

**R U I Z**

J. EDGAR RUIZ  
HIDALGO COUNTY JUDGE

NOTICE

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a BUDGET WORKSHOP of the Commissioners' Court will be held on FRIDAY, SEPTEMBER 02, 1994 at 9:30 A.M. in the Commissioners' Courtroom of the Administration Building, Edinburg, Hidalgo County, Texas, discussion and possible action relating to the following business will be transacted:

Budget Workshop

Dated this the 30th day of August, 1994

Workshop ⇒ September 2, 1994

### Justices of the Peace

Ruben Ramos ⇒ need for additional staff ⇒ would like to budget for computer, but not until the software is up to standards ⇒ also requesting 10% salary increase for JP.

Arnaldo Corpus ⇒ need for some type of security, from the Constables as his office is pretty isolated ⇒ service of outstanding warrants

Speedy Jackson ⇒ also service of outstanding warrants, as well as, new for equipment for his newly renovated office, some of which could come from surplus ⇒ also need for extra help

Jesus Morales ⇒ need additional staff ⇒ wants to get the computer system going

### Tax Office/Voter Registration

Ciro Treviño ⇒ use of Chapter 19 monies

Noe Perez ⇒ explained proposed voter handbooks, which contain boundary maps for the County

Roy ⇒ talked about the Laptop program

## District Attorney

Rene Guerra ⇒ requesting a 10% increase overall on the budget →  
also recommended that autopsy line item be increased →  
brought up the possibility of establishing a County  
Coroner's office in the future →  
proposed an equalized salary structure for clerical work →  
Discussed the present process system at the Courthouse

## Constables

Rumaldo Cerda ⇒ requesting salary increases for Deputy Constable to  
\$18,000.00.

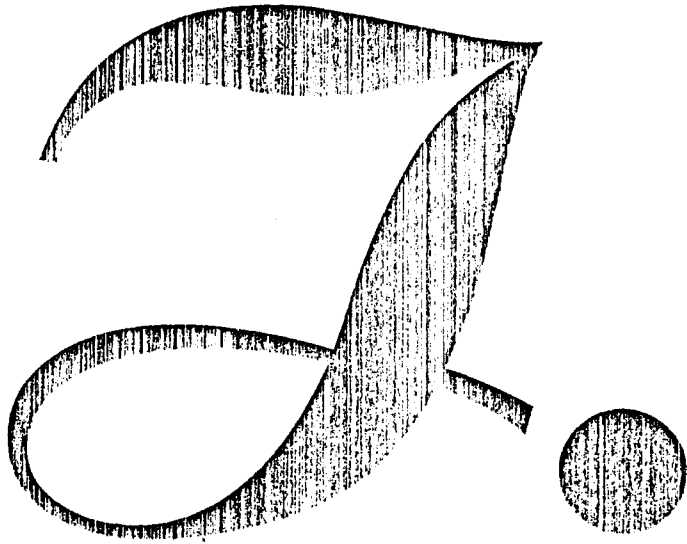
Chato Alaniz ⇒ service of warrants + citations

Walo Bazan ⇒ an additional deputy plus a salary increase as  
they have to furnish their own vehicles, insurance  
and fuel

## Youth Village

Mario

⇒ needs additional personnel for the girls wing: cook  
child care workers, maintenance worker + one clerk  
⇒ needs an addition child care worker for boys wing  
⇒ new vehicle



# Chapter 19

**SECRETARY OF STATE**  
**Chapter 81. Elections.**  
**Voter Registration**

**§81.11. Disbursement of Funds under the Texas Election Code, Chapter 19.**

(a) The Texas Election Code, §19.006, states the following.

(1) The commissioners' court may not consider the availability of state funds under this chapter in adopting the county budget for the office of voter registrar.

(2) Consistent with the intent of this section, Chapter 19 funds may not be used for capital outlays without prior approval of the secretary of state or costs associated with the normal operation of the voter registrar's office.

