

**STATE OF TEXAS  
COUNTY OF WILLIAMSON  
AN ORDER ADOPTING THE 2019/2020 COUNTY BUDGET**

WHEREAS, the Williamson County Commissioners Court is authorized and required to adopt an annual budget for all Williamson County officials and their departments after due consideration;

WHEREAS, the Williamson County Commissioners Court did invite and encourage public participation from county officers, precinct officers, department heads, and the general public, as to the various needs of the citizens of Williamson County for the fiscal year 2019/2020;

WHEREAS, the Williamson County Commissioners Court, after a full discussion of the needs, did make changes in the proposed budget filed by the County Judge in accordance with law; NOW

THEREFORE, BE IT ORDERED BY THE WILLIAMSON COUNTY COMMISSIONERS COURT that the proposed budget filed by the County Budget Officer and amended by the Commissioners Court be adopted with the following provisions:

**POLICIES RELATED TO COMPENSATION AND BENEFITS**

**I. SALARIES**

1. Salaries for County and Precinct Officials are set as follows:

a)	Judge of the County Court	126,182.00 per year
b)	Judge of the County Court at Law #1	156,999.96 per year
c)	Judge of the County Court at Law #2	156,999.96 per year
d)	Judge of the County Court at Law #3	184,999.96 per year
e)	Judge of the County Court at Law #4	184,999.96 per year
f)	County Attorney	161,709.96 per year
g)	County Sheriff	127,475.75 per year
h)	County Clerk	104,521.54 per year
i)	County Tax Assessor/Collector	108,691.18 per year
j)	District Clerk	104,521.54 per year
k)	County Treasurer	100,563.99 per year
l)	Each County Commissioner	102,747.63 per year
m)	Each Justice of the Peace	91,468.43 per year
n)	Each Constable	86,522.43 per year

2. The number of employee positions established and authorized for each official and/or department, the maximum allowable salary for each position, and the job titles are reflected in the annual approved county budget filed with the County Clerk.

## II. HOLIDAYS

The established holiday schedule for paid holidays for the 2019/2020 budget year is as follows:

Veterans Day	Monday	November 11, 2019
Thanksgiving Holiday	Thursday	November 28, 2019
	Friday	November 29, 2019
Christmas Holiday	Tuesday	December 24, 2019
	Wednesday	December 25, 2019
New Year's Holiday	Wednesday	January 1, 2020
Martin Luther King Day	Monday	January 20, 2020
President's Day	Monday	February 17, 2020
Good Friday	Friday	April 10, 2020
Memorial Day	Monday	May 25, 2020
Independence Holiday	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020

See Addendum: The Williamson County Employee Policy Manual (September 11, 2018). Contains the policies for employee usage of paid holiday time as well as other policies affecting payroll related matters.

## III. SUPPLEMENTAL PAY

Williamson County recognizes the following supplemental pay additives. The departments/offices are responsible for ensuring that the employees selected meet all of the requirements established by their offices.

1. Field Training Officer Pay (FTO) – ~~Training officers must maintain the proper certification and follow all established operating procedures. Designated positions listed below. The positions designated as Field Training Officers~~ will be paid \$150 per month. ~~The following departments/offices are authorized to receive FTO incentive pay for the maximum number of positions listed:~~

**Sheriff's Office** – Maximum of 18 positions

**Corrections** – Maximum of 12 positions

**Emergency Medical Services** – Maximum of 20 positions

**Mobile Outreach Team** – Maximum of 2 positions

2. Crisis Intervention Team Supplemental Pay (CIT) — ~~Members of the Crisis Intervention Team must maintain the proper certification and follow all established operating procedures. Designated positions below.~~ The positions designated for CIT pay will be paid \$250 per month. ~~The following departments/offices are authorized to receive CIT supplemental pay for the maximum number of positions listed:~~

**Sheriff's Office** – Maximum of 10 positions

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3. Training Specialist Supplemental Pay — ~~Training Specialist must maintain the proper certification and follow all established operating procedures. Designated positions below.~~ The positions designated as Training Specialist will be paid \$100 per pay period. ~~The following departments/offices are authorized to receive Training Specialist pay for the maximum number of positions listed:~~

**Emergency Communications** – Maximum of 16 positions

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4. On – call Pay – Specific positions listed below are classified as eligible for on-call pay due to the demand for after hour services. All Corrections and Sheriff's Office positions are to be paid by the Sheriff Office's State and Local Forfeiture Fund and all District Attorney positions are to be paid by the District Attorney's Asset Forfeiture Funds. ~~The positions designated for on-call pay must follow all established operating procedures. The following departments/offices are authorized to receive on-call pay for the maximum number of positions and amounts listed:~~

**District Attorney's Office** – Maximum of 1 Asst. ~~Assistant~~ District Attorney, \$300 per week ~~to be paid by the District Attorney's Asset Forfeiture Fund~~

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**Facilities Maintenance** – Maximum of 2 non – exempt positions, ~~\$75~~ \$100 per week

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**Technology Services** – Maximum of 1 position, \$200 per week

