AGENDA ITEM # 26 September 23, 1997 *

Consider making recommendation to Governor's Office for appointment to Turnpike Authority.

No action was taken on this agenda item.

AGENDA ITEM # 27 September 23, 1997 *

Consider making appointment to CDD Board.

Moved: Judge Doerfler
Seconded: Commissioner Hays
Motion: To appoint Commissioner Boatright to the CDD Board upon resignation of Norm Bray.
Vote: Motion carried 4 - 0

AGENDA ITEM # 28 September 23, 1997 *

Consider noting in minutes County Treasurer's Certification of Attendance at the 1997 County Treasurer's Continuing Education Seminar.

Moved: Commissioner Boatright
Seconded: Judge Doerfler
Motion: To note in minutes County Treasurer's Certification of Attendance at the 1997 County Treasurer's Continuing Education Seminar.
Vote: Motion carried 4 - 0

< Clerk copy here >

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Texas A&M University

Office of Continuing Education

certifies that

Vivian L. Wood

has earned *2.00* Continuing Education Unit(s)

for satisfactory completion of *20* hours

of organized instruction in

25th Annual County Treasurers' Continuing Education Seminar

April 14, 1997 - April 17, 1997

V. G. Young Institute of County Government

noted 9-23-97
John C. Doerfler

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Activity Director

Office of Continuing Education

September 3, 1997
Date

TEXAS A&M UNIVERSITY 1876

AGENDA ITEM # 29 September 23, 1997 *

Consider authorizing sale of surplus vehicles, equipment and seized and abandoned items at next Gaston & Sheehan auction.

Moved: Judge Doerfler
Seconded: Commissioner Boatright
Motion: To authorize sale of surplus vehicles, equipment and seized and abandoned items at next Gaston & Sheehan auction.
Vote: Motion carried 4 - 0

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AGENDA ITEM # 30 September 23, 1997 *

Consider approving Chief Elliott to buy back military time.

Moved: Commissioner Boatright
Seconded: Commissioner Hays
Motion: To approve Chief Richard Elliott buying back military time in the amount of $750.00.
Vote: Motion carried 4 - 0

AGENDA ITEM # 31 September 23, 1997 *

Consider approving any budget amendments for the 1997/98 budget.

Moved: Commissioner Boatright
Seconded: Commissioner Hays
Motion: To approve budget amendments for the 1997/98 budget.
Vote: Motion carried 4 - 0

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09/19/97

BUDGET AMENDMENT FOR 1997/98 ADOPTED BUDGET
NOTE: (All salary calculations include fringe)

				ESTIMATED COST
1)	(2) New CID Sgt positions should be funded at 21/3 instead of 21/1 Base Salary for CID Sgt was established 2 years ago at 21/3		1623. ea.	$3,246.00
2)	(2) Commissary workers increases Stowall 16/4 (increase of 5%) Benton 14/3 (increase of5%)			$2,500.00
3)	Salary Increase for Better Chance Employee			$1,411.00
4)	Part time Bailiff position -hourly rate increase from 6.25 to 7.00 hr. This is paid from Courthouse Security Fund			
5)	County Treasurer (increase by Grievance Committee)			$6,000.00
6)	Reclassification of (1) Juvenile Services employee from 24/4 to 25/4			$2,050.00
7)	Salary increase for Extension Agents 2.5% increase would be 11,378. 5% increase would be 11,665.	increase of 325. x 4 incease of 660. x 4	$1,300.00	$2,640.00
8)	Vehicle for Extension Service Increase in Travel for Extension Service			$20,000.00 $1,500.00
9)	Mechanic I position in URS should be changed from ~~19/1 to 18/1~~ 18/1 to 19/1			$1,375.00
10)	New Line item-Motorola Lease payment			$25,500.00
11)	Roll-over of Disaster Fund balance	current balance		$96,961.00
12)	Garbage collection-Taylor building	$33.00 x 12 months		$396.00
13)	New Line item for 576-Juvenile Services for Vertex fee			$12,000.00
	Estimated total to fund all changes including Ext. Serv. increase at 5%-General Fund			$175,579.00
14)	$50,000 from R&B cash ending for Fleet Maintenance (county-wide)			$50,000.00 approved 9-23-97 John C. Doerfler

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STATE OF TEXAS

COUNTY OF WILLIAMSON

AN ORDER ADOPTING THE 1998 COUNTY BUDGET
(As amended Sept. 23, 1997)

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 1998;

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 Judge and amended by the Commissioners Court be adopted with the following provisions:

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

a)	Judge of the County Court	$59,193.75 per year
b)	Judge of the County Court at Law #1	$80,000.00 per year
c)	Judge of the County Court at Law #2	$80,000.00 per year
d)	County Attorney	$65,113.13 per year
e)	County Sheriff	$59,193.75 per year
f)	County Clerk	$48,431.25 per year
g)	County Tax Assessor/Collector	$48,431.25 per year
h)	District Clerk	$48.431.25 per year
i)	County Treasurer	$36,377.25 per year
j)	Each County Commissioner	$48,431.25 per year
k)	Each Justice of the Peace	$38,745.00 per year
l)	Each Constable	$35,513.18 per year

2. The number of employee positions established and authorized for each official and/or department, and the maximum allowable salary for each position is reflected in the minutes of the Commissioners Court meetings. No County or Precinct Official or Department Head is required to pay the maximum salary allowed; the actual salary to be paid to each employee is to be decided by the employing officials or department head, and is to be certified by the County Judge's office before the last day of the pay period. The County Judge's office will forward all approved payroll information sheets to the Payroll Dept.

3. The expense allowance for all officials and all employees is as follows:

a) Any County official or employee that is required to use his/her personal automobile while on official County business may be entitled to receive mileage at the Internal Revenue Service allowable deduction for mileage, upon submitting the required documentation to the County Auditor.

b) The Sheriff, each Constable, all criminal investigators, EMS Director, the Maintenance Supervisor, the Agricultural Extension Agent and the mental transport officer are to be provided with a County vehicle.

c) All officials, their employees, and the employees of other departments may be entitled to full reimbursement for lodging expenses when traveling out of the County, beyond a 50 mile radius of Williamson County on official County business, if said travel is approved by the employing official or department head and the required documentation is submitted to the County Auditor.

d) All officials, their employees, or the employees of other departments may be entitled to reimbursement for any meals eaten when traveling out of the County on officials County business, if said travel is approved by the employing official or department head, and the required documentation is submitted to the County Auditor. The maximum meal reimbursement is limited to $28.00 per day including tax and 15% on gratuities and does not include alcoholic beverages. Receipts are required for all reimbursement requests.

e) For any official, their employee, or the employees of other departments to receive expense allowances under c), d), or e) above, the funds to be used to pay the reimbursement must have been appropriated by the Commissioners Court prior to the expenses being incurred.

f) Transfer of funds out of the following line items will not be allowed:
1) Salaries; 2) Fringe Benefits; 3) Training 4) Vehicle Deductible
Transfer of funds into the above line items may be allowed.

g) Incurred costs of personal calls made on portable telephone or vehicle-mounted telephones owned by the County shall be reimbursed to the County upon receipt of telephone bill.

