



BURNET COUNTY COMMISSIONERS COURT

Jim Luther. Jr	Damon	Bryan Wilson	Chad Collier	Joe Don
	Beierle			Dockery
<i>Precinct 1</i>	<i>Precinct 2</i>	<i>County Judge</i>	<i>Precinct 3</i>	<i>Precinct 4</i>

AGENDA

Burnet County Workshop
Tuesday, July 15, 2025 at 10:00 a.m. or
as soon as commissioners court scheduled for 9:00 a.m. on 7/15/2025 has
concluded

Burnet County Courthouse
220 S. Pierce, 1st Floor Courtroom
Burnet, TX. 78611

NOTICE TO ATTEND

- 1 Review and discuss the FY26 budget process and FY26 Proposed Budget and Tax calendar.

Attachments

FY26 Proposed Budget Process

- 2 Review and discuss FY26 budget proposals regarding the following departments and agencies:
 - a. County Attorney's Office;
 - b. 33rd and 424th District Attorney's Office:
 - i. District Distribution;
 - ii. Statutory Requirements and Supplements; and
 - c. Public Defender's Office:
 - i. Regional Distribution;
 - ii. State Funding.

Attachments
Budget Worksheet

- 3 Review and discuss Burnet County's vehicle policies and vehicle retirement mileage report. (Wilson)

Attachments
Disposed Vehicle Report
Vehicle Use and Take Home Policy

Notice is hereby given, pursuant to Section 551.041 of the Texas Government code, that members of the Burnet County Commissioner's Court will attend a workshop at the above location, date and time.

Although a majority of the Commissioners Court may be present and County business will be discussed, there will be no action taken on any matters in this open meeting/public gathering and no record will be made or kept.

Bryan Wilson, Burnet County Judge

Burnet County Commissioners Court

Jim Luther Jr.

Precinct 1

Damon Beierle

Precinct 2

Bryan Wilson

County Judge

Chad Collier

Precinct 3

Joe Don Dockery

Precinct 4

Workshop

1.

Meeting Date: 07/15/2025

Subject

Review and discuss the FY26 budget process and FY26 Proposed Budget and Tax calendar.

Attachments

FY26 Proposed Budget Process

FY26 Proposed Budget Process

FY25 Budget



FY26 Requests



FY26 Considered



FY26 Proposed

Burnet County Commissioners Court

Jim Luther Jr.
Precinct 1

Damon Beierle
Precinct 2

Bryan Wilson
County Judge

Chad Collier
Precinct 3

Joe Don Dockery
Precinct 4

Workshop

2.

Meeting Date: 07/15/2025

Subject

Review and discuss FY26 budget proposals regarding the following departments and agencies:

- a. County Attorney's Office;**
 - b. 33rd and 424th District Attorney's Office:**
 - i. District Distribution;**
 - ii. Statutory Requirements and Supplements; and**
 - c. Public Defender's Office:**
 - i. Regional Distribution;**
 - ii. State Funding.**
-

Attachments

Budget Worksheet

	FY25 Budget	FY26 Budget	Percent -/+
County Attorney	\$1,164,492.60	\$1,204,239.69	3.30%
District Attorney	\$1,605,868.28	\$1,784,237.27	10.00%
Public Defenders	\$1,665,513.57	\$492,086.44	-2.38459554

Fun	Dept	Dept	Title	Account #	Description	Original Budget	Adjusted Budget	FY25-26	
								FiscalActivit	Request
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-1010	ELECTED OFFICIAL	\$121,566.77	\$121,566.77	\$84,161.70	\$151,958.46
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-1040	CLERK/SUPPORT STAFF	\$283,811.84	\$283,811.84	\$189,945.85	\$288,450.24
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-1100	LONGEVITY	\$15,120.00	\$15,120.00	\$13,880.00	\$15,120.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-1200	ASSISTANT COUNTY ATTORNEY	\$389,894.29	\$389,894.29	\$258,805.22	\$389,894.29
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-1960	SALARY SUPPLEMENT-COUNTY ATTORNEY	\$28,000.00	\$28,000.00	\$19,384.56	\$28,000.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-1970	ASSIST PROSECUTOR LONG PAY	\$2,400.00	\$2,400.00	\$3,560.00	\$2,400.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-1990	OVERTIME	\$0.00	\$0.00	\$18.50	\$0.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-2010	FICA/MDCR	\$64,647.70	\$64,647.70	\$41,618.11	\$64,647.70
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-2020	GROUP INSURANCE	\$130,000.00	\$130,000.00	\$86,519.77	\$130,000.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-2030	RETIREMENT	\$101,140.00	\$101,140.00	\$59,713.53	\$101,140.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-2040	WORKERS COMP INSURANCE	\$2,600.00	\$2,600.00	\$620.27	\$2,600.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-2050	UNEMPL INSURANCE	\$1,630.00	\$1,630.00	\$242.45	\$1,630.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-2070	SUPPLEMENTAL DEATH BENEFIT	\$2,700.00	\$2,700.00	\$1,230.48	\$2,700.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-3300	OPERATING SUPPLIES	\$6,050.00	\$5,567.00	\$1,038.02	\$10,567.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-4010	PROFESSIONAL SERVICES	\$3,900.00	\$3,900.00	\$0.00	\$3,900.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-4200	TELEPHONE/CELL/MOBILE BB	\$0.00	\$483.00	\$321.84	\$0.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-4250	TRAVEL/MILEAGE	\$2,500.00	\$2,500.00	\$676.20	\$2,500.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-4270	CONFERENCE/DUES/TRAINING	\$5,750.00	\$5,750.00	\$3,544.96	\$6,250.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-4520	REPAIR & MAINTENANCE	\$114.00	\$114.00	\$0.00	\$114.00
100	4750	4750	4750 - COUNTY ATTORNEY	100-4750-5750	MACH/EQUIP (INVENTORIED)	\$868.00	\$868.00	\$0.00	\$868.00
180	4752	4752	4752 - CO ATT DISCOVERY FEES	180-4752-4980	CO ATT DISCOVERY FEES	\$0.00	\$0.00	\$197.45	\$0.00
180	4762	4762	4762 - CO ATT CHECK COLLECTION	180-4762-4990	MISCELLANEOUS	\$1,500.00	\$1,500.00	\$102.80	\$1,500.00
295	4750	4750	4750 - COUNTY ATTORNEY	295-4750-1200	ASSISTANT COUNTY ATTORNEY	\$0.00	\$6,734.20	\$6,734.20	\$0.00
295	4750	4750	4750 - COUNTY ATTORNEY	295-4750-2010	FICA	\$0.00	\$360.33	\$360.33	\$0.00
295	4750	4750	4750 - COUNTY ATTORNEY	295-4750-2020	GROUP HEALTH	\$0.00	\$749.14	\$749.14	\$0.00
295	4750	4750	4750 - COUNTY ATTORNEY	295-4750-2030	RETIREMENT	\$0.00	\$510.05	\$510.05	\$0.00
295	4750	4750	4750 - COUNTY ATTORNEY	295-4750-2040	WORKERS COMP	\$0.00	\$11.10	\$11.10	\$0.00
295	4750	4750	4750 - COUNTY ATTORNEY	295-4750-2050	UNEMPLOYMENT	\$0.00	\$2.83	\$2.83	\$0.00
295	4750	4750	4750 - COUNTY ATTORNEY	295-4750-2070	SUPPLEMENTAL DEATH	\$0.00	\$10.37	\$10.37	\$0.00
						\$1,164,192.60		\$1,204,239.69	3.33%
						\$1,164,192.60	\$1,204,239.69	3.33%	

