appears on EMPG Application): Hays County, Texas				2. COUNTY: Hays			
3. FULL-TIME EMPLOYEES (including those who work all or only a portion of their time emergency management dut	4. Gross Annual Salary	5. Gross Annual Benefits	6. Gross Salary & Benefits (4+5)	7. % Work in EM Duties	8. Salary & Benefits for EM (6x7)	9. Est. EM Travel Costs	
Name: Jeff W. Turner		30 ALE	1	-	- NO 11	, y, el	100
Position: Emergency Manag Coordinator	gement	54,479	20,411	74,890	100%	74,890	0
Name:						/	
Position:		The late				FILESTON	11 1 1 1
Name:	The Year	100		THE RESERVE	-3# D Tes	grant of the same	
Position:		l l					
Name:					fa or		
Position:	F1 11		8-1	iāl — —	18-91	18 4 1 1 1 1	
Name:	-	art ger			11 5 1 1 1	The state	40.19
Position:	hr one			161 1		e Houseway	1 2 11
Name:		and the second		Die II		- DEL	
Position:			7.4				
	BTOTAL	References	7. 異数			74,890	(46)
10. PART-TIME EMPLOYEES	11. % of Full Time	12. Gross Annual Salary	13. Gross Annual Benefits	14. Gross Salary & Benefits (12+13)	15. % Work in EM Duties	16. Salary & Benefits For EM (14x15)	17. Est. EM Travel Costs
Name:							
Position:							
Name:	]			Ì			
Position:							
Name:	]				-		
Position:	100 30			1 10-11-11	-	1	17
Name:	N- 10	Fried F	1 1 1 1 1 1 1 1 1	11 11 1 11	11 19 11 12		
Position:		ŀ		210	ne vii e		
Name:	_			1			1
Position:							
Name:					:		1
Position:							
B. SUBTOTAL		Flores.	Party .	* "沙學"			
TOTAL Add Subtotals in A & B above	ve					18. 74,890	19.
CERTIFICATION: I certify	that no inc	dividual listed	above holds a	an elected of	fice.		
Signature of Authorized C			444				
Date Signed:							
IDEM-66						Page 1	01 1

65

12/11

## **EMPG STAFF JOB DESCRIPTION**

Jurisdiction Name	County of Hays		
Staff Member Name	Jeff Turner		
Position Title	Emergency Management Coordinator		
Description Prepared By	Human Resources- Shari Miller		
Date Prepared			
JOB DESCRIPTION  X Current Job Description Attached See Below			
Conducts research an County and performs inter Emergency Operations ar Develops and maintains fractivities in Hays County. area. Is a leader in innovacredibility through conduct working environment that widespread contribution. and operational expertise	on of the duties performed by this staff member. It displays an analysis to develop emergency operational plans and programs for Hays regovernmental planning and coordination functions. Manages the and serves as a liaison to the Capital Area Council of Governments.  Indianalysis to develop emergency operational plans and programs for Hays regovernmental planning and coordination. Manages the analysis of the changing needs of our services are cost effective, and comprehensive hazmat response. Maintains that is uncompromising in honestly and professionalism. Supports a encourages respectful communication, equitable treatment and Achieves distinction by demonstrating the highest degree of professional combined with effective teamwork.		
1_			
p _8 47			
1001			
1 A B.W			

TDEM-68 12/11

#### HAYS COUNTY JOB DESCRIPTION

Job Code: 0982 Grade: 113 FLSA: Exempt Safety Sensitive Prepared By: Human Resources Date Prepared: February 2005 Date Revised: 03/09

## **EMERGENCY MANAGEMENT COORDINATOR**

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Summary

Conducts research and analysis to develop emergency operational plans and programs for Hays County and performs intergovernmental planning and coordination functions. Manages the Emergency Operations Center during disasters to coordinate Hays County emergency operations. Reports to the Hays County Judge, and serves as a liaison to the Capital Area Council of Governments. Develops and maintains funding sources, strategic planning, and coordination of Homeland Security activities in Hays County. Must be committed to responding to the changing needs of our service area. Is a leader in innovative, cost effective, and comprehensive hazmat response. Maintains credibility through conduct that is uncompromising in honesty and professionalism. Supports a working environment that encourages respectful communication, equitable treatment and widespread contribution. Achieves distinction by demonstrating the highest degree of professional and operational expertise combined with effective teamwork.

#### Responsibilities

- Develops, implements, and evaluates policies, procedures, goals, objectives, and priorities for the Hays County Emergency Management and Homeland Security operations.
- Conducts continual risk analysis of potential all hazard situations.
- Develops, maintains, and distributes the Hays County Emergency Operation Plan, Mitigation Action Plan, and associated documentation and action plans; conducts periodic and random reviews of the County's preparedness; and resolves issues and recommends solutions to ensure appropriate implementation and utilization.
- Develops and delivers training on Emergency Management programs and procedures to Hays County staff; and plans and coordinates emergency preparedness exercises and drills, including preparing appropriate reports for federal and state authorities and agencies; and ensures NIMS training compliance
- Establishes cooperative partnerships with and provides appropriate training to area fire
  departments, law enforcement agencies, municipalities, local school districts, public works
  agencies, building officials, public safety communications agencies, Hays County departments and
  officials, and public officials.
- Represents Hays County by participating or attending task forces, working groups, committees or subcommittees meetings, advisory group, emergency functions, neighborhood groups, boards and commissions, seminars, conferences, professional associations meetings, and private organizations.
- Reviews expenditures, expense reports, requisitions for equipment procurement, and develops RFP's to assist in the bidding process.
- Manages Homeland Security Grants; and researches and makes recommendations on all future Homeland Security Grant funding sources.
- Evaluates and coordinates weapons of mass destruction and hazardous materials training needs for County agencies.
- Coordinates and trains the Hazardous Materials Response Team.
- Serves as a liaison to the Capital Area Council of Governments, and Federal and State Homeland Security Departments; and coordinates with state and federal emergency management personnel concerning disaster mitigation, preparedness, response, and recovery activities.

- Attends appropriate meetings with local, state, and federal government agencies.
- Communicates with the public and news media; prepares and delivers public awareness presentations to civic groups, medical facilities, schools, and other community organizations.
- Ensures County's compliance with all federal and state regulations regarding hazardous materials storage, incident response, and recovery activities.
- Manages the Incident Command Post and the Hays County Emergency Operations Center during complex all hazard emergency incidents; monitors and evaluates selected service delivery methods and procedures to be utilized in disasters or other major incidents; and acts as Hays County's Emergency Management liaison with expertise in hazardous materials response, control, mitigation, and recovery.
- Maintains Hays County hazardous materials records and assists local fire departments with inspections and risk analysis of potential hazardous materials emergencies, hazardous materials sites, and assists in the development of operational plans for hazardous materials incidents.
- Maintains operational response protocols dealing with Homeland Security that effect all hazard situationsin Hays County.
- Prepares various reports to fulfill documentation requirements and ensures all local, state, and federal laws are being met in regards to hazardous material management for Hays County.
- Inspects records of all hazardous material incident operations and required operational reports.
- Monitors flood control areas to assure safety of residents and their ability to reach higher ground if necessary.
- Performs administrative tasks and other duties.

#### **Knowledge Required**

- Professional knowledge of public administration and governmental agencies.
- Professional knowledge of Incident Command System (ICS).
- Professional knowledge of legislative process.
- Professional knowledge principles and techniques of planning.
- Professional knowledge of modern planning research methods, data collections, and analysis.
- Professional knowledge of strategic planning techniques.
- Professional knowledge of purchasing and RFP process.
- Professional knowledge of budgeting processes.
- Professional knowledge of Federal, State, and Local applicable laws and regulatory codes.
- Professional knowledge of hazardous waste operations and emergency response in accordance with Occupational Safety and Health Standards, 29 CFR 1910.120.
- General knowledge of computer equipment and related software applications to include word processing, spreadsheets, and databases.
- General knowledge of supervisory principles, practices, and techniques.
- General knowledge of business letter writing, grammar, punctuation and report preparation.

#### Required Skill

- Professional skill in developing short-range and long-range comprehensive plans in development of innovative solutions.
- Professional skill in program planning, developing, and implementing.
- Professional skill in both verbal and written communication.
- Professional skill to coordinate the development and making of presentations.
- Professional skill to coordinate work with others.
- Professional skill in conducting interviews and group meetings.
- Professional skill to initiate and develop projects and programs.
- Professional skill to work under unique and challenging situations.
- Professional skill to speak and conduct media briefings.
- General skill in operating basic office equipment and in preparing documents using word processing, spreadsheet, and database programs.
- General skill in compiling data and information into clear and comprehensive reports.
- General skill in the maintenance of records.

### Education and/or Experience

 Bachelor's degree from an accredited college or university in Emergency Management, Planning, Public Policy/Administration, Government, Business Administration or a related field.  Five years experience in strategic planning, hazmat operations, project management, or program development.

One of the following can be substituted for a Bachelor's degree:

- Four years work experience with a non-profit, local, state, or federal government Emergency Management agency.
- Certification as an Emergency Manager by the Texas Association of Emergency Managers or the International Association of Emergency Managers.

## Other Qualifications, Certificates, Licenses, Registrations

- Valid Class C Driver's License
- Texas Department of Public Safety Division of Emergency Management, Professional Development Series or completion within 2 years.
- Hazardous Material Technician or Hazardous Materials Incident Command training in accordance with Occupational Safety and Health Standards, 29 CFR 1910.120(q), NFPA 472 preferred.
- Completion of the Professional Development Series of courses conducted by the Federal Emergency Management Agency preferred.

#### Supervision

- The Emergency Management Coordinator is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility, compatibility and effectiveness.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Reach sound conclusions and make recommendations.
- Formulate broad perspectives.
- Will be required to carry a pager and always be on call..

#### Guidelines

The Emergency Management Coordinator uses judgment in interpreting and adapting guidelines such as Hays County policies, state, and federal regulations, established precedents, and work directions. This employee uses these guidelines for application to specific cases and problems. This position must have a strong work ethic. This position must establish and maintain effective working relationships with departmental clientele, outside agencies, other county staff and officials, and the general public. The Emergency Management Coordinator must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

#### **Emotional Demands**

This position must be able handle occasional stressful situations when interacting with some argumentative or emotional contacts within the general public. The contacts are generally cooperative; however, in some situations this position may be called upon to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk
- Hear.
- Occasionally stand, walk, kneel, squat, bend, stoop, climb ladders.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Required to lift and/or move up to 50 pounds.

### **Work Environment**

While performing the duties of this job, the employee regularly works in an office setting. The employee frequently travels to various locations throughout the county to perform administrative functions and personnel assessments.

The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated. During emergency situations, the employee may work outdoors, around fire or damaged buildings, and in inclement weather. The incumbent may be exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes or airbome particles, toxic or caustic chemicals, infectious diseases, extreme cold and heat, risk of electrical shock, explosives, risk of radiation, and vibration. The noise level in the work environment may be loud.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

$\Omega I/\Omega$		
Employee Signature	Date	
//(		5.01
List any and all accommodations that are needed to	satisfactorily perform the essential functions of this po-	sition.

# TRAVEL POLICY CERTIFICATION

Jurisdiction Nam	Hays County, Texas	
	Check one of the two blocks below	
This jurisdiction has no qualifying travel regulations. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with State of Texas travel regulations and reimbursement rates as published by the Texas Comptroller of Public Accounts. State travel regulations are available at <a href="https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php">https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php</a>		
	OR	
EMP	This jurisdiction has its own qualifying travel policy, a copy of which is attached. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with that policy.	
Name of Grant Fin (Printed or Typed)	Bill Herzog, Auditor	
Original Signature Officer	of Grant Financial	
Date Signed		

TDEM-69 12/11

# Hays County

# Travel Policy

Adopted March 16, 1999 Amended October 26, 1999 Amended August 20, 2002 Amended May 6, 2008

#### HAYS COUNTY TRAVEL POLICY

#### **GENERAL DEFINITIONS**

- 1. <u>Educational Travel</u> means a travel reimbursement paid to county employees who travel out-of-county for official educational seminars, conferences, and meetings. Travel expense forms must be submitted to claim reimbursement for educational travel. Items included on travel expense forms include meals, lodging, airline fares, use of personal auto, public transportation, and conference registration fees.
- 2. <u>Law Enforcement Travel</u> means travel by county law enforcement and correction departments. These travel expenses are associated directly to the transporting of prisoners or probationers, investigations, etc..
- 3. Actual Expense means the actual cost of any allowable travel expense supported by proper receipts or statements.
- 4. <u>Authorized Signature</u> means the signature of a department head, elected official, or employee authorized to approve claims for a county official whose authorization is on file with the County Auditor.
- Official County Business means business in which county employees participation is recognized by the County Commissioners
  Court as being official business of the county.
- 6. <u>Traveling County Employee</u> means the elected official, department head, or employee traveling on official county business who accrues expenses to be reimbursed by the county.
- 7. Auditor means the County Auditor and his designated staff.
- 8. <u>County Official or County Employee</u> means any county employee who is authorized to travel on official county business.
- 9. <u>Travel Expense Forms</u> means the expense forms used to report all actual or estimated travel expenses for official county business to be submitted to the County Auditor for reimbursement of travel expenses.
- 10. IRS Rate means the mileage rate set by the Internal Revenue Service at the time travel mileage occurred.

#### RESPONSIBILITY OF OFFICIALS, DEPARTMENT HEADS AND EMPLOYEES

County Officials and Department Heads are expected to plan the out-of-county travel for themselves and their employees to achieve maximum economy and efficiency. The purpose of the travel should be the same as that travel approved in the individual departmental budgets in any particular fiscal year. All county reimbursed travel must be for OFFICIAL COUNTY BUSINESS ONLY

It is the responsibility of the county official or department head to see that all Travel Expense Forms are properly completed and signed before being sent to the County Auditor.

If a travel advance is requested, it is the responsibility of the county official or department head to see that the form is presented to the County Auditor within the time restrictions set out on the travel forms. When the person receiving the travel advance returns to the county, it is the responsibility of the county official or department head to see that the Employee Travel Expense Form is properly completed and sent to the County Auditor within ten (10) days. A copy of the Conference program must be attached to the travel advance when requesting an advance for a Conference. If the employee receives an advance and fails to complete the Employee Travel Expense Form within ten (10) days, future advances may not be allowed for that employee.

Any refund due the county from the travel advance will be submitted to the County Treasurer and a copy of the Treasurer's receipt will be attached to Employee Travel Expense Form which is sent to the County Auditor.

It is the responsibility of the county official or department head to see that all reimbursement forms to the State of Texas, or any other reimbursing agency other than the county, are promptly submitted to the reimbursing agency, and when reimbursements are received to see that those funds are deposited with the County Treasurer and copies of receipts sent to the County Auditor.

It is the responsibility of the person traveling on official county business to keep all lodging invoices and vouchers to be submitted to the County Auditor on the Employee Travel Expense Form. If the traveling employee requests to be reimbursed for actual expenses for travel-related expenses, that employee must submit supporting invoices or statements with the Employee Travel Expense Form to receive actual reimbursement. Expenses that are not supported by receipts will not be reimbursed.

It is the responsibility of the traveling employee to provide receipts for payments of dues and registration fees in order to be reimbursed.

In the event an official or employee of the county receives an overpayment for travel expenses, that overpayment will immediately be reimbursed to the county.

It is the responsibility of the county official and department head prior to departure to make a request of the Commissioners Court and receive permission for all OUT OF STATE TRAVEL. The Sheriff's Office is exempt from this policy when transferring prisoners or doing criminal investigation. Elected officials are also exempt from this policy when traveling out of state for continuing education conferences. \(^1\)

Any exceptions to this travel policy must be granted by the Commissioners' Court in advance.

#### TRAVEL REIMBURSEMENTS

Section 152.011 of the Texas Local Government Code gives the Commissioners Court the authority to set travel expenses and other allowances for all county officials and employees. The Commissioners Court allows reimbursement of travel on official county business when funds have been allocated in departmental budgets for that purpose.

The traveling county employee will be reimbursed for actual expenses incurred while traveling, provided the employee will keep invoices, receipts, and all other documentation supporting the actual expenditures and this documentation is submitted to the County Auditor on the Employee Travel Expense Form.

The traveling county employee must submit receipts, invoices and documentation for the following in order to be reimbursed 2:

Airline Tickets
Automobile Expense Charges for County Vehicles
Automobile Rentals
Conference Registration and Fees
Lodging Statements
Parking Garage Charges
Taxi Fares

#### **MEALS**

The County will reimburse for county employee meals only. If the traveling county employee elects to purchase meals for friends or other county officials, that decision will be at the expense of the county employee and will not be reimbursed by the county.

A maximum amount to be reimbursed for meals has been approved by the County Commissioners Court as follows 3:

Morning Meal	\$ 7.00
Noon Meal	13.00
Evening Meal	16.00

The county will not reimburse the traveling county employee for meals that are included in the conference registration fees. If the county employee chooses to eat a meal other than the one provided in the conference registration, that meal will be the personal expense of the employee and will not be reimbursed. The County will not reimburse for any tips.

The county does not reimburse the traveling county employee for any type of alcoholic beverage whether with a meal or not.

On Travel days, in order to claim a meal, an employee must be traveling out of County during the following time period:

	Departure Time	Return Time
Breakfast	Prior to 6:00 a.m.	after 10:00 a.m.
Lunch	Prior to 10:00 a.m.	after 2:00 p.m.
Dinner	Prior to 4:00 p.m.	after 8:00 p.m.

#### LODGING

The county will reimburse the traveling county employee for the actual cost of moderately priced lodging while traveling on official county business. The county employee will obtain a lodging statement which will be submitted with the Employee Travel Expense Form when the employee returns to the county. The county will not pay for lodging unless the meeting/conference site is at least 45 miles from the employee's office. Elected officials are exempt from the 45 mile distance policy.

If the registration fee includes lodging, the county will not reimburse the employee for lodging elsewhere unless advance approval is obtained from the Commissioner's Court.

Those items which will be reimbursed on the hotel statement are:

Business Telephone Calls
Daily Room Charges
Hotel Parking
Necessary Hotel Charges
Meal Charges (not to exceed the maximum amounts)

Those items which WILL NOT BE REIMBURSED on the hotel statement are:

Alcoholic beverage charges
Hotel Club charges
Movies and personal phone calls
Personal expense items such as cleaning or laundry
Recreation Facilities use charges

The county employee may obtain a travel advance for lodging. If the actual lodging charges are more than the travel advance, the employee will be reimbursed for the difference upon proper submission of Employee Travel Expense Form. If the actual lodging charges are less than the travel advance, the employee will reimburse the county for the difference within ten (10) days after returning to the County.

Depending on travel arrangements, the county will reimburse the traveling county employee for a maximum of one-day lodging prior to the start of a conference or seminar, lodging during the time the conference or seminar is in session, and a maximum of one-day lodging after the end of the conference or seminar if travel distance will not allow the employee to reach their destination to or from the conference at a reasonable hour. Any additional lodging will be at the expense of the county employee unless proof is presented that the additional lodging is a result of extended county business.

For budget savings, County employees traveling together may at their discretion, share lodging accommodations; however, there is no requirement that employees do so.

#### LOCAL TRANSPORTATION EXPENSE REIMBURSEMENT

Several departments in the county require their employees to travel within the county on official county business. When a county employee uses a personal automobile for this purpose, the employee may be reimbursed for use of personal auto on official county business at the IRS rate per mile.

Before an employee may be reimbursed for local transportation there must first be a departmental budget allocation for Travel. This allocation will be made during budget hearings or through a budget amendment made by the Commissioners Court.

When there is a departmental budget allocation, the county employee requesting reimbursement for local transportation expense must complete a form for this purpose and submit it to the County Auditor for reimbursement. The form to be used is the Automobile Mileage Reimbursement Form. A supply of these forms is available in the County Auditor's Office.

Reimbursement for local transportation is made from odometer readings on the personal auto and description of the purpose of the official county business. A copy of the Automobile Mileage Reimbursement Form is attached to this policy.

#### APPROVED TYPES OF TRANSPORTATION

COMMERCIAL AIRLINES - Commercial airlines are normally the most economical mode of transportation, especially for out-of-state travel. Traveling county employees are encouraged to take advantage of reduced rates for advance reservations. Airline tickets may be paid for in advance directly to the airline or travel agency if the county employee will submit Check Request Form when the cost of the airline travel is determined. The county will reimburse at the lowest available airline fare for the most direct airline route.

TAXI AND BUS FARES - The traveling county employee will obtain receipts for taxi or bus fares and will be reimbursed by the county for those fares relating to county business. Receipts or statements will be submitted to the County Auditor along with Employee Travel Expense Form upon return to the county.

AUTO RENTAL - When it is necessary, or when it is more economical to rent a car than to utilize public transportation, the traveling county employee on official county business is entitled to reimbursement for the actual cost of renting the vehicle, including motor fuel and collision damage waiver insurance. The county will reimburse for a mid-size or small size car only. Car rental agreements, along with copies of receipts for fuel and other auto expenses must be submitted to the County Auditor on Employee Travel Expense Form for reimbursement to the traveling county employee.

PERSONAL AUTOMOBILES - The county will pay the traveling county employee the IRS rate for each mile of use of their personal automobile while traveling in state, on out-of-county official county business. The mileage payment will be based on the most direct route from the county to destination where county business takes place plus a reasonable reimbursement for business mileage traveled while at the destination. No other automobile expense will be paid to the traveling county employee other than the fixed price per mile as set by IRS and adopted by the Commissioners Court. All out-of-state travel on official county business will be reimbursed at commercial airline rates. All mileage is calculated from the employees County office.

COUNTY OWNED AUTOS - The County will only pay actual expenses, such as gas, oil or other such maintenance items. Receipts are required for all of these items.

OTHER: Employees will not be reimbursed for transportation expenses for any activity in which travel is provided for conference participants and included in the conference registration fee.

#### TRAVEL EXPENSE FORMS

The following Travel Expense Forms are used by the county to report travel expenses for official county business.

<u>Employee Travel Expense Form</u> must be completed for ALL requests for reimbursement for official county business travel. Expense forms must be brought forward to this form. If a travel advance is made, this form must be filed in order to relieve the employee from liability to the county for any travel advances received.

<u>Prisoner Transfer Travel Expense Form</u> must be completed for all requests for reimbursement for transporting prisoners and is of primary concern to the Sheriff and Probation Departments. This form may be used for travel advance for transporting prisoners but in any case, the total of this form must be transferred to Travel Expense Form for final request for reimbursement.

<u>Travel Advance Form</u> must be completed for all requests for travel advances. This form must be received by the County Auditor no later than 5:00 p.m. on the Tuesday two weeks prior to the required business trip. Employee Travel Expense Form MUST ALWAYS be submitted on all advance requests after employee returns from official county travel.

<u>Automobile Mileage Reimbursement Form</u> must be completed for all requests for reimbursement for travel performed within the county on a monthly basis.

<u>Check Request Form</u> must be completed if you prefer the County Auditor to make payment directly to the vendor for the cost of hotel, registration, airline, etc. This is the preferred method of payment to these vendors but must be presented to the County Auditor in sufficient time to meet the payment deadline as required by each vendor.

Samples of all five of the travel expenses forms follow this page.

HAYS COU	NTY, TEXAS			EMPLOYEE '	TRAVEL EXPENSE FORM
NAME OF P	ERSON SUBMITT	TNG REPORT:			
NAME OF D	EPARTMENT:				
PURPOSE O	F TRAVEL:		-X _ L=_	576 15	
DESTINATI	ON:	_ DEPARTURE D	ATE/TIME:	RETURN D.	ATE/TIME:
travel does a	not include overni	ght stay. Taxes will reimbursement. Pl	l be withheld throug	h payroll on your month e	are taxable as wages when ad paycheck. Receipts for all Program. Departure/Return
	BREAKFAST	LUNCH	DINNER	ACTUAL LODGING	
DATE		(\$13.00 per day)		EXPENSE	DAILY TOTAL
		4			
Airline, Bus, Personal Aut Other Travel  OTHER EX Conference	or Transportation	I ticket) 5 Cents per Mile (sh Expense (complete in receipts and copy of ach receipts):  TOTA	ortest route):  n detail-attach receipts  TOTAL TRAVEL  program):  TOTAL OTHE	AND TRANSPORTATION:  ER EXPENSES:  PENSE FORM:  NSE FORM (IF APPLICABLE)	
		OYEE:		T - OR (DUE TO COUNTY)	by me while traveling on official
"I certify the	hat the above name	IAL OR DEPARTM ed employee receive e same for payment.	ENT HEAD: d proper authorizatio	Signature of Employee  n for official county travel.	Date I have examined the request for

8

Signature of Official

Date

HAYS COU	NTY, TEXAS		PRIS	ONER TRANSFER TRAV	/EL EXPENSE FORM
NAME OF P	PERSON SUBMITTING	G REPORT:			
NAME OF I	DEPARTMENT:				V A I T
EXPENSES	INCURRED IN TRAN	SPORTING PRISON	ERS		
NAME OF F	PRISONER:		CA	SE NUMBER:	1 27
NAME OF P	PRISONER:	Q = 0	CA	SE NUMBER:	
NAME OF F	PRISONER:		CA	SE NUMBER:	
PRISONER(	(S) TRANSPORTED FI	ROM:	TO:		3 = = =
DATE/TIMI	E OF DEPARTURE:		_ DATE/TIME ARR	IVED AT DESTINATION	J:
MEALS AN	D LODGING:				
DATE	MORNING MEAL ACTUAL	NOON MEAL ACTUAL	EVENING MEAL ACTUAL	ACTUAL LODGING EXPENSE	DAILY TOTAL
"		<u> </u>			
Airline, Bus	.ND TRANSPORTATION, Train (attach Travel Tellor or Transportation Exp	<u>ON</u> icket)	PRISONERS MEALS A  etail-Attach receipts):  TOTAL TRAVEL AN		
OTHER EX	<u>(PENSES</u>				
Other Expe	nses (Explain and Attac	h Receipts):	TOTAL OTHER EXP	PENSES:	
			TOTAL PRISONER	EXPENSE FORM:	
TUE TOTA	ALOF THIS FORM M	II IST BE CAPDIED	FORWARD TO TRAV	FI EXPENSE FORM AN	ND SUBMITTED TO TH

THE TOTAL OF THIS FORM MUST BE CARRIED FORWARD TO TRAVEL EXPENSE FORM AND SUBMITTED TO THE COUNTY AUDITOR FOR PAYMENT.