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**Sheriff's Office:**

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**Detectives** – Maximum of 2 positions, \$200 per week

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**Sergeant Detective** – Maximum of 1 position, \$200 per week

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**Crime Scene/ Special Evidence Tech** – Maximum of 1 position, \$200 per week

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**SSWAT** – Maximum of 8 positions, \$200 per week

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**Transportation Deputies (Corrections) (Corrections)** – Maximum of 2 positions, \$200 per week

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**Victim's Assistance** – Maximum of 1 position, \$200 per week

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5. Board Certification by the Texas Board of Legal Specialization Supplemental Pay - This supplement is paid for the office listed below for ongoing maintenance of certifications by the Texas Board of Legal Specialization. Funding amount is \$5,000 per employee to be paid equally over 26 pay periods out of the District Attorney Asset Forfeiture Fund. ~~The following department/office is authorized to receive supplemental pay for the maximum number of positions listed:~~

**District Attorney** – Maximum of 5 positions, \$5,000 per employee to be paid equally over 26 pay periods out of the District Attorney Asset Forfeiture Fund

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6. On-call Pay – Specific positions within the Sheriff's Office and Corrections are eligible for on-call pay due to the demand for after hour services. The positions designated for on-call pay must follow all established operating procedures. Funding amount is \$200 per week to be paid by the Sheriff Office's State and Local Forfeiture Funds. The following positions are authorized to receive on-call pay for the maximum number of positions and amounts listed:

\_\_\_\_\_ Detectives – Maximum of 2 positions  
\_\_\_\_\_ Sergeant Detective – Maximum of 1 position  
\_\_\_\_\_ Crime Scene/ Special Evidence Tech – Maximum of 1 position  
\_\_\_\_\_ SWAT – Maximum of 8 positions  
\_\_\_\_\_ Transportation Deputies (Corrections) – Maximum of 2 positions  
\_\_\_\_\_ Victim's Assistance – Maximum of 1 position

7. Night Shift Differential – Specific positions listed below within Facilities are eligible for shift differential pay due to the demand for after hour services at the Williamson County Jail. The positions designated for shift differential must follow all established operating procedures. Funding amount is an additional \$1 per hour to be paid by the Building Maintenance General Fund Account. The following positions are authorized to receive shift differential pay for the maximum number of positions listed:

Facilities – Maximum of 2 positions, \$1 per hour

**Commented [MG1]:** Employees are currently receiving a shift differential of \$1 per hour for working the 3pm to 11pm shift at the Williamson County Jail. Shift differentials have not been approved by the Commissioners Court in the Budget Order, so this amount is not included in the FY20 recommendations from HR. Please note: should the Court decide to discontinue the shift differential, the employees will take a \$1 per hour cut in pay or it could be rolled into their current salaries and not granted moving forward, should the positions become vacant. To add the shift differential back in would be approx. \$5,100. Other offices have requested shift differentials in the past and they have not been recommended.

#### IV. CATASTROPHIC EVENT PAY

##### **PURPOSE**

Establish a policy for Williamson County setting forth the compensation of exempt and non-exempt employees for an activation of the Williamson County Emergency Operation Plan during a declared disaster, catastrophic event, or qualifying event. Nothing in this policy shall be construed as changing the "at will" status of any person employed by Williamson County.

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##### **BACKGROUND**

Williamson County will compensate those essential employees who are required to work outside of their normal work schedule when assisting in the management of a local qualifying event, or when necessary to assist other agencies in managing events outside of the local jurisdiction. Examples of qualifying events include, but are not limited to, the following:

- A. Certain catastrophic local events including, but not limited to: floods, hurricanes, tornados, and other Acts of God, nuclear, chemical and biological emergencies, terrorist attack(s), or any other emergency declared by a federal, state or local authority.
- B. When assigned to support an event, internal or external, to the County's jurisdiction; For personnel assigned and deployed to select teams, including, but not limited to: Williamson

County Emergency Operations Center and Local, Regional, State and Federal Deployments.

## POLICY

### 1. Non-exempt Compensation

Any non-exempt employee who is recalled to duty during a catastrophic event, who works in- excess of forty (40) hours in a work week, or 86-hours in the pay period for those on the law enforcement pay plan, will be paid overtime for additional hours worked. Note that the general rules of compensable time apply to work performed under the circumstances covered by this policy. Refer to the Williamson County Handbook or contact Human Resources if you have questions about what is considered compensable time.

### 2. Exempt Compensation

At the Commissioners Court discretion, any salaried exempt employee who is required to work hours in-excess of their normal work schedule (eighty hours in a pay period) during a declared disaster, Catastrophic Event, or qualifying event as outlined in this procedure may be compensated during the declaration period at a determined hourly rate. Only pay periods with hours worked that equal or exceed 88 hours and at least 8 hours for the event, should be submitted for possible compensation.

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## PROCEDURE

1. When a catastrophic event occurs, the Department Director and/or Elected Official will provide a list to Payroll of staff who will be designated to work during the event. If known, the duration of the event and projected hours for the identified employees, will be provided to Payroll with the list.

