

NOTICE TO THE PUBLIC
WILLIAMSON COUNTY COMMISSIONER'S COURT
September 24, 2019
9:30 A.M.

The Commissioner's Court of Williamson County, Texas will meet in regular session in the Commissioner's Courtroom, 710 Main Street, in Georgetown, Texas to consider the following items:

1. Review and approval of minutes.
2. Hear County Auditor concerning invoices, bills, Quick Check Report, wire transfers and electronic payments submitted for payment and take appropriate action including, but not limited to approval for payment provided said items are found by the County Auditor to be legal obligations of the county.
3. Public Comment Period. The Commissioners Court will conduct a Public Comment Period to allow members of the public to address the Court regarding matters pertaining to or affecting Williamson County but that do not appear as an Agenda Item on a meeting's Agenda. During such Public Comment Period, speakers shall be limited to a maximum of two (2) minutes to make his/her remarks and the maximum overall discussion time allowed for the Public Comment Period, regardless of the number of members of the public wishing to address the Court during such period, shall be limited to ten (10) minutes. Speaking time, to the extent possible, will be evenly allocated among speakers should more than five (5) speakers desire to speak during the Public Comment Period. Please note that the members of the Court may not comment at the meeting about matters that are not on the agenda.

CONSENT AGENDA

The Consent Agenda includes non-controversial and routine items that the Court may act on with one single vote. The Judge or a Commissioner may pull any item from the consent agenda in order that the court discuss and act upon it individually as part of the Regular Agenda.

(Items 4 – 32)

4. Discuss, consider and take appropriate action on a line item transfer for the Corrections Department.

Fiscal Impact

From/To	Acct No.	Description	Amount
From:	0100.0570.004543	Repairs To Equipment	\$1140.00
To:	0100.0570.003305	Clothing	\$1140.00

5. Discuss, consider and take appropriate action on a line item transfer for Facilities.

Fiscal Impact

From/To	Acct No.	Description	Amount
From:	0100.0509.004810	Lawn Service	\$10,000.00
To:	0100.0509.003301	Gasoline	\$10,000.00
From:	0100.0509.004990	Solid Waste Mgmt/Recycling	\$1,000.00
To:	0100.0509.004415	Vehicle Insurance Deductible	\$1,000.00

From	0100.0509.004500	Maintenance Services	\$50,000.00
To	0100.0509.004510	Facility Maintenance & Repair	\$50,000.00

6. Discuss, consider and take appropriate action on a line item transfer for Emergency Medical Services.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100-0540-005000	Capital Outlay > \$5,000	\$23,000
To	0100-0540-004101	Collection Fees	\$23,000

7. Discuss, consider and take appropriate action on a line item transfer for Constable Pct 1.

Fiscal Impact

From/To	Acct No.	Description	Amount
FROM	0100.0551.004212	Con 1 Postage	555.00
FROM	0100.0551.003311	Con 1 Uniforms	148.02
TO	0100.0551.004209	Con 1 Cell Phone	703.02

8. Discuss, consider, and take appropriate action acknowledging line item transfers of \$500 or less completed by the County Auditor during July-September 2019 (FY19- 4th Quarter).
9. Discuss, consider and take appropriate action on authorizing the disposal of various county vehicle and equipment assets through Auction including four (4) Chevrolet Tahoes and two (2) Ford Crown Victorias, pursuant to Tx. Local Gov't Code 263.152.
10. Discuss, consider and take appropriate action on approving property tax refunds over \$2,500.00 thru 09/18/19 for the Williamson County Tax Assessor/Collector.
11. Discuss, consider and take appropriate action to approve waiving Penalty and Interest to customers as requested by the Tax Assessor/Collector's Office.
12. Discuss, consider and take appropriate action regarding the approval of Civil Process & Sheriff Fees for 2020.
13. Discuss, consider and take action on accepting the July 2019 and August 2019 Year to Date Financial Report from the County Auditor.
14. Discuss, consider, and take any appropriate action designating Tuesdays of each month during Fiscal Year 2020 as the Regular Term or Regular Meeting day of the week of the Williamson County Commissioners Court and all other meetings or sessions of Commissioners Court being Special Terms or Special Meetings; with such meetings being held in the Williamson County Commissioners Courtroom on the second floor of Williamson County Courthouse, 710 Main Street, Georgetown, Texas (unless otherwise amended or provided by the Williamson County Commissioners Court) [Tex. Loc. Gov't Code § 81.005].
15. Discuss, consider and take any appropriate action to approve order pertaining to certificate of death of decedent, Sharon P. Emery, to authorize correction of listed details relevant to same and replace name of County Judge with next of kin.

16. Discuss, consider and take appropriate action on Williamson County entering into an Interlocal Services Agreement with Williamson County Community Supervision and Corrections Department to provide network services and support for Williamson County Community Supervision and Corrections Department.
17. Discuss, consider and take appropriate action on approving a Software Support Subscription for NetLabels 3.0 for Justice of the Peace Precinct 4 from Southwest Solutions Group for the annual amount of \$150 for the term of 9/19/19 - 9/18/20 and authorizing execution of the agreement.
18. Discuss, consider and take appropriate action on approving the Preventative Maintenance & Service Program Agreement for a Spacesaver System for Justice of the Peace Precinct No. 4 between Williamson County and Southwest Solutions Group for the annual amount of \$1,444.31 for the term October 1, 2019 - September 30, 2020 and authorizing execution of the agreement.
19. Discuss, consider and take appropriate action on approving a Services Contract for Fixed Asset Management Program and Software (BuyBoard Contract #579-19) between Williamson County and RCI Technologies, Inc. for the amount of \$48,000.00 and authorizing execution of the contract.
20. Discuss, consider and take appropriate action on Supplemental Work Authorization No 2 to Annual Fiscal Year Work Authorization No 6 under Williamson County Contract between Prime Strategies, Inc. and Williamson County dated May 13, 2014 for General Engineering Consultant - Program Management, Planning and Design Services for Road Bond Projects.
21. Discuss, consider and take appropriate action on awarding IFB #1945 CR 172 Milling, Sealing and Overlay to the lowest responsive bidder Texas Materials Group, Inc. and authorizing execution of the agreement.
22. Discuss, consider and take appropriate action on awarding IFB #1911 Herbicides to the lowest responsive bidder Nutrien Ag Solutions.
23. Discuss, consider and take appropriate action on approval of the preliminary plat for the Wilco Ranch subdivision – Precinct 4.
24. Discuss, consider and take appropriate action on approval of the preliminary plat for the Scofield Farms subdivision – Precinct 3.
25. Discuss, consider and take appropriate action on approval of the final plat for the Star Ranch Parcel 13B subdivision – Precinct 4.
26. Discuss, consider and take appropriate action on approval of the preliminary plat for the Robles Orozco subdivision – Precinct 3.
27. Discuss, consider and take appropriate action approving the retirement of K-9 Axel and selling him to his handler, Deputy Derek Garretson, for the sum of \$1.00.
28. Discuss, consider and take any appropriate action regarding approval and receipt of the Standard Agreement with Williamson-Travis Counties Municipal Utility District #1 regarding off-duty contracting of County Sheriff Deputies.

29. Discuss, consider and take appropriate action regarding approval and receipt of Vehicle Reimbursement Agreement with Zion Lutheran Athletic Booster Club (Annual 5K around the Church in Georgetown on October 5th).
30. Discuss, consider and take any appropriate action regarding approval and receipt of the Standard Agreement with Fern Bluff Municipal Utility District regarding off-duty contracting of County Sheriff Deputies.
31. Discuss, consider and take any appropriate action regarding approval and receipt of the Standard Agreement with The Meadows at Chandler Creek Municipal Utility District regarding off-duty contracting of County Sheriff Deputies.
32. Discuss, consider and take any appropriate action regarding approval and receipt of the Standard Agreement with Ranch at Cypress Creek Municipal Utility District #1 regarding off duty contracting of County Sheriff Deputies.

REGULAR AGENDA

33. Discuss, consider and take appropriate action on recognizing the newest team members of Williamson County Emergency Communications and administer the Telecommunicator Oath of Service.
34. Discuss, consider, and take appropriate action on a proclamation honoring Dr. Virginia Headley upon her retirement from the Williamson County and Cities Health District (WCCHD).
35. Discuss, consider and take appropriate action on an Interlocal Agreement for School Resource Officer Program between Round Rock ISD and Williamson County for RRISD School Years 2019/2020 and 2020/2021.
36. Receive updates on the Department of Infrastructure projects and issues.
37. Discuss, consider, and take appropriate action on ratifying PO #172407 and PO #172408 for two (2) Chiller replacement units for the ESOC from Comfort Systems USA, Mtech-Icon in the amount of \$218,995.00 per TIPS contract #TIPS-180205, and authorizing the execution of the agreement.
38. Discuss, consider and take appropriate action on forming a Williamson County Complete County Committee for the 2020 US Census.
39. Discuss, consider and take appropriate action on the Employee Policy Manual.
40. Discuss, consider and take appropriate action on FY19/20 Budget Order.
41. 10:00 AM Hold public hearing on the plan for the funding of the preservation and restoration of the County Clerk's Records Archive for 2019-2020.
42. Discuss, consider and take appropriate action on the plan for the funding of the preservation and restoration of the County Clerk's Records Archive for 2019-2020.
43. 10:15 AM Hold public hearing on the plan for the funding of the preservation and restoration of the District Clerk's Records Archive for 2019-2020.

44. Discuss, consider and take appropriate action on the plan for the funding of the preservation and restoration of the District Clerk's Records Archive for 2019-2020.
45. Discuss, consider and take appropriate action authorizing the County Auditor to make any line item transfers necessary to complete the 2018-2019 budget within individual funds.
46. Discuss, consider and take appropriate action authorizing the County Auditor to transfer sufficient monies from cash ending balance of fiscal year 2018-2019 to balance the county budget for 2019-2020.
47. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional revenues for Park Donations.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0000.367403	Park Donations	\$40.00

48. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for Park Donations.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0510.003670	Use of Donations	\$40.00

49. Discuss, consider and take appropriate action to reserve the reimbursements from the Leander Tax Reinvestment Zone Number One (TIRZ #1) in Road and Bridge fund balance until such time the court would like to designate a Precinct #2 project.
50. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment acknowledging additional revenues for the Williamson County Regional Animal Shelter Donation Fund.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0546.0000.367404	Animal Shelter Donations	\$13,596.45
	0546.0000.367440	Jane's Fund Donations	\$43,496.83
	0546.0000.367442	Play Yard Donations	\$1,142.10
	0546.0000.367443	Heart Worm Donations	\$545.00
	0546.0000.367445	SIT Team Donations	\$748.80
	0546.0000.370150	Sales of Pet Care Products	\$844.41

51. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment acknowledging additional expenditures for the Williamson County Regional Animal Shelter Donation Fund.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0546.0546.003510	Purchases for Resale	\$844.41
	0546.0546.003670	Use of Donations	\$13,596.45
	0546.0546.004100	Professional Services	\$43,496.83
	0546.0546.004232	Training	\$748.80
	0546.0546.004509	Facility Enhancements	\$1,142.10
	0546.0546.004975	Animal Medical Care	\$545.00
	0546.0546.005003	Equipment > \$5,000	\$25,845.78

52. Discuss, consider, and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for the disaster relief line.

Fiscal Impact

From/To	Acct No.	Description	Amount
TO	0100.0409.004987	Disaster Relief	\$54,000.00

53. Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional revenue for payment from other entities.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100.0000.333220	Payment from Other Entities	\$54,000.00

54. Discuss, consider and take appropriate action on the following 2019-2020 budgets:

0340 Tobacco Fund
0350 Law Library Fund
0364 Pretrial Intervention Fund
0374 County and District Court Technology Fund
0376 Surplus Elections Contracts Fund
0384 Records Archive Fund - County Clerk
0385 County Clerk Records Fund
0386 Records Mgmt and Preservation Fund - District Clerk
0387 Records Technology Fund - District Clerk
0388 Court Records Preservation Fund
0390 County Wide Records Mgmt and Preservation Fund
0507 Regional Communication System Fund
0545 Regional Animal Shelter Fund
0546 Regional Animal Shelter Donation Fund
0882 Fleet Maintenance Fund

55. Discuss, consider and acknowledge the following 2019-2020 budgets:

0355 Court Reporter Service Fund
0360 Courthouse Security Fund
0361 Justice of the Peace Security Fund
0367 Justice of the Peace, Pct. #3 Truancy Program
0368 Justice of the Peace, Pct. #2 Truancy Program
0369 Justice of the Peace, Pct. #4 Truancy Program

0370 Alternate Dispute Fund
0372 Justice of the Peace Technology Fund
0373 Justice of the Peace, Pct. #1 Truancy Program
0380 Probate Court Fund

56. Discuss, consider and take appropriate action on approving a 2013 Park Bond Budget Transfer to move \$413,254 from 2013 Park Non-Departmental (P500) to River Ranch Interpretive Center (P465).
57. Discuss, consider and take appropriate action to approve the projects and budgets for the 2017, 2018, 2019 and 2020 Capital Improvement Programs; the 2013 Park Bonds and the 2015 Certificate of Obligation.

EXECUTIVE SESSION

"The Commissioners Court for Williamson County reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultations with Attorney), 551.072 (Deliberations regarding Real Property), 551.073 (Deliberations regarding Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices) and 551.087 (Deliberations regarding Economic Development Negotiations)."

58. Discuss real estate matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.072 Deliberation Regarding Real Estate Property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with third person.)
- A. Real Estate Owned by Third Parties
- Preliminary discussions relating to proposed or potential purchase or lease of property owned by third parties
- a) Discuss the acquisition of real property for SW 183 and SH 29 Loop.
 - b) Discuss the acquisition of real property for CR 176 at RM 2243
 - c) Discuss the acquisition of real property: CR 101
 - d) Discuss the acquisition of real property: CR 200
 - e) Discuss the acquisition of real property for County Facilities.
 - f) Discuss the acquisition of real property for Seward Junction SE and SW Loop.
 - g) Discuss the acquisition of real property for SH 29 @ DB Wood.
 - h) Discuss the acquisition of real property for Hairy Man Rd.
 - i) Discuss the acquisition of real property for N. Mays.
 - j) Discuss Somerset Road Districts No. 3 & 4 reimbursements for acquisition & construction of Reagan Blvd.
 - k) Discuss the acquisition of real property for CR 111.
 - l) Discuss the acquisition of real property for Corridor H
 - m) Discuss the acquisition of drainage easements on the Forest North Drainage Project.
 - n) Discuss the acquisition of real property for the expansion of Ronald Reagan at IH 35.
 - o) Discuss the acquisition of right-of-way for Corridor C.
 - p) Discuss the acquisition of right-of-way for Corridor F.
 - q) Discuss the acquisition of right-of-way for Corridor D.
 - r) Discuss the acquisition of right-of-way for Southeast Corridor.
 - s) Discuss the acquisition of right-of-way for Reagan extension.
 - t) Discuss the acquisition of property near the County landfill.
 - u) Discuss the acquisition of real property for the Brushy Creek Trail Project.
- B. Property or Real Estate owned by Williamson County
- Preliminary discussions relating to proposed or potential sale or lease of property owned by the County
- a) Discuss County owned real estate containing underground water rights and interests.
 - b) Discuss possible sale of +/- 10 acres located on Chandler Road near the County Sheriff's Office Training Facility
 - c) Potential governmental uses for 8th Street downtown parking lot
 - d) Discuss possible uses of property owned by Williamson County on Main St. between 3rd and 4th

Streets. (formerly occupied by WCCHD)

e) Discuss property usage at Longhorn Junction

f) Discuss sale of excess 183A right of way to abutting property owner.

g) Discuss the sale of excess ROW at San Gabriel Parkway and Mel Mathis Ave.

h) Discuss Blue Springs Boulevard

C. Consider intervention in lawsuit regarding de-listing of Bone Cave harvestman.

D. Discuss the possible placement of agricultural-related monuments at the Williamson County Exposition Center with the participation of third parties.

E. Discuss the Williamson County Reimbursement Agreement for Construction of San Gabriel Blvd. and New Hope Road with the City of Leander and TIRZ #1

59. Discussion regarding economic development negotiations pursuant to Texas Government Code, Section 551.087:

a) Business prospect(s) that may locate or expand within Williamson County.

b) Wolf Lakes

c) Flint Hill Resources-Taylor Fuel Storage Terminal on CR 366

d) Project Deliver

e) Project Advantage

f) Project Cedar

g) Project Expansion

h) Project Arcos

i) Project Woods

60. Discuss pending or contemplated litigation, settlement matters and other confidential attorney-client legal matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.071 consultation with attorney.), including the following:

a) Litigation or claims or potential litigation or claims against the County or by the County

b) Status Update-Pending Cases or Claims;

c) Employee/personnel related matters

d) Other confidential attorney-client matters, including contracts and certain matters related to county defense issues in which the duty of the attorney to the governmental body within the attorney/client relationship clearly conflicts with Chapter 551 of the Texas Government Code.

e) Civil Action No. 1:15-cv-431; Herman Crisp v. Williamson County, et al; In the USDC-WD-Austin Division

f) Civil Action; American Stewards of Liberty, et al. v. Sally Jewell, et al., In the Western District Court, Western District of Texas, Austin Division

g) Case No. 1:17-cv-00290, Rodney A. Hurdsman v. Williamson County Sheriff Deputies Pokluda et al, In The United States District Court For The Western District of Texas – Austin Division.

h) Application to Obtain New Municipal Solid Waste Permit – Proposed Permit No. 2398 (Applicant - Lealco, Inc.)

i) Civil Action No. 1:18-CV-49, Troy Mansfield v. Williamson County, In The United States District Court for the Western District of Texas, Austin Division.

j) Cause No. 18-0903-C425/Court of Appeals Number: 01-19-00025-CV; Dee Hobbs, Williamson County Attorney v. Bill Gravell, Jr., Williamson County Judge, and Terry Cook, Cynthia Long, Valerie Covey and Russ Boles, County Commissioners; In the 425th District Court of Williamson County, Texas

k) Cause No. 19-0850-C368; County of Williamson vs. Purdue Pharma, LP et al., In the District Court of Williamson County, Texas.

l) Valerie Adams - EEOC Charge No. 450-2018-03807

m) Civil Action No. 1:17-cv-01114-LY, Elizabeth Saucedo and Tettus Davis v. Jonathon Hodgkiss, In The United States District Court for the Western District of Texas, Austin Division.

n) Case No. 19-0466-CC1; Billy Baskett v. Williamson County Sheriff's Office et. al; In the County Court at Law No. 1 of Williamson County, Texas.

o) BANGL Pipeline Project

p) Cause No. 1:18-CV-0198; Officer Mary Teague v. Williamson County, Travis County and City of Giddings, In the United States District Court for the Western District of Texas, Austin Division

q) Property damage claim of Anthony Garcia and Victoria Garcia (Sunset Meadows Subdivision).

r) Case No. 1:19-cv-01607; Center for Biological Diversity v. David Bernhardt et al.; In the United States

District Court for the District of Columbia.

s) Anthony "Tony" Carter - EEOC Charge.

t) D-1-GN-19-005511; Brian Johns v. Williamson County, Texas; In the 53rd Judicial District Court of Travis County, Texas.

u) Claim of Jaivonte Roberts.

- 61.** Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of Williamson County officers, directors, employees and/or positions, including but not limited to conducting deliberation and discussion pertaining to annual reviews of department heads and appointed officials (Executive Session as per Tex. Gov. Code Section 551.074 – Personnel Matters).

REGULAR AGENDA (continued)

- 62.** Discuss and take appropriate action concerning economic development.

- 63.** Discuss and take appropriate action concerning real estate.

- 64.** Discuss and take appropriate action on pending or contemplated litigation, settlement matters and other confidential attorney-client legal matters, including the following:

a) Litigation or claims or potential litigation or claims against the County or by the County

b) Status Update-Pending Cases or Claims;

c) Employee/personnel related matters

d) Other confidential attorney-client matters, including contracts and certain matters related to county defense issues in which the duty of the attorney to the governmental body within the attorney/client relationship clearly conflicts with Chapter 551 of the Texas Government Code.

e) Civil Action No. 1:15-cv-431; Herman Crisp v. Williamson County, et al; In the USDC-WD-Austin Division

f) Civil Action; American Stewards of Liberty, et al. v. Sally Jewell, et al., In the Western District Court, Western District of Texas, Austin Division

g) Case No. 1:17-cv-00290, Rodney A. Hurdsman v. Williamson County Sheriff Deputies Pokluda et al, In The United States District Court For The Western District of Texas – Austin Division.

h) Application to Obtain New Municipal Solid Waste Permit – Proposed Permit No. 2398 (Applicant - Lealco, Inc.)

i) Civil Action No. 1:18-CV-49, Troy Mansfield v. Williamson County, In The United States District Court for the Western District of Texas, Austin Division.

j) Cause No. 18-0903-C425/Court of Appeals Number: 01-19-00025-CV; Dee Hobbs, Williamson County Attorney v. Bill Gravell, Jr., Williamson County Judge, and Terry Cook, Cynthia Long, Valerie Covey and Russ Boles, County Commissioners; In the 425th District Court of Williamson County, Texas

k) Cause No. 19-0850-C368; County of Williamson vs. Purdue Pharma, LP et al., In the District Court of Williamson County, Texas.

l) Valerie Adams - EEOC Charge No. 450-2018-03807

m) Civil Action No. 1:17-cv-01114-LY, Elizabeth Saucedo and Tettus Davis v. Jonathon Hodgkiss, In The United States District Court for the Western District of Texas, Austin Division.

n) Case No. 19-0466-CC1; Billy Baskett v. Williamson County Sheriff's Office et. al; In the County Court at Law No. 1 of Williamson County, Texas.

o) BANGL Pipeline Project

p) Cause No. 1:18-CV-0198; Officer Mary Teague v. Williamson County, Travis County and City of Giddings, In the United States District Court for the Western District of Texas, Austin Division

q) Property damage claim of Anthony Garcia and Victoria Garcia (Sunset Meadows Subdivision).

r) Case No. 1:19-cv-01607; Center for Biological Diversity v. David Bernhardt et al.; In the United States District Court for the District of Columbia.

s) Anthony "Tony" Carter - EEOC Charge.

t) D-1-GN-19-005511; Brian Johns v. Williamson County, Texas; In the 53rd Judicial District Court of Travis County, Texas.

u) Claim of Jaivonte Roberts.

- 65.** Discuss, consider and take appropriate action regarding the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of Williamson County officers, directors or employees, including but not limited to any necessary action pertaining to conducting annual reviews of department heads and appointed officials.
- 66.** Comments from Commissioners.

Bill Gravell, Jr., County Judge

This notice of meeting was posted in the locked box located on the south side of the Williamson County Courthouse, a place readily accessible to the general public at all times, on the 20th day of September, 2019 at 5:00 P.M. and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Commissioners Court - Regular Session**4.****Meeting Date:** 09/24/2019

Line Item Transfer for County Sheriff, Corrections Bureau

Submitted For: Robert Chody**Submitted By:** Abigail Dass, Sheriff**Department:** Sheriff**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on a line item transfer for the Corrections Department.

Background

The line item transfer is necessary to cover shortfall of funds in Inmate Clothing due to a P-Card transaction for Vacuum seal bags used to seal and protect all incoming inmate property in the Williamson County Jail.

Fiscal Impact

From/To	Acct No.	Description	Amount
From:	0100.0570.004543	Repairs To Equipment	\$1140.00
To:	0100.0570.003305	Clothing	\$1140.00

Attachments*No file(s) attached.*

Form Review**Inbox**

County Judge Exec Asst.

Budget Office

Form Started By: Abigail Dass

Final Approval Date: 09/12/2019

Reviewed By

Andrea Schiele

Ashlie Koenig

Date

09/12/2019 03:42 PM

09/12/2019 03:44 PM

Started On: 09/12/2019 02:14 PM

Commissioners Court - Regular Session**5.****Meeting Date:** 09/24/2019

Line Item Transfer

Submitted For: Dale Butler**Submitted By:** Gina Wrehnsig, Building Maintenance**Department:** Building Maintenance**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on a line item transfer for Facilities.

Background

Need additional funds for the remainder of the FY for Gasoline, Vehicle Insurance Deductible, and Facility Maintenance & Repairs.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100.0509.004810	Lawn Service	\$10,000.00
To	0100.0509.003301	Gasoline	\$10,000.00
From	0100.0509.004990	Solid Waste Mgmt/Recycling	\$1,000.00
To	0100.0509.004415	Vehicle Insurance Deductible	\$1,000.00
From	0100.0509.004500	Maintenance Services	\$50,000.00
To	0100.0509.004510	Facility Maintenance & Repair	\$50,000.00

Attachments*No file(s) attached.*

Form Review**Inbox**

County Judge Exec Asst.

Budget Office

Form Started By: Gina Wrehnsig

Final Approval Date: 09/16/2019

Reviewed By

Andrea Schiele

Ashlie Koenig

Date

09/16/2019 09:59 AM

09/16/2019 10:26 AM

Started On: 09/16/2019 09:30 AM

Commissioners Court - Regular Session**6.****Meeting Date:** 09/24/2019

EMS LIT - Collection Fees

Submitted By: Michael Knipstein, EMS**Department:** EMS**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on a line item transfer for Emergency Medical Services.

Background

This line item transfer will cover the cost for payment to D&M Medical Billing for the remainder of FY19.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100-0540-005000	Capital Outlay > \$5,000	\$23,000
To	0100-0540-004101	Collection Fees	\$23,000

Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Budget Office

Form Started By: Michael Knipstein

Final Approval Date: 09/16/2019

Reviewed By

Andrea Schiele

Ashlie Koenig

Date

09/16/2019 12:43 PM

09/16/2019 02:38 PM

Started On: 09/16/2019 10:36 AM

Commissioners Court - Regular Session**7.****Meeting Date:** 09/24/2019

Line Item transfer

Submitted By: Michael Pendley, Constable Pct. #1**Department:** Constable Pct. #1**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on a line item transfer for Constable Pct 1.

Background

Pct 1 is budgeted for cell phones as of FY20, but due to Senate Bill 944, a decision was made to issue cell phones immediately.

The first invoice is \$703.02, there are multiple credits that will be applied, but that will not take effect until month two of the billing cycle.

We will use unspent funds in two separate line items to cover this invoice. Line 100.0551.004212 and 100.0551.003311.

Fiscal Impact

From/To	Acct No.	Description	Amount
FROM	0100.0551.004212	Con 1 Postage	555.00
FROM	0100.0551.003311	Con 1 Uniforms	148.02
TO	0100.0551.004209	Con 1 Cell Phone	703.02

Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Budget Office

Form Started By: Michael Pendley

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Ashlie Koenig

Date

09/18/2019 02:10 PM

09/18/2019 03:26 PM

Started On: 09/18/2019 01:35 PM

Commissioners Court - Regular Session**8.****Meeting Date:** 09/24/2019

Line Item Transfers of \$500 or Less July-September FY19 9-18-19

Submitted For: Melanie Denny**Submitted By:** Hillary McCoy, County Auditor**Department:** County Auditor**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider, and take appropriate action acknowledging line item transfers of \$500 or less completed by the County Auditor during July-September 2019 (FY19- 4th Quarter).

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsLIT FY19 4th Qtr

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Hillary McCoy

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 02:49 PM

Started On: 09/18/2019 02:29 PM

FY19 LIT's Equal to or Less Than \$500

<i>Dept</i>	<i>From/To</i>		<i>Line #</i>			<i>Amount</i>
Fleet	From	01	0882	0882	003100	\$ 61.59
	To	01	0882	0882	003006	\$ 61.59
County Judge	From	01	0100	0400	003900	\$ 500.00
	To	01	0100	0400	004231	\$ 500.00
Magistrate Office	From	01	0100	0477	003010	\$ 400.00
	To	01	0100	0477	003100	\$ 400.00
	From	01	0100	0477	004212	\$ 200.00
	To	01	0100	0477	004231	\$ 200.00
County Attorney	From	01	0100	0475	004902	\$ 48.00
	To	01	0100	0475	004999	\$ 48.00
	From	01	0100	0475	004902	\$ 20.00
	To	01	0100	0475	004705	\$ 20.00
R&B	From	01	0200	0210	005400	\$ 300.00
	To	01	0200	0210	003010	\$ 300.00
Jail	From	01	0100	0570	003009	\$ 300.00
	To	01	0100	0570	004992	\$ 300.00
J.P. Pct 3	From	01	0100	0453	004212	\$ 500.00
	To	01	0100	0453	004544	\$ 500.00
Constable Pct 1	From	01	0100	0551	003006	\$ 500.00
	To	01	0100	0551	004541	\$ 500.00
Purchasing	From	01	0100	0494	004350	\$ 135.00
	To	01	0100	0494	003010	\$ 135.00
	From	01	0100	0494	003005	\$ 435.00
	To	01	0100	0494	004232	\$ 435.00
Sheriff's Office	From	01	0100	0560	003901	\$ 250.00
	To	01	0100	0560	003318	\$ 250.00
District Attorney	From	01	0100	0440	004932	\$ 300.00
	To	01	0100	0440	004231	\$ 300.00
425th District Court	From	01	0100	0441	004212	\$ 50.00
	To	01	0100	0441	004010	\$ 50.00

EMS	From	01	0100	0540	003001	\$	300.00
	To	01	0100	0540	003011	\$	300.00
District Attorney	From	01	0100	0440	004932	\$	300.00
	To	01	0100	0440	003900	\$	300.00
ITS	From	01	0100	0503	004100	\$	400.00
	To	01	0100	0503	003900	\$	400.00
425th District Court	From	01	0100	0435	004141	\$	10.00
	To	01	0100	0435	004621	\$	10.00
County Attorney	From	01	0100	0475	004902	\$	92.29
	To	01	0100	0475	003006	\$	92.29
Fire Marshal	From	01	0100	0542	005730	\$	78.00
	To	01	0100	0542	003100	\$	78.00
Commisioner Pct 4	From	01	0100	0214	004999	\$	39.30
	To	01	0100	0214	004350	\$	39.30
911 Communications	From	01	0100	0581	004500	\$	45.00
	To	01	0100	0581	004212	\$	45.00
	From	01	0100	0581	004500	\$	190.00
	To	01	0100	0581	003001	\$	190.00
26th District Court	From	01	0100	0436	004350	\$	130.00
	To	01	0100	0436	004999	\$	130.00
Tax Assessor/Collector	From	01	0100	0499	004500	\$	411.00
	To	01	0100	0499	003006	\$	411.00
Constable Pct 1	From	01	0100	0551	003100	\$	156.26
	To	01	0100	0551	003006	\$	156.26
	From	01	0100	0551	003006	\$	50.00
	To	01	0100	0551	003010	\$	50.00
J.P. Pct 3	From	01	0100	0453	003100	\$	257.68
	To	01	0100	0453	003010	\$	257.68
Constable Pct 4	From	01	0100	0554	003398	\$	60.00
	To	01	0100	0554	003005	\$	60.00
Commissioner Pct 4	From	01	0100	0214	004232	\$	490.00
	To	01	0100	0214	004350	\$	490.00

Purchasing	From	01	0100	0494	003005	\$	143.00
	To	01	0100	0494	003120	\$	143.00
District Attorney	From	01	0100	0440	004932	\$	300.00
	To	01	0100	0440	003398	\$	300.00
WCHC	From	01	0100	0636	004542	\$	5.00
	To	01	0100	0636	004212	\$	5.00
Parks	From	01	0100	0510	004542	\$	500.00
	To	01	0100	0510	004211	\$	500.00
Human Resources	From	01	0100	0402	004232	\$	348.00
	To	01	0100	0402	004208	\$	348.00
	From	01	0100	0402	004232	\$	409.34
	To	01	0100	0402	004208	\$	409.34
26th District Court	From	01	0100	0436	003901	\$	55.00
	To	01	0100	0436	003900	\$	55.00
Jail	From	01	0100	0570	004350	\$	500.00
	To	01	0100	0570	004992	\$	500.00
Budget	From	01	0100	0409	004998	\$	500.00
	To	01	0100	0436	004350	\$	500.00
Constable Pct 3	From	01	0100	0553	003008	\$	50.00
	To	01	0100	0553	003010	\$	50.00
J.P. Pct 1	From	01	0100	0451	004002	\$	500.00
	To	01	0100	0451	000451	\$	500.00
Constable Pct 1	From	01	0100	0551	004216	\$	50.00
	To	01	0100	0551	004410	\$	50.00
	From	01	0100	0551	004705	\$	55.00
	To	01	0100	0551	003601	\$	55.00
Mobile Outreach	From	01	0100	0341	004999	\$	125.00
	To	01	0100	0341	004505	\$	125.00
425th District Court	From	01	0100	0441	004350	\$	80.00
	To	01	0100	0441	003900	\$	80.00
Parks	From	01	0100	0510	003900	\$	99.00
	To	01	0100	0510	004210	\$	99.00

EMS	From	01	0100	0540	003001	\$	500.00
	To	01	0100	0540	003107	\$	500.00
Magistrate Office	From	01	0100	0477	003010	\$	180.00
	To	01	0100	0477	004350	\$	180.00
Purchasing	From	01	0100	0494	003005	\$	60.00
	To	01	0100	0494	003901	\$	60.00
Fleet	From	01	0882	0882	005700	\$	438.70
	To	01	0882	0882	005003	\$	438.70
Wireless Communications	From	01	0507	0507	003110	\$	500.00
	To	01	0507	0507	004541	\$	500.00
JP Pct 2	From	01	0100	0452	004190	\$	80.00
	To	01	0100	0452	004350	\$	80.00
District Attorney	From	01	0100	0440	004932	\$	300.00
	To	01	0100	0440	004231	\$	300.00
	From	01	0100	0440	004932	\$	300.00
	To	01	0100	0440	003901	\$	300.00
	From	01	0100	0440	004932	\$	200.00
	To	01	0100	0440	003010	\$	200.00
County Attorney	From	01	0100	0475	004902	\$	10.00
	To	01	0100	0475	004705	\$	10.00
URS	From	01	0200	0210	005711	\$	62.00
	To	01	0200	0210	003553	\$	62.00
JP Pct 3	From	01	0361	0453	004232	\$	500.00
	To	01	0361	0453	004500	\$	500.00
	From	01	0100	0453	004216	\$	200.00
	To	01	0100	0453	004999	\$	200.00
Constable Pct 3	From	01	0100	0553	003008	\$	80.00
	To	01	0100	0553	004231	\$	80.00
Mobile Outreach	From	01	0100	0341	003901	\$	140.00
		01	0100	0341	004211	\$	44.00
		01	0100	0341	004212	\$	150.00
		01	0100	0341	004231	\$	26.00
	To	01	0100	0341	003005	\$	360.00

Constable Pct 3	From	01	0100	0553	003008	\$	20.00
	To	01	0100	0553	004231	\$	20.00
District Clerk	From	01	0100	0450	003006	\$	339.40
	To	01	0100	0450	003010	\$	339.40
Constable Pct 1	From	01	0100	0551	004210	\$	500.00
	To	01	0100	0551	004232	\$	500.00
JP Pct 4	From	01	0100	0454	003010	\$	393.00
	To	01	0100	0454	004999	\$	393.00
Constable Pct 1	From	01	0100	0551	004212	\$	500.00
	To	01	0100	0551	004232	\$	500.00
Adult Probation	From	01	0100	0572	004901	\$	450.00
	To	01	0100	0572	003301	\$	450.00
Facilities	From	01	0100	0509	004212	\$	16.75
	To	01	0100	0509	005700	\$	16.75
County Attorney	From	01	0100	0475	004902	\$	239.00
	To	01	0100	0475	004999	\$	239.00
	From	01	0100	0475	004902	\$	9.60
	To	01	0100	0475	003901	\$	9.60
Jail	From	01	0100	0570	005003	\$	17.72
	To	01	0100	0570	003003	\$	17.72
	From	01	0100	0570	003001	\$	500.00
	To	01	0100	0570	003200	\$	500.00
EMS	From	01	0100	0540	003001	\$	455.40
	To	01	0100	0540	003002	\$	455.40
Parks	From	01	0100	0510	004620	\$	500.00
	To	01	0100	0510	004962	\$	500.00
County Court 3	From	01	0100	0428	003005	\$	354.00
	To	01	0100	0428	004410	\$	354.00
District Attorney	From	01	0100	0440	004932	\$	200.00
	To	01	0100	0440	003901	\$	200.00
	From	01	0100	0440	004236	\$	500.00
	To	01	0100	0440	004212	\$	500.00

Facilities	From	01	0100	0509	003900	\$	319.98
	To	01	0100	0509	003006	\$	319.98
HR	From	01	0100	0402	003010	\$	127.16
	To	01	0100	0402	004621	\$	127.16
Juvenile Services	From	01	0100	0576	004100	\$	200.00
	To	01	0100	0576	003110	\$	200.00
	From	01	0100	0576	004100	\$	100.00
	To	01	0100	0576	003311	\$	100.00
Jail	From	01	0100	0570	004350	\$	70.00
	To	01	0100	0570	004992	\$	70.00
URS	From	01	0200	0210	005400	\$	500.00
	To	01	0200	0210	004549	\$	500.00
District Attorney	From	01	0100	0440	004236	\$	500.00
	To	01	0100	0440	003398	\$	500.00
Constable Pct 1	From	01	0100	0551	004211	\$	60.00
	To	01	0100	0551	003900	\$	60.00
Consntable Pct 3	From	01	0100	0553	003008	\$	250.00
	To	01	0100	0553	003005	\$	250.00
JP Pct 1	From	01	0100	0451	000039	\$	350.00
	To	01	0100	0541	003006	\$	350.00
JP Pct 2	From	01	0100	0452	004190	\$	275.00
	To	01	0100	0452	004232	\$	275.00
Tax Assessor/Collector	From	01	0100	0499	004100	\$	248.85
	To	01	0100	0499	003011	\$	248.85
JP Pct 2	From	01	0100	0452	004190	\$	163.00
	To	01	0100	0452	004232	\$	163.00
368th Judicial Court	From	01	0100	0438	004350	\$	104.00
	To	01	0100	0438	003900	\$	104.00
HR	From	01	0100	0402	003010	\$	25.47
	To	01	0100	0402	003100	\$	25.47
Juvenile Services	From	01	0100	0576	004100	\$	300.00
	To	01	0100	0576	003100	\$	300.00

Constable Pct 4	From	01	0100	0554	004410	\$	300.00
		01	0100	0554	004621	\$	200.00
	To	01	0100	0554	003008	\$	500.00
County Attorney	From	01	0100	0475	004902	\$	115.76
	To	01	0100	0475	003398	\$	115.76
Commissioner Pct 3	From	01	0100	0213	003100	\$	99.99
	To	01	0100	0213	003010	\$	99.99
Parks	From	01	0100	0510	004542	\$	500.00
	To	01	0100	0510	004211	\$	500.00
Constable Pct 4	From	01	0100	0554	004621	\$	164.00
	To	01	0100	0554	003010	\$	164.00
26th District Court	From	01	0100	0436	003005	\$	25.02
		01	0100	0436	004999	\$	25.05
		01	0100	0436	004350	\$	9.82
	To	01	0100	0436	003100		\$59.89
Emergency Management	From	01	0100	0541	003011	\$	218.36
	To	01	0100	0541	003010	\$	218.36
County Attorney	From	01	0100	0475	004902	\$	322.90
	To	01	0100	0475	003398	\$	322.90
Jail	From	01	0100	0570	003006	\$	500.00
	To	01	0100	0570	003200	\$	500.00
District Attorney	From	01	0100	0440	004236	\$	300.00
	To	01	0100	0440	003120	\$	300.00
JP Pct 2	From	01	0100	0452	004212	\$	200.00
	To	01	0100	0452	004350	\$	200.00
HR	From	01	0100	0402	003010	\$	117.80
	To	01	0100	0402	004705	\$	117.80
Auditor's Office	From	01	0100	0495	004100	\$	45.02
	To	01	0100	0495	004310	\$	45.02
Constable PCt 4	From	01	0100	0554	003900	\$	180.00
	To	01	0100	0554	003005	\$	180.00
Constable Pct 1	From	01	0100	0551	003002	\$	14.18
		01	0100	0551	003100	\$	190.74

		01	0100	0551	003601	\$	16.29
		01	0100	0551	004211	\$	31.36
		01	0100	0551	004216	\$	14.18
		01	0100	0551	003311	\$	222.09
	To	01	0100	0551	003006	\$	488.84
District Attorney	From	01	0100	0440	004236	\$	500.00
	To	01	0100	0440	004125	\$	500.00
JP Pct 1	From	01	0100	0451	003005	\$	120.00
	To	01	0100	0451	003901	\$	120.00
Tax Assessor/Collector	From	01	0100	0499	003005	\$	500.00
	To	01	0100	0499	003006	\$	500.00
Constable Pct 1	From	01	0100	0551	004415	\$	338.16
		01	0100	0551	003004	\$	161.84
	To	01	0100	0551	003008	\$	500.00
District Attorney	From	01	0100	0440	003005	\$	500.00
	To	01	0100	0440	003100	\$	500.00
HR	From	01	0100	0402	003010	\$	180.00
	To	01	0100	0402	004705	\$	180.00
JP Pct 2	From	01	0100	0452	003005	\$	98.00
	To	01	0100	0452	004350	\$	98.00
Tax Assessor/Collector	From	01	0100	0499	003005	\$	500.00
	To	01	0100	0499	003120	\$	500.00
County Judge	From	01	0100	0400	004621	\$	194.00
		01	0100	0400	003900	\$	150.00
		01	0100	0400	004212	\$	150.00
		01	0100	0400	004410	\$	6.00
	To	01	0100	0400	003005	\$	500.00
Constable Pct 1	From	01	0100	0551	003311	\$	277.00
		01	0100	0551	004210	\$	50.00
	To	01	0100	0551	003100	\$	327.00
County Attorney	From	01	0100	0475	004902	\$	230.72
	To	01	0100	0475	004350	\$	230.72
Constable Pct 1	From	01	0100	0551	004415	\$	88.94
	To	01	0100	0551	003005	\$	88.94
District Attorney	From	01	0100	0440	004236	\$	500.00

	To	01	0100	0440	003120	\$	500.00
	From	01	0100	0440	004236	\$	300.00
	To	01	0100	0440	003010	\$	300.00
Dept of Infrastructure	From	01	0882	0882	004510	\$	60.00
	To	01	0882	0882	004543	\$	60.00
District Attorney	From	01	0100	0440	004236	\$	300.00
	To	01	0100	0440	003398	\$	300.00
368th District Court	From	01	0100	0438	003900	\$	104.00
	To	01	0100	0438	004410	\$	104.00
JP1	From	01	0100	0451	004002	\$	134.50
	To	01	0100	0451	004210	\$	134.50
JP4	From	01	0100	0454	003100	\$	160.00
	To	01	0100	0454	003120	\$	160.00
JP2	From	01	0100	0452	004212	\$	44.61
	To	01	0100	0452	004232	\$	44.61
District Clerk	From	01	0100	0450	004350	\$	68.00
	To	01	0100	0450	003005	\$	68.00
	From	01	0100	0450	003006	\$	53.00
	To	01	0100	0450	003001	\$	53.00
Auditor's Office	From	01	0100	0495	003005	\$	178.16
	To	01	0100	0495	003006	\$	178.16
26th District Court	From	01	0100	0436	004010	\$	431.00
	To	01	0100	0436	003005	\$	431.00
JP1	From	01	0100	0451	004100	\$	480.00
	To	01	0100	0451	004232	\$	480.00
EMS	From	01	0100	0540	003100	\$	400.00
	To	01	0100	0540	003110	\$	400.00
Parks	From	01	0100	0510	004542	\$	500.00
	To	01	0100	0510	003553	\$	500.00
	From	01	0100	0510	004542	\$	500.00
	To	01	0100	0510	003102	\$	500.00
Facilities	From	01	0100	0509	003901	\$	245.90

	To	01	0100	0509	003006	\$	245.90
EMS	From	01	0100	0540	003001	\$	146.02
	To	01	0100	0540	001109	\$	120.00
		01	0100	0540	022010	\$	9.18
		01	0100	0540	002020	\$	16.84

Commissioners Court - Regular Session**9.****Meeting Date:** 09/24/2019

VE Assets for Auction 9.24.19

Submitted For: Randy Barker**Submitted By:** Randy Barker, Purchasing**Department:** Purchasing**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on authorizing the disposal of various county vehicle and equipment assets through Auction including four (4) Chevrolet Tahoes and two (2) Ford Crown Victorias, pursuant to Tx. Local Gov't Code 263.152.

Background

Please see attached list for details.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsVE Assets for Auction 9.24.19

Form Review**Inbox**

Purchasing (Originator)
County Judge Exec Asst.
Form Started By: Randy Barker
Final Approval Date: 09/19/2019

Reviewed By

Randy Barker
Andrea Schiele

Date

09/19/2019 08:41 AM
09/19/2019 09:30 AM
Started On: 09/16/2019 03:57 PM

Vehicle Status Change

Reason for Status Change	HIGH MILEAGE
Department	552 - Constable Pct 2
County VIN/Serial Number	1GNMCAE06AR132885
Equipment/Door Number	2B1017
License Plate	BN8D930
Year	2010
Make	Chevrolet
Model	Tahoe
Comments (mileage, mechanical issues, other info)	Mileage - 100056, Runs
Elected Official/Department Head/Authorized Staff Digital Signature	✓ James Thomas 8/7/2019 2:49 PM
Department Transfer	
Receiving Department Signature	✗
Budget Office Signature Acknowledgement	✗
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 9/16/2019 4:13 PM
To be completed by HR - Signature acknowledges that there all paperwork has been received and there are no pending litigations	
Authorizing HR Employee Digital Signature	✓ Heather Kirkwood 9/12/2019 4:35 PM
To be completed by Auditor's Office	
Electronic Signature indicates the Vehicle Status Change has been reviewed and approved.	
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Hillary McCoy 9/16/2019 2:36 PM
To be completed by Purchasing Department	
Purchasing Department Signature Acknowledgement	✓ Randy Barker 9/16/2019 4:04 PM

Human Resources

Created by Williamson County Technology Services

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	560 - Sheriffs Office
County VIN/Serial Number	1GNLC2E05DR261318
Equipment/Door Number	SB1320
License Plate	1148495
Year	2013
Make	Chevrolet
Model	Tahoe
Comments (mileage, mechanical issues, other info)	129,666 mi.
Elected Official/Department Head/Authorized Staff Digital Signature	✓ Roy Fikac 9/3/2019 9:24 AM
Department Transfer	
Receiving Department Signature	✗
Budget Office Signature Acknowledgement	✗
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 9/11/2019 9:24 AM
To be completed by HR - Signature acknowledges that there all paperwork has been received and there are no pending litigations	
Authorizing HR Employee Digital Signature	✓ Heather Kirkwood 9/13/2019 4:51 PM
To be completed by Auditor's Office	
Electronic Signature indicates the Vehicle Status Change has been reviewed and approved.	
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Hillary McCoy 9/16/2019 9:37 AM
To be completed by Purchasing Department	
Purchasing Department Signature Acknowledgement	✓ Randy Barker 9/17/2019 1:52 PM

Human Resources

Created by Williamson County Technology Services

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	560 - Sheriffs Office
County VIN/Serial Number	1GNLC2E00DR260576
Equipment/Door Number	SB1330
License Plate	1148492
Year	2013
Make	Chevrolet
Model	Tahoe
Comments (mileage, mechanical issues, other info)	132,043 mi.
Elected Official/Department Head/Authorized Staff Digital Signature	✓ Roy Fikac 9/3/2019 9:24 AM
Department Transfer	
Receiving Department Signature	✗
Budget Office Signature Acknowledgement	✗
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 9/11/2019 9:18 AM
To be completed by HR - Signature acknowledges that there all paperwork has been received and there are no pending litigations	
Authorizing HR Employee Digital Signature	✓ Heather Kirkwood 9/13/2019 4:54 PM
To be completed by Auditor's Office	
Electronic Signature indicates the Vehicle Status Change has been reviewed and approved.	
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Hillary McCoy 9/16/2019 10:07 AM
To be completed by Purchasing Department	
Purchasing Department Signature Acknowledgement	✓ Randy Barker 9/17/2019 1:55 PM

Human Resources

Created by Williamson County Technology Services

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	560 - Sheriffs Office
County VIN/Serial Number	1GNLC2E05ER213528
Equipment/Door Number	SB1422
License Plate	1175660
Year	2014
Make	Chevrolet
Model	Tahoe
Comments (mileage, mechanical issues, other info)	130,866 mi.
Elected Official/Department Head/Authorized Staff Digital Signature	✓ Roy Fikac 9/3/2019 9:23 AM
Department Transfer	
Receiving Department Signature	✗
Budget Office Signature Acknowledgement	✗
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 9/11/2019 9:00 AM
To be completed by HR - Signature acknowledges that there all paperwork has been received and there are no pending litigations	
Authorizing HR Employee Digital Signature	✓ Heather Kirkwood 9/13/2019 4:57 PM
To be completed by Auditor's Office	
Electronic Signature indicates the Vehicle Status Change has been reviewed and approved.	
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Hillary McCoy 9/16/2019 10:39 AM
To be completed by Purchasing Department	
Purchasing Department Signature Acknowledgement	✓ Randy Barker 9/17/2019 1:59 PM

Human Resources

Created by Williamson County Technology Services

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	560 - Sheriffs Office
County VIN/Serial Number	2FABP7BV4BX182480
Equipment/Door Number	SA1169
License Plate	1131039
Year	2011
Make	FORD
Model	Crown Victoria
Comments (mileage, mechanical issues, other info)	120,170 mi.
Elected Official/Department Head/Authorized Staff Digital Signature	✓ Roy Fikac 9/3/2019 9:25 AM
Department Transfer	
Receiving Department Signature	✗
Budget Office Signature Acknowledgement	✗
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 9/11/2019 11:27 AM
To be completed by HR - Signature acknowledges that there all paperwork has been received and there are no pending litigations	
Authorizing HR Employee Digital Signature	✓ Heather Kirkwood 9/13/2019 4:53 PM
To be completed by Auditor's Office	
Electronic Signature indicates the Vehicle Status Change has been reviewed and approved.	
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Hillary McCoy 9/16/2019 9:39 AM
To be completed by Purchasing Department	
Purchasing Department Signature Acknowledgement	✓ Randy Barker 9/16/2019 4:23 PM

Human Resources

Created by Williamson County Technology Services

Vehicle Status Change

Reason for Status Change	REACHED OPERATIONAL LIFE EXPECTANCY
Department	560 - Sheriffs Office
County VIN/Serial Number	2FABP7BV2BX107857
Equipment/Door Number	SA1109
License Plate	CK1D945
Year	2011
Make	FORD
Model	Crown Victoria
Comments (mileage, mechanical issues, other info)	104,691 mi.
Elected Official/Department Head/Authorized Staff Digital Signature	✓ Roy Fikac 9/3/2019 9:25 AM
Department Transfer	
Receiving Department Signature	✗
Budget Office Signature Acknowledgement	✗
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 9/11/2019 11:29 AM
To be completed by HR - Signature acknowledges that there all paperwork has been received and there are no pending litigations	
Authorizing HR Employee Digital Signature	✓ Heather Kirkwood 9/13/2019 4:50 PM
To be completed by Auditor's Office	
Electronic Signature indicates the Vehicle Status Change has been reviewed and approved.	
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Hillary McCoy 9/16/2019 9:34 AM
To be completed by Purchasing Department	
Purchasing Department Signature Acknowledgement	✓ Randy Barker 9/16/2019 4:19 PM

Human Resources

Created by Williamson County Technology Services

Commissioners Court - Regular Session**10.****Meeting Date:** 09/24/2019

Property Tax Refunds - Over 2500 - Thru 09/18/19

Submitted For: Larry Gaddes**Submitted By:** Cathy Atkinson, County Tax Assessor Collector**Department:** County Tax Assessor Collector**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on approving property tax refunds over \$2,500.00 thru 09/18/19 for the Williamson County Tax Assessor/Collector.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
---------	----------	-------------	--------

Attachments090619-091819 Refunds Over 2500

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Cathy Atkinson

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 04:17 PM

Started On: 09/18/2019 04:06 PM



Date: September 18, 2019

To: Members of the Commissioners Court

From: Larry Gaddes PCAC, CTA

Larry Gaddes PCAC, C T A
Tax Assessor/Collector

Subject: Property Tax Refunds

In accordance with Section 31.11 of the Property Tax Code, the court needs to approve all refunds in excess of \$2,500.00. We are presenting the attached list which includes these property tax refunds for your approval.

Please contact me at (512) 943-1954, if you have any questions.

Thank you.

Main Office and Mailing Address:

904 South Main Street
Georgetown, Texas 78626
Motor Vehicle Telephone: 512.943.1602
Property Tax Telephone: 512.943.1603
www.wilco.org/tax

1801 E. Old Settler's Blvd., Ste 115
Round Rock, Texas 78664
Telephone: 512.244.8644

Annex Locations:

350 Discovery Blvd., Ste. 101
Cedar Park, Texas 78613
Telephone: 512.260.4290

412 Vance St., Ste. 1
Taylor, Texas 76574
Telephone: 512.352.4140

3:43 PM

09/18/19

Accrual Basis

Property Tax
Account QuickReport
As of September 18, 2019

Type	Date	Num	Name	Memo	Amount
Refunds Payable - Taxpayers					
Check	09/18/2019	72426	PHH MORTGAGE SERVICES	R032247 - Overpayment	-11,334.87
Check	09/18/2019	72427	AUSTIN TITLE COMPANY	R071395 - Overpayment	-4,647.84
Total Refunds Payable - Taxpayers					-15,982.71
TOTAL					-15,982.71

Commissioners Court - Regular Session**11.****Meeting Date:** 09/24/2019

Waive penalty and interest to customers as requested by the Tax Assessor Collector

Submitted For: Larry Gaddes**Submitted By:** Judy Kocian, County Tax Assessor
Collector**Department:** County Tax Assessor Collector**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action to approve waiving Penalty and Interest to customers as requested by the Tax Assessor/Collector's Office.

Background

In accordance with Section 33.011 of the Texas Property Tax Code, "The Governing Body of the taxing unit shall waive penalties and may provide for the waiver of interest if interest on a delinquent tax if an act or omission of any officer, employee or agent of the taxing unit or the appraisal district in which the taxing unit participates caused or resulted in the taxpayer's failure to pay the tax before delinquency and if the tax is paid within 21 days after the taxpayer knows or should know of delinquency."

Fiscal Impact

From/To	Acct No.	Description	Amount
---------	----------	-------------	--------

AttachmentsWaiver 2018

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Judy Kocian

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 03:05 PM

Started On: 09/18/2019 03:01 PM

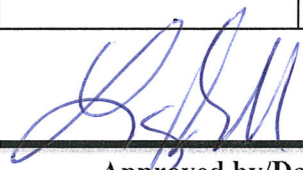
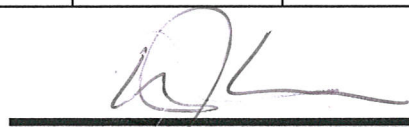


Waiver Requests for 2018 Penalty & Interest

September 16th, 2019

Waivers of penalty and interest may or shall be granted by the governing body of the taxing unit according to the provisions provided by Section 33.011 of the Texas Property Tax Code. The requests included within have been reviewed by the Williamson County Tax Assessor/Collector's Waiver Review Committee. The Review Committee has determined the request meet the requirements of Section 33.011 and are being presented to Williamson County Commissioners Court for approval.

Property ID#	Name	P&I Amount	Relevant Code	Reason
R463846, R505394, R505379, R462769, R462768, R493778, R039475, R011078, R551780	Pulte Homes of Texas, LP	\$2,857.63	33.011 (a)(1)	WCAD clerical error
P483902	Brandon K Moore Financial, LLC	\$182.15 (P&I) + \$209.44 (Atty Fees)	33.011 (a)(1)	WCAD clerical error
P490793	EZ Web Enterprises	\$125.21 (P&I) + \$123.14 (Atty Fees)	33.011 (a)(1)	WCAD clerical error
R571446	Hickerson Round Rock Land, LP	\$979.30 (P&I) + \$909.23 (Atty Fees)	33.011 (a)(1)	WCAD clerical error


Approved by/Date
Approved by/Date

Commissioners Court - Regular Session**12.****Meeting Date:** 09/24/2019

Civil Process & Sheriff Fees 2020

Submitted By: Theresa Lock, Constable Pct. #3**Department:** Constable Pct. #3**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action regarding the approval of Civil Process & Sheriff Fees for 2020.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
---------	----------	-------------	--------

AttachmentsConstable Sheriff Fees 2020Constable Sheriff Fee 2020

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Theresa Lock

Final Approval Date: 09/12/2019

Reviewed By

Andrea Schiele

Date

09/12/2019 03:49 PM

Started On: 09/12/2019 11:38 AM



Kevin Stofle
Constable Precinct 3
Williamson County, Texas

100 Wilco Way, Suite C101
Georgetown, Texas 78626
512-943-1434

TO: Williamson County Commissioner's Court
FROM: Kevin Stofle, Constable Precinct 3
DATE: September 12, 2019
SUBJECT: 2020 Constable Fee Schedule

As required by the Texas local Government Code Section 118.131, a review of the service fees charged by the Williamson County Sheriff and Constables has been conducted. All fees were found to be comparable to those of other Texas counties.

We respectfully request the Commissioner's Court to approve the attached Fee Schedule as listed, to be effective January 1, 2020.

Thank you,

Kevin Stofle
Constable Precinct 3
Williamson County, Texas

Williamson County Constable

2020 Service Fees

Citations	\$70.00
Subpoenas/Summons	\$70.00
Forcible Entry & Detainer (Eviction Citations)	\$70.00
Writs	\$150.00
Precepts	\$150.00
Show Cause / Notice of Hearing	\$150.00
Distress Warrants	\$150.00
Tax Warrants	\$150.00
Turn-Over Order	\$150.00
Temporary Restraining Order/Temporary Injunction	\$150.00
Interrogatories	\$150.00
Order of Retrieval	\$150.00
Executing a Deed or Bill of Sale	\$30.00
Posting Written Notice (per posting/per location)	\$70.00
Commission based on percentage of money collected on Writs of Executions or Orders of Sale.	10% up to and including \$20,000, then 4% for balance over \$20,000
For executing any Writ, Precept or court order which exceeds two hours, an additional fee per hour/per officer, plus mileage at the IRS allowable rate to perform service and return from performing the service.	\$40.00
If ordered by a court to transport to or from out of county, a fee per hour/per officer, plus mileage at IRS allowable rate, and lodging costs.	\$40.00
Cancellation Fee: Order of Sale / Writ of Execution (<i>except Tax Foreclosure Orders of Sale</i>) Whereby plaintiff directs to withhold or release levy, withhold collection, cancel or recall writ without constable collection of judgment and cost. <i>Shall include all costs incurred and cancellation fees .</i>	\$500.00

Williamson County Sheriff
2020 Service Fees

Finger Prints	\$5.00 / Card
Accident Report	\$6.00
Character Letter	\$6.00
Alarms	\$25.00
Dangerous Dog Registration	\$150.00 / Annually

Commissioners Court - Regular Session**13.****Meeting Date:** 09/24/2019

July 2019 and August 2019 Year to Date Financial Reports

Submitted For: Jerri Jones**Submitted By:** Julie Kiley, County Auditor**Department:** County Auditor**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take action on accepting the July 2019 and August 2019 Year to Date Financial Report from the County Auditor.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[July 2019 Financial Report](#)[August 2019 Financial Report](#)

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Julie Kiley

Final Approval Date: 09/19/2019

Reviewed By

Andrea Schiele

Date

09/19/2019 08:10 AM

Started On: 09/18/2019 09:30 PM

WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF JULY 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Revenues					
Taxes	\$ 162,197,611.00	\$ 162,197,611.00	\$ 161,388,959.80	\$ 808,651.20	0.50%
Fees of Office	13,532,700.00	13,532,700.00	12,804,206.50	728,493.50	5.38%
Fines and Forfeitures	2,707,140.00	2,707,140.00	1,980,410.79	726,729.21	26.84%
Charges for Services	13,045,750.00	13,045,750.00	10,954,387.94	2,091,362.06	16.03%
Intergovernmental	2,869,315.00	2,989,492.55	2,607,890.18	381,602.37	12.76%
Investment Income and Other	3,963,150.00	4,062,258.45	5,948,865.66	(1,886,607.21)	-46.44%
Total Revenues	\$198,315,666.00	\$198,534,952.00	\$195,684,720.87	\$2,850,231.13	1.44%

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Expenditures					
General Government	\$ 67,734,132.91	\$ 89,412,800.33	\$ 43,281,556.56	\$ 46,131,243.77	51.59%
Public Safety	101,642,278.63	101,876,663.24	78,965,441.32	22,911,221.92	22.49%
Judicial	27,779,766.66	28,000,318.85	21,661,771.57	6,338,547.28	22.64%
Community Services	15,602,151.24	15,635,518.85	11,967,686.53	3,667,832.32	23.46%
Total Expenditures	\$212,758,329.44	\$234,925,301.27	\$155,876,455.98	\$79,048,845.29	33.65%

WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF JULY 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Taxes:					
Current Ad Valorem Taxes	\$ 159,701,111.00	\$ 159,701,111.00	\$ 159,083,600.35	\$ 617,510.65	0.39%
Delinquent Ad Valorem taxes	1,005,000.00	1,005,000.00	950,989.57	54,010.43	5.37%
Other Taxes	1,491,500.00	1,491,500.00	1,354,369.88	137,130.12	9.19%
Total Tax Revenues	\$162,197,611.00	\$162,197,611.00	\$161,388,959.80	\$808,651.20	0.50%
Fees of Office:					
County Sheriff	\$ 284,500.00	\$ 284,500.00	\$ 223,036.02	\$ 61,463.98	21.60%
County Clerk	3,661,800.00	3,661,800.00	2,971,614.28	690,185.72	18.85%
Tax Assessor/Collector	7,065,000.00	7,065,000.00	7,284,147.86	(219,147.86)	-3.10%
District Clerk	565,000.00	565,000.00	515,666.76	49,333.24	8.73%
Justice of the Peace Pct. 1	65,400.00	65,400.00	65,062.64	337.36	0.52%
Justice of the Peace Pct. 2	68,900.00	68,900.00	77,519.94	(8,619.94)	-12.51%
Justice of the Peace Pct. 3	96,500.00	96,500.00	92,138.94	4,361.06	4.52%
Justice of the Peace Pct. 4	90,600.00	90,600.00	72,761.44	17,838.56	19.69%
Constable Pct. 1	223,800.00	223,800.00	190,501.12	33,298.88	14.88%
Constable Pct. 2	243,000.00	243,000.00	204,104.75	38,895.25	16.01%
Constable Pct. 3	300,000.00	300,000.00	270,496.00	29,504.00	9.83%
Constable Pct. 4	229,600.00	229,600.00	196,906.04	32,693.96	14.24%
Personal Bond Office	70,100.00	70,100.00	63,602.00	6,498.00	9.27%
County Attorney	45,300.00	45,300.00	30,179.01	15,120.99	33.38%
Other	523,200.00	523,200.00	546,469.70	(23,269.70)	-4.45%
Total Fees of Office	\$13,532,700.00	\$13,532,700.00	\$12,804,206.50	\$728,493.50	5.38%
Fines and Forfeitures:					
County Clerk	\$ 566,440.00	\$ 566,440.00	\$ 346,920.75	\$ 219,519.25	38.75%
District Clerk	460,300.00	460,300.00	352,789.41	107,510.59	23.36%
Justice of the Peace	2,500.00	2,500.00	2,376.00	124.00	4.96%
Justice of the Peace Pct. 1	61,900.00	61,900.00	99,204.20	(37,304.20)	-60.27%
Justice of the Peace Pct. 2	57,900.00	57,900.00	102,961.40	(45,061.40)	-77.83%
Justice of the Peace Pct. 3	988,100.00	988,100.00	810,438.07	177,661.93	17.98%
Justice of the Peace Pct. 4	570,000.00	570,000.00	265,720.96	304,279.04	53.38%
Total Fines and Forfeitures	\$2,707,140.00	\$2,707,140.00	\$1,980,410.79	\$726,729.21	26.84%

WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF JULY 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Charges for Services:					
Emergency Medical Services	\$ 9,040,000.00	\$ 9,040,000.00	\$ 7,360,907.66	\$ 1,679,092.34	18.57%
County Sheriff	0.00	0.00	84,457.00	(84,457.00)	0.00%
Constables	0.00	0.00	8,702.00	(8,702.00)	0.00%
Parks	502,050.00	502,050.00	402,515.29	99,534.71	19.83%
Other	3,503,700.00	3,503,700.00	3,097,805.99	405,894.01	11.58%
Total Charges for Services	\$13,045,750.00	\$13,045,750.00	\$10,954,387.94	\$2,091,362.06	16.03%
Intergovernmental:					
In Lieu of Taxes	\$ 70,000.00	\$ 70,000.00	\$ 74,232.22	\$ (4,232.22)	-6.05%
Prisoner Payments	60,000.00	60,000.00	62,887.21	(2,887.21)	-4.81%
Other	2,739,315.00	2,859,492.55	2,470,770.75	388,721.80	13.59%
Total Intergovernmental	\$2,869,315.00	\$2,989,492.55	\$2,607,890.18	\$381,602.37	12.76%
Investment Income and Other:					
Investment Income	\$ 3,075,000.00	\$ 3,075,000.00	\$ 4,774,688.17	\$ (1,699,688.17)	-55.27%
Other	313,250.00	412,358.45	601,698.60	(189,340.15)	-45.92%
Proceeds fr Sale of Surplus Property	175,000.00	175,000.00	182,478.89	(7,478.89)	-4.27%
Transfers In	399,900.00	399,900.00	390,000.00	9,900.00	2.48%
Total Investment Income/Other	\$3,963,150.00	\$4,062,258.45	\$5,948,865.66	(\$1,886,607.21)	-46.44%
Total Revenues	\$198,315,666.00	\$198,534,952.00	\$195,684,720.87	\$2,850,231.13	1.44%

WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF JULY 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Expenditures					
General Government:					
County Judge	\$ 536,395.67	\$ 473,279.62	\$ 337,223.01	\$ 136,056.61	28.75%
Commissioners Court	647,851.57	662,219.32	435,881.70	226,337.62	34.18%
Commissioner, Pct. 1	297,449.61	297,449.61	230,225.20	67,224.41	22.60%
Commissioner, Pct. 2	321,093.60	321,136.76	247,688.26	73,448.50	22.87%
Commissioner, Pct. 3	310,448.25	313,260.27	246,225.09	67,035.18	21.40%
Commissioner, Pct. 4	308,476.90	309,817.98	218,566.35	91,251.63	29.45%
County Clerk	835,221.55	811,842.68	573,880.63	237,962.05	29.31%
Non-Departmental	26,776,579.39	48,564,875.64	11,616,813.70	36,948,061.94	76.08%
County Auditor	2,819,419.68	2,821,765.96	2,135,704.42	686,061.54	24.31%
County Treasurer	550,205.66	550,205.66	407,964.62	142,241.04	25.85%
Budget Office	365,949.47	376,177.87	290,452.84	85,725.03	22.79%
Tax Assessor/Collector	4,081,296.45	4,081,296.45	3,087,869.57	993,426.88	24.34%
Infrastructure Department	395,710.51	353,643.05	262,124.29	91,518.76	25.88%
Office Buildings	9,609,526.07	9,582,046.48	7,476,167.12	2,105,879.36	21.98%
Information Technology Services	11,335,675.43	11,338,519.53	8,467,361.11	2,871,158.42	25.32%
Human Resources	1,173,241.01	1,177,715.28	798,205.44	379,509.84	32.22%
General Elections	6,447,416.53	6,450,935.74	5,738,524.63	712,411.11	11.04%
Purchasing	922,175.56	926,612.43	710,678.58	215,933.85	23.30%
Total General Government	67,734,132.91	89,412,800.33	43,281,556.56	\$46,131,243.77	51.59%
Public Safety:					
Constable, Pct. 1	\$ 1,312,185.26	\$ 1,313,293.36	\$ 1,003,836.32	\$ 309,457.04	23.56%
Constable, Pct. 2	1,633,841.98	1,635,233.77	1,329,636.79	305,596.98	18.69%
Constable, Pct. 3	1,855,227.69	1,861,048.77	1,501,336.64	359,712.13	19.33%
Constable, Pct. 4	1,538,686.65	1,538,937.30	1,169,104.40	369,832.90	24.03%
County Sheriff	27,559,346.42	27,548,012.06	22,113,546.99	5,434,465.07	19.73%
Department of Public Safety	180,726.19	180,726.19	154,449.79	26,276.40	14.54%
Jail and Law Enforcement	26,043,107.92	26,119,770.82	20,234,306.76	5,885,464.06	22.53%
Juvenile Services	11,819,403.87	11,888,728.40	8,627,500.11	3,261,228.29	27.43%
Adult Probation	272,965.00	272,965.00	266,028.12	6,936.88	2.54%
Emergency Services Department	887,579.05	589,292.34	290,639.84	298,652.50	50.68%
Emergency Medical Services	18,513,061.56	18,726,900.45	15,324,033.00	3,402,867.45	18.17%
Emergency management	614,783.52	624,223.81	498,549.07	125,674.74	20.13%
Haz-mat	777,629.13	803,396.34	602,591.45	200,804.89	24.99%
911 Communications	7,336,077.27	7,401,229.20	4,838,297.32	2,562,931.88	34.63%
Mobile Outreach Team	761,261.56	826,616.33	648,091.99	178,524.34	21.60%
Wireless Communication	536,395.56	546,289.10	363,492.73	182,796.37	33.46%
Total Public Safety	101,642,278.63	101,876,663.24	78,965,441.32	\$22,911,221.92	22.49%