Fund	Dept	Dept	Title	Account #	Description	Original Budget	Adjusted Budget	FiscalActivity	FY25-26 Request
					SALARY SUPPLEMENT-DISTRICT				
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-1010	ATTORNEY	\$10,174.00	\$10,174.00	\$7,041.60	\$10,198.80
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-1040	CLERK/SUPPORT STAFF	\$259,909.04	\$259,909.04	\$195,233.80	\$267,025.55
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-1056	INVESTIGATOR	\$134,417.10	\$134,417.10	\$101,929.93	\$138,278.73
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-1100	LONGEVITY	\$12,041.66	\$12,041.66	\$9,529.27	\$12,527.53
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-1200	ATTORNEY	\$614,428.28	\$614,428.28	\$456,429.45	\$742,226.17
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-1970	ASSIST PROSECUTOR LONG PAY	\$13,097.00	\$13,097.00	\$10,861.92	
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-1990	OVERTIME	\$2,826.00	\$2,826.00	\$379.25	\$2,946.32
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-2010	FICA/MDCR	\$77,836.00	\$77,836.00	\$56,101.02	\$77,836.00
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-2020	GROUP INSURANCE	\$154,300.00	\$154,300.00	\$103,931.98	\$154,300.00
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-2030	RETIREMENT	\$120,057.04	\$120,057.04	\$81,927.51	\$120,057.04
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-2040	WORKERS COMP INSURANCE	\$3,052.00	\$3,052.00	\$2,471.73	\$3,052.00
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-2050	UNEMPL INSURANCE	\$2,442.00	\$2,442.00	\$401.56	\$2,442.00
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-2070	SUPPLEMENTAL DEATH BENEFIT	\$3,154.00	\$3,154.00	\$1,690.08	\$3,154.00
					Benefits for 2 new positions				\$24,808.01
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-3300	OPERATING SUPPLIES	\$24,868.80	\$24,868.80	\$8,880.54	\$24,930.40
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-4010	PROFESSIONAL SERVICES	\$19,782.00	\$19,782.00	\$49.95	\$20,000.00
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-4200	TELEPHONE/CELL/MOBILE BB	\$10,625.76	\$10,625.76	\$3,298.35	\$10,652.08
				100-4850-4280	Witness Expense				\$2,833.00
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-4250	TRAVEL/MILEAGE	\$5,652.00	\$5,652.00	-\$1,362.11	\$8,499.00
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-4270	CONFERENCE/DUES/TRAINING	\$10,173.60	\$10,173.60	\$2,016.99	\$10,765.40
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-4520	REPAIR & MAINTENANCE	\$3,391.20	\$3,391.20	\$6,784.09	\$9,065.60
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-4620	COPIER RENTAL	\$7,347.60	\$7,347.60	\$1,297.67	\$7,932.40
100	4850	4850	4850 - DISTRICT ATTORNEY	100-4850-5750	MACH/EQUIP (INVENTORIED)	\$9,043.20	\$9,043.20	\$0.00	\$23,457.24
District Attorney's Office did not request any amount under this. Stated they never had control over the below portion in the past and left it blank to be filled in by cc. Just copied from last year amount to have idea of percentage increase requesting above									
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-1050	CLERK/SUPPORT STAFF	\$5,000.00	\$5,000.00	\$4,383.32	\$5,000.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-1056	INVESTIGATOR	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-2010	FICA/MDCR	\$1,000.00	\$1,000.00	\$334.16	\$1,000.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-2020	GROUP INSURANCE	\$0.00	\$0.00	\$189.40	\$0.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-2030	RETIREMENT	\$1,000.00	\$1,000.00	\$468.48	\$1,000.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-2040	WORKERS COMP INSURANCE	\$200.00	\$200.00	\$71.39	\$200.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-2050	UNEMPL INSURANCE	\$200.00	\$200.00	\$2.42	\$200.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-2070	SUPPLEMENTAL DEATH BENEFIT	\$200.00	\$200.00	\$9.68	\$200.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-3300	OPERATING SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-4200	TELEPHONE/CELL/MOBILE/BB	\$7,000.00	\$7,000.00	\$595.36	\$7,000.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-4990	MISCELLANEOUS	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-5750	MACH/EQUIP (INVENTORIED)	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
180	4852	4852	4852 - DIST ATT CHPT 59 FORFEITURES	180-4852-5760	MACH/EQUIP (CAPITALIZED)	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
180	4872	4872	4872 - DIST ATT COLLECTION FEES	180-4872-3300	OPERATING SUPPLIES	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
180	4882	4882	4882 - DIST ATT PRETRIAL DIVERSION	180-4882-1050	SAL SUPCLERKS/SUPPORT STAFF	\$11,000.00	\$11,000.00	\$1,226.20	\$11,000.00
180	4882	4882	4882 - DIST ATT PRETRIAL DIVERSION	180-4882-2010	FICA/MDCR	\$600.00	\$600.00	\$89.52	\$600.00
180	4882	4882	4882 - DIST ATT PRETRIAL DIVERSION	180-4882-2030	RETIREMENT	\$750.00	\$750.00	\$131.16	\$750.00
180	4882	4882	4882 - DIST ATT PRETRIAL DIVERSION	180-4882-2040	WORKERS COMP INSURANCE	\$100.00	\$100.00	\$2.07	\$100.00
180	4882	4882	4882 - DIST ATT PRETRIAL DIVERSION	180-4882-2050	UNEMPL INSURANCE	\$100.00	\$100.00	\$0.68	\$100.00
180	4882	4882	4882 - DIST ATT PRETRIAL DIVERSION	180-4882-2070	SUPPLEMENTAL DEATH BENEFIT	\$100.00	\$100.00	\$2.70	\$100.00
180	4882	4882	4882 - DIST ATT PRETRIAL DIVERSION	180-4882-4860	DA PRETRIAL DIVERSION	\$11,000.00	\$11,000.00	\$2,443.37	\$11,000.00
180	4892	4892	4892 - DIST ATT APPORTIONMENT	180-4892-1060	SALARY SUPPLEMENT- D A APPORTIONMENT	\$15,900.00	\$15,900.00	\$13,102.24	\$15,900.00
180	4892	4892	4892 - DIST ATT APPORTIONMENT	180-4892-2010	FICA/MDCR	\$1,500.00	\$1,500.00	\$952.58	\$1,500.00
180	4892	4892	4892 - DIST ATT APPORTIONMENT	180-4892-2020	GROUP INSURANCE	\$0.00	\$0.00	\$322.28	\$0.00
180	4892	4892	4892 - DIST ATT APPORTIONMENT	180-4892-2030	RETIREMENT	\$2,000.00	\$2,000.00	\$1,398.82	\$2,000.00
180	4892	4892	4892 - DIST ATT APPORTIONMENT	180-4892-2040	WORKERS COMP INSURANCE	\$200.00	\$200.00	\$68.47	\$200.00
180	4892	4892	4892 - DIST ATT APPORTIONMENT	180-4892-2050	UNEMPL INSURANCE	\$100.00	\$100.00	\$7.02	\$100.00
180	4892	4892	4892 - DIST ATT APPORTIONMENT	180-4892-2070	SUPPLEMENTAL DEATH BENEFIT	\$100.00	\$100.00	\$28.66	\$100.00
180	4892	4892	4892 - DIST ATT APPORTIONMENT	180-4892-4540	REPAIR & MAINTENANCE	\$2,700.00	\$2,700.00	\$0.00	\$2,700.00
						\$1,605,868.28			\$1,784,237.27
						\$1,605,868.28	\$1,784,237.27	10.00%	