2. All employees and/or team leads will promptly and accurately record actual work hours using Crisis Track along with an ICS 214. All non-exempt employees must also record hours worked in Kronos. Exempt staff must also provide a completed excel time sheet to the Payroll Department, if they worked 88 hours or more hours for the pay period and at least 8 hours for the event.

3. Directors and/or Elected Officials or their designee, will notify Payroll in advance if (a) an employee is no longer designated to work an ongoing event, or (b) the employee will be working more hours, or a longer duration then first reported, and provide an updated report.

4. ~~Directors and/or Elected Officials or their designee will promptly notify Payroll when the catastrophic event ends.~~

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## V. FINANCIAL POLICIES

1. **Fund Balance Policy:** Williamson County recognizes the financial importance of maintaining an appropriate level of Unassigned Fund Balance. A formalized Fund Balance Policy demonstrates to the taxpayer fiscal prudence and the ability to meet its obligations in a timely manner. Independent financial analysts rate the county's financial stability. The county's credit strength and strong management control reported by these analysts is, in part, a result of this Fund Balance Policy.

Williamson County will maintain reservations of Fund Balance, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This Policy shall only apply to the County's governmental funds. Fund Balance shall be composed of non-spendable, restricted, committed, assigned and unassigned amounts.

2. **General Fund:** Unassigned Fund Balance represents the difference between assets and liabilities that is available for appropriation.

~~Commissioners Court has assigned \$1.6 million dollars of fund balance for the purpose of funding Law Enforcement and Corrections salaries should the amount budgeted not be sufficient to fund the total amount of approved FTE's in these departments. A budget amendment will be~~

~~placed on the consent agenda during the fiscal year should the departments exceed the budgeted total.~~

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Williamson County will maintain an appropriate level of Unassigned Fund Balance in the General Fund to protect against a reduction of services due to temporary revenue shortfalls or unexpected one-time expenditures. It also helps to ensure stable tax rates. The level of Unassigned Fund Balance for the General Fund shall not be less than 35% of total General Fund budgeted expenditures.

The goal of each year's budget process will be to adopt a budget that maintains compliance with the General Fund Unassigned Fund Balance Policy. If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for the following, including, but not limited to:

- Tax rate stabilization.
- Only one-time, non-recurring expenditures, such as capital improvement needs.
- Address any shortfall in related funds, i.e. Road and Bridge Fund.
- Reduction of debt; to include capital leases.

If it is determined there is a deficit (an amount below the lower limit), the County must develop a plan to rebuild the Unassigned Fund Balance to 35%.

3. **Tobacco Fund:** The initial distribution of Williamson County's share of the settlement established the fund in 1999. Revenues to the fund consist of interest income and the annual distribution by the state of the state trust earnings. To ensure continuation of the fund, the Williamson County Commissioners Court has designated the portion of fund balance representing the amount of the original settlement (\$2.5M). Designation means that this amount, or "principal" balance, cannot be expended. In addition to the original settlement amount, each year, 20% of the revenues from both interest income and the annual distribution from the state will be added to the designated fund balance in order to allow the fund to grow over time. Only 80% of revenues earned from interest and the earnings distributed annually by the state will be budgeted and expended. When determining the next year's budget, the amount available to expend will be calculated using actual revenue and interest revenue amounts from May 1<sup>st</sup> of the previous year to April 30<sup>th</sup> of the current year. Any unspent funds at the end of the fiscal year will be available to budget in the next year. If Tobacco Fund expenditures are budgeted to offset expenditures in other funds, the actual program cost to the other Funds will be determined prior to transferring in any dollars from the Tobacco Fund. This available balance will be tracked annually by the County Auditor's office.

4. **Self-Insured Health Plan Fund Policy:** Unassigned Fund Balance represents the difference between assets and liabilities that is available for appropriation. Williamson County will maintain an appropriate level of Unassigned Fund Balance in the Benefits Fund to protect against an inability to pay for claims and administration associated with the self-insured health plan due to temporary revenue shortfalls. It also helps to ensure stable employer and employee contribution rates.

The Self-Funded Health Plan Fund currently has a "goal of reaching and maintaining 25% of expected claims". The goal of each year's budget process will be to endeavor to adopt a budget that maintains compliance with the Benefits Fund Unassigned Fund Balance Policy.

If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for contribution rate stabilization.

If it is determined there is a deficit (an amount below the lower limit), the County may develop a plan to rebuild the Unassigned Fund Balance to 25% of expected claims.

5. **Radio Communication Systems (RCS) Fund Policy:** Unassigned Fund Balance represents the difference between assets and liabilities that is available for appropriation. Williamson County will maintain an appropriate level of Unassigned Fund Balance in the Radio Communications Systems Fund to protect against unforeseen operating issues. These unforeseen issues can result from environmental or project related items. It also helps to ensure stable radio user fees for the user community.

The Radio Communication Systems Fund has a “goal of reaching and maintaining 30% of total Radio Communication Systems expenditure budget.