4. The use of County equipment or vehicles for personal use is prohibited by law, but because of the need for specific officials and specific employees to respond to emergencies at night or on weekends, the following officials and employees are authorized to take a County vehicle to their home at night, even thought this involves the use of a County vehicle for travel to and from their home each day:

a) County Sheriff
b) each County Commissioner
c) each Constable and Deputy Constable
d) all Sheriff deputies and investigators

e) Unified Road Superintendent
f) any road and bridge employees designated by the Unified Road Superintendent and approved by the Commissioners Court.
g) County Maintenance Supervisor
h) EMS Director
I) Mental Health Transport Officer

5. All officials, their employees, department heads and their employees shall be paid every other Friday, for the two week work period ending the previous Thursday prior to the payday. If the pay day falls on a holiday, payday shall be the last working day prior to the holiday.

6. All employees of officials or employees in any other department, including any department head appointed by the Commissioners Court, shall be paid longevity pay, above their regular salary set by the employing official or department head. Longevity pay is related solely to length of total service with the county. Longevity pay shall begin with the pay period following the completion of five years employment and shall increase on the pay period following each additional five years of employment, to a maximum of twenty five (25) years. Longevity pay shall be paid (26) times per year. Longevity pay shall be paid as follows:
$25 per month ($11.54 per pay period) after completing five years of employment
$50 per month ($23.08 per pay period) after completing ten years of employment
$75 per month ($34.62 per pay period) after completing fifteen years of employment
$100 per month ($46.16 per pay period) after completing twenty years of employment
$125 per month ($57.70 per pay period) after completing twenty five years of employment.
One hundred twenty five dollars ($125.00) per month shall be the maximum allowable longevity.

7. The established holiday schedule for paid holidays for the 1996-97 budget year is as follows:

Veterans Day	- Tuesday, November 11, 1997
Thanksgiving	- Thursday, November 27, 1997
	- Friday, November 28, 1997
Christmas Holidays	- Wednesday, December 24, 1997
	- Thursday, December 25, 1997
	- Friday, December 26, 1997
New Years Day	- Thursday, January 1, 1998
Martin Luther King Day	- Monday, January 19, 1998
Memorial Day	- Monday, May 25, 1998
Independence Day	- Friday, July 3, 1998
Labor Day	- Monday, September 7, 1998

Employees scheduled to work on a paid holiday will be allowed an alternate day, in place of the holiday,
subject to the approval of the employing official or department head.

8. The employees of elected officials and employees of department heads will accrue vacation hours as follows:

0-5 years of employment will accrue 3.08 vacation hours per pay period. After completing (5) years of employment four hours vacation will be accrued per pay period, and after (10) years employment five hours vacation will be accrued per pay period.

a) Vacation will be accrued on the payroll system. Employees may carry-over vacation balances as follows:

0-5 years	- 80 Hours Vacation Accrued
5-10 years	- 120 Hours Vacation Accrued
10 + years	- 160 Hours Vacation Accrued

If an employee reaches maximum accrual, no further vacation will be accrued until the employee has take vacation hours.

Employees on shift work may take vacation one shift at a time instead of consecutively with approval of department head.

b) No vacation may be "sold" or "bought".

c) Part-time employees, working 40 hours or more per pay period, may accrue vacation on a pro-rated basis. Example: 40 hours per pay period accrues 1.54 hrs. vacation. No seasonal or temporary employees may accrue any vacation hours.

9. Any elected official's employees and department heads and employees shall accrue (13) thirteen days of sick leave per fiscal year. Sick leave may be used to care for immediate family as defined in the Family and Medical Leave Act policy adopted by Commissioners Court.

a) Sick leave will accrue at the rate of (4) hours per pay period. Sick leave hours will be accrued on the payroll system. Paid sick leave is accumulative up to (60) sixty days (480) hours.

b) No sick leave may be "sold" or "bought".

c) The Family and Medical Leave Act policy adopted by Commissioners Court will be the official guideline for serious illness of employee, maternity leave, adoption, foster care placement, or the serious illness of an employee's child, spouse or parent.

d) Part-time employees, working 40 hours or more per pay period, may accrue sick leave on a pro-rated basis. Example: 40 hours per pay period accrues 2 hrs. sick leave. No seasonal or temporary employees may accrue any sick leave.

Any part-time employee working for the County at least 1250 hours for one or more years will be included within the Family and Medical Leave Act policy adopted by the Commissioners Court.

10. Any official or department head may grant paid emergency leave up to (2) days per fiscal year in addition to vacation or paid sick leave. Emergency leave may be granted for any of the following: Funerals of relatives or close friends, auto accidents, or emergency repairs of home or autos. Emergency Leave is non-accumulative and may not be "sold" or "bought".

Any official or department head may also grant (1) floating holiday per fiscal year to an employee for personal or business reasons. The floating holiday may be used for any reason other than sick or recreational. The floating holiday is non-accumulative an may not be "sold" or "bought".

11. Any official or department head shall grant paid County and District jury duty leave to any employee.

12. Under the Family and Medical Leave Act policy all employees will be required to use all accrued sick, vacation and earned comp time to have compensation under FMLA. At the end of the (12) weeks for FMLA or for reasons other than FMLA, employees may be placed on unpaid leave if the department head can discharge the responsibilities of their office without the presence of the employee. While on FMLA or unpaid leave the employee shall not accrue any vacation or sick leave hours. As long as the employee is on FMLA or leave without pay, the employing official or department head may not hire another regular, full-time employee to fill that position, unless expressly authorized to do so by the Commissioners Court.

13. All eligible County and Precinct officials, employees and retirees will have the opportunity to enroll in one of the health benefit plans under the Self Funded Williamson County Benefits Programs or the Scott and White HMO plan. All employee health premium rates will be paid on a pretax basis through payroll deduction. The employee health premium rates will be determined each year by the Williamson County Benefits Committee and approved by the Commissioners' Court. The County will fund the balance of the total health premium that is over and above the portion paid by the employee. County and Precinct officials, employees and retirees may also cover their eligible dependents under the same health benefit plan that they elect. The appropriate additional premium for dependent coverage will also be deducted through payroll on a pretax basis. The eligible retiree will be provided health benefits for a specified premium rate, again, with the County funding the balance of the total health premium. The retiree may also cover their eligible dependents for an additional specified premium rate. A retiree is defined as someone who is receiving lifetime monthly TCDRS pension benefit payments. The County will stop insurance coverage on the retiree when a) the retiree reaches age sixty five; (65) or becomes eligible for medicare, whichever occurs first; b) the retiree qualifies for other health insurance coverage; or c) the retiree fails to submit the required set premium. Anyone that retired before April 1, 1994 will have health insurance coverage until age seventy (70). A committee composed of the County Judge, one County Commissioner, and two department heads will serve as trustees of the Williamson County Benefits Program. This committee will act in compliance with the Texas Local Govt. Code, Chapter 172., sec. 172.001-172.015. Texas Political Subdivisions Uniform Group Benefits Program.