TWO YEAR COMPARSION % REMAINING

	<u>2018 Final</u>	<u>2018 %</u>	<u>2017 Final</u>	<u>2017 %</u>
	<u>Budget</u>	<u>Remaining</u>	<u>Budget</u>	<u>Remaining</u>
\$	963,023.96	4.88%	\$ 929,516.68	4.88%
	0.00	0.00%	0.00	0.00%
	285,599.33	1.41%	289,083.79	5.71%
	309,766.20	2.61%	301,330.72	5.16%
	313,401.46	3.79%	307,002.27	4.18%
	293,967.02	3.53%	288,477.38	7.14%
	792,081.33	12.58%	779,422.26	11.55%
35,436,376.15	54.60%		24,404,856.25	51.64%
2,696,409.33	3.44%		2,655,966.13	4.48%
545,817.70	10.32%		616,902.65	20.64%
369,772.62	2.96%		247,721.17	1.77%
4,002,658.15	7.20%		3,899,657.60	8.91%
331,476.35	4.48%		349,109.36	1.66%
8,394,190.79	3.37%		7,348,026.74	2.35%
9,554,427.57	8.63%		9,091,754.53	11.17%
1,166,123.10	5.89%		1,020,604.73	4.29%
1,950,220.37	11.10%		1,928,573.50	28.45%
842,699.08	4.74%		762,759.41	8.30%
68,248,010.51	31.39%		55,220,765.17	27.62%
\$	1,567,235.79	1.45%	1,231,223.06	5.28%
	1,272,198.17	4.63%	1,388,430.66	6.84%
	1,633,405.63	14.19%	1,545,800.89	9.66%
	1,505,273.04	2.84%	1,497,465.85	4.80%
24,558,474.58	0.42%		24,349,487.47	1.33%
129,966.40	1.47%		119,660.78	0.37%
24,076,799.80	3.53%		23,926,562.52	6.90%
11,789,125.34	9.09%		11,008,918.12	9.86%
271,265.00	1.12%		248,565.00	4.20%
635,927.61	44.88%		653,312.81	46.25%
17,976,788.58	1.15%		16,689,853.31	1.03%
532,616.58	8.02%		729,658.50	11.47%
867,327.90	19.77%		439,580.69	8.60%
6,833,038.47	13.98%		6,096,305.21	8.23%
748,058.60	13.40%		878,743.74	8.16%
849,543.81	11.54%		442,293.46	25.35%
95,247,045.30	4.46%		91,245,862.07	5.19%

WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF JULY 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Judicial:					
County Courts-at-Law	\$ 1,549,900.00	\$ 1,549,900.00	\$ 1,449,393.64	\$ 100,506.36	6.48%
County Court-at-Law 1	557,924.10	563,575.73	426,972.98	136,602.75	24.24%
County Court-at-Law 2	501,430.80	501,433.87	385,301.75	116,132.12	23.16%
County Court-at-Law 3	515,441.48	521,093.11	391,832.14	129,260.97	24.81%
County Court-at-Law 4	628,444.99	628,444.99	457,945.10	170,499.89	27.13%
District courts	2,830,748.09	2,830,748.09	2,611,550.56	219,197.53	7.74%
Magistrate Office	918,538.30	919,726.99	704,742.02	214,984.97	23.37%
26th Judicial Court	285,834.09	286,334.09	222,349.00	63,985.09	22.35%
277th Judicial Court	305,622.29	305,622.29	230,459.67	75,162.62	24.59%
368th Judicial Court	289,544.11	289,544.11	222,921.48	66,622.63	23.01%
395th Judicial Court	301,852.58	301,852.58	232,156.44	69,696.14	23.09%
425th Judicial Court	296,400.89	296,400.89	227,830.97	68,569.92	23.13%
District Attorney	4,704,709.90	4,810,719.73	3,642,905.57	1,167,814.16	24.28%
District Clerk	2,250,597.79	2,250,597.79	1,680,778.18	569,819.61	25.32%
Justice Court, Pct. 1	1,094,695.50	1,094,695.50	642,637.54	452,057.96	41.30%
Justice Court, Pct. 2	1,117,754.54	1,117,795.54	779,082.66	338,712.88	30.30%
Justice Court, Pct. 3	1,458,322.52	1,458,322.52	1,104,738.42	353,584.10	24.25%
Justice Court, Pct. 4	1,319,668.17	1,319,668.17	867,440.43	452,227.74	34.27%
County Attorney	5,447,688.57	5,527,004.73	4,277,160.01	1,249,844.72	22.61%
County Clerk	1,228,086.85	1,251,465.72	973,119.13	278,346.59	22.24%
Personal Bond office	176,561.10	175,372.41	130,453.88	44,918.53	25.61%
Total Judicial	27,779,766.66	28,000,318.85	21,661,771.57	\$6,338,547.28	22.64%
Community Services:					
Veterans Service	\$ 424,168.32	\$ 431,883.16	\$ 305,227.40	\$ 126,655.76	29.33%
Health Department	8,328,824.00	8,329,931.00	6,536,799.85	1,793,131.15	21.53%
Museum	0.00	0.00	0.00	0.00	0.00%
WC Historical Commission	1,585.00	1,585.00	1,509.79	75.21	4.75%
Animal Health Services	951,868.66	951,868.66	615,044.04	336,824.62	35.39%
Agricultural Extension Service	360,857.86	362,469.74	265,943.86	96,525.88	26.63%
Parks Department	2,961,788.83	2,977,317.29	2,337,608.31	639,708.98	21.49%
Public Welfare	1,591,245.90	1,591,245.90	1,178,397.93	412,847.97	25.94%
Child Welfare	102,450.00	102,450.00	35,317.41	67,132.59	65.53%
On site sewer facilities	879,362.67	886,768.10	691,837.94	194,930.16	21.98%
Total Community Services	\$15,602,151.24	\$15,635,518.85	\$11,967,686.53	\$3,667,832.32	23.46%
Total Expenditures	\$212,758,329.44	\$234,925,301.27	\$155,876,455.98	\$79,048,845.29	33.65%

TWO YEAR COMPARSION % REMAINING

	<u>2018 Final Budget</u>	<u>2018 % Remaining</u>	<u>2017 Final Budget</u>	<u>2017 % Remaining</u>
	\$ 1,500,764.75	10.39%	1,493,609.64	0.00%
	523,005.79	3.46%	509,537.74	2.58%
	488,806.76	2.01%	516,290.10	8.67%
	497,851.42	0.96%	485,839.46	2.29%
	613,268.66	3.03%	590,733.34	4.97%
	2,565,394.03	0.11%	2,414,760.57	3.86%
	849,873.57	15.98%	809,880.34	14.31%
	275,461.83	2.18%	269,708.67	3.41%
	295,915.92	3.26%	277,712.75	0.47%
	279,654.51	1.85%	270,765.34	3.91%
	287,231.17	2.34%	275,220.79	1.38%
	283,243.84	25.94%	271,937.86	8.62%
	4,198,213.22	2.12%	3,668,534.44	5.35%
	2,141,612.06	6.28%	1,877,158.28	6.37%
	1,030,113.87	8.64%	1,006,271.88	5.68%
	1,092,085.43	13.06%	1,086,289.41	13.65%
	1,407,286.77	3.88%	1,311,223.20	9.37%
	1,306,425.33	0.00%	1,179,079.22	0.54%
	5,346,495.66	4.26%	5,033,083.05	3.87%
	1,213,568.18	3.26%	1,188,576.62	7.71%
	178,947.55	19.25%	182,440.58	11.97%
	26,375,220.32	4.77%	24,718,653.28	5.32%
	\$ 378,467.63	3.10%	\$ 369,561.38	8.24%
	7,955,155.45	21.46%	9,547,378.91	0.24%
	0.00	0.00%	225,834.00	0.00%
	1,685.00	6.63%	1,600.00	0.00%
	758,909.92	7.73%	746,163.54	20.39%
	321,015.75	13.67%	355,480.48	8.87%
	2,868,640.38	3.35%	2,490,665.57	4.60%
	1,395,993.30	0.00%	784,961.00	0.00%
	104,950.00	6.38%	103,700.00	11.74%
	945,899.80	29.67%	0.00	0.00%
	14,730,717.23	14.97%	14,625,344.88	2.49%
	\$204,600,993.36	14.24%	\$185,810,625.40	11.66%

WILLIAMSON COUNTY
FINANCIAL REPORT : SPECIAL ROAD AND BRIDGE FUND
AS OF JULY 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Revenues					
Current Ad Valorem Taxes	\$ 25,137,231.00	\$ 25,137,231.00	\$ 25,103,521.52	\$ 33,709.48	0.13%
Delinquent Ad Valorem Taxes	109,000.00	109,000.00	117,578.12	(8,578.12)	-7.87%
Intergovernmental	322,200.00	322,200.00	433,788.85	(111,588.85)	-34.63%
Motor Vehicle Registration	4,910,000.00	4,910,000.00	4,445,200.00	464,800.00	9.47%
Investment Income	450,000.00	450,000.00	607,987.94	(157,987.94)	-35.11%
Proceeds from Surplus Property	150,000.00	150,000.00	159,627.04	(9,627.04)	-6.42%
Other	745,000.00	745,000.00	1,458,952.76	(713,952.76)	-95.83%
Transfers In	4,146.00	4,146.00	4,145.15	0.85	0.02%
Total Revenues	\$31,827,577.00	\$31,827,577.00	\$32,330,801.38	(\$503,224.38)	-1.58%

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Expenditures					
Transportation Support:					
Salaries	\$ 7,067,396.75	\$ 7,067,396.75	\$ 5,088,391.70	\$ 1,979,005.05	28.00%
Employee Benefits	3,078,202.94	3,089,702.94	2,371,011.13	718,691.81	23.26%
Operations/Maintenance	17,721,112.15	16,627,173.78	14,540,587.38	2,086,586.40	12.55%
Total Transportation Support	\$27,866,711.84	\$26,784,273.47	\$21,999,990.21	\$4,784,283.26	17.86%
Capital Outlay	\$2,810,632.00	\$2,459,070.37	\$2,369,064.18	\$90,006.19	3.66%
Other Financing Sources					
Transfers Out	\$10,135,000.00	\$11,569,000.00	\$6,239,865.98	\$5,329,134.02	46.06%
Total Expenditures	\$40,812,343.84	\$40,812,343.84	\$30,608,920.37	\$10,203,423.47	25.00%

TWO YEAR COMPARSION % REMAINING

<u>2018 Final Budget</u>	<u>2018 % Remaining</u>	<u>2017 Final Budget</u>	<u>2017 % Remaining</u>
\$ 6,648,581.96	7.28%	\$ 6,430,235.20	5.98%
2,869,315.72	5.04%	2,721,325.85	5.88%
17,641,188.51	17.14%	15,806,466.29	20.25%
\$27,159,086.19	13.41%	24,958,027.34	15.01%
\$2,590,950.37	2.37%	2,047,813.41	2.16%
\$4,671,114.43	10.33%	2,500,000.00	10.55%
\$34,421,150.99	12.19%	\$29,505,840.75	13.74%

WILLIAMSON COUNTY
FINANCIAL REPORT : DEBT SERVICE FUND
AS OF JULY 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Revenues					
Current Ad Valorem Taxes	\$ 106,349,312.00	\$106,349,312.00	\$105,898,439.11	\$ 450,872.89	0.42%
Delinquent Ad Valorem Taxes	175,000.00	175,000.00	182,117.39	(7,117.39)	-4.07%
Investment Income and Other	575,000.00	575,000.00	858,274.66	(283,274.66)	-49.27%
Pymts from Other Entities	113,253.00	113,253.00	116,507.94	(3,254.94)	-2.87%
Proceeds/Premium fm Bond Issuance	0.00	0.00	0.00	0.00	0.00%
Transfer In	3,852,180.00	3,852,180.00	0.00	3,852,180.00	100.00%
Total Revenues	<u>\$111,064,745.00</u>	<u>\$111,064,745.00</u>	<u>\$107,055,339.10</u>	<u>\$4,009,405.90</u>	<u>3.61%</u>

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Expenditures					
Principal	\$ 51,985,000.00	\$ 51,985,000.00	\$ 51,985,000.00	\$ -	0.00%
Interest	33,766,745.00	33,766,745.00	17,362,016.74	16,404,728.26	48.58%
Other	313,000.00	313,000.00	215,631.46	97,368.54	31.11%
Pymts to Refunding Escrow Agent	0.00	0.00	0.00	0.00	0.00%
Debt Defeasance	25,000,000.00	25,000,000.00	0.00	25,000,000.00	100.00%
Total Expenditures	<u>\$111,064,745.00</u>	<u>\$111,064,745.00</u>	<u>\$69,562,648.20</u>	<u>\$41,502,096.80</u>	<u>37.37%</u>

TWO YEAR COMPARSION % REMAINING

<u>2018 Final Budget</u>	<u>2018 % Remaining</u>	<u>2017 Final Budget</u>	<u>2017 % Remaining</u>
\$ 48,265,000.00	0.00%	\$ 46,550,000.00	0.00%
35,733,056.07	0.00%	35,498,314.77	1.00%
276,876.00	0.97%	727,878.33	0.00%
19,971,097.61	0.00%	60,823,844.28	0.00%
4,884.06	100.00%	126,168.20	100.00%
<u>\$ 104,250,913.74</u>	<u>0.01%</u>	<u>\$ 143,726,205.58</u>	<u>0.00%</u>

WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF AUGUST 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Revenues					
Taxes	\$ 162,197,611.00	\$ 162,197,611.00	\$ 161,746,674.47	\$ 450,936.53	0.28%
Fees of Office	13,532,700.00	13,573,700.00	13,679,167.26	(105,467.26)	-0.78%
Fines and Forfeitures	2,707,140.00	2,707,140.00	2,224,265.40	482,874.60	17.84%
Charges for Services	13,045,750.00	13,045,750.00	12,262,728.23	783,021.77	6.00%
Intergovernmental	2,869,315.00	2,989,892.55	2,894,984.17	94,908.38	3.17%
Investment Income and Other	3,963,150.00	4,064,870.88	6,381,708.31	(2,316,837.43)	-57.00%
Total Revenues	\$198,315,666.00	\$198,578,964.43	\$199,189,527.84	(\$610,563.41)	-0.31%

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Expenditures					
General Government	\$ 67,734,132.91	\$ 88,840,012.77	\$ 48,697,555.40	\$ 40,142,457.37	45.19%
Public Safety	101,642,278.63	101,878,981.67	88,214,406.03	13,664,575.64	13.41%
Judicial	27,779,766.66	28,614,106.41	24,614,717.25	3,999,389.16	13.98%
Community Services	15,602,151.24	15,636,212.85	12,654,129.80	2,982,083.05	19.07%
Total Expenditures	\$212,758,329.44	\$234,969,313.70	\$174,180,808.48	\$60,788,505.22	25.87%

WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF AUGUST 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Taxes:					
Current Ad Valorem Taxes	\$ 159,701,111.00	\$ 159,701,111.00	\$ 159,383,049.72	\$ 318,061.28	0.20%
Delinquent Ad Valorem taxes	1,005,000.00	1,005,000.00	1,007,363.88	(2,363.88)	-0.24%
Other Taxes	1,491,500.00	1,491,500.00	1,356,260.87	135,239.13	9.07%
Total Tax Revenues	\$162,197,611.00	\$162,197,611.00	\$161,746,674.47	\$450,936.53	0.28%
Fees of Office:					
County Sheriff	\$ 284,500.00	\$ 284,500.00	\$ 247,242.27	\$ 37,257.73	13.10%
County Clerk	3,661,800.00	3,661,800.00	3,368,601.63	293,198.37	8.01%
Tax Assessor/Collector	7,065,000.00	7,065,000.00	7,455,605.31	(390,605.31)	-5.53%
District Clerk	565,000.00	565,000.00	584,353.15	(19,353.15)	-3.43%
Justice of the Peace Pct. 1	65,400.00	65,400.00	73,759.91	(8,359.91)	-12.78%
Justice of the Peace Pct. 2	68,900.00	68,900.00	86,314.94	(17,414.94)	-25.28%
Justice of the Peace Pct. 3	96,500.00	96,500.00	101,829.90	(5,329.90)	-5.52%
Justice of the Peace Pct. 4	90,600.00	90,600.00	79,326.74	11,273.26	12.44%
Constable Pct. 1	223,800.00	223,800.00	213,768.81	10,031.19	4.48%
Constable Pct. 2	243,000.00	243,000.00	224,439.50	18,560.50	7.64%
Constable Pct. 3	300,000.00	300,000.00	315,286.09	(15,286.09)	-5.10%
Constable Pct. 4	229,600.00	229,600.00	222,408.62	7,191.38	3.13%
Personal Bond Office	70,100.00	70,100.00	63,602.00	6,498.00	9.27%
County Attorney	45,300.00	45,300.00	31,603.19	13,696.81	30.24%
Other	523,200.00	564,200.00	611,025.20	(46,825.20)	-8.30%
Total Fees of Office	\$13,532,700.00	\$13,573,700.00	\$13,679,167.26	(\$105,467.26)	-0.78%
Fines and Forfeitures:					
County Clerk	\$ 566,440.00	\$ 566,440.00	\$ 405,524.38	\$ 160,915.62	28.41%
District Clerk	460,300.00	460,300.00	400,408.39	59,891.61	13.01%
Justice of the Peace	2,500.00	2,500.00	2,376.00	124.00	4.96%
Justice of the Peace Pct. 1	61,900.00	61,900.00	118,484.22	(56,584.22)	-91.41%
Justice of the Peace Pct. 2	57,900.00	57,900.00	114,273.51	(56,373.51)	-97.36%
Justice of the Peace Pct. 3	988,100.00	988,100.00	901,279.47	86,820.53	8.79%
Justice of the Peace Pct. 4	570,000.00	570,000.00	281,919.43	288,080.57	50.54%
Total Fines and Forfeitures	\$2,707,140.00	\$2,707,140.00	\$2,224,265.40	\$482,874.60	17.84%

**WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF AUGUST 31, 2019
(unaudited)**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Charges for Services:					
Emergency Medical Services	\$ 9,040,000.00	\$ 9,040,000.00	\$ 8,170,512.10	\$ 869,487.90	9.62%
County Sheriff	0.00	0.00	114,419.00	(114,419.00)	0.00%
Constables	0.00	0.00	8,702.00	(8,702.00)	0.00%
Parks	502,050.00	502,050.00	485,624.55	16,425.45	3.27%
Other	3,503,700.00	3,503,700.00	3,483,470.58	20,229.42	0.58%
Total Charges for Services	\$13,045,750.00	\$13,045,750.00	\$12,262,728.23	\$783,021.77	6.00%
Intergovernmental:					
In Lieu of Taxes	\$ 70,000.00	\$ 70,000.00	\$ 74,232.22	\$ (4,232.22)	-6.05%
Prisoner Payments	60,000.00	60,000.00	62,887.21	(2,887.21)	-4.81%
Other	2,739,315.00	2,859,892.55	2,757,864.74	102,027.81	3.57%
Total Intergovernmental	\$2,869,315.00	\$2,989,892.55	\$2,894,984.17	\$94,908.38	3.17%
Investment Income and Other:					
Investment Income	\$ 3,075,000.00	\$ 3,075,000.00	\$ 5,138,946.05	\$ (2,063,946.05)	-67.12%
Other	313,250.00	414,970.88	653,607.95	(238,637.07)	-57.51%
Proceeds fr Sale of Surplus Property	175,000.00	175,000.00	199,154.31	(24,154.31)	-13.80%
Transfers In	399,900.00	399,900.00	390,000.00	9,900.00	2.48%
Total Investment Income/Other	\$3,963,150.00	\$4,064,870.88	\$6,381,708.31	(\$2,316,837.43)	-57.00%
Total Revenues	\$198,315,666.00	\$198,578,964.43	\$199,189,527.84	(\$610,563.41)	-0.31%

WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF AUGUST 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Expenditures					
General Government:					
County Judge	\$ 536,395.67	\$ 473,279.62	\$ 386,320.06	\$ 86,959.56	18.37%
Commissioners Court	647,851.57	662,219.32	494,607.86	167,611.46	25.31%
Commissioner, Pct. 1	297,449.61	297,449.61	262,419.71	35,029.90	11.78%
Commissioner, Pct. 2	321,093.60	321,136.76	281,748.64	39,388.12	12.27%
Commissioner, Pct. 3	310,448.25	313,260.27	278,010.29	35,249.98	11.25%
Commissioner, Pct. 4	308,476.90	309,817.98	250,234.56	59,583.42	19.23%
County Clerk	835,221.55	811,842.68	651,528.95	160,313.73	19.75%
Non-Departmental	26,776,579.39	47,992,088.08	13,350,930.46	34,641,157.62	72.18%
County Auditor	2,819,419.68	2,821,765.96	2,427,067.48	394,698.48	13.99%
County Treasurer	550,205.66	550,205.66	461,676.97	88,528.69	16.09%
Budget Office	365,949.47	376,177.87	331,863.10	44,314.77	11.78%
Tax Assessor/Collector	4,081,296.45	4,081,296.45	3,528,784.18	552,512.27	13.54%
Infrastructure Department	395,710.51	353,643.05	299,830.42	53,812.63	15.22%
Office Buildings	9,609,526.07	9,582,046.48	8,204,088.46	1,377,958.02	14.38%
Information Technology Services	11,335,675.43	11,338,519.53	9,926,371.17	1,412,148.36	12.45%
Human Resources	1,173,241.01	1,177,715.28	918,463.82	259,251.46	22.01%
General Elections	6,447,416.53	6,450,935.74	5,841,574.98	609,360.76	9.45%
Purchasing	922,175.56	926,612.43	802,034.29	124,578.14	13.44%
Total General Government	67,734,132.91	88,840,012.77	48,697,555.40	\$40,142,457.37	45.19%
Public Safety:					
Constable, Pct. 1	\$ 1,312,185.26	\$ 1,313,293.36	\$ 1,139,228.95	\$ 174,064.41	13.25%
Constable, Pct. 2	1,633,841.98	1,635,233.77	1,466,682.10	168,551.67	10.31%
Constable, Pct. 3	1,855,227.69	1,861,048.77	1,658,999.19	202,049.58	10.86%
Constable, Pct. 4	1,538,686.65	1,538,937.30	1,311,976.37	226,960.93	14.75%
County Sheriff	27,559,346.42	27,549,730.49	24,585,032.70	2,964,697.79	10.76%
Department of Public Safety	180,726.19	180,726.19	161,655.01	19,071.18	10.55%
Jail and Law Enforcement	26,043,107.92	26,119,770.82	22,722,043.82	3,397,727.00	13.01%
Juvenile Services	11,819,403.87	11,888,928.40	9,710,650.23	2,178,278.17	18.32%
Adult Probation	272,965.00	272,965.00	266,100.48	6,864.52	2.51%
Emergency Services Department	887,579.05	589,292.34	332,134.16	257,158.18	43.64%
Emergency Medical Services	18,513,061.56	18,726,900.45	17,030,805.41	1,696,095.04	9.06%
Emergency management	614,783.52	624,223.81	550,837.19	73,386.62	11.76%
Haz-mat	777,629.13	803,396.34	673,127.91	130,268.43	16.21%
911 Communications	7,336,077.27	7,401,229.20	5,454,805.48	1,946,423.72	26.30%
Mobile Outreach Team	761,261.56	827,016.33	729,183.90	97,832.43	11.83%
Wireless Communication	536,395.56	546,289.10	421,143.13	125,145.97	22.91%
Total Public Safety	101,642,278.63	101,878,981.67	88,214,406.03	\$13,664,575.64	13.41%

TWO YEAR COMPARISON % REMAINING

	<u>2018 Final Budget</u>	<u>2018 % Remaining</u>	<u>2017 Final Budget</u>	<u>2017 % Remaining</u>
General Government:				
County Judge	\$ 963,023.96	4.88%	\$ 929,516.68	4.88%
Commissioners Court	0.00	0.00%	0.00	0.00%
Commissioner, Pct. 1	285,599.33	1.41%	289,083.79	5.71%
Commissioner, Pct. 2	309,766.20	2.61%	301,330.72	5.16%
Commissioner, Pct. 3	313,401.46	3.79%	307,002.27	4.18%
Commissioner, Pct. 4	293,967.02	3.53%	288,477.38	7.14%
County Clerk	792,081.33	12.58%	779,422.26	11.55%
Non-Departmental	35,436,376.15	54.60%	24,404,856.25	51.64%
County Auditor	2,696,409.33	3.44%	2,655,966.13	4.48%
County Treasurer	545,817.70	10.32%	616,902.65	20.64%
Budget Office	369,772.62	2.96%	247,721.17	1.77%
Tax Assessor/Collector	4,002,658.15	7.20%	3,899,657.60	8.91%
Infrastructure Department	331,476.35	4.48%	349,109.36	1.66%
Office Buildings	8,394,190.79	3.37%	7,348,026.74	2.35%
Information Technology Services	9,554,427.57	8.63%	9,091,754.53	11.17%
Human Resources	1,166,123.10	5.89%	1,020,604.73	4.29%
General Elections	1,950,220.37	11.10%	1,928,573.50	28.45%
Purchasing	842,699.08	4.74%	762,759.41	8.30%
Total General Government	68,248,010.51	31.39%	55,220,765.17	27.62%
Public Safety:				
Constable, Pct. 1	\$ 1,567,235.79	1.45%	1,231,223.06	5.28%
Constable, Pct. 2	1,272,198.17	4.63%	1,388,430.66	6.84%
Constable, Pct. 3	1,633,405.63	14.19%	1,545,800.89	9.66%
Constable, Pct. 4	1,505,273.04	2.84%	1,497,465.85	4.80%
County Sheriff	24,558,474.58	0.42%	24,349,487.47	1.33%
Department of Public Safety	129,966.40	1.47%	119,660.78	0.37%
Jail and Law Enforcement	24,076,799.80	3.53%	23,926,562.52	6.90%
Juvenile Services	11,789,125.34	9.09%	11,008,918.12	9.86%
Adult Probation	271,265.00	1.12%	248,565.00	4.20%
Emergency Services Department	635,927.61	44.88%	653,312.81	46.25%
Emergency Medical Services	17,976,788.58	1.15%	16,689,853.31	1.03%
Emergency management	532,616.58	8.02%	729,658.50	11.47%
Haz-mat	867,327.90	19.77%	439,580.69	8.60%
911 Communications	6,833,038.47	13.98%	6,096,305.21	8.23%
Mobile Outreach Team	748,058.60	13.40%	878,743.74	8.16%
Wireless Communication	849,543.81	11.54%	442,293.46	25.35%
Total Public Safety	95,247,045.30	4.46%	91,245,862.07	5.19%

WILLIAMSON COUNTY
FINANCIAL REPORT : GENERAL FUND
AS OF AUGUST 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Judicial:					
County Courts-at-Law	\$ 1,549,900.00	\$ 1,748,668.00	\$ 1,568,752.83	\$ 179,915.17	10.29%
County Court-at-Law 1	557,924.10	567,052.29	489,599.32	77,452.97	13.66%
County Court-at-Law 2	501,430.80	501,433.87	439,270.86	62,163.01	12.40%
County Court-at-Law 3	515,441.48	521,093.11	442,658.92	78,434.19	15.05%
County Court-at-Law 4	628,444.99	628,444.99	537,074.61	91,370.38	14.54%
District courts	2,830,748.09	3,154,791.09	2,933,079.30	221,711.79	7.03%
Magistrate Office	918,538.30	922,226.99	807,067.18	115,159.81	12.49%
26th Judicial Court	285,834.09	286,334.09	252,964.32	33,369.77	11.65%
277th Judicial Court	305,622.29	305,622.29	262,403.79	43,218.50	14.14%
368th Judicial Court	289,544.11	289,544.11	254,380.36	35,163.75	12.14%
395th Judicial Court	301,852.58	301,852.58	264,291.43	37,561.15	12.44%
425th Judicial Court	296,400.89	296,400.89	261,015.29	35,385.60	11.94%
District Attorney	4,704,709.90	4,810,719.73	4,196,214.75	614,504.98	12.77%
District Clerk	2,250,597.79	2,250,597.79	1,927,525.51	323,072.28	14.35%
Justice Court, Pct. 1	1,094,695.50	1,094,695.50	724,404.68	370,290.82	33.83%
Justice Court, Pct. 2	1,117,754.54	1,117,795.54	901,109.27	216,686.27	19.39%
Justice Court, Pct. 3	1,458,322.52	1,543,322.52	1,245,767.71	297,554.81	19.28%
Justice Court, Pct. 4	1,319,668.17	1,319,668.17	1,000,354.01	319,314.16	24.20%
County Attorney	5,447,688.57	5,527,004.73	4,856,501.70	670,503.03	12.13%
County Clerk	1,228,086.85	1,251,465.72	1,103,258.42	148,207.30	11.84%
Personal Bond office	176,561.10	175,372.41	147,022.99	28,349.42	16.17%
Total Judicial	27,779,766.66	28,614,106.41	24,614,717.25	\$3,999,389.16	13.98%
Community Services:					
Veterans Service	\$ 424,168.32	\$ 431,883.16	\$ 341,994.37	\$ 89,888.79	20.81%
Health Department	8,328,824.00	8,329,931.00	6,644,839.12	1,685,091.88	20.23%
Museum	0.00	0.00	0.00	0.00	0.00%
WC Historical Commission	1,585.00	1,585.00	1,571.47	13.53	0.85%
Animal Health Services	951,868.66	951,868.66	615,044.04	336,824.62	35.39%
Agricultural Extension Service	360,857.86	362,469.74	293,324.21	69,145.53	19.08%
Parks Department	2,961,788.83	2,978,011.29	2,643,955.01	334,056.28	11.22%
Public Welfare	1,591,245.90	1,591,245.90	1,259,241.69	332,004.21	20.86%
Child Welfare	102,450.00	102,450.00	83,067.41	19,382.59	18.92%
On site sewer facilities	879,362.67	886,768.10	771,092.48	115,675.62	13.04%
Total Community Services	\$15,602,151.24	\$15,636,212.85	\$12,654,129.80	\$2,982,083.05	19.07%
Total Expenditures	\$212,758,329.44	\$234,969,313.70	\$174,180,808.48	\$60,788,505.22	25.87%

TWO YEAR COMPARSION % REMAINING

	<u>2018 Final Budget</u>	<u>2018 % Remaining</u>	<u>2017 Final Budget</u>	<u>2017 % Remaining</u>
	\$ 1,500,764.75	10.39%	1,493,609.64	0.00%
	523,005.79	3.46%	509,537.74	2.58%
	488,806.76	2.01%	516,290.10	8.67%
	497,851.42	0.96%	485,839.46	2.29%
	613,268.66	3.03%	590,733.34	4.97%
	2,565,394.03	0.11%	2,414,760.57	3.86%
	849,873.57	15.98%	809,880.34	14.31%
	275,461.83	2.18%	269,708.67	3.41%
	295,915.92	3.26%	277,712.75	0.47%
	279,654.51	1.85%	270,765.34	3.91%
	287,231.17	2.34%	275,220.79	1.38%
	283,243.84	25.94%	271,937.86	8.62%
	4,198,213.22	2.12%	3,668,534.44	5.35%
	2,141,612.06	6.28%	1,877,158.28	6.37%
	1,030,113.87	8.64%	1,006,271.88	5.68%
	1,092,085.43	13.06%	1,086,289.41	13.65%
	1,407,286.77	3.88%	1,311,223.20	9.37%
	1,306,425.33	0.00%	1,179,079.22	0.54%
	5,346,495.66	4.26%	5,033,083.05	3.87%
	1,213,568.18	3.26%	1,188,576.62	7.71%
	178,947.55	19.25%	182,440.58	11.97%
	26,375,220.32	4.77%	24,718,653.28	5.32%
	\$ 378,467.63	3.10%	\$ 369,561.38	8.24%
	7,955,155.45	21.46%	9,547,378.91	0.24%
	0.00	0.00%	225,834.00	0.00%
	1,685.00	6.63%	1,600.00	0.00%
	758,909.92	7.73%	746,163.54	20.39%
	321,015.75	13.67%	355,480.48	8.87%
	2,868,640.38	3.35%	2,490,665.57	4.60%
	1,395,993.30	0.00%	784,961.00	0.00%
	104,950.00	6.38%	103,700.00	11.74%
	945,899.80	29.67%	0.00	0.00%
	14,730,717.23	14.97%	14,625,344.88	2.49%
	\$204,600,993.36	14.24%	\$185,810,625.40	11.66%

WILLIAMSON COUNTY
FINANCIAL REPORT : SPECIAL ROAD AND BRIDGE FUND
AS OF AUGUST 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Revenues					
Current Ad Valorem Taxes	\$ 25,137,231.00	\$ 25,137,231.00	\$ 25,149,346.69	\$ (12,115.69)	-0.05%
Delinquent Ad Valorem Taxes	109,000.00	109,000.00	123,636.37	(14,636.37)	-13.43%
Intergovernmental	322,200.00	322,200.00	433,788.85	(111,588.85)	-34.63%
Motor Vehicle Registration	4,910,000.00	4,910,000.00	4,881,340.00	28,660.00	0.58%
Investment Income	450,000.00	450,000.00	667,460.65	(217,460.65)	-48.32%
Proceeds from Surplus Property	150,000.00	150,000.00	359,103.56	(209,103.56)	-139.40%
Other	745,000.00	745,000.00	1,687,661.99	(942,661.99)	-126.53%
Transfers In	4,146.00	4,146.00	4,145.15	0.85	0.02%
Total Revenues	<u>\$31,827,577.00</u>	<u>\$31,827,577.00</u>	<u>\$33,306,483.26</u>	<u>(\$1,478,906.26)</u>	<u>-4.65%</u>

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Expenditures					
Transportation Support:					
Salaries	\$ 7,067,396.75	\$ 7,067,396.75	\$ 5,852,463.94	\$ 1,214,932.81	17.19%
Employee Benefits	3,078,202.94	3,089,702.94	2,649,628.87	440,074.07	14.24%
Operations/Maintenance	17,721,112.15	16,669,735.78	15,026,296.98	1,643,438.80	9.86%
Total Transportation Support	<u>\$27,866,711.84</u>	<u>\$26,826,835.47</u>	<u>\$23,528,389.79</u>	<u>\$3,298,445.68</u>	<u>12.30%</u>
Capital Outlay	<u>\$2,810,632.00</u>	<u>\$2,416,508.37</u>	<u>\$2,369,064.18</u>	<u>\$47,444.19</u>	<u>1.96%</u>
Other Financing Sources					
Transfers Out	<u>\$10,135,000.00</u>	<u>\$11,569,000.00</u>	<u>\$6,865,104.79</u>	<u>\$4,703,895.21</u>	<u>40.66%</u>
Total Expenditures	<u>\$40,812,343.84</u>	<u>\$40,812,343.84</u>	<u>\$32,762,558.76</u>	<u>\$8,049,785.08</u>	<u>19.72%</u>

TWO YEAR COMPARSION % REMAINING

<u>2018 Final Budget</u>	<u>2018 % Remaining</u>	<u>2017 Final Budget</u>	<u>2017 % Remaining</u>
\$ 6,648,581.96	7.28%	\$ 6,430,235.20	5.98%
2,869,315.72	5.04%	2,721,325.85	5.88%
17,641,188.51	17.14%	15,806,466.29	20.25%
<u>\$27,159,086.19</u>	<u>13.41%</u>	<u>24,958,027.34</u>	<u>15.01%</u>
<u>\$2,590,950.37</u>	<u>2.37%</u>	<u>2,047,813.41</u>	<u>2.16%</u>
<u>\$4,671,114.43</u>	<u>10.33%</u>	<u>2,500,000.00</u>	<u>10.55%</u>
<u>\$34,421,150.99</u>	<u>12.19%</u>	<u>\$29,505,840.75</u>	<u>13.74%</u>

WILLIAMSON COUNTY
FINANCIAL REPORT : DEBT SERVICE FUND
AS OF AUGUST 31, 2019
(unaudited)

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Revenue</u>	<u>Uncollected Revenue</u>	<u>% Remaining to Collect</u>
Revenues					
Current Ad Valorem Taxes	\$ 106,349,312.00	\$106,349,312.00	\$106,097,777.50	\$ 251,534.50	0.24%
Delinquent Ad Valorem Taxes	175,000.00	175,000.00	188,666.72	(13,666.72)	-7.81%
Investment Income and Other	575,000.00	575,000.00	902,287.90	(327,287.90)	-56.92%
Pymts from Other Entities	113,253.00	113,253.00	116,507.94	(3,254.94)	-2.87%
Proceeds/Premium fm Bond Issuance	0.00	0.00	0.00	0.00	0.00%
Transfer In	3,852,180.00	3,852,180.00	0.00	3,852,180.00	100.00%
Total Revenues	<u>\$111,064,745.00</u>	<u>\$111,064,745.00</u>	<u>\$107,305,240.06</u>	<u>\$3,759,504.94</u>	<u>3.38%</u>

	<u>Original Budget</u>	<u>Current Budget</u>	<u>YTD Exp + Encumbrances</u>	<u>Unencumb Balance</u>	<u>% Remaining</u>
Expenditures					
Principal	\$ 51,985,000.00	\$ 51,985,000.00	\$ 71,515,000.00	\$ (19,530,000.00)	-37.57%
Interest	33,766,745.00	33,766,745.00	33,766,740.38	4.62	0.00%
Other	313,000.00	313,000.00	354,073.28	(41,073.28)	-13.12%
Pymts to Refunding Escrow Agent	0.00	0.00	5,450,147.46	(5,450,147.46)	0.00%
Debt Defeasance	25,000,000.00	25,000,000.00	0.00	25,000,000.00	100.00%
Total Expenditures	<u>\$111,064,745.00</u>	<u>\$111,064,745.00</u>	<u>\$111,085,961.12</u>	<u>(\$21,216.12)</u>	<u>-0.02%</u>

TWO YEAR COMPARSION % REMAINING

<u>2018 Final Budget</u>	<u>2018 % Remaining</u>	<u>2017 Final Budget</u>	<u>2017 % Remaining</u>
\$ 48,265,000.00	0.00%	\$ 46,550,000.00	0.00%
35,733,056.07	0.00%	35,498,314.77	1.00%
276,876.00	0.97%	727,878.33	0.00%
19,971,097.61	0.00%	60,823,844.28	0.00%
4,884.06	100.00%	126,168.20	100.00%
<u>\$ 104,250,913.74</u>	<u>0.01%</u>	<u>\$ 143,726,205.58</u>	<u>0.00%</u>

Commissioners Court - Regular Session

14.

Meeting Date: 09/24/2019

Comsrs Crt Meeting Days

Submitted For: Bill Gravell

Submitted By: Hal Hawes, County Judge

Department: County Judge

Agenda Category: Consent

Information

Agenda Item

Discuss, consider, and take any appropriate action designating Tuesdays of each month during Fiscal Year 2020 as the Regular Term or Regular Meeting day of the week of the Williamson County Commissioners Court and all other meetings or sessions of Commissioners Court being Special Terms or Special Meetings; with such meetings being held in the Williamson County Commissioners Courtroom on the second floor of Williamson County Courthouse, 710 Main Street, Georgetown, Texas (unless otherwise amended or provided by the Williamson County Commissioners Court) [Tex. Loc. Gov't Code § 81.005].

Background

Sec. 81.005. TERMS OF COURT, MEETINGS. (a) At the last regular term of each fiscal year of the county, the commissioners court by order shall designate a day of the week on which the court shall convene in a regular term each month during the next fiscal year. If the completion of the court's business does not require a monthly term, the court need not hold more than one term a quarter. A regular term may continue for one week but may be adjourned earlier if the court's business is completed.

(b) The county judge or three county commissioners may call a special term of the court. A special term may continue until the court's business is completed. A special term may be held at a meeting place located in the county and outside the county seat if:

(1) the commissioners court agrees to meet in that location; and

(2) the meeting place is in a building providing public access that can accommodate the number of persons expected to attend the meeting.

(c) Except as provided by Subsections (b) and (f) of this section, the term shall be held at:

(1) the county seat at the courthouse;

(2) an auxiliary courthouse, courthouse annex, or another building in the county acquired by the county under Chapter 292, 293, or 305 or another law, that houses county administration offices or county or district courts, located inside the municipal limits of the county seat;

(3) the regular meeting place of another political subdivision if:

(A) the commissioners court meets with the governing body of that political subdivision located wholly or partly within the county; and

(B) the regular meeting place of that political subdivision is in the county;

(4) a meeting place in the county in a building owned by another political subdivision located wholly or partly in the county if:

(A) the commissioners court meets with the governing body of that political subdivision;

(B) the places where the commissioners court and the governing body of the political subdivision regularly hold their meetings are not large enough to accommodate the number of persons expected to attend the meeting; and

(C) the meeting place in the building owned by the political subdivision is large enough to accommodate the expected number of persons; or

(5) a meeting place in the county in a building owned by the county if:

(A) the place where the commissioners court regularly holds its meetings is not large enough to accommodate the number of persons expected to attend the meeting; and

(B) the meeting place in the building owned by the county is large enough to accommodate the expected number of persons.

(d) At the first regular term of each calendar year, the commissioners court may select, on no less than seven days notice, a new site at which terms are to be held during that year pursuant to Subsection (c)(2).

(e) On initial enactment of this legislation the county commissioners court may select a new site pursuant to Subsection (c)(2) on seven days notice and passage at a regular meeting of commissioners court.

(f) If the commissioners court determines that in the interest of public safety the term should be held at a site other

than the site selected under Subsection (d), the commissioners court may, after notice, hold a term at a different site as determined by the commissioners court.

(g) Any business of the commissioners court that is required by law to be conducted at a regular term may also be conducted at any meeting of the court held on a day on which the court routinely and periodically meets, regardless of whether the periodic interval is weekly, monthly, quarterly, annually, or some other interval.

(h) The commissioners court may designate a day of the week on which the court shall convene in a regular term each month other than the day of the week designated under Subsection (a).

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Hal Hawes

Final Approval Date: 08/29/2019

Reviewed By

Andrea Schiele

Date

08/29/2019 10:04 AM

Started On: 08/29/2019 09:49 AM

Commissioners Court - Regular Session**15.****Meeting Date:** 09/24/2019

Corrective Order

Submitted For: Bill Gravell**Submitted By:** Melissa Goins, County Judge**Department:** County Judge**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take any appropriate action to approve order pertaining to certificate of death of decedent, Sharon P. Emery, to authorize correction of listed details relevant to same and replace name of County Judge with next of kin.

Background

Circumstances changed due to next of kin being found; therefore, correction is necessary to remove the County Judge's name listed as the informant.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsCorrective Order

Form Review**Inbox**

County Judge Exec Asst. (Originator)

Form Started By: Melissa Goins

Final Approval Date: 09/17/2019

Reviewed By

Andrea Schiele

Date

09/17/2019 04:52 PM

Started On: 09/17/2019 03:25 PM

STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

**ORDER OF COMMISSIONERS COURT
OF WILLIAMSON COUNTY, TEXAS
FOR REMOVAL OF COUNTY JUDGE’S NAME
AS INFORMANT FOR
CERTIFICATE OF DEATH OF DECEDENT
SHARON P. EMERY**

Pursuant to the Laws and Rules of the State of Texas, the Texas Constitution, article V, § 18 (providing that commissioners court shall “exercise such powers and jurisdiction over all county business”), the Texas Health & 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 Commissioners Court of Williamson County finds:

Sharon P. Emery (SSN 458-76-xxxx) passed away on or about August 7, 2019 at the age of 72 in Justice of the Peace, Pct. 1 of Williamson County, Texas at WoodSpring Suites, 13689 N. U.S. Hwy 183, Austin, Texas 78750. The Justice of the Peace, Pct. 1 was on call on the date of death and is, therefore, the magistrate ordering inquest, and if necessary, interment of the body if there are no persons who have come forward with legal standing to inter the remains.

The Court finds that some time passed without the involvement of any next

of kin, and on or about September 9, 2019, the Pct. 1 Justice of the Peace certified the deceased Sharon P. Emery's certificate of death, which contained the name of County Judge Bill Gravell as the informant for details of death in his capacity as the official representative of Williamson County, Texas.

The Court further finds that subsequent to the original certification of the certificate of death for the deceased, a family member was found as follows:

Angela Pool Gregory (daughter of the deceased Sharon P. Emery)
7309 Potters Trail
Austin, TX 78729

The Court further finds that Angela Pool Gregory is willing and able to inter the remains and act as informant on behalf of her mother and be named in the certificate of death instead of Williamson County Judge Bill Gravell.

IT IS THEREFORE ORDERED THAT the name of Williamson County Judge Bill Gravell be removed from the certificate of death of Sharon P. Emery (SSN 458-76-xxxx) as named informant (Box 17) and be replaced with the name of the deceased's next of kin, Angela Pool Gregory, as the individual willing and able to inter the remains of the deceased.

Signed and entered this ____ day of September, 2019.

Hon. Bill Gravell
Williamson County Judge

Commissioners Court - Regular Session**16.****Meeting Date:** 09/24/2019

COOP Agreement with WC for IT support

Submitted By: Melissa Ramos, Adult Probation**Department:** Adult Probation**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on Williamson County entering into an Interlocal Services Agreement with Williamson County Community Supervision and Corrections Department to provide network services and support for Williamson County Community Supervision and Corrections Department.

Background

This Coop agreement is a contract between Williamson County and Williamson County Community Supervision and Corrections Department to provide network services and support for Williamson County Community Supervision and Corrections Department.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[FY2020 IT Contract](#)[IT Cover Letter](#)

Form Review**Inbox**

County Judge Exec Asst.

Adult Probation (Originator)

County Judge Exec Asst.

Form Started By: Melissa Ramos

Final Approval Date: 09/12/2019

Reviewed By

Andrea Schiele

Melissa Ramos

Andrea Schiele

Date

09/12/2019 03:36 PM

09/12/2019 03:56 PM

09/12/2019 04:12 PM

Started On: 09/12/2019 03:10 PM

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN WILLIAMSON COUNTY COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT
AND WILLIAMSON COUNTY, TEXAS,
FOR
MANAGED TECHNOLOGY SERVICES AND SUPPORT**

THIS INTERLOCAL is made and entered into by and between **Williamson County, Texas** (hereinafter "The County"), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Williamson County Community Supervision and Corrections Department** (hereinafter "CSCD"), a political subdivision of the State of Texas, acting herein by and through its governing body. This interlocal cooperation agreement is authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

I.

Managed Service Plan: The County will provide general network services and support, desktop support, and application support, including, but not limited to: network connectivity and monitoring, network security, virus protection, system performance and trends, hardware integrity and reliability, storage space and availability, review and installation of operating system updates, addition or removal of users, personal computer support, software support and any additional related services that are deemed necessary at the sole discretion of The County. CSCD will fall under the same Service Level Agreements (SLAs) for IT services as County Departments.

II.

Excluded Services and Items: The following list contains services and items not included under this Agreement:

1. Service and repair made necessary by the alteration or modification of equipment or systems other than that authorized by The County, including alterations, software installations or modifications of equipment made by CSCD, CSCD's employees or anyone other than The County.
2. Replacement or repair to parts, equipment or software not covered by vendor/manufacture warranty or support, except for minor repairs.
3. The cost of any software, licensing or software renewal or upgrade fees of any kind.
4. The cost of any 3rd party vendor or manufacturer support or incident fees of any kind.
5. The cost to bring CSCD's environment up to Minimum Standards required (e.g., proper operating systems) for services.

6. Failures due to acts of God, building modifications, power failures or other adverse environmental conditions or factors.
7. Maintenance of applications software packages, whether acquired from The County or any other source unless otherwise specified in the Managed Service Plan selected by CSCD.
8. Programming (modification of software code) and program (software) maintenance unless otherwise specified in the Managed Service Plan selected by CSCD.
9. Training services of any kind.
10. Services provided outside of the Normal Working Hours of 8:00 AM – 5:00 PM Central Standard Time, Monday through Friday, excluding County holidays, except for major issues that affect entire buildings or entire groups.

Costs associated with the above listed items and services are not included in this Agreement. The County may, upon request of CSCD and to the extent possible, assist CSCD in procuring the above listed items and services. Any such assistance will be deemed Additional Services and shall be paid for by CSCD.

III.

Exclusion of Warranties; and Limitation of Liability: The services under this Agreement are subject to the following:

- A. SPECIFIC EXCLUSION OF WARRANTIES.** THE EXPRESS WARRANTIES SET OUT IN THIS AGREEMENT, IF ANY, ARE IN LIEU OF ALL OTHER WARRANTIES, AND THERE ARE NO OTHER WARRANTIES, REPRESENTATIONS, CONDITIONS OR GUARANTEES OF ANY KIND WHATSOEVER APPLICABLE, EITHER EXPRESS OR IMPLIED BY LAW (IN CONTRACT OR TORT OR OTHERWISE) OR CUSTOM, INCLUDING, BUT NOT LIMITED TO THOSE REGARDING MERCHANTABILITY, FITNESS FOR PURPOSE, DURABILITY, CORRESPONDENCE TO SAMPLE, TITLE, DESIGN, CONDITION, OR QUALITY. WITHOUT LIMITING THE ABOVE, THE COUNTY DOES NOT WARRANT THAT ANY PRODUCTS OR SERVICES PROVIDED HEREUNDER WILL MEET THE REQUIREMENTS OF CSCD OR THAT THE OPERATION OF PRODUCTS PROVIDED HEREUNDER WILL BE FREE FROM INTERRUPTION OR ERRORS.
- B. RESTRICTIONS ON WARRANTY.** THE COUNTY HAS NO OBLIGATION TO REPAIR OR REPLACE PRODUCTS DAMAGED BY EXTERNAL CAUSE (INCLUDING CSCD, CSCD'S EMPLOYEES, THIRD PARTIES AND ACTS OF GOD) OR THROUGH THE FAULT OR NEGLIGENCE OF ANY PARTY OTHER THAN THE COUNTY.
- C. NO INDIRECT DAMAGES.** WITHOUT LIMITING THE GENERALITY OF SECTIONS OF THIS ARTICLE, IN NO EVENT WILL THE COUNTY BE LIABLE TO CSCD OR TO ANY OTHER PARTY FOR INDIRECT DAMAGES OR LOSSES (IN CONTRACT OR TORT OR OTHERWISE), INCLUDING BUT NOT LIMITED TO DAMAGES FOR LOST PROFITS, LOST SAVINGS, LOST DATA, LOSS OF USE OF INFORMATION OR SERVICES, OR INCIDENTAL, CONSEQUENTIAL, OR SPECIAL DAMAGES.
- D. LIMITS ON LIABILITY.** IF, FOR ANY REASON, THE COUNTY BECOMES LIABLE TO CSCD OR ANY OTHER PARTY FOR DIRECT OR ANY OTHER DAMAGES FOR ANY CAUSE WHATSOEVER, AND REGARDLESS OF THE FORM OF ACTION (IN CONTRACT OR TORT OR OTHERWISE), THEN:
 1. THE AGGREGATE LIABILITY OF THE COUNTY TO CSCD AND ALL OTHER PARTIES IN CONNECTION WITH THE PRODUCTS AND THE SERVICES WILL BE LIMITED TO THE AMOUNT OF FEES ACTUALLY PAID BY CSCD TO THE COUNTY AS CONSIDERATION FOR THE PRODUCTS AND SERVICES GIVING

RISE TO SUCH CLAIM DURING THE TWELVE (12) MONTH PERIOD PRECEDING THE DATE ON WHICH THE CAUSE OF ACTION AROSE; AND

2. IN ANY CASE, CSCD MAY NOT BRING OR INITIATE ANY ACTION OR PROCEEDING AGAINST THE COUNTY ARISING OUT OF THIS AGREEMENT OR RELATING TO ANY PRODUCTS OR SERVICES PROVIDED HEREUNDER MORE THAN ONE (1) YEAR AFTER THE RELEVANT CAUSE OF ACTION HAS ARISEN.

E. SEPARATE ENFORCEABILITY. SECTIONS OF THIS ARTICLE ARE TO BE CONSTRUED AS SEPARATE PROVISIONS AND WILL EACH BE INDIVIDUALLY ENFORCEABLE.

IV.

General Obligations of CSCD: Without limiting any of CSCD's other obligations under this Agreement, CSCD will:

1. Upgrade to the latest mutually agreed-upon release or version(s) of software that is used by CSCD as soon as possible after becoming aware of its availability;
2. Ensure that at all times at least one current staff person of CSCD has been fully trained on the of software that is used by CSCD; and
3. Designate, by written notice, a primary and backup person as the point of contact for technology issues for each division or office.
4. Notify the County of any changes in staffing that requires The County's direct communication with regards to billing or network authorization by authorized users.

V.

Term: The initial term is from the date of execution of the Agreement to September 30, 2022. Following the initial term, the Agreement shall automatically renew each October 1st unless terminated pursuant to the terms of this Agreement.

VI.

No Assignment: This agreement may not be assigned.

VII.

Consideration and Compensation: The County will be compensated based on a fixed sum for the specific project herein. The amount of compensation paid to The County shall be capped and paid at \$79,740.54 per year for the specific project. This amount reflects out-of-pocket reimbursement for all costs such as labor and departmental resources devoted to the services rendered herein. **Billing will be made on a weekly, monthly, quarterly or annual basis for services at the discretion of CSCD.**

Payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date The County receives the goods under the agreement; (2) the date the performance of the service under the agreement is completed; or (3) the date the Williamson County Auditor

receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by The County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of The County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

VIII.

No Authority to Bind: Neither Party shall incur any obligations for or in the name of the other Party, or have the authority to bind or obligate the other Party. Neither Party shall make, issue or authorize any statements (whether oral or written) in contravention of the foregoing.

IX.

No Waiver of Sovereign Immunity or Powers: Nothing in this agreement will be deemed to constitute a waiver of sovereign immunity or powers of The County, the Williamson County Commissioners Court, or the Williamson County Judge.

X.

Good Faith Clause: The Parties agree to act in good faith in the performance of this agreement.

XI.

Confidentiality: CSCD expressly agrees that it will not allow any of its employees or representatives unauthorized access to any of The County's confidential information that may be obtained while having access to The County's IT network. CSCD further agrees that it will not allow any of its employees or representatives to enter any unauthorized areas or access confidential information and will not disclose any information to unauthorized third parties, and will take care to guard the security of the information at all times.

XII.

Termination: This agreement may be terminated at any time at the option of either party, without future or prospective liability for performance upon giving thirty (30) days written notice thereof. In the event of termination, CSCD will only be liable for its pro rata share of services rendered and goods actually received.

XIII.

Venue and Applicable Law: Venue of this agreement shall be Williamson County, Texas, and the laws of the State of Texas shall govern all terms and conditions.

XIV.

- 1.1. **Notices:** The Parties designate the following persons for receipt of notice:

If to Williamson County:

Name: Bill Gravell, Jr. (or successor)

Title: County Judge

Address: Williamson County
710 Main Street
Georgetown, TX 78626

Phone: (512) 943-1550

If to CSCD:

Name: Steve Morrison (or successor)

Title: Director

Address: Williamson County Community Supervision and Corrections Department
301 SE Inner Loop Rd
Georgetown, TX 78626

Phone: (512) 943-3500

The Parties may change the person designated for receipt of notice from time to time by giving notice in writing to the other parties, identifying the new person designated for receipt of service and identifying his/her name, title, address for notice and phone number.

XV.

Severability: In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision in this agreement and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

XVI.

Right to Audit: CSCD agrees that The County or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine and photocopy any and all books, documents, papers and records of CSCD which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. CSCD agrees that The County shall have access during normal working hours to all necessary facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. The County shall give CSCD reasonable advance written notice of intended audits, which will be at the County's discretion.

XVII.

County Judge or Presiding Officer Authorized to Sign Agreement: The presiding officer of The County's governing body who is authorized to execute this instrument by order duly recorded may execute this agreement on behalf of The County.

AGREED AND APPROVED;

WILLIAMSON COUNTY

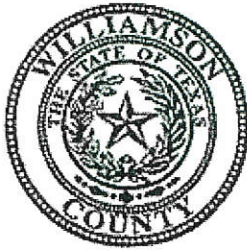
By: _____
Bill Gravell, Jr.
County Judge

Date: _____

COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

By:  _____
Steve Morrison
Director

Date: 7/2/19



**WILLIAMSON COUNTY
ADULT PROBATION
(CSCD)**

301 S.E. Inner Loop Road
P.O. Box 251
Georgetown, TX 78627-0251
Phone: (512) 943-3500
Fax: (512) 943-3510
www.adultprobation.net

**STEVE MORRISON
CSCD DIRECTOR**

September 12, 2019

Commissioners,

There will be an agenda item on the September 25, 2019 courts agenda regarding an Interlocal Cooperative Agreement with Williamson County and the Williamson County CSCD. This Interlocal Cooperative Agreement is for the Information Technologies department to provide network and IT support for the CSCD. For the past 21 years the CSCD has had their own IT Director, but he will be retiring at the end of September 2019. With the network advancements and increase in network security over the past several years, it is better for the Williamson County IT department to provide complete IT services for the CSCD. This Interlocal Cooperative Agreement will have the CSCD paying Williamson County \$79,740.54 per year for IT support and network services. An IT support position was recommended and approved in the Williamson County IT departments fy20 budget. Please feel free to contact me if you have any questions regarding this agenda item.

Agenda Item:

Discuss, consider and take appropriate action on Williamson County entering into an Interlocal Services Agreement with Williamson County Community Supervision and Corrections Department to provide network services and support for Williamson County Community Supervision and Corrections Department

Respectfully,

A handwritten signature in blue ink, appearing to read "Steve Morrison", is written over a horizontal line.

Steve Morrison
Director
Williamson County CSCD
x33506

Commissioners Court - Regular Session**17.****Meeting Date:** 09/24/2019

Southwest Solutions NetLabels Group Support Subscription

Submitted For: Randy Barker**Submitted By:** Dianne West, Purchasing**Department:** Purchasing**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on approving a Software Support Subscription for NetLabels 3.0 for Justice of the Peace Precinct 4 from Southwest Solutions Group for the annual amount of \$150 for the term of 9/19/19 - 9/18/20 and authorizing execution of the agreement.

Background

Justice of the Peace, Precinct 4 requested this annual subscription from Southwest Solutions Group. The point of contact is Jessica Tiedt. The FY20 funding source is Computer Software, 01.0100.454.003011.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsNetLabels Software Support Subscription

Form Review**Inbox**

Purchasing (Originator)
County Judge Exec Asst.
Form Started By: Dianne West
Final Approval Date: 09/19/2019

Reviewed By

Randy Barker
Andrea Schiele

Date

09/19/2019 10:47 AM
09/19/2019 01:40 PM
Started On: 09/18/2019 08:26 AM

Williamson County

JP Precinct 4

211 West 6th Street

Taylor, TX 76574

(512) 352-4159

Support Subscription Details

Southwest Solutions Group support subscription provides the following:

Standard Support

- SSG priority help desk access via email support@southwestsolutions.com, southwestsolutions.com/support, or our toll-free 800-803-1083.
- Access to program engineers for advanced tier II support when needed.
- Standard Support hours 8am-5pm CST Monday-Friday.

Software Upgrades

- Access to software updates as they become available.

*Non-subscription customers who request updates will be charged the amount of a 1-year support subscription.

Support Subscription Renewal Package For NetLabels 3.0

Standard Support Package

- New Subscription Coverage Dates: 09/19/2019 thru 09/18/2020
- 8:00am - 5:00pm CST Monday-Friday
- Help Desk Access: 800-803-1083 & remote web support: southwestsolutions.com/support

Renewal Cost: \$150.00

Previous Subscription

Subscription #	1455
Serial #	N003695-96
Type	NetLabels 3.0
Status	Valid Contract
Expires On	09/18/2019
Subscription Length	12 Months

Agreement Contact _____

Subscription Total _____

\$150.00

Auth Signature _____

Date _____

PO # _____

Quote Expires: 12/02/2019

- Software support plans do not include repairing corruption to data tables. Support does not include troubleshooting printer issues.

- Standard support does not include 3rd party applications such as Excel or Access. It is the responsibility of the customer to get training on these tools and train their internal staff.

- Price subject to change based on current sell price of software. Quote valid for 90 days from submission.

- In some cases not renewing subscription may result in loss of access to product.

Commissioners Court - Regular Session**18.****Meeting Date:** 09/24/2019

Spacesaver Maintenance and Service Agreement

Submitted For: Randy Barker**Submitted By:** Dianne West, Purchasing**Department:** Purchasing**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on approving the Preventative Maintenance & Service Program Agreement for a Spacesaver System for Justice of the Peace Precinct No. 4 between Williamson County and Southwest Solutions Group for the annual amount of \$1,444.31 for the term October 1, 2019 - September 30, 2020 and authorizing execution of the agreement.

Background

This is an annual maintenance and service agreement for the Justice of the Peace, Pct. 4's Spacesaver System. The carriages store the Court's case files. This is the maintenance that JP 4 has had since 2008 and covers 100% labor and parts for one scheduled PM at no charge. JP4 requested renewal for FY20. The funding source is Maintenance Contracts, 0100.0454.004500. The point of contact is Jessica Tiedt.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsSpacesaver Preventative Maintenance & Service Agreement

Form Review**Inbox**

Purchasing (Originator)
County Judge Exec Asst.
Form Started By: Dianne West
Final Approval Date: 09/19/2019

Reviewed By

Randy Barker
Andrea Schiele

Date

09/19/2019 10:44 AM
09/19/2019 01:45 PM
Started On: 09/18/2019 11:21 AM

SERVICE AGREEMENT PROGRAM

Williamson County
211 West 6th Street
Taylor, TX 76574
JP Precinct 4

COVERED ITEMS

We propose to furnish the materials and perform the labor necessary for the completion of the Scheduled Maintenance & Service Program on system(s):

Serviceable Item	Serial Number	Manufacturer	ProductType	Location
697	SSC Ack 369729, 8 Carriages	Spacesaver Corporation	Mechanical Assist	LSMA Job 415-7-6640

SERVICE LEVEL OPTIONS

☐ **Platinum (Preventative Maintenance, Labor, and Parts Program)**

- * One scheduled Preventative Maintenance inspection per year.
- * Covers 100% of all Labor Service charges for repairs.
- * Covers 100% for all parts required as a result of normal wear & tear.
Does not include operator error or misuse.
- * Subject to the availability of parts.
- * Additional investment required for repairs performed outside of normal business hours.

Annual Investment to insure the safety of your equipment:

Program effective dates: 10/1/19 through 9/30/20

\$1,444.31

For Extended Agreements we will apply a 5% discount on a 2 year price total and 10% discount on a 3 year price total. A one-time in-full payment is required to receive the discounted rate.

Southwest Solutions Group would like to thank you for the opportunity to serve you and our team looks forward to serving you in other areas, please visit our website at www.southwestsolutions.com for more products & services.

Sincerely,
Chelsea Brown
Direct: 972-331-8876
Cell: 214-998-0045
Fax: 888-980-8177
chelseabrown@southwestsolutions.com

Services to be performed by SSG authorized factory-trained personnel.

Inspection & Testing of:

Electrical Systems

- * Safety Features
- * Electrical Wiring & Switches
- * Mechanical & Logical Controls
- * Anti-Tip Devices
- * Carriage Limit Switches
- * Floor & Overall Operation
- * Ease of Movement

Mechanical Assist Systems / Manual Systems

- * Anti-Roll Locking Pin
- * Turn-Handle Assembly
- * Tension of chain on turn handle drive
- * Mechanical Safety Features & Controls
- * Shelving Anchors
- * Ease of Movement
- * Loose Hardware & Fasteners

Lubrication & Adjustment of: (All Systems)

- * All Moving Parts, Chains & Rails
- * Limit Switches

General Maintenance & Cleaning of:

- * Floor & Tracks
- * Face Panels & Controls

Inspection Report:

- * Communication of inspection findings to the customer

Scheduled maintenance services will be performed on a scheduled basis of 1 per year. Covers all service calls throughout the effective dates of agreement.

To schedule service please call Paul Stanko at 800-803-1083 ext. 9778 or via email PStanko@southwestsolutions.com. You can also request service from our website, www.southwestsolutions.com by clicking on the "request service" link at the top of the page.

Williamson County, JP Precinct 4

When accepted please **CHECK** the option of choice, authorize below, and return a copy to Southwest Solutions Group via email chelseabrown@southwestsolutions.com or via fax (888) 980-8177 to the attention of CHELSEA BROWN, please retain original for your records. **Payment terms are Net 30.**

Accepted by: _____ Date: _____

Title: _____

Bill-To Address: _____

City: _____ State: _____ Zipcode: _____

Purchase Order # if appropriate: _____

Attention Accounts Payable: _____

If paying by Visa, Master Card, or American Express:

Full Name on Card: _____

Credit Card #: _____ Exp. Date: _____

OTHER NOTES

Preventative Maintenance, Service and Repair calls are provided during Southwest Solutions Group's normal work hours Monday - Friday, excluding holidays.

This Agreement does not cover repairs for damages caused by acts of God, vandalism or misuse. Southwest Solutions Group is not responsible for delays or failure to furnish parts or service caused by acts of God, labor unrest, failure of transport or operational errors and causes beyond the control of Southwest Solutions Group.

To help ensure proper operation, you should perform all routine periodic housekeeping duties as outlined in your system's operating manual. You must ensure no foreign matter or debris falls into areas that may hinder normal operation of the equipment, resulting in equipment failure.

Coverage under this Agreement will be voided if the equipment is dismantled, relocated or substantially modified without prior approval from Southwest Solutions Group.

Commissioners Court - Regular Session**19.****Meeting Date:** 09/24/2019

Contract for Annual Asset Inventory with RCI Technologies

Submitted For: Randy Barker**Submitted By:** Randy Barker, Purchasing**Department:** Purchasing**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on approving a Services Contract for Fixed Asset Management Program and Software (BuyBoard Contract #579-19) between Williamson County and RCI Technologies, Inc. for the amount of \$48,000.00 and authorizing execution of the contract.

Background

RCI has conducted the annual Fixed Asset inventory for Williamson County since 2018. This proposal includes an update of on-site inventory of capital assets, cost research and delivery of a functional database. This includes placing a bar code label on each item which has been added since the February 2019 inventory. Each item will be recorded as an individual record, citing description, manufacturer, model, serial number, bar code number, old tag number (if tied to a viable database), building and room location. Funding was approved for the FY20 budget in line item 01.0100.0494.004100. Inventory will be scheduled for Spring 2020 to allow for reporting by July 1, 2020.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsAnnual inventory proposal

Form Review**Inbox**

County Judge Exec Asst.

Purchasing (Originator)

Purchasing (Originator)

Form Started By: Randy Barker

Final Approval Date: 09/19/2019

Reviewed By

Andrea Schiele

Randy Barker

Randy Barker

Date

09/16/2019 02:38 PM

09/19/2019 08:35 AM

09/19/2019 08:37 AM

Started On: 09/16/2019 01:26 PM



12829 Wetmore Road • San Antonio, Texas 78247 • Office: (877) 363-4127 • Fax: (877) 366-0776 • www.rcitech.com • llafield@rcitech.com

September 16, 2019

Randy Barker
Williamson County
710 Main Street
Georgetown, TX 78626

SCAN AND TAG UPDATE
FIXED ASSET MANAGEMENT PROGRAM

Dear Mr. Barker,

RCI offers an Annual Update for our Fixed Asset Management Program (FAMP).

SCAN AND TAG UPDATE

RCI will send a team of specialists to your facilities and place bar codes on all items with a value of \$500.00 or more that do not have an existing bar code tag. We will record the new bar coded information (bar code number, description, manufacturer, model, serial number, location, etc.) and enter it into the Fixed Asset Management Program. Our specialists will scan all new and previously bar coded items. This scanned information will be up-loaded into our software, which compares the existing database to the newly scanned data. This allows the system to identify items that were not found during the inventory and/or were not properly entered into the database.

As we proceed through the annual update, the project coordinator will conduct an on-going daily reconciliation to locate items initially showing up as "items not scanned." This effort will reduce the majority of "common-sense" omissions caused by locked doors, items missed in the scanning process, etc. We include the RCI reconciliation in your pricing proposal and it will reduce the number of assets that will require additional research upon completion of the project. Please note that remaining items in the "items not scanned" report will need to be researched by your staff.

Sincerely,

A handwritten signature in black ink that reads "Linda LaField". The signature is written in a cursive, flowing style.

Linda LaField
Account Manager



ACCEPTANCE OF FIXED ASSET ANNUAL UPDATE

PROPOSAL DATED: SEPTEMBER 16, 2019

The annual update for Williamson County will be as follows:

[] Scan and Tag Update @ **\$48,000.00**

RCI will require a payment of **\$33,600.00** at the end of the on-site portion of the project with the remainder due upon the delivery of the updated software program.

Organization Name Williamson County State TX

Your Name Randy Barker Title Purchasing Director

Acceptance Signature _____ Date _____

Phone Number (512) 943-1555 Purchase Order # _____

Preferred Dates: _____

E-mail Address randy.barker@wilco.org



BuyBoard Cooperative Purchasing

Contract No. 579-19

**Technology Equipment, Products,
Services and Software**

1/1/19 – 12/31/2020

**Submitted by Records Consultants, Inc.
12829 Wetmore Road, San Antonio, Texas 78247
(877) 363-4127 Fax (877) 366-0776**

Commissioners Court - Regular Session**20.****Meeting Date:** 09/24/2019

Prime Strategies Inc WA6 Sup2 Road Bond

Submitted For: Robert Daigh**Submitted By:** Vicky Edwards, Infrastructure**Department:** Infrastructure**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on Supplemental Work Authorization No 2 to Annual Fiscal Year Work Authorization No 6 under Williamson County Contract between Prime Strategies, Inc. and Williamson County dated May 13, 2014 for General Engineering Consultant - Program Management, Planning and Design Services for Road Bond Projects.

Background

This supplemental is to extend the expiration date to December 31, 2019 and increase the maximum amount payable to \$3,550,000.00.