If it is determined there is a surplus (an amount exceeding the target limit), the funds may be designated or appropriated for:

- Only one-time, non-recurring expenditures, such as tower improvements
- Fee stabilization

If it is determined there is a deficit, the Radio Communication Systems Board will develop and recommend a plan to the County to rebuild the Unassigned Fund Balance to 30%.

#### **Use and Distribution of Specific Special Revenue Funds and Accounts**

6. **Child Safety Fund:** – This fund is used to deposit a \$1.50 fee collected on each vehicle registration and court costs collected by justice, county, or district courts for violations that occur within a school-crossing zone of \$25 per violation. This fund is used to provide a school crossing guard program and/or programs designed to enhance child safety, health, or nutrition. The Commissioners Court, by an order adopted in October 2010, has directed these funds to be distributed in the following manner: 10% of Total Collections less an administrative fee shall be distributed to the Williamson County’s Children’s Advocacy Center. The remainder shall be distributed to the school districts on a pro rata basis based on attendance. These funds will be distributed annually after the close of the prior fiscal year.

7. **School Fund:** Williamson County maintains a working interest ownership in two natural gas producing properties located on what was formerly county-owned property. The mineral rights that have been retained are designated to be distributed to school districts within the county based on the number of students who reside in the county. This distribution will occur annually at the close of each fiscal year and will coincide with the distribution of the Child Safety Fund proceeds.



8. **Employee Fund:** The Employee fund is proceeds collected from Williamson County's vending machine contract. Use of these funds must be **pre-approved** by the County Judge.

These funds may be used for the following purposes:

- a) To offset the cost of county employee events
- b) Flowers for the death of a county employee only
- ~~e) An award or plaque upon retirement for employee recognition. All purchases must display (i.e. engraving) information regarding the purpose of the employee recognition.~~
- c) (Purchasing guidelines must be adhered to):
  - i. The employee must be vested (8 years of service)
  - ii. \$40.00 allowed for employees with up to 15 years of service
  - iii. \$80.00 allowed for employees with over 15 years of service
- d) Employee recognition events and programs
- e) Maximum of \$300.00 allowed towards a reception/light refreshments for the retirement or departure of an:
  - i. Elected Official serving in his/her capacity for at least 1 term
  - ii. Department Head who must be vested (8 years of service)
  - ~~iii.~~ Employee with 25 years of service or more

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No reimbursement of sales tax will be allowed.

The amount allowed for use may never exceed the actual balance in the fund.

~~Purchases from this fund are approved by the County Judge.~~

9. **WM-City of Hutto and Hutto ISD Fund:** The WM-City of Hutto and Hutto ISD Fund consists of proceeds paid by Waste Management annually. Per the agreement, these funds represent 2% of the Tip Fee and are to be expended for the benefit of the City of Hutto and Hutto ISD. The expenditures are at the County's sole option. The annual distribution will be allocated 50% to the City of Hutto and 50% to Hutto ISD. Each entity is required to request any disbursements from the fund.

10. **Williamson County Community Facility Fund:** This fund consists of fees collected through the Williamson County Landfill. Community organizations, groups, and individuals may submit a funding request to the Williamson County Commissioners Court for the construction, improvement, or remodel of community facilities located in Williamson County that serve a public purpose.

11. **Use of Flex Funding Account for Mental Health Mobile Outreach Team:** In order to mitigate the incidence of public mental health crisis and save the taxpayers from spending additional funds on costs that could otherwise be limited for *public* health-related services, the Williamson County Commissioners Court finds there is compelling need to establish and authorize the use of a mental health Flex Funding Account by the Mobile Outreach Team.

-Therefore, pursuant to the Texas Local Government Code, § 111.068(b) (citing the “interest of the tax payers” in budget matters), the Texas Health and Safety Code, § 121.003(a) (authorizing commissioners court to “enforce any law that is reasonably necessary to protect the public health.”), and the common law granting the County authority to regulate the public health and safety, the Williamson County Commissioners Court approves the Mental Health Mobile Outreach Team Flex Funding Account. Typical Flex Funding expenditures may include, but are not limited to transportation vouchers, payment for medical appointments, medication/pharmacy vouchers/payments, payment for therapy sessions (short to mid-term), food and motel vouchers, payment toward utility or other essential household bills. The Mobile Outreach Team has Policies and Procedures to ensure compliance with this policy. The fund is subject to further oversight, including, but not limited to, auditing by the Williamson County Auditor’s Office.

## 12. Financial – General Procedures

- a) Any mailings sent by a county department or official using county funds must be in furtherance of legitimate county business and must comply with all state ethics rules and other laws and regulations.
- b) All county meetings should be held in county facilities whenever feasible and such facilities are available. If the county meeting space is not available, other publicly owned facilities, such as those owned by cities, utility districts, or school districts, should be utilized as the rental of these facilities is often at little or no cost.
- c) Transfer of funds **out** of the following line items will not be allowed:
  - i) Training
  - ii) Gasoline
  - iii) Cell Phones
  - iv) RCS Radio Fees
- d) Transfer of funds **into** any of the above line items may be allowed.
- e) Transfer of funds out of, within, or to the following line items will not be allowed, with the exception of line item 1107/Temp-Seasonal:
  - i) Salaries- This pertains to salary line items that are budgeted based on position control. This includes object codes 1100, 1101, and 1105. Line item transfers between 8000 accounts and salary lines for the purpose of merit money allocation/re-allocation are permissible and will be placed on the agenda for Commissioners Court approval/review.
  - ii) Fringe Benefits.
- f) All recruitment items purchased must comply with Article III, section 52 of the Texas Constitution. Thus, the predominant purpose of any expenditures on recruitment materials must be to accomplish a “direct” public purpose and be in compliance with the provisions of this policy in order to ensure that Williamson County receives a return of

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public benefit from said expenditures. Williamson County recognizes the need to identify, recruit and hire qualified employees.

