


17,221 (2)

FILED FOR RECORD
at 1:30 o'clock P M

JAN 25 2022

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By 



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-357916-44561.715SM

Issued: 12/31/2021

Quote Expiration: 02/15/2022

EST Contract Start Date: 03/15/2022

Account Number: 112500

Payment Terms: N30

Delivery Method: Fedex - Ground

SHIP TO	BILL TO
Hunt County Sheriff - TX 2801 Stuart St Greenville, TX 75401-4889 USA	Hunt County Sheriff - TX PO Box 1097 Greenville, TX 75403-1097 USA Email: boxford@huntcounty.net

SALES REPRESENTATIVE	PRIMARY CONTACT
Sean Maher Phone: Email: smaher@axon.com Fax:	William "Buddy" Oxford Phone: (903) 453-6800 Email: woxford@huntcounty.net Fax:

Program Length	60 Months
TOTAL COST	\$178,674.59
ESTIMATED TOTAL W/ TAX	\$178,674.59

Bundle Savings	\$27,556.20
Additional Savings	\$17,671.11
TOTAL SAVINGS	\$45,227.31

PAYMENT PLAN		
PLAN NAME	INVOICE DATE	AMOUNT DUE
Year 1	Feb, 2022	\$178,674.59

Quote Details

Bundle Summary

Item	Description	QTY
AB3C	AB3 Camera Bundle	30
AB3MBD	AB3 Multi Bay Dock Bundle	3
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3
BWCamTAP	Body Worn Camera TAP Bundle	30
BasicLicense	Basic License Bundle	15
ProLicense	Pro License Bundle	19
DynamicBundle	Dynamic Bundle	1

Bundle: AB3 Camera Bundle Quantity: 30 Start: 3/15/2022 End: 3/14/2027 Total: 19082.7 USD

Category	Item	Description	QTY
Camera	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	30
Camera Mount	74028	WING CLIP MOUNT, AXON RAPIDLOCK	33
USB	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	33

Bundle: AB3 Multi Bay Dock Bundle Quantity: 3 Start: 3/15/2022 End: 3/14/2027 Total: 4201.2 USD

Category	Item	Description	QTY
Dock	74210	AXON BODY 3 - 8 BAY DOCK	3
Power Cord	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	3
Wall Mount	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	3

Bundle: Body Worn Camera Multi-Bay Dock TAP Bundle Quantity: 3 Start: 3/15/2022 End: 3/14/2027 Total: 4832.1 USD

Category	Item	Description	QTY
Dock Warranty	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	3
Multi-Bay Dock Refresh 1	73689	MULTI-BAY BWC DOCK 1ST REFRESH	3
Multi-Bay Dock Refresh 2	73688	MULTI-BAY BWC DOCK 2ND REFRESH	3

Bundle: Body Worn Camera TAP Bundle Quantity: 30 Start: 3/15/2022 End: 3/14/2027 Total: 45864 USD

Category	Item	Description	QTY
Camera Warranty	80464	EXT WARRANTY, CAMERA (TAP)	30
Camera Refresh 1 with Spares	73309	AXON CAMERA REFRESH ONE	31
Camera Refresh 2 with Spares	73310	AXON CAMERA REFRESH TWO	31
Spare Camera Warranty	80464	EXT WARRANTY, CAMERA (TAP)	1

Bundle: Basic License Bundle Quantity: 15 Start: 3/15/2022 End: 3/14/2027 Total: 12285 USD			
Category	Item	Description	QTY
E.com License	73840	EVIDENCE.COM BASIC LICENSE	15
A La Carte Storage	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	15

Bundle: Pro License Bundle Quantity: 19 Start: 3/15/2022 End: 3/14/2027 Total: 40458.6 USD			
Category	Item	Description	QTY
E.com License	73746	PROFESSIONAL EVIDENCE.COM LICENSE (Formerly SKU 73746)	19
A La Carte Storage	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	57