Fun	Dept	Dept	Title	Account #	Description	Original Budget	Adjusted Budget	FiscalActivity	FY25-26 Request
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-1020	APPOINTED OFFICIAL	\$0.00	\$0.00	\$0.00	\$33,680.58
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-1040	CLERK/SUPPORT STAFF	\$0.00	\$0.00	43,256.51	\$65,601.92
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-1056	INVESTIGATOR/SGT	\$0.00	\$0.00	\$0.00	\$13,145.98
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-1100	LONGEVITY	\$0.00	\$0.00	\$0.00	\$2,332.30
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-1200	ATTORNEY	\$0.00	\$0.00	\$0.00	\$213,677.40
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-1980	PAY EQUILIZER DUE TO SB22	\$0.00	\$0.00	\$0.00	\$18,101.05
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-1990	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-2010	FICA/MDCR	\$0.00	\$0.00	2,909.08	\$27,722.10
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-2020	GROUP INSURANCE	\$0.00	\$0.00	8,581.66	\$47,853.48
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-2030	RETIREMENT	\$0.00	\$0.00	4,619.07	\$43,485.13
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-2040	WORKERS COMP INSURANCE	\$0.00	\$0.00	70.66	\$3,016.14
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-2050	UNEMPL INSURANCE	\$0.00	\$0.00	23.08	\$581.13
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-2070	SUPPLEMENTAL DEATH BENEFIT	\$0.00	\$0.00	95.13	\$1,088.01
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-3100	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$2,377.05
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-3110	POSTAGE	\$0.00	\$0.00	\$0.00	\$226.39
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-3310	GASOLINE/DIESEL/OIL/ETC	\$0.00	\$0.00	\$0.00	\$1,131.93
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-4200	TELEPHONE/CELL/MOBILE BB	\$0.00	\$0.00	\$0.00	\$2,263.86
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-4270	TRAVEL/TRAINING/DUES/CONF	\$0.00	\$0.00	\$0.00	\$4,301.33
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-4370	UTILITIES	\$0.00	\$0.00	\$0.00	\$5,206.89
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-4510	VEHICLE REPAIR & MAINT	\$0.00	\$0.00	\$0.00	\$0.00
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-4600	OFFICE RENT	\$0.00	\$0.00	\$0.00	\$0.00
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-4610	COPIER LEASE	\$0.00	\$0.00	\$0.00	\$2,490.48
299	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	299-4800-5750	MACH/EQUIP (INVENTORIED)	\$0.00	\$0.00	\$0.00	\$3,803.29
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-1020	APPOINTED OFFICIAL	\$126,509.50	\$126,509.50	\$83,215.51	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-1040	CLERK/SUPPORT STAFF	\$176,203.59	\$176,203.59	\$121,969.10	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-1056	INVESTIGATOR/SGT	\$72,671.96	\$72,671.96	\$47,495.43	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-1100	LONGEVITY	\$11,198.22	\$11,198.22	\$12,045.13	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-1200	ATTORNEY	\$707,950.09	\$707,950.09	\$463,448.31	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-1980	PAY EQUILIZER DUE TO SB22	\$106,559.70	\$106,559.70	\$66,610.00	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-1990	OVERTIME	\$0.00	\$0.00	\$8.14	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-2010	FICA/MDCR	\$91,823.11	\$91,823.11	\$59,297.03	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-2020	GROUP INSURANCE	\$147,517.50	\$147,517.50	\$92,609.98	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-2030	RETIREMENT	\$142,835.95	\$142,835.95	\$83,183.43	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-2040	WORKERS COMP INSURANCE	\$5,695.12	\$5,695.12	\$1,615.60	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-2050	UNEMPL INSURANCE	\$3,057.12	\$3,057.12	\$407.76	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-2070	SUPPLEMENTAL DEATH BENEFIT	\$3,612.96	\$3,612.96	\$1,714.37	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-3100	OFFICE SUPPLIES	\$8,706.75	\$8,706.75	\$1,743.92	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-3110	POSTAGE	\$0.00	\$0.00	\$295.72	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-3310	GASOLINE/DIESEL/OIL/ETC	\$0.00	\$0.00	\$1,213.24	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-4200	TELEPHONE/CELL/MOBILE BB	\$2,670.00	\$2,670.00	\$1,053.79	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-4270	TRAVEL/TRAINING/DUES/CONF	\$34,710.00	\$34,710.00	\$4,262.76	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-4370	UTILITIES	\$12,502.00	\$12,502.00	\$6,251.23	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-4510	VEHICLE REPAIR & MAINT	\$0.00	\$0.00	\$283.78	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-4600	OFFICE RENT	\$9,790.00	\$9,790.00	\$0.00	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-4610	COPIER LEASE	\$0.00	\$0.00	\$1,945.70	\$0.00
100	4800	4800	4800 - PUBLIC DEFENDERS OFFICE	100-4800-5750	MACH/EQUIP (INVENTORIED)	\$1,500.00	\$15,002.40	\$0.00	\$0.00
						\$1,665,513.57			\$492,086.44
						\$1,665,513.57	\$0.00	-238.46%	-238.46%