(A) The normal day-to-day operation of the voter registrar's office, which shall be considered when the commissioners' court is adopting a budget for voter registration, is any duty required under the Texas Election Code. Examples of statutory duties include, but are not limited to:

(i) the physical acceptance and processing of voter registration certificates and renewals under Chapter 13;

(ii) notices and corrections made under Chapter 15 and Chapter 16;

(iii) updates to the state masterfile required under §18.063; and

(iv) the processing and cost of supplying voter lists under §18.001.

(B) The county commissioners' court must budget for the adequate staffing of the voter registrar's office. In those instances when an unpredicted workload cannot be handled by the permanent staff, temporary employees may be employed with Chapter 19 funds. If available, temporary employment agencies should be used to supply the additional personnel required. A function may not be performed by temporary employees for a period of greater than six months in the state fiscal year, without the prior approval of the Office of the Secretary of State. Examples of permitted uses for temporary employees include:

(i) distribute voter registration information and application forms at locations other than the voter registrar's office.

(ii) contact people whose renewal registration cards have been returned because of address changes & semi;

(iii) enter voter registration data into computer records during periods of abnormally high registration activity.

(C) Capital outlays are those items that will not be consumed within one calendar year and have an invoice cost in excess of \$500 per unit. Capital outlays include, but are not limited to:

(i) fax machines;

(ii) copy machines;

(iii) desks;

(iv) mobile phones; and

(v) electronic filing systems.

(D) Each reimbursement request will be reviewed on a case-by-case basis consulting the statutory purpose--"to defray expenses in voter registration."

(b) The Texas Election Code, §19.004, prescribes that funds disbursed under Chapter 19 "... be used only to defray expenses of the registrar's office in connection with voter registration." Voter registration as used in this section is defined as any activity specifically designed to increase, maintain, or report an accurate list of the number of registered voters. Chapter 19 funds shall only be expended on items intended to be used exclusively for voter registration, unless the cost is prorated. The only exception to this provision is for travel expenses related to voter registration. Chapter 19 funds cannot be used to fully reimburse a trip by the voter registrar unless the purpose of the trip is substantially related to voter registration. If a voter registrar wishes to travel to a seminar or meeting in which voter registration is not the main topic, the secretary of state will determine the appropriate portion of the trip that is reimbursable pursuant to Chapter 19.

(c) Advertising or item purchases with Chapter 19 funds shall include only the title of the office. Names of specific individuals may not be included on such materials.

(d) Upon receipt of a vendor invoice and purchase voucher approved by the voter registrar, the secretary of state will order a warrant. No advances will be issued, except for travel as provided pursuant to subsection (g) of this section. If there is a question regarding whether an item or service is payable from Chapter 19 funds, a written request should be submitted to the secretary of state, detailing the estimated cost, intended payment date, purpose of service or item, and how it relates to the enhancement of voter registration. The secretary of state will respond to this request in writing within 10 working days. If a voucher is received by the secretary of state which is not allowable under the Texas Election Code, Chapter 19, this rule, and agency directives, the secretary of state shall notify the voter registrar in writing within 10 working days of receipt of the voucher. All requests should be mailed to: Secretary of State, Attention: Elections Funds Management, P.O. Box 12060, Austin, Texas 78711-2060.

(e) Warrants issued by the comptroller will be payable to the county, county employees for travel reimbursements, or to third party vendors or providers of services. All disbursements must be made by checks or warrants. No cash payments may be made.

(f) Under no circumstances may permanent county employees be compensated from Chapter 19 funds. Temporary personnel may be paid from Chapter 19 funds pursuant to subsection (a)(2)(B) of this section. A timesheet

detailing the duties performed, number of hours worked, rate of pay, employee's signature, and supervisor's approval must be submitted to the secretary of state for reimbursement. The fee or rate of pay to be paid must reflect the fee or rate prevailing in the locale for the same or similar services. Work related injuries to temporary personnel hired with Chapter 19 funds are not the liability of the Office of Secretary of State. The secretary of state is not responsible for issuing all relevant tax information to these temporary employees.

(g) All voter registrars traveling with Chapter 19 funds should plan their travel to achieve maximum economy and efficiency.