Bundle: Dynamic Bundle Quantity: 1 Start: 3/15/2022 End: 3/14/2027 Total: 51950.99 USD			
Category	Item	Description	QTY
Other	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	30
Other	73680	RESPOND DEVICE PLUS LICENSE	30
Other	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	800
Other	85144	AXON STARTER	1

INDIVIDUAL ITEMS			
Category	Item	Description	QTY

Item	Description	QTY	Delivery/ Start	End Date	List Price	Tax	Net Price	Total(USD)
AB3C	AB3 Camera Bundle	30	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
AB3MBD	AB3 Multi Bay Dock Bundle	3	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
BWCamMBDT AP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
BWCamTAP	Body Worn Camera TAP Bundle	30	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
BasicLicense	Basic License Bundle	15	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
ProLicense	Pro License Bundle	19	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
DynamicBundle	Dynamic Bundle	1	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00

73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	30	02/15/2022	03/14/2027	\$699.00		\$836.09	\$19,082.70
74028	WING CLIP MOUNT, AXON RAPIDLOCK	33	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	33	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
74210	AXON BODY 3 - 8 BAY DOCK	3	02/15/2022	03/14/2027	\$1,495.00		\$1,360.45	\$4,081.35
71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	3	02/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	3	02/15/2022	03/14/2027	\$43.90		\$39.95	\$119.85
80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	3	02/15/2022	03/14/2027	\$21.00		\$7.43	\$1,336.65
73689	MULTI-BAY BWC DOCK 1ST REFRESH	3	08/15/2024	03/14/2027	\$1,610.00		\$569.31	\$1,707.94
73688	MULTI-BAY BWC DOCK 2ND REFRESH	3	02/15/2027	03/14/2027	\$1,685.00		\$595.84	\$1,787.51
80464	EXT WARRANTY, CAMERA (TAP)	30	02/15/2022	03/14/2027	\$11.67		\$7.69	\$13,841.99
73309	AXON CAMERA REFRESH ONE	31	08/15/2024	03/14/2027	\$755.00		\$497.51	\$15,422.82
73310	AXON CAMERA REFRESH TWO	31	02/15/2027	03/14/2027	\$790.00		\$520.57	\$16,137.79
80464	EXT WARRANTY, CAMERA (TAP)	1	02/15/2022	03/14/2027	\$11.67		\$7.69	\$461.40
73840	EVIDENCE.COM BASIC LICENSE	15	03/15/2022	03/14/2027	\$15.00		\$13.85	\$12,285.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	15	03/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
73746	PROFESSIONAL EVIDENCE.COM LICENSE (Formerly SKU 73746)	19	03/15/2022	03/14/2027	\$39.00		\$35.49	\$40,458.80
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	57	03/15/2022	03/14/2027	\$0.00		\$0.00	\$0.00
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	30	02/15/2022	03/14/2027	\$31.30		\$28.48	\$854.49
73680	RESPOND DEVICE PLUS LICENSE	30	03/15/2022	03/14/2027	\$19.00		\$17.29	\$31,122.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	800	03/15/2022	03/14/2027	\$0.40		\$0.36	\$17,472.00
85144	AXON STARTER	1	03/15/2022	03/14/2027	\$2,750.00		\$2,502.50	\$2,502.50
							Total	\$178,674.59

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:


This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.


Signature
12/31/2021

1-25-2022
Date Signed

17,221 (3)



Houston, TX
9824 Whithorn Drive
Houston, Texas 77095
P: (800) 708-6423
www.vistacomtx.com

Remit, Sales and Support

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JAN 25 2022

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By 

Oklahoma City, OK
4200 Perimeter Center Drive, Suite 140
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Sales and Support

We have prepared a quote for you

**Hunt County Sheriff's Office | Eventide DX Recorder
Upgrade Quote**

Quote # HOU004041

Version 1

Tuesday, January 11, 2022

Hunt County Sheriff's Office
Virginia Henderson
2801 Stuart
Greenville, TX 75401
vhenderson@huntcounty.net

Dear Virginia,

Thank you for allowing Vista Com to prepare a quotation for you recording solution. Vista Com has over a 25 year history of providing public safety recording solutions throughout the region. We partner with the best OEM's in the industry to delivery the latest technology to you and we back the solution with local support and factory engineering.

