

AGENDA ITEM # 6August 26, 1997Vol 91 Page 573Consider release of Letter of Credit for Bell Meadows.

Moved: Commissioner Hays

Seconded: Commissioner Mehevec

Motion: To release Letter of Credit for Bell Meadows, Section 1.

Vote: Motion carried 5 - 0

AGENDA ITEM # 7August 26, 1997Vol 91 Page 573Consider awarding contract for engineering design of County Road 174 (Brushy Creek Road) from Parmer Lane to Cedar Park city limits (funded from C.O.'s).

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To retain Murfee Engineering for engineering design of County Road 174 (Brushy Creek Road) from Parmer Lane to Great Oaks (funded from C.O.'s).

Vote: Motion carried 4 - 0 with Commissioner Heiligenstein absent from the dais

< Clerk's copy here >

***See contract recorded in Volume 91, page 745 Commissioners Court Minutes

AGENDA ITEM # 8August 26, 1997Vol 91 Page 573Consider awarding contract for survey work on County Road 174, from Parmer Lane to Cedar Park city limits (funded from C.O.'s).

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To retain Capital City Surveying Inc. for survey work on County Road 174, from Parmer Lane to Great Oaks (funded from C.O.'s)

Vote: Motion carried 5 - 0

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*** See Volume 91, pages 750/752 for copy of contract.

AGENDA ITEM # 9August 26, 1997*Consider adopting resolution concerning the State's contract airline fares pursuant to House Bill 255, 75th legislature, R.S.

Moved: Commissioner Mehevec

Seconded: Judge Doerfler

Motion: To adopt resolution concerning the State of Texas contract airline fares pursuant to House Bill 255, 75th legislature, R.S.

Vote: Motion carried 4 - 0 with Commissioner Heiligenstein absent from the dais

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General Services Commission
1711 San Jacinto - P.O. Box 13047
Austin, Texas 78711-3047
Web Site: www.gsc.state.tx.us
(512) 463-3035

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August 8, 1997

Hon. John C. Doerfler
Williamson County Judge
Williamson County Courthouse, 2nd Floor
Georgetown TX 78626

COPY TO COMMISSIONER X4
Shirley Scharly
Sraggs
8/19/97

Dear Judge Doerfler:

House Bill 255, 75th Leg., R. S., and 1 TAC, §125.29 provides the legal authority for a county sheriff, deputy sheriff, or juvenile probation officer who is transporting a state prisoner under a felony warrant to participate in the State of Texas' contract airline fares for the purpose of obtaining discount airfares for the law enforcement or probation officer and the prisoner. The average discount for Fiscal Year 1998 (Sept. 1, 1997 - Aug. 31, 1998) is approximately 60% off the normal coach fare.

Your county may participate in this program by filing a resolution with the General Services Commission's State Travel Management Program (STMP). The attached resolution may be used for this purpose. The resolution will authorize the sheriff's office and juvenile probation board to participate in our program, and recognizes the county's obligation to pay the participation fee.

House Bill 255 authorizes the STMP to charge participating counties a fee to recover the cost of administering the program. For the first year, the fee will be based on the county's population size. In subsequent years, the annual fee will be based on usage of contract airline fares during the previous year. The annual fee for your county for Fiscal Year 1998 is \$750.00. The annual participation fee will be billed immediately upon receipt of the approved resolution. Please do not send payment along with the resolution.

House Bill 255 created a great program that can save your county on average approximately 60% on airline fares. If you are interested in participating, please approve the enclosed county resolution, and return it to our office. Also, enclosed are two pre-labeled envelopes. Please forward these envelopes to the addressees after the resolution has been approved. The envelopes contain complete instructions, for the sheriff's office and juvenile probation board, on how to participate in the program.

The STMP looks forward to working with your county during the coming years. If you have any questions, please contact Urban Arredondo, the STMP's County Coordinator, at 512-463-3435.

Sincerely,

Ms. Gerry Pavelka, Program Director
State Travel Management Program

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Attachments
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RESOLUTION RE: THE SHERIFF'S OFFICE
AND JUVENILE PROBATION BOARD'S
PARTICIPATION IN THE STATE OF TEXAS
CONTRACT AIRLINE FARES.