Fiscal Impact

From/To	Acct No.	Description	Amount
---------	----------	-------------	--------

Attachments

Prime Strategies Inc WA6 Sup2 Road Bond

Form Review**Inbox**

Hal Hawes

County Judge Exec Asst.

Form Started By: Vicky Edwards

Final Approval Date: 09/18/2019

Reviewed By

Hal Hawes

Andrea Schiele

Date

09/18/2019 09:13 AM

09/18/2019 09:42 AM

Started On: 09/17/2019 08:33 AM

SUPPLEMENTAL NUMBER 2
TO
ANNUAL FISCAL YEAR WORK AUTHORIZATION NUMBER 6

This Supplemental No. 2 to Work Authorization No. 6 is made as of this 16th day of September, 2019, under the terms and conditions established in the Agreement for Engineering Services (General Engineering Consultant (GEC) – Program Management, Planning & Design Services), dated May 13, 2014 (the Agreement), between Williamson County, Texas (County) and Prime Strategies, Inc. (PSI). This Supplemental to the Annual Fiscal Year Work Authorization is made for the following purpose, consistent with the Project defined in the Agreement:

Manage design consultants, agency reviews and approval, construction lettings, and budget/contract controls for Road Bond Projects.

Section A. - Scope of Services

A.1. PSI shall perform the following Services:

See original Exhibit B – Work Authorization #6 – No Change

A.2. The following Services are not included in this Annual Fiscal Year Work Authorization, but shall be provided as Additional Services if authorized or confirmed in writing by the County:

Not Applicable

A.3. In conjunction with the performance of the foregoing Services, PSI shall provide the following submittals/deliverables (Documents) to County:

Monthly reports and other reports, memorandum, etc. identified in the Scope of Services

Section B. – Applicable Period and Schedule

This Supplemental to the Annual Fiscal Year Work Authorization shall be effective as of the date of the last party's execution below and continue until December 31, 2019. PSI shall perform the Services and deliver the related Documents (if any) according to the following schedule:

October 1, 2018 – December, 31, 2019

Section C. - Compensation

C.1. In return for the performance of the foregoing obligations, County shall pay to PSI the not-to-exceed amount of \$3,550,000.00 reflecting an increase of \$300,000.00, payable according to the Rate Schedule and terms of the Agreement.

C.2. Compensation for Additional Services (if any) shall be paid by County to PSI according to the Rate Schedule and terms of the Agreement.

Section D. - County's Responsibilities

County shall perform and/or provide the following in a timely manner so as not to delay the Services of PSI. Unless otherwise provided in this Annual Fiscal Year Work Authorization, County shall bear all costs incident to compliance with the following:

Not Applicable

Section E. - Other Provisions

The parties agree to the following provisions with respect to this specific Annual Fiscal Year Work Authorization:

Not Applicable

IN WITNESS WHEREOF, the County and PSI have executed this Supplemental to the Annual Fiscal Year Work Authorization.

Williamson County, Texas
(County)

By: _____

Name: Bill Gravell, Jr.

Title: County Judge

Date: _____, 20____

Prime Strategies Inc.
(PSI)

By:  _____

Name: Michael J. Weaver

Title: President

Date: 9/15, 202019

EXHIBIT B

**SCOPE OF SERVICES TO BE PROVIDED
BY PSI**

The services to be performed by PSI under this Agreement shall consist of providing management services required to initiate and monitor production of contract documents for the projects in the 2013 Road Bond Program.

PSI shall furnish all materials required to perform the services specified below.

1. Identify specific program activities and update/modify bond program organizational and management documents, agreements, process.
2. Meet with Commissioners and County staff to identify priority projects.
3. Develop cost estimates, cash flow schedules, and implementation schedules for priority projects.
4. Work with the County financial advisor and County Auditor to determine the appropriate dollar amount for the bond issues including, as necessary, materials for the official statement and bond rating agencies.
5. Prepare Letters of Interest (LOI's), Request for Qualifications (RFQ's) and Requests for Proposals (RFP's) for project consultants and other professional services.
6. Assist in requesting qualification statements from firms for services.
7. Assist in pre-qualifying firms for review and consideration by the Commissioners Court for the road improvement projects and related activities.
8. Update the Williamson County Transportation website, as appropriate; assist in developing a new public information website focusing on the County's overall transportation improvement program.
9. Assist the County in developing public information strategies for the specific transportation project and for each of the road construction components. This would include items such as creation of a full-project multi-media presentation, regular newsletters, targeted project presentations, seminars, town meetings, trade show exhibits, school exhibits, library exhibits, educational materials, websites (updates, as well), maps, informational pieces keyed to each road project, graphics and other exhibits, as needed.
10. Meet with TxDOT and other local, State and Federal agency representatives, as required, to review proposed improvement programs for Williamson County and identify projects the County can facilitate and expedite. Prepare documentation for developing Advance

Funding Agreements between Williamson County and other entities for designed “partnering” projects.

11. Review all State and Federal funding programs to identify “partnering” opportunities. Assist in preparing/presenting program/funding proposals.
12. Assist the County Auditor in updating the financial procedures, programs, and support documents to manage and monitor the bond program expenditures and cash flows.
13. Update as necessary the standardized professional service agreement (PSA) and construction contracts for bond program activities.
14. Assist County staff, County Commissioners, key construction management and construction personnel with information for appearances and presentations to elected officials, government bodies, Capital Area Metropolitan Planning Organization (CAMPO), service organizations, chambers of commerce, neighborhood groups, school groups, various citizen groups, church groups, etc.
15. Amend and update, in coordination with the Commissioners Court and County staff, the Long Range Transportation Plan.
16. Coordinate and schedule ground-breaking activities, milestone presentation announcements and press conferences within the affected areas, or in a particular city or specific focus area. This would include the design, scripting, and production of materials and exhibits for the individual meetings.
17. Assist in planning meetings and neighborhood notifications to the area, the affected cities, etc. through personalized invitations, telephone contact or other means that would insure proper notification to promote full citizen involvement.
18. Update and modify all project signage for all of the county and state road projects in the county.
19. Assist the Right-of-Way acquisition team, as necessary, in the coordination of acquisitions services and the timely acquisition of right-of-way for road bond projects and state highways. This would include providing preliminary cost estimates and a priority acquisition schedule.
20. Coordinate and assist the Environmental Permitting consultants in developing a comprehensive mitigation program for County road bond projects. Coordinate environmental activities with design engineers, project permitting, route/alignment issues, and right-of-way acquisition.

21. Assist in preparation of Interlocal Agreements with Cities partnering with the County to jointly fund and construct projects identified in the 2013 Road Bond election. Monitor City activities, schedules, and invoices as necessary.
22. Provide engineering program activities related to establishing the systems and procedures to implement the design and construction of road bond projects. Including:
 - a) Meet and coordinate with various entities to establish goals, constraints, priorities, and responsibilities.
 - b) Prepare a Master Schedule for the Road Bond Program, including planning activities, design, right-of-way acquisition and construction phases. The Master Schedule will be updated monthly throughout the duration of the program.
 - c) Develop and maintain a filing system to include program management materials, planning documents, design documents, right-of-way documents, and bid documents.
 - d) Maintain Bond Program Standard Procedures Manual.
 - e) Maintain Bond Program Standard Forms.
 - f) Maintain Bond Program Engineering Design Criteria.
 - g) Maintain Bond Program Plan Preparation Criteria.
 - h) Maintain Bond Program Standards for CADD and CADD procedures.
 - i) Review available Standard Detail sheets for County road projects, and revise, as necessary. Update Standard Detail sheets, as needed.
 - j) Review existing Construction Specifications and revise, as necessary. Create new /Construction Specifications, as needed.
 - k) Review existing Williamson County Bid Package Documents and revise, as necessary.
23. Manage the Geotechnical Investigations, including creation of a Program Geotechnical Plan, develop contracts for geotechnical firms, and review and disseminate results from the geotechnical investigations. This would include providing and/or reviewing pavement design for all county road projects.
24. Provide expert witness assistance in right-of-way acquisition cases and other technical assistance, as requested, in legal matters relating to the Bond Program activities.
25. Manage and oversee design and survey firm activities, including but not limited to:
 - a) Aerial photography
 - b) Benchmark and project control data
 - c) Profile of existing structures, right-of-way, driveways, drainage channels, and utilities
26. Manage and oversee the preparation of final engineering design activities and preparation of construction documents including but not limited to:
 - a) Review scope of work for each road project.

- b) Review reasonableness of engineering fee estimate for each project.
 - c) Assist Client in negotiation of contracts with selected firms.
 - d) Conduct kick-off meeting with project firm/team.
 - e) Review QA/QC plans submitted by design firms for conformance with County requirements.
 - f) Perform design reviews, including constructability reviews, in accordance with the Bond Program Procedures Manual.
 - g) Review invoices, as requested.
 - h) Conduct a maximum of six (6) progress meetings per project, and conduct in-house audits of project consultant activities on a monthly basis.
 - i) Oversee submission of plans to local governments, TxDOT, Texas Turnpike Authority, and Texas Commission on Environmental Quality (TCEQ), as required.
 - j) Provide project close-out, including obtaining and filing final design files received from design engineer once project construction is completed.
27. Conduct as necessary, a constructability review and provide a value engineering services for projects outside of scope and budget.
28. Provide bid phase and construction phase services including, but not limited to:
- a) Coordinate the preparation of the bid documents.
 - b) Facilitate the pre-bid conference.
 - c) Coordinate and approve the preparation and distribution of addenda.
 - d) Coordinate with TxDOT as necessary to verify the prequalification and bidding capacity of contractors requesting bid proposal documents for projects on state highway system or utilizing federal funding, including reimbursements.
 - e) Attend the bid opening, perform bid analysis and recommend award to the successful bidder.
 - f) Coordinate the preparation of the contract documents.
 - g) Facilitate the pre-construction conference.
 - h) Prepare and issue project documentation throughout the duration of the project.
 - i) Coordinate with adjacent property owners, other agencies, and affected entities regarding construction schedule and impacts, or as needed.
 - j) Perform construction observation and documentation, and provide on-site manpower (PSI staff or subconsultants) on an as-needed basis to oversee construction of the projects.
 - k) Review and evaluate contractor's construction schedule.
 - l) Receive and process submittals.
 - m) Attend weekly construction progress meetings and prepare and issue construction update reports.
 - n) Prepare and issue traffic control notifications to affected entities.
 - o) Perform and document traffic control and SW3P inspections.
 - p) Receive and review QC test results, and oversee the independent testing firms.

- q) Assist the county in documentation of the DBE program.
- r) Prepare and process RFIs and Change Orders when necessary.
- s) Review and approve monthly construction pay applications.
- t) Negotiate Change Orders and claims, as needed.
- u) Receive warranty bond from Contractor and perform quarterly warranty inspections and reports during the warranty period.
- v) Provide project close-out, including obtaining and filing final record drawings received from Contractor, once project construction is completed.

29. Implement and maintain ProjectWise service with Internet project database to facilitate project management and coordination efforts.

GENERAL MONTHLY ACTIVITIES

The following is a summary of general monthly activities and work tasks.

PROGRAM ADMINISTRATION

- Review/approve/process construction payments
- Review/approve/process design consultant invoices
- Review/approve/process miscellaneous consultant invoices (environmental, geotechnical, surveying, construction observer, etc.)
- Review/approve/process utility company invoices
- Approve and Process Professional Services Agreements (PSA's)
- Present design contracts to Commissioners Court
- Negotiate PSA Scope and Fee
- Approve and Process Work Authorizations
- Review/approve/process construction change orders
- Review monthly budget reports, track expenditures, program budget amendments
- Advertise and review bids for County Road Bond Construction Projects

PROGRAM MANAGEMENT

- Ongoing meetings and phone calls with the County Judge, Commissioners, and Staff to review the road bond projects, development schedules, and cost estimates for priority projects;
- Meetings with TxDOT senior staff and local government officials on specific projects, right-of-way issues, utility costs, right-of-way, and proposed rules;
- Meetings with TxDOT, Commissioners and Road Bond Team to develop project funding and review /process Advance Funding Agreement (AFA);
- Attend Commissioners Court meetings, Executive Sessions, and road bond work sessions;

- Prepare budgets and related materials for Commissioners Court meetings and works sessions;
- Provide construction oversight and coordinate all bid awards, pre-construction meetings, and contractor work authorizations;
- Prepare correspondence for the Judge, Commissioners, and County Staff;
- Update 2006 and 2013 road bond project schedules and cash flows and meet with the County Auditor and financial advisors;
- Monitor and Update Road Bond Website;
- Meetings/Phone Calls/E-Mails with the Road Bond Team

ROAD BOND PROJECTS

- Meet with Commissioners on Specific road bond projects;
- Meet with TxDOT, Cities, Property Owners, Stakeholders on specific road bond projects;
- Meet with Project Engineers on County projects to assess status, right-of-way/utility issues, budget, and schedule plan review;
- Meetings with utility providers, coordination and preparation for utility relocation services on individual road bond projects;
- Meetings with environmental consultants on specific road bond projects.

Commissioners Court - Regular Session**21.****Meeting Date:** 09/24/2019

Awarding IFB 1945 CR 172 Milling and Overlay

Submitted For: Randy Barker**Submitted By:** Thomas Skiles, Purchasing**Department:** Purchasing**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on awarding IFB #1945 CR 172 Milling, Sealing and Overlay to the lowest responsive bidder Texas Materials Group, Inc. and authorizing execution of the agreement.

Background

Purchasing solicited sealed bids for CR 172 Milling and Overlay. 12 suppliers participated in the solicitation of which 4 suppliers submitted a bid. The bids received were evaluated by Road & Bridge and it was determined that Texas Materials submitted the lowest responsive bid in the amount of \$1,087,161.57. Department point of contact is Terron Evertson. Funding source is 01.0200.0210.003599. Funding was approved for FY19/FY20.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[Solicitation Summary](#)[Award Recommendation](#)[Contract](#)

Form Review**Inbox**

Purchasing (Originator)
County Judge Exec Asst.
Form Started By: Thomas Skiles
Final Approval Date: 09/19/2019

Reviewed By

Randy Barker
Andrea Schiele

Date

09/19/2019 08:40 AM
09/19/2019 09:46 AM
Started On: 09/18/2019 08:00 AM

Solicitation summary (1945)

Details

Reference number:

Procedure: Sealed without Preselection

Description:

SOLICITATION NOTICE:

Notice is hereby given that Williamson County will be accepting sealed Bids for the above-mentioned goods and/or services.

Williamson County prefers and request electronic submittal of this Bid. However paper proposals will currently still be received. Instruction for submission via hard-copy are included in this IFB.

GENERAL INFORMATION:

Williamson County is seeking qualified Contractors to provide materials, experienced milling, sealing, overlay, and striping crews and equipment to resurface CR 172 from McNeil Rd to FM 1325.

ESTIMATED CONTRACT AMOUNT

\$909,707.00

SUBSTANTIAL COMPLETION (DAYS):

Twenty (20) Working Days

FINAL COMPLETION (DAYS):

Twenty-Five (25) Working Days

LIQUIDATED DAMAGES:

\$200.00 Per Day

BONDS REQUIRED:

- Performance Bond
- Payment Bond
- Warranty Bond (1 Year)
- Bid Bond (5% of Bid Amount)

PRE-BID MEETING:

An Optional Pre-Bid meeting will be held August 14, 2019 at 10:00am at the Williamson County Central Maintenance Facility located at 3151 SE Inner Loop, Georgetown, TX 78626

PARTICIPATION:

Interested Suppliers can view the full details of the Solicitation by clicking the '**PARTICIPATE**' button below.

Selecting the participate button does not obligate you to submit a response to this Solicitation but is necessary in order to view the details of this Solicitation.

***** I DON'T SEE A PARTICIPATE BUTTON *****

You must be on the <https://platform-us.negometrix.com> website in order to access Williamson County's Solicitation information.

SUPPORT

Should you need assistance in using the software please contact the Negometrix Service Desk at:

Telephone: (724) 888-5294

Email: servicedesk.us@negometrix.com

Or view the Negometrix 'Supplier Guide' located on the Help page.

Technical Assistance (Mon - Fri: 8 am to 5 pm)

Awarded supplier(s)

- Texas Materials Group, Inc. (Texas Materials Group, Inc.)

Offers/Applications from suppliers

- **Suppliers** (Number of suppliers: 12)
 - Texas Materials Group, Inc.
 - Participant since : Aug 29 2019 12:02:12 PM
 - Wilco Purchasing
 - Participant since : Aug 28 2019 10:54:43 AM
 - Removed on : Aug 14 2019 10:12:34 AM
 - AMTEK
 - Participant since : Aug 28 2019 10:34:20 AM
 - Virtual Builders Exchange
 - Participant since : Aug 22 2019 12:02:01 PM
 - Lone Star Paving Company
 - Participant since : Aug 20 2019 9:29:24 AM
 - Angel Brothers Enterprises
 - Participant since : Aug 16 2019 1:17:09 PM
 - Alpha Paving Industries LLC
 - Participant since : Aug 7 2019 8:37:58 AM
 - Austin Engineering Co,, Inc.
 - Participant since : Aug 6 2019 4:10:14 PM
 - Removed on : Aug 6 2019 4:14:01 PM
 - Patin Construction
 - Participant since : Aug 6 2019 12:39:01 PM
 - Removed on : Aug 6 2019 12:44:17 PM
 - Austin Materials LLC
 - Participant since : Aug 6 2019 11:52:34 AM
 - D.I.J. Construction, Inc.
 - Participant since : Aug 6 2019 10:10:30 AM
 - Chasco Constructors, Ltd., LLP., by Chasco Contracting, GP, LLC., its GP
 - Participant since : Aug 6 2019 10:07:43 AM
- **Offer phase** (Number of offers in phase: 4)
 - Austin Materials LLC (Austin Materials LLC) Time and date of submitting: Aug 30 2019 9:10:06 AM
 - Alpha Paving Industries LLC (Alpha Paving Industries LLC) Time and date of submitting: Aug 30 2019 1:51:18 PM
 - Texas Materials Group, Inc. (Texas Materials Group, Inc.) Time and date of submitting: Aug 30 2019 11:33:48 AM
 - Lone Star Paving Company (Lone Star Paving Company) Time and date of submitting: Aug 30 2019 2:37:14 PM
- **Evaluation** (Number of offers in phase: 4)
 - Austin Materials LLC (Austin Materials LLC)

- Alpha Paving Industries LLC (Alpha Paving Industries LLC)
- Texas Materials Group, Inc. (Texas Materials Group, Inc.)
- Lone Star Paving Company (Lone Star Paving Company)
- **Offer-verification** (Number of offers in phase: 1)
 - Texas Materials Group, Inc. (Texas Materials Group, Inc.) Time and date of submitting: Sep 16 2019 11:14:32 AM
- **Awarding** (Number of offers in phase: 1)
 - Texas Materials Group, Inc. (Texas Materials Group, Inc.)

Schedule

Name	Type	Start date	End date	Responsible person
Creation date	Date	Aug 1 2019 10:31 AM	—	Blake Skiles
Preparation	Phase	Aug 1 2019 10:31 AM	Aug 6 2019 9:00 AM	
Offer phase	Phase	Aug 6 2019 9:00 AM	Aug 30 2019 3:30 PM	
Date of 1st Advertisement	Date	Aug 10 2019 12:00 AM	—	
Pre-Bid Meeting	Date	Aug 14 2019 9:00 AM	—	
Date of 2nd Advertisement	Date	Aug 17 2019 12:00 AM	—	
Q&A Deadline	Date	Aug 23 2019 2:00 PM	—	
Evaluation	Phase	Aug 30 2019 3:30 PM	Sep 5 2019 10:00 AM	
Consensus Meeting	Date	Sep 5 2019 12:00 AM	—	
Offer-verification phase	Phase	Sep 5 2019 10:00 AM	Sep 16 2019 9:30 AM	
Award phase	Date	Sep 16 2019 9:30 AM	—	

Results

• Offer phase (Aug 6 2019 - Aug 30 2019)

Result		Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Price	Allowed to next phase
Rank	Name							
1	Texas Materials Group, Inc.	–	–	–	–	–	\$1,087,161.57	Yes
2	Austin Materials LLC	1	–	–	–	–	\$1,256,528.94	Yes
3	Lone Star Paving Company	1	–	–	–	–	\$1,339,733.09	Yes
4	Alpha Paving Industries LLC	–	–	–	–	–	\$1,385,850.75	Yes

• Evaluation

Result		Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Price	Allowed to next phase
Rank	Name							
1	Texas Materials Group, Inc.	–	–	–	–	–	\$1,087,161.57	Yes
2	Austin Materials LLC	1	–	–	–	–	\$1,256,528.94	No
3	Lone Star Paving Company	1	–	–	–	–	\$1,339,733.09	No
4	Alpha Paving Industries LLC	–	–	–	–	–	\$1,385,850.75	No

• Offer-verification (Sep 5 2019)

Result		Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Price	Allowed to next phase
Rank	Name							
1	Texas Materials Group, Inc.	–	–	–	–	–	—	Yes

• Awarding

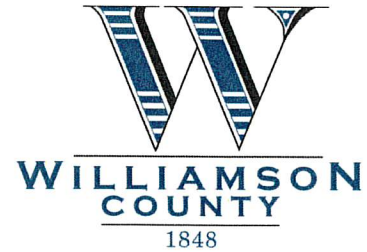
Result		Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Price
Rank	Name						
1	Texas Materials Group, Inc.	–	–	–	–	–	—

Contracts

There are no contracts added

Comments

No comments



September 4, 2019

Mr. Randy Barker
Director/Purchasing Agent
Williamson County Purchasing Department
100 Wilco Way
Georgetown, Texas 78626

Subject: Recommendation for CR 172 Milling and Overlay – Bid #1945

Please find below the bid tabulations for the subject-referenced project. The bids have been reviewed and the apparent low bid (Texas Materials Group, Inc.) was found to be responsive, mathematically correct, and materially balanced. Following is a summary of the bid totals:

1. Texas Materials Group, Inc. - \$1,087,161.57
2. Austin Materials, LLC - \$1,256,528.94
3. Lone Star Paving Co. - \$1,339,733.09
4. Alpha Paving Industries, LLC - \$1,385,850.75

The Contractor's low base bid is \$177,454.57 above the Engineer's Estimate, a cost increase of 19.5%.

In addition to meeting the bid qualifications subject to being low bidder, Texas Materials Group, Inc. has performed similar work on other projects and received positive references from those contacted. Based on the low bid of \$1,087,161.57 and the previous work experience, I recommend to the Williamson County Commissioners Court that they award Texas Materials Group, Inc. the contract for the CR 172 Milling and Overlay project.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Terron Evertson'. The signature is fluid and cursive, with a large initial 'J' and a stylized 'E'.

J. Terron Evertson, P.E.
County Engineer



Agreement for Construction Services

This Agreement ("Agreement") between Williamson County, Texas, a political subdivision of the State of Texas ("Owner") and Texas Materials Group, Inc. ("Contractor") is entered into in accordance with the following terms and conditions:

ARTICLE 1 SCOPE OF WORK: The Owner desires to retain Contractor to provide the construction services described herein. The Contractor shall have the overall responsibility for and shall provide complete construction services and furnish all materials, equipment, tools and labor as necessary or reasonably inferable to complete the following described construction services, or any phase of such services, in accordance with the Owner's requirements and the terms of this Agreement (hereinafter collectively referred to as the "Work"):

As described in the IFB Solicitation # 1945, CR 172 Milling and Overlay; including the specifications set forth therein, which is incorporated herein as if copied in full.

ARTICLE 2 CONTRACT PRICE: Owner agrees to pay to the Contractor, for the satisfactory performance of the Work, the not-to-exceed amount of One Million Eighty-Seven One Hundred Sixty-One Dollars and Fifty-Seven Cents (\$1,087,161.57) in accordance with the terms and conditions of this Agreement.

ARTICLE 3 PLANS AND SPECIFICATIONS: The Work shall be performed pursuant to and in accordance with the following described plans and specifications, as well as any revisions made thereto:

As described in the IFB Solicitation # 1945, including the specifications set forth therein, which is incorporated herein as if copied in full.

Additional Work: Should Owner choose to add additional work, such additional work shall be described in a separate written amendment to this Agreement wherein the additional work shall be described and the parties shall set forth the amount of compensation to be paid by Owner for the additional work. Contractor shall not begin any additional work and Owner shall not be obligated to pay for any additional work unless a written amendment to this Agreement has been signed by both parties.

ARTICLE 4 SUBSTANTIAL AND FINAL COMPLETION:

4.1 Commencement of Work. Contractor shall commence the Work upon instruction to do so from the Owner and Construction shall be deemed to have commenced on the date of such instruction.

4.2 Substantial Completion. "Substantial Completion" means the stage in the progress of the Work when the Work, or designated portions thereof, may still require minor modifications or adjustments but, in the Owner's opinion, the Work has progressed to the point such that all parts of the Work under consideration are fully operational and usable for intended purposes, as evidenced by a Certificate of Substantial Completion approved by the Owner. If a Certificate of Occupancy is required by public authorities having jurisdiction over the Work, said certificate shall be issued before the Work or any portion thereof is considered substantially complete. When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall notify Owner's Designated Representative (sometimes referred to as the "ODR") and request a determination as to whether the Work or designated portion thereof is substantially complete. If the ODR does not consider the Work substantially complete, the ODR will notify the Contractor giving reasons therefore. Failure on the Owner's part to list a reason does not alter the responsibility of the Contractor to complete all Work in accordance with the terms of this Agreement. After satisfactorily completing items identified by Owner's Designated Representative, the Contractor shall then submit another request for the ODR to determine Substantial Completion. If The ODR considers the Work substantially complete, The ODR will prepare and deliver a certificate of Substantial Completion which shall establish the date of Substantial Completion, shall include a punch list of items to be completed or corrected before final completion and final payment, shall establish the time within which the Contractor shall finish the punch list, and shall establish responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work, warranty and insurance. Failure to include an item on the punch list does not alter the responsibility of the Contractor to complete all Work in accordance with the terms and conditions of this Agreement. The certificate of Substantial Completion shall be signed by the Owner and the Contractor to evidence acceptance of the responsibilities assigned to them in such certificate.

Substantial Completion (as defined in this agreement) for all stages of the Work shall be achieved on or before the following Substantial Completion date:

DATE FOR SUBSTANTIAL COMPLETION: TBD

Under no circumstances will the time for Substantial Completion exceed this date without a written amendment to this Agreement. **THE TIMES SET FORTH IN THE CONSTRUCTION DOCUMENTS ARE AN ESSENTIAL ELEMENT OF THE AGREEMENT. TIME LIMITS STATED IN THE CONTRACT DOCUMENTS ARE OF THE ESSENCE OF THIS AGREEMENT.**

4.3 Final Completion. The Work shall be fully and finally completed **on or before TBD**; provided, however, Owner may extend said time period in the event bad weather affects the progress of the Work. Owner shall, at its sole discretion, determine when the Work has been fully and finally completed to its satisfaction.

4.4 Liquidated Damages. For each consecutive calendar day after the date of Substantial Completion that the Work is not Substantially Complete, the Owner may deduct the amount of **Two Hundred Dollars per day (\$200/day)** from any money due or that becomes due the Contractor, not as a penalty but as liquidated damages representing the parties' estimate at the time of contract execution of the damages that the Owner will sustain for late completion. The parties stipulate and agree that calculating Owner's actual damages for late completion of the Work would be impractical, unduly burdensome, and cause unnecessary delay and that the amount of daily liquidated damages set forth is reasonable.

ARTICLE 5 PAYMENT:

Contractor shall have a duty to submit to the ODR by the end of each month a statement showing the total value of the Work performed during such month. The statement shall also include the value of all sound materials delivered on the Work site and to be included in the Work and all partially completed Work, whether bid as a lump sum or a unit item, which in the opinion of the ODR is acceptable. The ODR shall examine and approve or modify and approve such statement. The Owner shall then pay the Contractor pursuant to Chapter 2251 of the Texas Government Code ("Texas Prompt Payment Act"), as set forth in Article 11.1 of this Agreement, the total amount of the approved statement less all previous payments and all further sums that may be retained by the Owner under the terms of this Agreement or under the law. **Statements are not considered "received" until reviewed by the ODR and an approved statement is submitted to the Williamson County Auditor's Office; therefore, Contractor must ensure timely delivery of statements for review and processing.**

At any time following the completion of all Work, including all punch list items, cleanup, and the delivery of record documents, the Contractor shall submit a certified application for final payment, including all sums held as retainage if any, to the ODR for its review and approval. Contractor shall submit, prior to or with the application for final payment, final copies of all close out documents, including maintenance and operating instructions, guarantees and warranties, certificates, and all other items required by this Agreement. Contractor shall also submit consent of surety to final payment, an affidavit that all payrolls, bills for materials and equipment, subcontracted work and other indebtedness connected with the Work, except as specifically noted, have been paid or will be paid or otherwise satisfied within the period of time required by Chapter 2251, Texas Government Code. Contractor shall furnish documentation establishing payment or satisfaction of all such obligations, such as receipts, releases and waivers of claims arising out of the Agreement. Owner is entitled to rely upon this affidavit and the Contractor may not submit a claim on behalf of a subcontractor or vendor if that claim has not been noted as an exception in the affidavit.

Owner may deduct from the final payment all sums due from Contractor for any reason, Liquidated Damages and all other deductions authorized by this Agreement.

Final payment shall constitute a waiver of all claims by the Contractor except those specifically identified in writing and submitted to the ODR prior to the application for final payment. Provided, however, that the Work shall not be deemed fully performed by the Contractor and closed until the expiration of all warranty periods.

ARTICLE 6 CONTRACTOR'S GENERAL RESPONSIBILITIES AND COVENANTS:

6.1 Contractor shall perform all services specifically allocated to it hereunder, as well as those services reasonably inferable and necessary for completion of the Work. The Contractor shall keep the Owner informed of the progress and quality of the Work. Contractor agrees and acknowledges that Owner is entering into this Agreement in reliance on Contractor's represented expertise and ability to provide the Work described in this Agreement. Contractor agrees to use its best efforts, skill, judgment, and abilities to perform its obligations in accordance with the highest standards used in the profession and to further the interests of Owner in accordance with Owner's requirements and procedures.

6.2 Contractor's duties as set forth herein shall at no time be in any way diminished by reason of any approval by the Owner nor shall the Contractor be released from any liability by reason of such approval by the Owner, it being understood that the Owner at all times is ultimately relying upon the Contractor's skill and knowledge in performing the services required hereunder.

6.3 Contractor is responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. The safety program shall comply with all applicable requirements of the current federal Occupational Safety and Health Act and all other applicable federal, state and local laws and regulations.

6.4 Contractor shall be an independent contractor under this Agreement and shall assume all of the rights, obligations, liabilities, applicable to it as such independent contractor hereunder and any provisions in this agreement which may appear to give Owner the right to direct Contractor as to details of doing the Work herein covered or to exercise a measure of control over the Work shall be deemed to mean that Contractor shall follow the desires of Owner in the results of the Work only. Owner shall not retain or have the right to control the Contractor's means, methods or details pertaining to the Contractor's performance of the Work described herein, nor shall Owner have the power to direct the order in which Contractor's Work is performed under this agreement. Owner and Contractor hereby agree and declare that Contractor is an Independent Contractor and as such meets the qualifications of an Independent Contractor under Texas Worker's Compensation Act, Texas Labor Code, Section 406.141, that the Contractor is not an employee of Owner for purposes of this Agreement, and that the Contractor and its employees, agents and sub-subcontractors shall not be entitled to worker's compensation coverage or any other type of insurance coverage held by Owner.

6.5 As part of Contractor obligation to coordinate the Work, Contractor shall:

- a. cooperate with the ODR and endeavor to further the interests of the Owner and the Work;
- b. provide an on-site, full-time superintendent for the duration of the Work;
- c. visit the Work site and inspect the existing facilities, systems and conditions to insure an accurate understanding of the existing conditions as required;
- d. at Owner's request, attend public meetings and hearings concerning the development of the Work;
- e. review all drawings, specifications, and other plans as they are developed by the Owner and/or its architect and advise Owner of any error, inconsistency or omission discovered in the drawings, specifications, and other plans;
- f. review the drawings, specifications, and other plans for compliance with all applicable laws and code requirements;
- g. advise Owner of any tests that should be performed;
- h. organize and maintain a competent, full-time staff at the Work site with clearly defined lines of authority and communication as necessary to coordinate construction activities, monitor and direct progress of the Work;
- i. attend Owner's regularly scheduled Work progress meetings and fully advise the ODR of the Work status including schedule, costs, quality and changes;
- j. assist Owner in obtaining building permits and obtain special permits for permanent improvements as required by law; and
- k. shall coordinate, monitor and inspect the Work of subcontractors to ensure conformance with the drawings, specifications, other plans and with the terms of this Agreement.

6.6 Contractor shall identify every subcontractor it intends to use for the Work to the Owner in writing at least ten (10) days before entering into any subcontract. Contractor shall not use any subcontractor to which Owner has a reasonable objection. If Owner does not object to a particular subcontractor with said ten (10) days, such subcontract may be considered acceptable to Owner. Following Owner's acceptance of a subcontractor, that subcontractor shall not be changed without Owner's written consent, which shall not be unreasonably withheld.

6.7 Contractor's designated representative, which is set forth below Contractor's signature herein below, shall be responsible for the day-to-day management of the Work on behalf of Contractor. The designated representative shall be the Owner's primary contact during the Work and shall be available as required for the benefit of the Work and the Owner. The contractor's designated representative shall be authorized to act on behalf of and bind the Contractor in all matters related to the Work including, but not limited to, execution of Change Orders.

6.8 NO ALTERATIONS OR CHANGES SHALL BE MADE, HOWEVER, EXCEPT UPON THE WRITTEN ORDER OF THE OWNER, OR THE ODR.

6.9 Contractor shall promptly correct any defective Work at Contractor's sole expense, unless the Owner specifically agrees, in writing, to accept the Work.

6.10 Contractor shall maintain and deliver the close out documents that describe changes or deviations from the original drawings, specifications and plans that occurred during construction and that reflect the actual "As Built" conditions of the completed Work.

COMMISSIONING AND WARRANTY RESPONSIBILITIES

6.11 Contractor shall provide commissioning, starting and check-out services for the systems installed as a part of the Work prior to completion and acceptance. Operation manuals and instructions will be provided to the Owner, the systems will be demonstrated and training provided to Williamson County's operators upon completion and prior to acceptance.

6.12 Contractor hereby warrants that the materials and equipment provided for the Work will be of good quality and new unless otherwise required or permitted by the Owner; that the construction will be free from faults and defects; and that the construction will conform with the requirements of the plans, specifications, drawings and the terms of this Agreement.

6.13 Contractor shall provide warranty services for the Work for a full **12 months** (30 months for Work involving mechanical services, if any) following Final Completion and final payment. Just before the warranty period expires, Contractor shall attend an on-site meeting with the Owner to ensure that all warranty issues have been identified and properly remedied.

ARTICLE 7 OWNER'S RESPONSIBILITIES

7.1 The Owner shall:

- a. provide the general schedule for the Work provided Owner is of the opinion such schedule is necessary. The general schedule will set forth the Owner's plan for milestone dates and completion of the Work;
- b. identify a person as its ODR who is authorized to act in the Owner's behalf with respect to the Work. The ODR shall examine the documents submitted by the Contractor and shall render decisions on behalf of the Owner to the extent allowed by Texas law;

- c. at Owner's cost, will secure the services of surveyors, soils engineers, existing facility surveys, testing and balancing, environmental surveys or other special consultants to develop such additional information as may be necessary for the design or construction of the Work;
- d. furnish required information and services and shall render approvals and decisions as expeditiously as is consistent with reasonable skill and care and the orderly progress of the Contractor's services and of the Work;
- e. shall have the right to reject any defective Work. Should Contractor refuse or neglect to correct any such Work within a reasonable time after notice, Owner may have the Work corrected and recover all expenses incurred from Contractor on demand; and
- f. Owner shall furnish to the Contractor a sufficient number of plans, drawings and specifications sets.

ARTICLE 8 INSURANCE AND INDEMNITY

8.1 Insurance. The Contractor shall carry insurance in the types and amounts indicated below for the duration of the Agreement, which shall include items owned by Owner in the care, custody and control of Contractor prior to and during construction. Contractor must also complete and file the declaration pages from the insurance policies with Owner whenever a previously identified policy period expires during the term of the Agreement, as proof of continuing coverage. Contractor shall update all expired policies prior to submission of any payment requests hereunder. Failure to update policies shall be reason for payment to be withheld until evidence for renewal is provided to the Owner.

8.1.1 The Contractor shall provide and maintain, until the Work covered in this Agreement is completed and accepted by the Owner, the minimum insurance coverage in the minimum amounts as described below. Coverage shall be written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company or otherwise acceptable to Owner.

Type of Coverage	Limits of Liability	
a. Worker's Compensation	Statutory	
b. Employer's Liability		
Bodily Injury by Accident	\$500,000 Ea. Accident	
Bodily Injury by Disease	\$500,000 Ea. Employee	
Bodily Injury by Disease	\$500,000 Policy Limit	
c. Comprehensive general liability including completed operations and contractual liability insurance for bodily injury, death, or property damages in the following amounts:		
COVERAGE	PER PERSON	PER OCCURRENCE
Comprehensive General Liability (including premises, completed operations and contractual)	\$ 1,000,000	\$ 1,000,000
Aggregate policy limits:	\$1,000,000	

- d. Comprehensive automobile and auto liability insurance (covering owned, hired, leased and non-owned vehicles):

COVERAGE	PER PERSON	PER OCCURRENCE
Bodily injury (including death)	\$1,000,000	\$1,000,000
Property damage	\$1,000,000	\$1,000,000
Aggregate policy limits	No aggregate limit	

- e. Builder's Risk Insurance
(all risks)

An all risks policy shall be in the amount equal at all times to 100% of the Contract Sum. The policy shall include coverage for loss or damage caused by certified acts of terrorism as defined in the Terrorism Risk Insurance Act. The policy shall be issued in the name of the Contractor and shall name his Subcontractors as additional insureds. The Owner shall be named as a loss payee on the policy. The builders risk policy shall have endorsements as follow:

1. This insurance shall be specific as to coverage and not considered as contributing insurance with any permanent insurance maintained on the present premises. If off-site storage is permitted, coverage shall include transit and storage in an amount sufficient to protect property being transported or stored.
2. For renovation projects and or portions of work contained within an existing structure, the Owner waives subrogation for damage by fire to existing building structure(s), if the Builder's Risk Policy has been endorsed to include coverage for existing building structure(s) in the amount described in the Special Conditions. However, Contractor shall not be required to obtain such an endorsement unless specifically required by the Special Conditions., in this Agreement. The aforementioned waiver of subrogation shall not be effective unless such endorsement is obtained.

- f. Umbrella coverage in the amount of not less than \$1,000,000.

8.1.2 The above insurance requirements are not intended to be compounded with the Contractor's standing insurance policies. If the Contractor already has in force insurance policies which provide the required coverage, there is no need to purchase duplicate coverage for this Work.

8.1.3 Policies must include the following clauses, as applicable.

- a. "This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to Williamson County."
- b. "It is agreed that the Contractor's insurance shall be deemed primary with respect to any insurance or self insurance carried by Williamson County for liability arising out of operations under the Agreement with Williamson County."
- c. "Williamson County, its officials, directors, employees, representatives, and volunteers are added as additional insured as respects operations and activities of, or on behalf of the named insured performed under Agreement with the Owner." This is not applicable to the workers' compensation policy.
- d. "The workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of Williamson County."

8.1.4 Workers' Compensation Insurance Coverage:

In the event that Contractor employs any individual to perform any portion of the Work, Contractor shall comply with Texas Labor Code, §406.096, which requires workers' compensation insurance coverage for all employees providing services on a building or construction project for a governmental entity.

- a. Definitions:
 - (1) Certificate of Coverage ("certificate") - A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Workers' Compensation Commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the Duration of the Work.
 - (2) Duration of the Work - includes the time from the beginning of the Work until the Work has been completed and accepted by the Owner.
 - (3) Coverage – Workers' compensation insurance meeting the statutory requirements of the Texas Labor Code, §401.011(44).
 - (4) Persons providing services relating to the Work ("subcontractor") - includes all persons or entities performing all or part of the services the Contractor has undertaken to perform the Work, regardless of whether that person contracted directly with the Contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services in relation to the Work. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the Work, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.
- b. The Contractor shall provide Coverage, based on proper reporting of classification codes and payroll amounts and filing of any Coverage agreements, which meets the statutory requirements of Texas labor Code, §401.011(44) for all employees of the Contractor providing services in relation to the Work, for the Duration of the Work.
- c. The Contractor must provide a Certificate of Coverage to the Owner prior to or contemporaneously with the execution of this Agreement.

d. If the Coverage period shown on the Contractor's current Certificate of Coverage ends during the Duration of the Work, the Contractor must, prior to the end of the Coverage period, file a new Certificate of Coverage with the Owner showing that Coverage has been extended.

e. The Contractor shall obtain from each person providing services in relation to the Work, and provide to the Owner:

(1) a Certificate of Coverage, prior to that person beginning any of the Work, so the Owner will have on file Certificates of Coverage showing Coverage for all persons providing services in relation to the Work; and

(2) no later than seven days after receipt by the Contractor, a new Certificate of Coverage showing extension of Coverage, if the Coverage period shown on the current Certificate of Coverage ends during the Duration of the Work.

f. The Contractor shall retain all required Certificates of Coverage for the Duration of the Work and for one year thereafter.

g. The Contractor shall notify the Owner in writing by certified mail or personal delivery, within 10 days after the Contractor knew or should have known, of any change that materially affects the provision of Coverage of any person providing services in relation to the Work.

h. The Contractor shall post on the Work site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services in relation to the Work that they are required to be covered, and stating how a person may verify Coverage and report lack of Coverage.

i. By signing this Agreement or providing or causing to be provided a Certificate of Coverage, the Contractor is representing to the Owner that all employees of the Contractor who will provide services in relation to the Work and all persons providing services in relation to the Work will be covered by workers' compensation coverage for the Duration of the Work, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

j. The Contractor's failure to comply with any of these provisions is a breach of Agreement by the Contractor which entitles the Owner to declare the Agreement void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the Owner.

8.1.5 The furnishing of the above listed insurance coverage must be tendered prior to execution of the Agreement, and in no event later than ten (10) calendar days from Notice of Award. Failure to provide the insurance in a timely fashion may result in loss of Contractor's bid bond.

8.1.6 The Contractor shall not cause or allow any of its required insurance to be canceled, nor permit any insurance to lapse during the term of the Agreement or as required in the Agreement. If the Contractor fails to obtain, maintain or renew any insurance required by this Agreement, the Owner may, among other remedies available hereunder or at law, obtain insurance coverage directly and recover the cost of that insurance from the Contractor or declare this Agreement void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the Owner.

8.1.7 The Owner reserves the right to review the insurance requirements set forth in this Article during the effective period of the Agreement and to make reasonable adjustments to the insurance coverage and their limits when deemed necessary and prudent by the Owner based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.

8.1.8 The Owner shall be entitled, upon request, and without expense, to receive complete copies of the policies with all endorsements and may make any reasonable requests for deletion, or revision or modification of particular policy terms, conditions, limitations, or exclusions, except where policy provisions are established by law or regulation binding upon the Parties or the underwriter of any of such policies. Damages caused by the Contractor and not covered by insurance shall be paid by the Contractor.

8.1.9 Contractor shall be responsible for payment of premiums for all of the insurance coverages required under this Agreement. Contractor further agrees that for each claim, suit or action made against insurance provided hereunder, with respect to all matters for which the Contractor is responsible hereunder, Contractor shall be solely responsible for all deductibles and self-insured retentions. **Any deductibles or self-insured retentions over \$50,000 in the Contractor's insurance must be declared and approved in writing by Owner in advance.**

8.1.10 The Contractor shall contractually require each person or entity with whom it contracts to provide services in relation to the Work, to comply with each and every insurance requirement that Contractor must comply with hereunder. More specifically, each person or entity with whom Contractor contracts to provide services on the in relation to the Work must comply with each insurance requirement under this Article 8 just as if such person or entity was the Contractor. Thus, every reference to Contractor under each insurance requirement of this Article 8 shall mean and include each person or entity with whom Contractor contracts to provide services in relation to the Work. If any such person or entity with whom Contractor contracts to provide services in relation to the Work fails to obtain, maintain or renew any insurance required by this Agreement, the Owner may, among other remedies available hereunder or at law, obtain insurance coverage directly and recover the cost of that insurance from the Contractor or declare this Agreement void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the Owner.

8.2 INDEMNITY.

8.2.1 INDEMNIFICATION - EMPLOYEE PERSONAL INJURY CLAIMS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE CONTRACTOR SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF OWNER'S CHOOSING), AND HOLD HARMLESS OWNER, AND OWNER'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") AND SHALL ASSUME ENTIRE RESPONSIBILITY AND LIABILITY (OTHER THAN AS A RESULT OF INDEMNITEES' GROSS NEGLIGENCE) FOR ANY CLAIM OR ACTION BASED ON OR ARISING OUT OF THE PERSONAL INJURY, OR DEATH, OF ANY EMPLOYEE OF THE CONTRACTOR, OR OF ANY SUBCONTRACTOR, OR OF ANY OTHER ENTITY FOR WHOSE ACTS THEY MAY BE LIABLE, WHICH OCCURRED OR WAS ALLEGED TO HAVE OCCURRED ON THE WORK SITE OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK. CONTRACTOR HEREBY INDEMNIFIES THE INDEMNITEES EVEN TO THE EXTENT THAT SUCH PERSONAL INJURY WAS CAUSED OR ALLEGED TO HAVE BEEN CAUSED BY THE SOLE, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE STRICT LIABILITY OF ANY INDEMNIFIED PARTY. THIS INDEMNIFICATION SHALL NOT BE LIMITED TO DAMAGES, COMPENSATION, OR BENEFITS PAYABLE UNDER INSURANCE POLICIES, WORKERS COMPENSATION ACTS, DISABILITY BENEFITS ACTS, OR OTHER EMPLOYEES BENEFIT ACTS.

8.2.2 INDEMNIFICATION - OTHER THAN EMPLOYEE PERSONAL INJURY CLAIMS. TO THE FULLEST EXTENT PERMITTED BY LAW, CONTRACTOR SHALL INDEMNIFY, DEFEND (WITH COUNSEL OF OWNER'S CHOOSING), AND HOLD HARMLESS OWNER, AND OWNER'S EMPLOYEES, AGENTS, REPRESENTATIVES, PARTNERS, OFFICERS, AND DIRECTORS (COLLECTIVELY, THE "INDEMNITEES") FROM AND AGAINST CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES, ARISING OUT OF OR ALLEGED TO BE RESULTING FROM THE PERFORMANCE OF THIS AGREEMENT OR THE WORK DESCRIBED HEREIN, TO THE EXTENT CAUSED BY THE NEGLIGENCE, ACTS, ERRORS, OR OMISSIONS OF CONTRACTOR OR ITS SUBCONTRACTORS, ANYONE EMPLOYED BY THEM OR ANYONE FOR WHOSE ACTS THEY MAY BE LIABLE, REGARDLESS OF WHETHER OR NOT SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS CAUSED IN WHOLE OR IN PART BY A PARTY INDEMNIFIED HEREUNDER.

8.3 Except for the obligation of Owner to pay Contractor the Contract Price pursuant to the terms of this Agreement, and to perform certain other obligations pursuant to the terms and conditions explicitly set forth herein, Owner shall have no liability to Contractor or to anyone claiming through or under Contractor by reason of the execution or performance of this Agreement. Notwithstanding any obligation or liability of Owner to Contractor, no present or future partner or affiliate of Owner or any agent, officer, director, or employee of Owner, Williamson County, or of the various departments comprising Williamson County, or anyone claiming under Owner has or shall have any personal liability to Contractor or to anyone claiming through or under Contractor by reason of the execution or performance of this Agreement.

ARTICLE 9 BONDS

9.1 Performance Bond. Upon execution of this Agreement, Contractor shall provide a Performance Bond in the amount of 100% of the Contract Price. The surety for a Performance Bond shall meet the requirements of Texas law.

9.2 Payment Bond. Upon execution of this Agreement, Contractor shall provide a Payment Bond in the amount of 100% of the Contract Price, as security for the true and faithful payment in full of all subcontractors and persons performing labor, services, materials, machinery, and fixtures in connection with the Work. The surety for a Payment Bond shall meet the requirements of Texas law.

9.3 Warranty Bond. Upon execution of this Agreement, Contractor shall provide a Warranty Bond in the amount of 20% of the Contract Price, as security for the true and faithful performance of all warranties set forth in Bid Documents and this Agreement.

ARTICLE 10 TERMINATION

10.1 Termination for Cause. If either party commits an Event of Breach (a breach of any of the covenants, terms and/or conditions of this Agreement), the non-breaching party shall deliver written notice of such Event of Breach to the breaching party. Such notice must specify the nature of the Event of Breach and inform the breaching party that unless the Event of Breach is cured within three (3) business days of receipt of the notice, additional steps may be taken to terminate this Agreement. If the breaching party begins a good faith attempt to cure the Event of Breach within three (3) business days, then and in that instance, the three (3) business day period may be extended by the non-breaching party, so long as the breaching party continues to prosecute a cure diligently to completion and continues to make a good faith attempt to cure the Event of Breach. If, in the opinion of the non-breaching party, the breaching party does not cure the breach within three (3) business days or otherwise fails to make any diligent attempt to correct the Event of Breach, the breaching party shall be deemed to be in breach and the non-breaching party may, in addition to seeking the remedies available hereunder and under the law, terminate this Agreement.

10.2 Termination for Convenience. The Owner may terminate this Agreement for convenience and without cause or further liability upon thirty (30) days written notice to Contractor. In the event of such termination, it is understood and agreed that only the amounts due to Contractor for goods, commodities and/or services provided and expenses incurred to and including the date of termination, will be due and payable. No penalty will be assessed for Owner's termination of this Agreement for convenience.

ARTICLE 11 MISCELLANEOUS PROVISIONS

11.1 Interest and Late Payments. Except as otherwise specifically set forth herein, Owner's payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. Interest charges for any overdue payments shall be paid by Owner in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of Owner's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

In the event that an error appears in an invoice/application for payment submitted by Contractor, Owner shall notify Contractor of the error not later than the twenty first (21st) day after the date Owner receives the invoice/application for payment. If the error is resolved in favor of Contractor, Contractor shall be entitled to receive interest on the unpaid balance of the invoice/application for payment submitted by Contractor beginning on the date that the payment for the invoice/application for payment became overdue. If the error is resolved in favor of the Owner, Contractor shall submit a corrected invoice/application for payment that must be paid in accordance within the time set forth above. The unpaid balance accrues interest as provided by Chapter 2251 of the Texas Government Code if the corrected invoice/application for payment is not paid by the appropriate date.

11.2 Assignment; Successors and Assigns. This Agreement is a personal service contract for the services of Contractor, and Contractor's interest in this Agreement, duties hereunder and/or fees due hereunder may not be assigned or delegated to a third party. This Agreement shall be binding upon and inure to the benefit of parties hereto and their respective successors and assigns.

11.3 Captions. The captions of paragraphs in this Agreement are for convenience only and shall not be considered or referred to in resolving questions of interpretation or construction.

11.4 Governing Law and Venue. This Agreement and all of the rights and obligations of the parties and all of the terms and conditions shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas without reference to its conflicts of law provisions. Williamson County where the Work site is located shall be the sole place of venue for any legal action arising from or related to this Agreement or the project in which the Owner is a party.

11.5 Waivers. No delay or omission by either party in exercising any right or power arising from non-compliance or failure of performance by the other party with any of the provisions of this Agreement shall impair or constitute a waiver of any such right or power. A waiver by either party of any covenant or condition of this Agreement shall not be construed as a waiver of any subsequent breach of that or of any other covenant or condition of the Agreement.

11.6 Interpretation. In the event of any dispute over the meaning or application of any provision of the Contract Documents, the Contract Documents shall be interpreted fairly and reasonably, and neither more strongly for or against any party, regardless of the actual drafter of the Contract Documents.

11.7 Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties and their respective permitted assigns and successors.

11.8 Appointment. Owner hereby expressly reserves the right from time to time to designate by notice to Contractor a representative(s) to act partially or wholly for Owner in connection with the performance of Owner's obligations. Contractor shall act only upon instructions from the designated representative(s) unless otherwise specifically notified to the contrary.

11.9 Audits. Contractor agrees that Owner or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine and photocopy any and all books, documents, papers and records of Contractor which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. Contractor agrees that Owner shall have access during normal working hours to all necessary Contractor facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. Owner shall give Contractor reasonable advance notice of intended audits.

11.10 Severability. Should any term or provision of this Agreement be held invalid or unenforceable in any respect, the remaining terms and provisions shall not be affected and this Agreement shall be construed as if the invalid or unenforceable term or provision had never been included.

11.11 No Waiver of Immunities. Nothing in this Agreement shall be deemed to waive, modify or amend any legal defense available at law or in equity to Owner, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. Owner does not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

11.12 Current Revenues. Under Texas law, a contract with a governmental entity that contains a claim against future revenues is void; therefore, each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

11.13 Compliance with Laws. Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required, Contractor shall furnish the County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

11.14 Sales and Use Tax Exemption. Owner is a body corporate and politic under the laws of the State of Texas and claims exemption from sales and use taxes under Texas Tax Code Ann. § 151.309, as amended.

11.15 Texas Public Information Act. To the extent, if any, that any provision in this Agreement is in conflict with Tex. Gov't Code 552.001 *et seq.*, as amended (the "Public Information Act"), the same shall be of no force or effect. Furthermore, it is expressly understood and agreed that Owner, its officers and employees may request advice, decisions and opinions of the Attorney General of the State of Texas in regard to the application of the Public Information Act to any information or data furnished to Owner whether or not the same are available to the public. It is further understood that Owner, its officers and employees shall have the right to rely on the advice, decisions and opinions of the Attorney General, and that Owner, its officers and employees shall have no liability or obligation to Contractor for the disclosure to the public, or to any person or persons, of any software or a part thereof, or other items or data furnished to Owner by Contractor in reliance of any advice, decision or opinion of the Attorney General of the State of Texas.

11.16 Force Majeure. If the party obligated to perform is prevented from performance by an act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of said party, the other party shall grant such party relief from the performance of this Agreement. The burden of proof for the need of such relief shall rest upon the party obligated to perform. To obtain release based on force majeure, the party obligated to perform shall file a written request with the other party.

11.17 Equal Opportunity in Employment. The parties to this Agreement agree that during the performance of the services under this Agreement they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The parties to this Agreement will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship.

11.18 Reports of Accidents. Within 24 hours after Contractor becomes aware of the occurrence of any accident or other event which results in, or might result in, injury to the person or property of any third person (other than an employee of the Contractor), whether or not it results from or involves any action or failure to act by the Contractor or any employee or agent of the Contractor and which arises in any manner from the performance of this Agreement, the Contractor shall send a written report of such accident or other event to the County, setting forth a full and concise statement of the facts pertaining thereto. The Contractor shall also immediately send the County a copy of any summons, subpoena, notice, or other documents served upon the Contractor, its agents, employees, or representatives, or received by it or them, in connection with any matter before any court arising in any manner from the Contractor's performance of work under this Agreement.

11.19 Relationship of the Parties. Each party to this Agreement, in the performance of this Agreement, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever.

11.20 Appropriation of Funds by Owner. Owner believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement. Contractor understands and agrees that the Owner's payment of amounts under this Agreement is contingent on the Owner receiving appropriations or other expenditure authority sufficient to allow the Owner, in the exercise of reasonable administrative discretion, to continue to make payments under this Agreement.

11.21 Execution in Counterparts. This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed to be an original and all of which together shall constitute one and the same document.

11.22 Entire Agreement. This Agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either oral or written. This Agreement may be amended only by written instrument signed by each party to this Agreement. NO OFFICIAL, EMPLOYEE, AGENT, OR REPRESENTATIVE OF THE OWNER HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND THIS AGREEMENT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE WILLIAMSON COUNTY COMMISSIONERS COURT.

BY SIGNING BELOW, the Parties have executed and bound themselves to this Agreement to be effective as of the date of the last party's execution hereof (Effective Date).

OWNER:

WILLIAMSON COUNTY, TEXAS,
a political subdivision of the state of Texas

By: _____

Printed Name: _____

Title: _____

Date: _____

Party Representatives

Owner's Designated Representative ("ODR"):

Phone _____

Fax _____

CONTRACTOR:

Texas Materials Group, Inc.

By:  _____

Printed Name: DAVID REESE

Title: AUTHORIZED EMPLOYEE

Date: 9/16/2019

Contractor's Designated Representative:

DAVID REESE
1320 ARROWPOINT DR., STE 600
CEDAR PARK, TX 76813

Phone 512-633-5680

Fax DAVID.REESE@TEXASMATERIALS.COM

Commissioners Court - Regular Session**22.****Meeting Date:** 09/24/2019

Awarding IFB 1911 Herbicides

Submitted For: Randy Barker**Submitted By:** Thomas Skiles, Purchasing**Department:** Purchasing**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on awarding IFB #1911 Herbicides to the lowest responsive bidder Nutrien Ag Solutions.

Background

Purchasing solicited sealed bids for Herbicides. 7 suppliers participated in the solicitation of which 3 suppliers submitted a bid. The bids received were evaluated by Road & Bridge and it was determined that Nutrien Ag Solutions submitted the lowest responsive bid. Item prices along with estimated annual usage is provided in the attachment titled "Bid Sheet". Department point of contact is Terron Evertson. Funding source is 01.0200.0210.003554. Funding was approved for FY20.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[Solicitation Summary](#)[Award Recommendation](#)[Bid Sheet](#)

Form Review**Inbox**

Purchasing (Originator)
County Judge Exec Asst.
Form Started By: Thomas Skiles
Final Approval Date: 09/19/2019

Reviewed By

Randy Barker
Andrea Schiele

Date

09/19/2019 08:42 AM
09/19/2019 09:48 AM
Started On: 09/18/2019 08:05 AM

Solicitation summary (1911)

Details

Reference number:

Procedure: Sealed without Preselection

Description:

SOLICITATION NOTICE:

Notice is hereby given that Williamson County will be accepting sealed Bids for the above-mentioned goods and/or services.

Williamson County prefers and request electronic submittal of this Bid. However paper bids will currently still be received. Instruction for submission via hard-copy are included in this IFB.

GENERAL INFORMATION:

Williamson County is seeking qualified suppliers for the purchase and delivery of herbicides and chemicals utilized in the maintenance of highways, streets and bridges.

INITIAL CONTRACT TERM:

One (1) Year

RENEWAL OPTIONS:

Two (2) Annual Renewals

PARTICIPATION:

Interested Suppliers can view the full details of the Solicitation by clicking the '**PARTICIPATE**' button below.

Selecting the participate button does not obligate you to submit a response to this Solicitation but is necessary in order to view the details of this Solicitation.

***** I DON'T SEE A PARTICIPATE BUTTON *****

You must be on the <https://platform-us.negometrix.com> website in order to access Williamson County's Solicitation information.

SUPPORT

Should you need assistance in using the software please contact the Negometrix Service Desk at:

Telephone: (724) 888-5294

Email: servicedesk.us@negometrix.com

Or view the Negometrix 'Supplier Guide' located on the Help page.

Technical Assistance (Mon - Fri: 8 am to 5 pm)

Awarded supplier(s)

- Nutrien Ag Solutions (Nutrien Ag Solutions)

Offers/Applications from suppliers

- **Suppliers** (Number of suppliers: 7)
 - Nutrien Ag Solutions
 - Participant since : Aug 16 2019 7:58:43 PM

- Caliburnus Services, LLC
 - Participant since : Aug 12 2019 7:54:52 PM
- Alligare LLC
 - Participant since : Aug 12 2019 10:00:36 AM
- Rentokil dba Target Specialty Products
 - Participant since : Aug 12 2019 9:02:00 AM
- ORIGINA FOOD CO., LLC
 - Participant since : Aug 9 2019 10:43:10 AM
- Allstate Pest Control
 - Participant since : Aug 7 2019 4:40:36 PM
- Red River Specialties LLC.
 - Participant since : Aug 6 2019 10:40:45 AM
- **Offer phase** (Number of offers in phase: 3)
 - Red River Specialties LLC. (Red River Specialties LLC.) Time and date of submitting: Aug 27 2019 9:01:44 AM
 - Rentokil dba Target Specialty Products (Rentokil dba Target Specialty Products) Time and date of submitting: Aug 12 2019 12:19:19 PM
 - Nutrien Ag Solutions (Nutrien Ag Solutions) Time and date of submitting: Aug 30 2019 12:05:18 PM
- **Evaluation** (Number of offers in phase: 3)
 - Red River Specialties LLC. (Red River Specialties LLC.)
 - Rentokil dba Target Specialty Products (Rentokil dba Target Specialty Products)
 - Nutrien Ag Solutions (Nutrien Ag Solutions)
- **Offer-verification** (Number of offers in phase: 1)
 - Nutrien Ag Solutions (Nutrien Ag Solutions) Time and date of submitting: Sep 12 2019 10:19:46 AM
- **Awarding** (Number of offers in phase: 1)
 - Nutrien Ag Solutions (Nutrien Ag Solutions)

Schedule

Name	Type	Start date	End date	Responsible person
Creation date	Date	Jul 31 2019 7:59 AM	—	Blake Skiles
Preparation	Phase	Jul 31 2019 7:59 AM	Aug 6 2019 9:00 AM	
Offer phase	Phase	Aug 6 2019 9:00 AM	Aug 30 2019 3:00 PM	
Q&A Deadline	Date	Aug 23 2019 2:00 PM	—	
Evaluation	Phase	Aug 30 2019 3:00 PM	Sep 12 2019 7:00 AM	
Consensus Meeting	Date	Sep 4 2019 12:00 AM	—	
Offer-verification phase	Phase	Sep 12 2019 7:00 AM	Sep 12 2019 12:00 PM	
Award phase	Date	Sep 12 2019 12:00 PM	—	

Results

- **Offer phase** (Aug 6 2019 - Aug 30 2019)

Result		Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Allowed to next phase
Rank	Name						
1	Rentokil dba Target Specialty Products	–	–	–	–	–	Yes
2	Red River Specialties LLC.	–	–	–	–	–	Yes
3	Nutrien Ag Solutions	–	–	–	–	–	Yes

- **Evaluation**

Result		Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Allowed to next phase
Rank	Name						
1	Rentokil dba Target Specialty Products	–	–	–	–	–	No
2	Red River Specialties LLC.	–	–	–	–	–	No
3	Nutrien Ag Solutions	–	–	–	–	–	Yes

- **Offer-verification** (Sep 12 2019)

Result		Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Price	Allowed to next phase
Rank	Name							
1	Nutrien Ag Solutions	–	–	–	2	–	—	Yes

- **Awarding**

Result		Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Price
Rank	Name						
1	Nutrien Ag Solutions	–	–	–	2	–	—

Contracts

There are no contracts added

Comments

No comments



September 11, 2019

Mr. Randy Barker
Purchasing Agent
Williamson County Purchasing Department
901 S Austin Ave.
Georgetown, Texas 78626

Subject: Recommendation for IFB 1911- Herbicides

After reviewing all the pertinent information, I recommend to the Williamson County Commissioner's Court that they award Nutrien Ag Solutions as vendor for all items on IFB 1911 – Herbicides.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeff Ivey', is positioned below the word 'Sincerely,'.

Jeff Ivey
Assistant Director Road and Bridge
Williamson County, TX

1911 IFB Herbicides

Nutrien Ag Solutions

Bid Sheet

#	Description	Container	Container Units	Estimated Annual Quantity	Container Unit Price
1	RANGER PRO	DRUM	30 GAL	90	\$306
2	ELEMENT 3A	JUG	2.5 GAL	20	\$87.55
3	VASTLAN	JUG	2.5 GAL	36	\$188.70
4	VASTLAN	DRUM	15 GAL	6	\$1,069.35
5	OPENSIGHT	PACKAGE	1.25 LBS	45	\$105
6	ESPLANADE 200 SC	JUG	2.5 GAL	15	\$2,924.80
7	ARSENAL	JUG	2.5 GAL	500	\$120.95
8	ARSENAL	DRUM	15 GAL	75	\$725.70
9	FINALE	JUG	2.5 GAL	800	\$95.85
10	FINALE	TOTE	250 GAL	8	\$10,011.70
11	OUTRIDER	CASE (Assume 20oz Container, 10x20oz Container per Case)	1 CASE	2	\$2,908
12	METHOD 240 SL	JUG	2.5 GAL	30	\$796.80
13	NIS SURFACTANT	JUG	2.5 GAL	20	\$23.50
14	DEFOAMER	JUG	1 GAL	30	\$25.05
Total					

Comment:

The Price Sheet should be included in each copy of the Bid if submitted via hard-copy.

Note: Any reworked version of the price sheet that is intended to be a substitute and that is provided by a Respondent may be determined as non-responsive, and may, at the County's sole discretion, result in the Respondent's disqualification.

***If you are bidding "generic" or "equivalent" items you may upload documentation here to support those items.**

Please do not upload any other documents to this field.

Commissioners Court - Regular Session**23.****Meeting Date:** 09/24/2019

Discuss consider and take appropriate action on approval of the preliminary plat for the Wilco Ranch subdivision – Pct 4

Submitted For: Terron Evertson**Submitted By:** Adam Boatright, Infrastructure**Department:** Infrastructure**Division:** Road & Bridge**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on approval of the preliminary plat for the Wilco Ranch subdivision – Precinct 4.

Background

This proposed subdivision consists of 309 single family lots, 7 open space & drainage easement lots and 10,734 linear feet of new public roads.

Timeline

2019-05-22 – Initial submittal of preliminary plat

2019-06-21 – 1st review complete with comments2019-07-12 – 2nd submittal of preliminary plat2019-07-25 – 2nd review complete with comments2019-08-07 – 3rd submittal of preliminary plat2019-08-15 – 3rd review complete with comments2019-09-11 – 4th submittal of preliminary plat2019-09-11 – 4th review complete with comments all cleared

2019-09-19 – preliminary plat placed on September 24, 2019 Court agenda for consideration

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[preliminary plat - Wilco Ranch](#)

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Adam Boatright

Final Approval Date: 09/19/2019

Reviewed By

Andrea Schiele

Date

09/19/2019 01:27 PM

Started On: 09/12/2019 10:55 AM

WILCO RANCH
PRELIMINARY PLAT

OWNER:
WAHRMUND LIVING TRUST
2725 LIMMER LOOP
HUTTO, TEXAS 78634

ENGINEER:
BGE INC.
1701 DIRECTORS BLVD.
SUITE 1000
AUSTIN, TEXAS 78744

SURVEYOR:
TEXAS LAND SURVEYING, INC
3613 WILLIAMS DRIVE
GEORGETOWN, TEXAS 78628

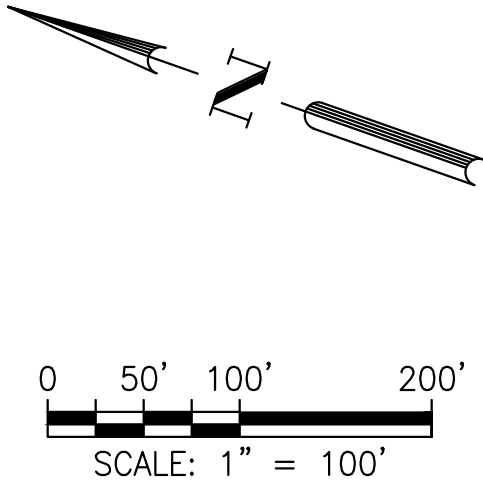
CITY OF HUTTO DEVELOPMENT
SERVICES:
210 U.S. 79 EAST, SUITE #103
HUTTO, TEXAS 78635
512-759-3479

ELECTRIC SERVICE:
ONCOR
350 TEXAS AVENUE
ROUND ROCK, TEXAS 78664
512-244-5670

GAS SERVICE:
ATMOS ENERGY
512-415-8426

TV CABLE SERVICE:
SPECTRUM BUSINESS
205-602-6792

FIRE DEPARTMENT:
WILLIAMSON COUNTY ESD #3
501 EXCHANGE BLVD.
HUTTO, TEXAS 78634
512-759-2616



LEGEND

- PROPERTY BOUNDARY
- PROPOSED RIGHT OF WAY
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- ROAD CENTERLINE
- PROPOSED LOT LINE
- PROPOSED LOT NUMBER
- PROPOSED SIDEWALK
- PHASE LINE
- PROPOSED EASEMENT
- EXISTING EASEMENT
- BUILDING SETBACK
- CITY LIMIT LINE
- MAILBOX KIOSK

- NOTES:
- NO BUILDING, FENCING, LANDSCAPING OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE EASEMENT UNLESS EXPRESSLY PERMITTED BY THE CITY OF HUTTO.
 - A 25' FRONT BUILDING SETBACK LINE IS HEREBY DEDICATED TO ALL FRONT LOT LINES.
 - A 5' P.U.E. IS HEREBY DEDICATED ALONG AND ADJACENT TO ALL STREET SIDE PROPERTY LINES.
 - A 5' P.U.E. IS HEREBY DEDICATED ON EACH SIDE OF ALL REAR LOT LINES.
 - A 3' P.U.E. IS HEREBY DEDICATED ON EACH SIDE OF ALL INTERIOR SIDE LOT LINES.
 - NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO PUBLIC WATER AND WASTEWATER UTILITIES.
 - SIDEWALKS SHALL BE CONSTRUCTED ON BOTH SIDE OF ALL STREETS WITHIN AND BOUNDING THIS SUBDIVISION.
 - IN ORDER TO PROMOTE DRAINAGE AWAY FROM A STRUCTURE, THE SLAB ELEVATION SHOULD BY BUILT AT LEAST ONE-FOOT ABOVE THE SURROUNDING GROUND, AND THE GROUND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE OF 1/2" PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.
 - UTILITY PROVIDERS FOR THIS DEVELOPMENT ARE:
 - WATER: JONAH WATER SUD
 - WASTEWATER: JONAH WATER SUD
 - ELECTRIC: ONCOR
 - GAS: ATMOS
 - AMENITY, OPEN SPACE AND GREENLINK LOTS WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
 - ALL LOTS IN THIS SUBDIVISION ARE RESTRICTED TO SINGLE FAMILY RESIDENTIAL USE, UNLESS OTHERWISE INDICATED.
 - THE MAXIMUM IMPERVIOUS COVERAGE PER RESIDENTIAL LOT IS 65%.
 - ALL SIDEWALKS ARE TO BE MAINTAINED BY EACH OF THE ADJACENT PROPERTY OWNERS.
 - NO SIGNIFICANT TREES WERE LOCATED WITHIN THE PROJECT BOUNDARY.
 - NO LOTS WITHIN THIS SUBDIVISION MY BE FURTHER SUBDIVIDED EXCEPT LOT 25 BLOCK A, LOT 1 BLOCK F, LOT 12 BLOCK I, LOT 49 BLOCK F, LOT 1 BLOCK H, AND LOT 31 BLOCK H.
 - NO PORTION OF THIS SUBDIVISION LIES WITHIN THE BOUNDARIES OF 100-YR FLOODPLAIN BASED ON FEMA PANEL NO. 48491C0505E - DATE: 09-26-08, 48491C0510E - DATE: 09-26-08, 48491C0515E - DATE: 09-26-08 AND 48491C0520E - DATE: 09-26-08.