NORTH HILL COUNTRY PUBLIC DEFENDERS OFFICE 10/1/25-9/30/2026

Line Item		Budget	Expenditures	Grant This Period	Match	Blanco	Llano	Burnet
Description			This Period	66.667%	This Period	10.322%	21.762%	67.916%
Appointed Official	299-4800-1020	\$148,775.00	\$148,775.00	\$99,183.36	\$49,591.64	\$5,118.93	\$10,792.13	\$33,680.58
Clerk/Support Staff	299-4800-1040	\$289,779.00	\$289,779.00	\$193,186.05	\$96,592.95	\$9,970.48	\$21,020.56	\$65,601.92
Investigator/Sgt	299-4800-1056	\$85,449.00	\$85,449.00	\$56,966.02	\$28,482.98	\$2,940.06	\$12,396.94	\$13,145.98
Longevity	299-4800-1299	\$15,160.00	\$15,160.00	\$10,106.67	\$5,053.33	\$521.61	\$2,199.41	\$2,332.30
Attorney	299-4800-1200	\$943,863.00	\$943,863.00	\$629,242.17	\$314,620.83	\$32,475.65	\$68,467.78	\$213,677.40
SB 22 MaTch	299-4800-1980	\$117,657.00	\$117,657.00	\$78,438.02	\$39,218.98	\$4,048.24	\$17,069.68	\$18,101.05
FICA/Medicare	299-4800-2010	\$122,455.00	\$122,455.00	\$81,636.69	\$40,818.31	\$4,213.33	\$8,882.88	\$27,722.10
Group Insurance	299-4800-2020	\$211,380.00	\$211,380.00	\$140,920.04	\$70,459.96	\$7,272.99	\$15,333.50	\$47,853.48
Retirement	299-4800-2030	\$192,084.00	\$192,084.00	\$128,056.03	\$64,027.97	\$6,609.07	\$13,933.77	\$43,485.13
Workers Comp	299-4800-2040	\$13,323.00	\$13,323.00	\$8,882.00	\$4,441.00	\$458.41	\$966.45	\$3,016.14
Unemployment	299-4800-2050	\$2,567.00	\$2,567.00	\$1,711.33	\$855.67	\$88.32	\$14.64	\$581.13
Supp Death Benfit	299-4800-2070	\$4,806.00	\$4,806.00	\$3,204.00	\$1,602.00	\$165.36	\$348.63	\$1,088.01
Office Supplies	299-4800-3299	\$10,500.00	\$10,500.00	\$7,000.00	\$3,500.00	\$361.28	\$761.67	\$2,377.05
Postage	29-4800-3110	\$1,000.00	\$1,000.00	\$666.67	\$333.33	\$34.41	\$72.54	\$226.39
Fuel and Maint	299-4800-4510	\$5,000.00	\$5,000.00	\$3,333.33	\$1,666.67	\$172.04	\$362.70	\$1,131.93
Travel	299-4800-4250	\$19,000.00	\$19,000.00	\$12,666.67	\$6,333.33	\$653.74	\$1,378.26	\$4,301.33
Training/Profes sional Dues	299-4800-4270	\$23,000.00	\$23,000.00	\$15,333.34	\$7,666.67	\$791.37	\$1,668.42	\$5,206.89
Telephone	299-4800-4200	\$10,000.00	\$10,000.00	\$6,666.67	\$3,333.33	\$344.07	\$725.40	\$2,263.86
Utilities	299-4800-4370	\$14,000.00	\$14,000.00	\$9,333.34	\$4,666.66	\$481.70	\$1,015.56	\$3,169.40
Copier Lease	299-4800-4610	\$11,000.00	\$11,000.00	\$7,333.00	\$3,667.00	\$378.51	\$798.01	\$2,490.48
Mach/Equip Inventoried	299-4800-5750	\$16,800.00	\$16,800.00	\$11,200.00	\$5,600.00	\$578.04	\$1,218.67	\$3,803.29
		\$2,257,598.00	\$2,257,598.00	\$1,505,065.00	\$752,533.00	\$77,677.59	\$179,427.60	\$495,255.85

Burnet County Commissioners Court

Jim Luther Jr.