HAYS COU	NTY, TEXAS			TRAVEL	. ADVANCE FORM
NAME OF I	PERSON SUBMITTING	REPORT:			- F &
NAME OF I	DEPARTMENT:				
PURPOSE (	OF TRAVEL:				
DESTINAT	ION:	DEPARTU	RE DATE/TIME:	RETURN DAT	E/TIME:
******	*********	**********	*************	************	
than 12:00 p must be con note that al	o.m. on the Tuesday, tw apleted and submitted to	o weeks prior to the trave the County Auditor alo	vel date. Upon return ting with any refund due	eted and submitted to the Coothe county, an Employee the county or added expensions that. Taxes will be with	Travel Expense Form
ESTIMATE	D MEALS AND LODG	ING: (You must attach	a copy of the Conference	ce/Meeting Program)	
DATE	BREAKFAST (\$7.00 per day)	LUNCH (\$13.00 per day)	DINNER (\$16.00 per day)	ACTUAL LODGING EXPENSE	DAILY TOTAL
di		ents are taxable wages if not			
			П		
		T	OTAL ESTIMATED M	TEALS AND LODGING:_	
ESTIMATE	ED TRAVEL AND TRA		OTAL BOTHWATTED II.	ibres And bodomo	
		ng requests information)			
Personal A	ıto Miles @ 55 C	ents Per Mile (shortest re	oute):		
		TOTAL ESTIMA	TED TRAVEL AND T	RANSPORTATION:	
ESTIMATI	ED OTHER EXPENSES	<u>.</u>			
Conference	Registration (attach sup	porting requests informa	ation):		
Other Expe	nse (explain in detail):		_		
			TOTAL ESTIMATE	D OTHER EXPENSES:	
		тот	AL REQUESTED FOR	EXPENSE ADVANCE:	
		DEPARTMENT HEAD eby authorized to submit		pense form for the purpose :	stated hereon."
			-	0.000.1.1	·
			Signature of	of Official or Department I	lead

NOTE: UPON RETURN TO THE COUNTY AND WITHIN 10 DAYS, THE EMPLOYEE TRAVEL EXPENSE FORM MUST BE COMPLETED AND SUBMITTED TO THE COUNTY AUDITOR ALONG WITH ANY REFUND DUE THE COUNTY. ALL REQUESTS FOR REIMBURSEMENTS MUST BE SUBSTANTIATED WITH RECEIPTS.

#### AUTOMOBILE MILEAGE REIMBURSEMENT

NAME:			DEPARTMEN'	Γ:		
PERIOD FOR	R WHICH CLAIR	MED		то		
DATE	FROM	ODOMETER READING	то	ODOMETER READING	MILEAGE	PURPOSE OF TRAVEL
				1 4		<u> </u>
	_					
						<u> </u>
	<del></del>					
	_				L	
	MILES TR	LAVELED @ 55 CEN	TS PER MILE		<b>s</b>	····
	CERTIFY THAT	THE ABOVE AUTO	MOBILE MILE			VEN BY ME IN MY
	LY OWNED V	EHICLE IN THE PI	ERFORMANCE	OF MY OFFICE	AL DUTIES A	ND IS DUE ME BY HAY
COUNTY.						
DATE SUBI	MITTED			SIGNATURE		
DEPARTM	ENT HEAD APP	ROVAL				

### HAYS COUNTY, TEXAS REQUEST FOR REIMBURSEMENT/CHECK REQUEST

PAYEE:							
DEPARTMENT:		Tark Gills III	_				
REASON FOR CHECK RE	EQUEST:					_	
<u>DESCRIPTION</u>		AMOUNT					
***FOR ACCOUN							
INV#							
AMOUNT \$				TOTAL	\$		
INV DATE							
REC'D DATE							
DUE/APPLY DATE							
DESC	_		<u></u>				
ACCT	AMT		APPROVALPROJECT OR				
ACCT	AMT		JOB LOCATION _				
ACCT	AMT		BUDGET ACCT #_				

#### TRAVEL EXAMPLES TO HELP ANSWER YOUR QUESTIONS

You are a county department head. You have budgeted for your state association conference which will be held this year in Dallas. The conference is scheduled to start on Wednesday morning and will last through Friday.

You receive a copy of your association conference program telling you the dates the conference will be held and containing preregistration information. You decide you will fly Southwest Airlines. If you make your reservation now, you will have the benefit of a reduced airfare.

OUESTION: WILL THE COUNTY PAY FOR MY ADVANCE RESERVATION ON SOUTHWEST AIRLINES?

ANSWER: The county will pay for advance airline reservation fares. When the airline fare is determined, you should complete the Check Request Form and send it to the County Auditor no later than 5 p.m. on the Tuesday two weeks prior to the date the check is needed to be received by the vendor.

QUESTION: WILL THE COUNTY PAY ADVANCE CONFERENCE REGISTRATION?

ANSWER: The county will pay the conference registration directly to the conference if it is submitted to the County Auditor's Office in time to process it within the conference deadlines for registration. Otherwise you must obtain a receipt at the time of registration to show proof of payment. As in the previous question, the Check Request Form will be submitted to the County Auditor if the registration fees are being paid directly to the conference. If the employee pays for the registration fees the employee will be reimbursed on the employee Travel Expense Form. You must attach a copy of the conference program to the travel expense form which will show the conference registration fees and what the fees cover.

Two weeks before you are to depart for your conference, you decide you will need a travel advance for meals and lodging.

QUESTION: WILL THE COUNTY ADVANCE MONEY FOR MEALS AND LODGING?

ANSWER: The county will advance you for meals and lodging. Here again, you will be required to file the Travel Advance Expense Form to receive this advance. You will use the estimated cost for meals and lodging to complete the travel form. Since the county has already advanced you for your conference registration and two meals were included in the registration fee, you will not ask for travel advance for those two meals. Since you will arrive at the conference on Tuesday afternoon, you may ask for lodging advance for Tuesday evening if the Conference begins too early Wednesday to allow for reasonable time for travel. You are scheduled to return on Friday evening so you will not ask for lodging reimbursement for Friday.

When I arrive in Dallas, I will need transportation to the conference hotel.

QUESTION: WILL THE COUNTY PAY FOR MY TRANSPORTATION TO THE HOTEL?

ANSWER: The county will pay for your taxi fare to the hotel PROVIDED you get a receipt for your taxi fare from the cab driver. Almost all local transportation services give receipts for their fares.

After you check into your hotel, you meet with friends and decide to go to a nice restaurant for dinner. You, along with your friends, share a taxi to the restaurant.

QUESTION: WILL THE COUNTY PAY FOR MY PORTION OF THE TAXI FARE TO AND FROM THE RESTAURANT?

ANSWER: The county will reimburse only those items which are for official county business. Your taking a taxi to a nice restaurant for dinner is not classified as official county business..

When you get to the restaurant, you enjoy the hospitality and dinner. Your total bill for the evening was \$25.00, including tips.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR THIS MEAL?

ANSWER: The county will reimburse you the flat rate of \$16.00 for dinner. The county will not pay for any other meal other than your own and will not reimburse for any alcoholic beverage cost or tips.

After dinner, you and your friends go to a local theater for entertainment.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR ENTERTAINMENT COSTS?

ANSWER: The county will not reimburse you for personal entertainment unless the entertainment is part of the conference registration fee that is paid for by the county when registration fees are paid.

On Wednesday morning, you order room service for breakfast.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR ROOM SERVICE?

ANSWER: The county will reimburse you for the actual cost of the meals up to the maximum amounts stated in the policy.

You attended the conference meeting all day today. Although there is a banquet tonight, and the banquet is provided through the conference registration fee, you and some of your friends decide to go back to that excellent restaurant you visited last night.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR THIS EVENING MEAL?

ANSWER: The county will not reimburse you for your meal this evening because the county has already paid for your meal through registration fees. The meal this evening is on you!

You call in to your office each day you are attending the conference to see if there are any problems. The phone calls are charged to your room.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR THOSE PHONE CALLS?

ANSWER: The county will reimburse you for telephone calls made that are considered official county business calls. The county will not reimburse you for calls made to your home to check on your family.

After the conference on Friday, you decide to spend the next two days in Dallas and return to San Marcos on Sunday.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR MEALS AND LODGING AFTER THE CONFERENCE HAS ENDED?

ANSWER: If your extended stay has to do with official county business, the county will reimburse you for the extra meals and lodging. Examples of official county business may be that your are an officer in your association and you are required to extend your stay for additional meetings, or you will be meeting with your state senator or representative concerning the operation of your county. If your extended stay has to do with your own personal R&R, however, the extra cost would be yours and not Hays County's and therefore would not be reimbursed.

When checking in and out of the hotel, and riding back to the airport in the hotel limo, you give tips to the bellman and drivers.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR TIPS?

ANSWER: The county will not reimburse you for any tips.

When you return home, you must pay parking garage fees at the airport.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR AIRPORT PARKING FEES?

ANSWER: The county will pay for airport parking while you are away on official county business. Keep your receipt and attach it to your reimbursement request.

QUESTION: Will the County pay for the miles traveled in my personal vehicle to and from the Austin Airport even if I live in Wimberley and work in San Marcos?

ANSWER: Yes the County will pay for your mileage at the IRS rate but the mileage begins and ends from your office in San Marcos.

You are now back and want to be reimbursed for your travel expense.

QUESTION: HOW CAN I BE REIMBURSED FOR ACTUAL TRAVEL EXPENSES?

ANSWER: You must now file Employee Travel Expense Form supporting all of the request you have made for reimbursement. You will deduct any advance travel expense funds you have received on the line provided on Employee Travel Expense Form. If you have problems with your Travel Expense Form, you will want to bring all of your travel receipts and documentation to the County Auditors office for assistance. Remember, Employee Travel Expense Forms MUST BE FILED NO LATER THAT 10 DAYS AFTER YOU RETURN TO THE COUNTY.

#### Amendments Made to the Hays County Travel Policy:

The Commissioners' Court amended the travel policy on August 20, 2002 and exempted elected officials from the 45 mile distance rule for reimbursement of overnight lodging. Elected officials were also exempted from requiring court approval for continuing educations conferences that are held out of state.

<sup>&</sup>lt;sup>2</sup> The Commissioners' Court amended the travel policy on October 26, 1999 to amend the travel policy to allow for a \$25 per diem (\$5 for breakfast, \$9 for lunch, and \$11 for dinner) for meals at any extended trips without providing receipts effective immediately.

<sup>&</sup>lt;sup>3</sup> The Commissioners' Court amended the travel policy on May 6, 2008 and increased the meal allowance from \$5.00 for breakfast, \$9.00 for lunch, and \$11 for dinner to \$7.00 for breakfast, \$13.00 for lunch, and \$16.00 for dinner.

	U.S. Department of Homeland Sec SUMMARY SHEET FOR ASSURANCES AN		O.M.B. No. 3067-0206 Expires February 28, 2007			
OR	CA FOR (Name of Applicant)		Tugar en al a			
	ry sheet includes Assurances and Certifications ( for Federal Assistance.	that must be read, signed, and sul	bmitted as a part of the			
An applicant	must check each item that they are certifying to	<b>o</b> :				
Part I X FEMA Form 20-16A, Assurances-Nonconstruction Programs						
Part II	FEMA Form 20-16B, Assurances-Cons	struction Programs				
Part III	FEMA Form 20-16C, Certifications Re Debarment, Suspension, and Other Re Matters; and Drug-Free Workplace Re	sponsibility				
Part IV	SF LLL, Disclosure of Lobbying Activi	ities (If applicable)				
	ct Cobb, M.D.  yped Name of Authorized Representative	Hays County	Judge Tiele			
•	yped Name of Hamor Eed Representative		•			
	Signature of Authorized Representative		Date Signed			
transaction, into any low	signing the certification regarding debarment, s the applicant agrees that, should the proposed over tier covered transaction with a person who is ipation in this covered transaction, unless autho	covered transaction be entered in s debarred, suspended, declared i	to, it shall not knowingly enter neligible, or voluntarily excluded			
Regarding I the FEMA I	e applicant further agrees by submitting this apport of the properties of the properties and volunt and the properties of the properties o	tary Exclusion-Lower Tier Cover action, without modification, in a	ed Transaction," provided by			
11-11-	Paperwork 1	Burden Disclosure Notice	The to by the form			
financial res send comm to: Informa Paperwork	orting burden for this form is estimated to avera sources expended by persons to generate, main sents regarding the burden estimate or any aspe- tion Collections Management, Federal Emergen Reduction Project (3067-0206). You are not req of number appears in the upper right corner of t	ntain, retain, disclose, or to provi ect of the form, including suggest icy Management Agency, 500 C S uired to respond to this collectio	de information to us. You may tions for reducing the burden street, SW, Washington, DC 20472, n of information unless a valid			

Form 20-16, FEB 01

### U.S. DEPARTMENT OF HOMELAND SECURITY ASSURANCES-NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, Subpart F).
- Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Ahuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of

- alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
- 8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

Form 20-16A, JUN 94

- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO I1990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
- 19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, bospitals, and other non-profit organizations.

### U.S. DEPARTMENT OF HOMELAND SECURITY ASSURANCES-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- l. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- 4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
- 5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
- 6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

- 9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provision in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
- 11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
- 12. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

FEMA Form 20-16B, JUN 94

- 13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Section 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) regarding labor standards for federally assisted construction subagreements.
- 14. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuaut to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
- 16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- 18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
- 19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

- 20. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.
- 21. It will obtain approval by the appropriate Federal agency of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout, that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.
- 22. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.
- 23. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117. 1961, as modified (41 CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
- 24. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transfer, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
- 25. In making subgrants with nonprofit institutions under this Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Non-profit Organizations" included in Vol. 49, Federal Register, pages 18260 through 18277 (April 27, 1984).

## U.S. DEPARTMENT OF HOMELAND SECURITY CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

- A. As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that.
- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any other funds than Federal appropriated funds have been paid or will be pald to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all subrecipients shall certify and disclose accordingly.

Standard Form LLL, "Disclosure of Lobbying Activities" attached. (This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

## 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

- (b) Have not within a three-year period preceding this application been convicted of ar had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public t ransactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements In this certification, he or shall shall attached an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and Implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17, Sections 17.615 and 17.620:

- A. The applicant certifies that It will continue to privide a drugfree workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions tht will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug free awareness program to inform empoyees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

Form 20-16C, JUN 94

- (c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- 8. the grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant

Place of Performance (Street address, City, County, State, Zip code)

111 E. San Antonio	St., Ste. 300				
San Marcos, Texas	78666				
Check if there are workplaces on file that	at are not identified here.				
Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.					

Form 20-16C (BACK)

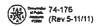
#### **DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OMB 0348-0048

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)
on:

2. Status of Federal Action:
3. R

1. Type of Federal Action:  a. contract  b. grant  c. cooperative agreement d. loan e. loan guarantee  2. Status of Federal Action:  a. bid/offer/application b. inItial award c. post-award	3. Report Type:  a. Initial filing b. material change  For Material Change Only:  yearquarter  date of last report
f. loan insurance  4. Name and Address of Reporting Entity:  Prime Subawardee Tier , if known:	5. If Reporting Entity In No. 4 is Subawardee, Enter Name and Address of Prime:
Congressional District, if known:  6. Federal Department/Agency:	Congressional District, if known:  7. Federal Program Name/Description:  CFDA Number, if applicable:
8. Federal Action Number, if known:	9. Award Amount, if known:
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name:  Title:  Telephone No.:  Date:
	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



*	WAGE (4-1/b)  TOTAL (Rev.5-11/11)		For Co	mpiroller's Use Only		
Ve	endor Direct Deposit / Advance Payment					
	otification Authorization	_				
	s form may be used by vendors or individual recipients			State Agency Use		
	to receive payments from the state of Texas by direct deposit	W 0		ment Notification		
	to change or cancel existing direct deposit information		=	Payments Verification		
Γra	nsaction Type		☐ Interagency T	ranster		
_						
SECTION 1		• • • • • • • • • • • • • • • • • • • •	•	d 5 - Section 6 is optional)		
Ĕ		ellation (Section	ns 2 and 4 - Sections :	7 and 8 for state agency use)		
SE	Change account number (Sections 2, 3, 4 and 5 - Section 6 is optional)			31		
Pay	yee Identification					
Ī	Social Security Number (SSN) or	Ň	lail code			
2	Employer Identification Number (EIN)	<del></del>	If not known, leave	blank.)		
SECTION	Payee name (Business/Individual)	Рропе пш	nber			
EC	Mailing address City	1	State	ext.		
S	Maling activess		State	Zir code		
Fin	ancial Institution (Completion by financial institution is recommended.)			I many		
	Financial institution name City			State		
က	Routing transit number (9 digits)  Customer account number (maximum 17 characte	ers)		Type of account		
			1 1 1 1	☐ Checking ☐ Savings		
SECTION	Financial representative name (optional)	Title (option	nal)			
SE						
	Financial representative signature (optional)  Phone	number (optional		Date (oplional)		
_			ext.			
Au	thorization for Setup, Changes or Cancellation (required)					
	I authorize the Texas Comptroller of Public Accounts to deposit my payments from the	state of Texa	s to my financial ins	stitution electronically.		
4	i understand that the Texas Comptroller of Public Accounts will reverse any payments r	derstand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error.				
SECTION	I further understand that the Texas Comptroller of Public Accounts will comply at all time		lational Automated	Clearing House Association's		
Ü	rules. (For further information on these rules, please contact your financial institution.)					
S	sign	ed name		Date		
_	here *					
Int	ternational Payments Verification (required)					
SEC 5	Will these payments be forwarded to a financial institution outside the United States?			YES NO		
S						
Au	thorization for Advance Payment Notification Setup (optional)		-			
	I authorize the Texas Comptroller of Public Accounts to send an email notification one	business da	prior to the payme	ent posting to my account.		
9 Z		act phone numbe				
12	Contact name (Please print)	)	ext.			
SECTION	Email address					
"	,		1 1 1 1			
_						
173	ancellation by Agency (for state agency use)			Date		
١Щ	Reason			Date		
SEC	Reason			Dale		
	Reason  uthorized Signature (for state agency use)					
	uthorized Signature (for state agency use)  sign Signature	Please re	turn your com	Date  Dieted form to:		
AI	Reason  uthorized Signature (for state agency use)  sign here  Phone number  Agency number	Please re	turn your com			
AI	Reason  uthorized Signature (for state agency use)  sign here  Phone number  Agency number	Please re	turn your com			
A	Reason  uthorized Signature (for state agency use)  sign here  Phone number  Agency number	Please re	turn your com			

### Agenda Item Request Form

## Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Accept the Rac	ial Profiling Report from Constable Preci	nct 2.
TYPE OF ITEM: CONSENT		
PREFERRED MEETING DATE	REQUESTED: January 17, 2011	
AMOUNT REQUIRED: N/A		n us said
LINE ITEM NUMBER OF FUNI	OS REQUIRED: N/A	E to texture."
REOUESTED BY: Commissioner	Precinct 2 Mark Jones/Constable Precinct 2	James Kohler
SPONSORED BY: Commissioner	Draginat 2 Mark Janes	
SPONSORED BY: Commissioner	Precinct 2 Mark Jones	
SUMMARY:		
(see attached report)		
an milit -		
100 - 0		



# James Kohler Hays County Constable Precinct 2

401 N. Rebel Drive Kyle, TX 78640

Annual report to the HAYS COUNTY COMMISSIONERS COURT and TCLEOSE for the Calendar year 2011, in compliance with S.B. 1074-76<sup>th</sup> regular session of the Texas Legislature amended by H.B. 3389 81<sup>st</sup> regular session.

#### Racial Profiling Report

Race/Ethnicity*	Motor Vehicle Stops	Citations	Searches	Consensual Searches	Citations and Arrests	Custodial Arrests *
Number of Each	29	29	0	0	0	0
Caucasian	28	28	0	0	0	0
African	0	0	0	0	0	0
Hispanic	1	1	0_	0	0	0
Asian	0	0	0	0	0	0
Native American	0	0	0	0	0	0
Middle Eastern	0	0	0	0	0	0
Other	0	0	0	0	0	0

<sup>\*</sup>Race and ethnicity is defined by the Senate Bill 1047 as being "of a particular descent including: Caucasian, African, Hispanic, Asian, Native American, or Middle Eastern descent."

\* Custodial arrests are made only at a traffic or pedestrian stop. They do not include arrests made by warrants, court orders, or criminal investigations.

Racial/Ethnicity known prior to stop: 29

The above pertains to traffic and pedestrian stops only.

Submitted on: <u>January 17, 2011</u> by: <u>James Kohler</u>
Constable

### Agenda Item Request Form

## Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Continuing Ed	Amend Budget of	Constable Pct 3	for Membership	
CHECK ONE:		\		
CHECK ONE:	X CONSENT	ACTION _ E	EXECUTIVE SESSION	
	□ WORKSHOP	☐ PROCLAMATI	ON PRESEN	TATION
PREFERRED ME	ETING DATE REQUE	STED: January 17, 2	2012	
Amount Required: \$ 2			0.5004.5	
LINE ITEM NUM	BER OF FUNDS REQU	JIRED: to 001-637-0	0.5301 Dues & Bonds	A Linkston
		from 001-637-0	00.5551 Continuing E	d
REQUESTED BY	: Darrell Ayres/Auditors	Office	Arrange and	
SPONSORED BY	: Conley			
SUMMARY:		,		
Constable mistak	enly budgeted TCLDD	S payment as conti	nuing ed: it is actua	illy a renewal
	to be paid from dues li	the state of the state of	<b>O</b> ,	<b>.</b>
	•	ile. Collstable wishes	to transfer expense.	
See Budget Amend	•		to transfer expense.	
	•		•	
	•		•	
	•		•	
	•		•	
	•		•	
	•		•	
	•		•	
	•		•	
	•		•	
	dment		THE LAST OF STREET	
See Budget Amen	dment		THE LAST OF STREET	

DESCRIPTION OF Item: Amend the Budget of Constable Precinct 3 for Membership Fees fi	om Continuing Education
PREFERRED MEETING DATE REQUESTED: January 17, 2011	500 (1990)
COUNTY AUDITOR	
AMOUNT: \$295	
LINE ITEM NUMBER: to 001-637-00.5301 Dues & Bonds	
from 001-637-00.5551 Continuing Ed	
COUNTY PURCHASING GUIDELINES FOLLOWED: N/A	
PAYMENT TERMS ACCEPTABLE: N/A	
COMMENTS: See budget amendment.	
Bill Herzog	
SPECIAL COUNSEL	transaction (mily) const
CONTRACT TERMS ACCEPTABLE:	
COMMENTS:	
COUNTY JUDGE	
Signature Required if Approved	
DATE CONTRACT SIGNED:	

### FUND NO. <u>001</u> FUND TITLE: <u>GENERAL FUND</u>

		Appropriation before	Amenda	<u>nent</u>	Appropriation as
Line Item Expenditures Constable 3 (637):	Street, Street	<u>Amendment</u>	Increases	<u>Decreases</u>	Amended
001-637-00.5302	Dues & Bonds	400	295		695
001-637-00.5551	Continuing Ed	450	ne and a refu	(295)	155
				<b>(</b> ,	
Transfer for TCLEDDS re	enewal				
Information Technology (6	<u> </u>				
001-680-00.5202	Data Processing Supplies	34,045	3,195		37,240
001-680-00.5429	Software Licensing	604,106	500		604,606
001-680-00.5712_700	Computer Eqpt	120,500	32,305		152,805
Sherlff Office (618):					
001-618-00.5717_700	Law Enf Eqpt	36,000		(36,000)	0
Transfer mobile video/lap	otop and related costs fro	m Sheriff to Info	Tech for purchase		
001-618-00.5711_400	Office Eqpt	0	1,211		1,211
001-618-00.5211	Office Supplies	11,000	.,	(1,211)	9,789
001-618-00.5719_400		7,000	600	(1,211)	7,600
	Misc Eqpt.		000	(600)	169,150
001-618-00.5713_700	Vehicles	169,750		(600)	109,100
Transfer for 911 replaceme	ent monitor; for a/c in 911 se	erver room			
i					
Countywide Operations (					7.050
001-645-00.5712_700	Computer Eqpt	0	7,850		7,850
Revenue			<u>Decreases</u>	Increases	
001-000-00.4651	Other Revenue	0		7,850	7,850
Accept & budget donation	of computer eapt				
· · · · · · · · · · · · · · · · · · ·					
Countywide Operations (	<u>[645]:</u>				
001-645-00.5741	Misc Capital Improv	1,705,000	29,200		1,734,200
Revenue			<u>Decreases</u>	<u>Increases</u>	
001-000-00.4651	Other Revenue	7,850		29,200	37,050
Land donation for Jacob's	Well accepted 11/1/11; acti	ion to budget dona	tion of land		
		FUND NO. <u>17</u>	1		
	FUND TIT	LE: LCRA SERVI			
LCRA Service Fee (691):	9				
171-691-00.5301	Operating	91,138	135,000		226,138
Revenue		.,	Decreases	Increases	
171-691-00.4630	Other Revenue	C		135,000	135,000
171-031-00.4000	Culoi Novolido	•	•	. 00,000	

Budget startup costs for PUA per local agreement; to be reimbursed

### Agenda Item Request Form

### Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

CHECK ONE.	V c	ONSENT AC	TYON DEVI	ECUTIVE SESSION	
CHECK ONE:	<u> </u>	ONSENT LAC			
		WORKSHOP	□ PROCLAMA	TION D PRESENT	TATION
PREFERRED ME	EETING	DATE REQUES	STED: 1/17/11	-57.4%	
AMOUNT REQU	IRED:	\$1,211.00			
LINE ITEM NUM	IBER C	F FUNDS REQU	JIRED: 001-618-0	00.5712_400	15 1,000
REQUESTED BY	: Sheri	ff Gary Cutler	n		HER LEVEL
SPONSORED BY	• •		).		
Amendment 001-618-00.5211 001-618-00.5711					

<b>DESCRIPTION OF Item:</b> Amend the Sheriff's Office budget to purchase a replacement monitor for Communications.
PREFERRED MEETING DATE REQUESTED: January 17, 2011
COUNTY AUDITOR
AMOUNT: \$1,211.00
LINE ITEM NUMBER: 001-618-00.5712_400
COUNTY PURCHASING GUIDELINES FOLLOWED: Yes
PAYMENT TERMS ACCEPTABLE: Yes
COMMENTS: See budget amendment.
Bill Herzog
SPECIAL COUNSEL
SPECIAL COUNSEL
CONTRACT TERMS ACCEPTABLE:
COMMENTS:
THE RESERVE AND A STREET AND A
COUNTY JUDGE
Signature Required if Approved
DATE CONTRACT SIGNED:

### FUND NO. <u>001</u> FUND TITLE: <u>GENERAL FUND</u>

		Appropriation before	Amenda	nent	Appropriation as
Line Item Expenditures		Amendment	Increases	Decreases	Amended
Constable 3 (637):		Tanonamori.			
001-637-00.5302	Dues & Bonds	400	295		695
001-637-00.5551	Continuing Ed	450	200	(295)	155
001-007-00.0001	Continuing Lu	400		(200)	100
Transfer for TCLEDDS r	enewal				
Information Technology (	680):				
001-680-00.5202	Data Processing Supplies	34,045	3,195		37,240
001-680-00.5429	Software Licensing	604,106	500		604,606
001-680-00.5712_700	Computer Eqpt	120,500	32,305		152,805
Sheriff Office (618):	• "	·			
001-618-00.5717_700	Law Enf Eqpt	36,000		(36,000)	0
Transfer mobile video/la	ptop and related costs fro	m Sheriff to Info Te	ch for nurchase		
Translet mobile videoria	plop and related costs no		on for paronase		
001-618-00.5711_400	Office Eqpt	0	1,211		1,211
001-618-00.5211	Office Supplies	11,000	•	(1,211)	9,789
001-618-00.5719_400	Misc Eqpt.	7,000	600	, , ,	7,600
001-618-00.5713_700	Vehicles	169,750		(600)	169,150
,	ent monitor; for a/c in 911 se	rver room			
Countywide Operations			7.050		7.050
001-645-00.5712_700	Computer Eqpt	0	7,850	1	7,850
Revenue		•	<u>Decreases</u>	Increases	7.050
001-000-00.4651	Other Revenue	0		7,850	7,850
Accept & budget donation	of computer eqpt				
Countywide Operations	<u>(645):</u>				
001-645-00.5741	Misc Capital Improv	1,705,000	29,200		1,734,200
Revenue			<u>Decreases</u>	<u>Increases</u>	
001-000-00.4651	Other Revenue	7,850		29,200	37,050
Land donation for Jacob's	s Well accepted 11/1/11; acti	on to budget donatio	n of land		
		FUND NO. <u>171</u>			
	FUND TIT	LE: LCRA SERVICE	FEE FUND		
LCDA Contino Eco (COA)					
LCRA Service Fee (691)	_	04 439	125 000		226,138
171-691-00.5301	Operating	91,138	135,000		220,130

Budget startup costs for PUA per local agreement; to be reimbursed

Other Revenue

Revenue

171-691-00.4630

0

**Decreases** 

<u>Increases</u>

135,000

135,000



#### **Telecommunications Work Sheet**

### Receipt

Telecommunications
6641 E. Ben White Bivd, Austin, TX 78744
24 Hour Phone 1-877-527-2862 & Fax 1-512-356-6445
Radio Shop Phone 1-512-356-6457 & Fax 1-512-482-6299

Customer:

HAYS COUNTY SHERIFF - CONSOLE

Work Order #:

2435251

Address:

1307 Uhland Road

Proposal Date:

12/27/2011\*

San Marcos, TX 78666

\* Proposal good for 30 days beyond date

listed above.