PROCEEDINGS BEFORE THE
COMMISSIONERS COURT OF
WILLIAMSON COUNTY
AUGUST 26, 1997
(date)

The Commissioners Court of WILLIAMSON County, Texas meeting in SPECIAL session the 26 day of AUGUST, 1997 considered the following resolution:

WHEREAS, the State of Texas, General Services Commission is authorized to provide access to the State's contract airline fares pursuant to House Bill 255, 75th Leg., R. S., and 1 TAC, §125.29; and

WHEREAS, the State of Texas created The County of WILLIAMSON as an administrative arm to aid it in the execution of state business; and

WHEREAS, the Commissioners Court of WILLIAMSON county authorizes the county sheriff department and juvenile probation board to participate in the program established by the General Services Commission to gain access to the State's contract airline fares; and

WHEREAS, the county acknowledges its obligation to pay an annual participation fee established by the General Services Commission; and

NOW, THEREFORE BE IT RESOLVED, by the Commissioners Court of the County of WILLIAMSON CO., Texas, that request be made to the General Services Commission to approve this county for participation in the program for the purpose of obtaining the State's contract airline fares.

DONE IN OPEN COURT, THIS 26TH day of AUGUST, 1997, upon motion by Comm. MEHEVEC, seconded by JUDGE DOERFLER, and 4, members of the court being present and voting "aye."

John C. Doerfler
County Judge

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:
County Clerk and
Ex-Officio Clerk of the
Commissioners Court of
WILLIAMSON County, Texas
BY Cherie Doerfler

Please forward approved resolution to:
GSC STATE TRAVEL MANAGEMENT PROGRAM
ATTN: COUNTY COORDINATOR
P O BOX 13047
AUSTIN TX 78711

Instructions for participating in the State of Texas, General Services Commission (GSC), State Travel Management Program (STMP) contracts for reduced airline fares.

County Commissioner's Court:

1. The County Commissioner's Court of a county wishing to participate in the program must submit an approved resolution to the STMP. The resolution:
 - a. authorizes the County Sheriff's Office and Juvenile Probation Board to enter into the program; and
 - b. acknowledges the County's obligation to pay the participation fee.
2. Upon approval of the resolution, the County Commissioner's Court distributes the enclosed pre-labeled envelopes to the Sheriff's Office and Juvenile Probation Board.

County Sheriff's Office and Juvenile Probation Board:

1. The county office/board completes the STMP participation application, enclosed in the envelope, and forwards it to the STMP.
2. The county office/board completes the American Express Business Travel Account (BTA) application, also enclosed in the envelope, and forwards it to American Express. Contract airline fares only can be paid for through the BTA account.
3. A county office/board may begin using contract airline fares on September 1, 1997, but only after it receives the BTA number from American Express. Simply give the BTA number to the airline representative or travel agency booking the flight.
4. The county office/board is responsible for reconciling and paying the American Express BTA on a monthly basis.

State Travel Management Program:

1. The STMP will invoice the county for the annual participation fee immediately upon receipt of the approved resolution. Payment will be due 30 days after receipt of invoice.
2. Urban Arredondo, the STMP's County Coordinator, will be available to answer your questions Monday through Friday, 8:30 A.M. to 5:00 P.M. at 512-463-3435.



General Services Commission

1711 San Jacinto - P.O. Box 13047

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*Copies to
Sheriff &
Charly S.
8/19/97*

**State of Texas
House Bill 255
75th Legislature, R.S.**

Effective September 1, 1997, a Texas County Sheriff or Deputy Sheriff, or Juvenile Probation Officer who is transporting a state prisoner under a felony warrant may participate in the State's contract airline fares, for the purpose of obtaining reduced airline fares for the law enforcement or probation officer and the prisoner.

State of Texas
General Services Commission
State Travel Management Program

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**State of Texas
General Services Commission
State Travel Management Program (STMP)**

Policies governing Texas county sheriffs' departments and juvenile probation boards access to the State of Texas' contract airline fares, pursuant to House Bill 255, 75th Leg., R.S., and 1 TAC, Chapter 125, Section 125.29.

Participation Eligibility: The County Commissioner's Court must submit a resolution to the STMP, authorizing the sheriff's office and/or juvenile probation board to participate in the program that allows access the State's contract airline fares. The resolution also must state the county's obligation to pay an annual participation fee.