Precinct 1

Damon Beierle

Precinct 2

Bryan Wilson

County Judge

Chad Collier

Precinct 3

Joe Don Dockery

Precinct 4

Workshop

3.

Meeting Date: 07/15/2025

Subject

Review and discuss Burnet County's vehicle policies and vehicle retirement mileage report. (Wilson)

Attachments

Disposed Vehicle Report

Vehicle Use and Take Home Policy

	Asset ID	Description	Class	Category	Disposed Date	Disposed Amo	Vin	Mileage	
4082 - VETRIDE	15-1002	2006 FORD PASSENGER VAN E150 CCT TO GD 1/14/2025	4 - ROAD VEHICLES	290	04/03/2025	7,851.00	6472	202,503	
4082 - VETRIDE	15-1004	2006 FORD PASSENGER VAN E150 CCT 1/14/25 FOR GD AUCTION	4 - ROAD VEHICLES	290	04/03/2025	7,851.00	6464	197,749	
510 - MAINTENANCE DEPT	15-1047	2015 CHEV TAHOE UN#154 2WD 4DR CCT TRANSFER FOR GD AUCTION 9/24/24 WHITE - HOLD FOR AUCTION CC 9/13/22	4 - ROAD VEHICLES	100	04/03/2025	0.00	2031	206,122	
510 - MAINTENANCE DEPT	8727	CC 5/28 TO MAINT 2005 FORD F150 SUPER CAB P/U M-3 CC 5/28 FOR AUCTION SOLD 4/18/2024	4 - ROAD VEHICLES	100	06/20/2024	0.00	3410	111,325	
510 - MAINTENANCE DEPT	9467-09	2009 FORD F150-SO 1/2 TON UN#M-6 PLATE#1077777 VIN 3535 TRF SO TO MAINT - CC 4/28/20 GOV DEALS AUCTION 1.17.24	4 - ROAD VEHICLES	100	12/13/2023	0.00	2535	197,385	
510 - MAINTENANCE DEPT	9702-10	2010 FORD F-150 4X2 MAINTENANCE TRF FROM AGRILIFE 3.9.21 - UNIT #M13 5/28 CC TO AUCTION	4 - ROAD VEHICLES	100	06/26/2024	0.00	9173	170,538	
510 - MAINTENANCE DEPT	9706-10	2010 FORD F150 CREWCAB UNIT# M-01 CC 12/12/23 FOR GOV DEALS AUCTION GOV DEALS AUCTION 1.17.24	4 - ROAD VEHICLES	100	02/09/2024	0.00	5052	176,108	
512 - COUNTY JAIL	16-1050	2008 FORD F150 PICKUP M-16 CCT TRANSFER 9/24/24 FOR GD AUCTION	4 - ROAD VEHICLES	270	12/17/2024	21,714.50	5992	78,976	
512 - COUNTY JAIL	16-1051	2010 CHEV EXPRESS VAN CC 2/9/12 HOLD FOR GOVDEALS AUCTION - PROPERTY TRANSFER	4 - ROAD VEHICLES	270	07/16/2024	0.00	9068	128,706	
512 - COUNTY JAIL	16-1052	2010 CHEV EXPRESS VAN CC 2/9/21 - PROPERTY TRANSFER, HOLD FOR GOVDEALS AUCTION	4 - ROAD VEHICLES	270	07/16/2024	0.00	5381	142,696	
512 - COUNTY JAIL	18-1080	2000 FREIGHTLINER DUMP TRUCK VIN 0073; UNIT RB1-73 Property Tfr from RB1 to Jail 8/22/23 Plate # 1371986	4 - ROAD VEHICLES	270	04/03/2025	17,000.00	73	45,287	
515 - SPECIAL OPERATIONS	8791	2003 CHEV S-10 TF04-NO RADIO VIN1229 Transfer to Maintenance Dept. CC 7/26/19 LIC 1372013 UN#M-2	4 - ROAD VEHICLES	190	12/13/2023	0.00	1229	111,827	
560 - COUNTY SHERIFF	13-1341	GOV DEALS AUCTION 1.17.24 2013 CHEV TAHOE UN#84 UN#84 1118291 SOLD AT AUCTION 5/8/2024	4 - ROAD VEHICLES	100	05/17/2024	0.00	5284	182,079	
560 - COUNTY SHERIFF	16-1063	REPLACED FY22 2016 CHEVY TAHOE UNIT# 161 2WD 4DR LIC#1312223 WHITE VIN#5217	4 - ROAD VEHICLES	100	02/18/2025	0.00	5217	176,902	
560 - COUNTY SHERIFF	17-1038	PROP TRANSFER FOR SURPLUS 11.12.2024 REPLACED FY23 2017 FORD EXPLORER - UNIT 172 POLICE AWD SHERIFF'S OFFICE	4 - ROAD VEHICLES	100	05/17/2024	0.00	5525	124,022	
560 - COUNTY SHERIFF	9209-08	FY24 REPLACED WITH UNIT 243 2008 FORD F250 SOLD AT AUCTION 5/8/2024 UNIT 30	4 - ROAD VEHICLES	100	05/17/2024	0.00	9434	161,894	
565 - BCSO CRISIS DIVERSIO	13-1296	CVP1739 2013 CHEV TAHOE UN#83 SOLD AT AUCTION 5/8/2024 - PROCEEDS RETURN TO GRANT B2C2811	4 - ROAD VEHICLES	290	05/17/2024	0.00	5460	202,893	Damaged/ Seizure not purchase d
577 - HOT ATTF PRGM	18-1112	FY24 REPLACEMENT VEHICLE 2014 DODGE RAM 1500 - VIN TEX114069 WHITE SOLD - GOVDEALS	4 - ROAD VEHICLES	290	02/18/2025	0.00	4069	66,962	
577 - HOT ATTF PRGM	18-1152	2017 CHEVROLET SILVERADO VIN 6213 TRADE IN 23 TAHOE 12/5/23	4 - ROAD VEHICLES	290	12/04/2023	0.00	6213	126,387	
611 - ROAD & BRIDGE PCT 1	9707-10	2010 FORD F150 CREWCAB UNIT# _ Transferred from S.O. to RB1 CC 5/12/20 VIN#0436	4 - ROAD VEHICLES	100	04/03/2025	0.00	436	207,901	
612 - ROAD & BRIDGE PCT 2	8569	2005 CHEVROLET EXTENDED CAB UN#313 11/26/24 CCT PROP TRANSFER TO GD	4 - ROAD VEHICLES	330	02/18/2025	0.00	2183	237,394	
613 - ROAD & BRIDGE PCT 3	11-9948	1999 FORD BUCKET TRUCK WHITE 1.5 TON UN#317 11/26/24 CCT PROP TRANSFER FOR GD	4 - ROAD VEHICLES	330	02/18/2025	0.00	6721	190,656	
613 - ROAD & BRIDGE PCT 3	14-1015	1999 INTL DP UNIT 36/319 11/26/24 CCT PROP TRANSFER TO GD	4 - ROAD VEHICLES	330	02/18/2025	0.00	7622	53,429	