Statement of Work: HAYS COUNTY SHERIFF - CONSOLE ISSUE

Purchase Order#	PO				
Unit#	CON15SW2		T = 1,11		
Comments	Replace Defective Monitor After Hours/Weeker	nd Call-out			
Task	ID #: 10020		9	L 1	
Purchase new monito	or for CON15SW2	Qty	<u>Unit Cost</u>	Ext Cost	
		4.0	110.00000	440.00000	
				440.00	
<u>Material</u>	Planar 17" Touch Screen LCD Monitor	1.0	714.43900	714.43900	
				714.44	
			Task Total:	1,154.44	
Task	ID #: 10050				
Service Call		Qty	Unit Cost	Ext Cost	
<u>Material</u>	Mileage To and From San Marcos Texas	58.6	0.95000	55.67023	
	MIGIOUS I CAGS			55.67	
			Task Total:	55.67	
			Job Total:	1,210.11	

### Agenda Item Request Form

### Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

				· · · · · · · · · · · · · · · · · · ·	
AGENDA ITEM: A 911 Server Room.	mend Sheriff's	Office budget	to purchase a re	placement air coi	nditioner for
CHECK ONE:	☐ CONSENT	X ACTION	☐ EXECUTIV	E SESSION	
	□ worksh	OP 🗆 PR	OCLAMATION	☐ PRESENT.	ATION
PREFERRED MEE	ETING DATE I	REQUESTED:	1/17/12		
AMOUNT REQUII	RED: \$600.00	-			
LINE ITEM NUME	BER OF FUND	S REQUIRED:	001-618-00.5719	9_400	
REQUESTED BY:					
SPONSORED BY: SUMMARY:	Judge Bert Co	obb, M.D.			
The Sheriff's Offic current AC is not e current inter-local remain at certain t Office budget.	fficient in cooling agreement with	ng the room du h CAPCOG sta	· e to the addition ates that the ten	of the new UPS soperature in the r	System. The room has to
Amendment 001-618-00.5713_ 001-618-00.5719_	•				

<b>DESCRIPTION OF Item:</b> Amend Sheriff's Office budget to purchase a replacement air conditioner for the 911 Server Room.
PREFERRED MEETING DATE REQUESTED: January 17, 2011
COUNTY AUDITOR
1925 August Andrew College Col
AMOUNT: \$600.00
LINE ITEM NUMBER: 001-618-00.5719_400
Constitution of the Consti
COUNTY PURCHASING GUIDELINES FOLLOWED: N/A
PAYMENT TERMS ACCEPTABLE: N/A
COMMENTS: See budget amendment. Funds to come from 001-618-00.5713_700.
Bill Herzog
SPECIAL COUNSEL
The state of the s
CONTRACT TERMS ACCEPTABLE:
COMMENTS:
AND ADDRESS OF THE PARTY OF THE
THE RESERVE OF THE PARTY OF THE
COUNTY HINCE
COUNTY JUDGE
Signature Required if Approved
DATE CONTRACT SIGNED:

#### FUND NO. <u>001</u> FUND TITLE: <u>GENERAL FUND</u>

	Appropriation		<u>Amendn</u>	<u>nent</u>	Appropriation
		before		D	as
<u>Line Item Expenditures</u> <u>Constable 3 (637):</u>	815	Amendment	<u>Increases</u>	<u>Decreases</u>	Amended
001-637-00.5302	Dues & Bonds	400	295		695
001-637-00.5551	Continuing Ed	450		(295)	155
				<b>(/</b>	arm in the
Transfer for TCLEDDS re	enewal				
Info	000).				
Information Technology ( 001-680-00.5202	Data Processing Supplies	34,045	3,195		37,240
001-680-00.5429	Software Licensing	604,106	500		604,606
001-680-00.5712_700	Computer Eqpt	120,500	32,305		152,805
Sheriff Office (618):	Computer Eqpt	120,500	32,303		102,000
001-618-00.5717_700	Law Enf Eqpt	36,000		(36,000)	0
00, 0.0,00.01.1		,		(,,	
Transfer mobile video/la	ptop and related costs fro	m Sheriff to Info Te	ch for purchase		
001-618-00.5711_400	Office Eqpt	0	1,211		1,211
001-618-00.5211	Office Supplies	11,000	1,211	(1,211)	9,789
001-618-00.5719_400	Misc Eqpt.	7,000	600	(1,211)	7,600
001-618-00.5713_700	Vehicles	169,750	000	(600)	169,150
001 010 00.07 10_100	Vollidioo	100,700		(555)	,
Transfer for 911 replacement	ent monitor; for a/c in 911 se	erver room			
Countywide Operations					
001-645-00.5712_700	Computer Eqpt	0	7,850		7,850
<u>Revenue</u>			<u>Decreases</u>	<u>Increases</u>	
001-000-00.4651	Other Revenue	0		7,850	7,850
Accept & budget donation	of computer east				
Accept a budget delibition	or compator eqpt				
Countywide Operations	<u>(645):</u>				
001-645-00.5741	Misc Capital Improv	1,705,000	29,200		1,734,200
Revenue			<u>Decreases</u>	Increases	
001-000-00.4651	Other Revenue	7,850		29,200	37,050
Land donation for Jacob's	Well accepted 11/1/11; act	ion to budget donatio	n of land		
		<b>FUND NO. 171</b>			
	FUND TIT	LE: LCRA SERVICE	FEE FUND		
LCRA Service Fee (691):	1				
171-691-00.5301	Operating	91,138	135,000		226,138
Revenue	= p =	Yh 7	Decreases	Increases	•
171-691-00.4630	Other Revenue	0		135,000	135,000
				•	·
Budget startup costs for F	PUA per local agreement; to	be reimbursed			

# Hays County Commissioners' Court

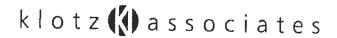
9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

No later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Approve recommendation for award of IFB #2012-B01 Leisurewoods							
Channel B Drainage Improvements to Dale Lowden Excavating Inc.							
CHECK ONE:	X□ CONSENT	☐ ACTION	☐ EXECUT	TIVE SESSION	A		
i	□ WORKSHOP	☐ PROCLA	AMATION	☐ PRESENTA	ATION		
PREFERRED ME	ETING DATE REQ	UESTED: Janua	ary 17, 2012		Arraya .		
AMOUNT REQU	AMOUNT REQUIRED:						
LINE ITEM NUM	IBER OF FUNDS RI	EQUIRED:					
REQUESTED BY	: Herzog/Maiorka/B	Borcherding					
SPONSORED BY:							
SUMMARY: Purchasing received nine (9) bids for this project with Dale Lowden Excavating							
Inc., a local firm based in Kyle, Texas, providing the lowest and best bid in the amount of							
\$295,395.50. (see	\$295,395.50. (see attached tabulation sheet and recommendation letter from Klotz Associates,						
engineering firm o	engineering firm over seeing this project)						

<b>DESCRIPTION OF Item:</b> Approve recommendation for award of IFB #2012-B01 Leisurewoods Channel B Drainage Improvements to Dale Lowden Excavating Inc.
PREFERRED MEETING DATE REQUESTED: January 17, 2011
COUNTY AUDITOR
AMOUNT: \$ 295,395.50
LINE ITEM NUMBER: 020-710-00.5448_010
American Strong Strong Strong Parkers Control Strong Stron
COUNTY PURCHASING GUIDELINES FOLLOWED: Yes
PAYMENT TERMS ACCEPTABLE: Yes
COMMENTS:
Bill Herzog
make the contract of the property and the desired the desired to the property of the property.
a suggest of a life and made and the male of the product of and a few best with a few company of
SPECIAL COUNSEL
CONTRACT TERMS ACCEPTABLE:
COMMENTS:
COUNTY JUDGE
Signature Required if Approved  DATE CONTRACT SIGNED:
DATE CONTRACT SIGNED.



November 18, 2011

901 South MoPac Expressway
Building V, Suite 220
Austin, Texas 78746
T 512.328.5771 F 512.328.5774
austin.office@klotz.com

Ms. Cindy Maiorka
Hays County Purchasing
111 E. San Antonio Street, Suite 101
San Marcos, TX 78666

RE: Recommendation for Award
Leisurewoods Channel B Drainage Improvements
Hays County, TX
Hays County Bid No. 2012-B01
Klotz Associates Project No. 0571.004.001

Dear Ms. Maiorka:

Nine (9) bids for the referenced project were received for the bid opening on November 17, 2011:

- East Valley Golf, Ltd. dba Revegetation Services
- ERS, Inc.
- WPM, Inc.
- Aaron Concrete Contractors, LP
- Myers Concrete Construction, LP
- Kiva, Inc.
- Austin Engineering Co., Inc.
- Dale Lowden Excavating, Inc.
- Beck-Reit and Sons, Ltd.

Klotz Associates has reviewed the bid tabulation provided by Ms. Maiorka and the apparent low bidder is Dale Lowden Excavating, Inc. with a bid of \$295,395.50.

Dale Lowden Excavating, Inc. is a local firm based in Kyle, Texas. Their bid document was submitted in accordance with the requirements for the bid solicitation. In concurrence with County Staff, we recommend award of the Leisurewoods Channel B Drainage Improvements Project to Dale Lowden Excavating, Inc. for \$295,395.50.

Please feel free to call me if you have any questions regarding this recommendation.

Thank you,

James Schwerdtfeger, P.E.

Project Manager

2012-B01 Leisurewoods Chann Bid Date: November 17, 2011			
	Klo	tz Project No.	0571.004.001
Bid Tabulati	on Sheet		
Company	Total Project Cost	Bid Bond	Addendum
Dale Lowden Excavating, Inc.	\$295,395.50	yes	yes
Beck-Reit and Sons, Ltd.	\$301,440.00	yes	yes
Kiva, Inc.	\$307,423.00	yes	yes
East Valley Golf, Ltd. dba Revegetation Services	\$321,337.20	yes	yes
Myers Concrete Construction, LP	\$347,258.00	yes	yes
Austin Engineering Co., Inc.	\$354,010.00	yes	yes
WPM, Inc.	\$359,249.00	yes	yes
Aaron Concrete Contractors, LP	\$396,500.00	yes	yes
ERS, Inc.	\$629,930.00	yes	yes

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205

AGENDA ITEM:	Authorize the County	Judge to execute a lette	er amendment t	o the Purchase a	nd Sale
Agreement betw	veen Hays County and	Patricia Reno-Davis to	recognize Selle	er's intention to p	erform a
1031 Exchange	,			synt#- mar in	

**CHECK ONE:** 

X CONSENT

ACTION

**EXECUTIVE SESSION** 

**WORKSHOP** 

**PROCLAMATION** 

**PRESENTATION** 

PREFERRED MEETING DATE REQUESTED: 1/17/12

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

**REQUESTED BY: KENNEDY** 

**SPONSORED BY: COBB** 

The seller of the property for the future Precinct 2 facility has requested that Hays County recognize Seller's intention to perform a 1031 Exchange.

#### FIRST AMENDMENT TO CONTRACT OF SALE BETWEEN HAYS COUNTY AND PATRICIA RENO-DAVIS.

This 1<sup>st</sup> Amendment to a Contract of Sale first executed on or about the \_\_\_\_ day of January, 2012 ("Amendment") is made this 3<sup>rd</sup> day of January, 2012, by and between Hays County, a political subdivision of the State of Texas (hereinafter referred to as "Purchaser"), and Patricia Reno-Davis (hereinafter referred to as "Seller"). The above-cited parties are collectively referred to as "the parties to this Agreement" or "the parties."

The following provision is hereby added to the Contract of Sale:

#### 10.01 Exchange Under Internal Revenue Code §1031

- a. Purchase acknowledges that Seller is disposing of the Property with the intention to qualify the Property as a like-kind exchange under Internal Revenue Code §1031 ("Exchange"), and that Seller will assign this Agreement to Thomas C. Baird of Baird, Crews, Schiller & Whitaker, P.C., whose business address is located at 15 N. Main Street, Temple, Texas 76501, to complete the Exchange ("Baird").
- b. Purchaser agrees to cooperate with Seller to effect such Exchange as long as (i) Purchaser incurs no additional expense or liability, and (ii) after the close of escrow and transfer of title to Purchaser, Seller shall remain liable for all of Seller's representations and warranties that will survive the close of escrow under this Agreement, notwithstanding the assignment of this Agreement to Baird.

EXCEPT FOR THE ABOVE MODIFICATION, ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN UNCHANGED, UNLESS PROPERLY MODIFIED BY SUBSEQUENT AMENDMENT UNDER THE TERMS OF THE AGREEMENT.

This 1<sup>st</sup> Amendment to Contract of Sale Between Hays County and Patricia Reno-Davis is hereby executed this the \_\_\_\_ day of January, 2012, as is evidenced by the authorized signatures of the Parties, below.

SELLER			PURCHASER
BY:	PATRICIA RENO-DAVIS PROPERTY OWNER		HAYS COUNTY, TEXAS JUDGE BERT COBB, M.D. HAYS COUNTY JUDGE
(Nota	rized Acknowledgement Follows)		
		ATTEST:	
			LIZ Q. GONZALEZ
			HAYS COUNTY CLERK

# STATE OF TEXAS

COI	JNTY	OF	H	2VL
$\sim$	7111	$\mathbf{v}$	11/	$\mathbf{r}$

COUNTIOFHATS					
This 1 <sup>st</sup> Amendment to Contract before me on	Between Hays County and Patricia Reno-Davis was acknowledged (date) by Patricia Reno-Davis.				
Notary Public					
Printed Name:					

#### Subdivision/Road/Staff Review Agenda Item Request Form

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Call for a public	hearing on Janua	ry 31, 2012	to establish traffic regulations on
Foster Place (CR 125).			=
CIRCLE ONE ACTION ITEM	Subdivision	Road	Staff Recommendation
PREFERRED MEETING DATE REC	QUESTED: Janu	ary 17, 2012	
AMOUNT REQUIRED: N/A			
LINE ITEM NUMBER OF FUNDS R	REQUIRED: N/A		
REQUESTED BY: Jerry Borcherding			
SPONSORED BY: Commissioner Pre	cinct 2 Mark Jones	)	
SUMMARY:	<del>.</del> -		
This public hearing will seek to estab Mathias Lane and Goforth Rd.	lish a speed limit	of 25 MPH	on Foster Place (CR 125), between
STAI	FF REVIEW/	COMME	NTS
ENVIRONMENTAL HEALTH DIR	ECTOR:		
ROAD DIRECTOR:			
STAFF RECOMMENDATIONS:			

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: 11-2-42 Revised plat of a portion of Lot 7 and a portion of Lot 8 Triple "R" Ranchettes (1 Lot). Hold public hearing; discussion and possible action to approve final plat.

TYPE OF ITEM: ACTION

PREFERRED MEETING DATE REQUESTED: January 17, 2012

**AMOUNT REQUIRED: N/A** 

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

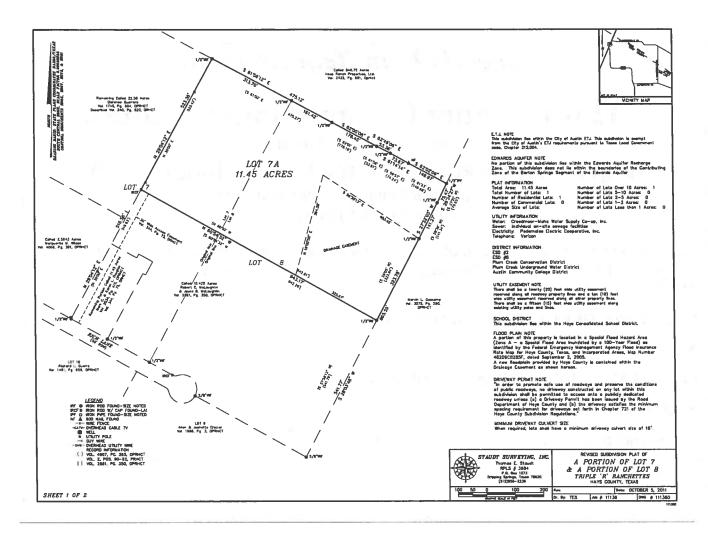
**REQUESTED BY:** Roxie McInnis

**SPONSORED BY:** Commissioner Precinct 2 Mark Jones

#### **SUMMARY:**

The Triple "R" Ranchettes subdivision was approved and recorded in 1978. It consisted of 15 lots each over 10 acres in size. Resubdivisions and conveyances by metes and bounds have increased the total taxable parcels to 45.

The owner of portions of Lot 7 and Lot 8 would like to plat his 11.45 acres to get it into compliance with all Hays County regulations so a development permit may be issued for his homestead. The property owner attempted to have neighbors join in on this replat so all portions of those two lots would be in compliance with Hays County Regulations but was unsuccessful in getting participation. Lot 7A will be served by an individual OSSF and public water supply. The division is in the City of Austin's ETJ, however the acreage (>5 Ac.) is exempt from City authority.



#### STATE OF TEXAS COUNTY OF HAYS NAME ALL MEN BY THESE PRESENTS, That Is, Abraham M. Rigel, owner of a Partion of Let 7 and a f of Let 8, Triple Tr Renchettee, a subdivision of record in Visions 2, Page 810, of the Piet Records County, Tasses, as consequed to an Suy sheed deted before 7, 2011, and concrede in Visions 4007, Page County, Tasses, and the second of the County of the Cou No structure in this substriction shall be occupied until connected to an individual voter supply or a state-sporewed eseminality vater system. Due to describing eater supplies and definithing souther quality, prospective property ensures are constroned by help Cautho to question the selfer concerning ground vater evaluation. This vater collection is concuraged and in some arrass may after the best remediate safe research. He structure in this subdivision shall be occupied until connected to a public sever system or to on on-site wastewater system which has been approved and permitted by Heve County Bevelooment Services. \_, A.D., 2012 No construction or other development eithin this subdivision may begin until of Haye County Development Permit requirements have been met. Abrohom M. Rigol 8808 S. 81-35, Apt. 248 Austin, Texes 78745 James Clint Garza Director Heye County Development Date STATE OF TEXAS COUNTY OF HAYS BEFORE ME, the undersigned authority, on this day personally appeared Abraham M. Rigel, kneen to me to be the person shoes name is subscribed to the foregoing instrument and extrawledged to me that he associated this some for the purposes and consideration therein stated. Tem Pope Heye County Fleodpisin Administrator Date GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_\_ NOTARY PUBLIC in one for Haye County, Texas STATE OF TEXAS COUNTY OF HAYS 1, Lin L. Gowselst, County Clark of Hope County, Texas, do hereby scrifty but and the second of the WITNESS MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_\_ A.D., 2012. Bert Cobb, M.D. County Judge Haye County, Texas Liz Q. Genzelez County Clerk Heye County, Taxes STATE OF TEXAS STATE OF TEXAS COUNTY OF HAYS KNOW ALL MEN BY THESE PRESENTS, that II, Thomas E. Staudt, PROFESSIONAL LAND SURVEYOR in the State of Texas, do hereb "Preliminary, this document shall not be recorded for any p Thomas E. Staudt Registered Professional Land Surveyor No. 3984 WITHESS MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_ A.D., 2012. Liz Q. Genzalez County Clerk Haya Caunty, Taxon REWSED SUBDIVISION PLAT OF A PORTION OF LOT 7 & A PORTION OF LOT 8 TRIPLE 'R' RANCHETTES HAYS COUNTY, TEAS STAUDT SURVEYING, INC. Thomas E. Staudt P.O. Sea 1273 Droping Surings, Teams 78820 (\$127985-2238 SHEET 2 OF 2

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

#### **AGENDA ITEM:**

11-3-45 Tiger Creek Subdivision (1 Lot). Discussion and possible action to approve final plat.

TYPE OF ITEM: ACTION

PREFERRED MEETING DATE REQUESTED: January 17, 2012

AMOUNT REQUIRED: N/A

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

**REQUESTED BY: Roxie McInnis** 

**SPONSORED BY: Precinct 3 Commissioner Will Conley** 

#### **SUMMARY:**

The Tiger Creek Subdivision is a proposed 1 lot subdivision located off of 2325 northwest of Ledgerock Subdivision in Precinct 3. The proposed division is 3.350 acres in size and the parcel, previously divided by metes and bounds, will be in compliance with state and local plat regulations. The lot will be served by individual private well and individual OSSFs.

# TIGER CREEK

A SUBDIVISION OF 3.350 ACRES OUT OF THE GRANVILLE MILLS SURVEY No. 115, ABSTRACT No. 302, HAYS COUNTY, TEXAS

INCOV ALL MEN BY THESE PRESENTS. The contract of the Counties have been been securely to contract the county of secure of land to be income as Tiger Ches to any and all examents or restrictions.

COLUMN OF NATE

MTNESS LY HAND, the

John D. Bernidge 1200 Barton Creek Bivd, No. 24 Austin, Teens 78735

STATE OF WORLD

**JECEND** 

underugned authority, on this day personally appearable John C. Bonidge Innernenseron whose nesse is subscribed to the transpoley instrument and authorisedged to secured the erres instrument of authorisedged to secure for the purpose and consideration therein states.

A.D. 2012

BYEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_\_ doy of

to me on the per me that he has o

DEFORE ME, the

NOTARY PUBLIC in and for Hoye County, Texas

#### €--1/2" IRON ROD SET-"DRIFTWOOD SURVEYING" ■ --1/2" IRON ROD FOUND-UNLESS NOTED Rocco HAYS COUNTY PROPERTY ROPERTY MAYS COUNTY OFFICIAL PUBLIC RECORDS SCALE 1'=100' 3.350 AC. MOB.02.55 £ 172.39. Average Size of Lote: 3,350 Acres. Creater than 10 Acres. 0 Lorger than 3, less than 10 ecres. Between 2 and 8 ecres. 1 ( Lote: 1 dential Lote: 1 wential Lote: 0 42.63° 108.41,37°E 256.87" 25.00 AC.

ground water avelability. Rate was may offer the best

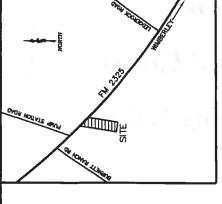
Dots

James "Clint" Garza, Bhector Hoye County Development Services

40

Torn Pope, R.S., C.F.M. Hoye County Road plath Administrator

structure in this subdivision shall be occupied until connected to a pul



# **MCNTTY MAP**

- when les within the boundaries of the Edwards Contributing Zone of the
  - the Flood Insurance Rate Map (F.J.R.M.) Community Panel No. 48209C 0215 F, the date of September 2, 2005, as prepared by the Federal Emergency
- This subdivision is not located within any City limit or ETJ.
- This subdivident lies within the Winberley independent School District. Wastewoter tractment for this subdividen to be private, individual on-
- Ittes as approved by Haya County Development Services. No etruetu on on-alls wastewater system which has been approved and permit this subdivision shall be occupied until connected to a public serve
- uletions, this subdivision is everypt from the requirements to Water services for this subdivision to be private individual water wells. Under
- noise Electric Cooperative, inc.
- permitted access onto a publicly dedicated readingy unions (a) a Driversy Permit has um speaking required for ditherage set forth in Toble 721.02 of the Hays serve the conditions of public been leaved by the Rood Department of Hoye County and (b) the drheway soft mye, no otherway constructed on any lot within this subdivision shot be Telephone service for this subdivision is provided by Vertzen. In order to promote acts use of modelays and preserve the
  - Caunty's kind development regulations in the final plat, construction plan or alto pla aval of this praimhery plan does not constitute approved of any deviation from ingheer of the abilgation to modify the design of the project if it does not m 10. When required, lots shall have a minimum driveway culvert size of 16". subsequently approved in writing by the Caunty. Such appro-
- 12. This subdivision is located within ESD pt & gr.

that the design would odversely impact the public's sofety, health,

Further subchishen of this lot is restricted for a period of five (5) years following the recording of this plot.

# MAN O WAY

KNOW ALL MEN BY THESE PRESENTS, That I, R. Professional Lond Surveyor in the State of Teacher in the State of S

134.19 AC.

270.00

i, Le Dornalez, Dounty Clerk of Hope County, Team, do hamby cartify foregoing indrument of withing, with its cartificate of authentication was filed for record in my Office on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2012 of \_\_\_\_\_ & o'dest \_\_\_\_ M., and duly recorded on the \_\_\_\_\_ do

Liz Genzalez, County Clerk, Heye County, Temas

Albert "Bert" Cobb, M.D. County Jadge, Hoye County, Tenos

i, Lis Conzolez, County Dent of Huge County, Taxon, do hereby cortify that on the \_\_\_\_\_dop of \_\_\_\_\_\_ALD\_2TOST, the Communications Count of Huge County, Taxon person on original enforcements the Ring for record of this piet and that add order has been obly estimate in the mixture of weld Court in Roots \_\_\_\_\_\_Props(o)

Witness my hand and sed of office this the

State, in Plat Book No.