(1) Travel requests and travel vouchers. All trips which include reimbursable travel must receive prior written approval from the secretary of state. A written travel request must include the purpose of the trip, itinerary, mode of transportation, and detail of estimated expenses. A travel voucher must be submitted immediately upon completion of travel. These requests will be processed on a priority basis to ensure prompt reimbursement. Travel advances will be approved on a case-by-case basis. Actual expenses must be accounted for within 30 days after the last day of travel. Reimbursement for meals will be processed upon receipt of a signed meal itemization worksheet. Receipts for meals are not required as attachments to the worksheet. Receipts are required for all other expenses, including hotel, travel, and rental cars. No further warrants will be processed until the final accounting is received. All travel claims shall be submitted to the secretary of state for approval on a secretary of state travel request authorization form. The mailing address is P.O. Box 12060, Austin, Texas 78711-2060. The travel request authorization form must be filled out and submitted for each person who travels.

(2) Travel by personal car. Travel by personal car is reimbursable at the rate set by the state in the State of Texas Travel Allowance Guide (the guide) per mile with mileage computed using the originating county seat as the departure point and computing final mileage using the Official State Mileage Guide. If more than one person is traveling to the same destination by personally owned automobile, they are to travel together in a single automobile if practicable.

(3) Transportation allowance.

(A) Air fares. Voter registrars traveling on Chapter 19 funds must obtain the lowest cost airfare without causing undue delays or hardship on the traveler. Under no circumstances will the amount of a first class ticket be paid with Chapter 19 funds without written confirmation of available fares from the airlines involved and the prior approval of the secretary of state. The following practices aid in minimizing costs:

- (i) order tickets by departure or arrival time, not by specific airline;
- (ii) order tickets as early as possible;

(iii) take advantage of available discounts;

(iv) travel during off peak hours whenever possible.

(B) Rental cars. Voter registrars are to share rental cars whenever practicable. Whenever a voter registrar is conducting business at one location, the use of a rental car must be evaluated against alternative forms of transportation and the least costly alternative should be chosen.

(i) Voter registrars must make a proper deduction or reimbursement whenever there is personal use of a rental car.

(ii) Rental cars should be filled with gasoline when returned as often as possible. This avoids an extra charge by the rental car company.

(iii) One-way rentals resulting in a drop-off charge should be avoided except in extraordinary circumstances.

(iv) The rental of luxury cars will be disallowed except in special circumstances requiring the use of large cars, i.e., several employees traveling together.

(4) Per diem.

(A) Rates of allowance. Each voter registrar who travels in Texas using Chapter 19 funds will receive the actual cost of lodging, not to exceed the state rate (the guide) plus applicable taxes per day, and reimbursement for meals, not to exceed the state rate (the guide) per day.

(i) Voter registrars traveling out of state using Chapter 19 funds will receive the actual cost of lodging not to exceed the federal travel regulation rate for the location to which the person travels.

(ii) The voter registrar must include the actual receipt for lodging when submitting the travel voucher for reimbursement.

(B) Partial per diem. If a voter registrar's travel does not include a full day, he or she will be reimbursed for actual costs not to exceed the state rate (the guide) per day. The voter registrar must be away from his or her designated headquarters for at least six consecutive hours to qualify for this partial per diem. Amounts in excess of the maximum rate will not be reimbursed.

(C) Lodging. Voter registrars should always request government rates when making reservations or registering for lodging.

(D) Disallowable expenditures. The Appropriations Act prohibits the reimbursement for the purchase of alcoholic beverages, gratuities, and tips.

(h) The voter registrar shall submit all state purchase vouchers and necessary documents to the secretary of state for approval. The mailing address is P.O. Box 12060, Austin, Texas 78711-2060. The voter registrar shall state the amount of the expenditure, type and purpose of expenditure, and the payee. These items should be listed on the state purchase voucher in the appropriate areas.

(i) Purchases of voter registration advertising space and mediums do not require competitive bids. The voter registrar will submit bids for the purchase of items to be reimbursed from Chapter 19 funds according to the following guidelines.

(1) No competitive bids for items of less than \$500 will be required. However, the voter registrar will take the steps necessary to insure that all charges are reasonable and competitive with the local market.