14. All officials, their employees and employees of other departments that work over (18) hours per week, per year, are required to participate in the Texas County and District Retirement System. The County Treasurer shall deduct the required amount from the employee's salary and the County shall make the required County contribution. The Commissioner's Court has appointed the County Treasurer as custodian of the County Retirement System.

15. In compliance with the Texas Workers' Compensation Insurance Act, all Williamson County employees are provided Workers' Compensation coverage. The County's coverage is provided through the Texas Association of Counties Workers' Compensation Claims Fund. More information about Workers Compensation rights may be obtained from the Texas Workers Compensation Commission, or by calling (512) 448-7900, or by contacting the Williamson County Employee Benefits Department.. The Williamson County Employee Benefits Department will report all

injuries to the Third Party Administrator for the Texas Association of Counties Workers' Compensation Claims Fund as they are reported. Claims for lost time are forwarded to the Texas Workers' Compensation Commission by the Third Party Administrator.

16. In compliance with the Texas Department of Transportation's regulations for drug and alcohol testing, Williamson County employees or potential employees who possess CDL licenses and operate County owned equipment or vehicles are subject to pre-employment, random and post-accident testing. Potential employees of the Williamson County Sheriff's Department are subject to pre-employment testing.

17. An Employee Assistance Program (EAP) is available to Williamson County Employees and their eligible dependents. The EAP may be used for individual, confidential treatment of work-related problems or personal problems. It may also be utilized, at the supervisor's discretion, as treatment for various work related personnel problems.

18. Williamson County will comply with all Fair Labor Standards Act Rules and Regulations. Employee records will be maintained for a minimum of (4) years as mandated by the Act. Williamson County will also comply with American With Disabilities Act and The Family and Medical Leave Act.

17. All references to officials includes District, County and Precinct officials and any other officials for which the Commissioners Court has the authority to adopt a budget, and any official, employee, or agency that receives County funds.

WHEREUPON MOTION MADE AND SECONDED, the ORDER ADOPTING THE 1998 WILLIAMSON COUNTY BUDGET was passed on a vote of 4 for, 0 against. 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.

Approved and signed this 23 day of Sept, 1997.

John C. Doerfler 9-23-97
John C. Doerfler, County Judge

ATTEST:

Elaine Bizzell
Elaine Bizzell, County Clerk

Amended Sept. 23, 1997 to include the following (2) pages of clarification

AGENDA ITEM # 32 September 23, 1997 *

Discuss direct deposit and payroll time changes.

County Treasurer Vivian Wood addressed the court regarding direct deposit and payroll time changes, but no action was taken on this agenda item.

Williamson County

Vivian L. Wood
County Treasurer

MEMORANDUM

Date: September 22, 1997

To: Judge John Doerfler
Commissioner Mike Heiligenstein
Commissioner Greg Boatright
Commissioner David Hays
Commissioner Jerry Mehevec

From: Vivian L. Wood
County Treasurer

Re: Payroll Issues

The discussions in regard to direct deposit for payroll and the needed changes for the pay period have been ongoing since January. There are several areas that need continued discussion before the decision is made to go to a payroll direct deposit process for County, Adult Probation and Health District employees.

The present pay periods are from 12:01 a.m. Friday through Thursday midnight, covering a 14-day period of time. All payroll time sheets are due in our office on the Friday preceding payroll the next Friday. We are still getting time sheets and changes of information on days worked, time off, terminating employees and new hires on Tuesday and in some instances on Wednesday. The Auditors come in on Wednesday to begin their review of the randomly selected employees on the payroll master we ran on Tuesday afternoon or evening. On Wednesday night another payroll master is run with any corrections made. The Auditors continue their work on Thursday. The master with the check numbers on it is taken to the County Judge for review and an approval signature as soon as we can get the check run completed. In order to complete the process, checks are being cut before the Auditor has finished the review of all vacation, sick, and comp times submitted for every County employee.

Funding requirements for the County, Adult Probation and the Health District are submitted for approval and the data is given to each department. Each entity brings the check to our office. The payroll checks are signed, separated, burst

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apart, put into departmental sections and readied for pickup on Friday morning. The checks are readied for deposit on Thursday night and hit our payroll account on Friday morning.

When the data given to us is incorrect, late, or we make an error not found in our review of the master and the time sheets and the Auditor's review of data submitted, further steps have to be taken in a very short period. The prepared checks have to be voided, reconfigured, and reprocessed. The checks may affect our submission to the federal government, the retirement system, or escrow and the funding requirements have to be changed appropriately.

The depository bank requires that a tape of all direct deposit paychecks and the amount of funds for each one, and the funds from each entity must be to the bank on Wednesday morning of payroll week. This time frame allows the bank to process the funding to all county employee's banks by the beginning of business on Friday. This procedure is common to all banks.

In order to accomplish the direct deposit function, the pay period must change to provide the required time to process payroll correctly. The last time payroll was changed, from twice monthly to bi-weekly, the pay period was changed and the County and Health District were required to pay additional funds to cover the cost of the change in pay periods. The time frame for submittal of pay information was not extended long enough to accomplish the process for direct deposit.

Presently the County and Health District are on the same pay schedule. However, when the change from twice monthly to bi-weekly was made the Adult Probation department did not make the change. We are paying their employees through the Friday payday. This creates problems if the employee resigns, does not come to work for whatever leave issue is involved. Also, if there is a Thursday or Friday holiday of pay week we pay the employee for time not worked at the time the paycheck is issued which could be as much as three days. This issue must be resolved even if we do not go to direct deposit.

We have visited with Judge Doerfler, Auditor's staff, other department heads, and with our depository bank to be sure we have the information needed to make the changes we feel are necessary. Judge Doerfler has asked that we visit with you in regard to this issue and to provide data that may be used to arrive at a decision on the possibility of direct deposit. I do not believe that direct deposit will provide as much of a money savings as it will serve as a more efficient method of paying County employees accurately and in a timely manner. Employees who work shifts will benefit by having their pay on the same day as other employees.