- i) Funds for recruitment items must be approved during the annual budget process.
- ii) Items must not state the name of any individual, but instead the name of the county and/or department or office.
- iii) "Give Away" items such as pens, pencils, etc. should not exceed \$2.00 per item.
- iv) All purchases must follow procurement guidelines.

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## VI. **PURCHASING – GENERAL PROCEDURES**

1. ~~The purpose of this section is to facilitate the judicious expenditure of county dollars. Williamson County Purchasing and Procurement Card (P-Card) policies are intended to This policy will~~ provide consistent procedures for the acquisition of materials, supplies, and services required by Williamson County. The responsibility to adhere to all Purchasing and P-Card policies rests with the employee, supervisor, department head, or elected officials who certifies conformance to them. ~~Any questions related to conformance should be directed to the Purchasing Department prior to making a purchase.~~

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2. ~~County purchasing policies must be strictly adhered to for all purchases~~The Williamson County Purchasing Manual as well as other more detailed information directing specific purchasing procedures and processes ~~and~~ can be located on the SharePoint Purchasing Portal at: <https://wilco365.sharepoint.com/purchasingportal>.

~~● County Purchase Requisitions and Purchase Orders must be submitted electronically. All Department Heads/County Officials shall ensure Purchase Requisitions are not created and approved in Oracle by the same individual. There must be a separation between Requisition originators and Requisition approvers. This is to ensure proper segregation of duties to prevent error and fraud.~~

~~● All purchases for materials, supplies and services require Purchasing approval prior to placing the order. The preferred approval method is issuance of a Purchase Order but Procurement Cards (P-cards) may be used for specific situations.~~

~~○ Purchases \$5,000 or greater require approval of the County Judge.~~

~~● Requests for a Purchase Order after the order is placed will not be processed except for the following items:~~

~~○ Repair services (i.e. equipment repairs, vehicle repairs etc., includes purchase and/or replacement of any parts). Purchase Requisition must be entered as soon as possible after the purchase was made.~~

~~○ Goods and Services purchased during an emergency (i.e. public calamity). Requisition must be entered as soon as possible, after the purchase was made and the purchase must be exempted during the next possible Commissioners Court meeting.~~

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~~• Purchases for supplies and materials for which a Purchase Order was not issued prior to the purchase must be approved by the County Judge. Please complete the *County Judge Approval Form* located on the Auditor's Portal for these purchases.~~

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~~3. Procurement Cards (P cards) may be utilized as an alternate purchasing method to Purchase Orders for small dollar purchases, registration fees, business travel and training.~~

~~• P card holders must adhere to the Williamson County Procurement Policy located in the Procurement Card Manual at the SharePoint Purchasing Portal at <https://wilco365.sharepoint.com/purchasingportal>.~~

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~~• Personal charges on the procurement card are strictly prohibited.~~

~~• Cardholder and department head/elected official are responsible for verification of available budget funds before the purchase is made.~~

~~• Purchases must adhere to all competitive procurement requirements and may not be split or segmented to avoid such requirements or credit limits.~~

~~○ Purchases \$5,000 or greater require approval of the County Judge.~~

~~• The procurement card monthly Expense Report and all receipts must be submitted to Accounts Payable within 5 business days of the statement close date.~~

~~• The County Auditor's Office will audit Expense Reports monthly. Cardholder infractions will be addressed and may result in disciplinary action as recommended by County Auditor's Office.~~

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~~➤ Level 1: Written documentation for file from cardholder and department head/elected official; may include cardholder retraining and/or reduction of credit limits.~~

~~➤ Level 2: Written documentation for file from cardholder and department head/elected official; cardholder account suspended for 90 days.~~

~~➤ Level 3: Account closed permanently; may include termination of employment based on severity of violation.~~

~~• Repeated infractions may result in level escalation and management reserves the right to consider theft, fraud or intentional policy violations as a Level 3 infraction.~~

~~43. Information for conducting purchases on behalf of Williamson County can be located on the intranet Purchasing Portal located at: <https://wilco365.sharepoint.com/purchasingportal>. This site provides county departments access to:~~

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- a. Policies, Procedures and Manuals
- b. Training Materials
- c. Forms
- d. Guides and other tools to assist in the purchasing process

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~~54. Any questions related to compliance with intent of county Purchasing Policies should be directed to the Purchasing Department prior to making a purchase.~~

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~~<http://www.wilco.org/CountyDepartments/Purchasing>~~