Liz Genzalez, County Clerk, Heye County, Texas

1

	į
SULVOYING regers - Armyley the MR Camby	t ver.diffeedurejhgam (7)
Preference Card Servery - Servery	P.C. Box 378 Straboutoy, 12 79570 TE. (812) 847-7222 PROJECT No. HC26307

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

#### **AGENDA ITEM:**

08-4-47 Constellation Subdivision (14 Lots). Consider variance from Hays County Road standards; discussion and possible action to approve final plat.

TYPE OF ITEM: ACTION

PREFERRED MEETING DATE REQUESTED: January 10, 2012

AMOUNT REQUIRED: N/A

LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

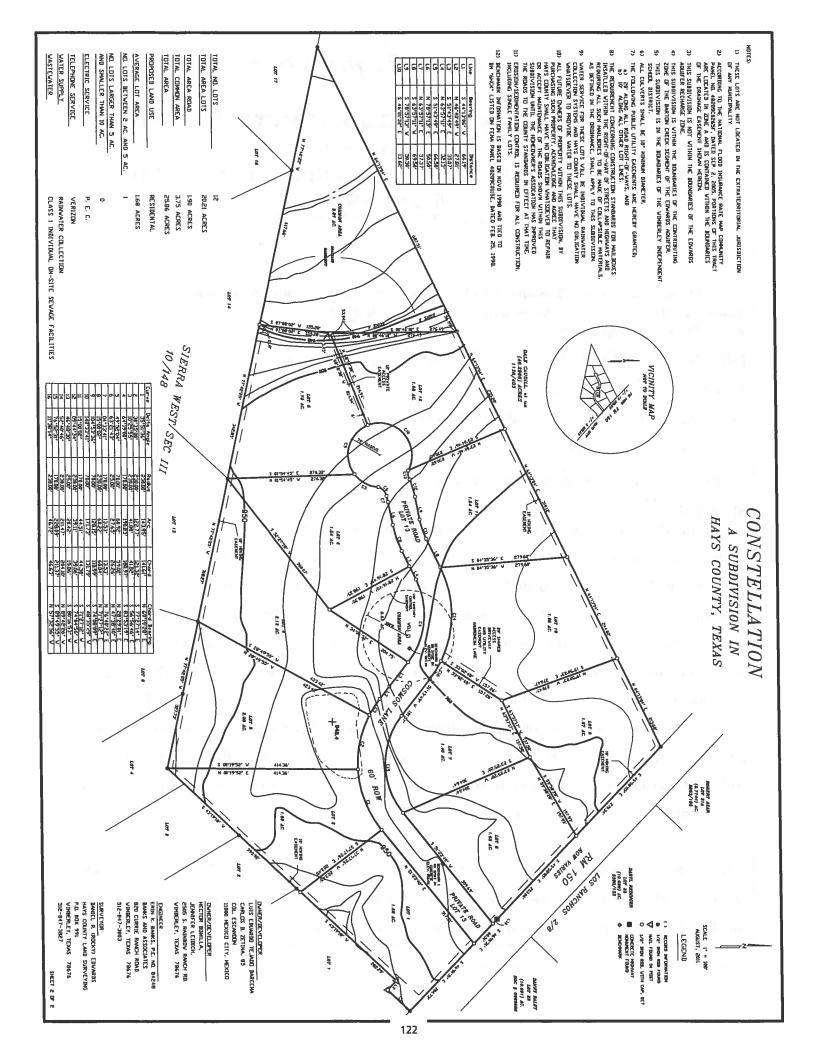
**REQUESTED BY: Clint Garza** 

SPONSORED BY: Commissioner Ray Whisenant

#### **SUMMARY:**

The Constellation Subdivision is a 14 Lot subdivision located off FM 150 in precinct 4. Preliminary plan was approved in 2008 and over the last few years, the developer has been working on the roadway and drainage improvements in lieu of submitting fiscal surety. The construction of the street and drainage improvements is now complete with the exception of the width of rock entrance. Hays County Rules require the entrance be at least 18 feet wide plus shoulders; however the distance is 18 feet. As this is not in compliance with Hays County regulations staff was informed the developer wishes to be granted a variance from these rules. Included in back-up is a copy of the conditions, covenants, and restrictions for the new lots. The language in the CC&R's prohibits the transfer of any portion of the roadway to Hays County without the road being brought up to Hays County regulations, at the expense of the developer or neighborhood association prior to transfer.

The developer's intent for the property was a sustainable community therefore each lot is plat and deed restricted from drilling individual wells for residential use. The proposed wastewater in the division will be served by individual on-site sewage facilities.



# CONSTELLATION

#### A SUBDIVISION IN HAYS COUNTY, TEXAS

STATE OF TEXAS COUNTY OF HAYS		STATE OF TEXAS	
	LEIDICH, OWNERS OF A RECORD 23.86 ACRE	COUNTY OF HAYS	
INOW ALL MON BY THESE PRESENTS. WE HECTOR BOWLLA AND ASSAMPLE MACE OF LAND OUT OF THE AUSSA PERSES SURVEY IN MAN'S COUNTY, I AMUJANY 23, 2008, AND RECORDED IN VOLUME 3319, PACE 849, OFFICIAL SAME AMP EXCEPT THAT CERTIAN ONE—MALE (1/2) INTEREST CONVEYED TO ANTE FEBRUARY 8, 2008 AND RECORDED IN VOLUME 3322, PACE 504, CERTAS, DO HERCH SUBJOINDE 258 ACRES OF LAND TO BE KNOWN AS "FLAT SHOWN HERCON, SUBJECT TO ANY AND ALL EASEMENTS AND RESTREAMENT OF THE PROPERTY THE USE OF THE S	EXAS, AS CONVEYED TO US BY DEED DATED. PUBLIC RECORDS OF HAYS COUNTY, TEXAS,	I, LIZ GONZALEZ, COUNTY CLERK OF HAYS COUNTY, TEXAS, BO HER	
SAVE AND EXCEPT THAT CERTAIN ONE—HALF (1/2) INTEREST CONVEYED T DATED FEBRUARY 4, 2008 AND RECORDED IN VOLUME 3325, PAGE 504, C	O LUS EDUARDO TEJADO BARCENA, BY DEED FFICIAL PUBLIC RECORDS OF HAYS COUNTY,	THEBAY OF, A.D. 2011, THE COMMISSIONERS O	
TEXAS, DO HEREBY SUBDIVIDE 25.88 ACRES OF LAND TO BE KNOWN AS " PLAT SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS AND REST	CONSTELLATION" IN ACCORDANCE WITH THE CTIONS HERETOFORE GRANTED AND DO	PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS I ENTERED IN THE MINUTES OF SAID COURT IN BOOK, PAGE	
		WITNESS MY HAND AND SEAL OF OFFICE. THIS THEDAY C	
N WINESS WHEREOF: HECTOR BONILLA AND JENNIFER LEIDICH HAS CAUSED THESE PRESENTS TO BE EXECUTED, AND THERE UNTO DULY , A.D. 2011.	AUTHORIZED THISDAY OF		
, A.D. 2011			
HECTOR BONILLA DOWNER	ATE	ROBERT (BERT) COBB COUNTY JUDGE	LIZ GONZALEZ COUNTY CLERK
		HAYS COUNTY, TEXAS	HAYS COUNTY, TEXAS
	DATE		
OWNER		STATE OF TEXAS COUNTY OF HAYS	
STATE OF TEXAS COUNTY OF HAYS		I, LIZ GONZALEZ, COUNTY CLERK OF HAYS COUNTY, TEXAS, BO HER	EBY CERTIFY THAT THE
BEFORE ME, THE UNDERSIONED ALTHORITY, ON THIS DAY PERSONALLY APPEARED HEETOR BOMBLA. HOUSIN TO ME TO BE THE PERSON WHOSE MAKE IS BLESCHROLD TO		FORGOING INSTRUMENT IN VRITING VITH LT'S CERTIFICATE OF AUT	
HECTOR BONALIA, NOOWN TO ME TO BE THE PERSON WHOSE MAKE IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGES TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THIREM STATED.		RECORD IN MY OFFICE ON THEBAY OFAD.	POLIL ATO'CLOCK
- 11		VITNESS MY HAND AND SEAL OF OFFICE, THES THE	UP commonwell 2011
EQUATY, TEXA			
CCPWISSEN E PRINT MANE			
STATE OF TEXAS			
COUNTY OF HAYS  BEFORE ME. THE UNDERSLOWED AUTHORITY. ON THIS DAY PERSONALLY APPEARED.			LIZ GONZALEZ COUNTY CLERK
BEFORE ME, THE UNDERSIONED AUTHORITY, ON THIS DAY PERSONALLY APPEARED ADMINIST LIDICH, INCIDING TO ME TO BE THE PERSON WHOSE NAME IS SUBSCINED. TO THE FORECOME INSTRUMENT, AND ACCORDINATIONE TO ME THAT SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THISDEN STATED.			HAYS COUNTY, TEXAS
SAME FOR THE PURPOSE'S AND CONSIDERATION THURSEN STATED.			
		DRIVEWAY NOTES	
		IN ORDER TO PROMOTE SAFE USE OF ROADWAYS AND PRESERVE THE	CONDITIONS OF PUBLIC ROABWAYS, NO
NOTARY PUBL COUNTY, TEX	JC 3N AND FOR	IN ORDER TO PROMOTE SAFE USE OF BOADWAYS AND PRESERVE THE BRIVEWAY CONSTRUCTED ON ANY LOT WITHIN THIS SUBDIVISION AS PUBLICAL BEDICATED ROBAWAY UNLESS (a) A DRIVEWAY POINT! MA DEPARTMENT OF HAYS CHAITY AND (b) THE DRIVEWAY SATIFIES IT BRIVEWAYS SET FORTH IN SECTIONS 74 AND 75 DF THE MAYS CO.	E BEEN 1920ED BY THE ROAD  F HINDHM SPACEING REQUIREMENTS FOR
	ÉxPRES	BRIVEWAYS SET FORTH IN SECTIONS 7.4 AND 7.5 OF THE HAYS COL	NTY SUBDIVISION REGULATIONS.
PRENT MAME			
STATE OF TEXAS		IN APPROVING THIS PLAT BY THE COMMISSIONERS COURT OF HAYS I THAT THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC T	
COUNTY OF HAYS		SHOWN ON THIS PLAT, AND ALL BRIDGES AND CULVERTS NECESSARI SUCH STREETS, ROADS, OR PUBLIC THOROUGHFARES, OR IN CONNEC	
KNOW ALL WEN BY THESE PRESENTS: I, LUIS EDUARDO TEJADO BARCEN/ RECORD 25.86 ACRE TRACT OF LAND, OUT OF THE JESUSA PEREZ SURV	L DWNER OF ONE-HALF (1/2) INTEREST IN A EY IN HAY'S COUNTY, TEXAS, AS CONVEYED TO	RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THIS TRACT IN ACCORDANCE WITH THE PLANS AND SPECFICATIONS PRESCRIBED	
HAYS COUNTY, TEXAS, DO HEREBY SUBDIVIDE MY DNE-HALF (1/2) INTE	5, PAGE 504, OFFICES OF LAND TO BE KNOWN	HAYS COUNTY, TEXAS AND THE COMMISSIONERS COURT OF HAYS COU TO BUILD STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES SHOW	YTY, TEXAS, ASSMUZZA DE CONTROL CAKES , YTH
KHOW ALL WEN BY THESE PRESENTS: 1, LIIS EDUARDO TEADO BARCEN. RECORD 23 98 ACRE. TRACT OF LARO, OUT OF THE LESISA PEREZ SHE BY BEED DATED FERRIARY 4, 2008, AND RECORDED IN VOLUME 332 HAYS COUNTY, TEAS, BO HEREBY SIBDOWDE WY DNE-HALF (1/2) HITS AS "CONSTELLATION" IN ACCORDANCE WITH THE PLAT SHOWN HEREON, STREETS AND EASTHOLTS ON HEREON STREETS AND EASTHOLTS ON HEREON STREETS AND EASTHOLTS ON HOME HEREON.	OWNERS OF THE PROPERTY THE USE OF THE	ANT BRIDGES OR CULVERTS IN CONNECTION THEREWITH	in the this real tax or constructing
IN WITNESS WHEREOF: LLHS EDWARDD TEJADO BARCENA			
HAS CAUSED THESE PRESENTS TO BE EXECUTED, AND THERE UNTO DUL.	Y AUTHORIZED THISDAY OF	CONSTRUCTION OF ROADVAY AND BRADNAGE DIPROVEMENTS MAY BEG BEFARTMENT HAS APPROVED CONSTRUCTION PLANS.	IN DINCE THE HAYS COUNTY ROAD
		BEFAREMENT MAS AFFREIVED CONSTRUCTION PEANS.	
LUIS EDUARDO TEJADO BARCENA	DATE	ENGINEER'S NOTE	
OWNER		I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL ENGINEER IN THE	E STATE OF TEXAS,
STATE OF TOURS		HORENY CORFEY THAT THES PLAT COMPLES WITH THE ENGINEERIN REGISTREMENTS OF THE SUBSIVISION AND REVELOPMENT REGILATION TEXAS, AS AMORIED, STOMMANTER RESULTING FROM 180 YEAR STOM GREATER THAM 64 ACRES IS CONTAINED WITHIN THE BRADWAGE EAS	OF HAYS COUNTY,
COUNTY OF HAYS  BEFORE ME, THE UNDERSIONED AUTHORITY, ON THIS BAY PERSONALLY APPEARED		GREATER THAN 64 ACRES IS CONTAINED VITHON THE BRADWAGE EAS	EMENT SHOWN HENEUM
LUS EDUARDO TEJADO BARCENA, KNOWN TO ME TO BE THE PERSON WHOSE HAVE IS SUBSCINED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT			
HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN STATED.		PRINT BANKS OF MI GARAGE	
		ERIN K. RANKS. P.E. MS. B4248 BANKS. AND ASSICIATES 624 CLIRGE RANCH READ VENERALLY, TELAS. 79676	
		VINGERLEY, TEXAS 78676 CLD 847-3803	
COUNTY, TE			
COMESSION PERT NAME	Expires		
PRDIT NAME	·	STATE OF TEXAS COUNTY OF HAYS	
HAYS COUNTY DEVELOPMENT NOTES		KNOW ALL NEN BY THESE PRESENTS, THAT I, THE UNDERSIGNED, A	
RESIDENTIAL STRUCTURES IN THIS SUBDIVISION ARE RESTRICTED TO RADIVATED O	OLLOCTEM	REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TELEMEREDY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEY RE	AS,
AS THE SOLE SOURCE OF WATER.		REQUIREMENTS OF THE HAYS COUNTY SUBDIVISION SPECIFICATIONS FURTHER CERTIFY THAT THIS PLAT IS TRUE AND CORRECTLY HADE	AND
HIS STRUCTURE IN THIS SUBSTVENCEN SHALL BE DECUPED WITH COMMECTED TO A STSTEM ON TO AN ON-BUTE WASTEWATER STSTEM WHICH HAS BEEN APPROVED AND HAYS COUNTY DEVELOPMENT SERVICES.	PUBLIC SEVER PERMETTED BY	IS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE L	NDÉR
NO CONSTRUCTION OR OTHER DEVELOPMENT WITHIN THIS SUBDIVISION MAY RECEN		MY SUPERVISION ON THE GROUND AND THAT THE CORNER MONUMEN PROPERLY PLACED UNDER MY SUPERVISION.	12 AESE
COUNTY DEVELOPMENT PERMET REQUIREMENTS HAVE BEEN HET.			
		DANIEL R. (ROCKY) EBVARDS	BATE
HAYS COUNTY DEVELOPMENT SERVICES HAYS	OPE R.S., C.F.M. BATE COUNTY DEVELOPMENT SERVICES	REGISTERED PROFESSIONAL LAND SURVEYOR STATE OF TEXAS NO. 5472	
PLOCO:	PLAN ADMINISTRATOR	P.D.B. 991 WIMERLEY, TEXAS 78676	
		512-847-3027	SHEET 1

SHEET 1 OF 2

#### **Banks & Associates**

820 Currie Ranch Road Wimberley, Texas 78676 (512) 801-9049 TBPE Firm F-2002

January 3, 2012

Jerry Borcherding, P.E. Hays County Engineer Transportation Department San Marcos, Texas

RE: Constellation Subdivision

Cosmos Lane Hays County, Texas

Engineer's Concurrence Letter with Exceptions

Dear Mr. Borcherding,

Cosmos Lane has been constructed in general accordance with the Roadway and Drainage Plans as approved by Hays County aside from the relocation of the western culvert to adjacent to the eastern culverts, construction of guardrail on the downstream side of the culverts and the lack of shoulders in the entrance. A variance is being requested by the developer for the width of the driveway entrance and lack of shoulder.

Please contact me if you have any questions or comments regarding this project at (512) 801-9049, or at <a href="mailto:erin.banks@vownet.net">erin.banks@vownet.net</a>.

Sincerely,

Erin Banks, P.E.

Evin Banks

Principal



THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY ERIN K. BANKS, PE 84248 1-3-12



#### OFFICE OF THE COUNTY ENGINEER Jerry Borcherding, P.E. P. O. Box 906 San Marcos, Texas 78667 (512) 393-7385 Fax (512) 393-7393

1/4/12

Honorable Bert Cobb, M.D. 111 E. San Antonio Street San Marcos, Texas 78666

Subject: Constellation Subdivision

Dear Commissioners and Judge:

Constellation Subdivision is requesting that Hays County accept the construction of Cosmos Lane. Constellation Subdivision is a private subdivision and is not seeking inclusion in the county maintenance system. Erin Banks, P.E. has submitted a concurrence letter and asbuilt plans as required by Hays County. I have reviewed the file regarding this subdivision and have determined that all requirements have been met per Hays County specifications.

I recommend that Hays County accept the construction of Constellation Subdivision.

Respectfully,

Jerry Borcherding, P.E.

Road Engineer Superintendent

Hays County Road & Bridge Department

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

#### **AGENDA ITEM:**

11-2-41 Bridgeport Buda Subdivision (3 Lots). Discussion and possible action to approve Final Plat.

TYPE OF ITEM: ACTION

PREFERRED MEETING DATE REQUESTED: January 17, 2012

AMOUNT REQUIRED: N/A

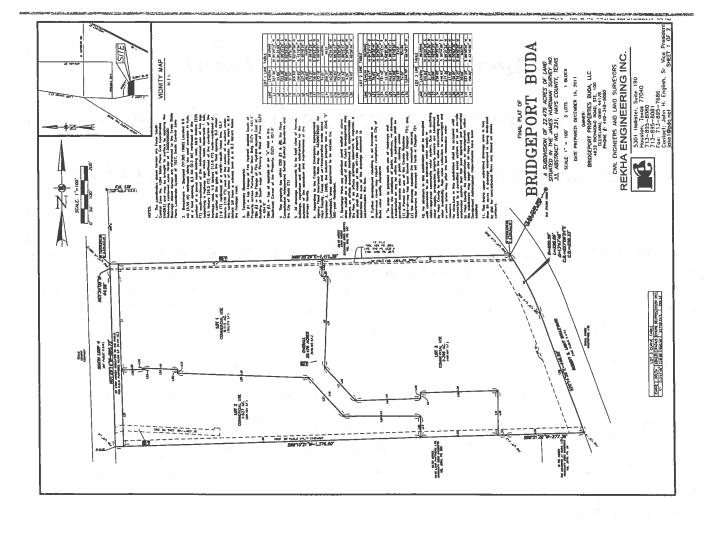
LINE ITEM NUMBER OF FUNDS REQUIRED: N/A

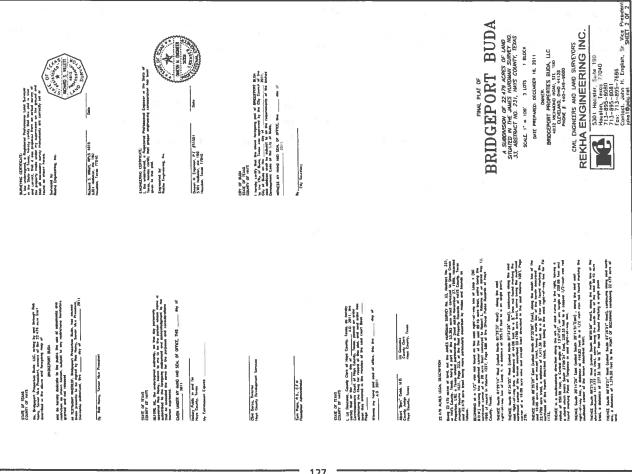
**REQUESTED BY: Clint Garza** 

**SPONSORED BY: Commissioner Mark Jones** 

#### **SUMMARY:**

The Bridgeport Buda Subdivision is a proposed 3 lot subdivision located off of Robert S. Light Blvd. in Precinct 2. The proposed division is 22.48 acres in size and will result in 3 new commercial lots. The site is in the City of Buda's ETJ and has been through their approval process. Each lot will be served by public water and individual private OSSFs.





# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

no later than 2:00 p.m. on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to authorize the Sheriff to purchase multipackage Coban Laptops/In-Car Video Camera Systems with Dell Wireless Access points for sub stations instead of the approved Itronix Laptops and Camera's, accept a donation of one (1) multi-package Coban Laptop/In-Car Video Camera System and amend the Sheriff Operating and Information Technology budgets accordingly.

(1) multi-package	• •	In-Car Video	Camera Syste	m and amend the Sherif
CHECK ONE:	☐ CONSENT	X ACTION	☐ EXECUTIV	VE SESSION
	□ WORKSHOI	P PRO	CLAMATION	$\square$ PRESENTATION
PREFERRED MI	EETING DATE RE	QUESTED: J	anuary 17, 2012	
AMOUNT REQU	IRED: No addition	nal funds requi	red – will have s	avings.
LINE ITEM NUM	BER OF FUNDS	REQUIRED: S	See Attached.	
REQUESTED BY	: Sheriff Gary Cut	tler		=
SPONSORED BY				
SUMMARY:				
evaluations on m	obile video and lap	otop computer	solutions. The S	umber of different tests and Sheriff's Office has found a ve than the current method
funds will be re-c	_	ormation Tech	nology to purcha	s attached. Some of these ase all equipment and re required.
Budget Amendment	to purchase equipment	<u>:</u>		
	: 001-618-00.571			

 Decrease SO LE Eqpt:
 001-618-00.5717\_700
 - (\$36,000)

 Increase IT Data Supplies:
 001-680-00.5202
 - \$3,195

 Increase IT Software Lic:
 001-680-00.5429
 - \$500

 Increase IT Computer Eqpt:
 001-680-00.5712\_700
 - \$32,305

#### **Budget Amendment to accept donation:**

Increase Other Revenue: 001-000-00.4651 (\$7,850)
Increase CW Computer Eqpt: 001-645-00.5712\_700 \$7,850

**DESCRIPTION OF Item:** Discussion and possible action to authorize the Sheriff to purchase multipackage Coban Laptops/In-Car Video Camera Systems with Dell Wireless Access points for sub stations instead of the approved Itronix Laptops and Camera's, accept a donation of one (1) multipackage Coban Laptop/In-Car Video Camera System and amend the Sheriff Operating and Information Technology budgets accordingly. PREFERRED MEETING DATE REQUESTED: January 17, 2011 COUNTY AUDITOR **AMOUNT:** \$ 96,075 LINE ITEM NUMBER: See budget amendment COUNTY PURCHASING GUIDELINES FOLLOWED: Yes-State contract PAYMENT TERMS ACCEPTABLE: Yes COMMENTS: Bill Herzog SPECIAL COUNSEL CONTRACT TERMS ACCEPTABLE: **COMMENTS: COUNTY JUDGE** Signature Required if Approved DATE CONTRACT SIGNED:

#### FUND NO. <u>001</u> FUND TITLE: <u>GENERAL FUND</u>

		Appropriation <u>Amendm</u> before		<u>nent</u>	Appropriation as		
Line Item Expenditures		Amendment	Increases	<u>Decreases</u>	Amended		
Constable 3 (637):		400	227				
001-637-00.5302	Dues & Bonds	400	295	40.00	695		
001-637-00.5551	Continuing Ed	450		(295)	155		
Transfer for TCLEDDS re	enewal						
Information Technology (6	<u> </u>						
001-680-00.5202	Data Processing Supplies	34,045	3,195		37,240		
001-680-00.5429	Software Licensing	604,106	500		604,606		
001-680-00.5712_700	Computer Eqpt	120,500	32,305		152,805		
Sheriff Office (618):							
001-618-00.5717_700	Law Enf Eqpt	36,000		(36,000)	0		
Transfer mobile video/lap	otop and related costs fro	m Sheriff to Info	Tech for purchase				
001-618-00.5711_400	Office Eqpt	0	1,211		1,211		
001-618-00.5211	Office Supplies	11,000	.,	(1,211)	9,789		
001-618-00.5719_400	Misc Eqpt.	7,000	600	(1-17	7,600		
001-618-00.5713_700	Vehicles	169,750		(600)	169,150		
Transfer for 911 replaceme	ent monitor; for a/c in 911 se	rver room					
Countywide Operations (	645):						
001-645-00.5712_700	Computer Eqpt	0	7,850		7,850		
Revenue			<u>Decreases</u>	<u>Increases</u>			
001-000-00.4651	Other Revenue	0		7,850	7,850		
Accept & budget donation	of computer eqpt						
Countywide Operations (	<u> (645):</u>						
001-645-00.5741	Misc Capital Improv	1,705,000	29,200		1,734,200		
Revenue			<u>Decreases</u>	<u>Increases</u>			
001-000-00.4651	Other Revenue	7,850		29,200	37,050		
Land donation for Jacob's	Well accepted 11/1/11; acti	on to budget dona	tion of land				
		FUND NO. <u>17</u>	1				
	FUND TIT	LE: LCRA SERVI	CE FEE FUND				
LCRA Service Fee (691):							
171-691-00.5301	Operating	91,138	135,000		226,138	š	
Revenue			<u>Decreases</u>	<u>Increases</u>			
171-691-00.4630	Other Revenue	0		135,000	135,000		

Budget startup costs for PUA per local agreement; to be reimbursed

Sheriff Operating - Equipment Request

Approved Budget	36,000 60,000 1,500	97,500	New Request	76,500	on for free laptop 3,500	80,000	195	1,000	200	2,500	20	3,500	12,330	1,000	21,075	101,075	(2,000)	96,075	97,500	96,075	(1,425)
Per Unit Price	6,000 6,000 150	12,150 97,500	Per Unit Price	8,500	Record \$7,850 donation for free laptop 175 3,500 0.00	8,675	195	250	250	2,500	20	3,500		1,000	7,745						
G/L Account	001-618-00.5717_700 001-680-00.5712_700 001-680-00.5202		G/L Account	001-680-00.5712_700	001-680.00.5202		200 00 5303	001-680.00.5202	001-680.00.5429	001-680.00.5712_700	001-680.00.5712_700	001-680.00.5712_700	001-680.00.5712_700	001-680.00.5712_700							
	77	Total Funds Budgeted		d camera)												Subtotal-New Request	Coban Discount	Total-New Request	FY12 Approved Budget	Total-New Request	FY12 Savings
Current Equipment Budgeted: Quantity Description	In Car Video Camera Itronix Laptops Itronix Antenna's		Requested Equipment: Quantity Description	Coban In Car System-(includes laptop and camera)	Coban In Car System * One Free Antenna - Wireless Shot Glass for Vehicle	1 year warranty-waived"	One Time Setup Charges:	Tech Support Kit	Marketation Configuration-Software	Hardware Configuration	Wireless Configuration - Car	Training Certification - Car/Lanton	Dell-Wireless Access Points**	On site Training							
Current Equ Quantity	10	2	Requested Equipment: Quantity Descriptio	6	1 20	10	One Time Se	ਜ ਵ	4 C	ı <del>-</del>	- <del>-</del>	ન ત્-	י ע	· -	1						

<sup>\*</sup>Warranty for future years will be \$150 annually per unit.