Within this quotation you will find three key areas that describe the solution.

- Hardware - this is the physical components to be installed at your site.
- Software - each solution requires software that is licensed to you for your recorder.
- Services - items that are one time charges and represent labor and support for your solution.

The link details all areas of your quotation that we have designed for you. This quotation is based upon given facts and knowledge of your requirements passed to us by you and your organization. As such if we determine that the environment is different than what we have designed we will promptly edit the proposal for your presentation.

Important Note - the point at which the recorder equipment connects to the customer equipment is referred to as the demarcation point. The customer and/or its vendors are responsible for any required connections to this demarcation point such as cabling, equipment programming, or equipment relocation.

If you approve of this quotation please indicate so within the link. By accepting this quotation you represent your authorization of your entity and legally bind your agency to the terms of this sales contract.

Kind Regards,

Robin Clevenger

Robin Clevenger
Regional Sales Manager
Vista Com



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Oklahoma City, OK 73112
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Disclosures

All order cancellations are subject to a 35% restocking charge once order has been placed. Your solution is custom built for your environment. Vista Com will make every attempt to modify changes once purchase has been placed however the customer is ultimately responsible for any financial implications for order changes after the order is placed.

Solution Design - we make every attempt to ensure the attached quote is exact and matches your requirements. Please pay special attention to our description of goods and services to ensure it matches your requests. If Vista Com inspects your site location and determines that our solution does not match your communicated requirement, we will promptly revise this quote.

Customer Demarcations - The point at which the recording equipment is connected to the customer equipment is termed "demarcation point". The demarcation point can be a physical cable connection to a demarcation block or it can be a network cable connected to a customer network switch. Due to vendor and customer liabilities it is accepted that Vista Com is responsible for cabling and recorder connection from the demarcation point and the customer is responsible for all cabling, configuration, and coordination for recorded devices to the demarcation block.

Install Guide - Vista Com requires information about your network and user environment before installation of the recording solution. This information includes necessary information proprietary to the customer such as network addresses, user names/passwords, channel assignments and user rights. It is understood that the customer will answer this proprietary information to Vista Com prior to installation in order for the services to be conducted quickly and efficiently.

By acceptance of this offer you accept the disclosures above as part of this agreement.



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Sales and Support

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Hunt County Sheriff's Office | Eventide DX Recorder Upgrade Quote



Prepared by:
Vista Com
 Robin Clevenger
 281-516-9800 ext 201
 Fax (281) 518-7056
 robin@vistacomtx.com

Prepared for:
Hunt County Sheriff's Office
 2801 Stuart
 Greenville, TX 75401
 Virginia Henderson
 vhenderson@huntcounty.net
 (903) 453-6842

Quote Information:
Quote #: HOU004041
Version: 1
Delivery Date: 01/11/2022
Expiration Date: 02/28/2022

Robin Clevenger

Part Number	Hardware	Qty	List Price (Each)	List Price (Extended)	Discounted Price (Each)	Discounted Price (Extended)
<p>Vista Com is proposing to Hunt County Sheriff's Office to replace their existing Eventide 740 that is 5 years of age with the new Eventide DX recorder. Eventide is no longer making the 740 model. The quote reflects recording up to 8 analog and 8 digital channels. It also includes Quality and Screen recording software packages and their related services/training.</p> <p>Vista Com will transfer the existing call history to the new DX recorder.</p> <p>The proposal reflects HGAC RP07-20.</p> <p>*Eventide is offering special upgrade discount pricing that is reflected in the quote.*</p>						
NexLog 740DX Hardware Bundle	NexLog 740DX Hardware Bundle NexLog 740DX Base Hardware Configuration	1	\$12,400.00	\$12,400.00	\$10,383.00	\$10,383.00
	NexLog 740 DX-Series Base System NexLog 740 DX-Series base system: 3U rack-mountable, Core i5 CPU, 16GB DDR4 RAM, 2 x1TB fixed-Mount HDDs (RAID 1), 1 Blu-ray Multi-Drive, 2 Network Ports (100/1000), Embedded Linux, NexLog DX-Series software, web-based configuration manager, dual hot-swap 120-240VAC 50/60Hz power supplies. Requires ongoing Eventide DX Software Update Subscription (DXSUS) for access to critical DX-Series Software & Security Updates.	1				