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## ~~VII. ACCOUNTS PAYABLE - GENERAL PROCEDURES~~

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1. The purpose of the Accounts Payable procedures is to promote the prudent exercise of judgment when spending county dollars. This policy will provide accountability and consistent Accounts Payable procedures in the issuance of checks for Williamson County obligations. The responsibility to observe these guidelines rests with the employee, supervisor, department head, or elected official who certifies conformance to these guidelines by approving the expenditure.

a) Any bill or invoice must be submitted to the County Auditor for payment within five (5) days of receipt by the Department. All expense reimbursements must be received in the County Auditor's office within sixty (60) days of the expenditure.

b) Checks for payment of county obligations will be issued not later than 30 days after the date the invoice is received in the Accounts Payable department, pursuant to Texas Govt. Code Sec. 2251.021.

c) Checks will be issued every Tuesday. When an issuance date falls on a holiday, checks will be issued on the first working day after the holiday.

d) The cutoff day for receiving invoices for each check run will be Wednesday at 11am. The Accounts Payable department will endeavor to process invoices that are received from Friday to the following Thursday approximately 12-20 days after the invoice is received in our department.

e) Any invoice or expense reimbursement requiring additional review or signatures may cause delays in processing.

f) Manual checks will be issued in emergency situations only with the County Treasurer's approval.

g) Purchase orders are required for ALL purchases as of materials and supplies, pursuant with the Texas Local Government Code, Chapter 113, Section 901 and outlined in the County Purchasing Manual. The County Auditor's office will not process payment for an invoice without the required purchase order. Any expense incurred without the required Purchase Order must be submitted to the County Judge, along with the County Judge Approval Form, for his waiver of the Requisition requirement prior to submitting the expense to Accounts Payable for payment.

h) All Department Heads/County Officials shall ensure purchase requisitions are not created and approved in Oracle by the same individual.

i) Discrepancies between invoices & purchase orders should be brought to the attention of the vendor to resolve the discrepancy. If a purchase order needs to be corrected, please contact the Purchasing Department prior sending the invoice to Accounts Payable for payment. Purchasing department before submitting to Accounts Payable.

j) PO numbers should be included on the invoice from the vendor. If the PO number is not indicated, the department should include the PO on the invoice when submitting it to the Accounts Payable Department.

k) Invoices shall be submitted as a signed original or electronically. Do not submit both ways to avoid duplication of payment. Please include all relevant back up documents and signatures with the electronic copy.

l) All authorizations and account coding should be made on the invoice.

m) Approval signatures and account coding should not be made on the remittance portion of the invoice. If necessary, attach an additional sheet with approval authorization.

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n) — If a PO is not required (Consult Purchasing Guide), and there is no invoice, please submit a check request form with appropriate documentation directly to Accounts Payable. Please note, in either circumstance there is a 12-20 day processing time from the date Accounts Payable receives the request.

o) — Any questions or extenuating circumstances should be directed to the Accounts Payable department.

p) — A request for reimbursement for an on-line expense (e.g., e-tickets or hotel deposit) must include a printout of the on-line/e-mail receipt which includes itemized documentation of the expense.

q) — Cell phone use will be reimbursed/paid according to the county cell phone policy.

r) — Any mailings sent by a county department or official using county funds must be in furtherance of legitimate county business and must comply with all state ethics rules and other laws and regulations.

s) — All county meetings should be held in county facilities whenever feasible and such facilities are available. If the county meeting space is not available, other publicly owned facilities, such as those owned by cities, utility districts, or school districts, should be utilized as the rental of these facilities is often at little or no cost.

t) — Transfer of funds out of the following line items will not be allowed: i) — Training

ii) — Gasoline

iii) — Cell Phones

iv) — RCS Radio Fees

i) — Training

ii) — Gasoline

iii) — Cell Phones

iv) — RCS Radio Fees

u) — Transfer of funds into any of the above line items may be allowed.

v) — Transfer of funds out of, within, or to the following line items will not be allowed, with the exception of line item 1107/Temp Seasonal:

b) — Salaries — This pertains to salary line items that are budgeted based on position control. This includes object codes 1100, 1101, and 1105. Line item transfers between 8000 accounts and salary lines for the purpose of merit money allocation/re-allocation are permissible and will be placed on the agenda for Commissioners Court approval/review.

i. — Fringe Benefits.

w) — All recruitment items purchased must comply with Article III, section 52 of the Texas Constitution. Thus, the predominant purpose of any expenditures on recruitment materials must be to accomplish a "direct" public purpose and be in compliance with the provisions of this policy in order to ensure that Williamson County receives a return of public benefit from said expenditures. Williamson County recognizes the need to identify, recruit and hire qualified employees.

i. — Funds for recruitment items must be approved during the annual budget process.