<sup>\*\*</sup> Areas for Wireless Access Points:
Buda Substation
Oripping Substation
Kyle Substation
Wimberley Substation
Sheriff Office x 2

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

	Discussion and possible action to authorize payment of an invoice for the Hays County Jail: Sysco Food Services \$2,231.89.
CHECK ONE;	☐ CONSENT X ACTION ☐ EXECUTIVE SESSION
	☐ WORKSHOP ☐ PROCLAMATION ☐ PRESENTATION
PREFERRED ME	ETING DATE REQUESTED: January 17, 2012
AMOUNT REQU	RED: \$2,231.89
LINE ITEM NUM	BER OF FUNDS REQUIRED: 001-618-03.5232
	: Sheriff Gary Cutler
	: Judge Bert Cobb, M.D.
SUMMARY:	
The Hays County	Jail would like approval of payment for an invoice from Sysco Food Services in
the amount of \$2,2	31.89 where a purchase order was not obtained.
14	
7 = 1	
=	

DESCRIPTION OF Item: Discussion and possible action to authorize the payment for an invoice of \$2,231.89 to Sysco Food Services in which purchase orders were not obtained prior to purchase.  PREFERRED MEETING DATE REQUESTED: January 17, 2011  COUNTY AUDITOR  AMOUNT: \$2231.89  LINE ITEM NUMBER: 001-618-03.5232  COUNTY PURCHASING GUIDELINES FOLLOWED: No PAYMENT TERMS ACCEPTABLE: Yes  COMMENTS:  Bill Herzog  SPECIAL COUNSEL
COUNTY AUDITOR  AMOUNT: \$2231.89  LINE ITEM NUMBER: 001-618-03.5232  COUNTY PURCHASING GUIDELINES FOLLOWED: No PAYMENT TERMS ACCEPTABLE: Yes  COMMENTS:  Bill Herzog  SPECIAL COUNSEL
AMOUNT: \$2231.89 LINE ITEM NUMBER: 001-618-03.5232  COUNTY PURCHASING GUIDELINES FOLLOWED: No PAYMENT TERMS ACCEPTABLE: Yes COMMENTS:  Bill Herzog  SPECIAL COUNSEL
LINE ITEM NUMBER: 001-618-03.5232  COUNTY PURCHASING GUIDELINES FOLLOWED: No PAYMENT TERMS ACCEPTABLE: Yes COMMENTS:  Bill Herzog  SPECIAL COUNSEL
COUNTY PURCHASING GUIDELINES FOLLOWED: No PAYMENT TERMS ACCEPTABLE: Yes COMMENTS:  Bill Herzog  SPECIAL COUNSEL
PAYMENT TERMS ACCEPTABLE: Yes  COMMENTS:  Bill Herzog  SPECIAL COUNSEL
COMMENTS:  Bill Herzog  SPECIAL COUNSEL
Bill Herzog  SPECIAL COUNSEL
SPECIAL COUNSEL
CONTRACT TERMS ACCEPTABLE:
COMMENTS:
COUNTY JUDGE
Signature Required if Approved
DATE CONTRACT SIGNED:

ELISTOMER'S GRIG SAN ANTONIO INC. \$18364 78218-0364 \$18364 78218-0364 \$18364 78218-0364 \$18364 78218-0364 \$18364 2.330 \$18364 2.330 \$18368 \$1230 \$18368 \$1230 \$18368 \$1230 \$18368 \$1230 \$18368 \$1330 \$1830 \$1300 \$1830 \$1300 \$1830 \$1300 \$1830 \$1300 \$1800 \$1000 \$1800 \$1000 \$18	36.08 36.08 88.00 88.00 88.00 36.83 36.83 36.83 10744 10744
SAN ANTONIO INC.  SAN ANTONIO INC.  SAN ANTONIO INC.  18364 78218 0364  CLS DUE AND PAYABLE COUNTY, TX 210-661-4581  OUNTY, TX 210-661-4581  NEW ADDRESS IS***  NEW ADDRESS IS***  NEW ADDRESS IS***  CR. AA USDA WHE 21L2SW  P. TOTAL ****  CR. AA USDA WHE 21L2SW  P. TOTAL ****  CD GR A 1038686  ED GR A 1038686  ED GR A 10563  BTRAKIX 2 02 11551  BTRAKIX 2 02 11551	0. TEXAS 218-036
HAYS CO. CORRECTIONAL KITCHEN SYSCO SAN MARCOS  TX 78666  SYSCO SAN MARCOS  TX 78666  SYSCO SYSCO SYN  HAYS COUNTY JUVENILE KITCHEN  EARL BI  STAN MARCOS  TX 78666  SYSCO SYN  HAYS COUNTY JUVENILE KITCHEN  EARL BI  STAN MARCOS  TX 78666  SYSCO SYN  SYN  TX 78666  SYN  TX 78666  SYN  TX 78666  SYN  SYN  TX 7866  SYN  TX 78666  SYN  TX 7866  SYN  TX 7866  SYN  TX 78666  SYN  TX 7866  SYN  TX 78666  SYN  TX 7866  SY	UT BUTR & JELLY 06550  4WAY 3960200  3960366  T 3982105  AF CKD PRTN 4 OZ 760104  L/4" REU6  P TOTAL ****  O AM CLOSE: 4:00 PM  WOLE ENGINEER OF ALL THES  ARE ENGINEER OF ALL

CONFIDENTIAL P	201030865 4 2	DOES T. MO. DUE 10TH OF NEXT MO. ST# 1148234 NORMAL DELIVERY 1C 10SEPH GARZA : GONZALES	TAXX EXTENDED X   LINCOICE AD MISTAMENTS	36.08	31,50		20:04	29.58	29.51		62.76	25-59			9	24.35		19.85		25.17	35.22	31.74	Z <sup>2</sup> -1	875	1364	TOTAL
CUSTOMER'S ORIGINAL INVOICE	2 02.71 03.71 04.3166	2330 TERRES CURREN MANIFE MA: SE DRIVER	ITEM UNIT	2054161 36.08	3020476 31.50	3677739 53.90	₹0.03 89.04	29.58	4010419 29.51	¥011037	4011110 31.38	25.59	Ŀ	4933966 52.80	5074810 38.99	5202346 24.35		5493010 19.85	5511175 30.60	5587936 25.17	5771381 17.61	5772462 31.74	5912837 15.62	P.O. BOX 18364 SAN ANTONIO, TEXA	1831	
	System SYSCO SA	KITCHEN BEXAR COUNTY, TX 210-651-4581	78666 ITEM DESCRIPTIONS	PREMIUM ULTRA SYLAA99	SUGAR CANE GRANDLATED 31.50 31.50	3 POINTO MASH COMP SAFE T CAN 3677739 3677739 53.90	65 LB SYS CLS PEANUT BUTTER CREAKT 4009189	53642	53653	THE RTU 79873220854	PUDDING BAN RTH 79873240854	UCE TOMATO FCY CAL	CLS FRUIT COCKTAIL CHCE LIGHT SY 4103800	UCE MIX CHEESE CH	BEAN PINTO DRIED PREWASH PIII0504SY	YONNAISE PKT	ORTENING FRY LIQ CLR	CKLE SLI DILL	CHIP POTATO REG SS	STA MACARONI	X GRAVY PEPP	GELATIN BERRY BLUF	, MUSTARD PKT	CLOSE: 4:00 AM CLOSE: 4:00 PM		NO, PCS GUST, ROYD INVOICE EVERIFF OF ALL PIEMS NO, PCS I
	ORRECTIONAL HLAND ROAD	SAN MARCOS TX 78666 512-393-7800 HAYS COUNTY JUVENILE KITCHEN 2250 CLOVIS BARKER ROAD	COTY   SPACE SIZE	D T CS 6# 10 STS IMP SAUCE HARINARA	D J CS 150 LB RACKER SUGAR CANE GRA	D CS 65.3118SYS CLS ROTATO HASH CO	TSCS 65 LB SYS CLS	CS 1224 OZ SYS CES GELATIN CHERRY	1 cs 1224 oz sys ces gelatin line	OUTSCS 6#10 SYS CLS FUDDING CHOCOL	ACT SAN DIES. SON	01#9	CS 6#10	1 CS 629 02 SYS IMP	1 BG 150 CB SYS IMP	1 CS 5009 GM SYS REI	1 CS 135 LB PACKER	1 TB 15 GAL CHF SUF	1 CS 1041 OZ LAYS	I CS 210 LB	4 CS 61.5 LBSYS REL	1 CS 1224 02 SYS CLS	1 CSI0004.5 GMSYS REL	CASES SPUT TOT PCS CUBE GROSS W. 22 21.1 673		DRIVER'S

						CUSTO	CUSTOMER'S ORIGINAL	GINAL INVOICE		CONFIDENTIAL	AL PROPERTY	OF SYSCO
HAYS CO.	HAYS CO. CORRECTIONAL KITCHEN SYSCE	CONAL	XITCHE	Ś	B #/~	ONIO. INC.	DELV. DATE	712 043166 2 001	01030	involce: Number 865	en inpace	
SAN MARCOS 512- HAYS 22550	393-780 COUNTY	TX 00 SAR	X 78666 JUVENILE KITCHEN BARKERROAD	U TCHEN	PTO 5711 BEXAR	OX 18364 78218-0364 FM 78284 ILLS DUE AND PATABLE COUNTY, TX 210-661-4581	2330	TERMS - PURCHER OF A STANDARD	O DUE 1 1 (482 10 SEPE	OTH OF NORMAL	IEXT DEL	SERVICE CHARGE
9 00	OTY STE	X			Ŀ	EM DESCRIPTION	SODE	UNIT TAX	TX3 TW	EXTENDED X PRICE X	A P INVOICE AD ILISTMENTS X CODE 077	ILISTMENTS.
A	D 1 CS 6#10 SXS REL SAUCE CHEESE	9	IZ REL	SAUCE	CHEESE CHDR MI	CHDR MILD C 79870740855	7374531	46.67		46.67		
	CS 4135	OZC	ASASOL	SAUCE	ENCHELADA AUTH	D SCS 4135 OZCASASOF SAUCE ENCHECADA AUTHEN 485-4951-0211	7775032	35,58	22.7	35.58		
Ó	D CS 1242 OZ HSE REC CEREAL HOT DA	H ZO	SE REC	CEREAL	HOT ONT QUICK	T QUICK 78042340086 8562621 32.51	8562621	32.51		32.51		
П	ST CS 6#10 STS REL PEACH SLE IRR	9	YS REL	PEACH	SLI IRREG LITE	EG LITE SIRUP 8576886 41.29 82.58	8576886	41.29	8	2.58		
Α	CS 432 0Z	20	ALSTON ****	CEREAL	RALSTON CEREAL TASTEEOS RESE! GROUP TOTAL!	SEA14FE 33145 AL***	9804576 26.78	26.78	1012	1012.356		
ρ	CS 15091913 SYS CLS CONTAINER FOR	- S	YS CLS	CONTAI	NER FOAM HNG 30	M HNG 3C D TID199530000	7551324	14.99		14,99		<b>美国教育教育</b>
:	GROU	- *	****PRO	DUCE	PTOT				7	14.39		
<b>A</b>	FC 110	T.B.P	ACKER	PEPPE	JALAPENO FRESH	FC 110 LB PACKER PREPER JANAPENO FRESH	1048230	21.33	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1,33		
60		E8 S	YS NAT	POTRTC	DICED PED 5/8	SYS: NAT: POTRTO DICED PED 5/8" 74865-69325-00 4369245	4369245	15296	2 - 2	79,80		HI CONTRACTOR OF THE CONTRACTO
0	CS - 45 LB		YS IMP	DETTO	E SAL MIX SEPAI	SIS IMP LETTUCE SAL MIX SEPARATE FRSH 40570	6232375	15:19		30,38		是一个的。 1000年,1000
D.	CS 15 LB		YS IMP	NOINO	SYS IMP ONION RING I/4" W/CM	4" W/CNTR	0698159	11,50	17320	1.50		
ω	CS 45 B	8	YS IMP	DETTU	E SHRED 1/8"	S CS 45 LB SYS IMP ERTTUGE SHRED 1/8"	6224409	13,22		01.99		
0	cs 110	CB S	TS NAT	LETTUC	D GREEN LEAF CO	CS 110 LB SIS NAT LETTUCE GREEN LEAF CRORNS 5640569	6640569	6640569 35.94		35.94		
0	CS 15 LB SYS IMP ONION YELLOW GROU	<b>8</b>	YS IMP	ONION	P TOTAL	*****	7144157	12,18	257	257.23		
Δ	CS 1224 0Z	20	AHAR B	DRINK	LT PUNC	SAHAR B DRINK MIX FRUIT PONCE 50567	4138590	4138590 32.06 32.06				
A	CS 1224 (	220	AHAR B	DRINK	MIX LEMONADE	D I CS 1224 02 SAHAR B DRINK MIX EEMONADE 50547	4138632	32:06		32,06		
D O	CS 323 O	H	SE REC	TEA LO	ED AUTO BREW FI GROUP TOTAL	D C CHARGES SZ OZ HSE REG TEA ICED AUTO BREH FUTR POUCH 16574 5097597	5097597	38.37	1023	102.49		
						**************************************						CERTAIN SERVED TO SERVED T
CASES	SPLIT TOT PCS	CLIBE	CURE GROSS WI	ö	OPEN: 4:00 AM	CLOSE: 4:00 PM	P.O. BOX 18		PILATERA CONTRA			
23	27 2	27.6	295				SAN AN	ONIO 78218-0364	Π,	SUB		
ORI VER'S				NO. PCS	CUST. 1000 motes (values section	REGIFT OF ALL IT (MS NO. PCS				TOTAL		
SIGN	PACA PROVISION	THE	FISHABLE ACK	HICHTIBAL	HE NO MALES LISTED ON THE	S INVOICE ARE SQLD SUBJECT			E F	TOTAL		
4.59E(2) 14 4.600 000 17 74ESE COM	10 STORY STATE OF THE PROPERTY OF THE PROPERTY OF THE PERTY STATE OF T	RIVED F	SOLIES HETE FOUR THESE C	ME A TRUS	F CLIN GOER PHESE CONTO	PROCEEDS FROM THE SALE OF	PAYABLE U	PAYABLE ON OR BEFORE	0	CONT. ON	PAGE 4	
100												

			CUSTOMER'S ORIGINAL INVOICE	CONFIDENTIAL PROPERTY OF SYSCO
HAYS CO. CORRECTION: 1307 OLD UHLAND ROAI	N. KITCH	ANTON	3/12 3/12 3/01 043166 20103(	PAGE
08 5	IX 78666 ) JUVENILE KITCHEN	E. Do. Box 18364 78218-0364 5711 FM 78 S.A. TX 78244 ALL BILLS DUE AND PAYABLE BEXAR COUNTY TX 210-661-458	2330 TERMS PAR DOES  CURRENT MO DUE MANIFEST# 148  MANIFEST# 148  DOINGE	1 OTH OF NEXT MO 234 NORMAL DELIVERY
SAN MARCOS OTT 1 PACK SIZE	ž.	78666 (NA) WOY	X X	EXTENSED X PLANOICE AD LISTMENTS
ORDER SUMMARY		ORDER SUMMARY 36401		
			第二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十	
			三十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二	
	新兴族	· 方面有限的 · 一种,一种一种一种一种一种一种一种一种一种一种一种一种一种一种一种一种一种一种	A STATE OF THE STA	明 子子 我 不是 我 不是 的 是 一
		· 19 00 10000000000000000000000000000000		The same and the s
			THE PROPERTY OF THE PARTY OF TH	の以外をおうさないは 第二次の は の に は の に に の に る に の に る に 。 に る に る に る に る に る に る に る に る に る に る に る に る に る に る に る に る に る に に に る に る に る に る に る に る に る に る に る に る に る に る に る に 。 に る に る に る に る に る に る に る に る に る に る に る に に に に に る に る に る に る に る に に に に る に に る に る に る に る に る に る に る に 。 に る に 。 に に
	The Parket	· · · · · · · · · · · · · · · · · · ·		10/1
				<u> </u>
				Service Servic
				7
7 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 /			200 200 200 200 200 200 200 200 200 200	
CASES SPILITOT PCS CURE	O IM SSORD	OPEN: 4:00 AM CLOSE: 4:00		
	- 1		SAN ANTONIO TEXAS	SUB 107AL 2231 89
75 75 75.7	7 1997			i
SIGN IMPORTANT PASA PROVISION: THE F	FRISHABLE, AGE	PECUAL SIGN KEE SIGN KEE SHARE WAGING ARE SOLD SHARE		thyoice 2231,89
4396(0), THE SELIEN OF THEE COMMODITIES HEYMYS "A YNLYF CLOME FOR THESE COMMODITIES. AND ANY REC	MOGOLES HETA PROM THESE C MENT IS RECEN	ANRY – YAUST CINNY GREE FILLE LOUGHONDY ON THE SALE OF PROCEEDS FROM THE SALE OF NEW OUTTIES. AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF NEW OWN.	PAYABLE ON OR BEFORE 2/10/12	LAST PAGE

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

#### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205

#### **AGENDA ITEM:**

Discussion and possible action to authorize payment of the following invoices for food purchase in which a purchase order was not obtained prior to purchase: \$949.06 to Ben E. Keith, \$2,003.43 to Labatt Food Service and \$728.57 to Sysco.

**CHECK ONE:** 

**CONSENT** 

X ACTION

**EXECUTIVE SESSION** 

WORKSHOP

**PROCLAMATION** 

**PRESENTATION** 

PREFERRED MEETING DATE REQUESTED: January 17, 2012

AMOUNT REQUIRED:

LINE ITEM NUMBER OF FUNDS REQUIRED:

070-685-99-017.520: \$210.14

070-685-99-017.5208: \$35.11

070-685-99-017.5232: \$3435.81

REQUESTED BY: Susana Cisneros, Brett Littlejohn

**SPONSORED BY:** 

**SUMMARY:** 

<b>DESCRIPTION OF Item:</b> Discussion and possible action to authorize payment for invoices of \$949.06 to Ben I \$2,003.43 to Labatt Food Service and \$728.57 to Sysco in which purchase orders were not obtained prior to purchase.	E. Keith,
PREFERRED MEETING DATE REQUESTED: January 17, 2011	
COUNTY AUDITOR	
AMOUNT: \$949.06, \$2,003.43, \$728.57	
LINE ITEM NUMBER:	
070-685-99-017.520, \$210.14	
070-685-99-017.5208, \$35.11	
070-685-99-017.5232, \$3435.81	3.6
COUNTY PURCHASING GUIDELINES FOLLOWED: No	
PAYMENT TERMS ACCEPTABLE: Yes	
COMMENTS:	
Bill Herzog	
SPECIAL COUNSEL	
CONTRACT TERMS ACCEPTABLE:	
COMMENTS	
COUNTY JUDGE	
Signature Required if Approved	
DATE CONTRACT SIGNED:	

CLOVIS	Y JOVENILE B BARKER RD	LE CIR. RD.			ហ	SOS KAEPA COURT		CUSTOMER NO. MO.	DAY YR.
MARCOS		TX 78666		(512)	393-5220 E	SAN ANTONIO, TX. 78218	MARKON		- The Co.   100
	SPECIAL	SPECIAL INSTRUCTIONS	8	#0		100		VUMBER	278 11
OCATION	CASES   PKGS.	=	BRAND	MFG. CODE	PACK - SIZE	DESCRIPTION TO THE PRESENCE OF STREET	UNIT PRICE	e / 6	RETURN CODE
-H302A	0		I VALL	44477		T BNLS	45.99	45.99	
FA251A	1/1	48/440	PACKER	17.350	2/5 LB	FRITTERS			
FG364A	4	40/070			-			52	
01/201		492954	BUTTER	22655	12/1 LB	TURKEY LUNCHMEAT COMBO	K5. 40		
13/10	7		17.		*** PRICE INC	ODES		681 0	
FC273A	1/	506084	PACKER	80905	B/10# AVG	DOND LINE			
						/8. 10# TET SHI 78. 10#	2.03	158.54	
		505.1.305	YIASIY	1200	1/10 LB	LINK SMKD 5	21.99	21.99	
FEGULA	T 7		100			THE THE FREEZER	*****	448	
	13		000000000000000000000000000000000000000		****	700			
	1		WIND WAY	0/116	1/40 LB.	APPLE RED DL FCY WSH 125 C	37.		
CH244A	2/2	2000 TO		14170	1/40 LB	TIP	21. 77	21.77	*
CBZ/3A	1	70050		91760	4/5 LB CTN	COLE SCAW MX SHRED GRIN	15. 27	10.67	
COLDIA	1	123073		05616	4/5 LB +	LETTUCE SHRED I/B IN M	18.07	70.0	*
ביוייי	,	127018		92660	4/5 LB BAG	SALAD MIX W/BAG	F. 1.	- 1	
COLLIA	17	210058	4	24995	1/20 LB	TOMATO 5X6			
000041	1	538007		10068	2/10-12#CM	F		1	
700	1		+		X STATE OF THE STA	18. 80#	66 1	37.41	}
		11			1111 20100 333	TIDES FOODSHOW ALLOW	10	7 97	
E.			1		LL ***	THE WALL BUTTE	10.77	10.77	*
C63118.4	>	1 662028	X-LIVEX	011010	1/1	THE TANK APPLE PIET DICED	49.56	49. 56	
cerosc	7	691744	PENNAN SSUEI	12066	1/37 LB				
		2000			**********	SUB TOTAL FOR COOLER	***	* 313.13	
	OT	4					0 00	16 24	
	,	CARRE	NU MAD	CTCSC	32/3 02	TEA ICED FLTR FUCCH 3 GAL	700.67	1 ( ) ,	
DP 454B	1,	110000		30100	1/5 LB		11.87		
DK204B		7.0000	100	60000	1/50 1 B	SUGAR GRANULATED CANE	1.	J.	
DHOSGA	1	100034	11118	01001	1 0 1 # / 4		36.45	36. 45	
DB462A	1	102001	כחברט	1111		DI EASE CHECK THIS INVOICE CAREFULLY.	vt CASH/CK#	TAX	ADJUSTMENT
TOTAL OTY.	27	1 RECEIVED BY:		PLEASE SIGN FULL NAME B	FULL NAME BELOW	BEN E. KEITH FOODS WILL NOT BE RESPONSIBLE FOR ANY SHORTAGES AFTER YOU SIGN.	FNTERE	TOTAL INVOICE	NEW TOTAL
TOTAL QTY.		0000	5	0	. tot.	(	IFC 2 n	ŒD	
3		INVOICE CASE CASE CASE CASE CASE CASE CASE CA	インタ	Total barraching	by section 5(c) of the Perishable				יייי טער

CUSTOMER NO. MO. DAY YR OB4202 12 06 11 TAX ID: # EXEMPT TAX ID: # EXEMPT P.O. NUMBER ROUTE/STOP	23. 38 23. 38 23. 38 2187. 34 2187. 34	TAX ADJUSTMENT TOTAL INVOICE NEW TOTAL 949. 06	
MARKON	18. 78 23. 38 23. 38	CASH/OK#	ROMAN
KAEPA COURT ANTONIO, TX. 78218 5) 661-7997 SALES REPRESENTATIVE	DESCRIPTION  I EJL VENI WHI  Z FUAM SQUAT 65J1Z  JOL 5 CUMP SESAME  ***********************************	PLEASE CHECK THIS INVOICE CAREFULLY. BEN E. KEITH FOODS WILL NOT BE RESPONSIBLE FOR ANY SHORTAGES AFTER YOU SIGN.	FPENTINE# 0000 00514 0
512) 393—5220 SAN TERMS (21	#FG.CODE   PACKSIZE   LID PLAS   12JL   20/100 C1   CUNT 6 U   105JU   4/125 C1   TRAY SCH   ESJIZ   20/50 C1   TRAY SCH   20/50 TUTAL   20/50 TUT	PLEASE SIGN FULL NAME BELOW	Lized by section 5(c) of the Perishable st claim over these commodities, all
	######################################	<	Company of the stationary must entitle by section models and see the
DUVENILE CTR. BARKER RD. TX 78666	######################################		2 listed on this
> m	CASES	n	30
AYS COUNTY 250 CLOVIS AN MARCOS	LOCATION TO DESCRIPTION TO DESCRIPTI	TOTAL GTY. THIS PAGE	TOTAL OTY. INVOICE The perishable agricu