(2) Request for reimbursement for items over \$500 but less than \$1,000 must be accompanied by three bids received by telephone or mail. The bid must state the vendor's name, complete mailing address, telephone number, and the amount of the bid. Copies of all bids received will be forwarded to the secretary of state.

(3) Requests for reimbursement for items over \$1,000 but less than \$5,000 must be accompanied by three written bids from vendors stating the vendor's name, complete mailing address, telephone number, and the amount of the bid. Copies of all bids received will be forwarded to the secretary of state.

(4) Any request for reimbursement of an item of greater than \$5,000 must receive prior written approval from the secretary of state. Upon receipt of approval, the voter registrar will advertise for bids in the manner dictated by county regulations. Copies of all bids received will be forwarded to the secretary of state.

(5) Sole source vendor purchases are discouraged. In rare instances when one is required, a statement must be submitted and signed by the voter registrar stating the justification for this sole source purchase. If the item to be purchased is greater than \$1,000, the letter must also be signed by the person responsible for county purchases.

(6) Any circumstance in which the voter registrar accepts a bid higher than the lowest bid must be justified in writing and submitted along with the purchase voucher.

(7) If purchase is handled through the county purchasing department, county purchasing policy may be utilized. However, a purchasing agent signed copy of the county purchasing department's bid worksheet must be submitted with the voucher.

(j) The special assistant for elections must approve all vouchers. In addition, the assistant secretary of state will approve all vouchers in amounts in excess of \$1,000. The secretary of state will approve all vouchers that exceed \$5,000.

(k) Membership dues to groups or associations are payable with Chapter 19 funds only if voter registration is the main purpose of the group or association.

(l) The secretary of state will submit quarterly reports to each voter registrar and to each county financial officer reflecting the activity and available balances in each county's Chapter 19 funds for that quarter. The voter registrar will promptly notify the secretary of state if discrepancies are noted between the records of the voter registrar

and quarterly report.

(m) Failure to adhere to these rules may delay receipt of Chapter 19 funds.

## Chapter 19 Purchase Voucher Voucher Detail for Voter Registration Hunter County

Please Return Original to:  
Secretary of State  
Election Funds Management  
P.O. Box 12060  
Austin, Texas 78711

Please do not fill in gray areas

Trans Code 245	Obj Code 7612	Pca 92-93 02212	Pca/94 13001	Batch # _____	
Comptroller Date _ / _ / _	Cur/Doc Sufx	Appr. Year	SOS Voucher #	Total Voucher Amount \$ _____	Payee Number 17560010000

Pay to: (Name, Address, City, State, Zip)	County Use

Description of Articles or Services	Quantity	Unit Price	Amount
SAMPLE			
Total			

**Voter Registrar Certification:**  
I certify that the above services were rendered, or goods received, and that they correspond in every particular with the contract under which they were procured and that the invoice is true and unpaid. I likewise certify that these goods or services are for voter registration in accordance with Chapter 19, Texas Election Code.

Payment Pursuant to V.A.C.S., Texas Election Code Art. 19.002, and H.B. 1, 72nd Leg. 1CS Art I-page 64, S.B. 5, 73rd Leg RS, Art I - page 66

Dep. Asst. S.O.S. for Elections \_\_\_\_\_ Date \_\_\_\_\_

Asst Secretary of State \_\_\_\_\_ Date \_\_\_\_\_

VOTER REGISTRAR'S ORIGINAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(No stamps or Facsimiles)

Secretary of State \_\_\_\_\_ Date \_\_\_\_\_

# CHAPTER 19 TRAVEL FORM

(Purchase Voucher required for each payment)

Hunter County  
17560009000

CHECK ONE:

I am requesting advance travel approval. Actual costs with receipts must be filed within 30 days of trip completion.

Advance travel funds requested \_\_\_\_\_ YES \_\_\_\_\_ NO

I am requesting actual expense reimbursement and all required receipts are attached.