		1997 FORD F250 P/U 3/4 TON UN#304						
613 - ROAD & BRIDGE PCT 3	4499	11/26/24 PROP TRANSFER TO GD	4 - ROAD VEHICLES	330	02/18/2025	0.00	757	237,452
		1989 FREIGHTLINER DUMP TRUCK - DIESEL UN#306 VIN 6124						
613 - ROAD & BRIDGE PCT 3	5323	11/26/24 CCT PROP TRANSFER TO GD	4 - ROAD VEHICLES	330	02/18/2025	0.00	6124	730,075
		2006 CHEVROLET 1-TON FLATBED P/U UN #314						
613 - ROAD & BRIDGE PCT 3	8804	CCT 11/26/24 PROP TRANSFER TO GD	4 - ROAD VEHICLES	330	02/18/2025	0.00	2330	130,159
		2010 FORD F150 PU 9.12.23 - HELD FOR AUCTION						
666 - ENVIRONMENTAL SERV	9700-10	SOLD: \$7,900.00	4 - ROAD VEHICLES	330	03/07/2024	0.00	4530	159,874
								4,757,301
							Average mileage	176,196
							Average without diesel tru	154,893



Burnet County, TX

Disposed Asset Listing Report

By Asset ID

Disposed Date: 10/1/2023-12/31/2025

Disposed Assets: 35

Asset ID	Description	Primary Location	Class	Category	Disposed Date	Disposed Amount	Net Asset Value
Department: 4082 - VETRIDE							
15-1002	2006 FORD PASSENGER VAN	4082	4 - ROAD VEHICLES	290	04/03/2025	7,851.00	0.00
15-1004	2006 FORD PASSENGER VAN	4082	4 - ROAD VEHICLES	290	04/03/2025	7,851.00	0.00
Department 4082 Totals:						15,702.00	0.00
Department: 510 - MAINTENANCE DEPT							
15-1047	2015 CHEV TAHOE UN#154	510	4 - ROAD VEHICLES	100	04/03/2025	0.00	0.00
8727	2005 FORD F150	510	4 - ROAD VEHICLES	100	06/20/2024	0.00	0.00
9467-09	2009 FORD F150-SO	510	4 - ROAD VEHICLES	100	12/13/2023	0.00	0.00
9702-10	2010 FORD F-150 4X2	510	4 - ROAD VEHICLES	100	06/26/2024	0.00	0.00
9706-10	2010 FORD F150 CREWCAB	510	4 - ROAD VEHICLES	100	02/09/2024	0.00	0.00
Department 510 Totals:						0.00	0.00
Department: 512 - COUNTY JAIL							
16-1050	2008 FORD F150 PICKUP	510	4 - ROAD VEHICLES	270	12/17/2024	21,714.50	0.00
16-1051	2010 CHEV EXPRESS VAN	512	4 - ROAD VEHICLES	270	07/16/2024	0.00	0.00
16-1052	2010 CHEV EXPRESS VAN	512	4 - ROAD VEHICLES	270	07/16/2024	0.00	0.00
18-1080	2000 FREIGHTLINER DUMP TRUCK	512-BCJ	4 - ROAD VEHICLES	270	04/03/2025	17,000.00	0.00
Department 512 Totals:						38,714.50	0.00
Department: 515 - SPECIAL OPERATIONS							
8791	2003 CHEV S-10	510	4 - ROAD VEHICLES	190	12/13/2023	0.00	0.00
Department 515 Totals:						0.00	0.00
Department: 543 - AREA FIRE DEPTS							
12-1094	1978 TONKER PUMPER FIRE TRUCK	543	4 - ROAD VEHICLES	290	12/21/2023	0.00	0.00
Department 543 Totals:						0.00	0.00
Department: 560 - COUNTY SHERIFF							
13-1341	2013 CHEV TAHOE UN#84	560	4 - ROAD VEHICLES	100	05/17/2024	0.00	0.00
16-1063	2016 CHEVY TAHOE UNIT# 161	560	4 - ROAD VEHICLES	100	02/18/2025	0.00	0.00
17-1038	2017 FORD EXPLORER - UNIT 172	560	4 - ROAD VEHICLES	100	05/17/2024	0.00	0.00
19-1095	1988 OSHKOSH MILITARY TRUCK	614	4 - ROAD VEHICLES	100	01/23/2024	0.00	0.00
9209-08	2008 FORD F250	560	4 - ROAD VEHICLES	100	05/17/2024	0.00	0.00
Department 560 Totals:						0.00	0.00
Department: 565 - BCSO CRISIS DIVERSION							
13-1296	2013 CHEV TAHOE	560	4 - ROAD VEHICLES	290	05/17/2024	0.00	0.00
Department 565 Totals:						0.00	0.00