CUSTOMER'S CRICINAL INVOICE   CONCINUED   CONCINUED   CUSTOMER'S CRICINAL INVOICE	CONFIDENTIAL PROPERTY OF SYSCO INVOICE NUMBER PAGE	CES ARE SUBIR TH OF N NORMAL ITGGINS	EXTENDED X PRICE AD LISTMENTS.  CODE OIY  OF THE MONTH	•₩ ₩ ₩ ₩ ₩	38.99 31.99 53.97 17.99 57.98 57.98 59.50 59.50	29.99 5221 48.689 L	SUB TOTAL FILED	INVOICE 2 0
THEN SOCIETION  THEN SOCIETION  THEN STATES  THEN DESCRIPTION  THEN DESC	ORIGINAL INVOICE 25/11 25/11 043638 11125	ROUTE TERMS - PAST DUE CURRENT MO DUI MANIFEST# 114 MA: S41G JAMI DRIVER: SPAULI	UNIT AMOUNT CODE PRICE AMOUNT E SENT THE FIRST DAY	366607 45.99 721810 24.99 982345 30.99	76 38.99 20 31.99 35 17.99 10 17.99 28 28.99 61 29.75 26 24.99	44 29,99 29 18.69	O. BOX 18364 AN ANTONIO /8218-036	
CS 152 LB CS 1041 OZ C		SYSCO SAN ANIONIO 10364 P-0 BOX 18364 78218-0364 5711 FM 78 28 TX 78244 ALL BILLS DUE AND PAYABLE BEXAR COUNTY, TX 210-661-458	CONTACT YOUR MARKETING ASSOCIA	74865-29434-0 OZ 162721315 N,GR A 24990	PACKER SUGAR CANE GRANULATED  NAT VLI SNACK BAR GRAN OATEHNY .74Z 11582  SYS CLS DRESSING RANCH BTRMLK PKT 47020- CHF SUP PICKLE SLI DILL HAM  DORITOS CHIP TORTILLA COOLER RNCH SS 11  BORITOS CHIP TORTILLA NACHO CH SS 11  SUNCHIP CHIP MULTIGRAIN HRVST CHDR 11  MUNCHES CRACKER CHEESE PEANUT BUTR 53  MANCHES CRACKER CHEESE PEANUT BUTR 53	ELKAY BAG PLAS CLR SADDLE .5ML FDHNDLR HAIRNET NYLON BRN REG	** OPEN: 5:00 AM CLOSE: 4:00 .5 365	SIGN RECEIPT OF ALL IVEMS NO. RECEIPT OF ALL IVEMS NO. SIGN SOLD SUB-

PROPERTY OF SYSCO	2	EXT. MO DELIVERY	CODE OTY	IRMATIVE AC	TION CLAUSES	5 OF 41 CFR 60-	.4. 60-250	.4 AND 6	7-7414 ARE INC	ORPORATED H	erein by refi		728.57	728.57	
CONFIDENTIAL	251144 7		EXTENDED A PRICE	10.58	911 51.00 000 0000				TI OF STATES	CENTRAL			SUB TOTAL	TAX TOTAL INVOICE TOTAL	LAST PAGE
B00004   60	(1) 043638 111	TERMS - CURRENT WANIFEST MANIFEST MANIFEST MANIFEST DRIVER:	CODE PRICE AMOUNT	0739755 10.58	1151679 91,99			\$ 46.6°S	19,89 JNC	) )		A L A C G	SAN ANTONIO TEXAS		PAYABLE ON OR BEFORE $12/10/11$
CUSTOMER'S  Good things	NI OINOHNA	X 78666 P.O. BOX 18364 78218-0364 5711 FM 78 S.A. TX 78244 ALL BILLS DUE AND PAYABLE BEXAR COUNTY, TX 210-661-4581 BARKER ROAD 7866	ITEM DESCRIPTION	LAPENO FRSH GROUP TOTAL*** BEVERAGE****		sroject # DSVKSSLV2-PVID	Contract #	04 Acct # 070~685~99 -017, 58-01	88-83			OPEN: 5:00 AM CLOSE: 4:00 PM	8	INVOICE ARE	"BY "SECTION SICE OF THE PERISHABLE AGRICULTURAL COMMODITIES ACL BY OUT OF THE SECTION OF THE SECTION OF THE SECTION OF THE SECTION OF THE SALE OF
	HAYS COUNTY JUVENILE KITCHEN 2250 CLOVIS BARKER ROAD	SAN MARCOS TX 7 512-393-5220 HAYS COUNTY JUVE 2250 CLOVIS BARK	PACK SIZE	C / 1 CS 15LB PA	D 1 CS 160.9 OZ FO MISC CHARGES CH	ORDER SUMMARY							2 2.1	DRIVER'S SIGN THE PER	499-EC), THE SELLER OF THESE COMMO

, oil o	PAGE		1.4	TAX	10000	4 40	TO	100	P. N	0 -	4	SUL N		0 70	20.00	200	. 61 Y	25 1722	200	500	01 0 01 0				3. 14 0. 86				VII die	1
11/22. + 10 //10/2011	E SEO		58 033	EXTENDED	1	4/4/	48	41	900	ים א	. 49	19.	n (	ญ่ ก	1 (C)	19	7	ን ሮ	in H	7	រៅ ជ ពេ ព			60	60. 60.	613	Ė		to the	ù
E 2	BOUTE	2	េា			0 0	<u>ن</u> د		9.40	ى ر	530	Ca.		0 0	100	υ U	100	υ ·	المرتش	den S	0.0	#15VG	100	100	OC	divisi	See 13	N		本の出
DATE  DATE  TERMS: UIT  DUE  1	ON DINOTIC		393-5220	UNIT	1164	11.01	12.07	200	ហ	19.65	- <del>-</del>	0-		26.86	130 CC	101		10.40 11.40	ម រោ	9	30. P.			19.64	34.07		31.70	ENTERED	20	INVOICE
TX 78666		DELIVERY DATE	/23/11	VENDOR/CUST.	TEM NUMBER	30100	30301	32000	240132	003214	200017	700012	408001	058113	2007/2007	20020	03540	34	7050		61320	2312	क्र <u>ा</u>	0 211493	692111	0 025402	0066	U.	DEC	05775
CENIEK S 2250 CLOVIS R BARKER RD T STE#100 T SAN MARCOS T SAN MARCOS	FEDERAL ID#741599564	SPECIAL INSTRUCTIONS			TO # 430 LABEL DESCRIPTION	DRANGE JUICE			APPLE CHERRI	TRUEMECTFFULM CLES, CHEESE CHEDDAR LITE	PICANTE	AMERICANASAUCE, TARTAR 96M FEBEE 128 1	G, BR KANCH T. W. W. T. W. T. W. T. W. W. T. W. W. T. W. W. T. W. W. T. W. W. T. W. W. T. W. W. T. W. T. W. W. W. W. W. W. W. W. T. W.	ZEREGA'S FASIA, MACAMANA TANGER (V)	POUCH 1.5 0Z TABL	KELLOGGS CEREAL, R/S FROST FLAKES MG	FOOD CONTAINER IFOR	RAWBERRY	DETERGEN	ALLACE SPORK, MD PP WHITE	×Щ		** 10 CANNED AND DRIED FRUIT **		F-1 1	ACKER MANDARIN ORANGES, BROKEN PCS1	ASTE'WESPEACHES, INKEGOLD, C	ACRES CONTRACTOR	. 14 SPICES	Cooled Hamilton from this Wash of Albeit Mangarde of Participated Wanten and Web for A ACCEPTED.
JOVEN YABLE ANTONI					SIZE		402	402	402	410	#10	E		10 LB	1 5 07	า วั		1000 CT	10 22 07 10 23 02	000	1	1. 025 04 30 LB	*****		4 02.	4 4	<b>74</b>	#10	***	
COUNTY COUNTS PA CE. SAN MARCOS					PACK		1 10	20	70	•	0 0	2002	200	เป	320	36	200	:	d U	U	1	160			7.	0 0	-0	Ð		+
HAYS COUR ACCOUNTS 111 E. SAS	The state of the s	=	****		QUANTITY		4 5	ा प	4	Ŧ	A .		· N	н	<del>, ,</del> (	n -	1	-1	ru -	- n	1	-1 -1			il.	ก ถ				
ω010 ⊢0				000	LABATT C		6-030	6-0306	6-0312	209-2500		329-5746		1	III.	465-5595	732-9004	1	1	040-13/4	891-5418	892-2447	5-90	1	8-1042	10-5263	43-9995	56-6860		
ERVIC IV PARK OFF	HSON	200	JMBER	000000000000	> 0	216	17	( ) (	6 A	4		_	a c b o	12	E E	C C	- Carecia	中	16 R		d of		4		o ca	-	10	高		518 518 74
FÓOD SERVICE ASON HOUSENY PARK DRIVE POR SOX 137 SAN ANTONIO, EAST SE291-0137	SALES PERSON		TAX I.D. NUMBER	0000	DRIVER			100								ť				2	対									
		MCCALL	+ 3 3 3		188																									

Q.	halt	ALC: UNITED IN	STAIL	PAYARI E DEPA	RTMENT H D2550	CLÖVIS R BARKER R	RD.	INVOICE NO.	45
HOOD FOO IND. POO IND. POO IND. SAN ANTO	FOOD SERVICE ASSO INDUSTRY PARK DRIVE PO BOX 137 SAN ANTONIO, TEXAS 78291-0137	SPI OF	Q. LI	ANTONI	STE#100 PTX 78566		TX 78666	TERMSFUM	11/22/11
PHONE (2	ONE (210) 661-4216							DUE 12,	2/10/2011
MCCALL			Fairm		DINOTALUI ILLANIN I FINANCIO	FEDERAL ID#741599584	INCEN DATE	PHONE NO. ROUTE	E SEO PAGE
TAX LD	TAX LD NUMBER			48	SPECIAL INSTRUCTIONS 4806431876	1	+-4	550	033
WH DRIVER	LABATT W LABATT	TT QUANTITY	Y PACK	SIZE	LABEL DESCRIPTION		VENDOR/CUST.	UNIT	EXTENDED 1
	0			***	* 17 JELLIES AND SYRUP	*	* * * * * * * * * * * * * * * * * * *		
	28 D 451-	-8102 1	9	S LB	FISHER PEANUT BUTTER CREAMY	1	17 591658	39.94 C	39.94
				***	* 19 PORTION CONTROL	₩.	**		
1	29 D 852-601	-6014 1	→ N	2000 CT 1250 CT	IMPERIAL SUGAR, LABATT PACKETS IMPERIAL SUGAR SUB, PINK	rs 1/10 OZ1	9 425332	14.65 C	14.65
	\			本本本	* 21 SAUCES GRAVY MIXES	7	* *		
	- 350-	-6117 1	ঘ	1 GAL	LITTLE PISAUCE, BARBEQUE 608	6080,40110	21 01100	15. 23 C	15.23
				*	* 26 PUDDING JELLO PIE FILLINGS		* *		
	-205 a series	-0055 1 -0077 1	44	#10 #10	GEHL'S PUDDING, VANILLA GEHL'S PUDDING, CHOCOLATE	ιν (Δ	26 902253 26 503251	26. 63 C	26. 63
			10.7	* * *	* 28 CEREALS(HOT/COLD )	李	* *		
	34 D 649-	649-0650 3 649-0858 3 649-0965 1	96	1 0Z 3/4 0Z 11/16 0Z	GEN MILLSCEREAL, HONEY NUT CHEERIOS GEN MILLSCEREAL, RICE CRUNCHINS GEN MILLSCEREAL, COUNTRY CORN FLAKES	RIOS LAKES	28 11918 28 11997 28 11968	21.822 21.822 21.822 20.00 21.822 20.00	65. 46 65. 46 21. 82
				* *	29 CHIPS COUKIES CANDY SNACKS		* *		
	373-217 38 D 373-652	0179 6527 6527 7007	150 172	1.50 0Z 3 CT 1.0Z	PEPPERIDGGOLDFISH, CHEDDAR CHEESE NABISCO HONEYGRAHAM CRACKERS 1 G NABISCO VANILLA WAFERS	RAHN	29 13539 29 201351 29 700915	21. 73 C 15. 56 C 18. 36 C	43, 46 31, 12 36, 72
THIS INVOICE DUE AND PAYAE ALL PAST DUE INVOICES ARE I A1 - CI AIMS FOR SHORTAGES	THIS INVOICE DUE AND PAYABLE IN SAN ANTONIO, BEYAR COUNTY, TEXAS ALL PAST DUE INVOICES ARE SUBJECTION SERVINGE CHARGE AT 11-Xx. PER MONTH (ANNUAL RATE OF 18%).	JNTY, TEXAS AT 11/% PER MONTH (ANI PON RECEIPT.	NUAL RATE OF 1	Credits resulting from this in the honoraci. Statements are p for access.	In this involce must be applied by the customer within one year to ACCEPTED	The same of the sa	1	INVOICE	

FD	m	3A	Ϋ́			29/30		22.60	MERCEN				
23923	PAGE		G		96		9995		04		90000000000000000000000000000000000000	98 98	
11/22/11 11/22/11 + 10 /10/2011	SEQ	633	EXTENDED PRICE		34.		44. 68. 37.		53.		8 4 5 8 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	23.	
+ 24	ROUTE	258											
>	RO	00			0		99 07 07 03 03		22		0040040 0000000 0000000	0 9 0 0	
INVOICE NO.  DATE  TEHM\$\frac{\pi_1}{2} \bigcup \bigcu	NO.	55.5	늘쁑		34. 90		44.9 17.0		23. 11		41.00.01 41.00.01 41.00.01	ក ក ក ក ស ស	INVOICE
T.	PHONE NO.	393-55	UNIT				V 4 11				_ +- +- (U +- +- +- +-	10 (0	
78666		1-1	T. H.		80		5 E E E E E		ហ		# # # # # # # # # # # # # # # # # # #	00	
	Y DATE	1/23/11	VENDOR/CUST. ITEM NUMBER		13408		501096 300435 204261		01230		00418 18715 47178 47525 47440 47370 47310	700323 646003	
RD.	64 DELIVERY DATE	1/2	VEN	*	57	幸	OU DE CV	* *		***	ហល់សហហហហ	7	
Cur.	FEDERAL IO#741599564	7-1		*	U	÷	STEAK, SALISBURY CHRBRL W/VP62 FINGER, BRD BEEF W/VPP CN FC62 BBG, CHOPPED BEEF W/TVP CN 62	*	CN/OR63	ž.	T 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	ID COOKIE DOUGH ** HONEY WHT BAKERYBD	
BARKER	IAL ID#7			SOV			SSS		CN/		CUT E 5-1	JGH 3AKE	
. ц Д	FEDER			SALADS	NTF		CHRBRL W/VPP W/TVP		Z09	FRIES	J. H.	COOKIE DOVGH ONEY WHT BAK	
					z		133		n	F	GEMS, ZGTF DVN GOLDEN JUBILEE C' LI CUTS H, CHOPPED GREEN MIXED VEGETABLE R/C GREEN S, MEDIUM S/S	AIE Y W	
CLOVIS	要		Z	PREF	PRINTS		JRY EEF 3EEF		JOE	AND	MS, ZGTF OV LDEN JUBILE CUTS CHOPPED EEN IXED VEGETA C GREEN	ONE	ACCEPTED BY X
	SNO	2	LABEL DESCRIPTION	, SE/F	<u>п</u>		SALISBURY BRD BEEF OPPED BEE		BRD WDGE		SEMS, ZGTF SOLDEN JUB LI CUTS L. CHOPPED REEN MIXED VEG R/C GREEN S, MEDIUM	AND (	
2250 SAN	THICT	200	EL DESC	当	Ē		BRI BRI DPPI			ABLI	GEMS, Z GOLDEN LI CUTE H, CHOF GREEN MIXED R/C GR	EADS AN DOUGH, CH TOAS	one year th
ω <u>τ</u> -α +Ο	SPECIAL INSTRICTIONS	100	l a	\/CI	ARII		X HO		DCK	VEGETABLES	R GI COLL ACH D, GI S, I	BREADS ILL DOU ENCH TI	er within 300-324-8
O.	ugo.	, i		EGGS/DAIRY/CHEESE/PREPA	MARGARINE,		STEAK, SALISBURY C FINGER, BRD BEEF W BBQ, CHOPPED BEEF		ITERSTATPOLLOCK	VE VE	TATER GENCORN, GOL FRBROCCOLI FRSPINACH, FRPEAS, GRE FRBLEND, MI	FROZEN BREADS AND GFORDROLL DOUGH, BUTTEFRENCH TOAST	invoice must be applied by the customer within one year to posted at www.labaritood.com; call 1-800-324-8732 x2411
MENT STE#100 X 78666		9		a/s	Σ	ഥ		I	ATP	FROZEN	TTTTT RRRRR FORGEREO	FROZEN GFORDRO BUTTEFR	pplied by 1
- A H		431876		000	URA	BEEF	NCE	FISH	RST	FRO	APLOT ASSIC RDEN RDEN RDEN RDEN RDEN	FRC	must be a at www.la
		1 3	35 5762	η. φ.	VENTURA	62	ADVANCE ADVANCE SADLERS	63	INT	75	SIMPLO CLASSI GARDEN GARDEN GARDEN GARDEN	BO FROZEN BRI BRIDGFORDROLL MRS BUTTEFREN	this involce is are posted
DEPAR O ST.		480		*	And the second	* *	440	* *		* *	3,000000	* * *	Gredits resulting from this in the honored. Statements are pior access.
Z	Digities.		SIZE				20					20	dits resulti nonored. S access.
1Y JUVE PAYABLE N ANTON S			8		E		302 .97 5 LB		#		20 LB 20 LB 30 LB 20 LB 20 LB 20 LB	50.	G. B. B. To
JUNIY TS PA SAN RCDS					30 1		404		474 174		-O	0 4 U H	OF 18%).
HAYS CUUNIY ACCOUNTS PA 111 E. SAN SAN MARCOS	500		PACK		m		11 11 11 11 11				-	180 144	UAL RATE
YS COU			OUANTITY		74		- 4 -		CI	1.0.	01-01-0100-	U -	NTH (ANN
HAYE C ACCI			9		- 0		<u>ក ស ក្</u> ព		15		**************************************	0 11	XAS. PER MOI
			F	JMBER	-45 50		1-1403 5-1352 5-9033		-436		-057 -033 -033 -562 -562	-675	OUNTY, TE E AT 1'A % UPON RE
H-0137		000	LABATT	TEM NC	814-		894- 895-		882-		905-057 909-038 909-511 909-562 909-562 909-565	923-6720 933-0012	BEXAR CI
VIC NVIC RK DRIV	7	8 0	3 3		0.5		ե և և և		<u> </u>			la de	ANTONIO, D A SERVII
SER TRY PAI 110, TEX.	SALES PERSON	NUMBE		z	40	į.	集出3		#		2424 <u>1300</u> 0	内市	E IN SAN. UBJECT TO
FOOD SERVICE 400 SON 1971 SAN ANTONIO, TEXAS 78281-0137 PHONE (210) 661-4216	SALES	TAX I.D. NUMBER	000	DHIVE							i de		THIS INVOICE DUE AND PAYABLE IN SAN ANTONIO, BEXAR COUNTY, TEXAS. ALL PAST DUE MYOUES ARE SIBLECT TO A SERVICE CHARGE AT 11%, W. PER MONTH (ANNUAL RATE OF 18%). ALL CHAINS FOR SHORTAGES OR DAMAGES MUST BE MADE UPON RECEIPT
E SEST				5									GE DUE AM I'UE (NVOK S FOR SHO
	MCCALI			E								*	HIS INVOK
	MC												FAA

ו סרס א	ACCOUNTS PAYABLE DI 111 E. SAN ANTONIO SAN MARCOS	EPARTMEN ST. STE	100 100 100 P SAN MARCOS	BARKER RD.	TX 78666	INVOICE NO. DATE TERM群日村	11223923 11/22/11 + 10
18 78291-0137 O			0			OUE 1	12/10/2011
SALES PERSON MCCALL	120			FEDERAL ID#741598564		ON DINOUS	BOINTE SEO PAGE
TAX I.D. NUMBER			SPECIAL INSTRUCTIONS	DELIV		4 533	
00000		4806431876	9	11/	11/23/11 3	393-5220 2	258 033 4A
MAL DENVER L W LABATT QUANTITY	PACK	SIZE	LABEL DESCRIPTION	₩E	VENDOR/CUST. ITEM NUMBER	UNIT	EXTENDED TAX
NOMBER NOMBER							
		*** 90 PAPER	ER GOODS	* *			
-85 D 679-0034 56-0 729-3004 56-0 729-3004	1 1000 EACH 1 1000 EACH	CT. JOB SEL. DART DART	SELECGLOVES VINYL LG PWDRLESS CUP, STYRO 8 OZ (L# 8Ú CUP, STYRO 12 OZ (L#12JL)	JL.) 90	812214 808 12012	27, 43 C 18, 49 C 21, 82 C	27. 43 18. 49588 21. 82
		*** 96 PRO	PRODUCE	* *	(2)		
28 D 980-4154 39 D 980-9203	សស គគ	CITRUS PEPPER	- grad	* 0 = 0 0 0 0	25757	20.15 20.15 20.15 20.05	2. 38 2. 15 22. 38
<u> </u>	CT CT 20.	GRAPE CELERY VEGETAB OZ CARROT	Z BAG OTS 1	) ]		0 0 0	86.00 90.00 00.00
! ! ! ! ! ! !	Maria de la compansión de	WEIGHT	TOTAL 1AK B. CUBE FULL EACH	*/n */ -	AMOUNT		
RUCERV	01				181.21		
	0 0 0 4	(10.0 (10.0) (10.0)					
Part 1	0.00	erriens.	7.97		4 18 60		
10 CANNED AND DRIED FRUIT	10	361.0	o.e. • • • • • • • • • • • • • • • • • • •		7 1 7 7		
SPICES AND	7	90.00	1.1				
19 PORTION CONTROL	56	376.79	លៈ				
PUDDING JEL	cu n	ය ස් ස් ය ස	ii ii o		idi		1
29 CHIPS COOKIES CANDY SNACKS		44.5	ω.	Ţ	111.30		
THIS IMVOICE DIJE AND PAYABLE IN SAN ANTONIO, BEXAR COUNTY, TEXAS.		its resulting from this involce must be ap	Credis resulting from this twoter must be applied by the customer within one year to ACCEPTED ACCEPTED			INVOICE	
ALL PARTOLIE MONORES ARE SUBJECT TO A SERVICE CHARGE AT 11% P. PER MONTH (ANNUAL RATE OF 18%). ALL CLAIMS FOR SHORTAGES OR DAMAGES MUST BE MADE UPON RECEIPT		onored. Statements are posted at www.lab.ccess.		Action of the second	1	TOTAL	

S 3		1		
ACCOUNTS PAYABLE DEPARTMENT  111 E. SAN ANTONIO ST. STE#100  1 SAN MARCOS  1 SAN MARCOS  1 SAN MARCOS	R RD , TX 78666			2/11
		DUE	12/10/201	011
	41589564 DELIVERY DATE	PHONE NO.	ROUTE SEG	PAGE
TAX I.D. NUMBER  4806431876	11/23/11	393-522	20 258 033	υĄ
W 1 Constant	VENDOR/CUST. ITEM NUMBER	UNIT	EXTENDED PRICE	ED TA
ALADS 55 63 63 63 75 00UGH 80	34. 90 150. 85 59. 04 256. 93 70. 26 57. 74			
	2, 003. 43			
Project #OHHSSLR_F413	E ST	OVENILL	HAN SOUTH BANK SOUTH B	WITTO M

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to transfer used computer equipment from IT to the Veterans Service Office for use in the Veterans Resource and Transition Center.
CHECK ONE: CONSENT ☑ ACTION ☐ ☐ EXECUTIVE SESSION
□WORKSHOP □ PROCLAMATION □ PRESENTATION
PREFERRED MEETING DATE REQUESTED: January 17, 2012
AMOUNT REQUIRED: N/A
LINE ITEM NUMBER OF FUNDS REQUIRED:
REQUESTED BY: Jude Prather
SPONSORED BY: Ingalsbe
SUMMARY:
The Hays County Veterans Service Office is attempting to become a "one stop shop" for all the
needs of our Hays County Veterans. Our office is attempting to create a Veterans Resource and
Transition Center to address those needs. With access to computers and scanners a veteran
should have all the tools necessary for any such need. For example job search, résumé building,
scanning Military Documents, Small Business Development and general online research. We are
requesting used Hays County Computers, Monitors, Keyboards and other accesses, so that the
Veterans Resource and Transition Center would not cost the taxpayers additional money. We are
asking for this process to be expiated so that the Veterans Resource and Transition Center can
open as soon as possible.
IT is currently evaluating all the equipment to determine which computer systems will best serve
the needs of the VSO. Once those have been identified, IT will give the Auditor's Office a list of
the equipment.

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: I Report from Cons			ccept the anr	nual Racial Profiling
A short End of the	Year presentation	on will also be provi	ded by Consta	able Peterson.
	and the same	MY AIA BAY AND	390 (40	
CHECK ONE:	☐ CONSENT	□ ACTION □ E	XECUTIVE SES	SSION
	☐ WORKSHOP	☐ PROCLAMAT	TION   I	PRESENTATION
PREFERRED MEE	ETING DATE REC	UESTED: January 1	7, 2012	Tail Thilden John
AMOUNT REQUII	RED: none		5.0	nger - Militari (Ma 4
LINE ITEM NUMB	BER OF FUNDS R	EQUIRED: N/A		
REQUESTED BY:	Constable Peterso	n	1 101 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	HILLER THE SON TO SHARE FOR
SPONSORED BY:	Debbie Ingalsbe		1 00 00	. mi -0.11
SUMMARY: Please	e see attached repo	rt.		
CALCALL CONTRACT				
have one decision,		Law and Law		
ness indita - tass				
gar of Tourist L				
in which is public	the first section of			
X1138 (16) 17(14)	nel - Shipire del			
Du Self or pulling to a				

Hays County Constable Precinct 1, David L Peterson Civil Process

9,044	JAN.	FEB.	MARCH APR.	APR.	MAY	JUNE JULY	JULY	AUG.	SEPT. OCT. NOV.	OCT.	NOV.	DEC.	Total/Yr	2010
		5	65	20	23	31	12	12	8	28	5	99	264	308
AG Citations			2		6	ď	6	7	5	9	2	9	\$	43
AG Precepts	0	0	7	1		5	2 6	22	53	47	37	24	499	268
Citations	22	33	22	27	44	54	07	20	3	200			200	00
Small Glaims Citations	42	T	6	œ	6	16	80	က	2	13	00	D)	IOL	8
Tax Citations	19	2	13	4	ത	33	11	16	6	4	19	4	170	143
mitte Entar Detainers	27	24	40	23	9	7.4	32	45	46	98	<b>78</b>	20	485	454
Forcible Entry Deminers	2	09	8	78	96	88	22	23	26	40	51	32	209	395
Suffillions	SV.	30	82	55	42	57	26	42	<b>56</b>	24	43	33	477	373
Supportion	4	"	-	S	4	<b>∞</b>	ည	က	9	S.	က	S.	52	35
Writ of Possession		6	· ·	44	Ģ	10	G	က	က	7	က	2	31	19
Writ of Execution	0	0		-	0	0	0	0	0	0	0	0	0	0
Writ of Sequestration	9 0	0		6	0	0	0	0	0	0	0	0	0	0
Writ of Garnishment					-	c	c	0	0	0	0	0	0	0
Writ of Re-Entry	5	0		9	7		0	63	-	0	0	0	2	2
Writ of Attachment	9	0	5 6	9 6	- 6	0	~	2	-	0	0	-	13	16
Temp. Restraining Order	0	5	7	7	7		1000	1		N. S.	6		30	62
Protective Orders	က	-	÷	7	2	7		0	2		9 0	36	276	190
Posting Public Notice	17	29	19	<b>5</b> 6	26	43	31	05	17	+	7	27	217	405
Show Gause	0	G	Ţ	P	2	0	0	0	0	9	9		0 0	
Notice of Trustee	0	0	0	0	0	0	0	0	0	-	9			76
Order	0	0	18	0	0	0	0	•	0	9	0	0	<b>9</b>	\$
Notice	4	~	7	က	J.	က	T	4	0	0	4	0	22	9
Injunction	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Und Charke (Tax Office)	0	0	-	J	0	2	J	0	0	0	0	0	c	3
Financial Records	9	0	0	2	2	٦	-	-	4	9	0	2	28	ક
Court Daise Countity	every	dav	every	day	every	day	every	day	every	day	every	day		
Source december	-		-	2	2	2	-	-	-	0	0	0	12	9
Court nouse lichels	. BE	138	50	404	96	100	85	65	103	65	92	65	1027	964
	3 5	1	30	30	25	45	20	55	45	25	35	25	477	307
Walk in Inquiries (AVG 4-5 weekiy)	3	3 5	300	0	6	6	2	2	2	2	2	2	24	6
Bailiff (JP 1 & 2) (AVG)	7	7 0	7 0	7	1 0	0	0	0	0	-	0	0	2	D.
Tax Sales	>	>	>										15	9

Hays County Constable Precinct 1, David L Peterson

# **Civil Process**

	f o t	3/6 416 452 501	277 210	3/0	3/8	504 0	3/8 354 355 365	4003	
						-			
				1					
			1	+	-		-		
					5				
			-	1		1			

#### Sandy Riojas

From:

David Peterson

Sent:

Thursday, January 05, 2012 3:37 PM

To:

Sandy Riojas

Subject:

FW: Your TCLEOSE Department Reporting System Credentials

----Original Message----

From: webmaster@tcleose.state.tx.us [mailto:webmaster@tcleose.state.tx.us]

Sent: Thursday, January 05, 2012 3:39 PM

To: David Peterson

Cc: webmaster@tcleose.state.tx.us

Subject: Your TCLEOSE Department Reporting System Credentials

#### Dear DAVID PETERSON:

Your TCLEOSE Department Reporting System login credentials are:

Username: 209101 Password: EUDEyq Department ID: 209101

Please keep these credentials in a safe place for future use.