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	Integrated 7" Color LCD Touch Screen Display for NexLog 740 Integrated 7" Color LCD Touch Screen Display for NexLog 740 DX-Series	1				
	Rack Mount slides - 4 post, 3U Chassis (for NexLog 740) Rack Mount slides - 4 post, 3U (for NexLog 740)	1				
	Quick Install Kit (23 ft. Connector Cable & Punch Quick Install Kit (23 ft. Connector Cable & Punch Block)	2				
	Upgrade NexLog 740 DX-Series to 2x1TB Hot Upgrade NexLog 740 DX-Series to 2x1TB HotSwap RAID1=1TB storage	1				
NexLog 740DX Channel Bundle	NexLog 740DX Channel Bundle Eventide User Channel Activation Bundle Provides TDM, VoIP, RoIP Licensing for Playback	1	\$7,050.00	\$7,050.00	\$5,904.00	\$5,904.00
	8-Channel Digital PBX Station PCIe (PCI Express) Card, 8 Ch. 8-Channel Digital PBX Station PCIe (PCI Express) Card, 8 Ch. Lic.	1				
	8-Channel Analog PCIe (PCI Express) Card, 8 Ch. Licenses 8-Channel Analog PCIe (PCI Express) Card, 8 Ch. Licenses	1				
Nexlog Storage & Power Bundle	Nexlog Storage & Power Bundle Eventide User Storage & Power Bundle	1	\$1,475.00	\$1,475.00	\$1,475.00	\$1,475.00
	Network Attached Storage For Small Footprint Network Attached Storage For Small Footprint, Non-Rackmountable with 2 2Tb Hard Drives	1				
	TRIPP LITE UPS 1500VA Rackmount TRIPP LITE UPS Smart 1500VA 900W Rackmount Tower LCD AVR	1				



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Part Number	Software	Qty	List Price (Each)	List Price (Extended)	Discounted Price (Each)	Discounted Price (Extended)
NexLog 740DX Software Bundle	NexLog 740DX Software Bundle Eventide User Software Bundle and Licensing	1	\$11,980.00	\$11,980.00	\$7,680.00	\$7,680.00
	MediaWorks Plus Licenses MediaWorks Plus (Web) Concurrent Access for 8 Users	1				
	License, Speech to Text Speech to Text Licensing (Experimental) Quality Assurance "Word Factor" option (May Help to Identify Candidate Calls for Evaluation; US English only, Experimental/Free)	1				
	Geographic Search/View (Requires Lat/Lon, MW Plus, Geographic Search/View (Requires Lat/Lon, MW Plus, Google Maps)	1				
	NENA ANI/ALI CAD Spill Integration of SMDR NENA ANI/ALI CAD Spill Integration SMDR	1				
	Enhanced Reporting Package Enhanced Reporting Package	1				
	Screen Recording System License w/ 5 PC Licenses Screen Recording System License w/ 5 PC Licenses (Note: Due to the potential for increase storage demand we highly recommend upgrading base hard drive sizes to min 2TB)	1				
	Quality Factor DX SW - Call Evaluation base-level software (20 Agents) Call Evaluation base-level software (20 Agents, 2 Evaluators)	1				