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- ii. ~~Items must not state the name of any individual, but instead the name of the county and/or department or office.~~
- i) ~~"Give Away" items such as pens, pencils, etc. should not exceed \$2.00 per item.~~
- iii. ~~All purchases must follow procurement guidelines.~~

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## VIII. COUNTY VEHICLES

1. It is prohibited by law to utilize county owned vehicles for personal use. Any county employee that resides outside the county and utilizes a county owned vehicle during their ~~work day~~ workday, is required to return that vehicle to their primary work location following their assigned work shift. Elected Officials or Senior Directors may grant an employee the ability to take a County vehicle home for a specific occasion or an event, if it is in the business interest of the County to do so.

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The following is an all-inclusive list of positions that may be required to respond to emergencies outside of their normal work assignments, and may, with the concurrence of their department head or elected official, take a county vehicle to their residence, within Williamson County, at the end of their shift to allow them to respond as required.

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- a) The Sheriff and paid law enforcement as follows: Sheriff's Patrol Deputies, Sheriff's Detectives, on call Crime Scene Technician, on call Animal Control Officers, Sergeants, Lieutenants, Commander and Chiefs
- b) Each Constable and Deputy Constables
- c) Investigators in the District Attorney and County Attorneys offices
- d) Two on call maintenance employees designated by the Maintenance Division Director
- e) Division Commanders, and Operation Commander(s) approved by EMS Director
- f) The Fire Marshal Special Operations Chief, Asst. Fire Marshal, Special Operations Asst. Chief, and On Call Hazmat Special Operations Captain, when on call
- g) The Assistant County Engineer for Maintenance Operations, the Director of Field Operations, (9) Senior Foremen and Foreman
- h) The Director of Emergency Management and the Deputy Director of Emergency Management
- i) The Wireless Communications Tower Technician

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The Senior Director of Emergency Services and the Sheriff have the discretion to assign a vehicle to an appropriate member of their department to facilitate a specific response to emergency scenes or events, on a case by case basis, where the resources are requested and needed. This shall only be done in times of high risk, high probability events, or during scheduled special "large scale" events where response is likely. This assignment shall be tracked and reported to the Commissioners Court.

*The following list has been grandfathered by the court, will not be expanded, unless approved by the Commissioners Court, and shall show significant decreases in each budget year until phased out.*

**Sheriff's Office**

S. Zion  
D. Garrett

**Constable Office Pct. 2**

S. Holt

**Road and Bridge**

J. Jansen

**Emergency Services**

R. Williams  
M. Reyna  
H. Clark  
~~C. Green-Mick~~  
T. Allen  
I. Oyedokun

The following list has been exempted from the out of county policy for take home vehicles by the court.

**Sheriff's Office**

H. Vargas  
W. Steffen  
R. Gauvin  
J. Sapien  
J. Helm  
J. Guinn

*County vehicles assigned to departments or individuals that are not take-home vehicles, shall be returned and parked at the end of each ~~work-day~~ workday at the facility where the primary office is located.*

*It is expressly forbidden under this order for any county vehicle to be used for personal use at any time.*

2. A County Fleet Committee will review fleet policies and purchases and make recommendations for budgeting purposes. This committee will consist of one representative from each Constable's Office, the Budget Office, Emergency Services, Fleet Department, Human Resources, Infrastructure, Purchasing, and the Sheriff's Office. The Auditor's Office is a non-voting member.

~~3. All~~ All accidents involving County vehicles and equipment must be reported to the Risk and Safety Coordinator in ~~the~~ Human Resources ~~Department~~ to ensure appropriate claims processing. ~~g. including any If driver is deemed at fault, all dispositions/corrective action taken.~~

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~~must be reported to the Risk and Safety Coordinator as w~~ Vehicles removed from service are reported on the Court agenda and accident reports are sent to the court when applicable. ~~Also,~~

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4. ~~new vehicles, equipment, and buildings must be reported to the Risk and Safety Coordinator~~ ~~r in the Human Resources Department~~ immediately in order to ensure that proper insurance coverage is in place.

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#### ~~VIII.   IXVIII.~~COMMISSIONERS COURT

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~~^   This order designates the Commissioners Court will meet on Tuesdays each month.~~

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~~WHEREUPON MOTION MADE AND SECONDED, the ORDER ADOPTING THE AMENDED 2019/2020 WILLIAMSON COUNTY BUDGET ORDER was passed on a vote of for, and against on the 20<sup>th</sup> of August 2019.~~

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~~This ORDER being adopted, the County Judge is authorized to sign the ORDER and the County Clerk is instructed to record the ORDER and the Budget in the official minutes of the Commissioners Court.~~

~~Attest:~~

~~Bill Gravell, County Judge~~

~~Nancy E. Rister, County Clerk~~

The Following Addendums are included fully in the Budget Order as approved by the court:

~~Williamson County CCELL PHONE POLICY~~Cell Phone Policy

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**Policy**

Williamson County may purchase/lease cell phones for departments in the county that deal with sensitive data or for security reasons, example law enforcement, and provide cell phone service for individual use. The departments should have this money approved and budgeted in line item 004209. For the majority of County employees, a Stipend Policy has been implemented and is laid out below. These dollars are approved and budgeted in line item 001109.