Sincerely,

The TCLEOSE Web Administrator Texas Commission on Law Enforcement Officer Standards and Education 6330 East Hwy 290, Suite 200 Austin, Texas 78723

Web Administrator Office Phone: (512) 936-9630

Main Number: (512) 936-7700

Website: http://www.tcleose.state.tx.us

#### FULL EXEMPTION RACIAL PROFILING REPORT

Agency Name: HAYS CO. CONST. PCT. 1

Reporting Date: 01/06/2012

TCLEOSE Agency Number: 209101

Chief Administrator: DAVID L. PETERSON
Agency Contact Information: Phone: (512)393-7730

Email: dpeterson@co.havs.tx.us

Mailing Address:

HAYS CO. CONST. PCT. 1 712 S Stagecoach Trl Ste 2210 712 S Stagecoach Trl Ste 2210

San Marcos, Tx 78666

Article 2.132 CCP Law Enforcement Policy on Racial Profiling

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties.

I certify it is not the policy of this agency to make traffic stops in the routine performance of the officers' official duties.

Executed by: **DAVID L. PETERSON** 

Chief Administrator

HAYS CO. CONST. PCT. 1

Date: 01/06/2012

Submitted electronically to the





### The Texas Commission on Law Enforcement Officer Standards and Education

- Home
- Forms and Requests
  - o Racial Profile Reporting
  - o Report of Training
  - o Request Job Applicant Separation History (F5R)
- Receipts and Reports
  - o Department Training Report List
  - o Separation History Report List (F5R)
- Account Information
  - o Shopping Cart
  - o Orders and Receipts
  - o Chief Administrator Change
  - o Department Address Phone, Fax Changes
  - o Account Holder Information or Password Update
- Help
  - o Help Manual
  - o Contact Support
  - TCLEOSE Staff Contact List
  - o TCLEDDS Account Help
- Logout

Welcome to the TCLEOSE Department Reporting System! Thank you, your Racial Profile Report has been accepted.

#### Your TCLEOSE Department Information

Chief Administrator:

DAVID L. PETERSON

Account Holder:

**DAVID PETERSON** 

Department:

HAYS CO. CONST. PCT. 1

Account Expiration: Account Holder Email:

07/15/2011

TCLEOSE Agency No:

209101

dpeterson@co.hays.tv.us

Department Address:

111 E. SAN ANTONIO ST, SUITE 104

Account Holder Phone:

512-393-7730

SAN MARCOS, TX 78666

TCLEDDS Account

YES

Department Phone:

5123937730

Active:

Department Fax:

5123937720

2012 Racial Profile

YES View Current Texas State Racial

Report on File? Profile Information

Chief Administrator

None on file

Email:

To change your Department Information, choose Account Information, Account Updates from the Menu.



# The Texas Commission on Law Enforcement Officer Standards and Education

- Home
- Forms and Requests
  - o Racial Profile Reporting
  - o Report of Training
  - o Request Job Applicant Separation History (F5R)
- Receipts and Reports
  - o Department Training Report List
  - o Separation History Report List (F5R)
- Account Information
  - o Shopping Cart
  - o Orders and Receipts
  - o Chief Administrator Change
  - o Department Address Phone, Fax Changes
  - o Account Holder Information or Password Update
- Help
  - o Help Manual
  - o Contact Support
  - o TCLEOSE Staff Contact List
  - o TCLEDDS Account Help
- Logout

#### TCLEOSE RACIAL PROFILING AGENCY REPORT WIZARD



You have chosen to report Fully Exempt from Racial Profiling Reporting. Please review the information in the table below that will be provided to the general public via our website about your report. If all data is correct, please check the certification statement and submit your report. If you notice an error, please click here to go back to the public information form and correct the error.

Please note as soon as you click the "Submit Agency 2011 Report" button below, information in this box will be posted on our website for public viewing at this link: <u>Texas Law Enforcement Agency Racial Profiling Reports Submitted to TCLEOSE</u>.

Agency Filing Status Filing as Chief Administrator and Name Status Tier 1 or Tier 2

Reason for Chief Administrator and Agency Contact information\*

Chief Administrator and Date Filed Report Supplied Report Report

DAVID L. PETERSON Phone: (512)393-7730 Email:

dpeterson@co.hays.tx.us

HAYS CO. Mailing Address:

CONST. HAYS CO. CONST. PCT. 1

PCT. 1 Exempt 712 S Stagecoach Trl Ste 01/06/2012 View

Agency 2210

No: 209101 712 S Stagecoach Trl Ste

2210

San Marcos, Tx 78666

#### Article 2.132 CCP Law Enforcement Policy on Racial Profiling

- (a) In this article:
- (1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties.

#### **Electronic Signature**

☐ I hereby certify that it is not the policy of HAYS CO. CONST. PCT. 1 to make traffic stops in the routine performance of its officers' official duties and agree I am submitting this Racial Profiling Report to TCLEOSE on behalf of HAYS CO. CONST. PCT. 1's Chief Administrator on this date, 01/06/2012.

Submit, Agency 2011 Report

Cancel and Return to Main Menu

<sup>\*</sup>Should you have any questions about the content of the report please use the agency contact information provided.

### Subdivision/Road/Staff Review Agenda Item Request Form

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM:
Action to Authorize Institutional OSSF Permit and grant a variance to Section
10-M(B) of the Hays County Rules for On-Site Sewage Facilities at 180 Henly
Loop Henly, TX
CIRCLE ONE ACTION ITEM Subdivision Road OSSF
PREFERRED MEETING DATE REQUESTED: January 17, 2012
AMOUNT REQUIRED: NA
LINE ITEM NUMBER OF FUNDS REQUIRED: NA
REQUESTED BY: Clint Garza, Development Services Director
SPONSORED BY: Commissioner Whisenant, Precinct 4
SUMMARY: Mark Springfield is proposing an OSSF to serve an office/air conditioning shop at 180
Henly Loop Precinct 4. This property is 1.36 acres. Water will be supplied by rainwater collection.
This OSSF is a standard system in which the effluent will be pumped to the disposal area. The system is
designed for a maximum of 100 gpd. The system designer, Stephen Jetton, R.S. is requesting a
variance to Section 10-M(B) of the Hays County rules for on-site sewage facilities which requires flow
equalization. His justification is that the type of business will not have surges in wastewater flow which
would upset the treatment process and the treatment system is oversized by 25%.
STAFF REVIEW/COMMENTS
Development Services Department Director:
ROAD DIRECTOR: NA
STAFF RECOMMENDATIONS:

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and Possible action to approve a resolution in support of the RM 150 Realignment Advance Funding Agreement and authorize the County Judge to execute said Agreement with the Texas Department of Transportation. ☐ CONSENT **ACTION CHECK ONE: □** EXECUTIVE SESSION ☐ WORKSHOP ☐ PROCLAMATION ☐ PRESENTATION PREFERRED MEETING DATE REQUESTED: January 17, 2012 **AMOUNT REQUIRED: Budgeted in Bond Roads** LINE ITEM NUMBER OF FUNDS REQUIRED: Bond Roads **REQUESTED BY: Ingalsbe** SPONSORED BY: Ingalsbe SUMMARY: This is part of our road bond program and the agreement outlines the construction and funding responsibilities between TxDOT and Hays County. Please see back-up for additional and detailed information.

DESCRIPTION OF Item: Discussion and Possible action to approve a resolution in support of the RM 150 Realignment Advance Funding Agreement and authorize the County Judge to execute said Agreement with the Texas Department of Transportation.
PREFERRED MEETING DATE REQUESTED: January 17, 2011
COUNTY AUDITOR
AMOUNT: \$ 4,664,790
LINE ITEM NUMBER: Road Bond funds
COUNTY PURCHASING GUIDELINES FOLLOWED: N/A
PAYMENT TERMS ACCEPTABLE: N/A
COMMENTS:
AMOUNT BUT SURE De Build, more in Brons Scientis
Bill Herzog
manufacturers and a second
SPECIAL COUNSEL
Think is part of our most month programmed the terresolvent modifies the examination and frauding
CONTRACT TERMS ACCEPTABLE:
COMMENTS:
Whene we had a further additional and detailed allowers and the world are sore W
COUNTY JUDGE
Signature Required if Approved
DATE CONTRACT SIGNED:
DAIL COMMENT DIGITIES.



### RESOLUTION OF THE HAYS COUNTY COMMISSIONER'S COURT IN SUPPORT OF RM 150 REALIGNMENT ADVANCE FUNDING AGREEMENT

STATE OF TEXAS §

COUNTY OF HAYS §

**Hays County Clerk** 

WHEREAS, Ranch-to-Market (RM) 150 currently is a discontinuous facility, requiring drivers to access a portion of the higher-speed Interstate (IH) 35 frontage road system to continue travel on RM 150 for westbound drivers wishing to access downtown Kyle and other destinations west of IH 35 and for eastbound drivers wishing to access residential developments and other destinations east of IH 35; and

WHEREAS, the proposed realignment of RM 150 from east of IH 35 to Lehman Road would provide a safer facility for the general driving public and local and regional fire, police and emergency services; and

WHEREAS, Hays County has included the proposed RM 150 realignment improvements in the Pass-Through Financing Agreement executed with the Texas Department of Transportation; and

WHEREAS, the citizens of Hays County overwhelmingly approved a bond election in 2008 to fund the Pass-Through Financing Program which includes the proposed RM 150 realignment improvements; and

WHEREAS, the proposed RM 150 realignment improvements are included in the Capital Area Metropolitan Area Planning Organization's Mobility 2035 Long-Range Plan; and

WHEREAS, the realignment of RM 150 east of IH 35 to Lehman Road would improve mobility, connectivity and safety in the regional transportation network; and

WHEREAS, Hays County and the Texas Department of Transportation are required to enter into an Advance Funding Agreement to address provisions for the funding of construction by Hays County of the proposed improvements;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF HAYS COUNTY, TEXAS:

That the Commissioners Court of Hays County does hereby approve the proposed Advance Funding Agreement provided by the Texas Department of Transportation and authorizes the County Judge to execute the Agreement on behalf of Hays County.

#### ADOPTED THIS THE 17<sup>TH</sup> DAY OF JANUARY, 2012

F 1 = 102***	Bert Cobb Hays County Judge	Color Francis	
Debbie Gonzales Ingalsbe Commissioner, Pct. 1		Mark Jones Commissioner, Pct. 2	
Will Conley Commissioner, Pct. 3	1500 1000	Ray Whisenant Commissioner, Pct. 4	
ATTEST:			
Liz O Conzelez			

December 30, 2011

Hays County Contract PT 2005-013-01 RM 150 Realignment CSJ 0805-01-017

The Honorable Albert H. Cobb, Jr. County Judge
Hays County
111 E. San Antonio, Suite 300
San Marcos, Texas 78666

Dear Judge Cobb:

Enclosed for partial execution are two copies of an Advance Funding Agreement required under the Pass-Through Agreement for Payment of Pass-Through Tolls by the Department executed December 20, 2005 to outline the construction responsibilities by TxDOT and the financial responsibilities by the County for the above Project.

The incremental payment request was approved and has been included in the Agreement.

Please sign, date and return both documents to this office for further execution. An executed Agreement will be returned to you for your records.

If you have any questions, please contact me at (512) 832-7050.

Sincerely,

Patricia L. Crews-Weight, P.E.

Director of Design

**Austin District** 

Debbie G. Ingalsbe, County Commissioner, Hays County, Precinct 1
Mark Jones, County Commissioner, Hays County, Precinct 2
Will Conley, County Commissioner, Hays County, Precinct 3
Ray Whisenant, County Commissioner, Hays County, Precinct 4
Donald E. Nyland, P.E., S. Travis Area Engineer, TxDOT
Mike Walker, District Environmental Coordinator, TxDOT
Benjamin Ramirez, Project Controls Engineer, TxDOT
Mike Weaver, Prime Strategies, Inc.

STATE OF TEXAS §
COUNTY OF TRAVIS §

#### LOCAL TRANSPORTATION PROJECT ADVANCE FUNDING AGREEMENT For A

Pass-Through Agreement for Payment
Of Pass-Through Tolls by the Department
Segment Project

**THIS AGREEMENT** is made by and between the State of Texas, acting by and through the Texas Department of Transportation, called the "State", and Hays County, acting by and through its duly authorized officials, called the "Local Government."

#### WITNESSETH

WHEREAS, the Pass-Through Agreement for Payment Of Pass-Through Tolls by the Department (PTT) PT-2005-013-01 executed December 20, 2005 and subsequent Amendments executed May 21, 2008 and August 6, 2009, between the Local Government and the State have been adopted and states the general terms and conditions for this Segment Project; and,

WHEREAS, the Texas Transportation Commission passed Minute Order 111258, authorizing an amendment to the pass-through toll agreement with the County to include improvements on IH 35 and to complete a highway improvement generally described as the realignment of RM 150, hereinafter called the "Project"; and,

WHEREAS, the Governing Body of the Local Government has approved entering into this Agreement by resolution or ordinance dated \_\_\_\_\_\_ which is attached hereto and made a part hereof as Attachment A for construction of the realignment of RM 150 from IH-35 northbound frontage road to CR 204/Lehman Road at the location shown on the Map in Attachment B hereinafter referred to as the Project.

**NOW, THEREFORE,** in consideration of the premises and of the mutual covenants and agreements of the parties, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

#### **AGREEMENT**

#### 1. Period of the Agreement

This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed, and the State and the Local Government will consider it to be in full force and effect until the Project described in this Agreement has been completed and accepted by all parties or unless terminated, as provided for by the PTT, without exception.

#### 2. Scope of Work

The scope of work is the construction of a new alignment of RM 150 from IH 35 northbound frontage road in Kyle east and south to CR 204/Lehman Road as shown on Attachment B.

#### 3. Right of Way and Real Property

Right of way and real property shall be the responsibility of the Local Government as stated in the PTT, without exception.

#### 4. Utilities

Adjustment of utilities will be provided by the Local Government as required and as stated in the PTT, without exception.

#### 5. Right of Access

If the Local Government is the owner of any part of the Project site, the Local Government shall permit the State or its authorized representative access to the site to perform any activities required to execute the work.

#### 6. Environmental Assessment and Mitigation

Environmental assessment and mitigation will be carried out as stated in the PTT, without exception.

#### 7. Architectural and Engineering Services

Architectural and engineering services will be provided as stated in the PTT.

#### 8. Construction Responsibilities

Construction responsibilities will be carried out by the State for this Segment Project as stated in the PTT.

#### 9. Project Maintenance

Project maintenance will be undertaken as provided for in the PTT, without exception.

#### 10. Local Project Sources and Uses of Funds

- A. The State will authorize the performance of only those Project items of work which the Local Government has requested and has agreed to pay for as described in Attachment C, Payment Provision and Work Responsibilities which is attached to and made a part of this contract. In addition to identifying those items of work paid for by payments to the State, Attachment C, Payment Provision and Work Responsibilities, also specifies those Project items of work that are the responsibility of the Local Government and will be carried out and completed by the Local Government, at no cost to the State.
- B. In the event that the State determines that additional funding by the Local Government is required at any time during the Project, the State will notify the Local Government in writing. The Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification.
- C. Whenever funds are paid by the Local Government to the State under this agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation Trust Fund." The check or warrant shall be deposited by the State in an escrow account to be managed by the State. Funds in the escrow account may only be applied by the State to the Project. If, after final Project accounting, excess funds remain in the escrow account, those funds shall be returned to the Local Government.

- **D.** The Local Government is responsible for all project cost overruns, unless otherwise provided for in the PTT.
- E. The State will not pay interest on funds provided by the Local Government. Funds provided by the Local Government will be deposited into, and retained in, the State Treasury.
- F. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Any entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

#### 11. Document and Information Exchange

The Local Government agrees to electronically deliver to the State all general notes, specifications, contract provision requirements, and related documentation in a Microsoft® Word or similar document. If requested by the State, the Local Government will use the State's document template. The Local Government shall also provide a detailed construction time estimate including types of activities and month in the format required by the State. This requirement applies whether the Local Government creates the documents with its own forces or by hiring a consultant or professional provider. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

#### 12. Incorporation of PTT Provisions

This Agreement incorporates all of the governing provisions of the PTT in effect on the date of final execution of this Agreement, unless such PTT provision is specifically excepted in this agreement.

#### 13. Insurance

If this Agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

#### 14. Termination

- **A.** This Agreement may be terminated in the following manner:
  - 1. By mutual written agreement and consent of both parties;
  - 2. By either party upon the failure of the other party to fulfill the obligations set forth in this agreement; or
  - 3. By the State if it determines that the performance of the Project is not in the best interest of the State.
- **B.** If the Agreement is terminated in accordance with the above provisions, the Local Government will be responsible for the payment of Project costs incurred by the State on behalf of the Local Government up to the time of termination.

C. Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due to the Local Government, the State, or the Federal Government will be promptly paid by the owing party.

#### 15. Notices

All notices to either party by the other under this agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to such party at the following addresses:

Local Government:	State:
County Judge	Director of Contract Services
Hays County	Texas Department of Transportation
111 East San Antonio, #300	125 E. 11 <sup>th</sup> Street
San Marcos, Texas 78666	Austin, Texas 78701

All notices shall be deemed given on the date delivered or deposited in the mail. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and the request shall be carried out by the other party.

#### 16. Successors and Assigns

The State and the Local Government each binds itself, its successors, executors, assigns, and administrators to the other party to this agreement and to the successors, executors, assigns, and administrators of such other party in respect to all covenants of this agreement.

#### 17. Amendments

By mutual written consent of the parties, this agreement may be amended prior to its expiration.

#### 18. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

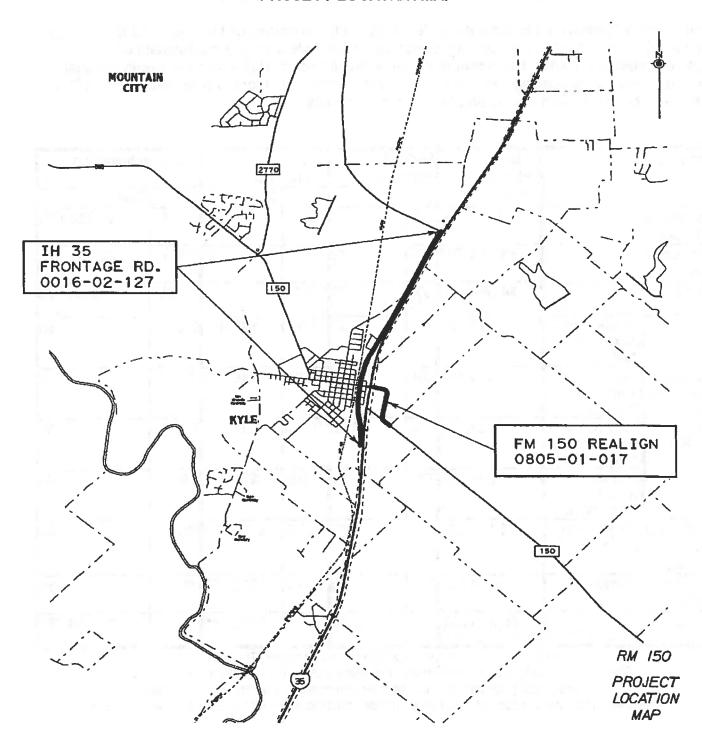
THIS AGREEMENT IS EXECUTED by the State and the Local Government in duplicate.

Signature
Albert H. Cobb, Jr.
County Judge
Hays County
Date
THE STATE OF TEXAS
Janice Mullenix
Director of Contract Services
Texas Department of Transportation
Date

THE LOCAL GOVERNMENT

# ATTACHMENT A RESOLUTION OR ORDINANCE

# ATTACHMENT B PROJECT LOCATION MAP



Page 1 of 1

# ATTACHMENT C PROJECT BUDGET ESTIMATE AND SOURCE OF FUNDS

At least sixty (60) days prior to the date set for receipt of the construction bids the Local Government shall provide one-half (1/2) of its funding share towards the Latest Engineer's Estimate of construction bid item costs. Upon award of the construction contract the Local Government shall remit the balance of its funding share in four (4) equal consecutive monthly payments, by the 5<sup>th</sup> of each month beginning with the month after the receipt of bids.

Description		Estimated	Federal Participation		State Participation		Local Participation	
			%	Cost	%	Cost	%	Cost
Engineering (by Local)		\$750,000	0%	\$0	0%	\$0	100%	\$ 750,000
Construction (by State)		\$3,914,790	0%	\$0	0%	\$0	100%	\$3,914,790
Subtotal		\$4,664,790	0%	\$0	0%	\$0	100%	\$4,664,790
	Environmental Direct State Costs (25%)	\$47,956	0%	\$0	100%	\$47,956	0%	\$0
Preliminary Engineering Direct State Costs = \$191,824	Right of Way Direct State Costs (10%)	\$19,182	0%	\$0	100%	\$19,182	0%	\$0
	Utility Direct State Costs (15%)	\$28,774	0%	\$0	100%	\$28,774	0%	\$0
	Engineering Direct State Costs (50%)	\$95,912	0%	\$0	100%	\$95,912	0%	\$0
Construction Engineering Direct State Costs (by State)		\$191,824	0%	\$0	100%	\$191,824	0%	\$0
Indirect State Costs (7.27%)		\$312,497	0%	\$0	100%	\$312,497	0%	\$0
TOTAL		\$5,360,935		\$0		\$696,145	致智	\$4,664,790

Initial payment by the Local Government to the State: \$0

Payment by the Local Government to the State before construction: \$1,957,395 Estimated total payment by the Local Government to the State \$3,914,790

This is an estimate. The final amount of Local Government participation will be based on actual costs.

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and Possible action to approve a resolution in support of Caldwell County's application to CAMPO for the proposed extensions of RM 150 and Yarrington Road from SH 21 to SH 130					
CHECK ONE: ☐ CONSENT ☐ ACTION ☐ EXECUTIVE SESSION					
□ WORKSHOP □ PROCLAMATION □ PRESENTATION					
PREFERRED MEETING DATE REQUESTED: January 17, 2012					
AMOUNT REQUIRED: None					
LINE ITEM NUMBER OF FUNDS REQUIRED: N/A					
REQUESTED BY: Ingalsbe					
SPONSORED BY: Ingalsbe					
SUMMARY:					
Mike Weaver and I have been meeting with representatives of Caldwell County regarding t					
extensions of RM 150 and Yarrington Road from SH 21 to SH 130.					
Caldwell County's Commissioners Court approved this resolution on December 12, 2011.					
Our counties agree and understand the proposed extensions of RM 150 and Yarrington Rowould improve connectivity, mobility and safety of the traveling public from Interstate 35 to 5					
130.					



#### RESOLUTION OF THE HAYS COUNTY COMMISSIONER'S COURT IN SUPPORT OF CALDWELL COUNTY'S APPLICATION TO CAMPO FOR THE PROPOSED EXTENSIONS OF RM 150 AND YARRINGTON ROAD FROM SH 21 TO SH 130

STATE OF TEXAS ş **COUNTY OF HAYS** 

WHEREAS, Caldwell County has submitted a request to the Capital Area Metropolitan Planning Organization (CAMPO) to include the proposed extensions of Ranch-to-Market (RM) 150 and Yarrington Road from State Highway (SH) 21 to SH 130 in the approved 2035 Regional Transportation Plan; and

WHEREAS, RM 150 and Yarrington Road are both roadways that traverse the Hays County/Caldwell County Line;

WHEREAS, with the opening of SH 130 Segments 5 and 6 in 2012, the proposed extensions of RM 150 and Yarrington Road would improve connectivity from Interstate 35 to SH 130; and

WHEREAS, the proposed extensions of RM 150 and Yarrington Road would improve the roadway network serving ongoing and anticipated development in the region and enhance mobility and safety of the traveling public;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF HAYS COUNTY, **TEXAS:** 

That the Commissioners Court of Hays County, Texas supports Caldwell County's request that CAMPO include the proposed extensions of RM 150 and Yarrington Road in the approved 2035 Regional Transportation Plan.

AND BE IT FURTHER RESOLVED BY THE COMMISSIONERS COURT OF HAYS COUNTY, TEXAS: Of our support of Caldwell County's Application to CAMPO for the Proposed Extensions of RM 150 and Yarrington Road from SH 21 to SH 130.

ADOPTED THIS THE 17th DAY OF JANUARY, 2012

g e lagra e e e e e e e e e e e e e e e e e e e	Bert Cobb Hays County Judge	
Debbie Gonzales Ingalsbe Commissioner, Pct. 1		Mark Jones Commissioner, Pct. 2
Will Conley Commissioner, Pct. 3		Ray Whisenant Commissioner, Pct. 4
ATTEST:		
Liz Q. Gonzalez Hays County Clerk		

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to authorize the County Judge to execute an amendment to the Interlocal Agreement between Hays County and the City of Kyle regarding improvements to RM 150, east of IH-35.