The bottom line as always is funding for the transition. In order to change the pay period so that we have eight working days instead of the present four, we need an additional four days for County and Health District employees and ten

days for Adult Probation. These changes would facilitate having the funding to the bank on Wednesday morning for direct deposit. Or, as the case may be, the day appropriate to accommodate a payroll falling on a designated holiday. The proposed changes for the County employees are estimated to cost $340,000and for the Health District employees the cost is estimated at $36,000. The Adult Probation employees estimated cost is $82,000, this amount is larger because the initial change was not made in 1992.

In order to achieve a reduction in the amount the three entities have to pay for the changes in cash, which we have been told was not appropriate even though it was done in 1992, we propose that the employees be encouraged to help fund the change by exchanging two days of vacation or comp time (we also feel employees with sick time accumulations of over two hundred hours be allowed to use that time). The entities would pay for the other two days. Adult Probation could exchange four days of allowed time and pay for the additional four days. The employees do not lose the four, or eight days. They are paid for the time worked at the time they leave the County.

The changes could be initiated beginning with the first pay period in November. Each November pay period would be short two days, or as in the case of Adult Probation, five days, and the process would be complete. We would then be back on schedule for the December pay periods. The cost of living increase and any merit raise given would also help in keeping the cost from being too onerous for County employees. The payday will not change.

Money savings would be realized in the reduction of the costs of printed checks, banking costs which include encoding, statement sort, amount to approximately .21 cents per check each pay day. That appears to be a small amount, but multiplied by the approximately 865 paychecks being cut this week, times 26 paydays per year, it amounts to $4,722.90. This amount, of course, does not include preparation cost. Additional employees will add to that cost.

The cost of storage and time spent in reconciliation of each statement would be less. Costs associated with personnel coming into the office each payday to pick up payroll would be reduced and hopefully with a courier on line the outlying areas would receive their pay checks in a timely manner. The savings would be realized over a long period of time. There is a cost for direct deposit each month but it is not per employee using the direct deposit system. We do not have an exact cost of direct deposit, but will visit with the bank when it is appropriate. I have had conversation with the bank in regard to their ability to provide this service in the future and have been assured they will be able to do so.

I appreciate your attention to this issue and will be happy to respond to questions or concerns at this time or on an individual basis.

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PAYROLL

October 1997

September 1997

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13 DAY PAY PERIOD
11 WEEKDAYS

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PAYROLL

November 1997

October 1997

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13 DAY PAY PERIOD
9 WEEKDAYS

Printed on Monday, September 15, 1997 at 3:48PM

Page 1

PAYROLL

December 1997

November 1997

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NEW PAY SCHEDULE

Printed on Monday, September 15, 1997 at 3:48PM

PAYROLL

January 1998

December 1997

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PAYROLL

October 1997

September 1997

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November 1997

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NORMAL PAY PERIOD

PAY

Printed on Monday, September 15, 1997 at 11:39AM

PAYROLL

November 1997

October 1997

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December 1997

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10 DAY PAY PERIOD
8 WEEKDAYS

PAYROLL

December 1997

November 1997

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January 1998

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5		
12:00AM... ** 12 DAY PAY PERIOD 8 WEEKDAYS					PAY	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Printed on Monday, September 15, 1997 at 11:39AM

PAYROLL

January 1998

December 1997

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 1998

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 12:00AM... **	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AGENDA ITEM # 33 September 23, 1997 *

Consider approving amendment to the 1997/98 budget order.

Moved: Judge Doerfler
Seconded: Commissioner Boatright
Motion: To approve amendment to the 1997/98 budget order with clarification for exempt and non-exempt sick leave and holiday time.
Vote: Motion carried 4 - 0

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Clarifications to Budget Order

Under Federal law, there is a legal entitlement to compensatory time only if a nonexempt employee actually works more than 40 hours during a 7-day work period. The following rules regarding overtime represent an effort to go over and beyond the minimum requirements in the interest of fairness. They are to apply only to nonelected county or precinct employees who are **not** subject to the guaranteed salary with fluctuating hours plan. The examples are designed as general illustrations of the principles involved, as well as of the sort of situations that the clarifications are intended to address.

Definitions: "Nonexempt employees" include all county and precinct employees who are subject to the overtime regulations of the Federal Fair Labor Standards Act. "Authorized paid leave" includes holidays, sick leave, vacation, compensatory time taken, personal leave, military leave, jury duty, and all similar forms of compensation allowed by the annual budget order.

1. Nonexempt employees may only work on a county holiday or outside normal working hours at the express direction of their supervisor or with the express permission of their department head or designee. Additional hours worked without such authorization will not be compensated, except to the limited extent required by Federal law.* It is the responsibility of the department head to enforce this policy and to prevent the filing of claims for unauthorized compensation.

Example 1: An employee is sick on Monday, then gets permission to work 8 extra hours later in the week; under the policies described below, the employee will not be charged with any expenditure of sick leave.

Example 2: Another employee is sick the same day, then works 8 extra hours **without** permission; the employee is charged with 8 hours sick leave and accrues no compensatory time.

* The county is required to credit time-and-a-half for hours actually worked beyond 40 in a 7-day work period, to the extent that the employer "suffered" the extra hours to be worked.

2. Sick leave, holiday time, personal leave, vacation, and other authorized paid leave shall be charged against an employee only to the extent that the employee actually works less than 40 hours during a 7-day work period. This policy shall be administered so as to preserve accrued sick leave as the highest priority, with the other categories following in the order set out above.

   Example 3: an employee takes personal leave on Monday, but works 6 extra hours (with permission) before Thursday; the employee is only charged for 2 hours leave, not 8.

   Example 4: an employee takes a Friday vacation day, is called out on an emergency for ten hours on Sunday, and has the flu on Tuesday; the employee is charged with no sick leave and only 6 hours of vacation leave.

3. Whenever possible, an employee who works on a holiday with permission is to be given another day off within the same 14-day pay period. County holiday hours which the department head determines cannot be taken during that pay period shall be converted hour-for-hour to flat compensatory time.

4. In the event that a nonexempt employee is required or requested to work outside his or her normal working hours or on a county holiday, the employee shall be entitled to compensatory time at the rate of time-and-a-half only to the extent that hours actually worked exceed 40 during the 7-day work period. The employee shall be entitled to compensatory time at a flat rate to the extent that the sum of hours worked (or 40, whichever is less), plus authorized paid leave, exceeds 40 hours during the work period.

   Example 5: a deputy clerk takes personal leave on Monday, then works from 5 until 10 PM at a jury trial on Wednesday; she has worked less than 40 hours, so she has earned no time-and-a-half, but the sum of 37 hours worked plus 8 hours paid leave is 45, so she gets 5 hours of flat-rate compensatory time.

   Example 6: a road and bridge employee takes a Friday holiday, but then is called out for 10 hours on Sunday to cope with a flood; the employee has worked 42 hours, so he is entitled to just 3 hours of time-and-a-half compensatory time, but the sum of 40 plus the paid leave is 48, so he gets 8 hours of additional flat-rate compensatory time, for a total of 11 hours.