Disposed Asset Listing Report

Disposed Date: 10/1/2023-12/31/2025

Asset ID	Description	Primary Location	Class	Category	Disposed Date	Disposed Amount	Net Asset Value
Department: 577 - HOT ATTF PRGM							
18-1112	2014 DODGE RAM 1500 - VIN	577	4 - ROAD VEHICLES	290	02/18/2025	0.00	0.00
18-1152	2017 CHEVROLET SILVERADO	577	4 - ROAD VEHICLES	290	12/04/2023	0.00	0.00
Department 577 Totals:						0.00	0.00
Department: 611 - ROAD & BRIDGE PCT 1							
5291	VIBRATORY ROLLER -	611	4 - ROAD VEHICLES	310	04/03/2025	0.00	0.00
8400	1989 ROSCO SWEEPER(DIESEL)	611	4 - ROAD VEHICLES	310	04/03/2025	0.00	0.00
9707-10	2010 FORD F150 CREWCAB	611	4 - ROAD VEHICLES	100	04/03/2025	0.00	0.00
Department 611 Totals:						0.00	0.00
Department: 612 - ROAD & BRIDGE PCT 2							
8569	2005 CHEVROLET	613	4 - ROAD VEHICLES	330	02/18/2025	0.00	0.00
Department 612 Totals:						0.00	0.00
Department: 613 - ROAD & BRIDGE PCT 3							
11-9948	1999 FORD BUCKET TRUCK	613	4 - ROAD VEHICLES	330	02/18/2025	0.00	0.00
14-1015	1999 INTL DP	613	4 - ROAD VEHICLES	330	02/18/2025	0.00	0.00
4499	1997 FORD F250	613	4 - ROAD VEHICLES	330	02/18/2025	0.00	0.00
4562	TRACTOR, JOHN DEERE	613	4 - ROAD VEHICLES	330	02/18/2025	0.00	0.00
5323	1989 FREIGHTLINER	613	4 - ROAD VEHICLES	330	02/18/2025	0.00	0.00
8804	2006 CHEVROLET	613	4 - ROAD VEHICLES	330	02/18/2025	0.00	0.00
Department 613 Totals:						0.00	0.00
Department: 614 - RB PCT4-2007 FLOOD RCVRY							
2144	1990 JD TRACTOR #970 DIESEL	614	4 - ROAD VEHICLES	340	05/01/2025	0.00	0.00
3712	MOTORGRADER - 82	611	4 - ROAD VEHICLES	340	04/03/2025	0.00	0.00
9711-10	TRACTOR - RB#4	614	4 - ROAD VEHICLES	340	03/19/2024	0.00	0.00
Department 614 Totals:						0.00	0.00
Department: 666 - ENVIRONMENTAL SERVICES							
9700-10	2010 FORD F150 PU	666	4 - ROAD VEHICLES	330	03/07/2024	0.00	0.00
Department 666 Totals:						0.00	0.00
Grand Totals:						54,416.50	0.00

Disposed Asset Summary

Department	Disposed Amount	Net Asset Value
4082 - VETRIDE	15,702.00	0.00
510 - MAINTENANCE DEPT	0.00	0.00
512 - COUNTY JAIL	38,714.50	0.00
515 - SPECIAL OPERATIONS	0.00	0.00
543 - AREA FIRE DEPTS	0.00	0.00
560 - COUNTY SHERIFF	0.00	0.00
565 - BCSO CRISIS DIVERSION	0.00	0.00
577 - HOT ATTFF PRGM	0.00	0.00
611 - ROAD & BRIDGE PCT 1	0.00	0.00
612 - ROAD & BRIDGE PCT 2	0.00	0.00
613 - ROAD & BRIDGE PCT 3	0.00	0.00
614 - RB PCT4-2007 FLOOD RCVRY	0.00	0.00
666 - ENVIRONMENTAL SERVICES	0.00	0.00
Disposed Totals:	54,416.50	0.00

7.00 – USE OF COUNTY PROPERTY

7.01 GENERAL POLICY

Burnet County attempts to provide each employee with adequate tools, equipment, and vehicles for the job being performed and expects each employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all municipal, county, and state regulations.

7.02 USE OF TOOLS, EQUIPMENT, PROPERTY AND VEHICLES

Employees who are assigned tools or equipment or vehicles by their departments are responsible for them and for their proper use and maintenance.

All county property shall be returned upon termination of employment.

No personal use of any county property, money, materials, supplies, tools, equipment or vehicles is permitted. Violations may result in discharge and possible prosecution.

The use of personal property in the course and scope of employment is at the employee's own risk for loss or damage. Reasonable measures will be taken to safeguard your personal belongings; however, Burnet County assumes no liability for personal property brought into the workplace. Any employee who brings personal property into the workplace assumes the full risk for it should it be lost, stolen, or damaged.

7.03 VALID DRIVER'S LICENSE

All elected officials/employees driving a County-owned vehicle must have a valid Texas Driver's License with a classification which allows for operation of the assigned vehicle(s). If during the course of employment an elected official/employee loses his/her driver's license due to suspension or non-renewal, the elected official/employee shall immediately notify his/her department head/elected official. It shall be the elected official/department head's responsibility to ensure that each of their employees possess a valid Texas Driver's License with the proper classification to operate the employee's assigned vehicle(s). Improper use of a County vehicle shall be subject to disciplinary action. If any employee is excluded from the County's liability insurance coverage due to their driving record, they will become ineligible to drive a County vehicle. An occupational driver's license is not considered a valid driver's license under this section.