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Part Number	Services	Qty	List Price (Each)	List Price (Extended)	Discounted Price (Each)	Discounted Price (Extended)
Prof Serv Install Bundle	Prof Service Installations Bundle Recorder Solutions Installation Services Includes Site Installation Guides, Project Management, Pre-Configuration, Onsite Installation, System Integrations, and De-trash	1	\$3,726.00	\$3,726.00	\$3,726.00	\$3,726.00
Prof Support Bundle	Support Product and Configuration Bundle Support For Recording Solution During Period of OEM Materials Warranty. Includes Software Support, Configuration Support, Time and Materials, and all On-Site Maintenance	1	\$1,674.00	\$1,674.00	\$1,974.00	\$1,974.00
Prof Service Training Bundle	Prof Service Training Bundle Professional Services, Training Programs Designed To Your Solution. Includes Materials, Training Class, and Follow Up Support	1	\$2,650.00	\$2,650.00	\$2,650.00	\$2,650.00
					\$8,050.00	\$8,350.00

Part Number	Discount	Qty	List Price (Each)	List Price (Extended)	Discounted Price (Each)	Discounted Price (Extended)
Vista Com	Customer Discount Discount	1	(\$1,350.00)	(\$1,350.00)	(\$1,350.00)	(\$1,350.00)
					(\$1,350.00)	(\$1,350.00)

Quote Summary	Amount
Hardware	\$17,762.00
Software	\$7,680.00
Services	\$8,350.00
Discount	(\$1,350.00)
Total	\$32,442.00

Payment Terms	No. of Payments	Amount
Net 30	1	None
		\$32,442.00



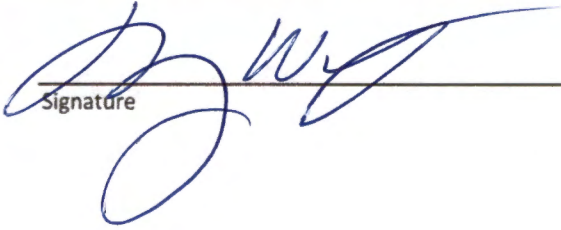
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Sales and Support

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Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



Signature

1-25-2022
Date

RE: Recording system

Brittney Burross <BBurross@nct911.org>

Wed 1/12/2022 09:55

To: Virginia Phillips <vphillips@huntcounty.net>

Here is the information on the recorder reimbursement.

Good Afternoon,

Your PSAP has been approved for recorder replacement in the 2022 Fiscal Year. The amount indicated is based on the number of 9-1-1 positions you currently have.

Bridgeport	\$15,000
Greenville	\$25,000
Hunt County	\$25,000
McKinney	\$25,000
Murphy	\$15,000
Palo Pinto County	\$25,000
Stephenville	\$25,000
Terrell	\$25,000

To receive reimbursement from NCT9-1-1, you will need to follow procurement guidelines within your entity. Once you have the equipment installed and paid for, please submit to me the required documentation (**copies of the cancelled check, invoice, purchase order and quote**) for reimbursement. If the recorder cost is above the allotted amount, your PSAP will be responsible for any overage. Also, if the recorder cost is below the allotted amount, you will only be reimbursed for what was paid. Updates/upgrades to your existing recorder system do qualify for reimbursement.

I hope that you all take advantage of this opportunity as it could be five years before you are considered eligible again. The deadline for reimbursement is September 30th, 2022, and I will follow up periodically to ensure you remain aware of this opportunity. If you know you will not be participating in this opportunity please let me know that as well.

If you have any questions, please contact me.

Thanks,



Brittney Burross, ENP

North Central Texas Emergency Communications

District

9-1-1 Quality Assurance Coordinator

TX TERT Communications Liaison

O. 817-608-2328

C. 817-703-7869

bburross@nct911.org

www.NCT911.org



From: Virginia Phillips <vphillips@huntcounty.net>

Sent: Wednesday, January 12, 2022 9:50 AM

To: Brittney Burross <BBurross@nct911.org>

Subject: Recording system

What do we need to do for the recording system reimbursement? I have several companies calling almost daily about upgrading and would like to get that started if I can.