5. Although employees who are exempt or not subject to the Fair Labor Standards Act never have any federally-guaranteed right to overtime compensation, a department head may allow such employees flexible hours, even if this occasionally results in full pay for a week in which the employee works less than 40 hours, so long as the average work week of the employee exceeds 40 hours (including authorized paid leave).

   Example 7: a felony prosecutor puts in 60 hours during a jury trial week, and the DA lets her take 2 days off a few weeks later; she gets no extra compensation for the long week, but (at the discretion of the DA) the short week is not charged against her accrued paid leave.

6. Department heads are responsible for controlling overtime so as to avoid creating an excess liability for the county. The Commissioners Court is not required to amend the budget or approve line-item transfers to allow for the payment of unnecessary overtime compensation, or for hiring additional employees required to keep an office open while the regular employees are taking their compensatory time. Employees are encouraged to take any accrued compensatory time as soon as they possibly can, rather than allowing it to accumulate.

   Example 8: five employees, each with 80 hours of accrued compensatory time, quit a department at once; the department head may have to do without any replacements for 10 employee-weeks or risk running out of salary money before the end of the year.

7. The Texas Constitution absolutely forbids counties from making a gift. Therefore, Williamson County cannot pay an employee any compensation that is not authorized in its budget. The allowances for authorized paid leave in the budget order are the exclusive forms of paid leave provided by the county to its employees. The county cannot legally pay someone for unworked hours that do not fall under one of these categories, or that exceed the maximum amount allowed. The department head may grant employees **unpaid** leave if they have exhausted their paid leave, but may not agree to make any payments not authorized by Commissioners Court. The Treasurer and Auditor will reject any departmental request to pay an employee who has not actually worked 40 hours during a 7-day work period and is not entitled to authorized paid leave.

8. Sick leave may only be used for sickness or for paid leave under the Family and Medical Leave Act; it is not an alternate form of vacation or personal leave. Sick leave may not be converted to another form of leave to avoid entering unpaid leave status.

9. The Williamson County Budget Order for 1997/98 is hereby amended to the extent necessary to implement these clarifications.

John C. Daugherty 9-23-97

AGENDA ITEM # 34 September 23, 1997 *

Consider approving the transfer of the following fixed assets from County Treasurer to Elections:
(1) Wooden Storage Shelves

Moved: Judge Doerfler
Seconded: Commissioner Boatright
Motion: To approve the transfer of (1) Wooden Storage Shelves from County Treasurer to Elections.
Vote: Motion carried 4 - 0

< Clerk copy here >

ORIGINAL

CHANGE OF FIXED ASSET STATUS

DATE 9-11-97

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

xxxxx **TRANSFERRED**

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial #
1	WOODEN STORAGE SHELVES		N/A

FROM (Transferor): COUNTY TREASURER

TO (Transferee): ELECTIONS

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

Vivian L. Wood — Vivian L Wood
Transferor - Elected Official/Department Head

John Willingham
Transferee - Elected Official/Department Head

approved 9-23-97
John C. Doerfler

AGENDA ITEM # 35 September 23, 1997 *

Consider approving the transfer of the following fixed assets from County Treasurer to Maintenance:

(1) File Cabinet A106482
(1) File Cabinet A106483
Moved: Judge Doerfler
Seconded: Commissioner Boatright
Motion: To approve the transfer of the following fixed assets from County Treasurer to Maintenance:
(1) File Cabinet A106482
(1) File Cabinet A106483
Vote: Motion carried 4 - 0

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CHANGE OF FIXED ASSET STATUS

DATE 9-12-97

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model Serial #
1	FILE CABINET - 4-DRAWER GRAY ANDERSON HICKEY	A106482
1	FILE CABINET - 4-DRAWER GRAY GLOBE & WERNICKE	A106483

FROM (Transferor): COUNTY TREASURER

TO (Transferee): MAINTENANCE

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

Vivian L. Wood — VIVIAN L. WOOD — approved 9-23-97 John C. Doerfler

Transferor - Elected Official/Department Head — Print Name

W H Benedict — WAYNE H BENEDICT

Transferee - Elected Official/Department Head — Print Name

AGENDA ITEM # 36 September 23, 1997 *

Consider approving the transfer of the following fixed assets from County Treasurer to Information Services.

(1) File Cabinet A106481
(1) Shelf A106499
(1) Shelf A106498
Moved: Judge Doerfler
Seconded: Commissioner Boatright
Motion: To approve the transfer of the following fixed assets from County Treasurer to Information Services.
(1) File Cabinet A106481
(1) Shelf A106499
(1) Shelf A106498
Vote: Motion carried 4 - 0

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COPY

CHANGE OF FIXED ASSET STATUS

DATE 9-12-97

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model Serial #
1	FILE CABINET - 4-DRAWER GRAY ANDERSON HICKEY	A106481
1	SHELF - WOODEN W/CUBED SHELVES	A106499
1	SHELF - WOODEN W/CUBED SHELVES	A106498

FROM (Transferor): COUNTY TREASURER

TO (Transferee): COUNTY INFORMATION SYSTEMS

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

approved 9-23-97 John C. Doerfler

Vivian L. Wood — VIVIAN L WOOD
Transferor - Elected Official/Department Head — Print Name

Otis Coufal — OTIS COUFAL
Transferee - Elected Official/Department Head — Print Name

AGENDA ITEM # 37 September 23, 1997 *

Consider approving the transfer of the following fixed assets from Justice of the Peace #3 to Juvenile Services:

(1) Executive Desk A 106720

Moved: Judge Doerfler
Seconded: Commissioner Boatright
Motion: To approve transfer of (1) Executive Desk A106720 from Justice of the Peace #3 to Juvenile Services.
Vote: Motion carried 4 - 0

< Clerk copy here >

CHANGE OF FIXED ASSET STATUS

DATE September 16, 1997

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial #
1	Executive Desk, Cherry Wood	A106720	

FROM (Transferor): Jimmy Bitz, Justice of The Peace, Pct. #3

TO (Transferee): Charlie Skaggs, Juvenile Services

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

approved 9-23-97
John C. Doerfler

Transferor - Elected Official/Department Head

Transferee - Elected Official/Department Head

AGENDA ITEM # 38 September 23, 1997 *

Consider approving resolution consenting to project of the Daughters of Charity Health Services of Austin.

Moved: Commissioner Boatright
Seconded: Judge Doerfler
Motion: To approve resolution consenting to project of the Daughters of Charity Health Services of Austin.
Vote: Motion carried 3 - 1 with Commissioner Mehevec voting against the motion.