Suspension or revocation of the driver's license of an employee who is assigned as a vehicle or equipment operator may result in a demotion or termination.

Burnet County may check employee driving records, at the county's discretion, for all employees who drive for Burnet County business reasons. This includes driving a county owned vehicle or their own car for Burnet County business. Employees who drive for the county must furnish the county with their driver's license number.

7.04 ACCIDENT REPORTING

Any employee operating county equipment or vehicles must report all equipment or vehicular accidents and property damage or liability claims to his/her supervisor and the proper law enforcement agency immediately.

Each vehicular accident, no matter how minor, must be reported to the county in order that an accident report can be filed. Reports should be made to the County Auditor's office. Failure to report accidents may lead to disciplinary action up to and including termination.

Burnet County
Personnel Policies & Employee Handbook

Following all accidents, all drivers will be tested in accordance with our Drug and Alcohol Policy. CDL drivers must follow DOT regulations.

7.05 COUNTY TELEPHONES

No personal long distance telephone calls shall be charged to any county telephones. Personal long distance calls shall be charged to credit cards, charges reversed, or charges made to a third number. Personal calls shall be kept to a minimum.

Effective 10/01/2019, Burnet County will not reimburse employees for use of a personal cellular device. Where job needs demand immediate access to an employee, the county may issue a county-owned cellular telephone to an employee for work-related communications. These phones are intended to be used for business purposes and no personal calls are allowed. If personal cellular calls are made which result in a charge to the county, the employee will reimburse the county within 10 days after notification from the Auditor's Office. Burnet County employees to whom cell phones are issued may be required to keep location services enabled. Abuse of county issued cellular phones can result in disciplinary actions, up to and including termination.

7.06 COUNTY VEHICLE USAGES – GENERAL GUIDELINES

All vehicles must be parked at a county facility at the end of each working day unless prior authorization has been granted by their elected official or department head.

Vehicles may be used only for work-related duties and, if authorized, to drive to and from work. Vehicles may be used for no other purpose, except in an emergency, or for trips completely incidental to County employment while driving to and from a County-related job site.

If an elected official/employee uses a County vehicle to commute to and from their primary residence, the fringe benefit use of said vehicle may be included as taxable income of the elected official/employee in accordance with Internal Revenue Commuting Valuation Rules. Marked vehicles used by law enforcement officers used to commute to and from work are considered as qualified non-personal vehicles and the use of such vehicles is not considered taxable income. Unmarked vehicles used by law enforcement officers are also considered as qualified non-personal vehicles and the use of the vehicles by such personnel to commute to and from work is not considered as taxable income. The term "law enforcement officer" means an individual who is employed on either a full-time or part-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crime), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen's arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work). Use of either a marked or unmarked vehicle by a person who is not a law enforcement officer would be considered as taxable income.

Only County elected officials/employees, duly commissioned reserve officers authorized by the County Sheriff or Constable, or officers assigned to special operations and/or task force units approved by Commissioners' Court, are authorized to drive a County vehicle. A list of duly commissioned reserve officers authorized by the County Sheriff or Constable to drive a County vehicle shall be maintained by the respective department head/elected official and a copy kept by the Human Resources Office.

A. Personal Use

1. At no time may a County vehicle be used for personal gain, personal business, to drive to a place of secondary or part-time employment not related to County business, or for any other non-County-related use.

Burnet County
Personnel Policies & Employee Handbook

2. Law Enforcement vehicles may be used for special events provided the County is reimbursed at a rate approved annually by Commissioners' Court.
3. County vehicles may not be used as tow vehicles, unless it is for official County business.
- B. Allowed passengers in County vehicles are: a) anyone in the care and custody of a law enforcement official; b) County employees; c) a non-employee on County-related business; and d) any person in need of transport due to an emergency.
- C. In the event of an accident involving a County owned vehicle being used by County elected official/employee for personal reasons, the County elected official/employee will be fully liable for all damage and/or injuries sustained to all parties in the accident.
- D. All drivers of County-owned vehicles, and those using their personal vehicles on County business, shall comply with all applicable State and local laws. It will be the responsibility of the driver to pay any fines imposed for not complying with such laws.
- E. Federal Law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to including loss of CDL. Burnet County expressly prohibits anyone operating a County owned vehicle from texting with penalties, up to and including loss of employment.

The Commissioners' Court may grant a vehicle allowance to any elected official/employee deemed appropriate. The vehicle allowance will be paid monthly on the elected official/employee's paycheck as a Taxable Fringe Benefit as designated by IRS Fringe Benefit Guidelines.

7.07 UNIFORM POLICY

If a Burnet County employee receives a county uniform, Burnet County will comply with IFS regulations in determining if the benefit is taxable to the employee.

7.08 USE OF COUNTY CASH FUND

According to LGC Sec. 130.902 (c), a change fund may not be used to make loans or advances or to cash checks or warrants of any kind.

Therefore, no checks will be cashed for any reason from any county change drawer.

7.09 USE OF SIGNATURE STAMP

A signature stamp is used when an elected official or department head authorizes an employee to use the stamp on behalf of the person in authority. An employee who receives permission to use a signature stamp on behalf of a person in authority must account for the proper usage of the instrument. To this end, Burnet County requires the employee to personally sign or initial underneath a stamped signature to identify who placed it there. The employee will become the primary contact in case a document has been erroneously stamped. In case of a mistake, the person who stamped the document will be held accountable. Use the signature stamp on the proper documents and only after the person whose signature is on the stamp and has given permission for its use.

Do not use signature stamps on documents that require a personal review or assessment from the individual whose name is on the stamp. Improper use may result in legal ramification and/or disciplinary steps up to and including termination.