PHASING TABLE

PHASE	AC.	SF LOTS	O.S. & D.E. LOTS
PH 1	19.710	102	2
PH 2	19.732	72	3
PH 3	10.902	70	0
PH 4	15.830	65	2
TOTAL	66.174	309	7

NUMBER OF BLOCKS = 10

STREET TABLE

STREET NAME	ROW WIDTH	STREET WIDTH	DESIGN SPEED	TYPE	STREET CLASSIFICATION	STREET OWNERSHIP	STREET LENGTH
GEMSBOK BLVD	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	622
REDFISH LANE	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	2136
GRAY FOX DRIVE	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	911
AQUADAD ROAD	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	509
PRONGHORN AVE	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	879
SIKA STREET	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	470
BLACK BEAR DRIVE	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	824
MOULFON ROAD	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	470
BLUEGILL DRIVE	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	767
KUDU BLVD	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	328
BLACKBUCK BLVD	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	1472
ELAND STREET	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	141
WATERBUCK TRAIL	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	900
NILGAI DRIVE	50'-0"	30'-0"	30	C&G	LOCAL	PUBLIC	307
(TOTAL LF)							10734
(ROW AC)							12.50

WILCO RANCH
HUTTO, TEXAS

PRELIMINARY PLAT

SUBMITTAL
DATE: 08-21-19



SHEET
1 OF 4

DESCRIPTION

DESIGNED BY: DAZ

REVIEWED BY: TMH

DRAWN BY: DAZ



BGE, INC.
1701 DIRECTORS BOULEVARD, SUITE 1000
AUSTIN, TX 78744
TYPE Registration No. F-1046
TEL: 712-679-5400 www.bgeompany.com

WILCO RANCH
HUTTO, TEXAS
PRELIMINARY PLAT

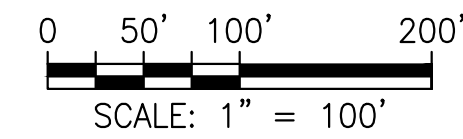
SUBMITTAL
DATE: 08-21-19



SHEET
1 OF 4

WILCO RANCH

PRELIMINARY PLAT



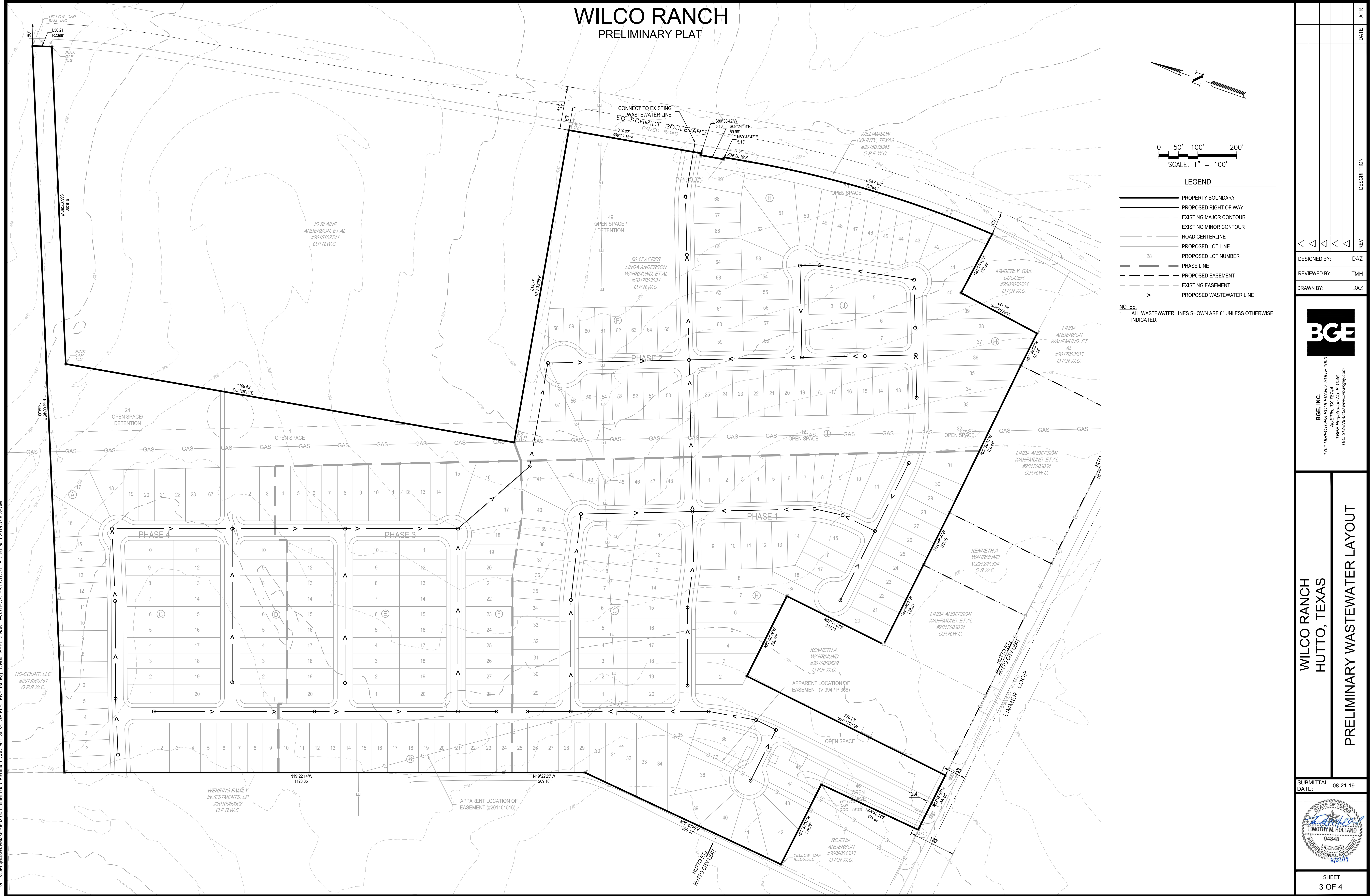
LEGEND

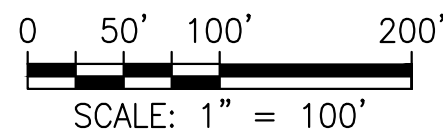
- 
 PROPERTY BOUNDARY
 PROPOSED RIGHT OF WAY
 EXISTING MAJOR CONTROL
 EXISTING MINOR CONTROL
 ROAD CENTERLINE
 PROPOSED LOT LINE
 PROPOSED LOT NUMBER
 PHASE LINE
 PROPOSED EASEMENT
 EXISTING EASEMENT
 PROPOSED WATER LINE

NOTE

1. ALL WATERLINES SHOWN ARE 8" UNLESS OTHERWISE INDICATED. FIRE HYDRANTS, VALVES AND OTHER APPURTENANCES WILL BE LOCATED AND DESIGNED WITH SUBDIVISION CONSTRUCTION PLANS.

[illegible]



[illegible]

 PROPERTY BOUNDARY
 PROPOSED RIGHT OF WAY
 EXISTING MAJOR CONTOUR
 EXISTING MINOR CONTOUR
 ROAD CENTERLINE
 PROPOSED LOT LINE
 PROPOSED LOT NUMBER
 PHASE LINE
 PROPOSED EASEMENT
 EXISTING EASEMENT
 PROPOSED WATER LINE

NOTES:
1. ALL WATERLINES SHOWN ARE 8" UNLESS OTHERWISE INDICATED. FIRE HYDRANTS, VALVES AND OTHER APPURTENANCES WILL BE LOCATED AND DESIGNED WITH SUBDIVISION CONSTRUCTION PLANS.

PRELIMINARY DRAINAGE LAYOUT

STATE OF TEXAS
 TIMOTHY M. HOLLAND
 94848
 LICENSED
 PROFESSIONAL ENGINEER
 8/21/19

SHEET
4 OF 4

Commissioners Court - Regular Session**24.****Meeting Date:** 09/24/2019

Discuss consider and take appropriate action on approval of the preliminary plat for the Scofield Farms subdivision – Pc 3

Submitted For: Terron Evertson**Submitted By:** Adam Boatright, Infrastructure**Department:** Infrastructure**Division:** Road & Bridge**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on approval of the preliminary plat for the Scofield Farms subdivision – Precinct 3.

Background

This proposed subdivision consists of 100 residential lots, 4 HOA lots and 18,508 linear feet of new public roads.

Timeline

2018-12-03 – Initial submittal of preliminary plat

2019-01-22 – 1st review complete with comments

2019-05-24 – 2nd submittal of preliminary plat

2019-07-09 – 2nd review complete with comments

2019-08-15 – 3rd submittal of preliminary plat

2019-08-26 – 3rd review complete with comments

2019-09-11 – 4th submittal of preliminary plat

2019-09-19 – 4th review complete with comments

2019-09-19 – 5th submittal of preliminary plat, review complete with comments clear

2019-09-19 – preliminary plat placed on September 24, 2019 Court agenda for consideration

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

preliminary plat - Scofield Farms

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Adam Boatright

Final Approval Date: 09/19/2019

Reviewed By

Andrea Schiele

Date

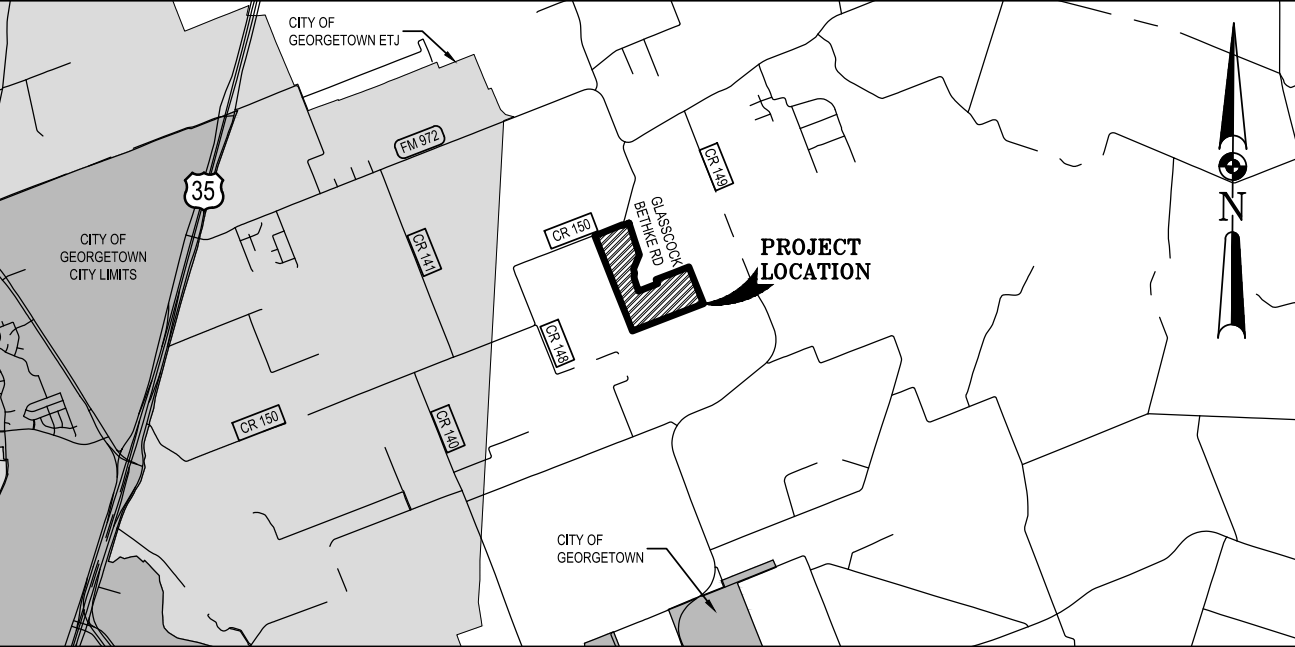
09/19/2019 01:47 PM

Started On: 09/19/2019 10:59 AM

PRELIMINARY PLAT OF SCOFIELD FARMS

BEING 144.327 ACRES LOCATED IN THE M.J. GARCIA BLOCK NO. 206, SURVEY NO. 206, ABSTRACT NO. 246 AND THE S.G. EVETTS SURVEY NO. 207, ABSTRACT NO. 224, WILLIAMSON COUNTY, TEXAS, BEING ALL OF A CALLED 102.913 ACRE TRACT OF LAND AS DESCRIBED IN DOCUMENT NO. 2018070277, AND ALL OF A CALLED 21.427 ACRE TRACT OF LAND AND ALL OF A CALLED 19.987 ACRE TRACT OF LAND AS DESCRIBED IN DOCUMENT NO. 2018070270, BOTH OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.

NEW RESIDENTIAL LOTS: 100



VICINITY MAP

N.T.S.

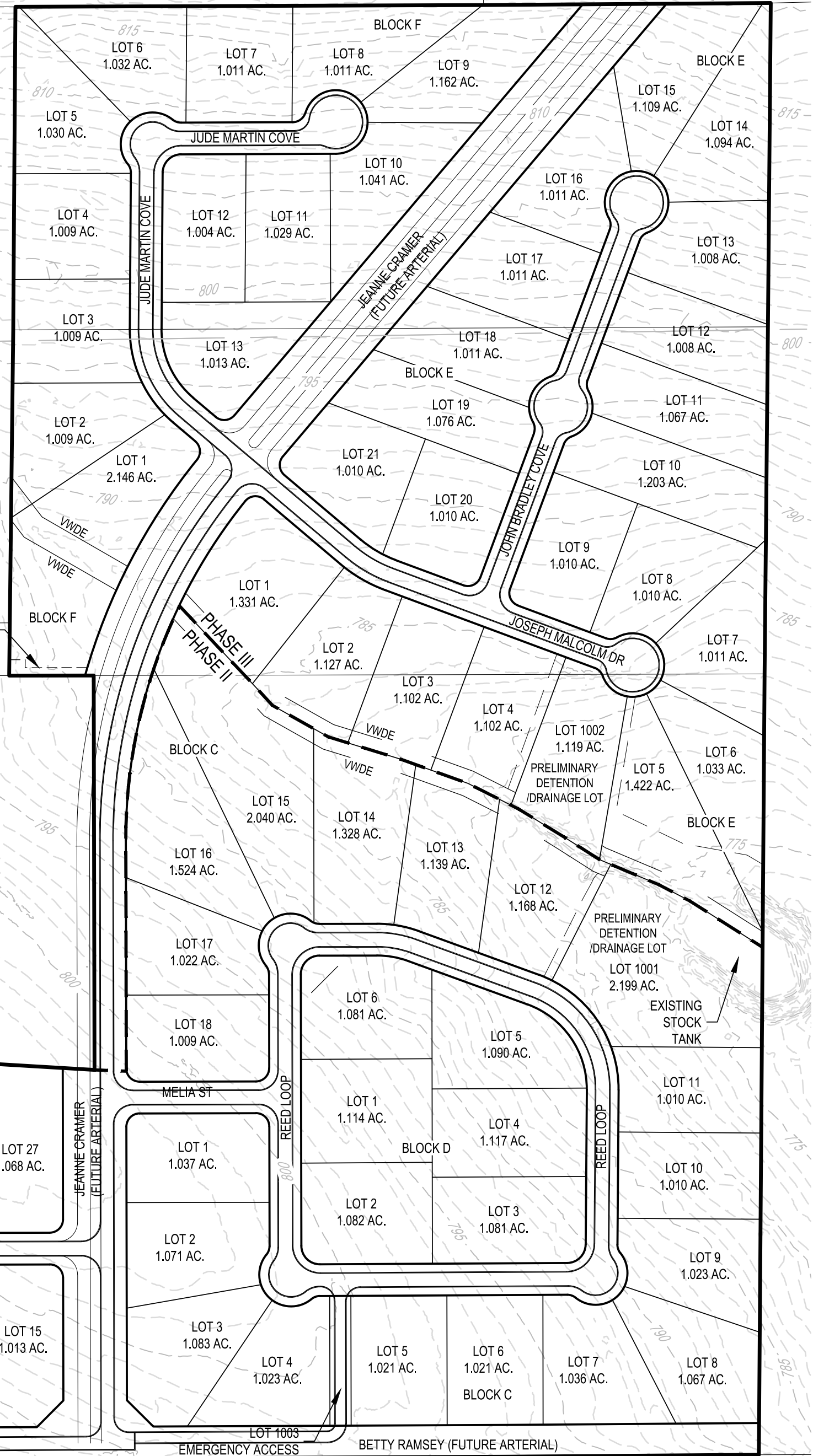
ROAD TABLE						
STREET NAME	ROW WIDTH	DESIGN SPEED	PAVEMENT WIDTH**	DESIGNATION	CLASSIFICATION	FUNCTIONAL CLASS
SCOFIELD AVE.	60'	35 MPH	33'	PUBLIC	RURAL	LOCAL COLLECTOR
SCOFIELD AVE.	60'	25 MPH	29'	PUBLIC	RURAL	RESIDENTIAL LOCAL
HARRISON MATHEW LANE	60'	25 MPH	29'	PUBLIC	RURAL	RESIDENTIAL LOCAL
BETTY RAMSEY*	120'	45 MPH	52'	PUBLIC	RURAL	ARTERIAL
JEANNE CRAMER*	120'	45 MPH	52'	PUBLIC	RURAL	ARTERIAL
MELIA ST	60'	25 MPH	29'	PUBLIC	RURAL	RESIDENTIAL LOCAL
REED LOOP	60'	25 MPH	29'	PUBLIC	RURAL	RESIDENTIAL LOCAL
JOSEPH MALCOLM DR.	60'	25 MPH	29'	PUBLIC	RURAL	RESIDENTIAL LOCAL
JOHN BRADLEY COVE	60'	25 MPH	29'	PUBLIC	RURAL	RESIDENTIAL LOCAL
JUDE MARTIN COVE	60'	25 MPH	29'	PUBLIC	RURAL	RESIDENTIAL LOCAL

* PER THE ROADWAY CONVEYANCE AND CONSTRUCTION AGREEMENT WITH WILLIAMSON COUNTY AND STONE BROTHERS, LLC HALF OF BETTY RAMSEY & JEANNE CRAMER IS TO BE CONSTRUCTED WITH THIS DEVELOPMENT.

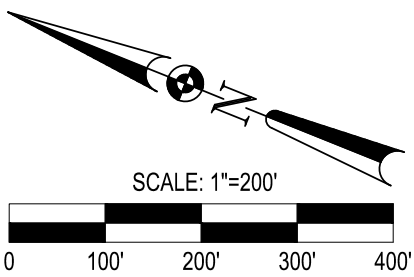
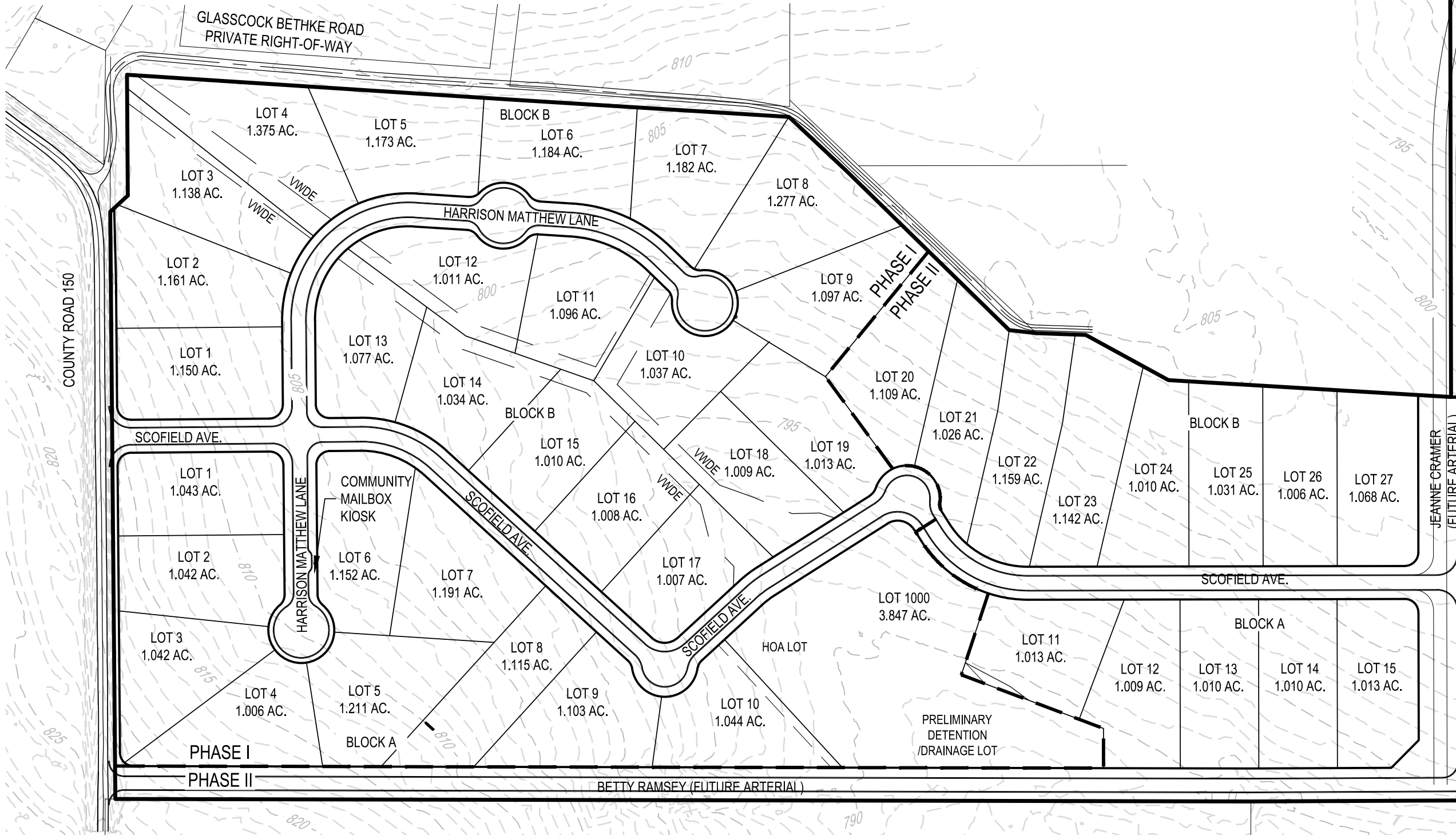
** PAVEMENT WIDTH IS MEASURED FROM BACK OF CURB TO BACK OF CURB

LAND USE TABLE							
PHASE	ACREAGE	RESIDENTIAL LOTS	HOA LOTS	TOTAL LOTS	LF OF EMERGENCY ACCESS (FT)	LF OF LOCAL ROAD (FT)	LF OF COLLECTOR (FT)
I	42.40	29	1	30	0	2,922	341
II	54.13	37	2	39	672	3,683	3,212
III	48.09	34	1	35	0	2,728	1,205
TOTAL	144.33	100	4	104	672	9,333	4,758

- NOTES:
1. REFER TO SHEET 2 FOR PLAT KEYMAP
2. REFER TO DETAILED PLAT SHEETS FOR ADJOINING PROPERTY INFORMATION.



30' X 30' TOWER EASEMENT



OWNER/DEVELOPER:

MARGARITO ESPINOZA
STONE BROTHERS PROPERTIES LLC
305 HIGHLAND SPRINGS LANE
GEORGETOWN, TEXAS 78633
(512) 695-1553
MARGARITO@CAPITOLPRODUCTSINC.COM

SURVEYOR:

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MATKIN HOOVER
ENGINEERING
& SURVEYING

HEADQUARTERS
8 SPENCER ROAD SUITES 100 & 300
BOERNE, TEXAS 78006
OFFICE: (830) 249-0600 FAX: (830) 249-0099
3303 SHELL ROAD SUITE 3
GEORGETOWN, TEXAS 78628
OFFICE: (512) 868-2244

TEXAS REGISTERED ENGINEERING FIRM F-004512
BOERNE, TEXAS REGISTERED SURVEYING FIRM F-10024000
GEORGETOWN, TEXAS REGISTERED SURVEYING FIRM F-10194347
CIVIL ENGINEERS SURVEYORS LAND PLANNERS CONSTRUCTION MANAGERS CONSULTANTS

ORIGINAL SUBMITTAL DATE:

DECEMBER 1, 2018

MHE JOB NO. - 3015.00

MHS JOB NO. - 18-5002

SHEET 1 OF 12

PRELIMINARY PLAT OF SCOFIELD FARMS

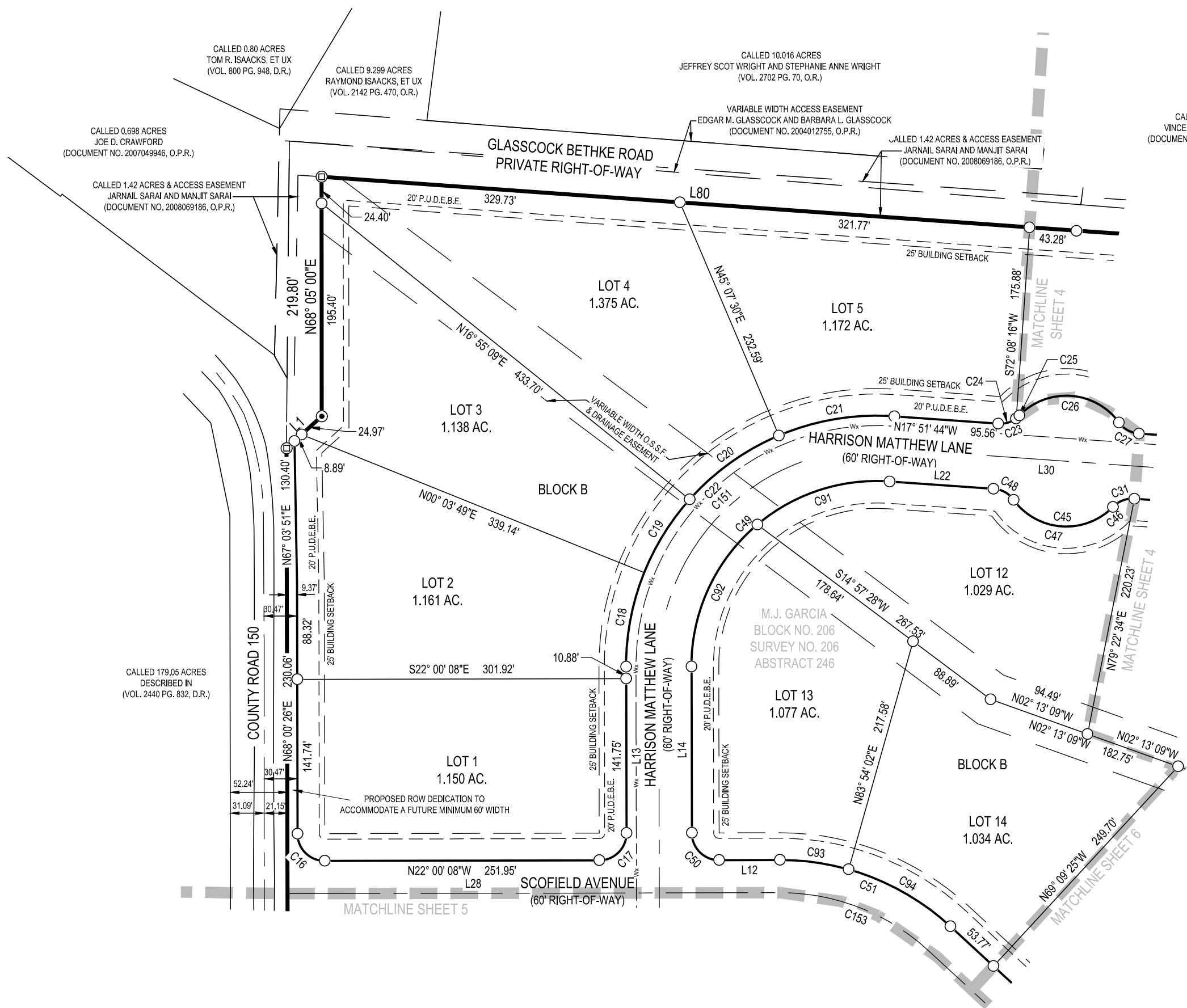
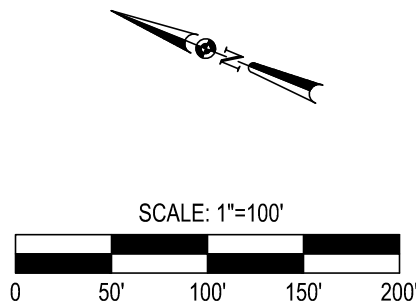
CURVE TABLE				
CURVE	RADIUS	LENGTH	DELTA	CHORD BEARING
C1	25.00'	39.27'	89°59'28"	S66° 59' 51"E
C2	25.00'	39.27'	90°00'00"	S22° 59' 52"W
C3	25.00'	21.68'	49°40'47"	N87° 09' 44"W
C4	60.00'	292.54'	27°9'21'34"	S22° 00' 08"E
C5	25.00'	21.68'	49°40'47"	N43° 09' 28"E
C6	25.00'	39.27'	90°00'00"	S67° 00' 08"E
C7	170.00'	127.12'	42°50'43"	S00° 34' 47"E
C8	25.00'	17.02'	38°59'53"	S40° 20' 31"W
C9	60.00'	170.66'	162°57'53"	S21° 39' 29"E
C10	25.00'	17.02'	38°59'53"	S83° 39' 22"E
C11	170.00'	30.38'	10°14'24"	S59° 02' 13"E
C12	35.00'	54.98'	90°00'00"	S08° 55' 01"E
C13	230.00'	231.59'	57°41'29"	S07° 14' 15"W
C14	25.00'	39.27'	90°00'00"	S23° 23' 30"W
C15	25.00'	39.35'	90°11'19"	N23° 42' 57"E
C16	25.00'	39.27'	90°00'34"	N23° 00' 09"E
C17	25.00'	39.27'	90°00'00"	N67° 00' 08"W
C18	230.00'	88.58'	22°03'57"	S79° 01' 50"W
C19	230.00'	79.52'	19°48'30"	N80° 01' 56"W
C20	230.00'	101.37'	25°15'11"	N57° 30' 06"W
C21	230.00'	108.44'	27°00'47"	N31° 22' 07"W
C22	230.00'	377.90'	94°08'24"	N64° 55' 56"W
C23	25.00'	21.68'	49°40'47"	N42° 42' 07"W
C24	25.00'	17.49'	40°05'38"	S37° 54' 32"E
C25	25.00'	4.18'	9°35'09"	S62° 44' 56"E
C26	60.00'	104.05'	99°21'34"	N17° 51' 44"W
C27	25.00'	21.68'	49°40'47"	N06° 58' 40"E
C28	60.00'	292.54'	27°9'21'34"	S67° 26' 27"E
C29	25.00'	21.68'	49°40'47"	S47° 23' 57"W
C30	220.00'	155.21'	40°25'17"	S02° 20' 55"W
C31	25.00'	21.68'	49°40'47"	S42° 42' 07"E
C32	170.00'	171.17'	57°41'29"	N07° 14' 19"E
C33	25.00'	39.27'	90°00'00"	N66° 36' 30"W
C34	1140.00'	462.55'	23°14'51"	S84° 05' 17"E
C35	25.00'	38.73'	88°46'13"	N63° 09' 02"E
C36	230.00'	201.22'	50°07'32"	N43° 49' 41"E
C37	25.01'	17.49'	40°02'39"	N49° 29' 49"E
C38	60.00'	176.18'	188°14'14"	S66° 24' 42"E
C39	25.01'	17.48'	40°02'39"	S02° 19' 13"E
C40	25.00'	31.81'	72°53'43"	S58° 09' 43"E
C41	60.00'	264.83'	252°53'44"	S31° 50' 18"W
C42	35.00'	54.61'	89°23'42"	N66° 24' 42"W
C43	170.00'	148.73'	50°07'32"	S43° 49' 41"W
C44	25.00'	39.27'	90°00'00"	S26° 14' 05"E
C45	60.00'	104.05'	99°21'34"	S17° 51' 44"E
C46	60.00'	12.98'	11°32'03"	S61° 46' 29"E
C47	60.00'	91.97'	87°49'31"	S12° 05' 42"E
C48	25.00'	21.68'	49°40'47"	S06° 58' 40"W
C49	170.00'	279.32'	94°08'24"	S64° 55' 56"E
C50	25.00'	39.27'	90°00'00"	N22° 59' 52"E
C51	230.00'	171.99'	42°50'43"	N00° 34' 47"W
C52	35.00'	51.92'	85°00'00"	N21° 39' 25"W
C53	230.00'	41.11'	10°14'24"	N59° 02' 13"W
C54	26.15'	17.35'	38°00'41"	N73° 28' 45"W
C55	60.00'	176.94'	168°57'39"	N08° 55' 01"W
C56	26.15'	17.35'	38°00'41"	N55° 38' 44"E
C57	280.00'	197.54'	40°25'17"	N02° 20' 56"E
C58	25.00'	39.27'	90°00'00"	N63° 45' 55"E
C59	220.00'	76.33'	19°52'42"	N08° 49' 34"E
C60	25.00'	39.27'	90°00'00"	N46° 06' 47"W
C61	25.00'	21.68'	49°40'47"	S64° 02' 50"W
C62	60.00'	104.05'	99°21'34"	S88° 53' 13"W
C63	60.00'	35.54'	33°58'03"	S56° 10' 28"W
C64	60.00'	68.51'	65°25'32"	N74° 08' 45"W
C65	25.00'	21.68'	49°40'47"	N66° 16' 23"W
C66	25.00'	21.68'	49°40'47"	S64° 02' 50"W
C67	60.00'	292.54'	27°9'21'34"	N01° 06' 47"W
C68	25.00'	21.68'	49°40'47"	S66° 16' 23"E
C69	25.00'	21.68'	49°40'47"	N64° 02' 50"E
C70	60.00'	104.05'	99°21'34"	N88° 53' 13"E
C71	60.00'	42.92'	40°58'52"	N59° 41' 52"E
C72	60.00'	61.13'	58°22'42"	S70° 37' 20"E
C73	25.00'	21.68'	49°40'47"	S66° 16' 23"E
C74	35.00'	54.53'	89°15'37"	S66° 26' 56"E
C75	35.00'	55.11'	90°12'37"	S23° 17' 11"W
C76	35.00'	54.98'	90°00'00"	N66° 36' 30"W
C77	170.00'	59.84'	20°06'00"	N11° 33' 30"W
C78	170.00'	208.97'	70°25'46"	N33° 42' 23"E
C79	25.00'	39.27'	90°00'00"	N43° 53' 13"E
C80	25.00'	21.68'	49°40'47"	N25° 57' 10"W

CURVE TABLE				
CURVE	RADIUS	LENGTH	DELTA	CHORD BEARING
C81	60.00'	292.54'	27°9'21'34"	N88° 53' 13"E
C82	25.00'	21.68'	49°40'47"	S23° 43' 37"W
C83	280.00'	97.14'	19°52'42"	S08° 49' 34"W
C84	280.00'	108.64'	22°13'47"	N06° 44' 50"W
C85	280.00'	88.90'	18°11'29"	N13° 27' 49"E
C86	25.00'	7.70'	17°38'09"	N13° 44' 29"E
C87	25.00'	13.86'	32°02'38"	N11° 05' 55"W
C88	60.00'	77.63'	74°07'55"	N09° 56' 44"E
C89	60.00'	55.33'	52°50'06"	N73° 25' 44"E
C90	60.00'	159.59'	152°23'33"	S03° 57' 26"E
C91	170.00'	130.96'	44°08'20"	S39° 55' 53"E
C92	170.00'	148.36'	50°00'05"	S67° 00' 06"E
C93	230.00'	63.84'	15°54'10"	N14° 03' 03"W
C94	230.00'	108.15'	26°56'33"	N07° 22' 19"E
C95	60.00'	48.72'	46°31'29"	N70° 08' 06"W
C96	60.00'	40.10'	38°17'40"	N27° 43' 31"W
C97	60.00'	88.11'	84°08'30"	N33° 29' 34"E
C98	170.00'	49.52'	16°41'21"	N27° 44' 19"E
C99	170.00'	121.66'	41°00'09"	N01° 06' 26"W
C100	25.00'	18.21'	41°44'35"	S00° 30' 24"E
C101	25.00'	21.14'	48°28'44"	S44° 35' 15"W
C102	60.00'	45.23'	43°11'17"	S83° 54' 59"E
C103	60.00'	44.84'	42°49'03"	N53° 04' 51"E
C104	60.00'	64.86'	62°02'49"	N00° 38' 55"E
C105	60.00'	81.14'	77°28'42"	N69° 06' 51"W
C106	60.00'	56.37'	53°49'44"	S45° 13' 57"W
C107	170.00'	105.89'	35°43'21"	N04° 08' 27"W
C108	170.00'	21.13'	7°07'22"	N17° 16' 54"E
C109	60.00'	79.19'	75°37'19"	N22° 00' 52"E
C110	60.00'	91.47'	87°20'34"	N59° 28' 05"W
C111	230.00'	157.62'	39°15'54"	N16° 27' 02"E
C112	230.00'	73.87'	18°25'36"	N12° 23' 42"W
C113	60.00'	60.34'	57°37'12"	S79° 04' 58"W
C114	60.00'	36.87'	35°12'36"	S32° 40' 04"W
C115	60.00'	79.89'	76°22'57"	S23° 07' 43"E
C116	60.02'	74.29'	70°54'29"	N17° 52' 53"W
C117	60.22'	34.72'	33°02'01"	N69° 55' 52"W
C118	60.03'	66.89'	63°56'23"	S61° 30' 05"W
C119	230.00'	83.67'	20°50'32"	S58° 30' 00"W
C120	230.00'	171.35'	42°41'07"	S26° 44' 11"W
C121	230.00'	27.71'	6°54'08"	S01° 56' 34"W
C122	230.00'	48.79'	12°09'16"	S07° 35' 08"E
C123	230.00'	31.90'	7°56'44"	S17° 38' 08"E
C124	25.00'	10.04'	23°03'38"	N07° 06' 11"E
C125	46.08'	7.30'	9°05'09"	S08° 59' 57"W
C126	60.00'	73.21'	69°54'46"	S17° 05' 04"E
C127	60.00'	33.86'	32°20'18"	S68° 12' 37"E
C128	60.57'	69.77'	65°59'54"	N62° 15' 57"E
C129	1020.00'	330.89'	18°35'12"	N77° 41' 06"E
C130	1020.00'	693.12'	38°56'02"	N87° 51' 31"E
C131	280.00'	87.47'	17°53'58"	S07° 50' 13"W
C132	25.00'	39.80'	91°26'23"	S26° 57' 16"E
C133	60.00'	91.17'	92°47'37"	S02° 10' 12"W
C134	60.00'	40.78'	38°56'33"	S63° 41' 53"E
C135	60.00'	75.01'	71°37'57"	N61° 00' 52"E
C136	60.00'	79.58'	75°59'28"	N12° 47' 50"W
C137	60.00'	74.49'	71°07'46"	S76° 59' 52"E
C138	60.00'	59.35'	56°40'16"	N39° 06' 07"E
C139	60.00'	43.82'	41°50'45"	N10° 09' 24"W
C140	60.00'	114.89'	109°42'48"	N65° 56' 10"W
C141	220.00'	27.08'	7°03'08"	N02° 24' 48"E
C142	220.00'	49.25'	12°49'34"	N12° 21' 08"E
C143	60.00'	93.63'	89°24'37"	S66° 25' 09"E
C144	60.00'	40.78'	38°56'33"	N49° 24' 16"E
C145	60.00'	130.42'	124°32'34"	N32° 20' 17"W
C146	60.00'	87.46'	83°31'08"	N24° 03' 09"W
C147	60.00'	88.72'	84°43'06"	S71° 49' 44"W
C148	230.00'	105.95'	26°23'39"	S55° 41' 38"W
C149	230.00'	74.55'	18°34'14"	S33° 12' 41"W
C150	230.00'	20.72'	5°09'39"	S21° 20' 45"W
C151	200.00'	328.61'	94°08'24"	N64° 55' 56"W
C152	250.00'	176.37'	40°25'17"	N02° 20' 55"E
C153	200.00'	149.56'	42°50'43"	S00° 34' 47"E
C154	200.00'	35.74'	10°14'24"	S59° 02' 13"E
C155	200.00'	201.38'	57°41'29"	S07° 14' 15"W
C156	1051.00'	740.59'	40°22'25"	N88° 34' 43"E
C157	200.00'	70.16'	20°06'00"	N11° 33' 30"W
C158	200.00'	245.85'	70°25'46"	N33° 42' 23"E
C159	250.00'	86.74'	19°52'42"	N08° 49' 34"E
C160	200.00'	174.97'	50°07'32"	N43° 49' 41"E

CURVE TABLE				
CURVE	RADIUS	LENGTH	DELTA	CHORD BEARING
C161	170.00'	3.06'	1°01'55"	N68° 24' 18"E
C162	170.00'	205.91'	69°23'51"	N33° 11' 25"E
C163	280.00'	9.67'	1°58'44"	N17° 46' 34"E
C164	1020.00'	233.79'	13°07'58"	N79° 14' 27"W
C165	1020.00'	128.43'	7°12'52"	S89° 24' 52"E
C166	25.00'	39.27'	90°00'00"	N23° 23' 30"E
C167	25.00'	39.27'	90°00'00"	N66° 36' 30"W
C168	26.15'	17.35'	38°00'41"	S48° 49' 46"W
C169	60.00'	176.94'	168°57'39"	N68° 36' 30"W
C170	26.15'	17.35'	38°00'41"	N02° 02' 46"W
C171	230.00'	80.69'	20°06'00"	N11° 33' 30"W
C172	230.00'	282.72'	70°25'46"	N33° 42' 23"E
C173	25.05'	17.78'	40°39'51"	N49° 51' 59"E
C174	60.00'	175.99'	168°03'22"	S66° 26' 56"E
C175	24.98'	17.18'	39°24'09"	S02° 05' 53"E
C176	25.00'	17.24'	39°30'04"	S41° 14' 09"E
C177	60.00'	177.20'	169°12'45"	S23° 17' 11"W
C178	25.00'	17.24'	39°30'04"	S88° 08' 32"W
C179	25.00'	39.27'	90°00'00"	S23° 23' 30"W
C180	25.00'	39.27'	90°00'00"	S66° 36' 30"E
C181	25.00'	21.68'	49°40'47"	N02° 16' 50"W
C182	1140.00'	8.01'	0°24'09"	S71° 26' 09"E

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S64° 15' 41"E	43.88'
L2	S21° 41' 30"W	144.43'
L3	S15° 13' 54"E	49.77'
L4	S19° 30' 37"E	89.92'
L5	S07° 11' 51"W	171.88'
L6	N21° 34' 57"W	159.74'
L7	N69° 10' 53"E	98.78'
L8	N17° 51' 44"W	60.19'
L9	N22° 33' 33"E	52.35'
L10	S22° 33' 33"W	52.35'
L11	S17° 51' 44"E	60.19'
L12	N22° 00' 08"W	55.83'
L13	S67° 59' 52"W	141.75'
L14	N67° 59' 52"E	152.62'
L15	N36° 04' 59"E	25.19'
L16	N66° 41' 18"W	70.81'
L17	N68° 48' 37"E	17.43'
L18	S22° 00' 08"E	55.83'
L19	S64° 09' 25"E	148.31'
L20	S36° 04' 59"W	25.00'
L21	N64° 09' 25"W	152.37'
L22	S17° 51' 44"E	55.56'
L23	S21° 54' 15"E	158.17'
L24	S18° 45' 55"E	55.35'
L25	N18° 45' 55"E	55.62'
L26	S21° 34' 57"E	16.40'
L27	N18° 05' 05"E	60.11'
L28	S22° 00' 08"E	341.30'
L29	S67° 59' 52"W	563.12'
L30	N17° 51' 44"W	285.37'
L31	N22° 33' 33"E	117.16'
L32	S20° 30' 35"W	565.19'
L33	S64° 09' 25"E	211.93'
L34	S53° 55' 51"E	307.90'
L35	S36° 04' 59"W	59.90'
L36	S31° 46' 30"W	30.10'
L37	S21° 36' 30"E	799.39'
L38	N68° 23' 30"E	1138.30'

PRELIMINARY PLAT OF SCOFIELD FARMS



LEGEND

P.U.D.E.B.E.

O.S.S.F.

M.F.F.E.

O.P.R.

O.R.

D.R.

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PUBLIC UTILITY, DRAINAGE,
EMBANKMENT/BACKSLOPE EASEMENT
ON SITE SEWAGE FACILITY
MINIMUM FINISHED FLOOR ELEVATION
OFFICIAL PUBLIC RECORDS, WILLIAMSON
COUNTY, TEXAS
OFFICIAL RECORDS, WILLIAMSON COUNTY, TEXAS
DEED RECORDS, WILLIAMSON COUNTY, TEXAS
SET 1/2" IRON ROD WITH A RED PLASTIC CAP
STAMPED "MATKIN-HOOVER ENG. & SURVEY"
FOUND 1/2" IRON ROD WITH A PLASTIC
CAP STAMPED "FORREST 1847"
FOUND 1/2" IRON ROD WITH A PLASTIC
CAP STAMPED "QUICK INC. RPLS # 6447"
FOUND METAL POST
FOUND IRON ROD
FOUND WOODEN POST
P.U.D.E.B.E.
25' BUILDING SETBACK
DRAINAGE EASEMENT
MAJOR CONTOUR LINE
MINOR CONTOUR LINE
DOMESTIC WATERLINE PIPE
RIGHT OF WAY CENTERLINE

OWNER/DEVELOPER:

MARGARITO ESPINOZA
STONE BROTHERS PROPERTIES LLC
305 HIGHLAND SPRINGS LANE
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MATKINHOOVER
ENGINEERING
& SURVEYING

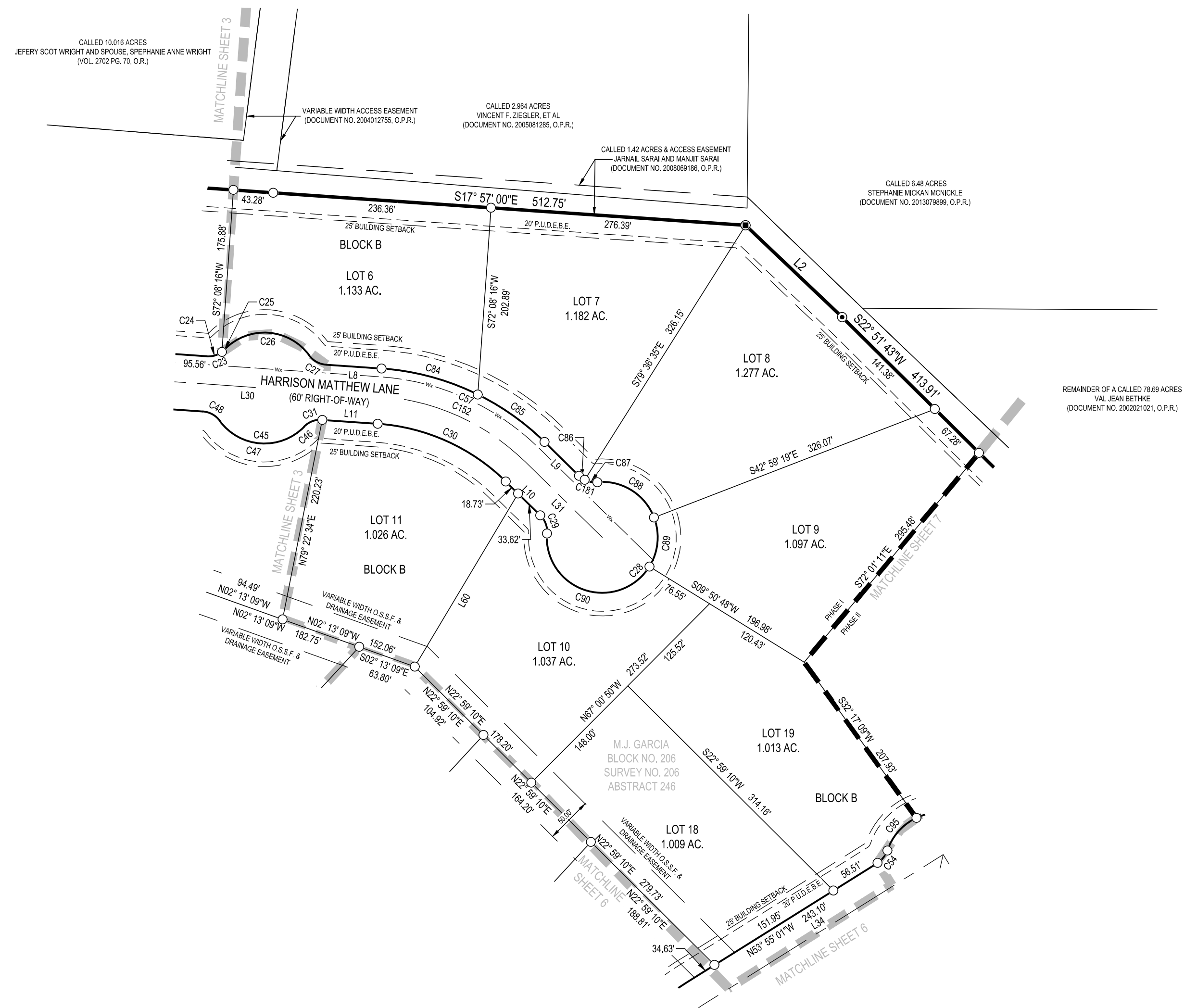
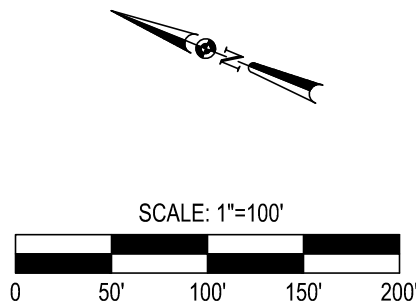
HEADQUARTERS
8 SPENCER ROAD SUITES 100 & 300
BOERNE, TEXAS 78006
OFFICE: (830) 240-0800 FAX: (830) 249-0099
3303 SHELL ROAD SUITE 3
GEORGETOWN, TEXAS 78628
OFFICE: (512) 868-2244

TEXAS REGISTERED ENGINEERING FIRM F-004512
BOERNE, TEXAS REGISTERED SURVEYING FIRM F-10024000
GEORGETOWN, TEXAS REGISTERED SURVEYING FIRM F-10194347
CIVIL ENGINEERS SURVEYORS LAND PLANNERS CONSTRUCTION MANAGERS CONSULTANTS

ORIGINAL SUBMITTAL DATE:
DECEMBER 1, 2018

MHE JOB NO. - 3015.00
MHS JOB NO. - 18-5002

PRELIMINARY PLAT OF SCOFIELD FARMS



LEGEND	
P.U.D.E.B.E.	PUBLIC UTILITY, DRAINAGE, EMBANKMENT/BACKSLOPE EASEMENT
O.S.S.F.	ON SITE SEWAGE FACILITY
M.F.F.E.	MINIMUM FINISHED FLOOR ELEVATION
O.P.R.	OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS
O.R.	OFFICIAL RECORDS, WILLIAMSON COUNTY, TEXAS
D.R.	DEED RECORDS, WILLIAMSON COUNTY, TEXAS
○	SET 1/2" IRON ROD WITH A RED PLASTIC CAP STAMPED "MATKIN-HOOVER ENG. & SURVEY"
⊙	FOUND 1/2" IRON ROD WITH A PLASTIC CAP STAMPED "FORREST 1847"
●	FOUND 1/2" IRON ROD WITH A PLASTIC CAP STAMPED "QUICK INC. RPLS # 6447"
⦿	FOUND METAL POST
⦿	FOUND IRON ROD
⦿	FOUND WOODEN POST
---	P.U.D.E.B.E.
---	25' BUILDING SETBACK
---	DRAINAGE EASEMENT
---	MAJOR CONTOUR LINE
---	MINOR CONTOUR LINE
Wx	DOMESTIC WATERLINE PIPE
---	RIGHT OF WAY CENTERLINE

OWNER/DEVELOPER:

MARGARITO ESPINOZA
STONE BROTHERS PROPERTIES LLC
305 HIGHLAND SPRINGS LANE
GEORGETOWN, TEXAS 78633
(512) 695-1553
MARGARITO@CAPITOLPRODUCTSINC.COM

SURVEYOR:

MATKIN HOOVER ENGINEERING & SURVEYING
CORY BLAKE SILVA, R.P.L.S.
3303 SHELL ROAD, SUITE 3
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(512) 868-2244
CSILVA@MATKINHOOVER.COM

AGENT/ENGINEER:

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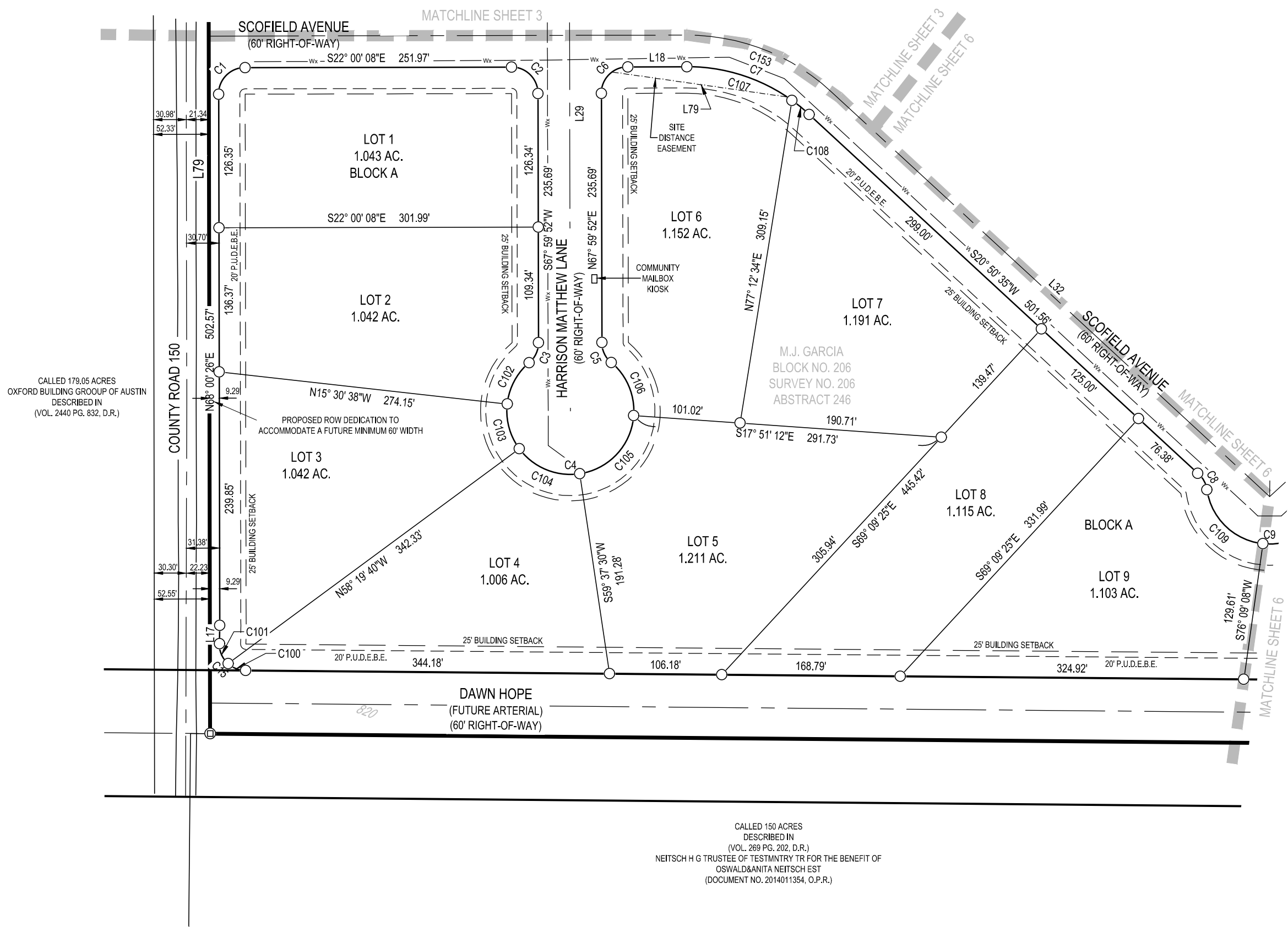
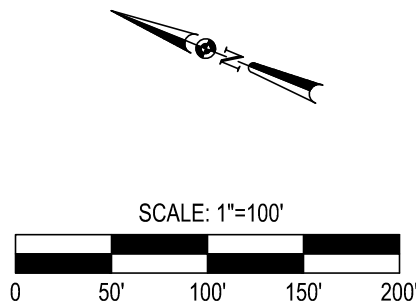
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⦿	FOUND METAL POST
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---	25' BUILDING SETBACK
---	DRAINAGE EASEMENT
---	MAJOR CONTOUR LINE
---	MINOR CONTOUR LINE
Wx	DOMESTIC WATERLINE PIPE
---	RIGHT OF WAY CENTERLINE

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MATKINHOOVER
ENGINEERING
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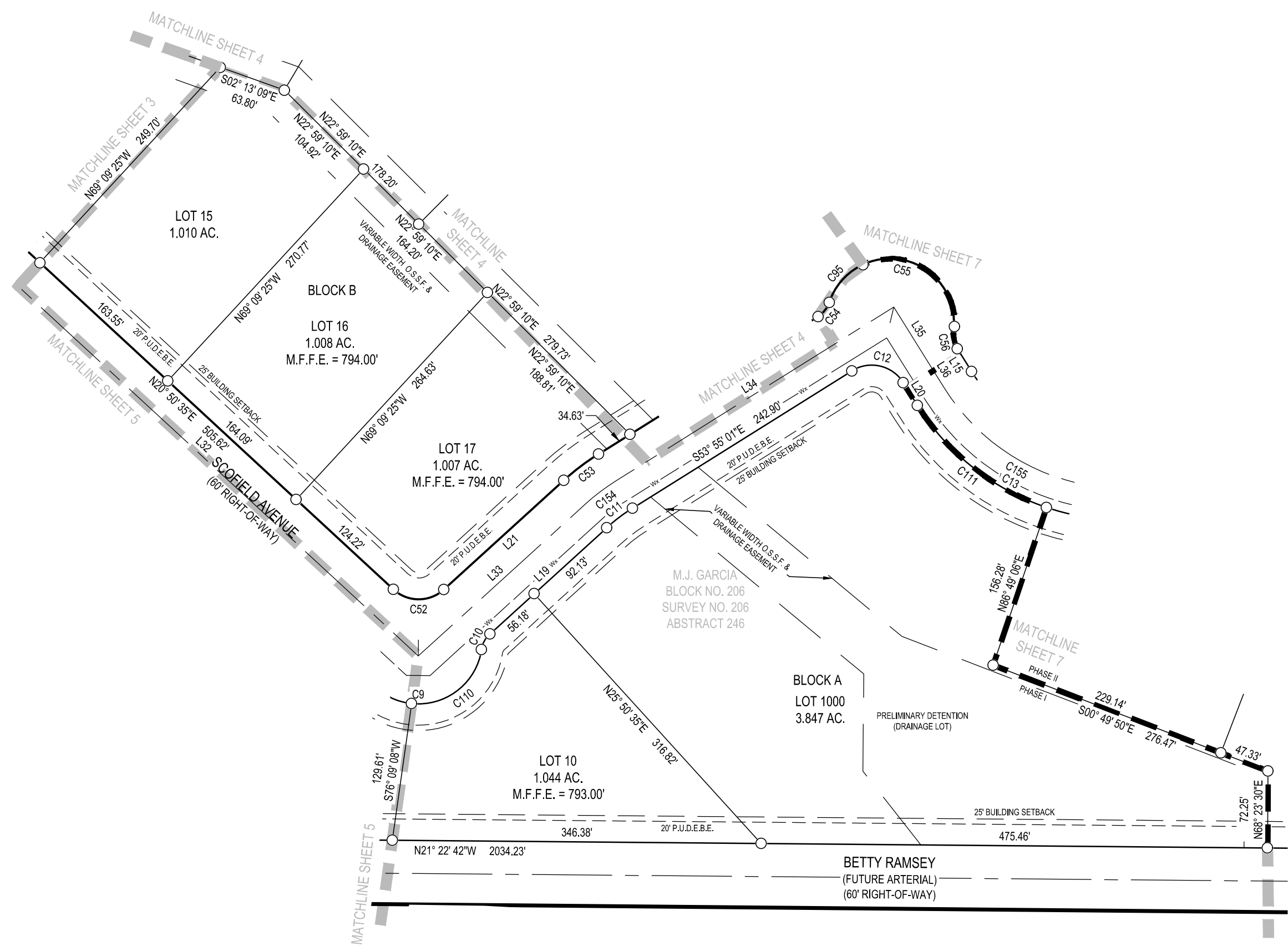
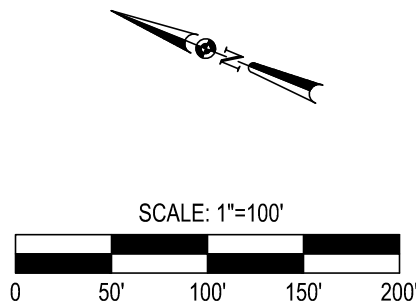
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MHE JOB NO. - 3015.00
MHS JOB NO. - 18-5002

PRELIMINARY PLAT OF SCOFIELD FARMS



CALLLED 150 ACRES
DESCRIBED IN
(VOL. 269 PG. 202, D.R.)
NEITSCH H G TRUSTEE OF TESTAMNTY TR FOR THE BENEFIT OF
OSWALDA ANITA NEITSCH EST
(DOCUMENT NO. 2014011354, O.P.R.)