< Clerk copy here >

Vinson & Elkins
ATTORNEYS AT LAW

VINSON & ELKINS L.L.P.
3700 TRAMMELL CROW CENTER
2001 ROSS AVENUE
DALLAS, TEXAS 75201-2975
TELEPHONE (214) 220-7700
FAX (214) 220-7716

WRITER'S TELEPHONE
(214) 220-7885

WRITER'S FAX NUMBER
(214) 999-7885

September 9, 1997

TO: The Honorable Members of the Commissioners Court of Williamson County, Texas.

Ladies and Gentlemen:

We represent the Daughters of Charity National Health System of Austin (the "Borrower") as its local bond counsel in connection with an issuance of tax-exempt bonds by the Travis County Health Facilities Development Corporation (the "Issuer"). One of the projects to be financed by the Borrower with the bond proceeds will be located outside the jurisdictional limits of Travis County, the sponsoring entity, and is proposed to be located in your jurisdictional territory.

Section 221.030(a)(1)(B) of the Texas Health and Safety Code permits the Issuer to finance a project "outside the limits of the sponsoring entity, with the consent of each other sponsoring entity in which the health facility is or is to be located."

On behalf of the Borrower and the Issuer we respectfully request that you approve the attached Consent Order and the proposed project (the "Project") to be located in your jurisdiction. A description of the Project is located on Exhibit A to the Resolution.

PLEASE NOTE, THE ACTION OF THE ISSUER WITH RESPECT TO THE PROJECT WILL CREATE NO LIABILITY FOR THE COUNTY, OR ITS RESIDENTS.

We would like to have this Resolution put on the agenda to be considered by the Commissioners Court at the Tuesday, September 23, 1997 meeting.

If you have any questions or concerns, please call either the attorneys Monty Humble at (214) 220-7746, or George Rodriguez at (214) 220-7868 or Natalie Harris, Legal Assistant, at (214) 220-7885.

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Chapter 221 Consent
Williamson County

CERTIFICATE OF OFFICIAL ACTION

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

I, the undersigned officer of the Commissioners Court (the "Governing Body") of Williamson County, Texas (the "Unit") do hereby make and execute this certificate for the benefit of all persons interested in the validity of all actions and proceedings of the Governing Body. I do hereby certify as follows:

1. I am the duly chosen, qualified and acting officer of the Unit for the office shown beneath my signature, and in such capacity I am familiar with the matters contained in this Certificate.

2. That the Governing Body convened in a meeting on the 23 day of September, 1997 at its regular meeting place, and the roll was called of the duly constituted officers and members of said Governing Body, and all of the officers and members of the Governing Body were present, except 1, thus constituting a quorum. Whereupon, among other business, the written resolution, order or ordinance, being the official act of the Governing Body (the "Official Act") in the form attached hereto as Attachment I was duly introduced for the consideration of said Governing Body and read in full. It was then duly moved and seconded that said Official Action be adopted; and after due discussion, said motion, carrying with it the adoption of said Official Action, prevailed and carried by a vote of 3 Ayes, 1 Noes, and 0 Abstentions.

3. That a full copy of the Official Action is attached to this Certificate; the original of the Official Action is on file in the official records of the Governing Body; and the Official Action has not been amended and is in full force and effect.

4. That the persons attending the meeting and acting as officer and member of the Governing Body are the duly chosen, qualified, and acting officers and members of said Governing Body as indicated therein; that each of the officers and members of said Governing Body was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that said Official Action would be introduced and considered for adoption at said meeting; that said meeting was open to the public as required by law; and that public notice of the hour, date, place and subject of said meeting was given as required by law.

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09/18/97:8:48am

WITNESS MY HAND AND THE OFFICIAL SEAL OF THE UNIT this 25 day of September, 1997.

Elaine Bizzell, County Clerk and Ex-Officio
Clerk of the Commissioners
Court of Williamson County, Texas

(SEAL)

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09/18/97:8:48am

ATTACHMENT I

ORDER CONSENTING TO PROJECT
AND THE ISSUANCE OF BONDS
TO FINANCE SUCH PROJECT

WHEREAS, Daughters of Charity Health Services of Austin, a Texas non-profit corporation (the "Owner"), intends to construct, own and operate a health facility (the "Facility") to be situated in Williamson County, Texas (the "Unit"); and

WHEREAS, the Owner wishes to finance or refinance the costs of the Facility, described in Exhibit "A" attached hereto and made part hereof (the "Project"); and

WHEREAS, the Project will be financed in part with the proceeds of tax-exempt revenue bonds (the "Series 1997 Bonds") to be issued by the Travis County Health Facilities Development Corporation (the "Issuer"); and

WHEREAS, the Health Facilities Development Act, Chapter 221 of the Texas Health and Safety Code (hereinafter, together with any amendments, called the "Act") provides for the creation by sponsoring entities of health facilities development corporations with powers to provide, expand, and improve health facilities; and

WHEREAS, the Act defines a "sponsoring entity" as any city, county or hospital district in the State of Texas; and

WHEREAS, the Issuer has been created by its sponsoring entity pursuant to the Act; and

WHEREAS, the Issuer has adopted a resolution agreeing and declaring its intention to issue the Series 1997 Bonds to provide all or a portion of the amounts necessary to refinance the Project; and

WHEREAS, the Issuer may so act with respect to the Facility (which is outside the territorial limits of the sponsoring entity of the Issuer) only with the consent of every other sponsoring entity within which the Hospital is located; and

WHEREAS, the Unit is a sponsoring entity within which the Hospital will be located and has been requested to give its consent pursuant to the Act; and

WHEREAS, the action of the Issuer with respect to the Hospital will create no liability for the Unit, or its residents and is in the best interests of the Unit, and its residents;

WHEREAS, the Governing Body of the Unit consents to the holding of a public hearing pertaining to the Project (the "Public Hearing") by the Issuer, on September 23, 1997, at 2:00 p.m., at the Travis County Commissioner's Court at 314 West 11th Street, Austin, Texas, with Samuel T. Biscoe serving as hearing officer; and

WHEREAS, notice of a public hearing with respect to the Project and the Series 1997 Bonds held by the Issuer, was published no less than 14 days before said date in a newspaper of general circulation available to residents within the governmental units where the Project will be located, as evidenced by the Affidavit of Publication attached hereto as Exhibit "B";

NOW THEREFORE BE IT ORDERED BY THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, THAT:

1. The above and foregoing recitals are incorporated in this Order as findings of fact as made by the Commissioner's Court.