Thanks,

Virginia Phillips
Hunt County SO

RE: Recording system

Brittney Burross <BBurross@nct911.org>

Wed 1/12/2022 09:55

To: Virginia Phillips <vphillips@huntcounty.net>

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Brittney Burross, ENP

North Central Texas Emergency Communications
District
9-1-1 Quality Assurance Coordinator
TX TERT Communications Liaison
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C. 817-703-7869
bburross@nct911.org
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Sent: Wednesday, January 12, 2022 9:50 AM

To: Brittney Burross <BBurross@nct911.org>

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Thanks,

Virginia Phillips
Hunt County SO

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FILED FOR RECORD
at 1:30 o'clock P M

JAN 25 2022

BECKY LANDRUM
County Clerk, Hunt County, Tex.

By 



COUNTY & DISTRICT CLERKS'

ASSOCIATION OF TEXAS

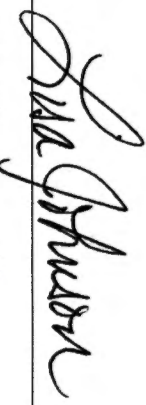
Certificate of Completion Awarded to

Becky Landrum

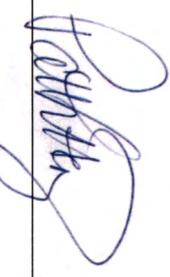
Hunt County, County Clerk

For completing the required 20 Hours of Continuing Education for 2021 as prescribed in Section 51.605 of the Texas Government Code.

In Witness therefore, recognition is hereby made this January 2022.



Lisa Johnson, President




Patti Henry, Vice President

17,221 (5)

FILED FOR RECORD
at 1:30 o'clock p M

JAN 25 2022

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By 

TEXAS  STATE
DISTANCE AND
EXTENDED LEARNING

CERTIFICATE OF COMPLETION

10 Hours
Awarded To
Bruce Ballard

For the satisfactory completion of organized instruction in:
Public Funds Investment Act Training
Awarded by Texas State University's Office of Distance & Extended Learning



December 30, 2021
Completed

17,221 (6)

**HUNT COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

COURT DATE:

January 25, 2022

FILED FOR RECORD
at 1:30 o'clock P M

JAN 25 2022

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By 

REQUEST TO CONSENT OR ACTION CALENDAR:

**The renewal of the DSHS Cities Readiness
Initiative (CRI) FY23 Budget Request**

**NAME OF PERSON WHO WILL ADDRESS THE
COURT:**

David Jones, CRI Coordinator

SUBJECT: TRAVEL/EDUCATION/SEMINAR POLICY

TITLE: REIMBURSEMENT OF TRAVEL/CONFERENCE EXPENSES

I. POLICY

Hunt County realizes the benefits that accrue to the County when its employees attend conferences, seminars, and professional training activities. The County will bear expenses incurred by County Officials and employees to attend such activities provided that the following procedures are followed. However, conference, seminars, and training must be directly related to the work of the County office involved. (For brevity and clarification, the term "Travel/Conference" will mean conferences, seminars, professional education classes and training activities).

II. PROCEDURE

- A. Attendance by County employees at conferences and seminars shall be at the discretion of the Elected Officials and Department Heads. The Travel/Conference expense must be related to the duties and responsibilities of the County office incurring the expenses and there must be adequate funds budgeted to cover the expenses to be reimbursed. Travel/Conference reimbursements that would exceed the related line item budget will not be approved for payment.
- B. Although no specific prior approval by the Commissioner's Court is required for Travel/Conference expenses, the Commissioner's Court reserves the right to deny payment for any Travel/Conference reimbursement that it deems to be improper or unnecessary. Additional justification for reimbursement of expenses may also be required of all County employees and Department Heads.
- C. Prior to incurring Travel/Conference expense, the Department Head of employees should submit proper documentation with request to the Auditor's Office no later than Wednesday at 12:00 pm prior to Commissioner's Court.
- D. Travel/Conference registration fees will be paid in advance by the County. A completed Travel/Conference expense form must be submitted to the County Auditor's Office for fees to be paid. Additional documentation, such as registration form, a course schedule or agenda, and the credentials of presenters is also required. If a request for prepaid fees is not received in time for regular processing by the Auditor's Office, then the registration fees will be paid by the County Official or employee and reimbursed by the County.
- E. Lodging, meals, and airfare may be advanced based per the Travel Advance Policy.