LEGEND	
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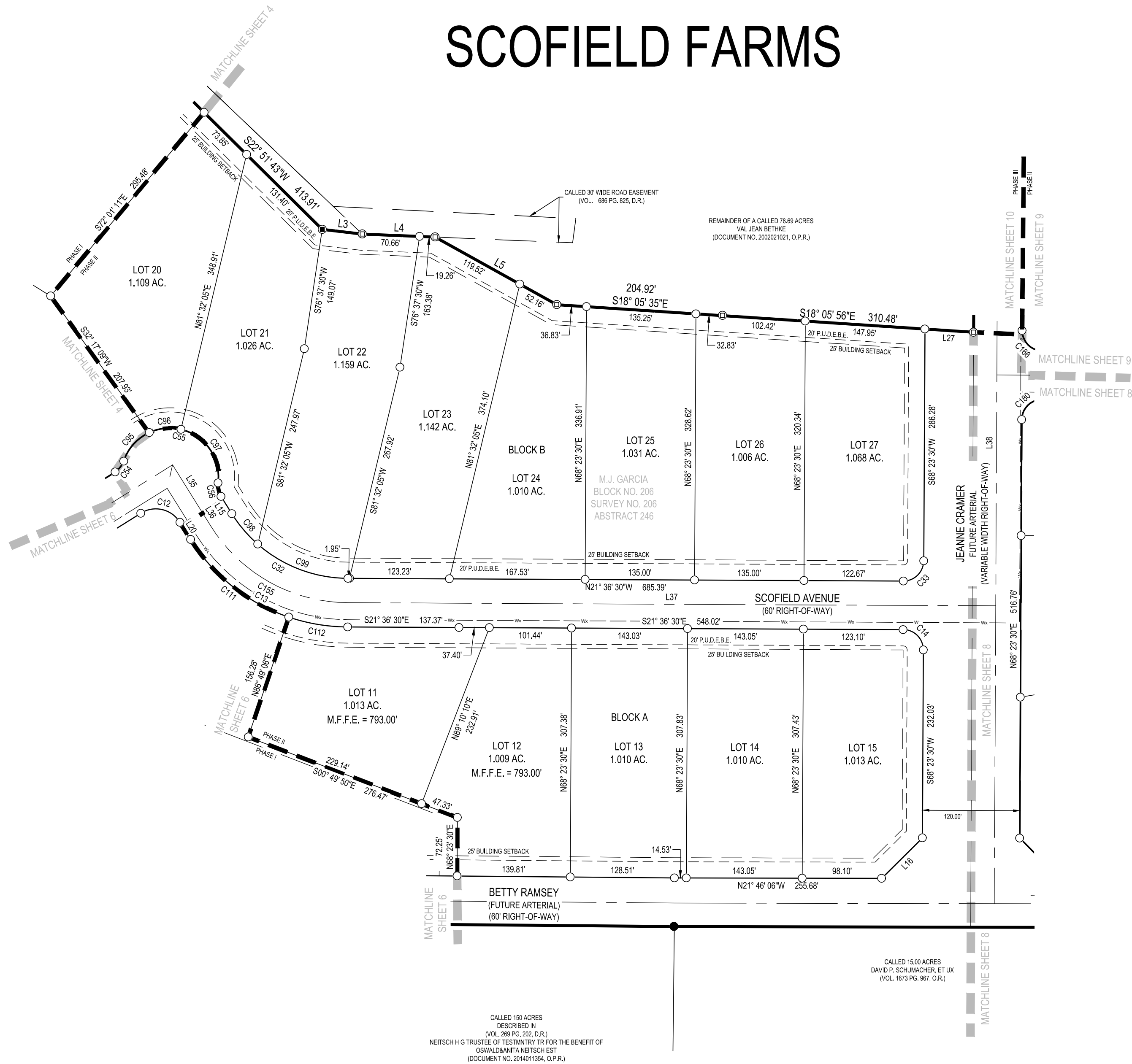
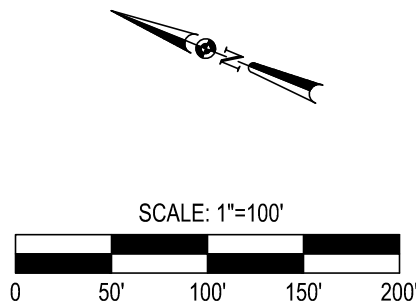
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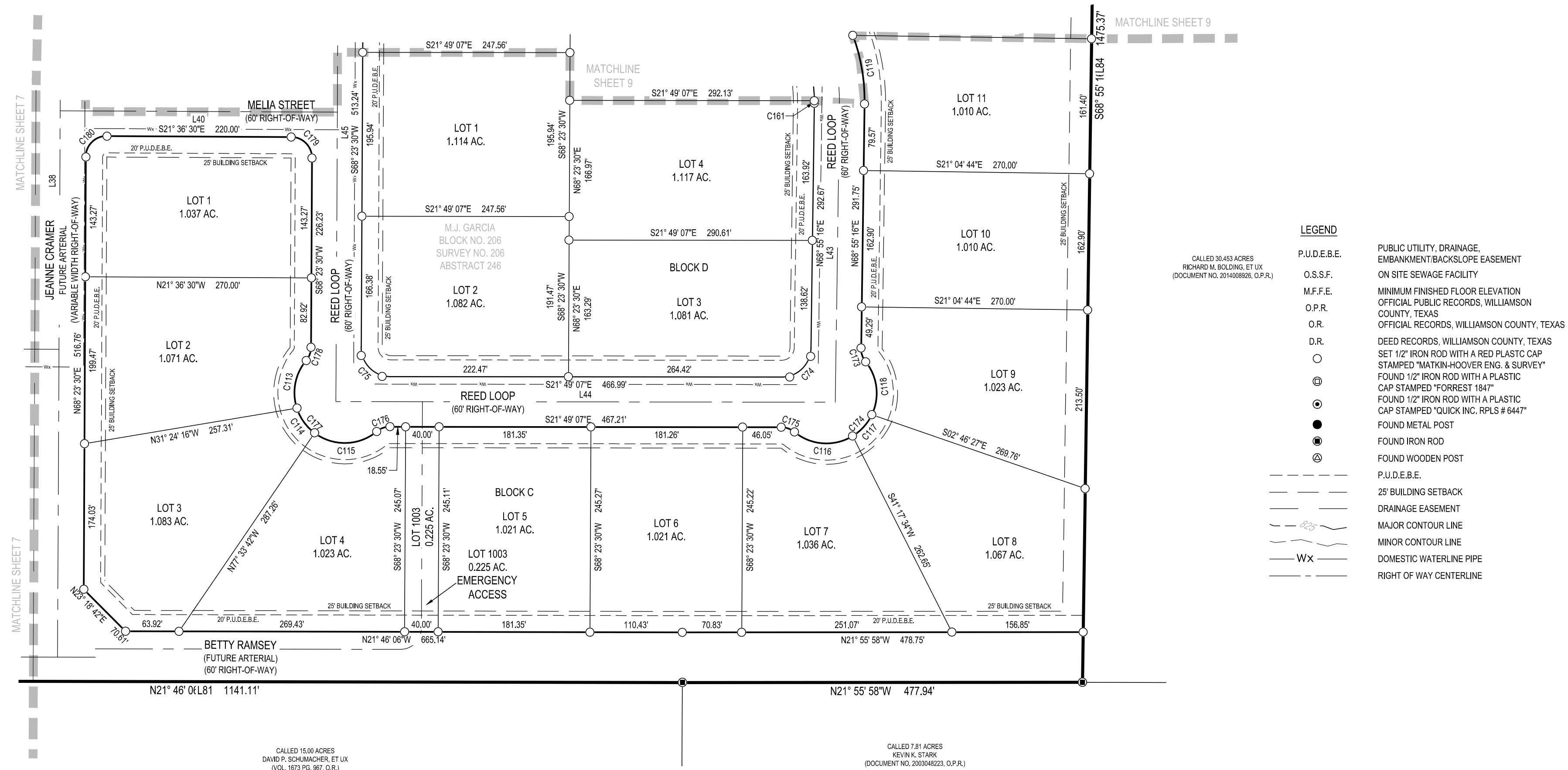
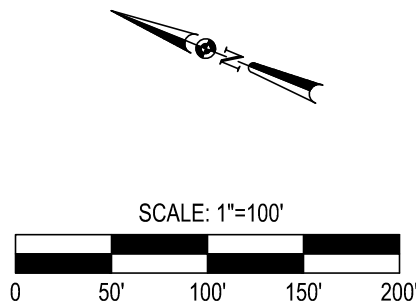
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PRELIMINARY PLAT OF SCOFIELD FARMS



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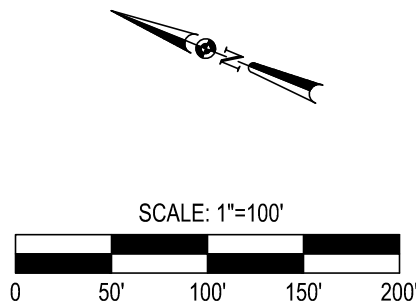
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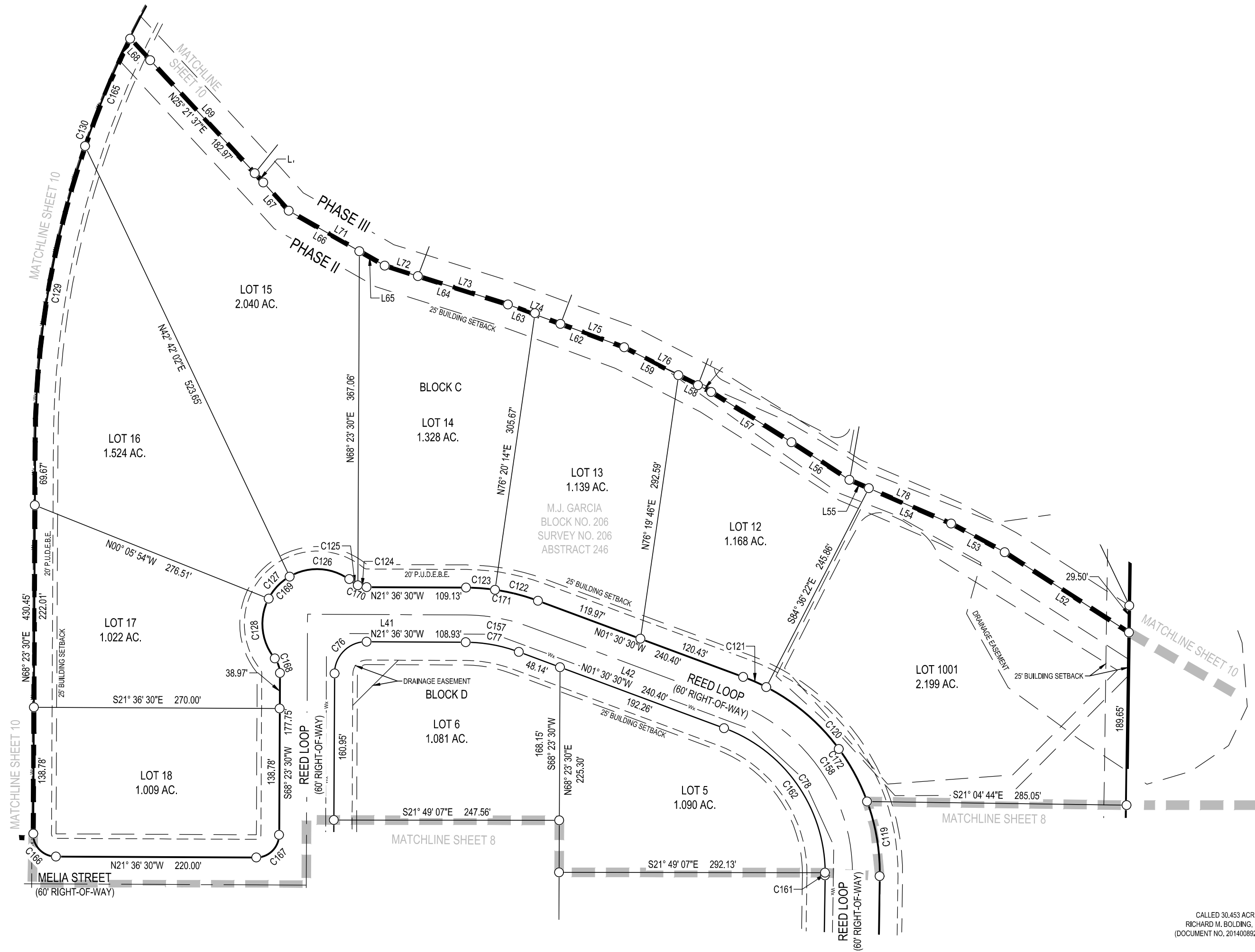
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PRELIMINARY PLAT OF SCOFIELD FARMS



REMAINDER OF A CALLED 78.69 ACRES
VAL JEAN BETHKE
(DOCUMENT NO. 2002021021, O.P.R.)



LEGEND

P.U.D.E.B.E.	PUBLIC UTILITY, DRAINAGE, EMBANKMENT/BACKSLOPE EASEMENT
O.S.F.	ON SITE SEWAGE FACILITY
M.F.F.E.	MINIMUM FINISHED FLOOR ELEVATION
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---	RIGHT OF WAY CENTERLINE

CALLED 30.453 ACRES
RICHARD M. BOLDING, ET UX
(DOCUMENT NO. 2014008926, O.P.R.)

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STONE BROTHERS PROPERTIES LLC
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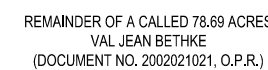
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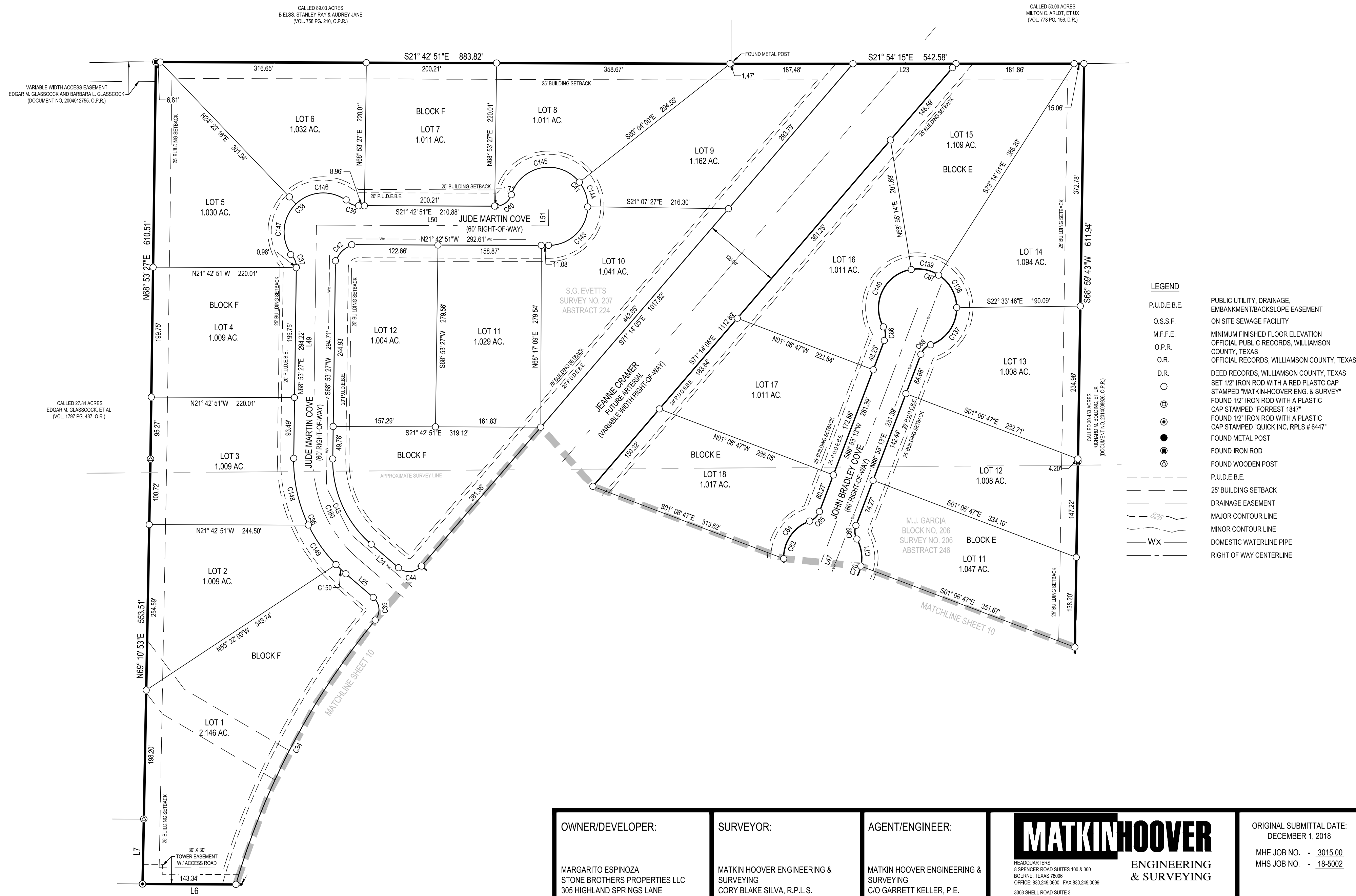
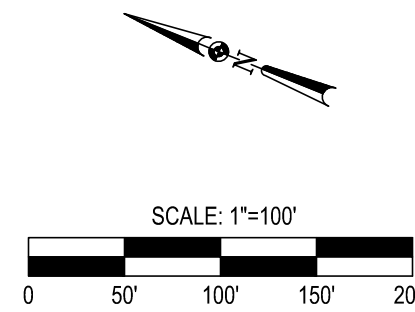
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A graphic scale bar is shown below the map, with markings at 0, 50', 100', 150', and 200'. Above the scale bar, the text "SCALE: 1\"=100'" is printed. To the right of the scale bar, a north arrow points towards the top right of the page.



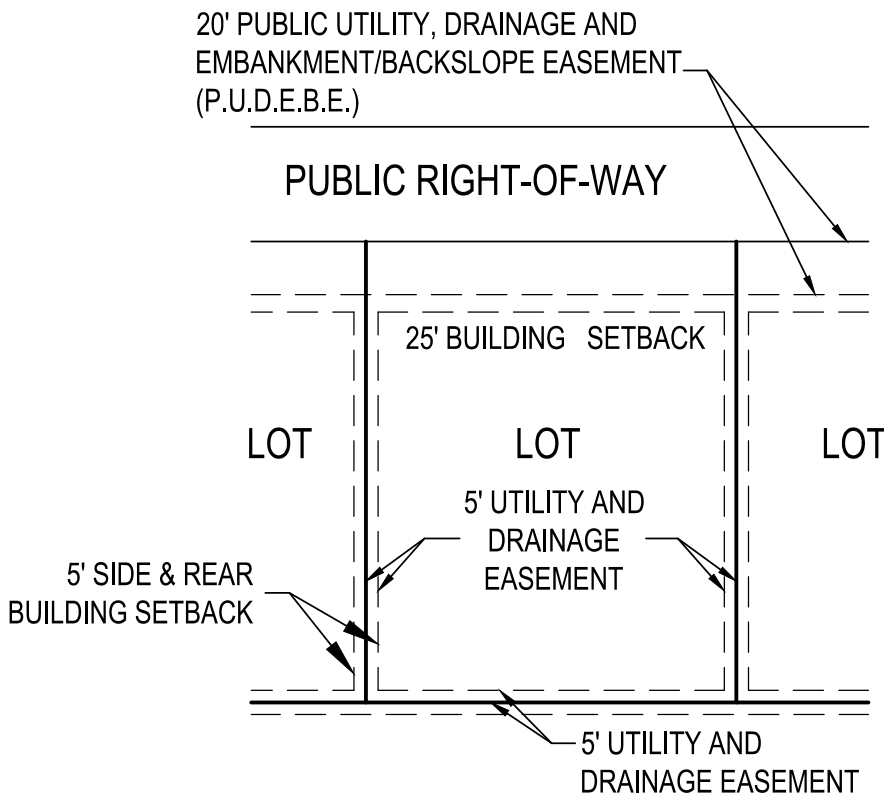
PRELIMINARY PLAT OF SCOFIELD FARMS



OWNER/DEVELOPER: MARGARITO ESPINOZA STONE BROTHERS PROPERTIES LLC 305 HIGHLAND SPRINGS LANE GEORGETOWN, TEXAS 78633 (512) 695-1553 MARGARITO@CAPITOLPRODUCTSINC.COM	SURVEYOR: MATKIN HOOVER ENGINEERING & SURVEYING CORY BLAKE SILVA, R.P.L.S. 3303 SHELL ROAD, SUITE 3 GEORGETOWN, TEXAS 78628 (512) 868-2244 CSILVA@MATKINHOOVER.COM	AGENT/ENGINEER: MATKIN HOOVER ENGINEERING & SURVEYING C/O GARRETT KELLER, P.E. 3303 SHELL ROAD, SUITE 3 GEORGETOWN, TEXAS 78628 (512) 868-2244 GKELLER@MATKINHOOVER.COM	MATKINHOOVER ENGINEERING & SURVEYING HEADQUARTERS 8 SPENCER ROAD SUITES 100 & 300 BOERNE, TEXAS 78006 OFFICE: (830) 240-0800 FAX: (830) 240-0099 3303 SHELL ROAD SUITE 3 GEORGETOWN, TEXAS 78628 OFFICE: (512) 868-2244 TEXAS REGISTERED ENGINEERING FIRM F-004512 BOERNE, TEXAS REGISTERED SURVEYING FIRM F-10024000 GEORGETOWN, TEXAS REGISTERED SURVEYING FIRM F-10194347 CIVIL ENGINEERS SURVEYORS LAND PLANNERS CONSTRUCTION MANAGERS CONSULTANTS	ORIGINAL SUBMITTAL DATE: DECEMBER 1, 2018 MHE JOB NO. - 3015.00 MHS JOB NO. - 18-5002
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NOTES:

1. ACREAGE OF SUBDIVISION = 144.327 ACRES. THE OVERALL AVERAGE DENSITY OF LOTS IN THIS SUBDIVISION IS 1.44 AC/LOT.
2. NO LOTS IN THIS SUBDIVISION ARE ENCRoACHED BY SPECIAL FLOOD HAZARD AREAS INUNDATED BY 100 YEAR FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP, (FLOOD INSURANCE RATE MAP), COMMUNITY PANEL NO. 48491C0325E, EFFECTIVE DATE SEPTEMBER 26, 2008 FOR WILLIAMSON COUNTY, TEXAS.
3. WATER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY JONAH SUD.
4. SEWER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY ONSITE SEWAGE FACILITIES.
5. ELECTRIC SERVICE PROVIDED BY ONCOR .
6. POSTAL SERVICE WILL BE PROVIDED BY CLUSTER BOXES .
7. A TWENTY (20) FOOT UTILITY EMBANKMENT/BACKSLOPE AND DRAINAGE EASEMENT (P.U.D.E.B.E.) IS HEREBY DEDICATED ALONG THE FRONT PROPERTY LINE OF ALL LOTS IN THIS SUBDIVISION IN ADDITION TO THOSE UTILITY AND DRAINAGE EASEMENTS SHOWN ON THE PLAT. THERE IS ALSO HEREBY DEDICATED A FIVE (5) FOOT WIDE UTILITY AND DRAINAGE EASEMENT ADJACENT TO ALL NON-ROADWAY LOT LINES UNLESS OTHERWISE NOTED ON THE PLAT. IF TWO OR MORE LOTS ARE COMBINED AS A SINGLE HOME SITE, THIS EASEMENT SHALL BE RELINQUISHED ALONG THE COMMON LINE OR LINES OF THE COMBINED LOTS SO LONG AS NO UTILITY LINES OR DRAINAGE IMPROVEMENTS ARE LOCATED THEREIN.
8. ALL PUBLIC UTILITY EASEMENTS ARE FOR UTILITY IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO WATER, GAS, ELECTRIC, TELEPHONE AND/OR CATV LINES AND APPURTENANCES.
9. GRANTOR HEREBY AGREES TO DEDICATE TO THE PUBLIC A UTILITY EASEMENT AND/OR UTILITY RIGHT-OF-WAY ON THIS PLAT FOR UTILITY PURPOSES.
10. UNLESS OTHERWISE NOTED, ALL CORNERS, ANGLES AND POINTS OF CURVATURE ARE MARKED WITH A SET 1/2" IRON ROD WITH A RED "MATKIN-HOOVER ENG" PLASTIC CAP.
11. BASIS OF BEARING: WAS ESTABLISHED USING THE TRIMBLE VRS NETWORK, TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, 4203, US SURVEY FOOT, GRID.
12. IN APPROVING THIS PLAT BY THE COMMISSIONER'S COURT OF WILLIAMSON COUNTY, TEXAS, IT IS UNDERSTOOD THAT THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IS THE RESPONSIBILITY OF THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONER'S COURT OF WILLIAMSON COUNTY, TEXAS. SAID COMMISSIONERS' COURT ASSUMES NO OBLIGATION TO BUILD ANY OF THE STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR OF CONSTRUCTING ANY OF THE BRIDGES OR DRAINAGE IMPROVEMENTS IN CONNECTION THEREWITH. THE COUNTY WILL ASSUME NO RESPONSIBILITY FOR DRAINAGE WAYS OR EASEMENTS IN THE SUBDIVISION, OTHER THAN THOSE DRAINING OR PROTECTING THE ROAD SYSTEM AND STREETS.
13. IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL, AND LOCAL LAWS AND REGULATIONS RELATING TO THE PLATTING AND DEVELOPMENT OF THE PROPERTY. THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF REPRESENTATIONS BY OTHER PARTIES IN THIS PLAT. FLOODPLAIN DATA, IN PARTICULAR, MAY CHANGE DEPENDING ON SUBSEQUENT DEVELOPMENT. IT IS FURTHER UNDERSTOOD THAT THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT MUST INSTALL AT THEIR OWN EXPENSE ALL TRAFFIC CONTROL DEVICES AND SIGNAGE THAT MAY BE REQUIRED BEFORE THE STREETS IN THE SUBDIVISION HAVE FINALLY BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY.
14. ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THE PLAT ARE FREE OF LIENS. REQUIRED RELEASE OF LIENS SHALL BE PROVIDED TO THE COMMISSIONERS' COURT.
15. THE MINIMUM LOWEST FINISHED FLOOR ELEVATION SHALL BE ONE FOOT HIGHER THAN THE HIGHEST SPOT ELEVATION THAT IS LOCATED WITHIN FIVE FEET OUTSIDE THE PERIMETER OF THE BUILDING, OR ONE FOOT ABOVE THE BFE, WHICHEVER IS HIGHER.
16. ONE-WAY "CIRCULAR" DRIVEWAYS SHALL BE PROHIBITED. EACH LOT SHALL BE ALLOWED ONE ACCESS POINT TO THE COUNTY ROAD WITH A MINIMUM DRIVEWAY SPACING OF 100' FOR ANY ADJOINING DRIVEWAY.
17. NO LOTS SHALL TAKE DRIVEWAY ACCESS FROM CR150 OR ANY ARTERIAL ROAD IDENTIFIED ON THIS PLAT. LOT 1, BLOCK A AND LOT 1, BLOCK B SHALL TAKE DRIVEWAY ACCESS OFF OF HARRISON MATTHEW LANE. LOT 1 AND 18, BLOCK C SHALL TAKE DRIVEWAY ACCESS OFF OF REED LOOP.
18. AN EMERGENCY ACCESS ROAD SHALL BE CONSTRUCTED DURING PHASE II TO CONNECT REED LOOP TO INTERSECTION OF JEANNE CRAMER AND BETTY RAMSEY. DESIGN OF THE ACCESS ROAD SHALL OCCUR DURING PHASE II SUBDIVISION DESIGN & COORDINATED WITH THE COUNTY ENGINEER.
19. A JONAH SUD WATERLINE SHALL BE INSTALLED WITHIN THIS DEVELOPMENT. THE WATER MAINS WILL BE LOCATED WITH THE RIGHT OF WAY, 8 FEET FROM THE BACK OF CURB.
20. BETTY RAMSEY (FUTURE ARTERIAL) WILL BE CONSTRUCTED WITHIN THE SECOND PHASE OF THE DEVELOPMENT. JEANNE CRAMER (FUTURE ARTERIAL) WILL BE CONSTRUCTED WITHIN THE SECOND PHASE OF THE DEVELOPMENT FROM BETTY RAMSEY TO JOSEPH MALCOLM DRIVE. JEAN CRAMER BEYOND JOSEPH MALCOLM WILL NOT BE CONSTRUCTED WITH THIS DEVELOPMENT.



TYPICAL LOT EASEMENTS

N.T.S. (ESTABLISHED ON ALL LOTS)

PRELIMINARY PLAT OF SCOFIELD FARMS

BEING 144.327 ACRES LOCATED IN THE M.J. GARCIA BLOCK NO. 206, SURVEY NO. 206, ABSTRACT NO. 246 AND THE S.G.EVETTS SURVEY NO. 207, ABSTRACT NO. 224, WILLIAMSON COUNTY, TEXAS, BEING ALL OF A CALLED 102.913 ACRE TRACT OF LAND AS DESCRIBED IN DOCUMENT NO. 2018070277, AND ALL OF A CALLED 21.427 ACRE TRACT OF LAND AND ALL OF A CALLED 19.987 ACRE TRACT OF LAND AS DESCRIBED IN DOCUMENT NO. 2018070270, BOTH OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.

NEW RESIDENTIAL LOTS: 100

STATE OF TEXAS){
COUNTY OF WILLIAMSON){

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND

REGISTERED PROFESSIONAL LAND SURVEYOR
KYLE PRESSLER, R.P.L.S.

STATE OF TEXAS){
COUNTY OF WILLIAMSON){

I HEREBY CERTIFY THAT RECOGNIZED ENGINEERING PRACTICES AND STANDARDS WERE USED IN THE PREPARATION OF THIS FINAL PLAT AND IN THE DESIGN OF SITE IMPROVEMENT STRUCTURES AND WERE ACCOMPLISHED UNDER MY DIRECT SUPERVISION TO CONFORM TO ALL REQUIREMENTS OF THE WILLIAMSON COUNTY DEVELOPMENT RULES AND REGULATIONS. THIS TRACT IS NOT LOCATED WITHIN EDWARDS AQUIFER RECHARGE ZONE.

LICENSED PROFESSIONAL ENGINEER
GARRETT D. KELLER, PE

ROAD NAME AND ADDRESS ASSIGNMENTS VERIFIED THIS THE _____ DAY OF _____, 20____ A.D.

WILLIAMSON COUNTY ADDRESSING COORDINATOR
TERESA BAKER

BASED UPON THE REPRESENTATIONS OF THE ENGINEER OR SURVEYOR WHOSE SEAL IS AFFIXED HERETO, AND AFTER REVIEW OF THE PLAT AS REPRESENTED BY THE SAID ENGINEER OR SURVEYOR, I FIND THAT THIS PLAT COMPLIES WITH THE REQUIREMENTS OF EDWARDS AQUIFER REGULATIONS FOR WILLIAMSON COUNTY AND WILLIAMSON COUNTY ON-SITE SEWAGE FACILITY REGULATIONS. THIS CERTIFICATION IS MADE SOLELY UPON SUCH REPRESENTATIONS AND SHOULD NOT BE RELIED UPON FOR VERIFICATIONS OF THE FACTS ALLEGED. THE WILLIAMSON COUNTY ENGINEERS' OFFICE AND WILLIAMSON COUNTY DISCLAIM ANY RESPONSIBILITY TO ANY MEMBER OF THE PUBLIC FOR INDEPENDENT VERIFICATION OF THE REPRESENTATIONS, FACTUAL OR OTHERWISE, CONTAINED IN THIS PLAT AND THE DOCUMENTS ASSOCIATED WITH IT.

J. TERRON EVERTSON, PE, DR, CFM
WILLIAMSON COUNTY ENGINEER

DATE

OWNER/DEVELOPER:

MARGARITO ESPINOZA
STONE BROTHERS PROPERTIES LLC
305 HIGHLAND SPRINGS LANE
GEORGETOWN, TEXAS 78633
(512) 895-1553
MARGARITO@CAPITOLPRODUCTSINC.COM

SURVEYOR:

MATKIN HOOVER ENGINEERING &
SURVEYING
C/O KYLE L. PRESSLER, R.P.L.S.
3303 SHELL ROAD, SUITE 3
GEORGETOWN, TEXAS 78628
(512) 868-2244
KYLE.PRESSLER@MATKINHOOVER.COM

AGENT/ENGINEER:

MATKIN HOOVER ENGINEERING &
SURVEYING
C/O GARRETT KELLER, P.E.
3303 SHELL ROAD, SUITE 3
GEORGETOWN, TEXAS 78628
(512) 868-2244
GKELLER@MATKINHOOVER.COM

MATKIN HOOVER
ENGINEERING
& SURVEYING

HEADQUARTERS
1 SPENCER ROAD SUITES 100 & 300
BOERNE, TEXAS 78009
OFFICE: 830.249.0600 FAX: 830.249.0099

3303 SHELL ROAD SUITE 3
GEORGETOWN, TEXAS 78628
OFFICE: 512.868.2244

TEXAS REGISTERED ENGINEERING FIRM F-004512
BOERNE, TEXAS REGISTERED SURVEYING FIRM F-10024000
GEORGETOWN, TEXAS REGISTERED SURVEYING FIRM F-10194347
CIVIL ENGINEERS SURVEYORS LAND PLANNERS CONSTRUCTION MANAGERS CONSULTANTS

ORIGINAL SUBMITTAL DATE:
DECEMBER 1, 2018

MHE JOB NO. - .3015.00
MHS JOB NO. - .18-5002

SHEET 12 OF 12

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON {

I, MARGARITO ESPINOZA, AUTHORIZED SIGNATORY FOR STONE BROTHERS PROPERTIES, LLC, OWNER OF THE CERTAIN 144.327 ACRE TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 2018070277 AND NO. 2018070270 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, AND DO HEREBY STATE THAT THERE ARE NO LIEN HOLDERS OF THE CERTAIN TRACT OF LAND, AND DO HEREBY SUBDIVIDE SAID TRACT AS SHOWN HEREON, AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY FOREVER DEDICATE TO THE PUBLIC THE ROADS, ALLEYS, RIGHTS-OF-WAY, EASEMENTS AND PUBLIC PLACES SHOWN HEREON FOR SUCH PUBLIC PURPOSES AS WILLIAMSON COUNTY MAY DEEM APPROPRIATE. AND DO HEREBY STATE THAT ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS. THIS SUBDIVISION IS TO BE KNOWN SCOFIELD FARMS.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS _____ DAY OF _____, 20____.

MARGARITO ESPINOZA
STONE BROTHERS PROPERTIES, LLC.
305 HIGHLAND SPRINGS LN
GEORGETOWN, TX 78633

STATE OF TEXAS {
COUNTY OF WILLIAMSON {
NOW ALL MEN BY THESE PRESENTS

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED MARGARITO ESPINOZA, KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS
MY COMMISSION EXPIRES ON: _____

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS;

COUNTY OF WILLIAMSON {

I, BILL GRAVELL, JR COUNTY JUDGE OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS MAP OR PLAT, WITH FIELD NOTES HEREON, THAT A SUBDIVISION HAVING BEEN FULLY PRESENTED TO THE COMMISSIONERS' COURT OF WILLIAMSON COUNTY, TEXAS, AND BY THE SAID COURT DULY CONSIDERED, WERE ON THIS DAY APPROVED AND PLAT IS AUTHORIZED TO BE REGISTERED AND RECORDED IN THE PROPER RECORDS OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

DATED _____ DAY OF _____, 20____ A.D.

BY _____ DATE _____
BILL GRAVELL, JR COUNTY JUDGE
WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS;

COUNTY OF WILLIAMSON {

I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, 20____ A.D., AT _____ O'CLOCK, ____M., AND DULY RECORDED THIS THE _____ DAY OF _____, 20____ A.D., AT _____ O'CLOCK, ____M., IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN INSTRUMENT NO. _____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT
OF WILLIAMSON COUNTY, TEXAS

BY: _____, DEPUTY

Commissioners Court - Regular Session**25.****Meeting Date:** 09/24/2019

Discuss consider and take appropriate action on approval of the final plat for the Star Ranch Parcel 13B subdivision – Pct 4

Submitted For: Terron Evertson**Submitted By:** Adam Boatright, Infrastructure**Department:** Infrastructure**Division:** Road & Bridge**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on approval of the final plat for the Star Ranch Parcel 13B subdivision – Precinct 4.

Background

This subdivision consists of 1 lot and no new roads.

Timeline

2019-03-19 – initial submittal of final plat

2019-04-05 – 1st review complete with comments

2019-04-18 – 2nd submittal of final plat

2019-05-10 – 2nd review complete with comments clear

2019-08-29 – final plat approved by the City of Hutto

2019-09-12 – receipt of final plat with all signatures

2019-09-19 – final plat placed on September 24, 2019 Court agenda for consideration

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

[final plat - Star Ranch Parcel 13B](#)

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Adam Boatright

Final Approval Date: 09/19/2019

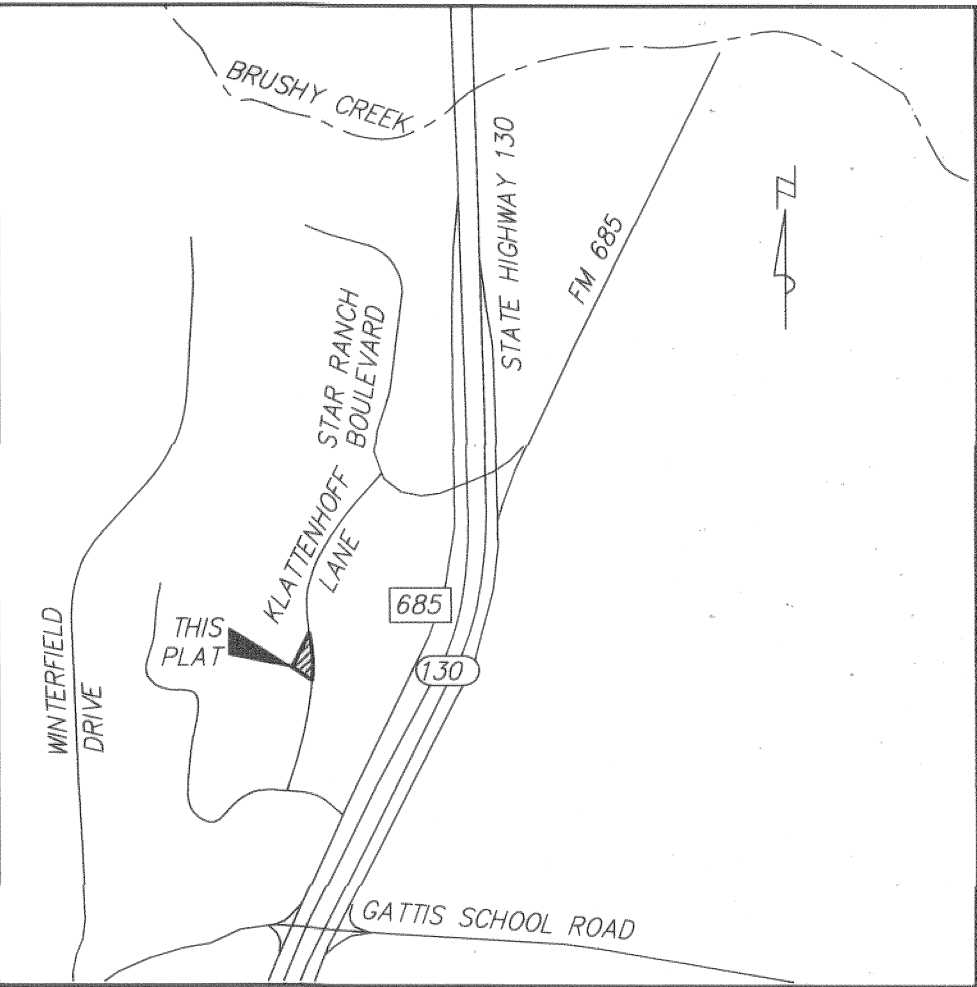
Reviewed By

Andrea Schiele

Date

09/19/2019 01:48 PM

Started On: 09/19/2019 11:40 AM



VICINITY MAP SCALE: 1"=2000'

1. NO BUILDING, FENCING, LANDSCAPING OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE EASEMENT UNLESS EXPRESSLY PERMITTED BY THE CITY OF HUTTO.
2. BUILDING SETBACK LINES SHALL CONFORM TO UDC REQUIREMENTS.
3. A 5' P.U.E. IS HEREBY DEDICATED ALONG AND ADJACENT TO ALL STREET SIDE PROPERTY LINES.
4. A 5' P.U.E. IS HEREBY DEDICATED ON EACH SIDE OF ALL REAR LOT LINES.
5. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO PUBLIC WATER AND WASTEWATER UTILITIES.
6. STREET LIGHTING SHALL BE PROVIDED BY THE DEVELOPER IN CONFORMANCE WITH THE UDC REQUIREMENTS.
7. A SIDEWALK SHALL BE CONSTRUCTED ON THE SUBDIVISION SIDE OF KLATTENHOFF LANE.
8. WATER AND WASTEWATER SERVICE FOR THIS SUBDIVISION WILL BE AVAILABLE THROUGH WILLIAMSON COUNTY AFTER THE APPROPRIATE WATER AND WASTEWATER SYSTEM IMPROVEMENTS ARE INSTALLED TO THIS SITE. WILLIAMSON COUNTY ASSUMES NO OBLIGATIONS FOR INSTALLING ANY WATER OR WASTEWATER IMPROVEMENTS REQUIRED TO SERVE THIS SITE.
9. IN ORDER TO PROMOTE DRAINAGE AWAY FROM A STRUCTURE, THE SLAB ELEVATION SHOULD BE BUILT AT LEAST ONE-FOOT ABOVE THE SURROUNDING GROUND, AND THE GROUND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE OF 1/2" PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.
10. UTILITY PROVIDERS FOR THIS DEVELOPMENT ARE: WATER: WILLIAMSON COUNTY WATER, SEWER, IRRIGATION AND DRAINAGE DISTRICT #3 GAS: ATMOS; AND ELECTRIC: TXU.
11. ALL SUBDIVISION CONSTRUCTION SHALL CONFORM TO THE CITY OF HUTTO UNIFIED DEVELOPMENT CODE, CONSTRUCTION STANDARDS AND GENERAL ACCEPTED ENGINEERING STANDARDS.
12. NO FENCES, STRUCTURES, STORAGE, OR FILL SHALL BE PLACED WITHIN THE LIMITS OF THE ULTIMATE 1% ANNUAL CHANCE FLOODPLAIN; UNLESS APPROVED BY THE CITY ENGINEER. FILL MAY ONLY BE PERMITTED BY THE CITY ENGINEER AFTER APPROVAL OF THE PROPER ANALYSIS.
13. NO PORTION OF THIS TRACT IS ENCLOSED BY SPECIAL FLOOD HAZARD AREAS INUNDATED BY THE 1% ANNUAL CHANCE FLOODPLAIN AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP (FLOOD INSURANCE RATE MAP) COMMUNITY PANEL NUMBER 48491C0515E, EFFECTIVE DATE SEPTEMBER, 26, 2008, FOR WILLIAMSON COUNTY, TEXAS.
14. THIS PLAT LIES WITHIN THE BOUNDARIES OF WILLIAMSON COUNTY MUNICIPAL UTILITY DISTRICT NO. 22. DEVELOPMENT WITHIN DISTRICT EASEMENTS OR DISTRICT PROPERTY SHALL REQUIRE DISTRICT APPROVAL PRIOR TO CONSTRUCTION.
15. THIS PLAT LIES WITHIN THE BOUNDARIES OF THE UPPER BRUSHY CREEK WATER CONTROL AND IMPROVEMENT DISTRICT.
16. THIS PLAT LIES WITHIN THE BOUNDARIES OF THE WILLIAMSON COUNTY WATER, SEWER, IRRIGATION AND DRAINAGE DISTRICT NO. 3.
17. THIS SUBDIVISION IS SUBJECT TO THE CONDITIONS, COVENANTS AND RESTRICTIONS AS RECORDED IN DOCUMENT NUMBER 2003012152, AMENDED BY DOCUMENT NO. 2006036948, BOTH OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
18. IMPROVEMENTS WITHIN THE COUNTY ROAD RIGHT-OF-WAY INCLUDING, BUT NOT LIMITED TO, LANDSCAPING, IRRIGATION LIGHTING, CUSTOM SIGNS, IS PROHIBITED WITHOUT FIRST OBTAINING AN EXECUTED LICENSE AGREEMENT WITH WILLIAMSON COUNTY.
19. ALL SIDEWALKS ARE TO BE MAINTAINED BY EACH OF THE ADJACENT PROPERTY OWNERS.
20. THIS SUBDIVISION IS SUBJECT TO STORM-WATER MANAGEMENT CONTROLS AS REQUIRED BY WILLIAMSON COUNTY SUBDIVISION REGULATIONS, SECTION B11.1, ON NEW DEVELOPMENT THAT WOULD EVOKE SUCH CONTROLS BEYOND EXISTING CONDITIONS.
21. NO STRUCTURE OR LAND IN THIS PLAT SHALL HEREAFTER BE LOCATED OR ALTERED WITHOUT FIRST OBTAINING A DEVELOPMENT PERMIT FROM THE WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATOR.
22. ACCORDING TO THE CITY OF HUTTO OFFICIAL ZONING MAP, THIS SUBDIVISION IS WITHIN ZONE G (GATEWAY OVERLAY DISTRICT).
23. THE MAXIMUM IMPERVIOUS COVERAGE PER NON-RESIDENTIAL LOT IS 60%.
24. ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS.

OWNER:

TACK DEVELOPMENT, INC.
2490 F.M. 685
HUTTO, TX 78634
TIMOTHY TIMMERMAN

DEVELOPER:

TACK DEVELOPMENT, INC.
2490 F.M. 685
HUTTO, TX 78634
TIMOTHY TIMMERMAN

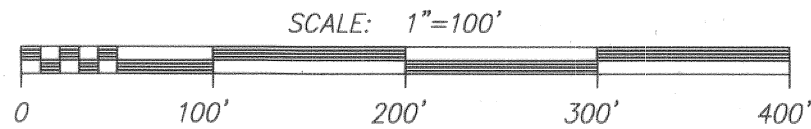
LEGEND:

- = SET 1/2" IRON ROD WITH "RJ SURVEYING" CAP
- = FOUND 1/2" IRON ROD WITH "RJ SURVEYING" CAP UNLESS NOTED OTHERWISE
- (A) = BLOCK NAME
- DRWC = DEED RECORDS OF WILLIAMSON COUNTY, TEXAS
- ORWC = OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS
- PRWC = PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS
- OPRWC = OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS
- BL = BUILDING SETBACK LINE
- PUE = PUBLIC UTILITY EASEMENT

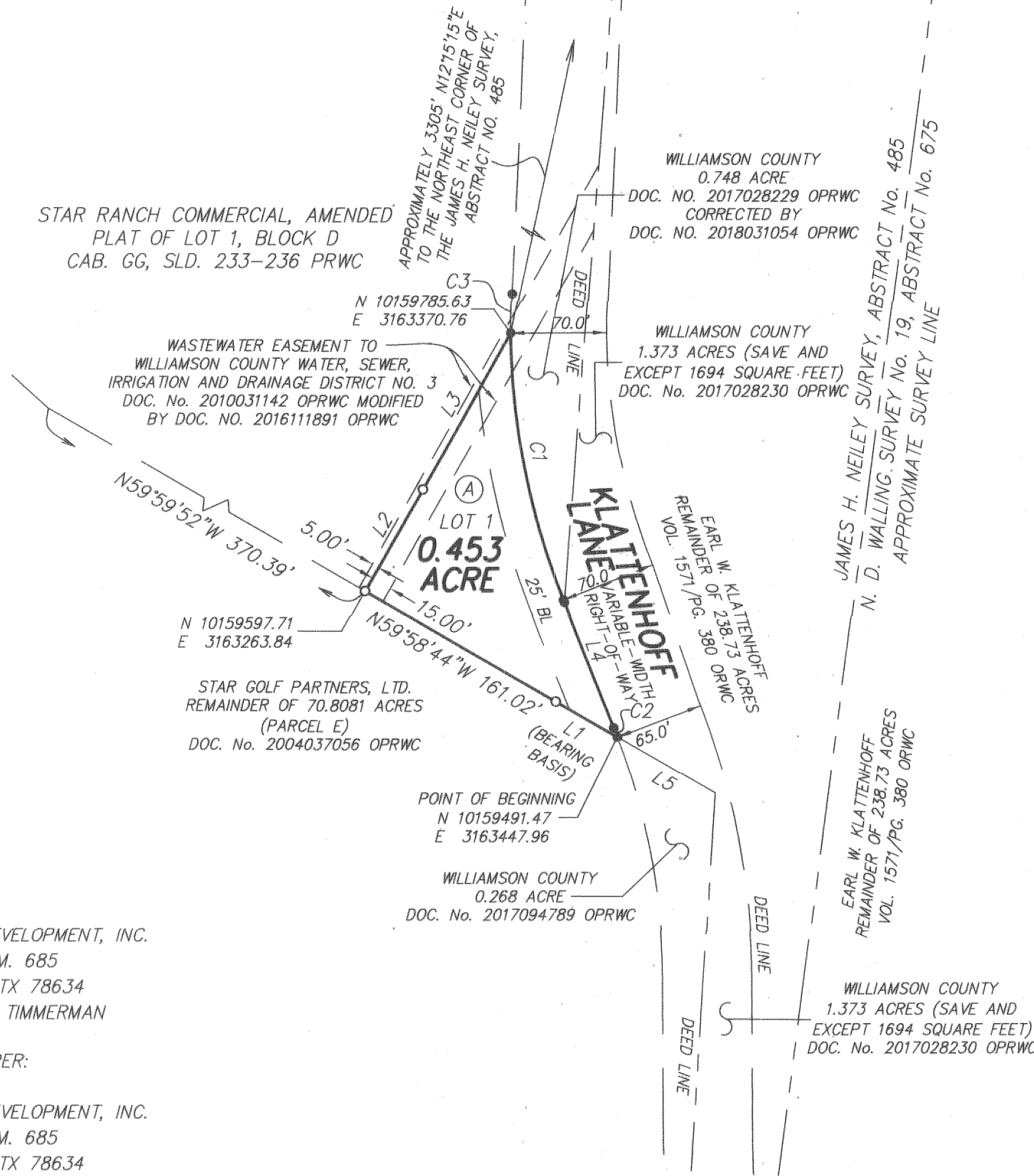
ALL BEARINGS ARE BASED ON THE WEST LINE OF THE 1.373 ACRE TRACT, CALLED AS N60°07'58"W ON THE DEED RECORDED IN DOCUMENT NO. 2016096249 OPRWC.

STAR RANCH PARCEL 13B

WILLIAMSON COUNTY, TEXAS



STAR RANCH APARTMENTS
LIMITED PARTNERSHIP
22.654 ACRES
DOC. NO. 2008010594 OPRWC



LINE TABLE		
LINE	BEARING	LENGTH
L1	N60°07'58"W	51.56'
L2	N29°59'03"E	85.17'
L3	N29°24'52"E	131.04'
L4	S21°40'14"E	100.00'
L5	S60°07'58"E	82.04'

CURVE TABLE				
CURVE	LENGTH	RADIUS	DELTA	CHORD BRNG.
C1	199.13'	535.00'	21°19'34"	S10°57'20"E
C2	7.34'	503.39'	00°50'08"	S21°12'11"E
C3	28.52'	535.00'	03°03'17"	N01°14'06"E

THAT PART OF THE JAMES H. NEILEY SURVEY, ABSTRACT NO. 485, IN WILLIAMSON COUNTY, TEXAS, BEING A PART OF THE REMAINDER OF THAT 48.8642 ACRE TRACT (TRACT 2) CONVEYED TO TACK DEVELOPMENT, LTD. BY DEED RECORDED IN DOCUMENT NO. 2003031850 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS (OPRWC), ALSO BEING ALL OF THAT 1,694 SQUARE FEET TRACT CONVEYED TO TACK DEVELOPMENT, LTD. BY DEED RECORDED IN DOCUMENT NO. 2019054763 OPRWC, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 1/2" IRON ROD FOUND ON THE WEST LINE OF THAT 1.373 ACRE TRACT (SAVE AND EXCEPT 1,694 SQUARE FEET) CONVEYED TO WILLIAMSON COUNTY BY DEED RECORDED IN DOCUMENT NO. 2017028230 OPRWC, BEING ALSO THE WEST LINE OF KLATTENHOFF LANE (65-FOOT WIDE AT THIS POINT), BEING ON THE NORTH LINE OF THE REMAINDER OF THAT 70.8081 ACRE TRACT (PARCEL E) CONVEYED TO STAR GOLF PARTNERS, LTD. BY DEED RECORDED IN DOCUMENT NO. 2004037056 OPRWC, BEING THE SOUTHEAST CORNER OF SAID 1,694 SQUARE FEET TRACT, BEING THE NORTHWEST CORNER OF THAT 0.268 ACRE TRACT CONVEYED TO WILLIAMSON COUNTY BY DEED RECORDED IN DOCUMENT NO. 2017094789 OPRWC, FROM WHICH AN ANGLE POINT OF SAID 1.373 ACRE TRACT BEARS S60°07'58"E A DISTANCE OF 82.04 FEET;

THENCE ALONG THE SOUTH LINE OF SAID 1,694 SQUARE FEET TRACT AND ALONG THE NORTH LINE OF SAID 70.8081 ACRE TRACT, N60°07'58"W (BEARING BASIS) A DISTANCE OF 51.56 FEET TO A 1/2" IRON ROD SET FOR THE SOUTHWEST CORNER OF SAID 1,694 SQUARE FEET TRACT, BEING THE MOST SOUTHERLY CORNER OF SAID 48.8642 ACRE TRACT;

THENCE ALONG THE SOUTH LINE OF SAID 48.8642 ACRE TRACT AND ALONG THE NORTH LINE OF SAID 70.8081 ACRE TRACT, N59°58'44"W A DISTANCE OF 161.02 FEET TO A 1/2" IRON ROD SET AT THE SOUTHEAST CORNER OF STAR RANCH COMMERCIAL, AMENDED PLAT OF LOT 1, BLOCK D ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN CABINET GG, SLIDES 233-236 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS (PRWC), FROM WHICH AN ANGLE POINT OF SAID STAR RANCH COMMERCIAL, AMENDED PLAT OF LOT 1, BLOCK D BEARS N59°59'52"W A DISTANCE OF 370.39 FEET;

THENCE ALONG THE EAST LINE OF SAID STAR RANCH COMMERCIAL, AMENDED PLAT OF LOT 1, BLOCK D AND ACROSS SAID 48.8642 ACRE TRACT, THE FOLLOWING TWO COURSES:

1. N29°59'03"E A DISTANCE OF 85.17 FEET TO A 1/2" IRON ROD SET;
2. N29°24'52"E A DISTANCE OF 131.04 FEET TO A 1/2" IRON ROD FOUND AT A POINT OF CURVATURE OF A NON-TANGENT CURVE TO THE LEFT ON THE WEST LINE OF THAT 0.748 ACRE TRACT OF LAND CONVEYED TO WILLIAMSON COUNTY BY DEED RECORDED IN DOCUMENT NO. 2017028229 OPRWC, CORRECTED BY DEED RECORDED IN DOCUMENT NO. 2018031054 OPRWC, BEING THE WEST RIGHT-OF-WAY LINE OF KLATTENHOFF LANE (70-FOOT WIDE AT THIS POINT), FROM WHICH A 1/2" IRON ROD FOUND ON THE EAST LINE OF SAID STAR RANCH COMMERCIAL, AMENDED PLAT OF LOT 1, BLOCK D, BEING THE WEST LINE OF SAID 0.748 ACRE TRACT BEARS N01°14'06"E A DISTANCE OF 28.52 FEET, FROM WHICH THE NORTHEAST CORNER OF THE JAMES H. NEILEY SURVEY, ABSTRACT NO. 485 BEARS APPROXIMATELY N12°15'15"E A DISTANCE OF 3305 FEET;

THENCE ACROSS SAID 48.8642 ACRE TRACT, ALONG THE WEST LINE OF SAID 0.748 ACRE TRACT, ALONG THE WEST LINE OF SAID 1.373 ACRE TRACT, BEING THE WEST LINE OF SAID KLATTENHOFF LANE (VARIABLE-WIDTH RIGHT-OF-WAY), AND ALONG THE EAST LINE OF SAID 1,694 SQUARE FEET TRACT, THE FOLLOWING THREE COURSES:

1. SOUTHERLY ALONG SAID CURVE, AN ARC LENGTH OF 199.13 FEET, HAVING A RADIUS OF 535.00 FEET, A CENTRAL ANGLE OF 21°19'34", AND A CHORD BEARING S10°57'20"E A DISTANCE OF 197.99 FEET TO A 1/2" IRON ROD FOUND;
2. S21°40'14"E, PASSING AT A DISTANCE OF 1.92 FEET A 1/2" IRON ROD FOUND ON THE WEST LINE OF SAID 1.373 ACRE TRACT FOR THE MOST SOUTHERLY CORNER OF SAID 0.748 ACRE TRACT, CONTINUING FOR A TOTAL DISTANCE OF 100.00 FEET TO A 1/2" IRON ROD FOUND AT A POINT OF CURVATURE OF A NON-TANGENT CURVE TO THE RIGHT;
3. SOUTHEASTERLY ALONG SAID CURVE, AN ARC LENGTH OF 7.34 FEET, HAVING A RADIUS OF 503.39 FEET, A CENTRAL ANGLE OF 00°50'08", AND A CHORD BEARING S21°12'11"E A DISTANCE OF 7.34 FEET TO THE SAID POINT OF BEGINNING.

CONTAINING 0.453 ACRE, MORE OR LESS.
ALL IRON RODS SET OR FOUND HAVE "RJ SURVEYING" CAPS UNLESS NOTED OTHERWISE.
ALL BEARINGS ARE BASED ON THE WEST LINE OF SAID 1.373 ACRE TRACT, CALLED AS N60°07'58"W IN THE DEED RECORDED IN DOCUMENT NO. 2016096249 OPRWC.

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON {

I, JOHN D. KIPP, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ON THE GROUND SURVEY OF THE LAND SHOWN HEREON AND THAT THE CORNER MONUMENTS SHOWN HEREON WERE PROPERLY PLACED UNDER MY SUPERVISION. THIS PLAT COMPLIES WITH THE SUBDIVISION ORDINANCE OF WILLIAMSON COUNTY, TEXAS. ALL EASEMENTS OF RECORD ARE SHOWN OR NOTED ON THE PLAT AS FOUND IN THE TITLE POLICY LISTED IN THE COMMITMENT FOR TITLE INSURANCE ISSUED BY OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY UNDER COMMITMENT NO(S). GF NO. 1811892JM, EFFECTIVE DATE DECEMBER 3, 2018 AND GF NO. 1811872JM, EFFECTIVE DATE NOVEMBER 16, 2018. THE FIELD NOTES SHOWN HEREON MATHEMATICALLY CLOSE.

John D Kipp 08/09/2019
JOHN D. KIPP DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5844
STATE OF TEXAS

RJ SURVEYING & ASSOCIATES
2900 JAZZ STREET, ROUND ROCK, TX 78664
PHONE (512) 836-4793
FIRM NO. 10015400



DATE: NOVEMBER 9 2018

RANDALL JONES & ASSOCIATES ENGINEERING, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817 F-9784

RJ SURVEYING & ASSOCIATES, INC.
2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817

FINAL PLAT OF
STAR RANCH PARCEL 13B
WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS {
COUNTY OF WILLIAMSON { KNOW ALL MEN BY THESE PRESENTS

TACK DEVELOPMENT, LTD., SOLE OWNER OF THE CERTAIN TRACTS OF LAND SHOWN HEREON AND DESCRIBED IN DEEDS RECORDED IN DOCUMENT NO(S). 2003031850 AND 2019054763 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, AND DO HEREBY SUBDIVIDE SAID TRACT AS SHOWN HEREON, AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY DEDICATE TO THE CITY OF HUTTO AND TO WILLIAMSON COUNTY THE STREETS, ALLEYS, RIGHTS-OF-WAY, EASEMENTS AND PUBLIC PLACES SHOWN HEREON FOR SUCH PUBLIC PURPOSES AS THE CITY OF HUTTO AND WILLIAMSON COUNTY MAY DEEM APPROPRIATE. THIS SUBDIVISION IS TO BE KNOWN AS "STAR RANCH PARCEL 13B".

TO CERTIFY WHICH, WITNESS BY MY HAND THIS 22 DAY OF August, 2019.

TACK DEVELOPMENT, LTD., A TEXAS LIMITED PARTNERSHIP

BY: [Signature]
TIMOTHY TIMMERMAN, PRESIDENT
TACK DEVELOPMENT, INC.
2490 F.M. 885
HUTTO, TX 78634

STATE OF TEXAS {
COUNTY OF WILLIAMSON { KNOW ALL MEN BY THESE PRESENTS

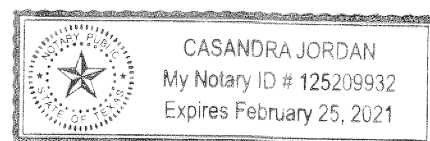
BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED TIMOTHY TIMMERMAN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED, IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 22 DAY OF August, 2019.

BY: Cassandra Jordan
NOTARY PUBLIC, STATE OF TEXAS

PRINTED NAME: Cassandra Jordan

MY COMMISSION EXPIRES: 2/25/21



THE UNDERSIGNED, BEING THE SOLE OWNER AND HOLDER OF DEED OF TRUST LIEN DATED SEPTEMBER 18, 2017, RECORDED AS DOCUMENT No. 2017087695 IN THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SECURING A NOTE OF EVEN DATE THEREWITH, EXECUTES THIS DECLARATION SOLELY FOR THE PURPOSES OF EVIDENCING ITS CONSENT TO THE TERMS AND PROVISIONS HEREOF.

FIRST TEXAS BANK, A TEXAS STATE BANK

BY: [Signature]

PRINTED NAME: SANDY ARNOLD

TITLE: SENIOR VICE PRESIDENT

STATE OF TEXAS

COUNTY OF Williamson

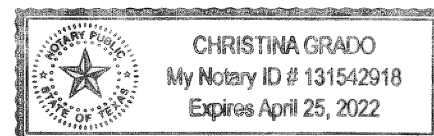
BEFORE ME ON THIS DAY PERSONALLY APPEARED SANDY ARNOLD, KNOWN TO ME TO BE THE PERSON(S) WHOSE NAME(S) ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE 23 DAY OF August, 2019 A.D.

BY: [Signature]
NOTARY PUBLIC, STATE OF TEXAS

PRINTED NAME: Christina Grado

MY COMMISSION EXPIRES: 4/25/22



STATE OF TEXAS {
COUNTY OF WILLIAMSON { KNOW ALL MEN BY THESE PRESENTS

I, ISRAEL RAMIREZ, REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SUBDIVISION ORDINANCES AND THE STORMWATER DRAINAGE POLICY ADOPTED BY WILLIAMSON COUNTY, TEXAS.

[Signature] 8.9.2019
ISRAEL RAMIREZ DATE
REGISTERED PROFESSIONAL ENGINEER No. 114495
STATE OF TEXAS

RANDALL JONES & ASSOCIATES ENGINEERING, INC.
2900 JAZZ STREET
ROUND ROCK, TX 78664
PHONE (512) 836-4793
FIRM NO. 9784



THIS PLAT WAS APPROVED FOR RECORDING BY THE HUTTO CITY COUNCIL ON THE ON THE 18th DAY OF April, 2019.

[Signature] 8/29/2019 [Signature] 8/29/2019
DOUG GAUL, MAYOR DATE Lacie Hale, CITY SECRETARY DATE

THIS SUBDIVISION IS LOCATED WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF HUTTO, THIS THE 23rd DAY OF August, 2019.

[Signature] 8-23-19
ASHELY LUMPKIN, AICP, EXECUTIVE DIRECTOR DATE

ROAD NAME AND ADDRESS ASSIGNMENTS VERIFIED THIS THE 10th DAY OF September, 2019.

[Signature]
WILLIAMSON COUNTY ADDRESSING COORDINATOR
Cindy Bridges

IT IS THE RESPONSIBILITY OF THE OWNER, NOT WILLIAMSON COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS AND REGULATIONS RELATING TO THE PLATTING AND DEVELOPMENT OF THIS PROPERTY.

IN APPROVING THIS PLAT BY THE COMMISSIONERS' COURT OF WILLIAMSON COUNTY, TEXAS, IT IS UNDERSTOOD THAT THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IS THE RESPONSIBILITY OF THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS' COURT OF WILLIAMSON COUNTY, TEXAS. SAID COMMISSIONERS' COURT ASSUMES NO OBLIGATION TO BUILD ANY OF THE STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OF OF CONSTRUCTING ANY OF THE BRIDGES OR DRAINAGE IMPROVEMENTS IN CONNECTION THEREWITH. THE COUNTY WILL ASSUME NO RESPONSIBILITY FOR DRAINAGE WAYS OR EASEMENTS IN THE SUBDIVISION, OTHER THAN THOSE DRAINING OR PROTECTING THE ROAD SYSTEM AND STREETS.

THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF REPRESENTATIONS BY OTHER PARTIES IN THIS PLAT. FLOOD PLAIN DATA, IN PARTICULAR, MAY CHANGE DEPENDING ON SUBSEQUENT DEVELOPMENT. IT IS FURTHER UNDERSTOOD THAT THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT MUST INSTALL AT THEIR OWN EXPENSE ALL TRAFFIC CONTROL DEVICES AND SIGNAGE THAT MAY BE REQUIRED BEFORE THE STREETS IN THE SUBDIVISION HAVE FINALLY BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY.

STATE OF TEXAS
COUNTY OF WILLIAMSON { KNOW ALL MEN BY THESE PRESENTS

I, BILL GRAVELL JR., COUNTY JUDGE OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS MAP OR PLAT, WITH FIELD NOTES HEREON, FOR A SUBDIVISION HAVING BEEN FULLY PRESENTED TO THE COMMISSIONER'S COURT OF WILLIAMSON COUNTY, TEXAS, AND BY THE SAID COURT DULY CONSIDERED, WERE ON THIS DAY APPROVED AND THAT THIS PLAT IS AUTHORIZED TO BE REGISTERED AND RECORDED IN THE PROPER RECORDS OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

Bill Gravel Jr. DATE
WILLIAMSON COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF WILLIAMSON { KNOW ALL MEN BY THESE PRESENTS

I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 20____ A.D., AT _____ O'CLOCK, ____M., AND DULY RECORDED THIS THE ____ DAY OF _____, 20____ A.D., AT _____ O'CLOCK, ____M., IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN DOCUMENT NO. _____

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT
OF WILLIAMSON COUNTY, TEXAS

BY: _____
DEPUTY

DATE: NOVEMBER 9 2018

RANDALL JONES & ASSOCIATES ENGINEERING, INC.

2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817 F-9784

RJ SURVEYING & ASSOCIATES, INC.

2900 JAZZ STREET, ROUND ROCK, TEXAS, 78664
(512) 836-4793 FAX: (512) 836-4817

Commissioners Court - Regular Session**26.****Meeting Date:** 09/24/2019

Discuss consider and take appropriate action on approval of the preliminary plat for the Robles Orozco subdivision – Pc 3

Submitted For: Terron Evertson**Submitted By:** Adam Boatright, Infrastructure**Department:** Infrastructure**Division:** Road & Bridge**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action on approval of the preliminary plat for the Robles Orozco subdivision – Precinct 3.

Background

This proposed subdivision consists of 4 lots and no new public roads.

Timeline

2019-03-01 – initial submittal of the preliminary plat

2019-03-18 – 1st review complete with comments

2019-05-06 – 2nd submittal of preliminary plat

2019-06-04 – 2nd review complete with comments

2019-08-21 – 3rd submittal of preliminary plat

2019-08-29 – 3rd review complete with comments

2019-09-13 – 4th submittal of preliminary plat

2019-09-16 – 4th review complete with comments

2019-09-13 – 5th submittal of preliminary plat

2019-09-17 – 5th review complete with comments clear

2019-09-19 – preliminary plat placed on September 24, 2019 Court agenda for consideration

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

preliminary plat - Robles Orozco

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Adam Boatright

Final Approval Date: 09/19/2019

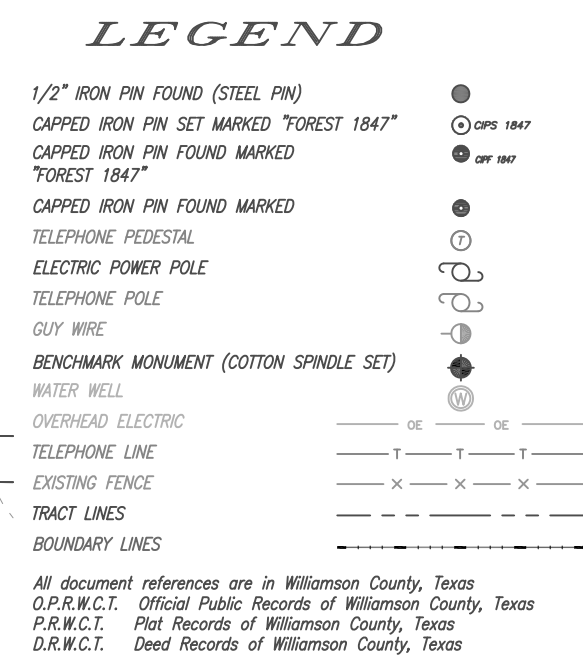
Reviewed By

Andrea Schiele

Date

09/19/2019 01:48 PM

Started On: 09/19/2019 11:50 AM

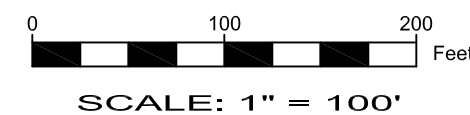
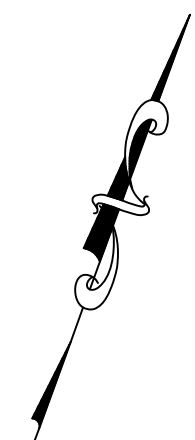


BEING 20.00 acres of the Maria Jesus Garcia Survey, Abstract No. 246, in Williamson County, Texas; including the same property that was called 20.01 acres as conveyed by Duncan and Dianna Forest to Alfredo Robles and Maria Teresa Barba Orozco, as described in Doc. 2015085316, of the Official Public Records of Williamson County, Texas. This property was surveyed on the ground in Dec. of 2018, under the direction of William F. Forest, Jr., Registered Professional Land Surveyor No. 1847. Note: The bearing basis of this survey is the State Plane Coordinate System Texas Central Zone.

THENCE N 21°25'46" W 845.21 feet with the East line of County Road 141 to a ½ inch iron pin that was found at the Northwest corner of this property; at the Northwest corner of Alfredo Robles; and at the upper Southwest corner of the property of L.D. Cheatham Jr. and C.D. Cheatham, Trustees (Tract 1, 16.67 ac. as set out in the Quit claim deed Doc. 2006068305).

THENCE with the common boundary of Robles and Cheateam; S 21°25'58" E 845.17 feet to a ½ inch iron pin that was found at the Southeast corner of this parcel and at the common South corner of Cheateam and Robles. This corner exists in the North boundary of the said 95 acre property of Wess A. Cassens.

THENCE with the common boundary of Cassens and Robles, S 69°05'39" W 1031.02 feet to the POINT OF BEGINNING.



Note:
The bearing basis for this survey is the
State Plane Coordinate System,
NAD83, Texas Central Zone, (4203),
GEOID: 12A
Datum: NAVD88,
CONVERGENCE: 1'22'55.34"

The property described hereon does not lie within the limits of a special flood hazard area as identified by the Federal Emergency Management Agency, flood hazard boundary map revised as per Map Number 48491C0325E, effective date 09/26/2008. A Flood Hazard study to identify additional areas of flood hazard is not included in this survey.

Legal Description per title commitment: 20.0 ac. Legal description this survey: 20.0 ac. This survey has been completed without the benefit of an abstracted title. Restrictive covenants and record easements have been listed hereon as identified for this survey by Commitment GF 150079010, effective date Sept. 2, 2015, provided by Georgetown Title Co. (Alliant Nation Title Insurance Co.) as shown hereon (may apply if extending to site). Visible evidence of utilities and existing fences are shown as noted. Record matters known to the surveyor and adjacent ownership as researched in tax records are detailed hereon. An updated title commitment has not been provided for this survey.

disputed the common-law right that it proved not to have.

C) The parties have no mineral rights and other matters that have not been requested have not been reviewed as a part of this survey.

B-1) Restrictive covenants identified by the Title Commitment – Vol. 772, Pg. 927

C) Record easements that may impact the site are listed as identified by the Title Commitment as follows:

B10-a) 1977 easement granted by Clyde T. Emerson to Texas Power and Light Co. as recorded in Vol. 659, Pg. 144, 100 foot wide easement (5.849 ac., see visible evidence of utility line crossing this property as shown hereon.

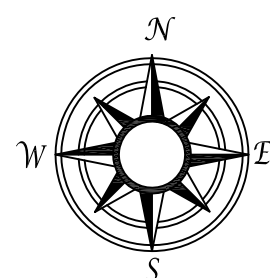
D) It is noted that visible evidence of an existing water line is shown adjacent to the East line of County Road 141 as noted hereon (see general type easement granted by A.G. Roble et. ux., to Jonah Water S.U.D. as set out in Doc. 2017024318, 15' wide centered on improvements as constructed).

I, William Forest Jr., Registered Professional Land Surveyor in the State of Texas, do hereby certify that this plat is correctly made from an actual survey made on the ground of the property legally described hereon, and that there are no apparent discrepancies, conflicts, overlapping of improvements, visible utility lines or roads in place, except as shown hereon, and that the corner monuments shown hereon were properly placed under my supervision in accordance with the County Subdivision Regulations. This tract is not located within the Edwards Aquifer Recharge Zone.

TO CERTIFY WHICH, WITNESS my hand and seal on this the 7th day of January, 2019.

Preliminary Drawing - NOT TO BE CONSIDERED AS A FINAL SURVEY OR RECORDED FOR ANY PURPOSE.

William F. Forest, Jr. Registered Professional
Land Surveyor No. 1847 State of Texas



Drawing Date: Sept 17, 2019
Field Book/Page:141/65
Project & Dwg:ROBLES OROZCO SUBDIVISION
LO: Plat Page 1
Sheet One of Two

STATE OF TEXAS {
COUNTY OF WILLIAMSON { KNOW ALL MEN BY THESE PRESENTS

THAT WE, ALFREDO ROBLES AND TERESA BARBA OROZCO, ARE THE OWNERS OF THE CERTAIN 20.00 ACRES DESCRIBED ON THIS PLAT (CALLED 20.01 ACRES AS DESCRIBED IN THE DEED TO ALFREDO ROBLES AND MARIA TERESA BARBA OROZCO, AS RECORDED IN DOC. 2015085316, OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS). WE DO HEREBY APPROVE THE SUBDIVISION PLAT OF SAID TRACT AS SHOWN HEREON; DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON; AND DO HEREBY DEDICATE TO THE PUBLIC ANY STREETS, ALLEYS, RIGHTS-OF-WAY, EASEMENTS, AND PUBLIC PLACES SHOWN HEREON FOR SUCH PUBLIC PURPOSES AS WILLIAMSON COUNTY MAY DEEM APPROPRIATE. THIS SUBDIVISION IS TO BE KNOWN AS "ROBLEZ OROZCO SUBDIVISION".

WITNESS MY HAND THIS THE ____ DAY OF _____, 2019 A.D.