2. Consent is hereby given for the issuance of the Series 1997 Bonds by the Issuer to finance the Project.

3. Based upon the evidence presented to this Commissioners Court, for the sole purpose of satisfying the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") and for no other purpose, the Commissioners Court hereby approves the Series 1997 Bonds and the facilities to be financed or refinanced with a portion of the proceeds of the Series 1997 Bonds and located within the County, all as described in the published notice of public hearing included as Exhibit "B" attached hereto. This approval is not to be construed as (i) a representation or warranty by the County or the Commissioners Court that the Series 1997 Bonds will be paid or that any obligations assumed by any of the parties will, in fact, be performed, or (ii) as a pledge of the faith and credit of or by the County. Further, the fact that the Commissioners Court has approved the Series 1997 Bonds as required by the Code may not, in any event, be used as a sales device with respect to the Series 1997 Bonds.

4. Consent is hereby given to the Public Hearing held by the Issuer on behalf of the Unit.

5. This consent shall continue in force and effect from the date hereof.

6. The Governing Body hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Order was adopted was posted and that such meeting was open to the public as required by law at all times during which this Order and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended, and the Act.

PASSED AND APPROVED this 23rd day of September 1997.

John C. Doerfler
John Doerfler, County Judge

ATTEST:

Elaine Bizzell
Elaine Bizzell, County Clerk and Ex-Officio
Clerk of the Commissioners
Court of Williamson County, Texas

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09/18/97:8:48am

Attachment 1-3

EXHIBIT A

Description of Project to be Financed
by the issuance of the
Travis County Health Facilities Development Corporation
Hospital Revenue Bonds (Charity Obligated Group -
Daughters of Charity National Health System), Series 1997

The acquisition of land and the construction and equipping of an ambulatory care facility to be located either at a point two miles west of IH-35 on FM 1431, Round Rock, Texas, or at or near the intersection of Westinghouse Road and IH-35, Georgetown, Texas, each in Williamson County, Texas to provide healthcare delivery capabilities for Daughters of Charity National Health System.

EXHIBIT B

Affidavit of Publication of Notice of Public Hearing

Austin American-Statesman

PO#: DAU668
Ad ID#: 8TQH01201
Acct#: 5124958400
Account Name: VINSON & ELKINS

VINSON & ELKINS
STE 2700
600 CONGRESS AVE
AUSTIN,TX 78701

NOTICE OF PUBLIC HEARING
NOTICE IS HEREBY GIVEN that on September 23, 1997, a public hearing will be held for purposes of federal tax law with respect to the proposed issuance by the Travis County Health Facilities Development Corporation of its Hospital Revenue Bonds (Charity Obligated Group-Daughters of Charity National Health System) Series 1997, in one or more separately designated series (collectively, the "Bonds") in an amount not to exceed $123,100,000. The proceeds of the Bonds will be loaned to Daughters of Charity Health Services of Austin, a Texas non-profit corporation (the "Borrower"), to be used to finance or refinance the construction of certain additions and improvements to and equipment for use at the indicated healthcare facilities located at one or more of the following addresses: Seton Medical Center, 1201 W. 38th Street, Austin, Texas; Brackenridge Hospital, 601 E. 15th Street, Austin, Texas; Children's Hospital at Austin, 601 E. 15th Street, Austin, Texas; Seton Northwest Hospital, 11111 Research Blvd., Austin, Texas; Seton Home Care, 4200 N. Lamar, Austin, Texas; Seton East Community Health Center, 281 E. 2nd Street, Austin, Texas; Seton South Community Health Center, 3706 S. 1st Street, Austin, Texas; Shivers Cancer Center, 2600 E. Martin Luther King Blvd., Austin, Texas; (2) acquiring the acute care operations of Highland Lakes Medical Center, 1-281 South, Burnet, Texas; (3) acquiring land for and constructing ambulatory care facilities, one in Southwest Travis County, at the southwest corner of the intersection of FM 1826 and US Highway 290 West and the other in Williamson County, either at a point two miles west of IH-35 on FM 1431, Round Rock, Texas, or at or near the intersection of Westinghouse Road and IH-35, Georgetown, Texas; and (4) any ancillary expenses incurred in connection with the issuance of the Bonds. The initial owner of the healthcare facilities described above will be the Borrower.
The hearing will commence at 10 a.m., or as soon thereafter as the matter can be heard, and will be held in the Commissioners Court, 314 West 11th Street, Austin, Texas. Interested persons wishing to express their views on the issuance of such Bonds or on the nature and location of the facilities proposed to be financed or refinanced will be given an opportunity to be heard at the public hearing. In addition, at the time of the hearing, written comments may be filed with the Travis County Health Facilities Development Corporation, c/o County Commissioners Court, Administration Building, 314 West 11th Street, Room 1[illegible], Austin, Texas.
Dated: September [illegible], 1997.

AFFIDAVIT OF PUBLICATION

THE STATE OF TEXAS
COUNTY OF TRAVIS

Before me, the undersigned authority, a Notary Public in and for the County of Travis, State of Texas, on this day personally appeared:

TAYLON STARR

Classified Advertising Agent of the Austin American-Statesman, a daily newspaper published in said County and State that is generally circulated in Travis, Hays, Burnet and Williamson Counties, who being duly sworn by me, states that the attached advertisement was published in said newspaper on the following dates, to wit:

First Published:	9/4/97	Last Published:	9/4/97
Times Published:	1	Classification:	9980
Lines:	79	Cost:	$206.98

and that the attached is a true copy of said advertisement.

Taylon Starr

SWORN AND SUBSCRIBED TO BEFORE ME, this the 4th day of Sept 1997

SHARON JANAK
NOTARY PUBLIC
State of Texas
Comm. Exp. 11-10-99

Sharon Janak
Notary Public in and for
TRAVIS COUNTY, TEXAS

232

305 South Congress Ave., P.O. Box 670, Austin, Texas 78767-0670 512-445-3541

COMMISSIONERS COURT ADJOURNED TO EXECUTIVE SESSION AT 11:20 A.M. ON TUESDAY, SEPTEMBER 23, 1997.

AGENDA ITEM # **39** September 23, 1997 *

Discuss offer to sell to Williamson County a 100 foot strip off the Henderson Tract Subdivision on Louis Henna Boulevard.(EXECUTIVE SESSION REQUESTED as per VTCA Government Code 551.072 pertaining to real property.)

Present for Executive Session were Judge Doerfler, Commissioners Boatright, Hays and Mehevec, County Attorney Gene Taylor and First Assistant County Attorney Dale Rye.

The purchase of a 100 foot strip of land off the Henderson Tract Subdivision on Louis Henna Boulevard was discussed, but no action was taken in Executive Session.

AGENDA ITEM # **40** September 23, 1997 *

Discuss lot adjacent to Liberty Hill Maintenance Barn site: (EXECUTIVE SESSION REQUESTED as per VTCA Govt. Code sec. 551.071 pertaining to consultation with attorney).

Present for Executive Session were Judge Doerfler, Commissioners Boatright, Hays and Mehevec, County Attorney Gene Taylor and First Assistant County Attorney Dale Rye.

The lot adjacent to Liberty Hill Maintenance Barn site was discussed but no action was taken in Executive Session.