**PLEASE TYPE THE FOLLOWING:**

DATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

TRAVELER'S NAME \_\_\_\_\_ TRAVELER'S TITLE \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_

DESTINATION: CITY \_\_\_\_\_ STATE \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ RETURN DATE \_\_\_\_\_

**TRAVEL COSTS**

Secretary of State  
use only

AIR FARE .....	\$ _____	\$ _____
AUTO RENTAL .....	\$ _____	\$ _____
MILEAGE (_____ at 28¢ per mile, pursuant to official state mileage guide) .....	\$ _____	\$ _____
MEALS (maximum \$25 per meal. You must complete worksheet on reverse) .....	\$ _____	\$ _____
HOTEL (maximum \$55 per night. Applicable tax .....	\$ _____	\$ _____
REGISTRATION FEE .....	\$ _____	\$ _____
MISCELLANEOUS (taxi, parking, etc.) .....	\$ _____	\$ _____
<b>TOTAL COSTS</b> .....	\$ _____	\$ _____
(LESS ADVANCE RECEIVED, IF ANY) .....	\$ _____	\$ _____
<b>NET COST/SURPLUS</b> .....	\$ _____	\$ _____

**SAMPLE**

I certify that the above travel expenses are directly related to voter registration activities.

Original Signature of Traveler \_\_\_\_\_ Date \_\_\_\_\_

Original Signature of Voter Registrar \_\_\_\_\_ Date \_\_\_\_\_

**SECRETARY OF STATE USE ONLY - TRAVEL REIMBURSEMENT REQUESTED**

TOTAL TRAVEL EXPENSES (ADVANCE/ACTUAL) \$ \_\_\_\_\_

DATE SENT TO COMPTROLLER \_\_\_\_\_ SOS REQUEST # \_\_\_\_\_

DATE WARRANT MAILED TO COUNTY \_\_\_\_\_ WARRANT \_\_\_\_\_

ELECTIONS APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_



## Office of the Secretary of State

County: \_\_\_\_\_

The Chapter 19 Purchase Voucher and/or Travel Form filed by you has been received by this office. However, additional documentation is required.

- \_\_\_\_\_ Each travel form must be accompanied by a Chapter 19 Purchase Voucher.
- \_\_\_\_\_ The original signature of the Voter Registrar and any travelers is required on these form(s). (No copies or faxes).
- \_\_\_\_\_ The form submitted is an outdated version of the Chapter 19 forms. Please use forms dated 10/93 or later.
- \_\_\_\_\_ For purchases over \$500, Chapter 19 Rules require either 3 bids or a sole source letter for approval. For purchases of greater than \$1000, any sole source letter must be cosigned by the county auditor or purchasing agent.
- \_\_\_\_\_ An invoice from the vendor is required.
- \_\_\_\_\_ All requests for temporary employment must include a timesheet signed by the employee and their supervisor and a list of duties. *6 months*
- \_\_\_\_\_ A detailed description of the use of this item(s) for voter registration is required.
- \_\_\_\_\_ Meal Expense Itemization Worksheet on reverse side of travel form must be completed and signed by the traveler.
- \_\_\_\_\_ Other:

\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, please contact Jeff Watson (512) 463-5650 or toll-free at 1-800-252-VOTE(8683).

Sincerely,

Bill Bilyeu  
Program Administrator  
Election Funds Management

**VOTER REGISTRATION POSTAGE REPORT**

County \_\_\_\_\_ Date \_\_\_\_\_

(1) Last reported balance \$ \_\_\_\_\_ .

(2) Any additional deposits \$ \_\_\_\_\_ .

(3) Current balance \$ \_\_\_\_\_ .

(4) Additional postage requested (if any) \$ \_\_\_\_\_ .

Note: This report is due to the Secretary of  
State on a semi-annual basis or when-  
ever additional funds are needed.

\_\_\_\_\_  
Original Signature of Voter Registrar/Date

\_\_\_\_\_  
Assistant Secretary of State/Date  
(requests greater than \$1000)

\_\_\_\_\_  
Elections Division/Date  
(Special Assistant/Section Director)

Please mail to:

OFFICE OF THE SECRETARY OF STATE  
ELECTIONS DIVISION  
P.O. Box 12060  
Austin, TX 78711-2060

*ALL Present*

**R U I Z**

J. EDGAR RUIZ  
HIDALGO COUNTY JUDGE

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Dated this the 30th day of August, 1994