ALFREDO ROBLES 4161 W. 134TH ST. APT. A, HAWTHORNE, CA 90250-0796

MARIA TERESA BARBA OROZCO (SAME AS ABOVE)

Phone: agent Bea Oviedo 512-633-4602 email to agent: bea.oviedo@crotx.com

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR _____, ON THIS DAY PERSONALLY APPEARED ALFREDO ROBLES, KNOWN BY ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE ____DAY OF _____2019, A.D.

NOTARY PUBLIC IN AND FOR
MY COMMISSION EXPIRES ON :

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR _____, ON THIS DAY PERSONALLY APPEARED MARIA TERESA BARBA OROZCO, KNOWN BY ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE ____DAY OF _____2019, A.D.

NOTARY PUBLIC IN AND FOR
MY COMMISSION EXPIRES ON :

OWNER'S RESPONSIBILITIES
IN APPROVING THIS PLAT BY THE COMMISSIONER'S COURT OF WILLIAMSON COUNTY, TEXAS. IT IS UNDERSTOOD THAT THE BUILDING OF ALL THE STREETS, ROADS, & OTHER PUBLIC THOROUGHFARES & ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IS THE RESPONSIBILITY OF THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS' COURT OF WILLIAMSON COUNTY, TEXAS. SAID COMMISSIONERS COURT ASSUMES NO OBLIGATION TO BUILD ANY OF THE STREETS, ROADS, OR OTHER PUBLIC OR PRIVATE THOROUGHFARES SHOWN ON THIS PLAT OR OF CONSTRUCTING ANY OF THE BRIDGES OR DRAINAGE IMPROVEMENTS IN CONNECTION THEREWITH. THE COUNTY WILL ASSUME NO RESPONSIBILITY FOR DRAINAGE WAYS OR EASEMENTS IN THE SUBDIVISION.

THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF REPRESENTATIONS BY OTHER PARTIES IN THIS PLAT. FLOOD PLAIN DATA, IN PARTICULAR, MAY CHANGE DEPENDING ON SUBSEQUENT DEVELOPMENT. DRIVEWAYS WITHIN THIS SUBDIVISION ARE TO BE PRIVATELY MAINTAINED BY THE PROPERTY OWNERS.

RIGHT OF WAY EASEMENTS FOR WIDENING ROADWAYS OR IMPROVING DRAINAGE SHALL BE MAINTAINED BY THE LANDOWNER UNTIL ROAD OR DRAINAGE IMPROVEMENTS ARE ACTUALLY CONSTRUCTED ON THE PROPERTY. THE COUNTY HAS THE RIGHT AT ANY TIME TO TAKE POSSESSION OF ANY ROAD WIDENING EASEMENT FOR THE CONSTRUCTION, IMPROVEMENT, OR MAINTENANCE OF THE ADJACENT ROAD. THE LANDOWNER ASSUMES ALL RISKS ASSOCIATED WITH IMPROVEMENTS LOCATED IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS. BY PLACING ANYTHING IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS, THE LANDOWNER INDEMNIFIES AND HOLDS THE COUNTY, ITS OFFICERS, AND EMPLOYEES HARMLESS FROM ANY LIABILITY OWING TO PROPERTY DEFECTS OR NEGLIGENCE NOT ATTRIBUTABLE TO THEM AND ACKNOWLEDGES THAT THE IMPROVEMENTS MAY BE REMOVED BY THE COUNTY AND THAT THE OWNER OF THE IMPROVEMENTS WILL BE RESPONSIBLE FOR THE RELOCATION AND/OR REPLACEMENT OF THE IMPROVEMENT.

GENERAL NOTES AND REQUIREMENTS:

1. THERE ARE NO NEW PUBLIC ROADWAYS APPROVED AS A PART OF THIS SUBDIVISION.
2. IN ORDER TO PROMOTE DRAINAGE AWAY FROM A STRUCTURE, THE SLAB ELEVATION SHOULD BE BUILT AT LEAST ONE FOOT ABOVE THE SURROUNDING GROUND, AND THE GROUND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE OF 1/2" PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET. THE MINIMUM FINISHED FLOOR ELEVATION SHALL BE ONE FOOT HIGHER THAN THE HIGHEST SPOT ELEVATION THAT IS LOCATED WITHIN FIVE FEET OUTSIDE THE PERIMETER OF THE BUILDING, OR ONE FOOT ABOVE THE BFE, WHICHEVER IS HIGHER.
3. EXISTING EASEMENTS ARE SHOWN ON SHEET ONE ACCORDING TO THE TITLE COMMITMENT PROVIDED AS SET OUT IN DOC. 2017024318 (JONAH WATER SUPPLY S.U.D. GENERAL TYPE 15' WIDE WATER LINE EASEMENT AND 100' WIDE TRANSMISSION LINE EASEMENT TO T.P. & L. CO. VOL. 659, PG. 144). ANY ADDITIONAL EASEMENTS THAT MAY EXIST HAVE NOT BEEN RESEARCHED AS A PART OF THIS SURVEY.
4. A DE FACTO CERTIFICATE OF COMPLIANCE IS HEREBY ISSUED FOR LOTS 1-4 IN THIS SUBDIVISION. THIS CERTIFICATE IS VALID UNTIL SUCH TIME AS FEMA REVISES OR NEWLY ADOPTS FLOODPLAIN BOUNDARIES IN THIS AREA.
5. THE LANDOWNER ASSUMES ALL RISKS ASSOCIATED WITH IMPROVEMENTS LOCATED IN THE RIGHT-OF-WAY FOR COUNTY ROAD 141. BY PLACING ANYTHING IN THE RIGHT-OF-WAY AND/OR ROAD WIDENING EASEMENTS, THE LANDOWNER INDEMNIFIES AND HOLDS THE COUNTY, ITS OFFICERS, AND EMPLOYEES HARMLESS FROM ANY LIABILITY OWING TO PROPERTY DEFECTS OR NEGLIGENCE NOT ATTRIBUTABLE TO THEM AND ACKNOWLEDGES THAT THE IMPROVEMENTS MAY BE REMOVED BY THE COUNTY AND THAT THE OWNER OF THE IMPROVEMENTS WILL BE RESPONSIBLE FOR THE RELOCATION AND/OR REPLACEMENT OF THE IMPROVEMENT.
6. IMPROVEMENTS WITHIN THE COUNTY ROAD RIGHT-OF-WAY INCLUDING, BUT NOT LIMITED TO, LANDSCAPING, IRRIGATION, LIGHTING, CUSTOM SIGNS, ARE PROHIBITED WITHOUT FIRST OBTAINING AN EXECUTED LICENSE AGREEMENT WITH WILLIAMSON COUNTY.
7. ALL PUBLIC ROADWAYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS.
8. THIS SUBDIVISION IS SUBJECT TO STORM-WATER MANAGEMENT CONTROLS AS REQUIRED BY WILLIAMSON COUNTY SUBDIVISION REGULATIONS, SECTION BII.I, ON NEW DEVELOPMENT THAT WOULD EVOKE SUCH CONTROLS BEYOND EXISTING CONDITIONS.
9. Water service for this subdivision will be provided by Jonah Water Supply (Special Utility District). See water availability letter dated Feb. 27, 2019.
10. Sewer service for this subdivision will be provided by On-site Sewage Facilities.
11. Drainage plan: Surface contouring in areas adjacent to any on-site sewage facility will be designed to maintain favorable drainage patterns so that favorable drainage will continue throughout the property. Drainage improvements will be made if drainage problems become apparent. Rainwater runoff shall be diverted away from the drainfield areas hereon by berms or swales. Drainage patterns shall not be modified in a manner that will negatively impact or effect the proper function of the existing on-site sewage facilities and/or proposed facilities to be designed and/or operated hereon. Any changes to be made to existing surface drainage patterns will require approval of the appropriate regulatory authority. Best management practices, including silt fencing and/or other options for erosion prevention shall be employed during development to protect down slope/downstream properties and retain topsoil.

BASED UPON THE REPRESENTATIONS OF THE SURVEYOR WHOSE SEAL IS AFFIXED HERETO, AND AFTER REVIEW OF THE PLAT AS REPRESENTED BY THE SAID SURVEYOR, I FIND THAT THIS PLAT COMPLIES WITH THE REQUIREMENTS OF THE EDWARDS AQUIFER REGULATIONS FOR WILLIAMSON COUNTY AND WILLIAMSON COUNTY ON-SITE SEWAGE FACILITY REGULATIONS. THIS CERTIFICATION IS MADE SOLELY UPON SUCH REPRESENTATIONS AND SHOULD NOT BE RELIED UPON FOR VERIFICATIONS OF THE FACTS ALLEGED. THE WILLIAMSON COUNTY ENGINEER'S OFFICE AND WILLIAMSON COUNTY DISCLAIM ANY RESPONSIBILITY TO ANY MEMBER OF THE PUBLIC FOR INDEPENDENT VERIFICATION OF THE REPRESENTATIONS, FACTUAL OR OTHERWISE, CONTAINED IN THIS PLAT AND THE DOCUMENTS ASSOCIATED WITH IT.

J. TERRON EVERTSON, PE, DR, CFM
COUNTY ENGINEER

DATE

THIS SUBDIVISION, TO BE KNOWN AS "ROBLES OROZCO SUBDIVISION", HAS BEEN REVIEWED BY THE WILLIAMSON COUNTY ADDRESSING DEPARTMENT THIS DATE.

WILLIAMSON COUNTY ADDRESSING DEPARTMENT

DATE

STATE OF TEXAS *
COUNTY OF WILLIAMSON * KNOW ALL MEN BY THESE PRESENTS;

THAT I, BILL GRAVELL, COUNTY JUDGE OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS MAP OR PLAT, WITH FIELD NOTES HEREON, THAT A SUBDIVISION HAVING BEEN FULLY PRESENTED TO THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS, AND BY THE SAID COURT DULY CONSIDERED, WERE ON THIS DAY APPROVED, AND THE PLAT IS AUTHORIZED TO BE REGISTERED AND RECORDED IN THE PROPER RECORDS OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

BILL GRAVELL, COUNTY JUDGE WILLIAMSON COUNTY, TEXAS

DATE: _____

STATE OF TEXAS {
COUNTY OF WILLIAMSON { KNOW ALL MEN BY THESE PRESENTS

I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH IT'S CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____DAY OF _____, 2019 A.D., AT _____ O'CLOCK, __M., AND DULY RECORDED THIS THE ____DAY OF _____, 2019 A.D., AT _____ O'CLOCK ____M, IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN DOCUMENT _____. TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

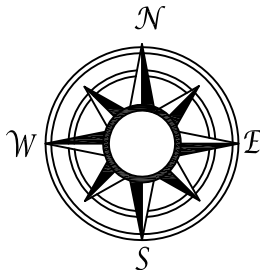
NANCY RISTER, CLERK COUNTY COURT
OF WILLIAMSON COUNTY, TEXAS

BY: _____
DEPUTY

PRELIMINARY PLAT OF
ROBLES OROZCO SUBDIVISION
20.00 AC.

Called 20.01 Acres deed to
Alfredo Robles et. ux. Doc. 2015085316

Situated in the
Maria Jesus Garcia Survey, Abstract No. 246
in Williamson County, Texas



Forest Surveying & Mapping Company
1002 Ash St. Georgetown, Texas
Phone: 512-930-5927
www.forestsurveying.com
TBPLS FIRM NO.10002000

Drawing Date: Sept 17, 2019

Field Book/Page:141/65

Project & Dwg:ROBLES OROZCO SUBDIVISION

LO: Plat Page 2

Sheet Two of Two

Commissioners Court - Regular Session**27.****Meeting Date:** 09/24/2019

Retirement of Sheriff's Office K-9 Axel

Submitted For: Robert Chody**Submitted By:** Starla Hall, Sheriff**Department:** Sheriff**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action approving the retirement of K-9 Axel and selling him to his handler, Deputy Derek Garretson, for the sum of \$1.00.

Background

Dr. Shane Daigle, DVM with Graef Veterinary Hospital, has confirmed that 8 year old, K-9 Axel's health issues in the past three years have continued to progress. K-9 Axel has moderate degenerative joint disease in his hips and elbows. He also suffers from an eye issue known as lenticular sclerosis that affects his peripheral sight. Dr. Daigle has stated that K-9 Axel's health issues and admission from his handler that see these issues affecting his daily ability to carry out his duties therefore Dr. Daigle recommends that K-9 Axel be retired from active K-9 duty. It is for his future health and the potential liability issues associated with his poor eye sight.

It is requested that the Commissioners Court consider selling K-9 Axel to his handler, Deputy Derek Garretson for the sum of \$1.00. Deputy Garretson will be responsible for K-9 Axel's medical and food expenses and will also assume personal ownership and liabilities. K-9 Axel was an asset forfeiture fund purchase.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Starla Hall

Final Approval Date: 09/19/2019

Reviewed By

Andrea Schiele

Date

09/19/2019 10:01 AM

Started On: 09/19/2019 08:11 AM

Commissioners Court - Regular Session**28.****Meeting Date:** 09/24/2019

Williamson-Travis Counties MUD #1 Standard Agreement for County Sheriff

Submitted For: Robert Chody**Submitted By:** Starla Hall, Sheriff**Department:** Sheriff**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take any appropriate action regarding approval and receipt of the Standard Agreement with Williamson-Travis Counties Municipal Utility District #1 regarding off-duty contracting of County Sheriff Deputies.

Background

WTC MUD #1 currently has a contract with the Constables #2 Office and that agreement will expire on September 30, 2019. This agreement gives permission for Williamson Travis Counties MUD #1 to contract County Sheriff Deputies in a private capacity and the County to invoice WTC MUD #1 for deputies' vehicle usage starting October 1, 2019.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsWTC MUD #1

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Starla Hall

Final Approval Date: 09/19/2019

Reviewed By

Andrea Schiele

Date

09/19/2019 10:02 AM

Started On: 09/07/2019 12:25 PM

STATE OF TEXAS	§	STANDARD AGREEMENT WITH
	§	LOCAL GOVERNMENTAL ENTITY
	§	REGARDING OFF-DUTY
	§	CONTRACTING OF COUNTY
COUNTY OF WILLIAMSON	§	SHERIFF DEPUTIES

This interlocal agreement (hereinafter, the "AGREEMENT") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas, and Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County SHERIFF's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

For and in consideration of the permission given by COUNTY for the LGE to contract in a private capacity DEPUTIES of the SHERIFF'S OFFICE (hereinafter "DEPUTIES"), while DEPUTIES are not on duty with and for the COUNTY, it is hereby agreed as follows:

1. It is mutually agreed that while the DEPUTIES are working for the LGE, the DEPUTIES' primary responsibility is the enforcement of Federal and State laws and COUNTY Ordinances or Regulations to protect life and property and to keep the peace. The DEPUTIES cannot enforce "district policies" or "house rules" of the District. The DEPUTIES shall enforce District Rules and Regulations adopted pursuant to Section 54.205(4) of the Texas Water Code and published in accordance with Sections 54.206 through 54.208 of the Texas Water Code provided that a violation of such District Rules and Regulations also constitutes a crime under the Texas Penal Code. DEPUTIES are at all times subject to the rules and policies of the SHERIFF'S OFFICE. ***LGE expressly acknowledges and agrees that such DEPUTIES are at all times employees or independent contractors of LGE when employed or contracted by the LGE.***
2. It is understood by the LGE that the COUNTY shall retain the right to withdraw at any time its permission for the DEPUTIES to work in a private capacity. If the permission of the COUNTY is withdrawn, the LGE agrees to terminate its employment or contractor relationships with DEPUTIES. The LGE, as part of this AGREEMENT, binds itself to release and hold harmless the COUNTY from any liability or claim for damages in the event such permission is withdrawn by the COUNTY.
3. Prior to the beginning of DEPUTIES employment with the LGE, the LGE shall obtain a comprehensive general liability insurance policy from a company authorized to do business in the State of Texas with minimum amounts of Ten Thousand Dollars (\$10,000) per occurrence for property damage, One Hundred Thousand Dollars (\$100,000) per person, and Three Hundred Thousand Dollars

(\$300,000) per occurrence for personal injury. COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.

4. The term of this AGREEMENT shall begin on October 1, 2019 and shall terminate on September 30, 2020, and will have two additional one (1) year automatic renewals. The AGREEMENT will automatically renew on October 1, 2020, and October 1, 2021. It must be revisited with proper approvals from the applicable governing bodies and elected official(s) for FY2023.
5. State law requires that law enforcement personnel conducting "off-duty" work must be both "full time" and "entitled" to fringe benefits. Tex. Occup. Code Sec. 1702.322(A) & (B)(i). Thus, part-time deputies and "reserve" officers may not conduct "off-duty" work.
6. The COUNTY agrees that each of the DEPUTIES will be properly insured with automobile liability insurance while operating the patrol vehicle in accordance with Section 612.005(b) of the Texas Government Code, and any other applicable laws.
7. COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of \$8.00 per hour per vehicle (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above described reimbursement rate will not totally cover the entire costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's Area; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.
8. LGE agrees to log and maintain all times that vehicles are allotted to off-duty work, whether actually used or parked, for each vehicle used by DEPUTIES on a monthly basis. LGE shall provide such vehicle time records to COUNTY and SHERIFF'S OFFICE no later than the end of each quarter (end of month for each of the following: March, June, September, and December). COUNTY will invoice based on the total usage and rate, as set forth in Paragraph 7, and LGE will pay such invoice pursuant Chapter 2251 of the Texas Government Code ("Texas Prompt Payment Act"). Reporting must be submitted to:

SHERIFF'S OFFICE: At the address set forth on the signature page below.

COUNTY:

Williamson County Auditor's Office
Attn: Finance Director
710 Main Street, Suite 301
Georgetown, Texas 78626

9. LGE agrees that it shall pay deputies directly and file W-2 or 1099 forms with the Internal Revenue Service.
10. Each party to this AGREEMENT, in the performance of this AGREEMENT, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another.
11. Nothing in this AGREEMENT shall be deemed to waive, modify or amend any legal defense available at law or in equity to COUNTY, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. COUNTY does not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

LGE:

Name of LGE: Williamson-Travis Counties Municipal Utility District No. 1

Signature: Catherine Franke

Printed Name: ~~Board President~~ Catherine Franke

Title: Board President

Date: 9/11/2019, 2019

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Robert Chody

Signature of Official: Rob Chody

Date: 9-17, 2019

Address of Office: 508 S. Rock St.
Georgetown, TX 78626

COUNTERPART SIGNATURE PAGE TO STANDARD AGREEMENT WITH
LOCAL GOVERNMENTAL ENTITY REGARDING OFF-DUTY SERVICES OF
COUNTY DEPUTIES

TO BE EXECUTED BY COUNTY COMMISSIONERS COURT FOR
CONFIRMATION OF BUDGETARY AUTHORIZATION
RELATED TO USE OF
VEHICLES FOR OFF-DUTY WORK¹

WILLIAMSON COUNTY COMMISSIONERS COURT:

By: _____
Hon. Bill Gravell
Williamson County Judge &
Presiding Officer, Williamson County Commissioners Court
710 Main Street, Suite 105
Georgetown, Texas 78626

¹ Including, but not limited to fuel, insurance, and maintenance of county-owned assets.

Commissioners Court - Regular Session**29.****Meeting Date:** 09/24/2019

Vehicle Reimbursement Agreement for Zion Lutheran Athletic Booster Club for County Sheriff

Submitted For: Robert Chody**Submitted By:** Starla Hall, Sheriff**Department:** Sheriff**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take appropriate action regarding approval and receipt of Vehicle Reimbursement Agreement with Zion Lutheran Athletic Booster Club (Annual 5K around the Church in Georgetown on October 5th).

Background

This agreement gives permission for Zion Lutheran Athletic Booster Club to contract County Sheriff Deputies in a private capacity and the County to invoice them for deputies' vehicle usage.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[Zion Lutheran Athletic Booster Club](#)

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Starla Hall

Final Approval Date: 09/16/2019

Reviewed By

Andrea Schiele

Date

09/16/2019 04:10 PM

Started On: 09/16/2019 01:19 PM

STATE OF TEXAS	§	VEHICLE REIMBURSEMENT
	§	AGREEMENT WITH
	§	NON-GOVERNMENTAL
	§	ORGANIZATION
	§	REGARDING OFF-DUTY
COUNTY OF WILLIAMSON	§	CONTRACTING OF COUNTY DEPUTIES

This Vehicle Reimbursement Agreement with Non-Governmental Organization Regarding Off-Duty Contracting of County Deputies (hereinafter, the "AGREEMENT") is entered into by and between the company/organization set forth on the signature page below (hereinafter, "NON-GOVERNMENTAL ORGANIZATION") in the State of Texas, and Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County Law Enforcement Agency set forth on the signature page below (hereinafter, "LEA").

For and in consideration of the permission given by COUNTY for the NON-GOVERNMENTAL ORGANIZATION to contract in a private capacity DEPUTIES of the LEA (hereinafter "DEPUTIES"), while DEPUTIES are not on duty with and for the COUNTY, it is hereby agreed as follows:

1. It is mutually agreed that while the DEPUTIES are working for the NON-GOVERNMENTAL ORGANIZATION, the DEPUTIES' primary responsibility is the enforcement of Federal and State laws and COUNTY Ordinances or Regulations to protect life and property and to keep the peace. The DEPUTIES are not allowed to enforce NON-GOVERNMENTAL ORGANIZATION policies or rules. DEPUTIES are at all times subject to the rules and policies of the LEA. *NON-GOVERNMENTAL ORGANIZATION expressly acknowledges and agrees that such DEPUTIES are at all times independent contractors of the NON-GOVERNMENTAL ORGANIZATION when contracted by the NON-GOVERNMENTAL ORGANIZATION.*
2. It is understood by the NON-GOVERNMENTAL ORGANIZATION that the COUNTY shall retain the right to withdraw at any time its permission for the DEPUTIES to work in a private capacity (including the right to terminate this agreement at any time). If the permission of the COUNTY is withdrawn, the NON-GOVERNMENTAL ORGANIZATION agrees to terminate its contracting relationships with DEPUTIES. The NON-GOVERNMENTAL ORGANIZATION, as part of this AGREEMENT, binds itself to release and hold harmless the COUNTY from any liability or claim for damages in the event such permission is withdrawn by the COUNTY.
3. Prior to the beginning of DEPUTIES contracting with the NON-GOVERNMENTAL ORGANIZATION, the NON-GOVERNMENTAL ORGANIZATION shall obtain a comprehensive general liability insurance policy

from a company authorized to do business in the State of Texas with minimum amounts of Ten Thousand Dollars (\$10,000) per occurrence for property damage, One Hundred Thousand Dollars (\$100,000) per person, and Three Hundred Thousand Dollars (\$300,000) per occurrence for personal injury. COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.

4. The term of this AGREEMENT shall begin on the 5th of October 2019 and shall terminate on September 30, 2020. Any extension of this AGREEMENT must be set forth in writing and signed by both parties.
5. State law requires that law enforcement personnel conducting "off-duty" work must be both "full time" and "entitled" to fringe benefits. Tex. Occup. Code Sec. 1702.322(A) & (B)(i). Thus, part-time deputies and "reserve" officers may not conduct "off-duty" work.¹
6. The COUNTY agrees that each of the DEPUTIES will be properly insured with automobile liability insurance while operating the patrol vehicle in accordance with Section 612.005(b) of the Texas Government Code, and any other applicable laws.
7. COUNTY agrees to invoice NON-GOVERNMENTAL ORGANIZATION for the reimbursement amounts for deputy vehicle usage at the rate of **\$12.00 per hour per vehicle** (to cover NON-GOVERNMENTAL ORGANIZATION's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance).
8. NON-GOVERNMENTAL ORGANIZATION agrees to log and maintain all times that vehicles are allotted to off-duty work, whether actually used or parked, for each vehicle used by DEPUTIES on a monthly basis. NON-GOVERNMENTAL ORGANIZATION shall provide such vehicle time records to COUNTY and LEA no later than the last day of the end of each month in which vehicle usage occurs. COUNTY will invoice based on the total usage and rate, as set forth in Paragraph 7, and NON-GOVERNMENTAL ORGANIZATION will pay such invoice within ten (10) days of the invoice date. Reporting must be submitted to:

LEA:

At the address set forth on signature page below.

COUNTY:

Williamson County Auditor's Office
Attn: Finance Director
710 Main Street, Suite 301
Georgetown, Texas 78626

9. NON-GOVERNMENTAL ORGANIZATION agrees that it shall pay deputies directly and file 1099 forms with the Internal Revenue Service.

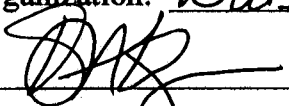
¹ It is the commissioners court that sets what compensation (and benefits) deputies are entitled to, which affects eligibility for off-duty work. Tex. Local Gov't Code § 152.011.

10. Each party to this AGREEMENT, in the performance of this AGREEMENT, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another.

11. Nothing in this AGREEMENT shall be deemed to waive, modify or amend any legal defense available at law or in equity to COUNTY, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. COUNTY does not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

NON-GOVERNMENTAL ORGANIZATION:

Name of Organization: Wurst Sk/Zion Booster Club

Signature: 

Printed Name: Danielle Hajda

Title: President

Date: 7.18, 20 19

WILLIAMSON COUNTY LAW ENFORCEMENT AGENCY:

Name of Office: Sheriff

Printed Name of Official: Robert Chody

Signature of Official: 

Date: 9-12, 20 19

Address of Office: 508 S. Rock St.
Georgetown, TX 78626

WILLIAMSON COUNTY COMMISSIONERS COURT:

By: _____

Bill Gravel, Jr.
Williamson County Judge &
Presiding Officer, Williamson County Commissioners Court
710 Main Street, Suite 105
Georgetown, Texas 78626

Commissioners Court - Regular Session**30.****Meeting Date:** 09/24/2019

Fern Bluff MUD Standard Agreement for County Sheriff

Submitted For: Robert Chody**Submitted By:** Starla Hall, Sheriff**Department:** Sheriff**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take any appropriate action regarding approval and receipt of the Standard Agreement with Fern Bluff Municipal Utility District regarding off-duty contracting of County Sheriff Deputies.

Background

This agreement gives permission for Fern Bluff MUD to contract County Deputies in a private capacity and the County to invoice Fern Bluff MUD for deputies' vehicle usage. The current agreement expires on September 30, 2019.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsFern Bluff MUD

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Starla Hall

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 02:20 PM

Started On: 09/16/2019 04:47 PM

**STATE OF TEXAS § STANDARD AGREEMENT WITH
§ LOCAL GOVERNMENTAL ENTITY § REGARDING OFF-DUTY §
CONTRACTING OF COUNTY COUNTY OF WILLIAMSON § SHERIFF
DEPUTIES**

This interlocal agreement (hereinafter, the "AGREEMENT") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas, and Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County SHERIFF's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

For and in consideration of the permission given by COUNTY for the LGE to contract in a private capacity DEPUTIES of the SHERIFF'S OFFICE (hereinafter "DEPUTIES"), while DEPUTIES are not on duty with and for the COUNTY, it is hereby agreed as follows:

1. It is mutually agreed that while the DEPUTIES are working for the LGE, the DEPUTIES' primary responsibility is the enforcement of Federal and State laws and COUNTY Ordinances or Regulations to protect life and property and to keep the peace. The DEPUTIES cannot enforce "district policies" or "house rules" of the District. The DEPUTIES shall enforce District Rules and Regulations adopted pursuant to Section 54.205(4) of the Texas Water Code and published in accordance with Sections 54.206 through 54.208 of the Texas Water Code provided that a violation of such District Rules and Regulations also constitutes a crime under the Texas Penal Code. DEPUTIES are at all times subject to the rules and policies of the SHERIFF'S OFFICE. ***LGE expressly acknowledges and agrees that such DEPUTIES are at all times independent contractors of LGE when contracted by the LGE.***

2. It is understood by the LGE that the COUNTY shall retain the right to withdraw at any time its permission for the DEPUTIES to work in a private capacity. If the permission of the COUNTY is withdrawn, the LGE agrees to terminate its contractor relationships with DEPUTIES. The LGE, as part of this AGREEMENT, binds itself to release and hold harmless the COUNTY from any liability or claim for damages in the event such permission is withdrawn by the COUNTY.

3. Prior to the beginning of DEPUTIES employment with the LGE, the LGE shall obtain a comprehensive general liability insurance policy from a company authorized to do business in the State of Texas with minimum amounts of Ten Thousand Dollars (\$10,000) per occurrence for property damage, One Hundred Thousand Dollars (\$100,000) per person, and Three Hundred Thousand Dollars

1

(\$300,000) per occurrence for personal injury. COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.

4. The term of this AGREEMENT shall begin on October 1, 2019 and shall terminate on September 30, 2020, and will have two additional one (1) year automatic renewals. The AGREEMENT will automatically renew on October 1, 2020, and October 1, 2021. It must be revisited with proper approvals from the applicable governing bodies and elected official(s) for FY2023.

5. State law requires that law enforcement personnel conducting "off-duty" work must be both "full time" and "entitled" to fringe benefits. Tex. Occup. Code Sec. 1702.322(A) & (B)(i). Thus, part-time deputies and "reserve" officers may not conduct "off-duty" work.

6. The COUNTY agrees that each of the DEPUTIES will be properly insured with automobile liability insurance while operating the patrol vehicle in accordance with Section 612.005(b) of the Texas Government Code, and any other applicable laws.

7. COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of \$8.00 per hour per vehicle (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above described reimbursement rate will not totally cover the entire costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's Area; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.

8. LGE agrees to log and maintain all times that vehicles are allotted to off-duty work,

whether actually used or parked, for each vehicle used by DEPUTIES on a monthly basis. LGE shall provide such vehicle time records to COUNTY and SHERIFF'S OFFICE no later than the end of each quarter (end of month for each of the following: March, June, September, and December). COUNTY will invoice based on the total usage and rate, as set forth in Paragraph 7, and LGE will pay such invoice pursuant Chapter 2251 of the Texas Government Code ("Texas Prompt Payment Act"). Reporting must be submitted to:

SHERIFF'S OFFICE: At the address set forth on the signature page below.

COUNTY: Williamson County Auditor's Office

Attn: Finance Director

710 Main Street, Suite 301

Georgetown, Texas 78626

2

9. LGE agrees that it shall pay deputies directly and file 1099 forms with the Internal Revenue Service.

10. Each party to this AGREEMENT, in the performance of this AGREEMENT, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another.

11. Nothing in this AGREEMENT shall be deemed to waive, modify or amend any legal defense available at law or in equity to COUNTY, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. COUNTY does not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

LGE

:

Name of LGE: Fern Bluff Municipal Utility District

Signature: George P. Sabatino

Printed Name: George P. Sabatino

Title: President, Board of Directors

Date: September 10, 2019

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Sheriff

Signature of Official: Pat CJ

Date: 9-17, 2019

Address of Office: 508 S. Rock St.
Georgetown, TX 78626

COUNTERPART SIGNATURE PAGE TO STANDARD AGREEMENT
WITH LOCAL GOVERNMENTAL ENTITY REGARDING OFF-DUTY
SERVICES OF COUNTY DEPUTIES

TO BE EXECUTED BY COUNTY COMMISSIONERS COURT FOR
CONFIRMATION OF BUDGETARY AUTHORIZATION RELATED
TO USE OF VEHICLES FOR OFF-DUTY WORK¹

WILLIAMSON COUNTY COMMISSIONERS COURT:

By: _____

Hon. Bill Gravell Williamson County Judge & Presiding
Officer, Williamson County Commissioners Court 710 Main
Street, Suite 105 Georgetown, Texas 78626

¹ Including, but not limited to fuel, insurance, and maintenance of county-owned assets.

Commissioners Court - Regular Session**31.****Meeting Date:** 09/24/2019

The Meadows at Chandler Creek MUD Standard Agreement for County Sheriff

Submitted For: Robert Chody**Submitted By:** Starla Hall, Sheriff**Department:** Sheriff**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take any appropriate action regarding approval and receipt of the Standard Agreement with The Meadows at Chandler Creek Municipal Utility District regarding off-duty contracting of County Sheriff Deputies.

Background

This agreement gives permission for The Meadows at Chandler Creek MUD to contract County Deputies in a private capacity and the County to invoice Chandler Creek MUD for deputies' vehicle usage. The current agreement expires on September 30, 2019.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsChandler Creek MUD

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Starla Hall

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 02:26 PM

Started On: 09/17/2019 06:49 AM

STATE OF TEXAS	§	STANDARD AGREEMENT WITH
	§	LOCAL GOVERNMENTAL ENTITY
	§	REGARDING OFF-DUTY
	§	CONTRACTING OF COUNTY
COUNTY OF WILLIAMSON	§	SHERIFF DEPUTIES

This interlocal agreement (hereinafter, the "AGREEMENT") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas, and Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County SHERIFF's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

For and in consideration of the permission given by COUNTY for the LGE to contract in a private capacity DEPUTIES of the SHERIFF'S OFFICE (hereinafter "DEPUTIES"), while DEPUTIES are not on duty with and for the COUNTY, it is hereby agreed as follows:

1. It is mutually agreed that while the DEPUTIES are working for the LGE, the DEPUTIES' primary responsibility is the enforcement of Federal and State laws and COUNTY Ordinances or Regulations to protect life and property and to keep the peace. The DEPUTIES cannot enforce "district policies" or "house rules" of the District. The DEPUTIES shall enforce District Rules and Regulations adopted pursuant to Section 54.205(4) of the Texas Water Code and published in accordance with Sections 54.206 through 54.208 of the Texas Water Code provided that a violation of such District Rules and Regulations also constitutes a crime under the Texas Penal Code. DEPUTIES are at all times subject to the rules and policies of the SHERIFF'S OFFICE. ***LGE expressly acknowledges and agrees that such DEPUTIES are at all times independent contractors of LGE when contracted by the LGE.***
2. It is understood by the LGE that the COUNTY shall retain the right to withdraw at any time its permission for the DEPUTIES to work in a private capacity. If the permission of the COUNTY is withdrawn, the LGE agrees to terminate its contractor relationships with DEPUTIES. The LGE, as part of this AGREEMENT, binds itself to release and hold harmless the COUNTY from any liability or claim for damages in the event such permission is withdrawn by the COUNTY.
3. Prior to the beginning of DEPUTIES employment with the LGE, the LGE shall obtain a comprehensive general liability insurance policy from a company authorized to do business in the State of Texas with minimum amounts of Ten Thousand Dollars (\$10,000) per occurrence for property damage, One Hundred Thousand Dollars (\$100,000) per person, and Three Hundred Thousand Dollars

(\$300,000) per occurrence for personal injury. COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.

4. The term of this AGREEMENT shall begin on the October 1, 2019 and shall terminate on September 30, 2020, and will have two additional one (1) year automatic renewals. The AGREEMENT will automatically renew on October 1, 2020, and October 1, 2021. It must be revisited with proper approvals from the applicable governing bodies and elected official(s) for FY2023.
5. State law requires that law enforcement personnel conducting "off-duty" work must be both "full time" and "entitled" to fringe benefits. Tex. Occup. Code Sec. 1702.322(A) & (B)(i). Thus, part-time deputies and "reserve" officers may not conduct "off-duty" work.
6. The COUNTY agrees that each of the DEPUTIES will be properly insured with automobile liability insurance while operating the patrol vehicle in accordance with Section 612.005(b) of the Texas Government Code, and any other applicable laws.
7. COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of \$8.00 per hour per vehicle (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above described reimbursement rate will not totally cover the entire costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's Area; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.
8. LGE agrees to log and maintain all times that vehicles are allotted to off-duty work, whether actually used or parked, for each vehicle used by DEPUTIES on a monthly basis. LGE shall provide such vehicle time records to COUNTY and SHERIFF'S OFFICE no later than the end of each quarter (end of month for each of the following: March, June, September, and December). COUNTY will invoice based on the total usage and rate, as set forth in Paragraph 7, and LGE will pay such invoice pursuant Chapter 2251 of the Texas Government Code ("Texas Prompt Payment Act"). Reporting must be submitted to:

SHERIFF'S OFFICE: At the address set forth on the signature page below.

COUNTY:

Williamson County Auditor's Office

Attn: Finance Director

710 Main Street, Suite 301

Georgetown, Texas 78626

9. LGE agrees that it shall pay deputies directly and file 1099 forms with the Internal Revenue Service.
10. Each party to this AGREEMENT, in the performance of this AGREEMENT, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another.
11. Nothing in this AGREEMENT shall be deemed to waive, modify or amend any legal defense available at law or in equity to COUNTY, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. COUNTY does not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

LGE:

Name of LGE: The Meadows at Chandler Creek MUD

Signature: Wally Berry

Printed Name: Walter Berry

Title: President

Date: 9/9, 2019

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Robert Chody

Signature of Official: Rob Ch

Date: 9-17-, 2019

Address of Office: 508 S. Rock St.
Georgetown TX 78626

COUNTERPART SIGNATURE PAGE TO STANDARD AGREEMENT WITH
LOCAL GOVERNMENTAL ENTITY REGARDING OFF-DUTY SERVICES OF
COUNTY DEPTUUES

TO BE EXECUTED BY COUNTY COMMISSIONERS COURT FOR
CONFIRMATION OF BUDGETARY AUTHORIZATION
RELATED TO USE OF
VEHICLES FOR OFF-DUTY WORK¹

WILLIAMSON COUNTY COMMISSIONERS COURT:

By: _____
Hon. Bill Gravel
Williamson County Judge &
Presiding Officer, Williamson County Commissioners Court
710 Main Street, Suite 105
Georgetown, Texas 78626

¹ Including, but not limited to fuel, insurance, and maintenance of county-owned assets.

Commissioners Court - Regular Session**32.****Meeting Date:** 09/24/2019

Ranch at Cypress Creek MUD #1 Standard Agreement for County Sheriff

Submitted For: Robert Chody**Submitted By:** Starla Hall, Sheriff**Department:** Sheriff**Agenda Category:** Consent

Information**Agenda Item**

Discuss, consider and take any appropriate action regarding approval and receipt of the Standard Agreement with Ranch at Cypress Creek Municipal Utility District #1 regarding off duty contracting of County Sheriff Deputies.

Background

This agreement gives permission for Ranch at Cypress Creek MUD #1 to contract County Deputies in a private capacity and the County to invoice Cypress Creek MUD #1 for deputies' vehicle usage. The current agreement expires on September 30, 2019.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsCypress Creek MUD

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Starla Hall

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 02:32 PM

Started On: 09/17/2019 06:57 AM

STATE OF TEXAS	§	STANDARD AGREEMENT WITH
	§	LOCAL GOVERNMENTAL ENTITY
	§	REGARDING OFF-DUTY
	§	CONTRACTING OF COUNTY
COUNTY OF WILLIAMSON	§	SHERIFF DEPUTIES

This interlocal agreement (hereinafter, the "AGREEMENT") is entered into by and between the local governmental entity set forth on the signature page below (hereinafter, "LGE") in the State of Texas, and Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County SHERIFF's Office set forth on the signature page below (hereinafter, "SHERIFF'S OFFICE").

For and in consideration of the permission given by COUNTY for the LGE to contract in a private capacity DEPUTIES of the SHERIFF'S OFFICE (hereinafter "DEPUTIES"), while DEPUTIES are not on duty with and for the COUNTY, it is hereby agreed as follows:

1. It is mutually agreed that while the DEPUTIES are working for the LGE, the DEPUTIES' primary responsibility is the enforcement of Federal and State laws and COUNTY Ordinances or Regulations to protect life and property and to keep the peace. The DEPUTIES cannot enforce "district policies" or "house rules" of the District. The DEPUTIES shall enforce District Rules and Regulations adopted pursuant to Section 54.205(4) of the Texas Water Code and published in accordance with Sections 54.206 through 54.208 of the Texas Water Code provided that a violation of such District Rules and Regulations also constitutes a crime under the Texas Penal Code. DEPUTIES are at all times subject to the rules and policies of the SHERIFF'S OFFICE. *LGE expressly acknowledges and agrees that such DEPUTIES are at all times independent contractors of LGE when contracted by the LGE.*
2. It is understood by the LGE that the COUNTY shall retain the right to withdraw at any time its permission for the DEPUTIES to work in a private capacity. If the permission of the COUNTY is withdrawn, the LGE agrees to terminate its contractor relationships with DEPUTIES. The LGE, as part of this AGREEMENT, binds itself to release and hold harmless the COUNTY from any liability or claim for damages in the event such permission is withdrawn by the COUNTY.
3. Prior to the beginning of DEPUTIES employment with the LGE, the LGE shall obtain a comprehensive general liability insurance policy from a company authorized to do business in the State of Texas with minimum amounts of Ten Thousand Dollars (\$10,000) per occurrence for property damage, One Hundred Thousand Dollars (\$100,000) per person, and Three Hundred Thousand Dollars

(\$300,000) per occurrence for personal injury. COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.

4. The term of this AGREEMENT shall begin on the ~~September 1, 2019~~ 2019 and shall terminate on September 30, 2020, and will have two additional one (1) year automatic renewals. The AGREEMENT will automatically renew on October 1, 2020, and October 1, 2021. It must be revisited with proper approvals from the applicable governing bodies and elected official(s) for FY2023.
5. State law requires that law enforcement personnel conducting "off-duty" work must be both "full time" and "entitled" to fringe benefits. Tex. Occup. Code Sec. 1702.322(A) & (B)(i). Thus, part-time deputies and "reserve" officers may not conduct "off-duty" work.
6. The COUNTY agrees that each of the DEPUTIES will be properly insured with automobile liability insurance while operating the patrol vehicle in accordance with Section 612.005(b) of the Texas Government Code, and any other applicable laws.
7. COUNTY agrees to invoice LGE for the reimbursement amounts for DEPUTIES' vehicle usage at the rate of \$8.00 per hour per vehicle (to cover LGE's fair share of costs for fuel, maintenance, and yearly premiums on automobile insurance). The LGE acknowledges that the above described reimbursement rate will not totally cover the entire costs incurred by COUNTY for the fully equipped patrol vehicle that is being utilized by such DEPUTIES in the LGE's Area; provided, however, COUNTY deems such unrecovered costs for the fully equipped patrol vehicle to be of a public benefit to the citizens of Williamson County.
8. LGE agrees to log and maintain all times that vehicles are allotted to off-duty work, whether actually used or parked, for each vehicle used by DEPUTIES on a monthly basis. LGE shall provide such vehicle time records to COUNTY and SHERIFF'S OFFICE no later than the end of each quarter (end of month for each of the following: March, June, September, and December). COUNTY will invoice based on the total usage and rate, as set forth in Paragraph 7, and LGE will pay such invoice pursuant Chapter 2251 of the Texas Government Code ("Texas Prompt Payment Act"). Reporting must be submitted to:

SHERIFF'S OFFICE: At the address set forth on the signature page below.

COUNTY:

Williamson County Auditor's Office
Attn: Finance Director
710 Main Street, Suite 301
Georgetown, Texas 78626

9. LGE agrees that it shall pay deputies directly and file 1099 forms with the Internal Revenue Service.
10. Each party to this AGREEMENT, in the performance of this AGREEMENT, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another.
11. Nothing in this AGREEMENT shall be deemed to waive, modify or amend any legal defense available at law or in equity to COUNTY, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. COUNTY does not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

LGE:

Name of LGE: Ranch at Cypress Creek MUD 1

Signature: _____

Printed Name: Troy Fielding

Title: President, Board of Directors

Date: September 12, _____, 20 19

WILLIAMSON COUNTY SHERIFF'S OFFICE:

Williamson County Sheriff

Printed Name of Official: Robert Chody

Signature of Official: _____

Date: 9.17 _____, 20 19

Address of Office: 508 S. Rock St.
Georgetown, TX 78626

**COUNTERPART SIGNATURE PAGE TO STANDARD AGREEMENT WITH
LOCAL GOVERNMENTAL ENTITY REGARDING OFF-DUTY SERVICES OF
COUNTY DEPTUIES**

**TO BE EXECUTED BY COUNTY COMMISSIONERS COURT FOR
CONFIRMATION OF BUDGETARY AUTHORIZATION
RELATED TO USE OF
VEHICLES FOR OFF-DUTY WORK¹**

WILLIAMSON COUNTY COMMISSIONERS COURT:

By: _____
Hon. Bill Gravell
Williamson County Judge &
Presiding Officer, Williamson County Commissioners Court
710 Main Street, Suite 105
Georgetown, Texas 78626

¹ Including, but not limited to fuel, insurance, and maintenance of county-owned assets.

Commissioners Court - Regular Session**33.****Meeting Date:** 09/24/2019

WCEC Oath of Service and New Employee Recognition

Submitted For: Scott Parker**Submitted By:** Scott Parker, 911 Communications**Department:** 911 Communications**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on recognizing the newest team members of Williamson County Emergency Communications and administer the Telecommunicator Oath of Service.

Background

Williamson County Emergency Communications would like to recognize our newest team members and their successful completion of the training academy. During this presentation, the Oath of Service for Williamson County Emergency Communications will be administered.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Scott Parker

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 08:28 AM

Started On: 09/17/2019 07:03 PM

Commissioners Court - Regular Session**34.****Meeting Date:** 09/24/2019

Dr. Virginia Headley retirement

Submitted For: Terry Cook**Submitted By:** Garry Brown, Commissioner Pct. #1**Department:** Commissioner Pct. #1**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider, and take appropriate action on a proclamation honoring Dr. Virginia Headley upon her retirement from the Williamson County and Cities Health District (WCCHD).

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[Dr. Headley Proclamation](#)

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Garry Brown

Final Approval Date: 09/17/2019

Reviewed By

Andrea Schiele

Date

09/17/2019 03:33 PM

Started On: 09/17/2019 03:07 PM



PROCLAMATION

WHEREAS, Virginia L. Headley, PhD began her career at the Williamson County and Cities Health District (WCCHD) on January 9, 2012 as an Epidemiologist; and

WHEREAS, on Valentines Day two years later, she was promoted to Director of the Disease Control and Prevention Division and oversaw the epidemiology, tuberculosis, and hepatitis programs; and

WHEREAS, over the span of six years she conducted or had oversight of thousands of disease investigations, most notably the quarantine of two Ebola-exposed residents in 2014 that she oversaw throughout the 21-day period; and

WHEREAS, Dr. Headley was promoted 3.5 years ago to Deputy Director where she has been an invaluable asset to WCCHD in the areas of financial stabilization, contract management, budget preparation, and policy improvement; and

WHEREAS, Dr. Headley was called up to serve as Interim Executive Director for 6 months last year; and

WHEREAS, Dr. Headley has displayed exceptional commitment and dedication to the citizens of Williamson County throughout her distinguished service with WCCHD;

NOW, THEREFORE, BE IT RESOLVED, that the Williamson County Commissioners Court hereby recognizes and honors Virginia L. Headley, PhD upon the occasion of her retirement on September 30, 2019 and thanks her for the difference she has made in Williamson County.

Signed on this date: _____

Bill Gravell, County Judge

Terry Cook, Commissioner Precinct 1

Valerie Covey, Commissioner Precinct 3

Cynthia Long, Commissioner Precinct 2

Russ Boles, Commissioner Precinct 4

Commissioners Court - Regular Session**35.****Meeting Date:** 09/24/2019

RRISD SRO

Submitted For: Bill Gravell**Submitted By:** Hal Hawes, County Judge**Department:** County Judge**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on an Interlocal Agreement for School Resource Officer Program between Round Rock ISD and Williamson County for RRISD School Years 2019/2020 and 2020/2021.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsRRISD SRO ILA

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Hal Hawes

Final Approval Date: 09/20/2019

Reviewed By

Andrea Schiele

Date

09/20/2019 08:53 AM

Started On: 09/19/2019 10:31 AM

STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

**INTERLOCAL AGREEMENT
FOR SCHOOL RESOURCE OFFICER PROGRAM
BETWEEN
ROUND ROCK ISD
&
WILLIAMSON COUNTY SHERIFF'S OFFICE
(SCHOOL YEARS 2019/2020 and 2020/2021)**

This INTERLOCAL AGREEMENT FOR SCHOOL RESOURCE OFFICER PROGRAM (hereinafter, the "Agreement") is entered into by and between the Round Rock Independent School District (hereinafter, "DISTRICT") a school district that spans the boundaries of at least four (4) law enforcement jurisdictions in the State of Texas, and includes but is not limited to Williamson County, Texas (hereinafter, "COUNTY") a political subdivision of the State of Texas, and the Williamson County Sheriff's Office (hereinafter, "SHERIFF'S OFFICE") for the purpose of providing a Law Enforcement School Resource Officers (hereinafter "SRO").

WHEREAS the COUNTY, the SHERIFF'S OFFICE and the DISTRICT are authorized to enter into this Agreement pursuant to § 791.001 *et. seq* of the Texas Government Code, also known as the Interlocal Cooperation Act, and as permitted in § 21.483 of the Texas Education Code;

WHEREAS the COUNTY and the SHERIFF'S OFFICE are given authority by the laws of the State of Texas to hire and commission law enforcement officers;

WHEREAS the DISTRICT has identified certain safety needs and therefore desires to have a full-time law enforcement officers on its campuses as deemed necessary, including but not limited to during instructional and teacher in-service hours;

WHEREAS the DISTRICT, the COUNTY and the SHERIFF'S OFFICE desire to enter into a Law Enforcement School Resource Officers Program on the campus(es) of the Round Rock Independent School District for the 2019-2020 school year and the 2020-2021 school year, as long as staffing needs allow;

WHEREAS, at this time it is considered to be cost effective and in the public interest for the DISTRICT, the COUNTY and the SHERIFF'S OFFICE to enter into this Agreement;

NOW THEREFORE in consideration of the foregoing recitals and the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties mutually agree as follows:

1. **Service:** The SHERIFF'S OFFICE shall select and assign certified law enforcement officers to serve as the Law Enforcement School Resource Officers within the DISTRICT campuses located within the law enforcement jurisdiction of the Williamson County's SHERIFF'S OFFICE for DISTRICT. Specifically, SHERIFF'S OFFICE shall provide two (2) Deputies at McNeil High School, two (2) Deputies at Westwood High School, one (1) Deputy at Cedar Valley Middle School, one (1) Deputy at Deer Park, one (1) Deputy at Grisham Middle School, one (1) Deputy at Walsh Ranch Middle School, one (1) Deputy to serve as a rover and one (1) Sergeant to supervise and assist the assigned deputies, during the regularly scheduled school sessions to perform the duties as herein set forth.

A) SRO's shall be present on their assigned campus for the entire school day, unless a public emergency or mandatory training event occurs.

2. **Training & Oversight:** The SHERIFF'S OFFICE shall be responsible for all, management, training and disciplinary actions of the Law Enforcement School Resource Officers. DISTRICT shall reimburse COUNTY for any training necessary for the deputies involved in the service provided hereunder.

3. **Scheduling:** The SHERIFF'S OFFICE agrees to set the schedule of the Law Enforcement School Resource Officers to coincide as closely as possible with the DISTRICT's instructional and in-service calendar. The SHERIFF'S OFFICE agrees to provide the DISTRICT'S representative with notice, as soon as possible whenever a SRO will NOT be scheduled to coincide with the DISTRICT'S instructional and in-service calendar. If a SRO will be off campus for any reason not listed above and the SHERIFF'S OFFICE's rover is not available, the SHERIFF'S OFFICE will notify RRISD as soon as possible upon learning of the vacancy, and the Parties will use best efforts to arrive at a mutually acceptable solution for the day or days so affected. During periods when school is not in session during usual business hours, Law Enforcement School Resource Officers will be working or training under the control of and for the SHERIFF'S OFFICE.

4. **Salaries & Benefits:** The COUNTY shall be responsible for providing salary and benefits, including, uniforms and equipment for the Law Enforcement School Resource

Officers and the DISTRICT reimburse COUNTY for such annual salary and benefits, uniforms and equipment for each deputy and sergeant provided.

5. Vehicles & Related Costs: The COUNTY shall provide all vehicle maintenance, fuel, insurance and related costs for vehicles assigned to the Law Enforcement School Resource Officers by the COUNTY and the DISTRICT shall reimburse the COUNTY for such maintenance, fuel, insurance and related costs.

6. Estimated Reimbursed Costs and Expenses: The DISTRICT, in paying for the governmental services being rendered by the COUNTY through the SHERIFF'S OFFICE hereunder, shall make such payments out of current revenues available to the DISTRICT, as required by applicable law.

The *estimated* reimbursable costs and expenses DISTRICT shall pay COUNTY during the 2019/2020 school year are set forth in Exhibit "A" (being collectively referred to herein as "Reimbursed Costs"). DISTRICT acknowledges and understands the Reimbursed Costs set forth in Exhibit "A" are estimates and that the Reimbursed Costs are subject to change during the 2019/2020 school year in the event COUNTY's actual cost for such items increases or decreases.

At least thirty (30) days prior to September 30, 2020, COUNTY will provide DISTRICT with notice of the *estimated* reimbursable costs and expenses DISTRICT shall pay COUNTY during the 2020/2021 school year. DISTRICT acknowledges and understands the Reimbursed Costs set forth in such notice will be estimates and that the Reimbursed Costs are subject to change during the 2020/2021 school year in the event COUNTY's actual cost for such items increases or decreases during such school year.

7. Payment Terms and Reconciliation:

a. **Payment Terms and Reconciliation for 2019/2020 School Year:**

COUNTY will invoice DISTRICT on or before May 31, 2020 using the actual costs incurred through the first half of COUNTY's fiscal year (October 1, 2019 to March 31, 2020) and multiplying such actual costs by two in order to estimate costs for the remainder of the COUNTY's fiscal year. Payment of such amount shall be due within thirty (30) days of the invoice date.

On or before October 31, 2020, a reconciliation statement for the actual Reimbursed Costs incurred by COUNTY will be provided to DISTRICT in order to account for any differences between the actual Reimbursed Costs incurred by COUNTY during the 2019/2020 school year and any amounts previously paid by DISTRICT for such school year.

If an additional amount is due from DISTRICT for the 2019/2020 school year, payment in full shall be due and paid to COUNTY within thirty (30) days of the reconciliation statement's date. In the event the amount of DISTRICT's previous payments exceeds the COUNTY's actual Reimbursed Costs during the 2019/2020 school year, such excess amount will be paid to DISTRICT within thirty (30) days of the reconciliation statement's date.

b. **Payment Terms for 2020/2021 School Year:**

COUNTY will invoice DISTRICT on or before May 31, 2021 for the actual costs incurred through the first half of COUNTY's fiscal year (October 1, 2020 to March 31, 2021). Payment of such amount shall be due within thirty (30) days of the invoice date.

On or before August 31, 2021, COUNTY will invoice DISTRICT for the actual costs incurred for the period between April 1, 2021 and June 30, 2021. Payment of such amount shall be due within thirty (30) days of the invoice date.

c. **Payment Terms and Reconciliation for Early Termination:**

If this Agreement is terminated prior to its termination date, COUNTY will invoice DISTRICT, within sixty (60) days of the termination date, for all actual costs incurred and not previously paid by District. Payment of such amount shall be due within thirty (30) days of the invoice date.

8. Term & Termination: The term of this Agreement shall begin on the October 1, 2019 and shall terminate on June 30, 2021. Notwithstanding any other provision of this Agreement, either party may cancel this Agreement, without cause, upon 30 days written notice or reasonable advance written notice to the other party.

9. Scope of Deputies' Duties: SHERIFF'S OFFICE agrees that the Law Enforcement School Resource Officers shall:

- a. Enforce state and local laws and provide general campus and building security.
- b. Assist campus administration with development of school security and related procedures; and instruct the faculty and staff in areas dealing with safety awareness, after hour facility use, crisis prevention and personal safety. Also, provide coordination of security equipment between campus principals and campus monitors.

- c. Address all incidents which require law enforcement intervention on campus; and assist campus administration with the investigation of criminal violations within the DISTRICT campuses specified herein above.
- d. With the prior approval of the SHERIFF'S OFFICE, the Law Enforcement School Resource officers may assist with the supervision of security during DISTRICT extracurricular activities during the school year, it being understood by the parties that compensation for such assistance will be negotiated between the Law Enforcement School Resource Officers and DISTRICT and paid directly to the Law Enforcement School Resource Officers.
- e. **Coordination of communication between the school and the Sheriff's Office.**
- f. Coordination of all campus vehicular and pedestrian traffic control, while on DISTRICT property and in, on or near the roadways of such property.
- g. Coordination of all documentation regarding persons who trespass at the campuses specified herein above.
- h. Maintain high visibility on campus in uniform or in civilian clothes as may be appropriate.
- i. Take over a student disciplinary situation from a campus administrator if a law enforcement violation is identified.

10. Sheriff Retains Control Over Deputies: At the sole discretion of the SHERIFF'S OFFICE, or at the sole discretion of the Law Enforcement School Resource Officers, the officers may respond, at any time, to emergency situations off the assigned campus or outside of the Round Rock Independent School District.

11. Performance of Deputies & Uniforms: Deputies shall wear, their Sheriff's Office standard patrol uniforms and equipment and shall utilize marked Sheriff's Office patrol cars while providing services under this Agreement, but with SHERIFF'S OFFICE supervisor approval, the SRO may wear other clothing. All equipment, uniforms, and insurance of such employees shall be the sole responsibility of the COUNTY. All deputies providing services under this Agreement shall be acting in the course and scope of their employment by the Sheriff's Office at all times while engaged in the performance of the additional patrol services contemplated hereunder.

12. Notices: Any notice given hereunder shall be in writing, and may be affected by personal delivery, or by registered or certified mail, return receipt requested, at the address of the respective parties indicated below:

District: Round Rock Independent School District
 ATTN: _____
 1311 Round Rock Ave.
 Round Rock, TX 78681

Sheriff's Office: Williamson County Sheriff's Office
ATTN: Chief Deputy Tim Ryle
508 South Rock St.
Georgetown, TX 78626

County: Office of the County Judge
ATTN: County Judge
700 Main St., Suite 101
Georgetown, TX 78626

The foregoing addresses for notice may be changed by either the County or the District by delivering written notice of such change, in accordance with the requirements of this Section, to the other party.

13. Payment from Current Revenues: It is agreed by the parties hereto that each party paying for the performance of governmental functions or services agrees and shall make those payments from current revenues available to the paying party.

14. Entire Agreement: This Agreement contains the entire agreement between the parties and supersedes all other prior or contemporaneous oral or written agreements between the parties. No amendment or modification to this Agreement shall be effective without the express, written consent of the parties hereto.

15. Non-Assignment: This Agreement shall not be transferred or assigned.

16. Good Faith: DISTRICT, SHERIFF'S OFFICE and COUNTY agree to cooperate with each other, in good faith, at all times during the term hereof in order to effectuate the purposes and intent of this Agreement. Each party hereto acknowledges and represents that this Agreement has been duly authorized by their respective governing body or elected official.

17. Invalid Provisions: Any clause, sentence, paragraph or article of this agreement which is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect shall not be deemed to impair, invalidate, or nullify the remainder of this Agreement.

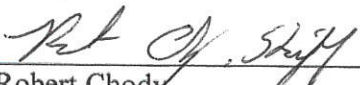
18. Applicable Law & Venue: This Agreement shall be construed in accordance with the laws and constitution of the State of Texas. All obligations hereunder are performable in Williamson County, Texas, and venue for any action arising hereunder shall be in Williamson County, Texas.

19. Dispute Resolution: Any disputes that may not informally be resolved after good faith efforts, must first be submitted to non-binding mediation prior to any litigation.

20. No Waiver of Sovereign Immunity: Nothing in this agreement will be deemed to constitute a waiver of sovereign immunity.

In Witness Whereof, DISTRICT and COUNTY and SHERIFF'S OFFICE have caused this agreement to be effective as of the 1st day of October, 2019.

Williamson County Sheriff's Office


By: Robert Chody
Sheriff's Office

Williamson County, Texas

Signature: _____

Printed Name: _____

Title: Presiding Officer

Round Rock Independent School District

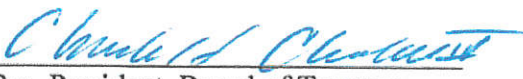

By: President, Board of Trustees

Exhibit "A"

Estimated Reimbursed Costs

Fiscal Year-Oct. 1, 2019-Sept. 30, 2020 (Estimated Annual SRO Deputy Costs)											
	SRO Sgt L1.15	SRO Dep. #1 L1.14	SRO Dep. #2 L1.13	SRO Dep. #3 L1.12	SRO Dep. #4 L1.11	SRO Dep. #5 L1.10	SRO Dep. #6 L1.09	SRO Dep. #7 L1.08	SRO Dep. #8 L1.07	SRO Dep. #9 L1.06	SRO Dep. #10 L1.05
1100 Salary	\$ 77,414.83	\$ 68,575.87	\$ 57,823.35	\$ 55,870.16	\$ 55,297.36	\$ 74,651.49	\$ 64,567.34	\$ 73,197.53	\$ 60,247.54	\$ 74,651.49	\$ 74,651.49
1110 Overtime	\$ 3,920.80	\$ 3,920.80	\$ 3,920.80	\$ 3,920.80	\$ 3,920.80	\$ 3,920.80	\$ 3,920.80	\$ 3,920.80	\$ 3,920.80	\$ 3,920.80	\$ 3,920.80
1114 Certification Pay	\$ 720.00	\$ 720.00	\$ -	\$ -	\$ 1,080.00	\$ -	\$ -	\$ 1,080.00	\$ 720.00	\$ -	\$ 1,080.00
2010 FICA	\$ 6,277.33	\$ 5,631.88	\$ 5,473.13	\$ 4,803.81	\$ 5,454.31	\$ 6,011.55	\$ 5,354.88	\$ 6,054.54	\$ 4,893.59	\$ 6,054.54	\$ 6,054.54
2020 Retirement	\$ 11,438.91	\$ 10,262.16	\$ 9,973.25	\$ 8,793.06	\$ 9,938.95	\$ 10,654.37	\$ 9,767.74	\$ 10,855.67	\$ 9,177.23	\$ 11,054.92	\$ 11,054.92
2030 Insurance	\$ 9,132.00	\$ 9,132.00	\$ 9,132.00	\$ 9,132.00	\$ 9,132.00	\$ 9,132.00	\$ 9,132.00	\$ 9,132.00	\$ 9,132.00	\$ 9,132.00	\$ 9,132.00
2050 Workers Comp	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
3002 Vehicle Equipment	\$ 7,515.00	\$ 7,515.00	\$ 7,515.00	\$ 7,515.00	\$ 7,515.00	\$ 7,515.00	\$ 7,515.00	\$ 7,515.00	\$ 7,515.00	\$ 7,515.00	\$ 7,515.00
3003 Radio Equipment	\$ 6,194.00	\$ 6,194.00	\$ 6,194.00	\$ 6,194.00	\$ 6,194.00	\$ 6,194.00	\$ 6,194.00	\$ 6,194.00	\$ 6,194.00	\$ 6,194.00	\$ 6,194.00
3004 Ammunition	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
3008 I.E. Equipment	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
3740 Computer Equipment	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00
3100 Office Supplies	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
3311 Gasoline	\$ 6,069.00	\$ 6,069.00	\$ 6,069.00	\$ 6,069.00	\$ 6,069.00	\$ 6,069.00	\$ 6,069.00	\$ 6,069.00	\$ 6,069.00	\$ 6,069.00	\$ 6,069.00
3311 Uniforms	\$ 508.00	\$ 508.00	\$ 508.00	\$ 508.00	\$ 508.00	\$ 508.00	\$ 508.00	\$ 508.00	\$ 508.00	\$ 508.00	\$ 508.00
3601 Publications	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
4309 Cell Phone	\$ 565.00	\$ 565.00	\$ 565.00	\$ 565.00	\$ 565.00	\$ 565.00	\$ 565.00	\$ 565.00	\$ 565.00	\$ 565.00	\$ 565.00
4310 Internet	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00
4323 Training	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
4350 Printed Materials	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00	\$ 252.00
4414 Vehicle Insurance	\$ 768.00	\$ 768.00	\$ 768.00	\$ 768.00	\$ 768.00	\$ 768.00	\$ 768.00	\$ 768.00	\$ 768.00	\$ 768.00	\$ 768.00
4541 Vehicle Repairs	\$ 3,410.00	\$ 3,410.00	\$ 3,410.00	\$ 3,410.00	\$ 3,410.00	\$ 3,410.00	\$ 3,410.00	\$ 3,410.00	\$ 3,410.00	\$ 3,410.00	\$ 3,410.00
4523 Equipment Lease	\$ 576.00	\$ 576.00	\$ 576.00	\$ 576.00	\$ 576.00	\$ 576.00	\$ 576.00	\$ 576.00	\$ 576.00	\$ 576.00	\$ 576.00
6003 Radio Equipment > \$5K	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9700 Vehicles	\$ 6,094.52	\$ 6,420.02	\$ 6,523.82	\$ 6,523.82	\$ 6,974.43	\$ 6,974.43	\$ 6,523.82	\$ 7,687.29	\$ 7,097.29	\$ 7,097.29	\$ 7,097.29
Total Annual Cost	\$ 150,874.89	\$ 140,939.52	\$ 139,823.36	\$ 122,780.34	\$ 138,674.85	\$ 147,531.53	\$ 136,543.55	\$ 146,719.98	\$ 129,558.81	\$ 143,837.66	\$ 143,837.66

Total \$ 1,386,381.01

Grand Total \$ 1,386,381.01

Commissioners Court - Regular Session**36.****Meeting Date:** 09/24/2019

Receive updates on the Department of Infrastructure projects and issues

Submitted For: Robert Daigh**Submitted By:** Vicky Edwards, Infrastructure**Department:** Infrastructure**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Receive updates on the Department of Infrastructure projects and issues.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments*No file(s) attached.*

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Vicky Edwards

Final Approval Date: 08/26/2019

Reviewed By

Andrea Schiele

Date

08/26/2019 08:23 AM

Started On: 08/23/2019 11:19 AM

Commissioners Court - Regular Session**37.****Meeting Date:** 09/24/2019

Chiller replacement units for ESOC

Submitted For: Randy Barker**Submitted By:** Kerstin Hancock, Purchasing**Department:** Purchasing**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider, and take appropriate action on ratifying PO #172407 and PO #172408 for two (2) Chiller replacement units for the ESOC from Comfort Systems USA, Mtech-Icon in the amount of \$218,995.00 per TIPS contract #TIPS-180205, and authorizing the execution of the agreement.

Background

This is for the replacement of two failed chiller units in the ESOC. Due to the lead time of 8-10 weeks the PO will be issued in the old FY to start the order process so the units can be delivered as soon as possible in the new FY. Funding source for one unit/PO is 01.0100.0510.005300 FY2020 and the second unit/PO is funded with Capital Funds P525. Two separate POs had to be issued to ensure proper reporting in Oracle. Department contact is Jeff Hancock.

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsQuote

Form Review**Inbox**

Purchasing (Originator)
County Judge Exec Asst.

Form Started By: Kerstin Hancock
Final Approval Date: 09/19/2019

Reviewed By

Randy Barker
Andrea Schiele

Date

09/19/2019 11:55 AM
09/19/2019 01:37 PM
Started On: 09/16/2019 09:00 AM

QUOTE TO: WilCo Facilities
FOR THE PROJECT: WilCo ESOC Chiller Replacement
ATTENTION: Toby Bonnet
EMAIL: tbonnet@wilco.org

DATE: September 12, 2019

WILCO ESOC REPLACEMENT OF (2) CHILLERS - HVAC PROPOSAL
TIPS-180205

We offer the following proposal for your consideration for chiller replacements scope of work on the above referenced project. Subject to the following scope narrative, exclusions & clarifications.

CHILLER REPLACEMENT PRICE: **\$ 218,995.00**

INCLUDED IN CHILLER REPLACEMENT PRICE:

1. Disconnect and remove chillers from site
2. Provide and install (2) new Carrier 100-ton chiller
3. Equipment hoisting
4. Reconnect chiller piping. Modify piping as required
5. Provide new insulation for chilled water piping where removed for installation of new piping
6. Remove chiller construction debris from site
7. Start-up of equipment
8. One-year standard warranty
9. Chiller extended warranty. Years 2-5 parts only

NOT INCLUDED IN PRICE:

1. Equipment service or maintenance, except for warranty purposes
2. Electrical
3. Controls
4. Consequential damages
5. Liquidated damages
6. Delays beyond Mtech Icon's control
7. Allowances / alternates not specifically noted above
8. Repairs to existing material or equipment not specifically noted above
9. Engineering work of any kind
10. 3rd Party testing of any kind not specifically noted above
11. Remodel taxes

Eric Martin
Senior Project Manager
512-908-1062
eric.martin@csusa.us

Commissioners Court - Regular Session**38.****Meeting Date:** 09/24/2019

2020 Census Committee

Submitted By: Connie Odom, Public Information Office**Department:** Public Information Office**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on forming a Williamson County Complete County Committee for the 2020 US Census.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Connie Odom

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 03:22 PM

Started On: 09/18/2019 03:19 PM

Commissioners Court - Regular Session**39.****Meeting Date:** 09/24/2019

EPM

Submitted For: Rebecca Clemons**Submitted By:** Rebecca Clemons, Human Resources**Department:** Human Resources**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on the Employee Policy Manual.

Background

If approved, proposed changes would be effective October 1, 2019.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[epmdraft](#)[smpdraft](#)

Form Review**Inbox**

County Judge Exec Asst.

Human Resources (Originator)

Form Started By: Rebecca Clemons

Final Approval Date: 09/12/2019

Reviewed By

Andrea Schiele

Rebecca Clemons

Date

09/05/2019 08:17 AM

09/12/2019 02:57 PM

Started On: 09/03/2019 03:02 PM



**WILLIAMSON
COUNTY**

1848



Employee Policy Manual

Effective October 1, 2019



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Policy Manual Disclaimer

This employee policy manual constitutes the general personnel policies for all Williamson County employees. It does not constitute a contract or provide a guarantee of employment. Policies may be altered, deleted, or amended at any time by action of the Commissioners Court. If any provision or part of a provision of these policies is held invalid, unlawful, or unenforceable, it will not affect the validity of the remaining provisions or parts of provisions, which will remain in effect. In cases where federal or state laws or regulations supersede local guidelines, such laws or regulations will substitute for these personnel guidelines only insofar as necessary for compliance. Specific departments may have additional policies unique to their operations.