A. Participation fee:

1. The participation fee is paid by the county.
2. The annual participation fee is determined by the STMP, and is based on expected usage during the effective Fiscal Year. The fee for Fiscal Year 1998 (Sept. 1, 1997 through Aug. 31, 1998) is based on county population.
3. The fee covers the county sheriff's office and juvenile probation board.
4. For Fiscal Year 1998, the STMP will invoice the county for the annual participation fee immediately upon receipt of the approved resolution. In subsequent years, the annual participation renewal fee will be invoiced during the month of September.
5. For Fiscal Year 1998, the participation fees will be due 30 days from the invoice date. In subsequent years, the fee will be due by October 31, of the effective year.
6. Fees are not prorated

B. Participation Dates:

1. The fee covers the time period September 1, of one year through August 31, of the following year.
2. Annual renewal notices will be mailed during the month of September, of the effective year.

C. Use of Contract Airline Fares:

1. Contract airline fares only can be obtained for a county sheriff, deputy sheriff or juvenile probation officer (county officers) and the prisoner, when the prisoner is being transported under a state felony warrant. This includes the county officer's flight to the pickup location.
2. Contract airline fares only can be purchased with a STMP approved American Express Business Travel Account (BTA).
 - a. American Express BTA applications will be provided by the STMP.
 - b. Only airline fares can be charged to the BTA. However, airline fares do not have to be contract airline fares.
 - c. Payment and reconciliation of the BTA is the responsibility of the county sheriff's office or juvenile probation board that the BTA is issued to.

D. American Express BTA Reports:

1. The county sheriff's office and/or juvenile probation board authorize American Express to release BTA information on airline charges to the STMP.
 - a. Reports will be used to monitor compliance with the policies that govern this program.
 - b. Reports will be used in determining contract usage, and subsequent annual participation fees.

E. American Express BTA's for juvenile probation boards with Multiple Counties.

1. The juvenile probation board may elect to only use one BTA for all eligible counties within its jurisdiction. Or, use separate BTA's for each of the eligible counties.
2. The State's contract airfares only can be obtained for prisoner retrieval relating to a county that has submitted a resolution to the State Travel Management Program.

F. Termination in the STMP program for accessing the State's contract airline fares:

1. Termination initiated by the STMP due to;
 - a. Failure to pay the participation fee by the due date indicated on the annual participation fee invoice.
 - b. Use of contract airline fares by unauthorized individuals.
 - c. Use of contract airline fares for unauthorized purposes.
 - d. The American Express BTA must be closed effective the same date participation in the program is terminated. The county departments authorize the STMP to close the department's American Express BTA upon termination.
 - e. The STMP will notify the county departments via fax or mail prior to termination.
2. Termination by the county;
 - a. A county department may terminate their participation in the program at anytime.
 - b. A termination notice must be submitted to the STMP in writing.
 - c. A county may re-enter the program at anytime, as long as the BTA is re-established. Participation fees will not be charged if re-entering during the same Fiscal Year.
 - d. The STMP will not issue a prorated refund of the participation fee.
 - e. The American Express BTA must be closed effective the same date participation in the program is terminated. The county departments authorize the STMP to close the department's American Express BTA upon termination.

August 1997

Discuss and take appropriate action on waiving penalty and interest on certain property tax accounts.

Deborah Hunt Tax Assessor/Collector advised the court due to a clerical error in posting penalty and interest accrued and requested a waiver. She stated the property tax code allows the court to waive the penalty and interest.

Moved: Commissioner Mehevec

Seconded: Judge Doerfler

Motion: To waive penalty and interest on certain property tax accounts.

Vote: Motion carried 4 - 0 with Commissioner Heiligenstein absent from the dais

< Clerk copy here >

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COPY TO COMMISSIONER
X 4
8/19/97

Memorandum

To: Members of the Commissioners Court

From: Deborah M. Hunt, CTA

Date: 08/15/97

Re: Waiver of Penalty & Interest

In accordance with Section 33.011 of the Texas Property Tax Code, "The Governing Body of a taxing unit shall waive penalties and may provide for the waiver of interest if interest on a delinquent tax is an act or omission of an 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 the delinquency."

| Account # | Name | 1996 P&I amt. | Description |
|-----------|------------------|---------------|---------------------------|
| R306066 | David S. Roberts | \$189.15 | Tax Office posting error. |
| | | | Posting partial payment |
| | | | Not Quarterly payment. |

approved 8-26-97
John C. Doerfler

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