- F. The County will not pay for more than three (3) meals per day of not more than \$10.00 for breakfast, \$15.00 for lunch, and \$15.00 for the evening meal. This per diem will not be due on any meal provided at another organization's expense, or that is included in registration fee for conferences, meeting, etc. Employees must also be away before 6:30 a.m. to receive breakfast and after 7:00 p.m. to receive the dinner portion of the per diem allowance.
- G. Lodging is reimbursed at the conference hotel rate or a lower rate.
- H. Personal automobile expenses are reimbursed at the rate of fifty cents (50) cents per mile. Employee/Official receiving a fixed car allowance will only receive reimbursable mileage for training outside of Hunt County (only miles from county line to destination).
- I. All reimbursements will be made according to the County's usual and customary procedures for processing claims.
- J. Travel/Conference expense forms must be signed by the County employee and Department Head for reimbursement to be made. Such signatures serve as an affidavit that the claim for reimbursement is valid.
- K. Hunt County shall not refund as Travel/Education expenses any fees or tuition for courses taken which could apply towards a college degree or for which academic credit hours are granted.
- L. All claims for travel/education expense reimbursement must be submitted to the County Auditor's Office for processing by accounts payable no later than three (3) months after being incurred. Payment will be denied on any reimbursement claims presented after this time limit.

III. DAY MEAL REIMBURSEMENT

Effective April 14, 2008 per Commissioner's Court, request for day meals must first be approved by Department Head/Elected Official before it is submitted to the County Auditor's office. The County Auditor will give initial approval/disapproval for it to be included in the next available payroll. The County Auditor, after giving the initial approval, will submit it to the Payroll Department to be processed. If the County Auditor initially disapproves the request, it will be returned to the Department Head/Elected Official stating why the request was disapproved. The Department Head/Elected Official may then seek the approval of the Commissioner's Court by having the issue placed on the next available Commissioner's Court agenda. The reimbursement amount will not exceed the current amount of allowable per diem as established by the Commissioner's Court.

SUBJECT: TRAVEL/EDUCATION/SEMINAR POLICY

TITLE: TRAVEL ADVANCE POLICY

I. POLICY

Travel advance checks will be issued to employees traveling on County business through the following policy.

- A. A maximum of forty (\$40.00) dollars per day, per person, advance for meals will be issued. Breakfast (\$10.00), Lunch (\$15.00), and Dinner (\$15.00).
- B. If traveling in a personal vehicle within the State of Texas, the employee can be advanced \$0.50 per mile round trip to his/her destination.
- C. If lodging cannot be directly billed to the County, a check to the hotel can be issued in the amount of the daily charges times the number of days included in the trip. Travel advance checks will not be issued in the employee's name for lodging.
- D. Registration fees for conference will continue to be paid by the Auditor's Office.
- E. Travel advance check requests must be received in the Auditor's Office and placed on the bill report prior to payment. Requests must be received no later than Wednesday at 12:00 pm prior to Commissioner's Court.
- F. Per diem will be allowed for the actual number of days of the meeting/conference plus one (1) day travel time at the department's discretion.
- G. Receipts for advances other than meal advances will be retained by the employee and submitted with the Travel Request Form to his/her Department Head for approval. The Department Head will assure that all required receipts are attached to the form and may at that time approve any additional refund to the employee.

Additional refunds will be made for those expenses incurred over and above the normal expenses (i.e., taxi fare, shuttle fare, airport and hotel parking, tax on hotel rooms not included in the lodging advance, local calls, tips other than for meals in the description of incidental expenses that will be reimbursed, and mileage within the destination city, to and from meetings).