Elected official's rights and responsibilities as defined by Texas law supersede these policies where conflicts may occur. Elected officials are encouraged to follow all policies contained herein in order to provide uniform application across the County and to protect the County against potential employment related issues.

About Williamson County Government

Williamson County's government organization is established by the Constitution of the State of Texas and by state statutes. Its operations are governed by state and federal law and by actions of the Commissioners Court.

Commissioners Court

The Commissioners Court consists of four County Commissioners; each elected by the voters of a Commissioners precinct, and a County Judge, elected by all of the voters of the County. Officials are elected for a four-year term. The Commissioners Court is the chief policy, administrative, and executive branch of County government.

County Operations

County operations are conducted through departments and offices; each administered by an elected public official or an appointed department head.



Employment

At Will Employment

Employment with Williamson County is on an at-will basis:

- An employee may resign at any time with or without notice
- Williamson County may terminate the employment relationship at any time with or without cause or notice
- Williamson County may change the terms and conditions of employment at any time, with or without notice

Equal Employment Opportunity & ADA Compliance;

Williamson County is committed to providing a workplace free of discrimination. All employment decisions (hiring, promotions, terminations, compensation, etc.) are made without regard to any covered or protected class as defined by law and applicable statements of the law by the Equal Employment Opportunity Commission (EEOC) or disability as defined by the Americans with Disabilities Act and applicable state laws, including those enforced by the Texas Workforce Commission. If an employee requires an accommodation due to a disability, contact the Human Resources Department.

Employment Status

- **Full-time:** Full time positions are scheduled to work consistently 30 or more hours in a pay week
- **Part-time:** Part time positions are scheduled to work no more than 29 hours in a pay week and are not eligible for benefits or longevity pay
- **Temporary:** Temporary employees are limited to working 130 days in a calendar year. They are not eligible for TCDRS retirement, holidays, benefits or leave time including longevity pay

Position Classification

Positions are classified as exempt or non-exempt based on the definitions and requirements of the Federal Labor Standards Act. (FLSA)

- **Exempt:** Exempt positions are salaried positions which are not eligible for overtime or compensatory time
- **Non-Exempt:** Non-exempt positions are hourly positions which are eligible for overtime pay or compensatory time as determined by County policy



Employment

Overtime

Classification	Eligibility	Accrual
Exempt	NO	Exempt employees are not eligible for overtime compensation
Non-Exempt	YES	- Time and a half pay or compensatory time after 40 hours actually worked in a work week - Determination of pay vs comp time is based on departmental budget
Non-Exempt: Department of Infrastructure	YES	- Time and a half compensatory time after 40 hours actually worked - In the event of a public safety emergency, the Senior Director has the discretion to grant overtime pay at time and a half to those employees performing emergency response duties at the request of their supervisor
Non-Exempt: Public Safety Positions	YES	Time and a half overtime pay or compensatory time after 40 hours worked
Non-Exempt: Law Enforcement and Corrections Officers	YES	Time and a half overtime pay or compensatory time after 86 hours worked in a 14 day pay period
Non-Exempt Essential Personnel Catastrophic Event Pay	YES	Upon EOC activation and/or declaration of a local, state or federal disaster, non-exempt essential personnel (EP) may receive time and one-half pay in lieu of compensatory time, once the normal hours required before overtime eligibility have been exceeded

All overtime must be preapproved by the Elected Official or Department Head. Only hours actually worked are included in the determination of overtime as it is based on hours actually worked. Sick leave, vacation, holidays, and other absences from the work place do not count toward the accrual of overtime. Time sheets must be balanced to the number of hours scheduled per pay period. As used above, **time and one-half pay overtime** may refer to accruals of compensatory time or **overtime** payments. Compensatory time is limited to 240 hours, all hours above this limit will be paid **at time and one-half. overtime pay.**



Employment

Recruitment

When a position becomes vacant, the position may be posted externally through Human Resources, internally (within the department) by the Elected Official or Department Head or the position may be filled by an applicant that has previously applied for a similar position within the past 180 days. The Elected Official, Department Head or their designee will make the final selection in the recruitment process. The chart below generally defines the processes:

Job Posting Options

Type	Description	Documentation	Process
External Job Posting	Vacant position is posted online through Human Resources	A request to post must be sent to Human Resources	Position will be posted through online hiring system for a minimum of 5 calendar days
Internal Job Posting	Vacant position is posted internally through email or other written communication method within the hiring department only	An email or manual written posting may be used to notify employees of the vacancy	Notify internal employees of the opportunity and provide instructions on how they must apply (i.e. via resume, email response, etc.)
Applicant Pool	Applications are reviewed from a previous posting for the same or similar position	Contact Human Resources to request applications from the previous posting	Applications will be provided through the online hiring system for the hiring manager to review

Candidate Selection Process

All candidates being considered should meet the minimum requirements for the position and should go through a consistent screening and interviewing process. Once a candidate is selected, the hiring manager must notify Human Resources to complete the final steps in the hiring process.

Nepotism

Nepotism is the hiring or influencing others to hire relatives without regard to merit. The County and the [Texas Government Code Chapter 573](#) outline specific rules prohibiting the appointment, confirmation of appointment, or voting for the appointment (or confirmation of appointment) of a relative. Refer to the Texas Government Code Chapter 573(Relationships by Consanguinity or by Affinity) for additional clarification. In compliance with its own policies, the Commissioners Court will not affirm any Officer who is related to another employee within the same department.

Changes in relationships which may violate this policy, must be immediately reported to Human Resources

Employment

Hiring Post TCDRS Retirement

Williamson County elected officials, department heads, or other agents of the County may not make any prior commitments, agreements, or arrangements to rehire a Williamson County TCDRS retiree. Any retiree selected for a position with Williamson County will require pre-approval from the Human Resources Department due to TCDRS rules.

Pre-Employment Screening

Potential employees of Williamson County may be required to submit to a criminal history check, physical exam, drug screening or other job specific screening, prior to employment. Any job offer is contingent upon successfully completing and meeting the requirements of these screenings. If additional information is received after employment begins which fails to meet the screening requirements, the employment relationship may be terminated. False information provided by an applicant will disqualify the applicant from consideration, or if discovered after employment begins may result in termination.

Post Hire



New Employee Orientation

All new employees must attend new employee orientation before the end of the pay period in which they are hired.

Direct Deposit

Direct Deposit is ~~mandatory~~ strongly recommended. The first pay check will be mailed to the address of record, as will the first paycheck whenever changing banking institutions. Pay remittance slips can be viewed and printed online located on the **Wilco Self Service site in Oracle**.

Texas County and District Retirement System Contributions (TCDRS)

All officials, part-time and full-time employees are required to participate in the Texas County and District Retirement System ([TCDRS](#)) as a condition of employment. Temporary employees are exempt from participation



Employment

Transfers

Employees transferring from one County office or department to another should give at least a two week written notice to their current official/department head. The current official/department head may waive the two week period. If an employee status changes from a non-exempt to an exempt position, the employee's current compensatory time balance will be paid out as of the last day in the non-exempt position and at the hourly rate for the non-exempt position. Compensatory time will also be paid out when a non-exempt employee transfers from one County department to another. If an employee transfers from a position that allows for a higher vacation or sick leave balance, the amount that is in excess of the limit for the new position will be forfeited. Transfers to and from WCCHD, Museum or CSCD are considered employment separations.

Separation of Employment

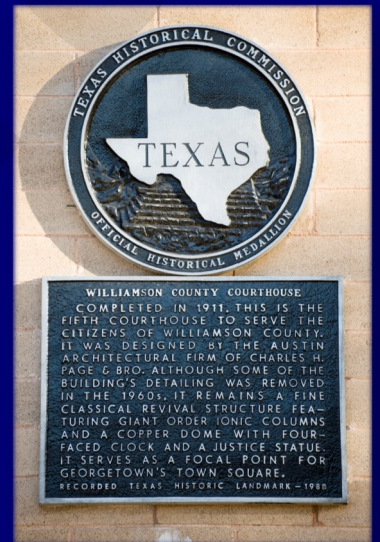
Employees are required to provide at least a two week written notice in order to resign in good standing. The last day of employment is the last day the employee is present at work. Leave time cannot be used on the last day of employment, with the exception of administrative leave or medical leave covered under or at the conclusion of FMLA. In some cases, the last day of employment may be adjusted after a review and approval process involving the department, Human Resources, and the County Auditor's Office. At the discretion of the Elected Official or Department Head, the resignation may be accepted immediately or at any time within the resignation notice period. In the event that an employee passes away, the last date of employment will be the last date worked or the last day on approved leave with the exception of vacation leave. Employees must return all Williamson County property immediately upon request or upon termination of employment. Any items not returned may be deducted from the final paycheck for certain eligible employees. The following will be paid on the final paycheck or when County assets have been disabled/returned to the County:

- **Eligible** accrued vacation time
- Comp time
- Unused holiday time banked prior to October 1, 2014

Adjusted Service Dates for Rehired Employees

Employees rehired within 90 days from his/her last employment termination date, will be reinstated with service time based on a calculated adjusted service date. The adjusted service date is the original date of employment minus the number of break in service days. The adjusted service date will also be used for determining vacation and longevity accrual rates. Employees rehired 91 or more days after separation of employment will not receive service credit for previous employment, unless a one-time exception, that cannot exceed a one year break in service, is awarded based on review and approval by Human Resources (factors considered include high turnover positions, KSA's of former employee or other special circumstances)

Refer to the [Uniformed Services Employment and Re-employment Rights Act \(USERRA\)](#) for reemployment rights if the break in service is related to active



Work Environment

Communications to Employees

All employees are assigned a County email address. County email is the official communication tool for employee communications. All employees are responsible for accessing and reviewing their County email on a regular basis.

Breaks

Supervisors may schedule breaks to accommodate operating requirements. County offices are encouraged to stay open during the noon hour to better serve the public. Supervisors will inform employees of breaks, if any, and the break schedule. The Fair Labor Standards Act (FLSA) does not require employers to provide breaks or meal periods to employees.

- Breaks of less than 20 minutes will not require the employee to clock out and will be considered compensable time
- Breaks of more than 20 minutes (i.e. errands) will require non-exempt employees to clock out and not to perform any work during that time
- Lunch breaks will be for a period of not less than 30 minutes, during which the employee may not perform any work

Lactation breaks

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed with the same rules for breaks as listed above. Williamson County has designated certain rooms for this purpose. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Reporting Time Worked and Leave Time

Timesheets must be approved and signed off **by the employee and department designee**, on the day indicated on the payroll calendar by the time indicated by the **Auditor** Payroll Department. Employee timesheets must be balanced to their regularly scheduled hours for the work week.

- **Nonexempt:** Employees must report all hours worked and leave time taken in the timekeeping system.
- **Exempt:** Employees do not enter the hours worked, must record leave time such as sick, ~~holiday~~, vacation, and FMLA in the timekeeping system. **Holiday time is preloaded for all exempt employees. Payroll must be contacted to adjust holiday time if an exempt employee works on the holiday.**

Time records are a governmental record and according to Texas Penal Code Section 37.10 you are tampering with a government record if you knowingly submit your time record inaccurately

Employee Leave Policies

Employees accrue vacation and sick leave ~~for~~ **on the last day of** each pay period. The leave hours **will may** be adjusted when employees **have any unpaid leave, with the exception of workers compensation. are not in paid status.** The leave chart on the next page provides the policies related to the various leave types authorized by the County.

Don't forget to check
County email daily!



Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

Type	Rate of Accrual	Max Pay Out	Policy
VACATION 160 hours accrual max	< 5 years= 3 Hours 5 minutes per pay period	80 hours	- Leave is accrued at the end of the pay period - Changes in work schedules, may result in adjustments to leave balances & accruals - Part-time employees earn 1.5 hours per pay period with the same max accrual as Full-time employees (Effective 10/1/16) - Proration may occur for full-time employees that work less than 30 hours per week - Contact Human Resources for more information
	5 to < 10 Years= 4 hours 37 minutes per pay period	120 hours	
	10 + years= 6 Hours 10 minutes per pay period	160 hours	
VACATION (EMS Paramedics on 24 hour Shifts) 168 hours accrual max	< 10 years= 5 Hours 32 minutes per pay period	144 hours (6 shifts)	
	10+ years = 6 Hours 27 minutes per pay period	168 hours (7 shifts)	
SICK LEAVE 480 hours accrual max	4 hours per pay period	N/A (Not paid at termination)	- May only be used for illness or medical appointment for employee or <i>qualifying</i> family member, as defined by FMLA - May not be used to care for a newborn child or the placement of a child with the employee for adoption or foster care without certification from the treating physician, of the child having a serious medical condition
SICK LEAVE (EMS Paramedics on 24 hour Shifts) 672 hours accrual max	6 hours per pay period	N/A (Not paid at termination)	- May be required to provide documentation - Not a substitute for vacation - Part-time employees earn 1.5 hours per pay period with the same max accrual as full-time employee (Effective 10/1/16)
FLOATING HOLIDAY*	2 (8 hours) days per fiscal year (Effective October 1, 2017)	N/A (Not paid at termination)	- Only available to full time employees - Must be used by the end of the fiscal year - EMS Paramedics on <= 12 hour shifts will receive 2 days/hours based on normal shift assignment
HOLIDAY*	- Part time employees receive 4 hours - Full-time employees 8 hours	N/A (Not paid at termination)	- Dates are established by Commissioners Court annually, subject to change - Employee must work or be on approved paid leave the day before and after the holiday - EMS Paramedics will receive up to 12 hours based on normal shift assignment
BEREAVEMENT LEAVE*	2 (8 hour) days per fiscal year (Effective October 1, 2017)	N/A (Not paid at termination)	- May be granted following the death of one of the following relatives: spouse, mother, father, child, sister, brother, grandparents, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law - Documentation may be required - EMS paramedics will receive 2 days/hours based on normal shift assignment
Non- Exempt PUBLIC SAFETY ADJUSTMENT	64 hours per fiscal year, does not roll over	N/A (Not paid at termination)	- Includes positions in Law Enforcement, Corrections and Emergency Services with some exceptions - Max of 4 hours per shift and must be used with 8 hours of holiday/floating holiday/beravement to cover shift as scheduled

*Refer to Non-Exempt Public Safety Adjustment policy

Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

Type	Rate of Accrual	Max Accrual	Policy
CIVIL LEAVE	Includes jury duty, voting, work related court summons, USERRA (Uniformed Services Employment & Re-employment Rights Act)	N/A	- Employee must show jury duty summons to their supervisor and must return to work if time permits. County employees will be paid if they are required to miss their regularly scheduled work shift, in addition to the jury pay from the court - Time off to vote may be approved due to unusual circumstances, please see Texas State Regulations - Leave may be approved when an employee is summoned to testify for a case that is work related only - The first 15 days (per fiscal year) of Military Leave (USERRA) will be paid without the requirement of leave usage by the employee. Beyond the first 15 days the employee may choose to use vacation leave or be placed on leave without pay - Contact HR for further information related to USERRA leave and benefit continuation
BAD WEATHER	As determined by order of the County Judge	N/A	- Employee must be at work or scheduled and ready for work on the day of office closure - Employees on approved leave of any type are not eligible - If office closure continues beyond 5 consecutive days, employees must use vacation pay, compensatory time, personal holiday or unpaid leave unless otherwise determined by Commissioners Court
ESSENTIAL PERSONNEL LEAVE	As determined by order of the County Judge	N/A	- Leave is granted when exempt employees must work during office closure that has been declared by the County Judge - EP leave must be used before the end of the current fiscal year



Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

Type	Rate of Accrual	Max Accrual	Policy
BANKED HOLIDAY LEAVE	Determined by number of hours worked on the holiday	200 hours	Will not be paid upon termination if earned after 10/1/14
COMPENSATORY LEAVE	Refer to Overtime Policies for accrual	240 hours	Must be used before vacation time
WORKERS COMPENSATION LEAVE	Used by employees that must miss work due to an on the job injury	N/A	- Any on the job injury must be reported immediately, failure to report within 30 days of the injury may result in a denial of benefits including leave (Texas labor code Sec.409.001) - HR will coordinate leave and medical care with the Worker's Compensation carrier - Contact HR for more information

Wilco PTO leave time is applied in the following order:

1) Compensatory time 2) Vacation leave

*Note: All leave accruals are based on time actually worked by the employee, leave accrues at the end of the pay period and will be adjusted or removed if the employee has any unpaid leave, **other than workers compensation**, in the pay week.*

A list of County Holidays can be found on wilco.org



For more information on FMLA visit:
<http://www.dol.gov/whd/fmla>

Family Medical Leave Chart

As required by law, Williamson County will permit eligible employees to take family or medical leave ("FMLA leave"), in accordance with the terms of this policy

Eligibility	• Worked for the County for at least 12 months • Worked a minimum of 1250 hours in the last 12 months
Entitlement	Qualifying Reasons/Policy
Basic FMLA	
• 12 weeks, unpaid leave, per rolling year; if criteria is met including relationship rules	• FMLA is unpaid time off to care for a newborn child or the placement of a child with the employee for adoption or foster care. Employees are not eligible to utilize sick leave or sick leave pool, without certification of the child having a serious medical condition • To care for spouse, child, or parent of the employee who has a serious health condition • Employee's own serious health condition • Employees requesting leave to care for an immediate family member with a serious health condition, may be required to submit proof of the familial relationship, such as a birth certificate or marriage license. • Eligible employees with accrued leave will have the leave applied in the following order when the leave is related to a serious medical condition: sick, PTO, essential pay, banked holiday, floating holiday • Eligible employees with accrued leave will have the leave applied in the following order when the leave is <u>not</u> related to a serious medical condition: PTO, essential pay, banked holiday, floating holiday • Holiday leave will not bank, it will be utilized in the week earned
Military Family Leave— Qualifying Exigency Leave	
• Any period of absence due to or necessitated by USERRA-covered military service must be counted in determining an employee's eligibility for FMLA leave. • Employees may be entitled to take their Basic FMLA Leave for a "Qualifying Exigency" if the employee's spouse, son, or daughter, or parent is a member of the National Guard, Reserves, or a regular component of the Armed forces, and on covered active duty or called to covered active duty.	Qualifying exigency is unpaid time off and may include: • Short-notice deployment when the military member is notified seven or less calendar days prior to deployment. This is limited to 7 days of leave • Attending certain military events related to the call to duty • To attend to childcare and school activities necessary to arrange for alternative childcare necessitated by the call to duty • To attend to certain financial and legal arrangements as a result of the military member's absence while on duty; • In some instances, to attend counseling arising from the covered active duty or call to covered active duty status of a military member; • To spend up to 15 days of leave with a military member on a short leave for rest and recuperation • To attend post-deployment activities during the 90 days after the termination of the military member's covered active duty status or to address issues related to the death of a military member while on covered active duty • To care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty, such as to arrange for alternative care for a military member's parent, to provide care on an immediate need basis or to attend meetings with staff at a military member's parent's care facility • Other activities arising out of the military member's covered active duty or call to covered active duty as agreed upon by the Company and the employee. • Eligible employees with accrued leave will have the leave applied in the following order: PTO, essential pay, banked holiday, floating holiday

Family Medical Leave Chart

As required by law, Williamson County will permit eligible employees to take family or medical leave ("FMLA leave"), in accordance with the terms of this policy

Entitlement

Policy

Military Family Leave– Service Member Caregiver Leave

- Under certain circumstances, employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave in a single 12-month period to care for their ill or injured spouse, child, parent or next of kin (closest blood relative), who is a covered service member.
- If a husband and wife both work for the Company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.
- The 26 weeks of leave includes any Basic FMLA leave taken. However, if the leave qualifies both for Basic FMLA leave and for Service member Caregiver Leave, then the leave will first be designated as Service member Caregiver leave.
- The single 12-month period begins on the first day the eligible team member takes FMLA leave to care for a covered service member and ends 12 months after that date. If an eligible team member does not take all of his or her 26 weeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of his or her 26 work-weeks of leave entitlement to care for the covered service member is forfeited. The 26 week leave entitlement is to be applied on a per-covered-service member, per-injury basis.

The term "covered service member" for purposes of Service member Caregiver Leave means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness
- A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the first date on which the veteran takes FMLA leave to care for the covered veteran.

The term "serious injury or illness":

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on covered active duty in the Armed Forces (or existed before the beginning of the member's covered active duty and was aggravated by service in line of duty on covered active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on a covered active duty in the Armed Forces (or existed before the beginning of the member's covered active duty and was aggravated by service in line of duty on covered active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
- Certification for the serious injury or illness of the covered service member may be required, the employee must respond to such request within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Please contact Human Resources for additional information below:

• *Since the laws and regulations governing military leave and military family leave are frequently being changed, if you have any military related leave request, please check with Human Resources to determine eligibility under the then current applicable rules*

- | | | |
|-----------------------------|---------------------------|-------------------------------------|
| • Restoration of Employment | • Relationship to PTO | • Status Reports |
| • Employee Benefits | • Notification | • Intermittent Leave |
| • Group Health Benefits | • Certification of Health | • Failure to Return from FMLA Leave |

Administrative Leave

Type	Department	Policy
Administrative Leave (with pay)	Non-Elected & Elected Offices	• May not be used during or to extend FMLA • Paid Admin Leave lasting more than ten days will require approval of the County Judge for <u>non-elected</u> offices only • If the County Judge denies a request to grant admin leave with pay in excess of ten days, the <u>non-elected</u> office may appeal such denial to Commissioners Court • The employee will be paid base wages, this will not count as hours worked for overtime purposes • Medical benefits will continue at active employee rates • The employee must contact his/her supervisor weekly, and remain available to return to duty with 12 hours' notice • If the employee returns to work, he/she shall receive full credit for any suspended accruals/longevity/supplemental pay, unless determined otherwise • Any paid leave time other than sick leave, that has been accumulated will be applied retroactively to the time spent on paid admin leave, upon returning to duty • Leave will be applied as follows: compensatory time, vacation, banked holiday
Administrative Leave (without pay)	Non-Elected & Elected Offices	• Temporarily suspends employees job duties • Exempt employees may only be placed on admin leave without pay for serious infractions of workplace conduct policies • Full days/full week periods are administered for Exempt employees on admin leave with out pay (partial days will not be granted) • Employees may not substitute accrued paid leave during unpaid admin leave • Employee must coordinate payment of medical and dental benefits with the HR Department • Employees may be required to periodically contact their supervisor
Administrative Leave (with or with out pay)	Elected Offices County Auditor's Office Juvenile Services	• Must provide the Senior Director of HR with a written notice that sets forth: the name of the employee being placed on admin leave, whether admin leave is with pay or without pay, and the estimated duration of the leave • If the employee is reinstated or terminated the Elected Official/Appointed Official must provide the Sr. Director of HR with the time and date of the employee's reinstatement/termination
Administrative Leave (with or with out pay)	Non-Elected Offices	• Department heads and appointed positions who are direct reports to Commissioners Court may place an employee on Admin Leave with pay with HR consultation • Subject to the oversight of Commissioners Court • HR will provide proper notices/estimated time duration to the employee that is placed on paid admin leave
Reinstatement	Non-Elected & Elected Offices	• The County does not guarantee the reinstatement of an employee on admin leave, unless reinstatement is required by some other protected leave
Other Information	Non-Elected & Elected Offices	• Paid leave will not be accrued while employee is on any admin leave for one or more full pay periods • Longevity or supplemental pay shall not be paid while employee is on any admin leave for one or more pay periods • Supplemental pay is defined in the budget order

Elected Officials are strongly encouraged to comply with all administrative leave policies that are applicable to employees in non-elected offices. As a part of the Commissioners Court budgetary responsibilities and fiduciary oversight of public funds, the Commissioners Court will consider the amount of time that an Elected Official has granted in administrative leave during the prior fiscal year. Elected Officials will continue to maintain the right to terminate employees under their sphere of authority or provide harsher penalties, within applicable legal rules, than those that are set out and encouraged herein. Elected Officials are strongly encouraged to consult with the Sr. Director of the Williamson County Human Resources Department prior to placing employees on administrative leave and prior to making reinstatement and termination of employment decisions.

To view the full policy visit: [policy center](#)

Sick Leave Pool

Membership	Policy
BENEFIT SUMMARY	• Per Texas Local Government Code Sec.157.075: A participating enrolled employee is eligible to use time contributed to the county sick leave pool if: because of a catastrophic injury or illness and the employee has exhausted all the accrued paid leave and compensatory time to which the employee is otherwise entitled • Provides sick leave to an eligible employee once the employee has exhausted all accrued/ banked paid leave • The maximum amount of Sick Leave Pool (SLP) time that may be granted per benefit year will not exceed 1/3 of the total amount in the SLP, or 240 hours, whichever is less, at the time of the request for SLP
ENROLLMENT	• One year of full-time employment must be completed as of first day of open enrollment • A minimum of 8 Hours and no more than 40 hours must be contributed • Must enroll each year during benefits open enrollment
QUALIFICATION	• An employee with an illness or injury that makes them unable to perform their job while on approved FMLA for their own serious medical condition • SLP time will not be granted to an employee when they are receiving workers' compensation income benefits under the Texas Workers Compensation Act • SLP time will not be granted beyond the end date of approved FMLA leave (12 week max) • There is no guarantee that an employee will receive or be eligible to be reimbursed for any time that they contribute • Employees cannot receive time from the SLP if they are placed on temporary suspension, administrative leave, authorized non-medical leave without pay or are otherwise terminated
PROCEDURE	• Employees must apply for permission to receive SLP benefits (Contact the Human Resources Department for more information) • Upon receipt of the completed SLP benefit request, Human Resources will review the request, along with the FMLA documentation
UTILIZATION	• The number of hours granted through the SLP will be based on the FMLA documentation • SLP time may only be used for approved workdays and for holidays • SLP benefit end when the employee returns to work, exhausts the SLP benefit, upon separation, suspension or administrative leave
CONTRIBUTIONS	• Employee contributions of sick leave hours are irrevocable • Sick leave hours that are contributed become the property of the SLP and cannot be returned • Time contributed to the SLP cannot be designated to a particular employee • If, at any time, the SLP balance falls below two times the number of members, each member will be required to contribute eight additional hours to maintain membership • An employee separating from employment may contribute up to 80 hours of sick leave to the SLP • All unused time that was granted to an employee from the SLP shall be returned to the pool
DISCLAIMER	• The County may discontinue and/or terminate the SLP program without cause, legal repercussions, or ramifications with 120 day written notice to all participating employees • If any provision of this SLP is determined to be invalid or unenforceable, it is the intention of the County that the provision will be reformed to the best extent possible in its sole discretion • The guidelines, terms, and conditions of this SLP program may be amended at any time. The Commissioners Court must approve any recommended amendment

Work Environment

Benefits

Williamson County offers an excellent comprehensive benefits package to all full time employees. Benefits are administered by the Benefits Administration team which is a division of the Human Resources Department. Benefit plans are reviewed annually by the Benefits Committee which has the responsibility to make final recommendations to the Commissioners Court for approval. Additional benefit information is provided in the chart below:

Benefits

- Full time employees are eligible for medical, vision, dental, group term life, voluntary term life, FSA and voluntary supplemental/benefits coverage on the first of the month, following the completion of 60 days of employment.
- Current employees can make changes to benefits only during open enrollment or due to a qualified life event.

Type	Policy	Premium Payment
Medical Vision, Dental	• Full-time employees must enroll during initial open enrollment period and/or subsequent open enrollments.	• Employees are responsible for the employee portion of all benefit premiums. If an employee is on leave without pay, for any reason, premiums must be paid prior to the month of coverage. Failure to pay premiums will result in termination of benefits.
Voluntary Term Life	• Full time employees may purchase additional voluntary life insurance for themselves and their dependents during initial enrollment or during open enrollment.	• Upon retirement, the retiree benefit premiums must be paid prior to the month of coverage.
Short Term/Long Term Disability (STD/LTD)	• Full time employees may select STD/LTD during open enrollment. If STD/LTD are not selected during the initial open enrollment, or if there is a gap in coverage, an application will need to be submitted prior to coverage enrollment.	• If contributions are unpaid, benefits may be terminated back to the last date of the pay period in which premiums are paid.
Flex Spending Account (FSA) Health & Dependent Care	• Full time employees may elect FSA during initial benefit enrollment or subsequent open enrollments. • Maximums may apply.	• If an employee is on leave without pay, for any reason, the employee is responsible for the elected benefit deduction to be paid within the same elected tax plan year of the elected benefit. • Contributions may be paid by the employee: • After tax payment during leave without pay • Pre-tax payroll deduction upon return • If contributions are unpaid, benefits may be terminated back to the last date of the pay period in which premiums are paid.
Group Term Life	• Full time employees receive group life insurance for themselves and covered spouse/children at no cost.	• Premiums paid by employer regardless of active employee status.
Voluntary Supplemental/ Benefits	• Full time employees may purchase these additional offerings during initial open enrollment or during a subsequent open enrollment.	• If an employee is on a leave without pay, premiums must be paid directly to vendors to avoid cancellation. • Once the employee returns to work, premiums will be deducted from paycheck as previously scheduled.
EAP	• EAP services are provided at no cost to all full time employees.	• n/a
Retirement	• Williamson County has a very generous retirement plan which all full-time and part-time employees are required to contribute to every pay period.	• n/a

Expenditure Guidelines

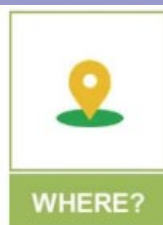
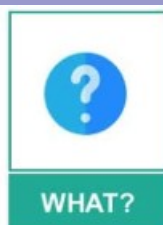
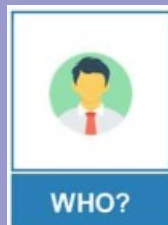
Type	Policy
Continuing Education & Training	• If the County requires an employee to attend a training/certification program directly related to their job description, the County may pay for the full or partial cost of the program including any training materials, exam or licensing fees • If the County pays for any portion of the class/training program and other fees, the employee must complete the requirements of the program including passing any exams required or the employee may be required to reimburse the County • Recertification of any required job related certifications may be paid for by the County and are limited to two times for each renewal period • The employee will be responsible for paying any further recertification costs if unsuccessful on the first two attempts and the employee will not be reimbursed • Employees must have written approval from the Department Head/Elected Official for all second attempts for recertification • The funds for these items must be available in the departments training budget
Tuition Reimbursement	• The County may pay for tuition, related to obtaining a degree directly relevant to County business, as defined by the office or department involved, and pre-approved by the County Auditor for full time employees • The training class/work must provide the skills and/or knowledge that is directly related to the job description • A copy of the job description and the course/certification description must be submitted with the approval request • The funds for these items must be available in the appropriate department's training budget • If approved, the County will reimburse only the actual number of credits per each course up to a total of 6 credit hours per fiscal year • After completing the course(s)/testing and achieving a passing grade, per course requirements, employees may apply for reimbursement of 100% tuition or testing fees not to exceed that which would be payable at a state supported college or university
Off-Site Staff Development	• Off-site staff development is a period away from normal activities for study and instruction under a professional trainer or a subject matter expert • Off-site staff development is limited to once per fiscal year, per department/division • The total cost for off-site staff development should not exceed the normal and/or customary cost for individual employee training expenses and meal reimbursements should not exceed the daily per-diem rate (per employee) • A list of attendees must be submitted for documentation as required by IRS Publication #463 (a sign up sheet is required)
Seminars & Conferences	• All training should be obtained at the closest possible location • If an employee is registered to attend a training opportunity and is subsequently not able to attend, a County substitute should attend in their place or request a refund • Only job related training will be processed for payment • An employee can request payment directly to the seminar/conference by submitting a check request form to the Accounts Payable department with proper backup documentation, may take up to 20 days for processing • Employees will not be reimbursed for registration fees until after the conference/training has taken place • A receipt is required for all fees related to the conference/training

Expenditure Guidelines

Type	Policy
Airfare	- Employees are responsible for excess cost and additional travel expenses resulting from taking an indirect route, an early departure, or a delayed return trip for personal preference or convenience (supporting documentation showing the fee comparison is required) - Airfare will must be paid directly to the travel agency or airline or Accent Travel, (i.e. no other travel agencies such as Expedia) - Airfare purchased on a personal credit card will be reimbursed after the trip has been completed - Air travel delays which require an overnight stay may be reimbursed with documentation supporting the delay if the airline has refused to provide complimentary lodging - The County will not issue reimbursements for tickets purchased with frequent flyer miles - A maximum of 2 bags will be reimbursed, excessive bag fee charges are not refundable For out of state travel, the County will reimburse personal auto mileage not to exceed what would have been the applicable airfare (Southwest Wanna Get Away) plus estimated ancillary charges such as airport parking, rental car, etc.
Car Rental	- Travelers may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport shuttles or public transportation - Cars rented should be economy or mid-sized (luxury vehicle rentals will not be reimbursed) - Renting cars for travel within the County is prohibited unless otherwise approved by the Auditor's Office - An employee may rent a car to travel to the business destination outside the County, only if the total cost of the rental is less than the mileage reimbursement cost, documentation showing the cost comparison between the rental cost and mileage may be required Many car rental companies charge extra if the car is returned with out a full tank, these charges must be avoided The rental car must be returned with a full tank of gas unless it has been pre-paid. Please use the less expensive option. Rental cars must be rented from a nationally recognized company. (i.e. Hertz, Enterprise, etc.) - The rental agreement and the charge card receipt (if applicable) must be turned in with the expense request - Insurance purchased when renting a vehicle may also be reimbursed Additional modes of ground travel will not be reimbursed The County has a government account with Enterprise, which includes insurance. Contact the Auditor's Office for the account number. It is strictly for business purposes. - A motor vehicle rental tax exemption certificate should be completed and turned in at the time of the rental for all vehicle rentals inside Texas (form located on the Auditor's Portal)
Personal Car Usage	- Any county official or employee who is authorized to use their personal vehicle to travel on official County business may be entitled to receive a reimbursement equal to the standard mileage rate allowed by the IRS - For changes in work site, mileage is only reimbursed between County offices, it is not reimbursed when initially reporting to an alternate work location, or returning home from the alternate work location. - Mileage will be reimbursed based on the most common route, including toll roads (if a detour, note the detour and the additional mileage due to the detour) Reimbursement for mileage will not exceed the cost of round-trip coach airfare, a cost comparison between mileage and airfare may be required For out of state travel, the County will reimburse personal auto mileage not to exceed what would have been the applicable airfare (Southwest Wanna Get Away) plus estimated ancillary charges such as airport parking, rental car, etc. - Reimbursement for mileage is prohibited between place of residence and usual place of work - Mileage should be calculated from an employees regular place of work or residence, whichever is the shorter distance when traveling to a meeting, conference, or seminar - When more than one employee travels in the same vehicle, only the driver may claim mileage reimbursement - To be reimbursed for the use of a personal vehicle, travelers must provide the following information on their expense report, per IRS guidelines: date, location traveled to and from, purpose of travel and number of miles traveled - Tolls and parking fees, if reasonable, are reimbursable. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of the expense must be submitted for reimbursement - Airport parking fees are limited to \$15 per day (ABIA economy lots B-G are least expensive) - It is the responsibility of the employee to keep track of mileage - Employees assigned to a County vehicle are not eligible for mileage reimbursement - Operating and maintenance expenses, as well as other personal expenses (such as parking tickets, traffic violations, car repairs and collision damage) are not reimbursable

Expenditure Guidelines

Type	Policy
Lodging	• Lodging expenses are reimbursed only if travel is beyond a 45 mile radius from the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626 • Government rate or least expensive rate should be requested at all times • Hotel accommodations require an itemized hotel folio as a receipt • When lodging is shared by two or more employees, the names of the authorized travelers should be noted on the receipt • Personal telephone charges, whether local or long distance, are not reimbursable • Single room rate charge plus any applicable tax is reimbursable, no exceptions
Meals	• The reimbursement for meal costs in travel of less than one day will be reimbursed on the employee's paycheck and will be processed as taxable income • Meals are reimbursable only for County business trips that are outside the County with the exception of; Commissioners Court meetings that extend beyond 1:00 p.m. and off-site staff development opportunities that are held within the County • Meal reimbursements are limited to a maximum of \$50.00 per day • \$20.00 for meals when traveling outside the County for day trips • \$20.00 for meals on day of return for overnight travel (unless returning after 8pm) • \$50.00 for meals when traveling outside the County with an overnight stay or work hours extend beyond 8:00pm (documentation may be required) • If an overnight stay is required, out of County, but the stay does not exceed a 45-mile radius from the Historic Courthouse, an employee may claim an amount up to the \$50.00 overnight allowance for meals, lodging will not be reimbursed • \$50.00 for meals when traveling outside the County for day trips and the work hours extend beyond 8:00pm (documentation may be required) • Any meals related to business travel Meals during day trips cannot be charged to the p-card except in certain cases, approved in advance by the Auditor • All meals not associated with an overnight stay are taxable • Meal receipts are not required for per-diem, unless requested by the supervisor or department head • Alcoholic beverages are not reimbursed • Tips should be reasonable and should be included in the \$20.00 or \$50.00 meal allowance • If employment duties require traveling to alternate work locations within the County, meals are not reimbursable • Meals purchased for entertainment/business purposes are not allowed • Meal reimbursements are paid for County employees only



Expenditure Guidelines

Type	Policy
General Travel Information	• An advance will not be issued for travel expenditures • All travel expenses must be supported with an itemized receipt • Purchases for airfare, hotels, car rentals, and expense reimbursements, all require back-up documentation indicating the business purpose of the expense. Acceptable documentation must contain the dates, location and purpose of the trip, which could include the following: training/meeting agenda, certificate of completion, conference registration, etc. • Reimbursement for transportation costs will be at the most reasonable means of transport, such as purchasing Southwest Airlines tickets at the Wanna Get Away rate. The County will not reimburse airfare prices if they are higher than the cost of mileage reimbursement • Additional expenses associated with the extended travel (such as a Saturday night stay) may be reimbursed when the cost of airfare would be less than the cost of additional expenses (lodging, meals). Documentation is required to justify the expense. • The use of travel websites such as Expedia, Priceline, Travelocity, etc., are prohibited as these expenses and taxes are not itemized, and generally do not have cancellation policies. Rental cars may be an exception if an itemized receipt is available. Accent Travel is available for booking airfare, and there is an account setup for the County • Cancellation fees or unused travel expenses, are not reimbursable unless due to a business related expense, or a personal emergency as approved by the County Auditor. Documentation for the change must be submitted for consideration. These include fees related to changing or canceling a flight, cancellation fees related to lodging, or unused travel arrangements • Personal purchases using a p-card are not allowed. If a charge is made on a p-card for a personal purchase (by mistake), employees must include a check made payable to Williamson County, with the p-card statement. • Expense reimbursements & p-card statements both require their own backup documentation (who, what, when, where) as applicable.
Expense Reimbursement	• With the exception of per diem and mileage, all requests for reimbursement require itemized receipts. • Each expense reimbursement must have the employee signature and department head approval. Ensure that the correct budget line item is being charged • All expense reimbursements must be received in the Auditor's Office within 60 days of the incurrence of the expense. Any items over the 60 days will be denied reimbursement; unless specifically approved by the County Judge. • Tax for meals, airline tickets, hotel stays and parking are normally the only taxes that will be reimbursed for purchases. The sales tax exemption form is available on the Auditor's Portal. • Employees are responsible for repayment of inappropriately reimbursed expenses whenever an audit or subsequent review of the travel expense reimbursement documentation finds an employee submitted reimbursement contrary to these guidelines. • Personal purchases are not allowed and must be reimbursed immediately if they occur. Attach a check, made payable to Williamson County, for these charges with expense reimbursement • Expenses incurred due to an employee or an elected official serving on a board or committee of an association related to County employment will only be reimbursed to the extent that the association does not reimburse. Documentation of the request for reimbursement, will need to be provided from the association along with the association's denial of the request • The Auditor's Office may request additional documentation for any or all reimbursements • Reimbursements for business travel require documentation showing the purpose of the trip, the location, the dates, and the person attending. (who, what when, where) • Hotel folios should be included as backup when possible

Non-Reimbursable Expenses

Type	Examples
Personal Purchases	• Damage to 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 a business trip
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)
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 • 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
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 or fees that could be construed as campaigning • Sale tax on goods purchased • Community outreach items exceeding \$2 per item

Per section 52 of the Texas State Constitution, all items using County Funds must serve a direct benefit to the County. Any non-reimbursable expense or charge on the County Procurement Card, must be reimbursed to the County as soon as possible

Expenditure Guidelines

Type	Policy
Uniforms	- The relevant elected official will issue uniforms for law enforcement and corrections personnel, subject to policies. Uniforms for all County personnel are subject to the following County-wide policy*: - Employees will not be issued a uniform, unless the department head has determined that the wearing of a uniform is a reasonable job requirement - All uniforms will be distinctive and not adaptable for personal use. Items that can be easily converted to everyday use, such as jeans and most footwear are taxable to both the employee and the employer. The employee will be taxed for these types of purchases on their paycheck. - The uniform must be worn at all times while on duty, required by management as a condition of employment. The uniform may also be worn while traveling directly to or from a location where the uniform is required or while on an authorized meal or other break. The uniform may not be worn at any other time - All uniforms and other County property must be promptly returned if County employment ends - Employees will not be issued a uniform without written acknowledgment of this policy - Current budgeted funds cannot be expended for uniforms except in compliance with this policy - Footwear including the type/brand for all departments must be approved during the budget process *The Commissioners Court must approve uniform funding for any official, employee, or reserve deputy
Other Expenses	- A department may purchase small appliances (i.e.; microwaves, refrigerators) for the convenience of their employees - Only paid receipts will be reimbursed - For additional details on ineligible expense items refer to the County Budget Order - If a receipt is unattainable or is lost, a written statement must be submitted for the expense - Reasonable tips are allowed for alternate means of transportation, such as taxis, shuttles, and Uber rides. - Civic dues are not allowed. (i.e.: Chamber of Commerce dues)
Employee Recognition expenses	- Employee recognition expenses should be nominal in nature and will only be reimbursed up to the amount designated in the Budget Order - Employees can be taxed for these items. In order to avoid an item being taxable In order to avoid an item being taxable, recognition items must clearly identify the purpose. The following purchases will be allowable for Employee Recognition: - Plaques, Awards or Certificates of recognition for service - Plaques, Awards or Certificates of recognition for retirement - Plaques, Awards or Certificates of recognition for exemplary job performance - Employee requirements: \$40 for employees with up to 15 years of service \$80 for employees with more than 15 years of service - No reimbursement of sales tax will be allowed - Refer any questions to the Auditor's Office for clarification of purchases in this area prior to incurring expenses - The purchase of gift cards, refreshments, except as indicated in the Budget Order (cakes, drinks, etc.), or meals is not allowable as they are taxable items

Compensation Policies

Compensation Philosophy

The objective of the County compensation system is to demonstrate the honor and value we place on working in public service. Accordingly, the County's total compensation policy is to be competitive within the relevant, comparable labor markets by:

- Basing our minimum salaries on the market median
- Recognizing outstanding performance and organizational contributions through the use of the merit pay policy
- Maintaining the public trust in the County's financial stewardship
- Ensuring accountability for compliance with all Federal, State and local laws, as well as County policies

Salary Study

It is the intention of the Commissioners Court that a comprehensive salary study be conducted for every position classification at least once every five fiscal years. Some positions may be reviewed more often based on factors including high turnover, recruitment difficulty or market demand.

Participant	Role and Responsibility	Policy/Process
Commissioners Court	• The Commissioners Court shall set the amount of compensation, office and travel expenses, and all other allowances for County and precinct offices and employees who are paid wholly from the County funds	• Sec. 152.011, Texas Local Government Code
Human Resources	• Maintains all official job descriptions • Works closely with departments/offices to clearly understand structure & how each position fits within the organization • Identifies positions to be reviewed during the current salary study • Gathers & analyzes market data • Provides recommendations to the Commissioners Court	• The position classifications that have been identified for the study will be presented to Commissioners Court • Kick-off & other meetings as necessary will occur between HR & participating departments/offices throughout the salary study • Job descriptions & job analysis tools will be reviewed and/or updated prior to data collection • Requests will be sent to the identified market entities (see Market below) • Data received will be analyzed & compiled • Pre-recommendation meetings will occur between HR & department/offices • Recommendations will be presented to Commissioners Court • Post-recommendation hearings will be scheduled for departments/offices that wish to address Commissioners Court • All changes will be effective in the new fiscal year following Commissioners Court approval
Departments/Offices	• Each department/office will select a designated point of contact • Works closely with HR to ensure that the organization structure and positions are fully understood	• Attends meetings throughout the process • Completes job analysis tools as needed
Market (based on population, entity structure and/or geographic location)	• Provides substantiated market data for the identified positions	<u>Counties used for the study will be:</u> Bell, Brazoria, Hays, Montgomery, Fort Bend, Denton, El Paso, Hidalgo, Collin & Travis <u>Cities used for the study will be:</u> Cedar Park, Georgetown & Round Rock *This list may be amended as needed based on unique attributes of some position classifications

Salary Study Findings

Human Resources is responsible for conducting the salary study and making recommendations to Commissioners Court based on the findings. Recommendations require Commissioners Court approval for implementation.

Recommendation	Policy/Process
Title Change	• Titles may be recommended for change when it is determined that a new title would better reflect the required job duties, responsibilities and/or market standards • Some job titles are unique and therefore can only exist in the departments/offices that manage the services of those position types (example: the position title "Corrections Officer" can only exist within the Sheriff's Office)
Pay Grade Increase	• Pay grade increases may be recommended when the salary study data indicates that the current minimum salary is below market median • Employee's moving up in pay grade will be adjusted to the minimum of the new grade, if current salary is a lesser amount
Pay Grade Decrease	• Pay grade decreases may be recommended when the salary study data indicates that the current minimum salary is above market median • An employee with a current salary that is above the new pay grade maximum will not receive a reduction in pay, however, merit eligible positions will be limited to a lump sum merit
FLSA Exemption Status	• Fair Labor Standards Act (FLSA) exemption status will be updated when it is determined that the position is currently misclassified, as required by law • The update will occur at the beginning of the next pay period following the determination for any position that must be changed from exempt to non-exempt and as determined most appropriate for a change from non-exempt to exempt • Compensatory time will be paid at the time of the update, for positions changing status from non-exempt to exempt

Compensation

Pay Frequency and Work Week

- Payday is every other Friday, **or the last business day prior to any holiday that falls on a Friday.**
- A pay period consists of two weeks' pay ending on the Thursday of the previous week before pay day
- The official work week for County departments is 12:00 a.m. Friday to 11:59 p.m. Thursday unless otherwise notified
- The official work week for the 911 Emergency Communications Department is 6:00am Friday to 5:59am the following Friday
- The payroll calendar is located on the Auditor's Portal

Payroll Corrections

Underpayment: Any underpayment in compensation for 16 hours of regular pay (**excludes OT or supplemental pay**) or less will be processed on the following pay cycle.

Overpayment: No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If an employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to the County as soon as possible. Any overpayment will be regarded as an advance of future wages and absent repayment, will be offset in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage authorization agreement to acknowledge the amount and provide for the offset.

Deductions: Every effort is made to apply deductions accurately. **If you have any questions about insurance/benefits deductions, contact the HR Benefits Department.** If you have questions about **any other** deductions from your pay, please contact the Auditor Payroll Department immediately.

Discrepancies: If your pay does not accurately reflect all hours worked, you should report your concerns to Human Resources. Every report will be fully investigated and corrective action will be taken. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy.

Pay Schedules (pay charts)

Williamson County has multiple pay schedules that cover all classified positions. These pay schedules are approved by the Commissioners Court. For more information on current pay schedules refer to the internal Human Resources website.

Job Specific Policies

Court Administrator (District and CCL Courts)

When a Court Administrator vacancy occurs in the District or County Court at Law Courts, the position can only be filled as a Court Administrator I (one) unless the selected applicant is a current Court Administrator/Coordinator for

Title	Required District Court/CCL Experience	Pay Grade
Court Admin I CCL/District	1 year or no expr Wilco	B.22
Court Admin II CCL/District	3 years Court Admin expr Wilco	B.24
Specialty Program Coordinator	3 years experience	B.24
Court Admin III CCL/District	5 years Court Admin expr Wilco	B.26
Court Admin IV CCL/District	7 Years Court Admin expr Wilco	B.28

Don't forget to check
pay slips online at any
County Computer!



Compensation



Court Reporters

Employment Status

Court Reporters are non-exempt employees of the County that perform primary duties for the Court and also may have secondary independent contractor jobs preparing transcripts. In this second statutory role, who ordered the transcript and when the transcript is prepared dictates whether the Court Reporter is paid wages for time worked, or paid by the page for producing the transcripts.

Work Hours

When Court Reporters are working for the Court, recording and reading back court proceedings, attending court hearings, or preparing transcripts for the Court at work or on special assignment by the Court, these are hours worked that must be recorded. An example of "on assignment by the Court" includes instances where the Court Reporter is required to perform duties at the direction of the Court in another location, or when the Court instructs the Court Reporter to work away from the Court House to complete a transcript for the Court.

Court Reporters are required to accurately record actual time worked for the Court, including time when they are required to be at the Court or at any other designated place to perform work. Any hours worked beyond forty hours in the work week shall be compensated with compensatory leave, pursuant to the County's policy. Vacation leave, sick leave, compensatory leave or holiday leave must be used for any scheduled work time missed during the pay period.

Transcripts Prepared For or Paid By the Court/State/or Local Government

Transcripts (1) prepared for the Court, any judge, another court, County Attorney, District Attorney, Attorney General, State, State Agency, Public Defender, or any other public entity or person, or (2) paid for by the County for a public entity or private attorney, are subject to the following rules:

- **Transcripts Prepared During Working Hours**

Transcripts prepared for the public entities and persons listed above as a part of the Court Reporter's daily or assigned duties during work hours shall be paid their salary wages for all hours worked, but no additional pay per page of transcripts prepared at work.

- **Transcripts Prepared Outside of Hours Worked**

Transcripts prepared for the public entities and persons listed above, by the Court Reporter on his or her own time and outside of any other work for the Court (i.e. attending, recording and reading back court proceedings), shall be paid the maximum established per page rate for transcripts established by the Court, or State, as may be applicable, for such transcripts prepared by the Court Reporter. Time spent preparing transcripts for these parties outside of work, on the Court Reporter's own time, is not considered time worked and no salary wages or overtime will be paid in relation to this time.

- **Private Paid Transcripts**

Private paid transcripts are ordered by third parties such as attorneys, media, etc. Preparation of transcripts, including any portion thereof, for private paid clients cannot be conducted during the normal work hours or utilizing County equipment, office space or supplies. This is an independent contractor relationship between the Court Reporter and the third party client, and the production of the transcript must be performed outside of hours the Court Reporter performs work for the Court. The fees and collection of payment for these transcripts shall be freely negotiated between the Court Reporter and the third party client, and are not set by the judge who presided over the proceedings.

Compensation

Salary and Position Changes

The chart below indicates the policies related to pay increases and decreases due to position changes, vacancies and/or merit. All changes are contingent on budgeted fund availability. Any funds remaining in a department merit line items will roll over each budget year unless otherwise determined by the Court. Any request outside of these policies will require the approval of Commissioners Court.

Salary/Position Changes

Type	Description/ Policy	Pay +	Pay -	Approval Process	Additional Information
Merit	- Merit funding can only be used for performance pay increases - Merit is awarded based on job performance which is evaluated by the applicable department head or elected official. Therefore, an employee must receive a performance evaluation in order to be eligible for a merit increase - An employee is eligible for merit after 90 days in their current position	Max of 5% 7% per employee, per budget year* authorized as a merit percentage amount or a lump sum (if a merit eligible employee has reached the max of their grade) • If a merit eligible employee has reached the maximum of their pay grade, a lump sum merit payment may be awarded and can not exceed 5%-7% of their current base salary	N/A	- Oracle workflow required - Each processing period will have a cut off date. Employee must have completed 90 days of employment by that date - A line item transfer form must be submitted in addition to the workflow - Merit can only be transferred out of the merit line item - Merit is not transferrable between positions	- District Court Reporters, Elected Officials, Director of Juvenile Services, County Auditor, Positions on the LE and C Charts are not eligible for merit increases • Positions participating in tenure-based pay scale are not eligible for merit increases - Merit for small departments with 4 or less merit eligible employees that do not roll up to a department with an 8000 account, will be granted merit at 1% higher than the amount approved by the Commissioners Court not to exceed 5% (i.e. if the Court approves merit at 3%, the small departments will receive 4%) - Verification of evaluation required
Position Salary Surplus	- Cannot be used for merit increases - Cannot be requested to be moved between positions after February 15th	Refer to filling a vacancy, promotion and or reclassification policies.	N/A	Refer to filling a vacancy, promotion and reclassification policies.	Contact HR for additional requirements
Filling a Vacancy	- When a current employee separates from employment or position - Applies to B Chart only	A vacant position may be filled with a salary up to 15% above the minimum of the pay grade, effective 10/1/2018. See promotion for current employees (no additional pay increases in the first 12 months with the exception of merit)	N/A	Oracle workflow required	The maximum salary for a position cannot exceed the budgeted annual salary even if the full amount may not be used during the budget year due to the position being vacant for part of the year. (i.e. budgeted salary = \$30,000, position vacant 6 months = \$15,000 not used, when filled the maximum salary cannot exceed \$30,000 even though \$15,000 is unused).
Retention	An increase in pay that is awarded to an employee, as an incentive to retain them in their current position, when the employee has received a bona-fide job offer from another department or employer or there is a high risk that the employee will be recruited or seek employment for a similar position with another employer/department with a higher salary.	Maximum of 10% above the current salary*	N/A	- Approval by Commissioners Court, public hearing required - Change will be effective on the first pay period after Court approval - Oracle workflow required - Verification required	Contact HR for additional requirements

*15% maximum annual (budget year) increase per employee (includes retention, merit, re-organization and reclassification)

Multiple pay changes cannot be processed during the same pay period on the same day

Compensation

Salary/Position Changes

Type	Description/Policy	Pay +	Pay -	Approval Process	Additional Information
Promotion	- When a current employee is hired into a different position with a higher pay grade - No additional pay increases in the first 12 months with the exception of merit	Max 15% above minimum of the pay grade, effective 10/1/2018, or 10% above current salary whichever is greater. [Cannot exceed maximum of pay grade or budgeted amount for position]	N/A	Oracle workflow required	Promotions and Merit cannot be processed during the same pay period
Demotion	When a current employee is hired into a position with a lower pay grade or is demoted to a lower pay grade	N/A	Maximum decrease to the minimum of the new pay grade	Oracle workflow required	- Written justification required - Salary may remain the same if within the new pay grade
Shift Transfer	- Current employee is transferred to a different shift with a higher pay grade - Viewed as lateral move	Cannot exceed max of pay grade or budgeted amount on the position	N/A	Oracle workflow required	
Reclassification	A change in one or more positions which impacts the organization chart of the department or elected office as a result of one of the following: Significant change in the job description that includes the addition or deletion of significant duties and responsibilities A position that is determined to be misclassified by comparison to like positions either internally or externally A reclassification cannot result in a position change that is not consistent with the original intent of the position with the exception of changes that are due to turnover in a key position (elected/appointed official, department head or director). These changes will be reviewed by the Budget Office and Human Resources. Recommended changes will be placed on the Commissioners Court agenda for approval A position can only be reviewed for reclassification during the annual budget, or between October 1st and February 15th. *May require a public hearing	Minimum of the pay grade or up to 10% above current salary as determined appropriate during the approval process	Maximum decrease to the minimum of the new pay grade	Submission of reclassification request through the budget software or HR sharepoint, as determined by the type of request with back up documentation	Support documentation required: Current job description(s), current ORG chart, proposed job description, proposed ORG chart and justification for review (i.e. turnover, added duties, etc.)
Career Ladder Advancement	A department with an approved career ladder may advance employees according to the parameters established in the career ladder documentation. Must be approved during the annual budget process.	Based on the steps in the chart	Based on the steps (when appropriate)	Submission of request through budget software with back up documentation including whether additional budget is required	Documentation of each position that will advance during the next budget year along with the approved career ladder plan

Compensation

Longevity Pay (excludes Commissioned Officers)

Longevity pay is based on an individual employee's length of service with Williamson County. Service time with other entities is not recognized.

- Full-time employees will accrue the following per pay period:

\$24.00 per pay period after five years of employment
\$48.00 per pay period after ten years of employment
\$72.00 per pay period after fifteen years of employment
\$96.00 per pay period after twenty years of employment
\$120.00 per pay period after twenty-five years of employment

- Longevity pay begins with the pay period following the completion of five years of employment and increases each five years to a maximum of 25 years (Subject to proration)
- Longevity is paid as a lump sum each December for the previous year, calculated starting from the first pay period in December, with the exception of employees previously authorized to receive payments bi-weekly

Part-time employees will no longer be eligible for longevity effective November 18, 2016.

Statutory Longevity Pay – Commissioned Officers

Commissioned officers in the Sheriff's Office are eligible to accrue statutory longevity pay (Texas Code – 152.074), at the rate of \$5 per month for each year of service (up to a maximum of 25 years) after the first year anniversary of their certification as a peace officer.

Longevity for Commissioned Officers is paid bi-weekly.

Tenure Pay Scale Compensation Policies

Positions will be included on the Tenure Pay Scale as determined appropriate by the Human Resources Department and the Elected/Appointed Official. Approval by Commissioners Court is required. All policies below are contingent on available budget. Years of service are based on continuous service (with no break of more than 90 days as a regular employee in an approved tenure pay scale position in the Sheriff's office, the offices of the County Attorney or District Attorney, or in any Constable's office. Employees transferring between these departments may receive credit for their current step based on available budget and the approval of the hiring department and/or Commissioners.



Compensation

Tenure Salary/Position Changes

Type	Policy	Pay + Pay -	Approval Process	Additional Documentation
Annual Step/Tenure Progression	Employees in tenure positions move from one step to the next on the first day of the first full pay period in October of each year, subject to funding by the Commissioners Court Employees with less than six (6) months of service as of the first full pay period in October, will advance to the next step on the first full pay period following the approval of Commissioners Court Step/tenure progression ends at the top step of each position rank	See Tenured Pay Chart	Oracle workflow required	May be required
Promotion (with exception of Corrections to Law Enforcement)	When an employee is promoted to a higher ranking position, the tenured grade is based on years of service	See Tenured Pay Chart	Oracle workflow required	May be required
Promotion (Corrections to Law Enforcement)	Will begin at the first step of the tenured grade and remain at that step for a period of one calendar year. Will be placed at the pay increment corresponding to their time of continuous service (with no break of more than 90 days) in both corrections and law enforcement as a peace officer	See Tenured Pay Chart	Oracle workflow required	May be required
Demotion	When a current employee demoted to a lower ranking position, the tenured grade is based on years of service	See Tenured Pay Chart	Oracle workflow required	May be required

Tenure Salary/ Position Changes

Type	Policy	Pay+ Pay -	Approval Process	Additional Documents
Certification Pay	Certification pay will be paid to non-elected commissioned peace officers and eligible corrections officer (County Jail) who hold a full-time active duty position in a law enforcement or corrections capacity with the County on June 1st of each year. Payment for an entire fiscal year beginning on October 1st will be based on the level of certification held as of September 15th of the preceding fiscal year. For new hires, certification pay will be paid based on certification level at the date of hire. This pay must be added into the regular rate of pay when calculating overtime. Certification pay does not transfer with an individual employee who leaves a corrections officer position to accept a law enforcement position nor does it transfer with an individual employee who leaves a law enforcement position to accept a corrections officer position except when the corrections officer position is that of a Bailiff.	• Law enforcement officers--\$60 per month for Advanced Certification; \$90 per month for Masters Certification. This pay must be added into the regular rate of pay when calculating overtime • Corrections officers--\$60 per month for Advanced • Certification; \$90 per month for Masters Certification. This pay must be added into the regular rate of pay when calculating overtime • Certification pay may move with the employee to accommodate promotions/position changes within the department.	Oracle workflow required	Must submit a TCOLE document to the Human Resources Department. Funding must be available.
Filling a Vacancy	All personnel newly hired from outside Williamson County for positions subject to tenure chart at the first pay increment for the position for which they are hired, unless they qualify for a prior service credit	Credits for Prior Service may apply- See Prior Service Credit	Oracle workflow required	Must submit a TCOLE document to the Human Resources Department. Funding must be available.
Prior Service Credit	Qualified law enforcement applicants and current officers can receive prior service credit	• Deputy—Max L 1.4 • Det/Inv—Max L 2.5 • SGT—Max L 3.6 • LT—Max L 4.8 • Captain—Max L5.10 (min L5.6) • Maximum amount is current funding on vacant position • Prior service credit is only granted at original date of hire or when an existing employee receives a promotion.	TCOLE service verification must be submitted	TCOLE Service Verification required
Transfer from Law Enforcement To Corrections	Law enforcement officers who transfer from the law enforcement division to the corrections division will be placed at the pay increment corresponding to their time of continuous of tenured service (with no break of more than 90 days in both corrections and law enforcement with Williamson County, if the proper Corrections certification is obtained.)			

Employee Responsibilities

Personal Conduct

Type	Policy	
Tobacco Free Workplace	Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to an including termination of employment.	
Drug and Alcohol Testing Policy	Williamson County is committed to a safe workplace. In compliance with Federal and State laws pre-employment, random and post-accident (or near accident) drug and/or alcohol testing may be required for potential or current employees in positions that are mandated by law. Additionally, drug and/or alcohol testing may be required for positions identified as safety sensitive or for reasonable suspicion. Reasonable suspicion includes the report of observation of drug/alcohol use or the suspicion of such, determined by the employee’s supervisor. The supervisor must then consult with the Human Resources Department.	
	Refusal	Refusal to submit to a drug test may result in immediate termination of employment
	Positive Results	
	Employees with a positive test result may be subject to immediate termination, if determined appropriate based on factors related to the matter (i.e. safety concerns, job performance, etc.)	
	Pre-Employment	An applicant with a confirmed positive drug/alcohol test will not be hired and cannot be considered for employment for a period of one year after the confirmed positive result.
	Random	<u>First Offense</u> - An employee with a confirmed random positive drug/alcohol test will be required to attend drug/alcohol counseling/treatment at their own expense and provide documentation of completion. Failure to attend and complete counseling/treatment will result in immediate termination of employment. Once documentation is provided a determination of continued employment will be made by the Department and Human Resources. <u>Subsequent Offenses</u> – Any employee with a confirmed random positive drug/alcohol test will be subject to random testing on a frequent basis if re-instated after initial completion of treatment. Further positive test results will result in immediate termination. <u>Post-Accident/Near Accident</u> - Any employee with a confirmed post-accident drug/alcohol test will be terminated immediately.
	Reasonable Suspicion	<u>First Offense</u> - An employee with a confirmed reasonable suspicion positive drug/alcohol test will be required to attend drug/alcohol counseling/treatment at their own expense and provide documentation of completion. Failure to attend and complete counseling/treatment will result in immediate termination of employment. Once documentation in provided a determination of continued employment will be made by the Department and Human Resources. <u>Subsequent Offenses</u> – Any employee with a confirmed reasonable suspicion positive drug/alcohol test will be subject to random testing on a frequent basis if re-instated after initial completion of treatment. Further positive test results will result in immediate termination. If an employee feels that they may have a drug or alcohol problem, they may contact Human Resources or the Employee Assistance Program for information on available resources.

Employee Responsibilities

Personal Conduct

Type	Policy
Sexual Harassment	Sexual harassment is prohibited and is an unlawful employment practice in violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment *Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive work environment *Off duty actions may constitute sexual harassment <u>Examples of sexual harassment:</u> • Unwelcome sexual advances, propositions, sexual comments or suggestive or lewd remarks • Physical assaults or other physical conduct of a sexual nature, including unwanted hugs or touches • Sexual displays or publications anywhere in the workplace, including derogatory or pornographic posters, pictures or drawings <u>Other prohibited harassment:</u> • Any unwelcome verbal or physical conduct that belittles, shows hostility, or ridicules an individual because of race, color, gender, religion, national origin, disability, age or sexual orientation when such conduct is so severe or pervasive that it unreasonably interferes with an individual's work performance and creates an intimidating, hostile or offensive work environment <i>Each official, department head, supervisor, and employee has the responsibility to maintain a work environment free of such harassment and to report or file a complaint as soon as possible. Officials and employees involved in a sexual harassment situation are required to cooperate in any investigation that occurs</i> Employees who believe they have been sexually harassed should report their complaint immediately. Verbally inform one of these individuals: - o Their Supervisor - o The next level of management above their Supervisor - o The Human Resources Department <u>Reporting:</u> All complaints received by any elected official, department head, or supervisor must be immediately reported to Human Resources. Violations may result in disciplinary action up to and including termination of employment. All complaints will be investigated. <u>Disciplinary Measures</u> Where an investigation reveals that allegations of unwelcome harassment are true, appropriate remedial action, including discipline, will be taken. All disciplinary measures will be implemented promptly and shall be commensurate with the person's conduct. The remedies vary depending on the entire facts and circumstances found by the investigation.
Arrest/Criminal Conviction	Employees are required to report arrests, convictions and changes in the status of any criminal proceedings immediately to their supervisor and department head or elected official. Failure to notify the appropriate authority may result in immediate termination.
Social Media	While Williamson County encourages employees to enjoy and make good use of their off-duty time, certain activities may become a problem if their work is effected. Employees may use social media in any way they choose, as long as it does not produce adverse consequences. For this reason, employees are required to read and understand the social media policy which is accessible by visiting the policy center.

Employee Responsibilities

Personal Conduct

Type	Policy
Political Activity	Employees are encouraged to vote and to exercise other responsibilities of citizenship consistent with state and federal law and these policies. Employees are not required to contribute to any political fund or render any political service to any person or party. Employees will not be dismissed, suspended, demoted, or otherwise prejudiced for refusing to do so. Employees may <u>not</u>: • Use official authority or influence to interfere with, or affect the result of an election or nomination for office • Directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer (or employee) to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose County employees, except elected officials, may not participate in political activities while on County duty. Employees are expected to remove County uniforms and identification, including rank and/or title, before participating in a political activity. In addition, no County-owned property, vehicle, building, and/or office may be used for displaying campaign materials or for conducting any partisan political activity. This section does not apply to the use of the Courthouse, Courthouse grounds or County buildings when used for the purpose of political announcements approved by Commissioners Court.
Solicitation	Persons not employed by Williamson County may not solicit or distribute literature in the workplace at any time for any purpose. Williamson County recognizes that employees may have interests in events and organizations outside the workplace; however, may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch breaks, or any other periods in which employees are not on duty.) In addition, the posting of written solicitations is limited to County bulletin boards. An employee should check with the department head or elected official for approval. Solicitations using electronic systems, including County email, are prohibited and subject to the Electronic Systems Use Policy located in the Policy Center
Retaliation	If an employee reports a violation of the law to an appropriate law enforcement authority, they cannot be suspended, terminated, or otherwise discriminated against by the County or an Elected Official. This policy prohibits retaliation against public employees who report official wrongdoing including sexual harassment.
Attendance	Employees are expected to be at work, on time and to complete their scheduled shifts. Employees that miss three consecutive shifts without notification will be separated from employment and considered to have resigned without notice
Gifts/Gratuities	The Texas Penal Code Section 1.07(a)(41) and Texas Penal Code 36 includes specific definitions, details regarding gifts, gratuities and bribery for public servants. A Public servant means a person elected, selected, appointed, employed, or otherwise designated as one of the following: (even if they have not yet qualified for office or assumed duties) • An officer, employee, or agent of government • A juror or grand juror • An arbitrator, referee, or other person who is authorized by law or private written agreement to hear or determine a cause or controversy • An attorney at law or notary public when participating in the performance of a government function • A candidate for nomination or election to public office • A person who is performing a governmental function under a claim of right, although they are not legally qualified to do so It is the responsibility of the employee, officer or agent of the government to read and understand all aspects of the Texas Penal Code Section 1.07 and Texas Penal Code 36 that relate to gifts, bribery and acceptance of honorarium
Outside Employment	Outside employment is acceptable, as long as it is outside the hours they are scheduled to work for the County. Also as long as such employment does not violate state laws concerning abuse of office or employment, interfere with normal duties, and does not constitute a breach of ethics or conflict of interest.

Employee Responsibilities

Discipline

Discipline may include both corrective action and more conclusive measures, including termination. The appropriate level of discipline will be determined based on the facts of the disciplinary violations. Below are some examples of violations of workplace conduct:

- Insubordination
- Violence in the work place
- Harassment
- Conduct unbecoming of a County employee
- Poor attendance
- Discrimination
- Abuse of sick leave
- Theft
- Retaliation
- Conviction of a crime
- Poor job performance

This list is not all inclusive

Grievance Policy and Procedure

Summary

For employees in offices of Elected Officials, the grievance process defined by the Elected Official should be followed. Elected Officials are the final appeal level for their respective departments.