**Procedures for the Stipend Policy**

~~I~~1.- Each department head or elected official will identify who they require to maintain a cell phone account in order to conduct official county business. Only regular full-time employees and department heads will be allowed a stipend. The funds for cell phone stipends must be submitted and approved as part of each department's annual budget process.

2. ~~H~~-Seven levels of cell phone stipends will be established:

\$20.00 Per Month – (\$10.00 per pmt)  
\$30.00 Per Month - (\$15.00 per pmt)  
\$40.00 Per Month – (\$20.00 per pmt)  
\$50.00 Per Month – (\$25.00 per pmt)  
\$60.00 Per Month – (\$30.00 per pmt)  
\$70.00 Per Month – (\$35.00 per pmt)  
\$80.00 Per Month – (\$40.00 per pmt)

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3. ~~III~~ Stipends will be paid semi-monthly for each approved employee or department head (will not be included on the third paycheck that is received twice each year). The cell phone stipend shall be removed by the department whenever an employee is on Administrative Leave with pay.

~~IV~~4. The cell phone stipend is considered supplemental income subject to IRS taxes and reporting requirements and will be processed through Payroll and will be included in the

employee's gross income. Retirement contributions will also be deducted and matched in accordance with TCDRS.

~~V~~5. \_\_\_ Expenditures over the allowed stipend will not be reimbursed.

~~V~~6. \_\_\_ An approved cell phone stipend will not follow an employee if the employee changes positions.

~~V~~7. \_\_\_ Each department head or elected official is responsible for verifying and monitoring that their employees receiving a cell phone stipend has obtained the required service. Disciplinary action up to and including termination may result in an employee who receives a stipend and does not provide their department head or elected official with the proper documentation of cell phone service, if requested. Each department will maintain a list of cell phone numbers for those individuals with stipends for audit purposes.

~~V~~8. \_\_\_ To minimize the risk of incurring unpaid time worked, Offices and Departments should carefully monitor phone and e-mail access outside of scheduled time worked for non-exempt employees. Failure to comply with this policy may result in termination.

#### **IX. COMMISSIONERS COURT**

This order designates the Commissioners Court will meet on Tuesdays each month.

WHEREUPON MOTION MADE AND SECONDED, the ORDER ADOPTING THE AMENDED 2019/2020 WILLIAMSON COUNTY BUDGET ORDER was passed on a vote of \_\_\_ for, and \_\_\_ against on the 10th of September 2019.

This ORDER being adopted, the County Judge is authorized to sign the ORDER and the County Clerk is instructed to record the ORDER and the Budget in the official minutes of the Commissioners Court.

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Bill Gravell, County Judge

\_\_\_\_\_  
Nancy E. Rister, County Clerk

**Commented [RC5]:** This was placed here a few years ago, per code from Hal. The Court has to legally approve something showing when the regular meeting date will be.

### **Non-Reimbursable Expense Policy**

The following list includes items that are not reimbursable by the County. Per Section 52 of the Texas State Constitution, all items using County funds must serve a direct benefit to the County. Any non-reimbursable expenses or charges on the County Procurement Card, must be reimbursed to the County as soon as possible.

**I. Personal Purchases** Personal purchases are NOT allowed. Below are a list of examples:

- Damage to any personal items (clothing, vehicles/auto repairs, etc.)
- Personal phone calls
- Laundry services or personal clothing
- Personal doctor bills, prescriptions, and other medical services
- Entertainment, movie rentals, saunas, massages, or exercise facilities
- Baby-sitter fees, personal kennel costs, pet or house-sitting fees
- Expenses incurred by a spouse or other individual accompany you on business

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## **~~II. — Meals/Food/Drink:~~**

- ~~Coffee, tea, and other related items used by employees while in the office~~
- ~~Alcoholic beverages/tobacco products~~
- ~~Drinking water services~~
- ~~Refreshments for office parties, retirements, etc. (Excludes Employee Fund Allowable Events)~~

## **~~III. — Travel:~~**

- ~~Short term or valet parking at the airport (other than short term parking related to prison transports). Parking should not exceed \$15 per day. Economy B-G Lots are long term parking lots at ABIA, and are approved for County employee parking~~
- ~~For Non-Airport Parking—Valet service is not an option unless safety is a concern~~
- ~~Mileage to/from County functions, not related to official County business (ex: retirement party)~~
- ~~Transportation to places of entertainment or similar personal activities~~
- ~~Excessive weight baggage fees or cost associated with more than two airline bags~~
- ~~Up-grades to airfare, hotel or car rental~~

## **~~IV. — Miscellaneous:~~**

- ~~Expenses related to County Government Week or holiday decorations~~
- ~~Flowers/plants~~
- ~~Greeting, thank you, or holiday cards~~
- ~~Fines and/or penalties~~
- ~~Credit card delinquency or service fees~~
- ~~Lifetime memberships to any association~~
- ~~Donations to other entities~~
- ~~Any items that could be construed as campaigning or fees that could be construed as campaigning, i.e., Chamber of Commerce dues or other civic organization dues, fees for parade entry, items with elected officials name (other than letterhead).~~
- ~~Sales tax on goods purchased~~
- ~~Community outreach items exceeding \$2 per item~~

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