AGENDA ITEM # **41** September 23, 1997 *

Discuss response to settlement demand: Stewart vs. Williamson County (EXECUTIVE SESSION REQUESTED) as per VTCA Government Code 551.071 pertaining to consultation with attorney)

Present for Executive Session were Judge Doerfler, Commissioners Boatright, Hays and Mehevec, County Attorney Gene Taylor, First Assistant County Attorney Dale Rye along with Lynn C.Hensley of Hensley & King, Attorneys at Law.

Stewart vs. Williamson County settlement demand was discussed by Mr. Hensley but no action was taken in Executive Session.

AGENDA ITEM # 42 September 23, 1997 *

Discuss pending litigation: Robert Walker v. Ed Richards (EXECUTIVE SESSION REQUESTED as per VTCA Govt. Code sec. 551.071 pertaining to consultation with attorney).

Present for Executive Session were Judge Doerfler, Commissioners Heiligenstein, Boatright, Hays and Mehevec, County Attorney Gene Taylor, First Assistant County Attorney Dale Rye along with Jail Administrator Bill Bosquet and Lt. Klepac.

Stewart vs. Williamson County settlement demand was discussed but no action was taken in Executive Session.

AGENDA ITEM # **43** September 23, 1997 * 233

Discuss pending litigation: John Clopton v. Williamson County Medical Dept., et al (EXECUTIVE SESSION REQUESTED as per VTCA Govt. Code sec. 551.071 pertaining to consultation with attorney.

Present for Executive Session were Judge Doerfler, Commissioners Heiligenstein, Boatright, Hays and Mehevec, County Attorney Gene Taylor and First Assistant County Attorney Dale Rye.

John Clopton v. Williamson County Medical Dept., et al was discussed but no action was taken in Executive Session.

AGENDA ITEM # 44 September 23, 1997 *

Discuss employee evaluations: (EXECUTIVE SESSION REQUESTED as per VTCA Govt. Code sec. 551.074 pertaining to personnel matters. Section 551.071,

Present for Executive Session were Judge Doerfler and Commissioners Boatright, Hays and Mehevec.

Employee evaluations were discussed but no action was taken in Executive Session.

COMMISSIONERS COURT RECONVENED FROM EXECUTIVE SESSION AT 12 O'CLOCK NOON ON TUESDAY, SEPTEMBER 23, 1997.

AGENDA ITEM #45 September 23, 1997 *

Discuss and take appropriate action on accepting offer or approving appraisal on 100 foot strip off the Henderson Tract Subdivision on Louis Henna Boulevard.

Commissioner Mehevec discussed letter received from owner Steve Jones discussing the 15 year 100-foot reservation for road widening of Louis Henna Boulevard which presently exists. The owner offered to sell the 3 plus acre tract for $6.00 to $6.50 per square foot.

Moved: Commissioner Mehevec
Seconded: Commissioner Boatright
Motion: To offer Mr. Jones same price pro rata as listed in pending Contract of Sale for adjoining property on the 100 foot strip (160,000 square feet) off the Henderson Tract Subdivision on Louis Henna Boulevard.
Vote: Motion carried 4 - 0

< Clerk copy here >

Wednesday, September 17, 1997

Steve Jones
1050 CR 170
Round Rock, Texas 78664

Mr. Jerry Leroy Mehevec
Commissioner Precinct 4
Williamson County
P.O. Box 1104
Taylor, Texas 76574

Re: Henderson Subdivision

Dear Commissioner Mehevec:

Thank you for meeting with me and discussing the 15 year 100-foot reservation for road widening of Louis Henna Blvd. that exists on my property. I am writing this letter as per your instructions notifying you that I am agreeable to selling Williamson County the 100-foot strip for a price of between six dollars ($6.00) to six dollar and fifty cents ($6.50) per square foot. This offer to sell at the above stated price shall expire on September 30, 1997. I would appreciate your prompt attention to this matter.

Sincerely,

Steve Jones

Steve Jones

AGENDA ITEM # 46 September 23, 1997 *

Discuss and take any appropriate action pertaining to lot adjacent to Liberty Hill Maintenance Barn.

Commissioner Boatright advised when the lot had previously been offered to Williamson County for $16,000.00, the court authorized the commissioner to counter with $8,000.00 which was accepted.

Moved: Commissioner Boatright
Seconded: Commissioner Hays
Motion: To approve $8,000.00 purchase price to Doug Lamb for lot adjacent to Liberty Hill Maintenance Barn with deed to be drawn by the County Attorney's office.
Vote: Motion carried 4 - 0

AGENDA ITEM #47 September 23, 1997 *

Discuss and take appropriate action on response to settlement demand: Stewart vs. Williamson County.

No action was taken on this agenda item.

AGENDA ITEM #48 September 23, 1997 *

Discuss and take any appropriate action on pending litigation: Robert Walker v. Ed Richards.

Moved: Judge Doerfler
Seconded: Commissioner Hays
Motion: To retain the firm of Dietz and Associates to represent Williamson County in pending litigation Robert Walker v. Ed Richards.
Vote: Motion carried 4 - 0

AGENDA ITEM #49 September 23, 1997 *

Discuss and take any appropriate action on pending litigation: John Clopton vs. Williamson County Medical Department, et al.

Moved: Judge Doerfler
Seconded: Commissioner Hays
Motion: To retain the law firm of Walsh, Akins and Davis to represent Williamson County in pending litigation John Clopton vs. Williamson County Medical Department, et al.
Vote: Motion carried 4 - 0

AGENDA ITEM #50 September 23, 1997 *

Discuss and take appropriate action on employee evaluations.

Moved: Judge Doerfler
Seconded: Commissioner Hays
Motion: To approve 2.5% merit raise for County Road Superintendent Greg Bergeron.
Vote: Motion carried 4 - 0

(Clerk copy here)

Greg Burgeron

Current Salary (96/97) 32|10 $57,647.89

1997/98 Salary 32|10 59,089.09

Merit allowance 1,477.79

With merit salary would be (32/11) $60,566.88

approved 9-23-97
John C. Doerfler

AGENDA ITEM # 51 September 23, 1997 *

Hear comments from Commissioners.

Commissioner Hays updated the court on his recent trip to Washington, D.C..

COMMISSIONERS COURT ADJOURNED AT 12:15 P.M. ON TUESDAY, SEPTEMBER 23, 1997.

THE FOREGOING MINUTES in Volume 92 on pages 01 through 238, inclusive had at a Special Session of Commissioners Court of Williamson County, Texas, having been read are hereby approved this 30th day of September, 1997.

_____
John C. Doerfler, County Judge

ATTEST: Elaine Bizzell, Clerk County Court & Ex-officio Clerk, Commissioners Court, Williamson County, Texas

by:_____
Deputy Clerk