This guidance does not alter the employment-at-will relationship in any way. Final decisions on grievances will not be precedent setting or binding on future grievances, unless they are officially stated as County policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Procedures for Employees in Non-Elected Office Departments

Employees may file a grievance at any time and cannot be retaliated against for the filing of the grievance. Employees are encouraged to discuss any issues with their supervisors/managers prior to filing a grievance

For procedures to follow in the event of a grievance by an elected official, see:

- Chapter 152, Sec. 152.014 Local Government Code

Informal Grievances

An informal grievance is presented verbally. The first step in the informal grievance procedure:

- Attempt to resolve the grievance by an informal conference with the Supervisor
- However, if the official or department head is the wrongdoer in instances of harassment, retaliation, or potential whistleblower activity the employee should immediately contact the Human Resource department
- If the informal conference does not result in a satisfactory resolution of the problem, the formal grievance steps should be followed



Employee Responsibilities

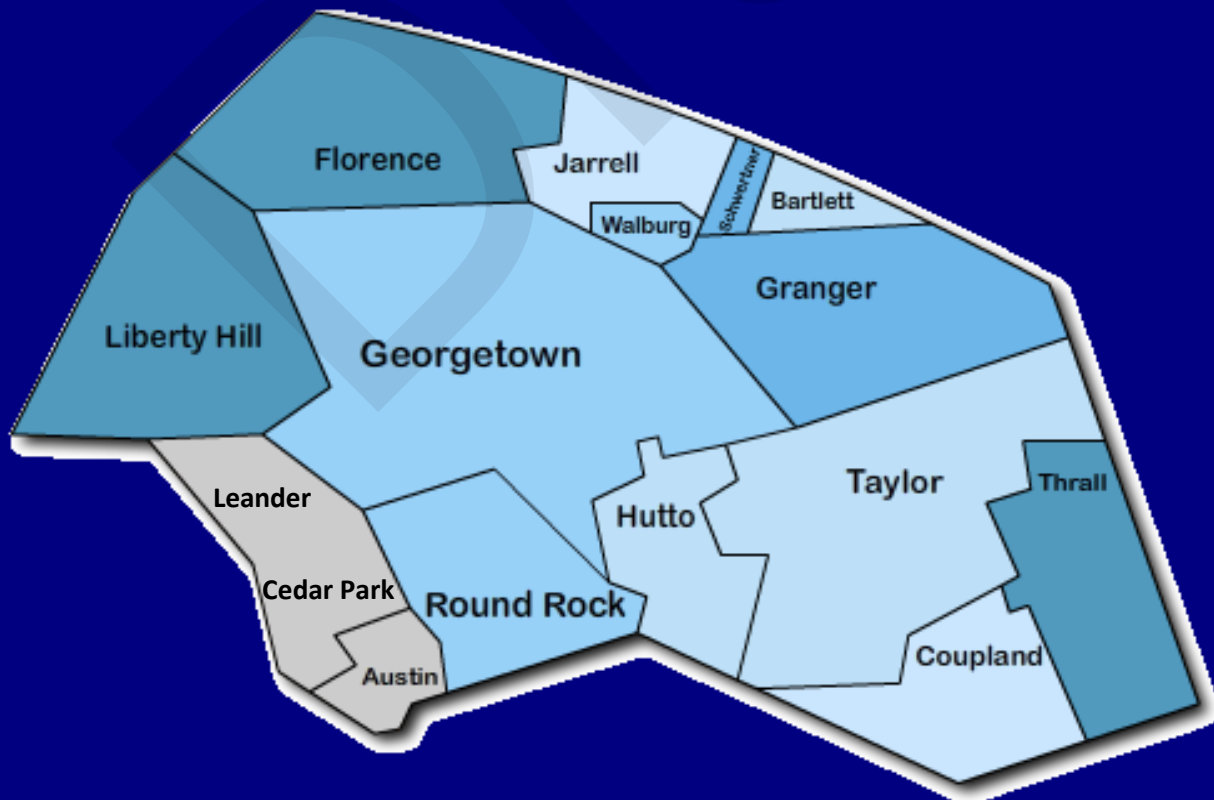
Grievance Policy and Procedure

Formal Grievances

The steps for a formal grievance are as follows:

- 1) Must be in writing, signed and presented to the supervisor of the employee submitting the grievance, within ten business days after the alleged issue occurred. A statement of the specific corrective action that requested must be included in the written grievance.
 - In the event that it would be inappropriate to address the grievance with said supervisor, such as when the supervisor is the wrongdoer, the employee should go to the department head or elected official
 - If the department head or elected official is the wrongdoer in instances of harassment, retaliation, or potential whistle blower activity, the employee should contact Human Resources
- 2) After being presented with a written and signed grievance, the supervisor will:
 - Meet with the employees involved and other people necessary to gather the facts
 - Immediately notify the Department Head and the Human Resource Department
 - Attempt to resolve the grievance with the employee
 - Communicate the decision in writing within ten business days after the receipt of the grievance
 - Send a copy of the proposed resolution to the elected official/department head and the Human Resources Department
- 3) If the employee filing the grievance does not receive a written resolution from the supervisor within ten business days, from the date the grievance was filed or is not satisfied with the proposed resolution, then:
 - They must file a written appeal, within ten business days, with the department head along with a copy to the Human Resource Department.
- 4) The Department Head will review the facts and the file, and may investigate the charges personally or through a designee.
 - The person(s) conducting the investigation may meet with the parties involved.
 - The Department Head/ Elected official will respond in writing to the employee within ten business days of the date the appeal was received.
- 5) If the Department Head is appointed by the Commissioners Court, Juvenile Probation Board, or District Judges, and the employee who submitted the grievance does not receive a written resolution from the Department Head within ten business days of the date the grievance was appealed, (or if unsatisfied with the appointed Department Heads proposed resolution)
 - A written appeal must be filed within ten business days, with the appropriate appointing authority (i.e., Commissioners Court, Juvenile Probation Board, or District Judges) through the Human Resource Department.
- 6) The appropriate appointing authority will then review the facts and the file and conduct an investigation, if deemed appropriate, before deciding. The appropriate appointing authority's decision is final. Longer intervals to facilitate investigation or fact-finding on behalf of the County may be appropriate depending upon the grievance and may increase the 10 day response time, accordingly.

For additional policy information contact the Human Resources Department or visit the [policy center](#)
100 Wilco Way Suite HR101
Georgetown, TX 78626
512-943-1533



Social Media

While Williamson County encourages employees to enjoy and make good use of your off-duty time, certain activities may become a problem if they affect their work. An employee's online presence can reflect on Williamson County. The lines between public and private, personal and professional information are blurred in this context. Be aware that comments, posts, or actions captured via digital or film images can affect the image of Williamson County. If an employee is posting to personal networking sites and speaking about job-related content or about the County, the employee should identify him/herself and use a disclaimer to make it clear that the views are not reflective of the views of County. ~~Employees may use social media in any way they choose, as long as that use does not produce adverse consequences.~~ Subject to the restrictions below, generally, employees may use personal social media any way they choose. With these goals in mind, ~~For this reason,~~ employees ~~must be reminded that they~~ follow these rules ~~guidelines apply~~ in their use of social media, both on and off duty:

- Employees are prohibited from publishing any personal information about themselves, another employee of Williamson County, applicants, or an associate of Williamson County in any public medium (print, broadcast, digital, or online) in any format (written, video or image) that:
 - Has the potential or effect of involving themselves, co-workers, or Williamson County in any kind of dispute or conflict with other employees or third parties.
 - Interferes with the work of any employee.
 - May create a harassing, demeaning, or hostile working environment for any employee.
 - Disrupts the smooth and orderly flow of work within the office, or the delivery of services to Williamson County's taxpayers or customers.
 - Harms the reputation of Williamson County among its taxpayers or in the community at large.
 - States falsities or is **defamatory of others and** the County. ~~is slanderous about the County~~
 - Reveals information that should be treated as confidential (by law) and/or information regarding the personal or private conduct, **health information**, and affairs of that person and interaction with other people that is unrelated to the person's job performance or official duties for Williamson County is personal information. ~~Health information is also considered personal information under this policy.~~
- Workplace personal conduct standards, including but not limited to equal opportunity, anti-harassment and anti-discrimination, apply at all times. This prohibits posts containing obscene or sexually explicit language, images, acts and statements. Other forms of postings that ridicule, malign, disparage or otherwise express bias against any race, religion, disability, ethnic origin, sexual orientation or any other protected class of individuals are also prohibited.
- Employees may not use County equipment or facilities for non-work-related activities or business including social media. Personal social media activities ~~should never interfere with work commitments and~~ should not be conducted while working or on the clock.
- Conducting oneself in such a way that his/her actions and relationships with others could become the object of gossip in the office, or causing unfavorable publicity for Williamson County in the community, is prohibited.
- If an employee creates a personal blog, they must provide a clear disclaimer that the views expressed in the blog are theirs alone, and do not represent the views of Williamson County. All information published on any blog(s) or other posting(s) should comply with Williamson County confidentiality and disclosure policies. This also applies to comments posted on other social networking sites, blogs and forums
- Human Resources strongly recommends all County Department's/ Offices abide by the Social Media Policy above.
- Any violations of this policy are subject to disciplinary action, up to and including termination.

Commissioners Court - Regular Session**40.****Meeting Date:** 09/24/2019

Proposed Budget Order

Submitted For: Bill Gravell**Submitted By:** Melissa Goins, County Judge**Department:** County Judge**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on FY19/20 Budget Order.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[FY2019-20 - Track Changes](#)[FY2019-20 Budget Order - No Markup](#)

Form Review**Inbox**

County Judge Exec Asst. (Originator)

Form Started By: Melissa Goins

Final Approval Date: 09/19/2019

Reviewed By

Andrea Schiele

Date

09/19/2019 10:23 AM

Started On: 09/18/2019 09:04 PM

**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 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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SWAT – 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.

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~~

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~~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 1st of the previous year to April 30th 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
- ~~c) 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.
- All purchases must follow procurement guidelines.
- iv)

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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.~~
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>.~~

This site provides county departments access to:

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

~~3. 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.~~

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○ 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.

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

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

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○ 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.

Actions may include:

a. Retraining

b. Reduction of credit limits

c. Suspension of account

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Theft, fraud or intentional policy violations may result in permanent closure of account or termination of employment, based on severity of violation.

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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.

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

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

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● 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.

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e. 4. Information for conducting purchases on behalf of Williamson County can be located on the intranet Purchasing Portal located at: <https://wilco365.sharepoint.com/purchasingportal>.

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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
~~G. 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 20th 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.

¶5. ___ Expenditures over the allowed stipend will not be reimbursed.

¶46. ___ An approved cell phone stipend will not follow an employee if the employee changes positions.

¶H7. ___ 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.

¶H8. ___ 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 24th 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

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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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**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 Friday	November 28, 2019 November 29, 2019
Christmas Holiday	Tuesday Wednesday	December 24, 2019 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) –Designated positions listed below will be paid \$150 per month.

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) –Designated positions will be paid \$250 per month.

Sheriff's Office – Maximum of 10 positions

3. Training Specialist Supplemental Pay –Designated positions will be paid \$100 per pay period.

Emergency Communications – Maximum of 16 positions

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.

District Attorney's Office – Maximum of 1 Asst. District Attorney, \$300 per week

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

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

Sheriff's Office:

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

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

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

SWAT – Maximum of 8 positions, \$200 per week

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

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

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.

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

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.

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

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.

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.

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.

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 1st of the previous year to April 30th 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
- c) An award or plaque upon retirement for employee recognition. All purchases must display (i.e. engraving) information regarding the purpose of the employee recognition. (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

No reimbursement of sales tax will be allowed.

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

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 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.

VI. **PURCHASING – GENERAL PROCEDURES**

- 1. Williamson County Purchasing and Procurement Card (P-Card) policies are intended to 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.

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

This site provides county departments access to:

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

3. 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. Actions may include:

- a. Retraining
- b. Reduction of credit limits
- c. Suspension of account

Theft, fraud or intentional policy violations may result in permanent closure of account or termination of employment, based on severity of violation.

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

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

VII. 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 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.

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.

- 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

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
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 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.

All accidents involving County vehicles and equipment must be reported to the Risk and Safety Coordinator in Human Resources to ensure appropriate claims processing, including any corrective action taken. Vehicles removed from service are reported on the Court agenda and accident reports are sent to the court when applicable. Also, new vehicles, equipment, and buildings must be reported to the Risk and Safety Coordinator immediately in order to ensure that proper insurance coverage is in place.

VIII. CELL PHONE 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

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. 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)

3. 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.

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.

5. Expenditures over the allowed stipend will not be reimbursed.

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

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.

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 24th 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

Commissioners Court - Regular Session**41.****Meeting Date:** 09/24/2019

County Clerk Records Archive Plan FY 20

Submitted By: Ashlie Koenig, Budget Office**Department:** Budget Office**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

10:00 AM Hold public hearing on the plan for the funding of the preservation and restoration of the County Clerk's Records Archive for 2019-2020.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Ashlie Koenig

Final Approval Date: 09/11/2019

Reviewed By

Andrea Schiele

Date

09/11/2019 11:53 AM

Started On: 09/11/2019 10:00 AM

Commissioners Court - Regular Session**42.****Meeting Date:** 09/24/2019

County Clerk Records Archive Plan FY 20

Submitted By: Ashlie Koenig, Budget Office**Department:** Budget Office**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on the plan for the funding of the preservation and restoration of the County Clerk's Records Archive for 2019-2020.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

FY20 County Clerk Records Archive Plan

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Ashlie Koenig

Final Approval Date: 09/12/2019

Reviewed By

Andrea Schiele

Date

09/12/2019 03:48 PM

Started On: 09/11/2019 10:02 AM

Archive Plan

For Preservation and Restoration
Of Archived Records

Nancy E. Rister, County Clerk

September 2019

Executive Summary

The vast majority of the permanent records in the County Clerk's office are paper based. These records are used on a daily basis by the public and are vulnerable to loss by theft and wear and tear.

With no cost to the County, these records can be preserved by using the archive fees collected to cover the cost of scanning the paper based documents and preserving the handwritten ones by encapsulation. In addition to preserving the documents, the images can be added to our existing imaging system and improve customer service by offering a wider date range of documents on the Internet.

Introduction

County Clerks are currently authorized to collect a records management fee for maintaining and preserving current documents. A fee not to exceed \$10 may be imposed for recording or filing public documents in county clerk offices in any county for the purpose of preserving, restoring, and managing these county records. The legislation is designed to target archived records. This does not include court records.

This bill authorizes the Commissioners Court to adopt a records archive fee as part of the county's annual budget. This additional revenue will be dedicated to help focus on preserving older records.

Williamson County Commissioners Court approved the \$5 fee on August 26, 2003 under agenda item #23.

Historical Data FY2001 – FY2019

In FY 2001-2002 Deed books 1 through 3 and Survey book for 1902 were preserved and encapsulated. In FY 2002-2003 Deed books 4 and 5 were preserved and encapsulated. In FY 2003-2004 Police Court minutes 1850 – 1859; Elections Volume 1 – 1884-1892; Deed books 6 – 26 were preserved and encapsulated. In FY 2004-2005 Deed books 27 – 122 were preserved and encapsulated. In FY 2005-2006 Williamson County Bid 06WC406 was awarded. Deed books 123 – 168 were preserved and encapsulated. In FY 2006-2007 Marriage Indexes 1848 - 1997; Elections Volumes 2-9 were preserved and encapsulated.

The encapsulation effort was halted in 2006 pending the acceptance of the vendor that has done the majority of our books onto the State of Texas contract vendor's list. In early 2008, Brazoria County, TX awarded a contract to this same vendor for repair and restoration of historical books for Brazoria County. At that time, Williamson County Clerk's Office entered into an Interlocal agreement with Brazoria County for the Repair and Restoration of historical books.

Williamson County Commissioners Court approved an Interlocal Agreement with Brazoria County for the Repair and Restoration of historical books for the County Clerk on March 25, 2008 under agenda item #25.

Subsequent to the approval by the Commissioners Court, 52 Marriage books (1850-1997) and 51 Commissioner's Court books were sent to the selected vendor for preservation and encapsulation. Also completed in FY 2008-2009 were Birth Record Volumes 1-12, 1903-1957, Delayed Birth Records Volumes A-Z and Volumes A-1 through A-10, Still Birth Record and Register of Births 1868-1876, Death Records Volumes 1-12, 31 Naturalization Books, Index to Deeds and the Reverse Indexes for preservation and encapsulation. This was done in FY 2008-2009.

Since February 2005 with a staff of 7, all of the deed books have been scanned. All scanned books are made available on personal computers in the public research area and over the internet. Each book and page is accessible by book and page lookup. Scanning of 943 deed books has been completed. These images are now available online. Staff was reduced to 5 in 2007-2008 FY as people moved on to other jobs. After finishing this initial project, they scanned and indexed all marriage records including old marriage licenses that were not returned or picked up. This project was completed in FY2010-2011.

Restoration of the oldest probate records was started after the archive staff took photos of all documents sent for restoration. They then reviewed the returned books to proof the restoration work and verify what was sent, actually came back. Minor errors were caught and corrected. More books were encapsulated while they worked on photographing probate cases. There were no books restored in FY2009-2010 as staff got caught up with all the marriage books and taking photos of all probate coming up for restoration in FY2011-2012.

In the Fiscal Year 2011– 2012 restoration of all older probate records was completed. The original marriage licenses from the 1800's have been restored, scanned and indexed. They now are available online. Also 40 boxes of civil case files from the 1800's were photographed in preparation for being restored and encapsulated. This was a partial project as restoration couldn't be completed all in one year and was finished in October of 2012.

During FY2012-2013 criminal files from the 1800's consisting of 6,096 cases and 43,934 pages were photographed in preparation for restoration and encapsulation. These were sent out in October 2012 and were received before the end of the fiscal year.

The Archive Division indexed, scanned and entered the 60,000+ birth records in FY2013-2014. They started on the delayed birth records that are recorded from the beginning of the county records through 1940. During this same period technicians also reviewed 231,880 microfilmed OPR documents for image quality and completeness.

Archive personnel continued entering delayed birth records in FY2014-2015 with an anticipated completion by the end of December 2015. Reviewing microfilm is ongoing since we still have many years of reels left to review.

The Delayed Birth Record Project was completed in December 2015. A total of 23 books were photographed and sent to Kofile for restoration. It averages 7 to 12 weeks for Kofile to complete the restoration process.

On April 8, 2016, the Death Record Project was suspended to allow a data dump to be completed for the new Tyler Eagle Recording Project. The go-live for the Tyler project was August of 2016. That data was verified and the Death Record Project resumed.

In October 2016, there were 20 books sent to Kofile to go through the restoration and encapsulation process. These consisted of the Milam Survey 1850-1853, 1 plat Index, Field Notes Original 1874, Embalmer's Record Vol 1, 3 General Index to Civil Minutes, Civil Minutes – County Court Vol A, 2,3,4 & 5, Lunacy Record, Lunacy Document Vol 3, Lunacy Minutes Vol 1 Probate Minutes, Lunacy Minutes Vol 3 Mental Illness Order Commitment, Mental Illness Docket Vol 4, 5 & 6 and Mental Illness Vol 2. It took 12 weeks for the vendor to complete.

Staff completed reviewing the 2007 microfilm from the Texas State Library in late October 2016 then began reviewing the 2013 microfilm from Stars Information Solutions with an estimated completion date of about January/February 2018. The review of the microfilm received from our vendors is necessary to ensure image quality and confirm that no documents have been skipped before filing them in the cabinets that were purchased when we moved into the Justice Center. Microfilm is still a preferred medium because of the length of its service life.

In August of 2017, a shipment of “Plats” were prepared to be sent to Kofile to go through the restoration and encapsulation process. This consisted of Cabinets A through K which consists of 4400 plats. A schedule for additional books to be sent to Kofile in the 2017-2018 budget year was completed. The books were photographed and were shipped to Kofile beginning in October of 2017 with plats shipment midway through the 2017-2018 budget year.

For FY 2017-2018 the Archive Division completed work on the Death Records Projects and started on changing the birth certificate dates from 2 digits to 4 digits while conducting quality control on the indexing of those records. They also finished reviewing the 1995, 1997, 2013, 2014 & 2015 microfilm.

A total of 25 books and a bag of miscellaneous historical documents were photographed and sent to Kofile for restoration and encapsulation on February 6, 2018. This effort included photographing each page, editing the quality of the photo (by cropping and enhancing the image), mapping, packing, then shipping to the vendor. Once the books were received back from the vendor at the end of May, they were reviewed to proof the restoration work and verify what was sent, is what we received.

Over 4,979 photos were taken of the 19 books that are scheduled for the October 2018 shipment to Kofile. An inventory of all books, remaining plats and other miscellaneous documents in Research is also being conducted at this time as well as an inventory of documents and books that are currently store in our storage room in the basement. During this inventory project it is being noted as to which items have been previously restored and by which vendor.

For FY 2018-2019 the Archive Division finished reviewing the 2006 & 2016 microfilm which consisted of a total of 345 reels containing 1,692,442 images. The 2017 microfilm is currently being created by the Texas State Library and should be available for review during the next reporting period.

Kofile completed digitizing the 112 Commissioner Court Minutes books from 1884 to 1996 and Police Court Minutes books from 1850 to 1874 as well as 8 Commissioners Court Index books. The Archive Division completed the comparison of the Commissioner's Court Books to the Optical Character Recognition version. This consisted of 108 books with a total of 89,654 pages.

A total of 19 books were sent to Kofile for restoration and encapsulation in January of 2019. In June of 2019 the books were received back from the vendor. Photostat Probate Minutes Volumes 69-141 which needed a special preservation treatment to keep the pages from sticking to each other. This method of creating books was dropped in the 1970's when they realized the unintended consequences when creating the books by using this method. We have the 2017 reels of microfilm completed as of the spring of 2017.

FY 2019-2020

Images for 2018 will be sent to the State Library for creation of microfilm. An FTP site for 2019 and beyond will be set up so that the State Library will be able to download weekly to be able to create film almost immediately instead of waiting to the end of a year. We have more books and thousands of Probate cases that need to be preserved. We will begin this project next year but it may take almost ten years to complete just the thousands of Probate cases. Storage room is becoming an issue. We will need to look at a larger facility to house the county records in the coming years.

Archive Plan

Projected Revenue for 2019-2020

Document Type	Forecast of # documents filed subject to fee based on 2018 filings	Anticipated maximum revenue at \$5.00 per document
Official Public Records	114,533	\$572,665

Proposed Budget of Expenses for 2019-2020

Salaries for 5 people	\$206,755.83
Longevity	3,120.00
FICA	15,707.06
Retirement	28,806.55
Insurance	45,660.00
Workers Comp	441.44
Preservation of books	151,000.00
Total	\$446,936.12

LOCAL GOVERNMENT CODE

§ Sec.118.025. COUNTY CLERK'S RECORDS ARCHIVE. (a) In this section:

(1) "Deterioration" means any naturally occurring process or a natural disaster that result in the destruction or partial destruction of a public document.

(2) "Preservation" means any process that:

(A) Suspends or reduces the deterioration of public documents; or

(B) Provides public access to the public documents in a manner that reduces the risk of deterioration, excluding providing public access to public documents indexed geographically.

(3) "Public document" means any instrument, document, paper, or other record that the county clerk is authorized to accept for filing or maintaining.

(4) Repealed by Acts 2005, 79th Leg., Ch. 804, Sec. 7, eff. June 17, 2005.

(5) "Restoration" means any process that permits the visual enhancement of a public document, including making the document more legible.

(b) The commissioner's court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. The fee for "Records Archive" under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive.

(c) The fee must be paid at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing.

(d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account.

(e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. The county clerk shall designate the public documents that are part of the records archive for purposes of this section. The designation of public documents by the county clerk under this subsection is subject to approval by the commissioner's court in a public meeting during the budget process.

(f) The funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding indexing public records by lot and block description as provided by Section 193.009(b)(4).

(g) Before collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. The commissioner's court shall publish notice of a public hearing on the plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioner's court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262. The hearing may be held during the budget process. **After establishing the fee, the plan MAY be approved annually during the budget process.**

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the county clerk's office. The notice must state the amount of the fee in the following form: "THE COMMISSIONER'S COURT OF _____ COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF \$_____ IS NEEDED TO PRESERVE AND RESTORE COUNTY RECORDS."

(i) The fee is subject to approval by the commissioner's court in a public meeting during the budget process.

(j) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 330, Sec. 3, eff. June 17, 2011.

(k) Repealed by Acts 2005, 79th Leg., Ch. 804, Sec. 7, eff. June 17, 2005.

Added by Acts 2001, 77th Leg., ch. 794, Sec. 4, eff. Sept. 1, 2001. Amended by Acts 2003, 78th Leg., ch. 974, Sec. 3, eff. Sept. 1, 2003; Acts 2003, 78th Leg., ch. 1275, Sec. 3(32), eff. Sept. 1, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 804 (S.B. [526](#)), Sec. 1, eff. June 17, 2005.

Acts 2005, 79th Leg., Ch. 804 (S.B. [526](#)), Sec. 7, eff. June 17, 2005.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. [2716](#)), Sec. 2, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. [2716](#)), Sec. 3, eff. June 17, 2011.

From SB 526 79th Legislature

SECTION 7. Subsection (g), Section 118.011, and Subdivision (4), Subsection (a), and Subsection (k), Section 118.025, Local Government Code, are repealed.

From HB 1513 83rd Legislature and AG Opinion GA1055

Allowed for an increase in the Records Management Fee to \$10 maximum and the Records Archive Fee to a maximum of \$10 to be implemented on September 1, 2013. The Records Management fee went up to \$10 but the Archive fee stayed at \$5 as computer and software purchases also come out of RMF as well as salaries which deplete it. This bill had an expiration date of 9-1-2019 but the expiration date was removed by **SB658** and signed by the Governor on 6-14-2019.

Commissioners Court - Regular Session**43.****Meeting Date:** 09/24/2019

District Clerk Records Archive Plan FY 20

Submitted By: Ashlie Koenig, Budget Office**Department:** Budget Office**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

10:15 AM Hold public hearing on the plan for the funding of the preservation and restoration of the District Clerk's Records Archive for 2019-2020.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Ashlie Koenig

Final Approval Date: 09/11/2019

Reviewed By

Andrea Schiele

Date

09/11/2019 11:53 AM

Started On: 09/11/2019 10:04 AM

Commissioners Court - Regular Session**44.****Meeting Date:** 09/24/2019

District Clerk Records Archive Plan FY 20

Submitted By: Ashlie Koenig, Budget Office**Department:** Budget Office**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on the plan for the funding of the preservation and restoration of the District Clerk's Records Archive for 2019-2020.

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[DC Archive Plan](#)

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Ashlie Koenig

Final Approval Date: 09/11/2019

Reviewed By

Andrea Schiele

Date

09/11/2019 11:58 AM

Started On: 09/11/2019 10:05 AM

DISTRICT CLERK-WILLIAMSON COUNTY, TEXAS PRESERVATION AND RESTORATION RECORDS PLAN

EXECUTIVE SUMMARY

The purpose of this document is to define the restoration and preservation, digital capture, storage, retention and management of archived records belonging to the District Clerk's Office. Records maintained in the District Clerk's office have been identified to fall under the category of "Preservation and Restoration Plan" that will provide reproduction and archiving of such records and assist with maximizing storage space and making records readily available for optimum viewing. It is the intent of the District Clerk to follow guidelines set by the Texas State Library and Archives Commissioner for preservation of such records.

GOAL

The goal is to reproduce and archive all documents, regardless of type, as efficiently as possible. The District Clerk's Office is also looking at restoring records, suspending or reducing deterioration of public records, improving the public access to these documents in a manner that reduces the risk of deterioration and reducing or eliminating paper documents when possible.

SCOPE

The scope of this document includes the following

- *All District Clerk records filed at the Williamson County Courthouse
- *Plans to restore and preserve records with significant historical value
- *Public and governmental access and provide and archive for records that have or will be imaged.

INVENTORY

Currently the District Clerk's office holds over 200 docket books and 75,000 + files that are related to civil and criminal actions which have occurred throughout the years.

PERMANENT RECORDS

After reducing and/or reproducing these records, the District Clerk is able to provide the space back to the county to be utilized in the efficiencies and expansion for the judicial needs. The reproduction will allow better access to the records and

will eliminate crowding of storage facilities in the county. Historical records will continue to be imaged and made work to make them available to customers if funds permit.

HISTORY

Old case files and documents have been digitized using an outside vendor in order to expedite getting the mass majority of historical records to be archived. The District Clerk's office has digitized and archived approximately 176, 468 documents using KoFile as the vendor to work in the preservation project at a cost of \$166,533.28.

There are many more files to be preserved and the District Clerk will work efficiently to enhance the project and use these dollars if allowed to continue the archiving and preservation as set out by The Texas State Library and Archive Commission.

CURRENT PROCESS

The records clerk has been charged with the process of quality control to coordinate the elimination of over 1500 boxes of documents being stored in the Justice Center basement. This includes pulling the documents to ensure every piece of the document has been scanned and archived for future use by the judiciary and public. The fee also includes salary for a part time archive clerk to help identify and process documents according to the preservation plan.

FUTURE PLANS

The archiving of these records in such a massive amount is very costly and the fund will have to continue to grow in dollars to complete such a large project needed for these records. This is an ongoing project that will take a great deal of time and money for an outside vendor to preserve the historical records per the Commission's rules and standards. The process to move the paper out of the office will be a continuous task to ensure records are archived and indexed for retrieval.

BACKGROUND (STATUTORY HISTORY)

The 81st Texas Legislature passed Senate Bill 1685 which provides that the District Clerk may begin collecting a fee of \$5 for filing specific suits in the County and District Courts. This fund became effective October 1, 2010. All monies collected will be placed in a line item in the budget labeled District Clerk fund to be used for the purpose of restoration and preservation of records filed in the District Clerk's Office.

The 83rd Texas Legislature passed House Bill 1513 which allows Commissioners Court to authorize the fee not to exceed \$10 for certain types of filings effective date of bill September 1, 2013 and fee will begin January 1, 2014. The fee was to revert back to \$5 effective September 1, 2019 but Senate Bill 658 of the 86th Texas Legislature made the current \$10 maximum allowable amount a permanent figure. The fee is assessed upon the filing of suit, cross action, counterclaim, intervention, contempt action, motion for new trial and third party petition in the District or County Court.

With no cost to the County, these records can be preserved by using the archive fees collected to cover the cost of the historical documents located in the District Clerk's office.

The fee will also be used for a part-time employee at the rate of \$22,620 per year as a base excluding any merit or FICA.

Respectfully Submitted,

**Lisa David
District Clerk
Williamson County, Texas**

Lisa David, Williamson County District Clerk

Date

Bill Gravel, County Judge, Williamson County, Texas

Date

Commissioners Court - Regular Session**45.****Meeting Date:** 09/24/2019

Line Item Transfer Authorization for Balance of Fiscal Year 19

Submitted For: Melanie Denny**Submitted By:** Melanie Denny, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action authorizing the County Auditor to make any line item transfers necessary to complete the 2018-2019 budget within individual funds.

Background

This is an annual agenda item. Each year when the budget year ends, this authorization allows the County Auditor's Office to move monies around to cover any deficits within and between departmental lines.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Melanie Denny

Final Approval Date: 09/17/2019

Reviewed By

Andrea Schiele

Date

09/17/2019 12:15 PM

Started On: 09/11/2019 02:07 PM

Commissioners Court - Regular Session**46.****Meeting Date:** 09/24/2019

Balance Upcoming Fiscal Year Budget

Submitted For: Melanie Denny**Submitted By:** Melanie Denny, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action authorizing the County Auditor to transfer sufficient monies from cash ending balance of fiscal year 2018-2019 to balance the county budget for 2019-2020.

Background

This action is necessary for the budgets to be legally balanced and adopted each fiscal year.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Melanie Denny

Final Approval Date: 09/17/2019

Reviewed By

Andrea Schiele

Date

09/17/2019 12:17 PM

Started On: 09/11/2019 02:08 PM

Commissioners Court - Regular Session**47.****Meeting Date:** 09/24/2019

Park Donations Rev BA 9.24.19

Submitted For: Melanie Denny**Submitted By:** Melanie Denny, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional revenues for Park Donations.

Background

Donations include \$40 for firewood.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0000.367403	Park Donations	\$40.00

Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Melanie Denny

Final Approval Date: 09/17/2019

Reviewed By

Andrea Schiele

Date

09/17/2019 03:25 PM

Started On: 09/16/2019 11:42 AM

Commissioners Court - Regular Session**48.****Meeting Date:** 09/24/2019

Park Donations Exp BA 9.24.16

Submitted For: Melanie Denny**Submitted By:** Melanie Denny, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for Park Donations.

Background

Donations include \$40 for firewood.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0100.0510.003670	Use of Donations	\$40.00

Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Melanie Denny

Final Approval Date: 09/17/2019

Reviewed By

Andrea Schiele

Date

09/17/2019 03:26 PM

Started On: 09/16/2019 11:43 AM

Commissioners Court - Regular Session**49.****Meeting Date:** 09/24/2019

Leander TIRZ - Reimb San Gabriel 9.24.19

Submitted For: Melanie Denny**Submitted By:** Melanie Denny, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action to reserve the reimbursements from the Leander Tax Reinvestment Zone Number One (TIRZ #1) in Road and Bridge fund balance until such time the court would like to designate a Precinct #2 project.

Background

On the July 16th Commissioner Court agenda (item #57), the Commissioners Court approved a reimbursement agreement with the Leander Tax Reinvestment Zone Number One (TIRZ #1). The County is eligible to receive up to \$4.7M for the construction of San Gabriel Parkway. The Leander TIRZ #1 reimbursed the County \$185,179.72 in fiscal year 2019. This reimbursement was deposited into the Road and Bridge Fund. This action will set aside \$185,179.72 of Road and Bridge fund balance. When the Leander TIRZ #1 reimburses additional funds for the San Gabriel Parkway, the funds will be set aside and reserved in fund balance until such time the Commissioners Court determines a Precinct #2 project.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Melanie Denny

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 09:13 AM

Started On: 09/16/2019 12:24 PM

Commissioners Court - Regular Session**50.****Meeting Date:** 09/24/2019

Animal Shelter Donations BA Rev 9.24.19

Submitted For: Melanie Denny**Submitted By:** Melanie Denny, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment acknowledging additional revenues for the Williamson County Regional Animal Shelter Donation Fund.

Background

This is for donation collections for July 2019 through September 2019 and prior year collections for the shelter expansion.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0546.0000.367404	Animal Shelter Donations	\$13,596.45
	0546.0000.367440	Jane's Fund Donations	\$43,496.83
	0546.0000.367442	Play Yard Donations	\$1,142.10
	0546.0000.367443	Heart Worm Donations	\$545.00
	0546.0000.367445	SIT Team Donations	\$748.80
	0546.0000.370150	Sales of Pet Care Products	\$844.41

Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Melanie Denny

Final Approval Date: 09/17/2019

Reviewed By

Andrea Schiele

Date

09/17/2019 03:29 PM

Started On: 09/16/2019 03:47 PM

Commissioners Court - Regular Session**51.****Meeting Date:** 09/24/2019

Animal Shelter BA Exp 9.24.19

Submitted For: Melanie Denny**Submitted By:** Melanie Denny, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment acknowledging additional expenditures for the Williamson County Regional Animal Shelter Donation Fund.

Background

This is for donation collections for July 2019 through September 2019 and prior year collections for the shelter expansion.

Fiscal Impact

From/To	Acct No.	Description	Amount
	0546.0546.003510	Purchases for Resale	\$844.41
	0546.0546.003670	Use of Donations	\$13,596.45
	0546.0546.004100	Professional Services	\$43,496.83
	0546.0546.004232	Training	\$748.80
	0546.0546.004509	Facility Enhancements	\$1,142.10
	0546.0546.004975	Animal Medical Care	\$545.00
	0546.0546.005003	Equipment > \$5,000	\$25,845.78

Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Melanie Denny

Final Approval Date: 09/17/2019

Reviewed By

Andrea Schiele

Date

09/17/2019 03:30 PM

Started On: 09/16/2019 03:48 PM

Commissioners Court - Regular Session**52.****Meeting Date:** 09/24/2019

Budget Amendment for Disaster Relief in Non-Departmental

Submitted By: Pam Navarrette, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider, and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional expenditures for the disaster relief line.

Background

The budget amendment will cover expenditures related to City of Austin Boil Water Event in October 2018 and El Paso Shooting deployment in August 2019.

Fiscal Impact

From/To	Acct No.	Description	Amount
TO	0100.0409.004987	Disaster Relief	\$54,000.00

Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Pam Navarrette

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 08:14 AM

Started On: 09/17/2019 03:26 PM

Commissioners Court - Regular Session**53.****Meeting Date:** 09/24/2019

Budget Amendment for Disaster Relief in Non-Departmental

Submitted By: Pam Navarrette, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on an order declaring an emergency and a grave necessity due to unforeseeable circumstances and approve a budget amendment to acknowledge additional revenue for payment from other entities.

Background

The budget amendment is the revenue associated with billing City of Austin for the point of water distribution in October 2018 for the boil water notice for Williamson County residents in the Austin City limits. Also, revenue associated with billing the State of Texas for El Paso Shooting deployment.

Fiscal Impact

From/To	Acct No.	Description	Amount
From	0100.0000.333220	Payment from Other Entities	\$54,000.00

Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Pam Navarrette

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 08:16 AM

Started On: 09/17/2019 03:54 PM

Commissioners Court - Regular Session**54.****Meeting Date:** 09/24/2019

FY 20 Special Revenue Funds

Submitted By: Ashlie Koenig, Budget Office**Department:** Budget Office**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on the following 2019-2020 budgets:

0340 Tobacco Fund
0350 Law Library Fund
0364 Pretrial Intervention Fund
0374 County and District Court Technology Fund
0376 Surplus Elections Contracts Fund
0384 Records Archive Fund - County Clerk
0385 County Clerk Records Fund
0386 Records Mgmt and Preservation Fund - District Clerk
0387 Records Technology Fund - District Clerk
0388 Court Records Preservation Fund
0390 County Wide Records Mgmt and Preservation Fund
0507 Regional Communication System Fund
0545 Regional Animal Shelter Fund
0546 Regional Animal Shelter Donation Fund
0882 Fleet Maintenance Fund

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsFY 20 Special Revenue Fund Approval

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Ashlie Koenig

Final Approval Date: 09/16/2019

Reviewed By

Andrea Schiele

Date

09/16/2019 02:40 PM

Started On: 09/16/2019 01:57 PM

Fund Number	Fund Name	Estimated Fund Balance Fiscal Year 2018-2019	2019-2020 Expense Recommended Budget	2019-2020 Revenue Recommended Budget	Excess (Deficiency) of Revenue/Expense	Projected Fund Balance Fiscal Year 2019-2020
<i>Discuss, consider and take appropriate action on the approval of the following 2019-2020 Budgets:</i>						
0340	Tobacco Fund	\$ 5,283,323.00	\$ 513,260.73	\$ 520,000.00	\$ 6,739.27	\$ 5,290,062.27
0350	Law Library Fund	\$ 560,019.00	\$ 230,000.00	\$ 263,250.00	\$ 33,250.00	\$ 593,269.00
0364	Pretrial Intervention	\$ -	\$ 261,640.00	\$ 261,640.00	\$ -	\$ -
0374	County and District Court Technology Fund	\$ 97,242.00	\$ -	\$ 7,630.00	\$ 7,630.00	\$ 104,872.00
0376	Surplus Elections Contracts Fund	\$ 326,505.00	\$ 211,698.85	\$ -	\$ (211,698.85)	\$ 114,806.15
0384	Records Archive - County Clerk	\$ 2,202,055.00	\$ 461,681.91	\$ 615,750.00	\$ 154,068.09	\$ 2,356,123.09
0385	County Clerk Records	\$ 4,010,189.00	\$ 641,397.91	\$ 1,211,025.00	\$ 569,627.09	\$ 4,579,816.09
0386	District Clerk - Records Mgmt and Preservation Fund	\$ 252,230.00	\$ 4,349.90	\$ 32,000.00	\$ 27,650.10	\$ 279,880.10
0387	Records Technology Fund - District Clerk	\$ 233,743.00	\$ 160,959.58	\$ 59,250.00	\$ (101,709.58)	\$ 132,033.42
0388	Court Records Preservation Fund	\$ 582,291.00	\$ 145,500.00	\$ 91,225.00	\$ (54,275.00)	\$ 528,016.00
0390	County Wide Records Mgmt and Preservation Fund	\$ 619,407.00	\$ 153,398.81	\$ 102,975.00	\$ (50,423.81)	\$ 568,983.19
0507	Regional Communication System	\$ 552,404.00	\$ 1,509,621.55	\$ 1,506,034.00	\$ (3,587.55)	\$ 548,816.45
0545	Regional Animal Shelter Fund	\$ -	\$ 2,353,765.20	\$ 2,353,765.20	\$ -	\$ -
0546	Regional Animal Shelter Donation Fund	\$ 673,956.00	\$ 116,016.05	\$ -	\$ (116,016.05)	\$ 557,939.95
0882	Fleet Maintenance Fund	\$ -	\$ 3,992,205.55	\$ 3,992,205.55	\$ -	\$ -

Commissioners Court - Regular Session**55.****Meeting Date:** 09/24/2019

FY 20 Special Revenue Funds Acknowledge

Submitted By: Ashlie Koenig, Budget Office**Department:** Budget Office**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and acknowledge the following 2019-2020 budgets:

0355 Court Reporter Service Fund
0360 Courthouse Security Fund
0361 Justice of the Peace Security Fund
0367 Justice of the Peace, Pct. #3 Truancy Program
0368 Justice of the Peace, Pct. #2 Truancy Program
0369 Justice of the Peace, Pct. #4 Truancy Program
0370 Alternate Dispute Fund
0372 Justice of the Peace Technology Fund
0373 Justice of the Peace, Pct. #1 Truancy Program
0380 Probate Court Fund

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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AttachmentsFY 20 Special Revenue Funds Acknowledge

Form Review**Inbox**

County Judge Exec Asst.

Budget Office (Originator)

County Judge Exec Asst.

Form Started By: Ashlie Koenig

Final Approval Date: 09/16/2019

Reviewed By

Andrea Schiele

Ashlie Koenig

Andrea Schiele

Date

09/16/2019 02:33 PM

09/16/2019 02:42 PM

09/16/2019 03:01 PM

Started On: 09/16/2019 02:14 PM

Fund Number	Fund Name	Estimated Fund Balance Fiscal Year 2018-2019	2019-2020 Expense Recommended Budget	2019-2020 Revenue Recommended Budget	Excess (Deficiency) of Revenue/Expense	Projected Fund Balance Fiscal Year 2019-2020
<i>Discuss, consider and acknowledge the following 2019-2020 Budgets:</i>						
0355	Court Reporter Service Fund	\$ 273,292.00	\$ 55,154.90	\$ 130,000.00	\$ 74,845.10	\$ 348,137.10
0360	Courthouse Security Fund	\$ 371,413.00	\$ 207,016.43	\$ 211,000.00	\$ 3,983.57	\$ 375,396.57
0361	JP Security Fund	\$ 150,245.00	\$ 16,158.00	\$ 13,475.00	\$ (2,683.00)	\$ 147,562.00
0367	JP#3 Truancy Program	\$ 138,435.00	\$ 84,614.50	\$ 47,400.00	\$ (37,214.50)	\$ 101,220.50
0368	JP#2 Truancy Program	\$ 90,929.00	\$ 35,564.70	\$ 10,100.00	\$ (25,464.70)	\$ 65,464.30
0369	JP#4 Truancy Program	\$ 92,142.00	\$ 30,056.00	\$ 16,250.00	\$ (13,806.00)	\$ 78,336.00
0370	Alternate Dispute Fund	\$ 354,175.00	\$ 8,660.90	\$ 29,700.00	\$ 21,039.10	\$ 375,214.10
0372	JP Technology Fund	\$ 330,045.00	\$ 129,520.70	\$ 61,625.00	\$ (67,895.70)	\$ 262,149.30
0373	JP#1 Truancy Program	\$ 41,315.00	\$ -	\$ 7,175.00	\$ 7,175.00	\$ 48,490.00
0380	Probate Court Fund	\$ 59,331.00	\$ 4,000.00	\$ 8,100.00	\$ 4,100.00	\$ 63,431.00

Commissioners Court - Regular Session**56.****Meeting Date:** 09/24/2019

2013 Park Bond Transfer

Submitted By: Emmeline Hawkins, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action on approving a 2013 Park Bond Budget Transfer to move \$413,254 from 2013 Park Non-Departmental (P500) to River Ranch Interpretive Center (P465).

Background

This transfer will make funds available per the September 17, 2019 item 40 discussion and approval of project budgets.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Emmeline Hawkins

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 03:24 PM

Started On: 09/18/2019 03:14 PM

Commissioners Court - Regular Session**57.****Meeting Date:** 09/24/2019

FY20 Capital Improvement Program

Submitted By: Emmeline Hawkins, County Auditor**Department:** County Auditor**Agenda Category:** Regular Agenda Items

Information**Agenda Item**

Discuss, consider and take appropriate action to approve the projects and budgets for the 2017, 2018, 2019 and 2020 Capital Improvement Programs; the 2013 Park Bonds and the 2015 Certificate of Obligation.

Background

The FY 2020 General Fund Budget includes funding of \$9,800,000 for the Capital Improvement Plan from a combination of cash ending and levy. Remaining balances from FY19 CIP projects total \$1,306,247.59 and 2015 Certificate of Obligation unallocated total \$1,300,000. The 2015 CO has a covenant that only allows for the monies to be used on construction, improving, renovating, purchasing any necessary land and equipping County buildings and facilities.

Attachments include the CIP Request List and the Financial Reports that provide the details for the CIP Program along with the 2013 Park Bond and 2015 Certificate of Obligation to facilitate a discussion.

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments[Financial Reports](#)[CIP Request List](#)

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Emmeline Hawkins

Final Approval Date: 09/18/2019

Reviewed By

Andrea Schiele

Date

09/18/2019 03:27 PM

Started On: 09/18/2019 03:17 PM

Summary of Cash End Projects as of September 24, 2019								
Project	Project Name	Revenue	Budget	Actual Cost	Commitment Amount	Total Cost	Available Balance	Notes
2017 CIP								
P411	JAIL PLUMBING	\$ 2,827,006.18	\$ 3,457,670.20	\$ 2,975,246.92	\$ 482,423.28	\$ 3,457,670.20	\$ -	
P468	NICE EQUIPMENT UPGRADE	\$ 167,384.37	\$ 191,706.17	\$ 167,384.37	\$ 24,321.80	\$ 191,706.17	\$ -	
P510	SoftCode - Constables' Offices	\$ 154,041.83	\$ 251,445.32	\$ 154,041.83	\$ 97,403.49	\$ 251,445.32	\$ -	
P512	M11 Ambulance Station	\$ -	\$ 100,000.00	\$ -	\$ 31,000.00	\$ 31,000.00	\$ 69,000.00	
P513	Hutto Ambulance Station	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -	\$ 300,000.00	
P514	Granger CTTC Shower Remodel	\$ 23,033.02	\$ 250,000.00	\$ 23,033.02	\$ 10,395.38	\$ 33,428.40	\$ 216,571.60	
P515	Justice Center - Court Room	\$ 46,746.62	\$ 390,018.27	\$ 64,246.62	\$ 15,753.38	\$ 80,000.00	\$ 310,018.27	
2018 CIP								
P324	North Campus Improvements	\$ 310,781.41	\$ 1,350,000.00	\$ 310,781.41	\$ 1,039,218.59	\$ 1,350,000.00	\$ -	
P469	Justice Center Expansion	\$ 188,124.23	\$ 650,000.00	\$ 188,124.23	\$ 42,722.30	\$ 230,846.53	\$ 419,153.47	
P470	SO EXPLOSIVES/AMMUNITION	\$ -	\$ 155,000.00	\$ -	\$ 155,000.00	\$ 155,000.00	\$ -	
P471	FLORENCE TOWER SITE	\$ 1,738,640.25	\$ 2,200,000.00	\$ 1,753,977.71	\$ 212,403.20	\$ 1,966,380.91	\$ 233,619.09	
P473	Public Safety Vehicle/Body Cams	\$ 1,176,660.59	\$ 1,190,127.54	\$ 1,184,835.92	\$ 1,346.80	\$ 1,186,182.72	\$ 3,944.82	
P474	Expo Horse Stall Barn	\$ 348,263.31	\$ 1,568,500.00	\$ 348,263.31	\$ 107,191.69	\$ 455,455.00	\$ 1,113,045.00	
P475	Expo Concession & Restrooms	\$ -	\$ 819,000.00	\$ -	\$ 69,000.00	\$ 69,000.00	\$ 750,000.00	
P476	Jail Security	\$ -	\$ 400,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 380,000.00	
P509	ESOC Training Room Remodel	\$ 741,054.61	\$ 750,000.00	\$ 741,054.61	\$ -	\$ 741,054.61	\$ 8,945.39	
P510	SoftCode - Constables' Offices	\$ -	\$ 9,872.46	\$ -	\$ 9,872.46	\$ 9,872.46	\$ -	
P515	Justice Center - Court Room	\$ -	\$ 909,981.73	\$ -	\$ -	\$ -	\$ 909,981.73	
P518	SOTC Range Wall Replacement	\$ -	\$ 23,523.26	\$ -	\$ 21,000.00	\$ 21,000.00	\$ 2,523.26	
2019 CIP								
P324	North Campus Improvements	\$ -	\$ 300,000.00	\$ -	\$ 274,030.93	\$ 274,030.93	\$ 25,969.07	
P411	JAIL PLUMBING	\$ -	\$ 457,155.73	\$ -	\$ 150,695.20	\$ 150,695.20	\$ 306,460.53	
P432	Jail Master Plan	\$ -	\$ 125,000.00	\$ -	\$ 125,000.00	\$ 125,000.00	\$ -	
P433	Historic Court House Boiler	\$ 126,022.00	\$ 250,000.00	\$ 126,022.00	\$ 123,978.00	\$ 250,000.00	\$ -	
P507	2019 Non Departmental	\$ -	\$ 1,306,247.59	\$ -	\$ -	\$ -	\$ 1,306,247.59	Unallocated
P508	SO - Lott Building Remodel	\$ -	\$ 14,334.27	\$ -	\$ -	\$ -	\$ 14,334.27	
P514	Granger CTTC Shower Remodel	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 250,000.00	
P516	Pct 4 Hutto Office Finish Out	\$ 31,038.27	\$ 361,000.00	\$ 31,038.27	\$ 23,716.73	\$ 54,755.00	\$ 306,245.00	
P518	SOTC Range Wall Replacement	\$ -	\$ 321,476.74	\$ -	\$ -	\$ -	\$ 321,476.74	
P519	JJC - Smith Branch Mitigation	\$ 50,205.05	\$ 5,000,000.00	\$ 50,205.05	\$ 570,017.70	\$ 620,222.75	\$ 4,379,777.25	
P520	Audio/Visual Updates CO Crt	\$ 310,766.50	\$ 650,000.00	\$ 393,547.73	\$ 196,155.57	\$ 589,703.30	\$ 60,296.70	
P521	Audio/Visual Updates Dist Crt	\$ 491,090.66	\$ 650,000.00	\$ 563,036.75	\$ 8,001.52	\$ 571,038.27	\$ 78,961.73	
P523	JP4 Technology Upgrade	\$ 224,242.31	\$ 500,000.00	\$ 271,381.06	\$ 201,847.94	\$ 473,229.00	\$ 26,771.00	
P524	Parking Garage Assessment	\$ -	\$ 50,000.00	\$ -	\$ 147.39	\$ 147.39	\$ 49,852.61	
P526	Jail Boiler	\$ -	\$ 750,000.00	\$ -	\$ -	\$ -	\$ 750,000.00	
	Justice Center Remodel	\$ -	\$ 2,250,000.00	\$ -	\$ -	\$ -	\$ 2,250,000.00	
		\$ 8,955,101.21	\$ 28,202,059.28	\$ 9,346,220.81	\$ 4,012,643.35	\$ 13,358,864.16	\$ 14,843,195.12	

2013 Park Bond as of September 24, 2019								
Project	Project Name	Revenue	Budget	Actual Cost	Commitment Amount	Total Cost	Available Balance	Notes
P315	RIVER RANCH COUNTY PARK	\$ 11,289,452.00	\$ 11,289,452.00	\$ 4,796,156.53	\$ 5,052,250.09	\$ 9,848,406.62	\$ 1,441,045.38	
P316	BLACKLAND HERITAGE PHASE	\$ 14,223.27	\$ 14,223.27	\$ 3,537.50	\$ -	\$ 3,537.50	\$ 10,685.77	
P321	Champion Park Ph 2	\$ 373,393.23	\$ 373,393.23	\$ 365,039.53	\$ 8,353.70	\$ 373,393.23	\$ -	
P419	Brushy Creek Trail PH V	\$ 3,328,383.00	\$ 3,328,383.00	\$ 1,976,687.82	\$ 1,971,068.72	\$ 3,947,756.54	\$ (619,373.54)	*Grant funds not reflected
P444	Park Land Acquisition	\$ 3,353,185.09	\$ 3,353,185.09	\$ 2,021,620.10	\$ -	\$ 2,021,620.10	\$ 1,331,564.99	
P447	Hike & Bike Trail Pct. 2	\$ 976,480.00	\$ 976,480.00	\$ -	\$ -	\$ -	\$ 976,480.00	
P448	Hike & Bike Trail Pct. 3	\$ 2,926,480.00	\$ 2,926,480.00	\$ 198.00	\$ -	\$ 198.00	\$ 2,926,282.00	
P454	Bagdad Trail	\$ 400,000.00	\$ 400,000.00	\$ 5,696.03	\$ 388,935.97	\$ 394,632.00	\$ 5,368.00	
P464	Expo RV Park Site	\$ 1,446,824.83	\$ 1,446,824.83	\$ 1,446,356.23	\$ 468.60	\$ 1,446,824.83	\$ -	
P465	Interpretive Center	\$ 1,163,254.00	\$ 1,163,254.00	\$ 65,657.19	\$ -	\$ 65,657.19	\$ 1,097,596.81	
P474	Expo Horse Stall Barn	\$ 2,917,950.00	\$ 2,917,950.00	\$ -	\$ -	\$ -	\$ 2,917,950.00	
P500	2013 PARK NON-DEPARTMENT	\$ 841,235.17	\$ 841,235.17	\$ 621,737.15	\$ -	\$ 621,737.15	\$ 219,498.02	Unallocated
Closed Projects								
P207	TWIN LAKES OVERNIGHT CAM	\$ 1,351,500.00	\$ 1,351,500.00	\$ 1,351,500.00	\$ -	\$ 1,351,500.00	\$ -	
P320	SW REG PARK PAVILION	\$ 922,413.93	\$ 922,413.93	\$ 922,413.93	\$ -	\$ 922,413.93	\$ -	
P418	Wilco Expo Center	\$ 10,717,423.37	\$ 10,717,423.37	\$ 10,717,423.37	\$ -	\$ 10,717,423.37	\$ -	
P445	Comprehensive Park Master Plan	\$ 98,887.06	\$ 98,887.06	\$ 98,887.06	\$ -	\$ 98,887.06	\$ -	
		\$ 24,392,910.44	\$ 7,421,077.08	\$ 31,813,987.52	\$ 10,307,097.43			

\$ 19,173,149.48

2015 CO as of September 24, 2019								
Project	Project Name	Revenue	Budget	Actual Cost	Commitment Amount	Total Cost	Available Balance	Notes
P322	RR Building/WCHD/355 Tx Ave	\$ 4,000,000.00	\$ 4,000,000.00	\$ 3,775,617.15	\$ -	\$ 3,775,617.15	\$ 224,382.85	
P323	SO Training Building	\$ 9,220,000.00	\$ 9,220,000.00	\$ 8,692,302.07	\$ 22,669.36	\$ 8,714,971.43	\$ 505,028.57	
P324	North Campus Improvements	\$ 24,866,688.00	\$ 24,866,688.00	\$ 22,987,186.86	\$ 1,425,634.15	\$ 24,412,821.01	\$ 453,866.99	
P325	Georgetown Annex Building	\$ 17,276,320.67	\$ 17,276,320.67	\$ 17,251,464.42	\$ 9,761.61	\$ 17,261,226.03	\$ 15,094.64	
P356	2015 CO NON-DEPARTMENTAL	\$ 2,069,033.88	\$ 2,069,033.88	\$ 678,168.35	\$ -	\$ 678,168.35	\$ 1,390,865.53	Unallocated
P431	JP 4 Repairs and Modifications	\$ 650,000.00	\$ 650,000.00	\$ -	\$ -	\$ -	\$ 650,000.00	
P434	Inner Loop Annex Modifications	\$ 4,300,000.00	\$ 4,300,000.00	\$ 235,992.27	\$ 184,806.73	\$ 420,799.00	\$ 3,879,201.00	
P435	Animal Shelter Expansion Ph I	\$ 3,043,142.00	\$ 3,043,142.00	\$ 1,604,201.76	\$ 928,157.36	\$ 2,532,359.12	\$ 510,782.88	
P470	SO Gun Range Ammo Building	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 78,460.00	\$ 78,460.00	\$ 71,540.00	
P525	ESOC - Chiller	\$ 130,000.00	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 130,000.00	\$ -	
Closed Projects								
P436	Granger Simulcast Upgrade	\$ 1,900,000.00	\$ 1,900,000.00	\$ 1,900,000.00	\$ -	\$ 1,900,000.00	\$ -	
				<u>\$ 57,124,932.88</u>	<u>\$ 2,779,489.21</u>	<u>\$ 59,904,422.09</u>	<u>\$ 7,700,762.46</u>	

CAPITAL IMPROVEMENT PLAN 2020

Item #	Reference #	Year Proj. needs Funding	PROJECT	Total Cost	9/10/2019
EMERGENCY SERVICES				\$ 9,739,074	\$ 130,000
0120	1015-15-0120	2015	M42 Taylor Ambulance Station (Move to possible different location out of flood plain)	\$ 1,250,000	
0140	0583-15-0140	2015	Prime Site #2 / Create redundant backup to Prime #1	\$ 2,448,000	
0191	0581-20-0191	2020	9-1-1 Training and Education Expansion Project	\$ 1,911,074	
0192	0587-20-0192	2021	ESOC - Dynamic System Resilience (Motorola) / New Wilco Building or ESOC Expansion	\$ 4,000,000	
		2020	ESOC - Replace (1) Chiller	\$ 130,000	\$ 130,000
INFORMATION TECHNOLOGY SERVICES				\$ 5,000,000	\$ -
0220	0503-19-0220	2025	ERP Purchase/Upgrade	\$ 5,000,000	
PARKS				\$ 4,340,000	\$ -
<i>Items included in Park Bond to be voted November 2019:</i>					
0345	0510-17-0345	2017	Berry Springs Maintenance Yard & Building	\$ 400,000	
0350	0510-17-0350	2017	Berry Springs Waterless Restroom for Trail (2 units \$135k)	\$ 270,000	
0365	0510-17-0365	2017	SW WCRP Waterless Restroom for Trail (2 units \$135k)	\$ 270,000	
0312	1047-16-0312	2016	EXPO - Covered Arena Widening Project	\$ 200,000	
0377	1047-18-0377	2018	EXPO - Wind Block Hanger Style Doors	\$ 1,000,000	
0383	1047-19-0383	2019	EXPO - Maintenance Building	\$ 400,000	
0340	0510-17-0340	2017	Berry Springs - Heritage / Visitor Center	\$ 800,000	
0385	0560-20-0385	2020	SO - Park Patrol Headquarters Bldg in River Ranch	\$ 400,000	
0382	1047-18-0382	2018	EXPO - Electronic Events Sign	\$ 200,000	
0384	1047-19-0384	2019	EXPO - North Access Road from Bill Pickett Trail	\$ 400,000	
FLEET				\$ 2,700,000	\$ -
4011	1026-19-4011	2019	Fleet Parts Room expansion	\$ 400,000	
4029	1026-19-4029	2019	Fleet Heavy Equipment Shop	\$ 2,300,000	
BUILDINGS				\$ 57,650,000	\$ -
0485	0509-18-0485	2018	New Space - New Administration Building	\$ 30,000,000	
4016	0509-19-4016	2019	New Space - County Records Building	\$ 5,000,000	

CAPITAL IMPROVEMENT PLAN 2020

Item #	Reference #	Year Proj. needs Funding	PROJECT	Total Cost	9/10/2019
4087	1006-20-4087	2020	New Space - WCCHD Round Rock Texas Ave Annex Building: 25,000sqft New Building	\$ 7,500,000	
4088	1064-20-4088	2020	New Space & Remodel - Children's Advocacy Center: 12,000sqft New Building	\$ 5,500,000	
0435	1051-15-0435	2015	Remodel - Carquest space - County owned bldg. into offices and large meeting room	\$ 600,000	
0402	1005-15-0402	2020	Remodel - Round Rock Annex Building A: Remodel to bring up to standards	\$ 2,525,000	
0405	1006-15-0405	2020	Remodel - Round Rock Annex Building B: Remodel to bring up to standards	\$ 2,525,000	
0407	1000-15-0407	2020	Remodel - Repair Historic Court House Terracotta: replace all blocks banding balconies	\$ 1,000,000	
0412	1032-15-0412	2024	Remodel - Pct. 2 Cedar Park Annex 2-Story addition on back	\$ 3,000,000	
SHERIFF'S OFFICE / CORRECTIONS				\$ 20,615,942	\$ 750,000
			<i>SO/Jail MasterPlan currently in review:</i>		
0459	1008-18-0459	2018	<i>SO - Secure HQ parking with new gates / window screens</i>	\$ 500,000	
0475	1008-18-0475	2018	<i>SO - Gym - Improve Air Quality</i>	\$ 300,000	
4024	1008-19-4024	2019	<i>SO - East Side Parking Lot Expansion</i>	\$ 500,000	
4030	1008-19-4030	2019	<i>SO - Front Reception Windows - Data</i>	\$ 65,000	
4031	1008-19-4031	2019	<i>SO - Front Reception Windows - Warrants</i>	\$ 65,000	
4080	0560-20-4080	2020	<i>SO - Upgrade Evidence Intake Room</i>	\$ 65,000	
0449	1008-18-0449	2018	<i>Jail - Jail Privacy Wall to Separate Booking Area</i>	\$ 55,000	
0455	1008-18-0455	2018	<i>Jail - Jail Headquarters Expansion (where handicap parking is) - more space (Design)</i>	\$ 500,000	
4033	1008-19-4033	2019	<i>Jail - Jail Design and Construction - fourth floor buildout</i>	\$ 12,000,000	
4082	1008-20-4082	2020	<i>Jail - Covering Recreational Yards</i>	\$ 250,000	
0471	0560-18-0471	2018	SOTC - Training Center Perimeter Wall and Fence	\$ 375,000	
0468	0560-18-0468	2018	SOTC - Driving Track and Skid Pad at Firearms Range for training	\$ 1,500,000	
4025	0560-19-4025	2019	SOTC - Bullet Trap	\$ 131,000	
4014	0560-19-4014	2019	SOTC - Obstacle Course at SOTC by landfill	\$ 130,000	
4023	0560-19-4023	2019	SOTC - Shoot House	\$ 900,000	
4019	1008-19-4019	2019	Jail - Parking Garage Repair - \$50k Assessment approved FY19 - RFQ in process	\$ 600,000	
4081	1008-20-4081	2020	Jail - Water Softener (needs to be replaced with Hot Water System)	\$ 500,000	\$ 750,000
4083	1008-20-4083	2020	Jail - Hot Water System (needs to be replaced to include Water Softener)	\$ 400,000	
4084	1008-20-4084	2020	Jail - Replace Flooring	\$ 379,942	

CAPITAL IMPROVEMENT PLAN 2020

Item #	Reference #	Year Proj. needs Funding	PROJECT	Total Cost	9/10/2019
4085	1008-20-4085	2020	Jail - Security Camera Addition and Upgrade	\$ 400,000	
4086	1008-20-4086	2020	Jail - Add Additional Elevator - North Side	\$ 500,000	
4090	1008-20-4090	2020	Jail - Remodel for PreTrial Services	\$ 500,000	
JUSTICE CENTER				\$ 5,769,112	\$ -
4044	1009-16-4044	2016	Justice Center - Employee Breakroom Addition 1st Floor	\$ 150,000	
4004	1009-19-4004	2019	Justice Center - Remodel Second floor into County Courts	\$ 3,700,000	
4048	1009-19-4048	2019	Justice Center - Remodel Basement - Vacated Space into CA/other offices	\$ 850,000	
			<i>Justice Center - Security Assessment:</i>		
4089	1009-20-4089	2020	<i>Justice Center - Body Scanners (\$300k ea.)</i>	\$ 900,000	
4078	1009-20-4078	2020	<i>Justice Center - S.O. Security Improvements: Glass Turnstiles</i>	\$ 96,898	
4079	1009-20-4079	2020	<i>Justice Center - S.O. Command Center</i>	\$ 72,215	
JUVENILE JUSTICE CENTER				\$ 92,250,000	\$ -
0425	1045-15-0425	2015	Juvenile Justice Center - Restroom facilities & Water Fountain on Obstacle Course/Marching field	\$ 250,000	
4007	1045-19-4007	2019	Juvenile Justice Center - Additional Detention Capacity (include HVAC system \$1M)	\$ 60,000,000	
4008	1045-19-4008	2019	Juvenile Justice Center - Additional Residential Capacity	\$ 18,000,000	
4049	1045-19-4049	2019	Juvenile Justice Center - Construct Family Court	\$ 14,000,000	
EXISTING PROJECTS / UNFUNDED COMPONENTS				\$ 588,254	\$ -
0110	1066-15-0110	2020	M11 Round Rock Ambulance Station - Additional Bay shortage based on design analysis	\$ 175,000	
		2020	River Ranch projected shortfall for the Interpretive Center project	\$ 413,254	
TOTAL COUNT 61				\$ 198,652,382	\$ 880,000

Notes: This is a continually growing document with estimated costs at time of request.

Reported as of September 17, 2019

Available Funds to Allocate \$ 13,156,247.59

Remaining Balance \$ 12,276,247.59

Commissioners Court - Regular Session

58.

Meeting Date: 09/24/2019

Executive Session

Submitted For: Charlie Crossfield

Submitted By: Charlie Crossfield, Road Bond

Department: Road Bond

Agenda Category: Executive Session

Information

Agenda Item

Discuss real estate matters (EXECUTIVE SESSION as per VTCA Govt. Code sec. 551.072 Deliberation Regarding Real Estate Property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with third person.)

A. Real Estate Owned by Third Parties

Preliminary discussions relating to proposed or potential purchase or lease of property owned by third parties

- a) Discuss the acquisition of real property for SW 183 and SH 29 Loop.
- b) Discuss the acquisition of real property for CR 176 at RM 2243
- c) Discuss the acquisition of real property: CR 101
- d) Discuss the acquisition of real property: CR 200
- e) Discuss the acquisition of real property for County Facilities.
- f) Discuss the acquisition of real property for Seward Junction SE and SW Loop.
- g) Discuss the acquisition of real property for SH 29 @ DB Wood.
- h) Discuss the acquisition of real property for Hairy Man Rd.
- i) Discuss the acquisition of real property for N. Mays.
- j) Discuss Somerset Road Districts No. 3 & 4 reimbursements for acquisition & construction of Reagan Blvd.
- k) Discuss the acquisition of real property for CR 111.
- l) Discuss the acquisition of real property for Corridor H
- m) Discuss the acquisition of drainage easements on the Forest North Drainage Project.
- n) Discuss the acquisition of real property for the expansion of Ronald Reagan at IH 35.
- o) Discuss the acquisition of right-of-way for Corridor C.
- p) Discuss the acquisition of right-of-way for Corridor F.
- q) Discuss the acquisition of right-of-way for Corridor D.
- r) Discuss the acquisition of right-of-way for Southeast Corridor.
- s) Discuss the acquisition of right-of-way for Reagan extension.
- t) Discuss the acquisition of property near the County landfill.
- u) Discuss the acquisition of real property for the Brushy Creek Trail Project.

B. Property or Real Estate owned by Williamson County

Preliminary discussions relating to proposed or potential sale or lease of property owned by the County

- a) Discuss County owned real estate containing underground water rights and interests.
- b) Discuss possible sale of +/- 10 acres located on Chandler Road near the County Sheriff's Office Training Facility
- c) Potential governmental uses for 8th Street downtown parking lot
- d) Discuss possible uses of property owned by Williamson County on Main St. between 3rd and 4th Streets. (formerly occupied by WCCHD)
- e) Discuss property usage at Longhorn Junction
- f) Discuss sale of excess 183A right of way to abutting property owner.
- g) Discuss the sale of excess ROW at San Gabriel Parkway and Mel Mathis Ave.
- h) Discuss Blue Springs Boulevard

C. Consider intervention in lawsuit regarding de-listing of Bone Cave harvestman.

D. Discuss the possible placement of agricultural-related monuments at the Williamson County Exposition Center with the participation of third parties.

E. Discuss the Williamson County Reimbursement Agreement for Construction of San Gabriel Blvd. and New Hope Road with the City of Leander and TIRZ #1

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments

No file(s) attached.

Form Review

Inbox

County Judge Exec Asst.

Form Started By: Charlie Crossfield

Final Approval Date: 09/19/2019

Reviewed By

Andrea Schiele

Date

09/19/2019 01:38 PM

Started On: 09/19/2019 10:38 AM

Commissioners Court - Regular Session**59.****Meeting Date:** 09/24/2019

Economic Development

Submitted For: Charlie Crossfield**Submitted By:** Charlie Crossfield, Road Bond**Department:** Road Bond**Agenda Category:** Executive Session

Information**Agenda Item**

Discussion regarding economic development negotiations pursuant to Texas Government Code, Section 551.087:

- a) Business prospect(s) that may locate or expand within Williamson County.
- b) Wolf Lakes
- c) Flint Hill Resources-Taylor Fuel Storage Terminal on CR 366
- d) Project Deliver
- e) Project Advantage
- f) Project Cedar
- g) Project Expansion
- h) Project Arcos
- i) Project Woods

Background

Fiscal Impact

From/To	Acct No.	Description	Amount
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Attachments*No file(s) attached.*

Form Review**Inbox**

County Judge Exec Asst.

Form Started By: Charlie Crossfield

Final Approval Date: 09/19/2019

Reviewed By

Andrea Schiele

Date

09/19/2019 01:38 PM

Started On: 09/19/2019 10:39 AM