Documentation of expenses and refund of unspent funds/unsupported expenses, other than meal expenses for departments operating under the per diem policy for meals, of advance funds, must be completed within ten (10) working days of the employee's return. Unused or unaccounted for funds must be remitted back to the County with the final report. The completed and department approved form with receipts attached will be forwarded to the Auditor's Office for processing.

- H. Airline tickets should be secured in advance from an approved travel agent with billing coming directly to the County. Reservations should be made in advance to secure the most economical rate as in the previous policy.

II. PROCEDURE

Employees will complete a County Warrant form and submit it to their Department Head/Elected Official for approval. The Department Head/Elected Official will then forward it with the proper documentation to the Auditor's Office for processing.

FY23 CONTRACT RENEWAL CHECKLIST

Include checklist with renewal submission. Renewals not including checklist and ALL required documents on checklist will not be processed and will be returned for completion.

CONTRACTOR NAME: Hunt County
COMPLETED BY: Diane McNair

FORM	DESCRIPTION	
		X
1	Completed Checklist	X
2	Organizational Chart	X
3	Job Descriptions with salary ranges	X
4	Volunteer Job Descriptions, if applicable	
5	Budget Templates	X
6	Quotes and/or Technical Specifications for items listed on the Equipment page, if \$5,000 or above.	NA
7	Travel Policy that includes maximum limits for meal reimbursement, lodging, and mileage.	X
8	Indirect Rate Letter or Cost Allocation Plan, if applicable.	NA



FY2023

Contract Type: CPS/CRI

Applicant Information

Legal Name of Applicant Agency:
Mailing Address:

Hunt County

Street / PO Box: 2507 Lee Street
City: Greenville
Zip: 75401

Payee Name:

Hunt County

Payee Mailing Address:

Street / PO Box: P.O. Box 1097
City: Greenville
Zip: 75403

State of Texas Comptroller Vendor ID # (9 digit + 3 digit mail code):
DUNS # (9 digits required for subrecipient contractors):

756001017 027

Type of Entity (Choose one)

City: Click on appropriate box
County:
Other Political Subdivision:

Project Period

Start Date: 7/1/2022
End Date: 6/30/2023

Counties Served

County(ies) Served:

Hunt

Amount of Funding Allocated:

\$42,631.00

Organizational Chart for Hunt County CRI

Hunt County Judge
Bobby Stovall



Hunt County Homeland Security,
Emergency Management Division
Richard K. Hill, Director



Hunt County CRI
J. David Jones, Coordinator

Hunt County, Texas
Department of Homeland Security
Cities Readiness Initiative Coordinator
Job Description

Summary

This position will be responsible for the recruitment and training of volunteers to staff Points of Distribution sites within the county for the Cities Readiness Initiative (CRI) program, maintenance of POD site locations arrangements, and completing all deliverables falling within the Metroplex eight county workplan.

Essential Functions

- Assist in project planning, coordination and promotion of HuntCounty CRI program
- Assist in educational events and training exercises
- Coordinate volunteer training and recruitment
- Maintain logs and sign in sheets to document volunteer training
- Assignment to the Emergency Operations Center during POD site activations.
- Assist the Hunt County Director of Homeland Security/Emergency Management Specialist as requested
- Maintain and update volunteer database that documents volunteer contacts and training hours
- Attend monthly CRI meetings sponsored by the North Central Texas Council of Governments

Required Abilities

- Detail oriented, ability to multi-task
- Work independently and possess strong time management skills
- Develop and implement effective recruitment strategies
- Proficient use of computer and Microsoft Office products, particularly Word, Power Point, and Excel
- Experience managing and recruiting volunteers desired but not required.

This is a grant funded contract temporary position and reports directly to the Hunt County Director of Homeland Security.

Salary ranges

- Part time salary will range between \$9.00 per hour and \$12.00 per hour
- Full time salary will range between \$12.00 per hour and \$20.00 per hour..