TYPE OF ITEM: ACTION

PREFERRED MEETING DATE REQUESTED: January 17, 2012

AMOUNT REQUIRED: N/A - Already Budgeted

LINE ITEM NUMBER OF FUNDS REQUIRED:

**REQUESTED BY: JONES** 

SPONSORED BY: JONES/INGALSBE

SUMMARY: Negotiations between the City of Kyle and Hays County have yielded some modifications to the existing Interlocal Agreement related to improvements on FM 150. The amendment would result in the limitation of the project to FM 150, excluding IH-35 frontage roads, and would call for the City to participate, *pro rata*, in project savings or project overages.

# 1st AMENDED AND RESTATED INTERLOCAL AGREEMENT BETWEEN HAYS COUNTY AND CITY OF KYLE (FM 150)

COUNTY OF HAYS §	mentarohi "
This 1st Amended and Restated Interlocal Agreement (the "AgreementAmended	Formatted: Superscript
Agreement") is entered into as of this day of, 2011, by and	
between Hays County, a political subdivision of the State of Texas (the "County") and the City	and at their formers
of Kyle, a political subdivision of the State of Texas (the "City") (collectively, the "Parties").	10 19 19 19 19 19 19 19 19 19 19 19 19 19
The original Interlocal Agreement between the Parties and related to this matter, which was	
executed on or about August 18, 2009, is hereby replaced and restated by this Amended	
Agreement.	
RECITALS	
RECITALS	
WHEREAS, V.T.C.A., Government Code, Chapter 791, cited as the Texas Interlocal	Formatted: Font: Bold
Cooperation Act, provides that any one or more local governments may contract with each other	
for the performance of governmental functions or services for the promotion and protection of	are County Property
the health and welfare of the inhabitants of this State and the mutual benefit of the parties; and	
그 그리고 그렇게 되고 있다. 그 그 그리고 하는 사람들이 되었다면 하는 것이 없는 사람들이 되었다고 있다면	TOTAL MARKET SELECTION
WHEREAS, the County has entered into a Pass-Through Financing Agreement (the	Formatted: Font: Bold
"Agreement") with the Texas Department of Transportation ("TxDOT") to construct a	taken dali kale terapakan dalah
southbound frontage road between FM 1626 (Kyle Parkway) and RM 150, including the	
construction of new ramps and a realignment of RM 150 (collectively, the "RM 150 Project");	
and	
WHEREAS, the City desires to participate with the County in the funding of the RM 150	Formatted: Font: Bold
Project; and	Asi Nosay I, Santoso
The second of th	
Now NOW THEREFORE, therefore, in consideration of the mutual covenants and	Formatted: Font: Bold
agreements herein contained, the City and the County agree as follows:	
The state of the s	· Classification Additional Pro-
A. 193	it Aug Villes proteins
TERMS AND CONDITIONS	
1 Product Description	THE ALL PRINTS IN THE PARTY.
1. Project Description.	Tot because of man
1.1 The Project. The RM 150 project consists of the completion of the southbound	
frontage road between FM 1626 (Kyle Parkway) and improvements on RM 150, including	
1 Tomage road between 1 w 1020 (Kyte i arkway) and improvements on Kw 150, metuding	
new rampseast of IH-35 within the project limits depicted in Exhibit "A". Additionally,	

expenditures. The City shall pay the difference to the County within Sixty (60) days of such written notification.

2.2

Formatted: Indent: Left: 0.5", No bullets or

2.5 Removal of Utilities Improvements. The Parties agree that, should the primary landowner associated with right-of-way acquisition for this project not agree to a donation or bargain sale of the right-of-way property, then the specified utility and drainage improvements that would otherwise facilitate development of that landowner's property may be removed from project specifications and the Project Costs may be reduced to reflect that change in specifications.

Formatted: Font: Not Bold

В.

#### MISCELLANEOUS PROVISIONS

- 1. Execution. This Agreement Amended Agreement may be simultaneously executed in any number of counterparts, each of which will serve as an original and will constitute one and the same instrument.
  - 2. <u>Governing Law.</u> This Agreement Amended Agreement will be governed by the Constitution and laws of the State of Texas.
  - 3. <u>Successors and Assigns.</u> The assignment of this Agreement<u>Amended Agreement</u> by either Party is prohibited without the prior written consent of the other Party.
  - 4. <u>Headings.</u> The captions and headings appearing in this Agreement<u>Amended Agreement</u> are inserted merely to facilitate reference and will have no bearing upon its interpretation.
  - 5. <u>Partial Invalidity.</u> If any of the terms, covenants or conditions of this Agreement<u>Amended Agreement</u>, or the application of any term, covenant, or condition, is held invalid as to any person or circumstance by any court with jurisdiction, the remainder of this Agreement<u>Amended Agreement</u>, and the application of its terms, covenants, or conditions to other persons or circumstances, will not be affected.
  - **Maiver.** Any waiver by any party of its rights with respect to a default or requirement under this AgreementAmended Agreement will not be deemed a waiver of any subsequent default or other matter.
- 7. <u>Amendments.</u> This Agreement Amended Agreement may be amended or modified only by written agreement duly authorized and executed by the duly authorized representatives of the Parties.

WITNESS WHEREOF, the Parties hereto have caused this instraid attested in duplicate by their duly authorized officers, as of the Eff	
AYS COUNTY	
y:  Honorable <u>Judge</u> Bert Cobb, <u>M.D.</u>	
County Judge	Formatted: Indent: First line: 0.5"
ate:	
YOU OF YAY F TOWAR	
ITY OF KYLE, TEXAS	
y:	
Lanny Lambert, City Manager	Formatted: Indent: Left: 0.5"
	cases and the second of the
ate:	
	Formatted: Centered

#### Exhibit "B"

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

### Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to approve increasing the not-to-exceed fee and compensation cap on the HNTB Professional Service Agreement in accordance with the Work Authorization No. 7 design fee for necessary additional services on the RM 12 / RM 32 project in Precinct 3.

TYPE OF ITEM: Discussion / Approval

PREFERRED MEETING DATE REQUESTED: January 17, 2012

**AMOUNT REQUIRED: \$50,185** 

LINE ITEM NUMBER OF FUNDS REQUIRED: 2008 Road Bond Program

REQUESTED BY: Pct. 3 Commissioner Will Conley

SPONSORED BY: Pct 3 Commissioner Will Conley

#### SUMMARY:

The RM 12 intersection with RM 32 project was identified as a key project in Precinct 3 as part of the 2008 Priority Road Bond Program. Currently, the project is nearing completion of construction.

As project construction has progressed it has become apparent that the addition of safety lighting and a warning beacon at the intersection would significantly enhance the overall safety of the project to the travelling public. The addition of the safety lighting and warning beacon will be issued as a change order to the on-going construction project.

In addition, due to PEC expanding the substation near Packsaddle Pass after the project designs had been completed, some additional coordination and modification to their driveways is required to revise grades permitting service vehicles adequate access to the expanded facility.

These services are included in Work Authorization No. 7 for an amount not-to-exceed \$50,185.00. These added services will increase the HNTB fee beyond the Professional Services Agreement fee cap thereby necessitating a supplement to the Agreement to increase the cap to \$2,100,000.00.

Supplemental Agreement No. 1 to the Professional Agreement and Work Authorization No. 7 are attached for the Court's approval.

Funds are available within the project's bond program budget.

The state of the s
<b>DESCRIPTION OF Item:</b> Discussion and possible action to approve increasing the not-to-exceed fee and compensation cap on the HNTB Professional Service Agreement in accordance with the Work Authorization No. 7 design fee for necessary additional services on the RM 12/RM32 project in Precinct 3.
PREFERRED MEETING DATE REQUESTED: January 17, 2011
COUNTY AUDITOR
AMOUNT: \$50,185
LINE ITEM NUMBER: 2008 road bond program
COUNTY PURCHASING GUIDELINES FOLLOWED: Yes
PAYMENT TERMS ACCEPTABLE: Yes
COMMENTS:
algunda a barrofrag malvesigas aldoving mungarenga ora (na rugas dibom to tita W. 18.1 m.).  The control of the forest forms a ball alexades as a control of the control of
Bill Herzog
Lore of the greatest destruction with the control of the control o
Not standings - a family and beginning and disable and a disable of
SPECIAL COUNSEL
SI ECIAL COUNSEL
CONTRACT TERRAL ACCUPATA DI E
CONTRACT TERMS ACCEPTABLE:
COMMENTS:
Land to the Maria Service and Control of the Contro
COUNTY JUDGE
Signature Required if Approved
DATE CONTRACT SIGNED:

#### WORK AUTHORIZATION NO. 7

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of the Agreement entered into by and between Hays County, Texas, a political subdivision of the State of Texas, (the "County"), and HNTB Corporation (the "Engineer").

- Part 1. The Engineer will provide engineering and construction phase services required for the preparation of plans and specifications for the addition of safety lighting and signals at the intersection of RR 12 and RM 32 in Hays County. The addition of the safety lighting and signals will be issued as a change order to the ongoing RR 12 / RM 32 construction project. In addition, the Engineer will also provide utility coordination for any roadway or driveway modifications to the Pedernales Electric Company substation located near the intersection of Packsaddle Pass and RR 12.
- Part 2. Without modification, the maximum amount payable for services performed under this Billing Rates Work Authorization is \$50,185. A fee schedule used to establish the maximum amount payable is attached hereto as Attachment D1. The Engineer may alter the compensation distribution between individual phases, tasks or work assignments to be consistent with the Services actually rendered, within the total amount. The billing rates and classifications are attached hereto as Attachment D2.

The Client and Engineer both recognize that additional effort will be required to complete the services listed in Attachment B of this Work Authorization, listed as Additional Services. This additional effort will be addressed and executed in future Work Authorizations.

- Part 3. Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with the Agreement.
- Part 4. This Work Authorization shall become effective on the date of acceptance of the parties hereto and shall terminate April 30, 2012, unless extended by a Supplemental Work Authorization.
- Part 5. This Work Authorization does not waive the parties' responsibilities and obligations provided under the contract.

Part 6. This Work Authorization in hereby accepted and acknowledged below.

ENGINEER: HNTB Corporation		COUNT Hays Co	Y: unty, Texas	
By: Kish K. K.	y	Ву:	Signature	
Richard L. Ridings, RPLS, Printed Name	P.E.	ope of the second	Printed Name	
Vice President Title	5.4	rc <u>-1</u>	Title	
//5//>		<u> </u>	Date	

### LIST OF ATTACHMENTS

Attachment A - Services to be Provided by the County

Attachment B - Services to be Provided by Engineer

Attachment C - Work Schedule

Attachment D1 - Fee Schedule

Attachment D2 - HNTB Rates and Classifications

## ATTACHMENT A

## SERVICES TO BE PROVIDED BY THE COUNTY

In addition to the services listed in the Agreement, the County will provide the following services:

- 1. Furnish a Project Manager to coordinate all aspects of the project.
- 2. Furnish all reference documents, information and project data for the development of the project.
- 3. Provide traffic counts and warrant study for the project intersection.
- 4. Provide coordination with adjacent property owners.

### ATTACHMENT B

#### SERVICES TO BE PROVIDED BY ENGINEER

### **SCOPE OF SERVICES**

The services to be performed by Engineer under this Work Authorization shall include the preparation of plans and specifications for the addition of safety lighting and signals at the intersection of RR 12 and RM 32 in Hays County. The addition of the lighting and signals prepared as part of this Work Authorization will be issued as a change order to the current RR 12/RM 32 construction project. In addition, the Engineer will also provide utility coordination for any roadway or driveway modifications into the Pedernales Electric Company (PEC) substation located near the intersection of Packsaddle Pass and RR 12.

### **Project Description**

The realignment of RR 12 to create a T-Intersection at RM 32 is currently under construction and is nearing completion. The public has recently expressed concerns regarding the visibility of the roadway at night. The proposed project will add safety illumination on the three approaches to the intersection and add a traffic signal at the intersection to help improve visibility and safety of the intersection.

#### Work includes:

#### I. Project Management Coordination

- A. Attend four (4) Project Coordination Meetings with TxDOT.
- B. Coordinate the design with TxDOT, Hays County, and others as needed.
- C. Provide Project Administration Coordination.
  - 1. Prepare agreements, work release orders, review invoices, etc.
  - 2. Prepare Monthly Progress Reports and submit with invoices.
  - 3. Monthly HNTB Project Review

#### II. Utility Coordination

- A. Attend three (3) Utility Coordination Meetings with PEC.
- B. The Engineer will prepare necessary exhibits, as needed, to expedite PEC approval.
- C. Review PEC facilities and help establish solutions for conflicts with RR 12 infrastructure.

#### III. Plans, Specifications, & Estimate (PS&E) Preparation

### ATTACHMENT B

The Engineer will develop a PS&E package that is easy to understand and TxDOT Standard Sheets will be used to minimize plan development work. All plan sheets will be uniform in type, quality and will be 11" x 17" in size. If required, attend TxDOT plan reviews at the 90% and 100% stages of completion. The following plan sheets will be developed:

- Title Sheet (to include Index of Sheets)
- Illumination Layout Sheet
- Signal Layout Sheets
- General Notes / Quantity Sheets
- Traffic Control / Sequence of Construction
- Storm Water Pollution Prevention Plan (SW3P)
- Latest TxDOT Standards
- Estimate & Quantity
- QA/QC activities

Provide specifications, special specifications, special provisions, and general notes (as needed) to specify the work required by the contractor. Use TxDOT specifications, when available, to minimize specification development costs.

#### Deliverables:

- 90% Plans and Specifications (5 copies);
- 100% Plans and Specifications (5 copies);
- Final Submittal; sign and sealed Mylars;
- Complete PS&E in PDF format

#### IV. Construction Phase Services

- A. The Engineer will respond to a maximum of five (5) RFI's on the project.
- B. The Engineer will review and approve submittals and shop drawings for general conformance with contract plans and specifications, as needed.
- C. The Engineer will attend four (4) construction coordination meetings with the Contractor to verify conditions in response to Contractor questions.
- D. The Engineer will provide general coordination with TxDOT, Hays County, Utility Companies and the Contractor during construction.

## ATTACHMENT B

## ADDITIONAL SERVICES (Not Included In This Proposal)

- 1. Traffic Counts / Data
- 2. Signal Warrant Study
- 3. Surveying
- 4. Geotechnical Investigation or Reports
- 5. Environmental or Public Involvement Services
- 6. Services resulting from significant changes in the general scope, extent, or character of the project or scope of work, and revising previously accepted studies, reports, design documents, or contract documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes, or orders enacted subsequent to the preparation of such studies, reports, or documents, or are due to any other causes beyond HNTB's control.
- 7. Any services not specifically stated in this proposal.

## ATTACHMENT C

## WORK SCHEDULE

The work to be performed by Engineer under this Work Authorization shall be completed in a timely manner. The Engineer will make efforts to adhere to the following milestone dates on the project:

- 1. NTP January 10, 2011
- 2. 90% PS&E Submittal January 20, 2012
- 3. TxDOT Review January 23, 2012 thru January 27, 2012
- 4. 100% PS&E Submittal February 3, 2012
- 5. Mylar Submittal –February 10, 2012
- 6. Utility Coordination (January 10, 2011 April 30, 2012)
- 7. Construction Coordination (February 10, 2012 April 30, 2012)

					1								200		3	200										
IASK DESCRIPTION	1000	PROL	EN PROJ	MGR PROJECT	35	SH ENO	PHCH N	DICHE CACHE DICHE	DOCE		8 25 8	R R	200	SAENV E	P. M.	N I	STR COM	MANAGE CONSTR CONSTR CONSTR R MANAGE MARKET MEN	3 1	3	3	BUSINESS HOR	PROJACIMEN	MAN CLER		TOTAL
- Table 1	1	"		A	E		-	2					.	.			.				ľ			,		Ā
Server Hills and		1		A	ı			-	ŀ		1.	1.									ľ		_	Z		PA PA
STATE STATES	13400	124.00 \$272.00	224.00	3	7	3152.00	STABELL	813000	BI MS	2000	8 0000	210 02 51	DALONS DALTE DALINE SPANN SZENOM TING OD SINDAN STANDS CONNECT DALINE CONTROL OF SINDANDS	18.00 %	22	3,00	200 \$100	100 STL	2,005.0		548.00 577.00	007511.5		\$102.00 \$71.00	8	
TOTALLABOR	B	3					\$1,104	SR.MS	я	8	2	Ø	2	2	a	2	a	я	2	2	2	2	55 0645	22,448	2 02	46,708.00
						11	Total														11			HATTE Subsemb	16	MIOT PRE
TOTALS. BURGERANG BURTOTAL EXPENSES						報報	49,736.00			- 1				[0]	1							9047	2 49,774.00		8 3	44.704.00 44.774.00 64.774.00 64.744.00
JOSTOFALS			J																			_	-			
ENGINEERING																								SEDMENT COST 8	# E	44,706,06
Poug Management		î		7	1				-			.			.	$\ $								Ζ,		3 2
Control Name Services  Control Services  Control Services  Control Services  Control Services					PES			CE		-	-	.  .		. .												2 5
10741.81		1	1	R	Ē			R	1	1									'					,		ā

MATE 14/2

Hays County RM 12 at RM 32

ATTACHMENT D1 HNTB FEE Scheduie Type 08 Billing Rates

Hays County RM 12 at RM 32

		L							Laber Cisesifications	Ocadens								
•		ō	8	PROJ PRINC	SR PRO	PROJ MOR	DEP PROJ	SA ENO	ENGR IV	ENGR IN	ENGR 0	# <b>1</b>	3	BUSINESS	PROJ ADIAIN	ADMIN!		
			2348.00	\$772.00	\$254.00	\$189.00	-	\$152.00	5138.00	\$120.00	\$94.00	\$106.00	248.00	_	\$102.00	\$71.00		
TASK DESCRIPTION SH	NO.OF SHEETS	S S S S S S S S S S S S S S S S S S S	-														TOTALS	COST
States Hannaham	T	CHIERO	T			Ī												
Reind Machin	T	-													1		0	
Amend Four (4) Dealer Review Medings						12	12								1	1	1	4 744
Coordinator with TsDOT, Nava Ceuchy, etc.						3						1	1			1	9	1,086
Preject Attranscration				2		2	7				1	1	1		2	1	27	4,000
							1	1	1	1	1	ļ	1	ľ	75		1	9.436
SUBTOTAL	0	0	•	~			-	,	,	1	†		ļ	1				
Unitary Coordination							1	1	1	1	1	1	1	1			T	2 479
Attent three (3) Utity Combuston Meetings												1	1	1				2000
Pacase Exhibits for PEC Approval							~				1	1				1	Ī	
Co. Law P.C. Capition to Conflicts and Provide Solution		-				0	-			•						1	200	7.07
	-																	-
CHRYOTAL	t	ŀ	٥		0		91	0	0	29	9	0	0	0	0	٥	7	3,722
	1	t																
Construction Phase Sawtoes	1	t	1			İ	1					-					\$ \$	619
Respired to a Maritment of D MP18	t	t	1	T													S.	615
Revisor and Approve Shop Drawings	1	1	1		1		1	1	İ	1							34 8	4344
About Four (4) Construction Countinuiton Mostings						2	2			1	1	1	İ		İ	I		
Goneral Construction Coordination						1		1	1	1	1	1	1	T		t		
										-	1			I	×	1	-	1,671
SUBTOTAL		0		0	0	16	9	0	0			-	•	1	,	,		
Otto per Course and Published					3333				76			1	1		-	1	1	2000
The first of the last of the l	-						-1			-						1	7	
	-						2			12							27	200
Marketon Liver Street		t					3			34							1	
Storal Leffox Bridge	t	t	İ				18			-		188		The Real			28	
	1	t	t				-										22	
MANAGERO	1	t	1						-	,							13 5	
	-	1	1	1			1										8 8	1,122
Standards	7	1	1			1	1	1	1	-		-					13 8	2.076
1		1	1	1	1	Ì	t	ľ	•					٥	°	°	\$ 091	26,474
	53	0	0	•	-		1	1	†	+	1	1	1					
TOTAL SHEETS	7							١	1	t	1	ļ	ļ	ľ	1	¢	97.5	
TOTAL HOURS			H	2		20	2	- 1		67	t		1	2000	2000	273.00		
BASE RATE			8348.00	\$272.00	3254.00	\$189.00	5163.00	\$152.00	\$136.00	8120 00	28.8	\$100.00	200.00	3143.00 a 104.00	Walle of		2 00 MAY 84 B	49 706
TOTAL LABOR		*	۲	8		\$ 7.761.00	5 28,109.00 1	-	1,104.00	8,360.90 S	١	1	1	Tarres .	2000			١
BERCENT OF YOTAL		1			\$400	12.0%	53.1%	9.60	4,812 9187	46.62	\$ 0°C	0.0%	200	200	7.6%	OCE		
	AME	SEE	TOTAL	SFI														
	_	-				COST/Estim		,										
ORECT EXPENSES ITEM M	Miss			SET	CNIT	278	110	Cost							:			
The state of the s	,				5													
	,			l	150	5												
Color no Figure	19	-	7		SAGET	\$ 4.PK	<u>o</u>	174										
		152	945		SPEET		645 S	120										
770 770 770 770 770 770 770 770 770 770		0			SHEET			•										
		0			SHEET		2											
C. M. S. S. S. S. S. S. S. S. S. S. S. S. S.		6	1		ROLL													
	ţ		900		MARE		202	176										
	1	+	İ															
Total Direct Expenses	1	1	١	1				T				The second second						
	1	١																
		١						1									2016 E-8 - 10 10 10 10 10 10 10 10 10 10 10 10 10	100
							1	1										200
															DIRECT	DIRECT EXPENSES S	8 479	
Total Subconsultant Expense																	l	
I Dreat and Comment of Parish	١	١								2000								

Expenses will be at cost, receipts will be attached to monthly knyolos.

TOTAL COST \$ 50,165

## Agenda Item Request Form

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

## Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205

of Governments (CA	PCOG) Clean Air Co	•	
ones as the alternate	,		
	- PP-W		
CONSENT X A	ACTION EXECU	TIVE SESSION	
WORKSHOP	PROCLAMATIO	N PRESENTATION	1
TING DATE REQU	JESTED: 1/17/12		
ED:		981	
ER OF FUNDS RE	QUIRED:		
OBB			
	CONSENT X A WORKSHOP TING DATE REQUED: ER OF FUNDS RE	CONSENT X ACTION EXECUTIVE PROCLAMATION OF THE	CONSENT X ACTION EXECUTIVE SESSION  WORKSHOP PROCLAMATION PRESENTATION  TING DATE REQUESTED: 1/17/12  ED:  ER OF FUNDS REQUIRED:

## Agenda Item Request Form

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

## Request forms are due in the County Judge's Office

no later than <u>2:00 p.m.</u> on <u>WEDNESDAY</u>. Phone (512) 393-2205 Fax (512) 393-2282

AGENDA ITEM: Discussion and possible action to extend and add scope to the current consulting contract with Michael Aulick & Associates and amend the budget accordingly.
CHECK ONE: $\Box$ CONSENT $\times \Box$ ACTION $\Box$ EXECUTIVE SESSION
☐ WORKSHOP ☐ PROCLAMATION ☐ PRESENTATION
PREFERRED MEETING DATE REQUESTED: January 17, 2012
AMOUNT REQUIRED: \$20,000
LINE ITEM NUMBER OF FUNDS REQUIRED: 5351 to 5448
REQUESTED BY: Jerry Borcherding
SPONSORED BY: COBB
SUMMARY:
Additional Scope of Work
1. Complete necessary TxDOT and CAMPO administrative implementation actions for Hays County projects approved for federal and stat
funding in 2011.
2. Pursue funding for other transportation projects, including those submitted to CAMPO that were not funded in 2011.
3. Serve as Hays County's representative on the CAMPO Technical Advisory Committee.
4 Attend CAMPO Board and Technical Advisory Committee meetings as warranted in order to advise Hays County on funding opportunities an
other matters of importance to Hays County.
5. Review CAMPO and TxDOT analysis of roadways affecting Hays County, e.g. SH 45(SW).
6. Review CAMPO process and analysis produced in preparation for the CAMPO 2040 Plan to be adopted by 2015, including regional
significant roadway designation and air quality improvement plans.
7. Provide technical analysis on programs and ordinances to improve the transportation system in Hays County.
8. Meet with Have County Commissioners and staff to provide information and advice on CAMPO. TyDOT and other transportation matters

9. Provide other services as directed by the Hays County Transportation Director.

DESCRIPTION OF Item: Discussion and possible action to extend and add scope to the current consulting contract with Michael Aulick & Associates.
PREFERRED MEETING DATE REQUESTED: January 17, 2011
COUNTY AUDITOR
response and response
AMOUNT: \$20,000
LINE ITEM NUMBER: 020-710-00.5351 to .5448
COUNTY PURCHASING GUIDELINES FOLLOWED: N/A
PAYMENT TERMS ACCEPTABLE: N/A
COMMENTS: See budget amendment.
Bill Herzog
SPECIAL COUNSEL
CONTRACT TERMS ACCEPTABLE:
COMMENTS:
COUNTY JUDGE
Signature Required if Approved
DATE CONTRACT SIGNED:

# FUND NO. 020 FUND TITLE: ROAD & BRIDGE GENERAL

11		Appropriation before	Amen	dment	Appropiation
Line Item Expenditure	_	Amendment	Increases	<u>Decreases</u>	as <u>Amended</u>
Road Operations (710): 020-710-00.5448 008					HE HEE
020-710-00.5351	Contract Svcs-Consultant Materials	1,078,476 2,032,051	20,000	(20,000)	1,098,476 2,012,051

Transfer for contract with Michael Aulick & Assoc.

## Agenda Item Request Form

# Hays County Commissioners' Court

9:00 a.m. Every Tuesday

## Request forms are due in the County Judge's Office

no later than 2:00 p.m. on WEDNESDAY. Phone (512) 393-2205

		•	·	
AGENDA ITEM: Execut	ive Session purs	suant to Section	ons 551.071 and	551.072 of the Texas Government
				ase, exchange, or value of real
property related to the r				
1 1 7	С 1		,	1 1
CHECK ONE:	CONSENT	ACTION	X EXECUTIV	E SESSION
	WORKSHOP	PROC	LAMATION	PRESENTATION
PREFERRED MEET	ING DATE RI	EQUESTED:	1/17/12	
AMOUNT REQUIRE	ED:			
LINE ITEM NUMBE	R OF FUNDS	REQUIRED		
		_		
REQUESTED BY:				
SPONSORED BY: Co	obb			
DI GREGORED DIT C				
l				

enach is application of the ex-

am valida serindiken maad ka maalide pulid

the control of the co

The Later Control

and the second of the second o

to the second of

Thetas by Transit Con. The