

AGENDA ITEM 30

Consider authorizing County Judge to execute professional service agreements for Attorneys, Right of Way Specialists and Appraisers to work with our Right of Way Attorney Charlie Crossfield on the Road Bond Program.

No action was taken on this item, which was tabled until the April 3, 2001, meeting.

AGENDA ITEM 31

Discuss and take appropriate action on recommendations from Pena Swayze concerning procedures for Road Bond issue.

Mike Swayze of Pena Swayze, Co. addressed the court concerning recommendations for Road Bond procedures.

Judge Doerfler asked for an assurance that, after the initial setup, the fees for Pena Swayze, Co. would decrease to approximately \$3000.00 to \$3500.00 per month.

Mr. Swayze agreed that they would probably be able to process the invoices for a fee in that range.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To approve recommendations from Pena Swayze concerning procedures for Road Bond issue, **with the exception of recommendations regarding the 2000 Certificates of Obligation.**

Vote: **5 - 0**

< Attachment >

**PEÑA SWAYZE & CO., L.L.P.**

CERTIFIED PUBLIC ACCOUNTANTS

Steve D. Pena, C.P.A.
R. Michael Swayze, C.P.A.
Mary H. Bott, C.P.A.
Connie B. Mikulencak, C.P.A.

Stacie A. Carter, C.P.A.
Pam Oakes, C.P.A.
Shelly L. Humphries, C.P.A.

March 6, 2001

Judge John Doerfler
Williamson County
Georgetown, Texas

We look forward to assisting Williamson County in the contract payment administration and maintenance of the accounting records for selected projects relative to Williamson County Certificates of Obligation issued in 2000 and other projects. This letter outlines our understanding of the terms and objectives of our engagement.

We plan to start the engagement as soon as our engagement terms are formally approved. We will utilize procedures developed for the administration of and accounting control for, road bond related transactions. We will also maintain project accounting records.

We will not audit, review or submit a report on the accounting procedures and supporting documentation, and our engagement cannot be relied upon to disclose all errors, irregularities, or illegal acts, including fraud or defalcations, that may exist. All books, records and supporting documentation will be available to the County Auditor at his discretion. We will inform the appropriate level of County government of any material errors that come to our attention. We will also communicate any irregularities or illegal acts that come to our attention.

Our fees for this engagement are based on time at our hourly billing rates plus out-of-pocket expenses. Currently, our rates are partner, \$150/hr, staff C.P.A., \$75-\$125/hr., and support staff, \$50-\$75/hr. Should we encounter unusual circumstances that would require us to expand the scope of the engagement, we will discuss this with you before doing the additional work. Our fees are payable when presented.

We sincerely appreciate this opportunity to be of service to you. If the foregoing is consistent with your understanding, please sign the copy of this letter in the space provided and return the signed letter to us.

Very truly yours,

Peña Swayze & Co., L.L.P.

Agreed to:

Judge John Doerfler_____
Date

**PEÑA SWAYZE & CO., L.L.P.**

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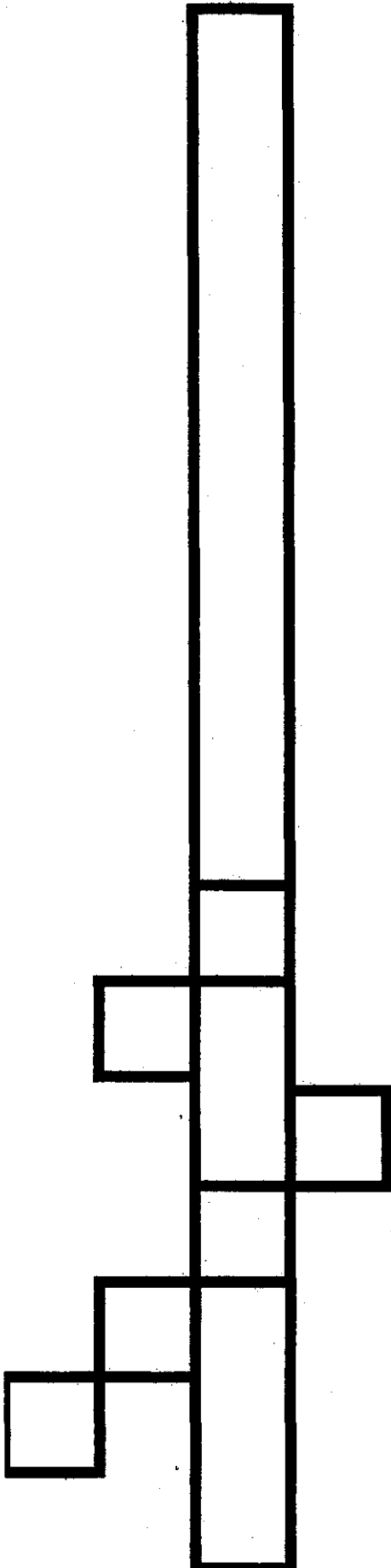
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Very truly yours,

Peña Swayze & Co., L.L.P.

Agreed to:

Judge John Doerfler_____
Date



Williamson County Road Bond Program



Policy Issues
Presented March 20, 2001

Project Accounting by
Peña Swayze & Co., LLP
Certified Public Accountants

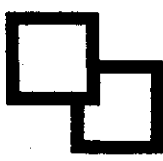
Project budgets will need to be updated for changes in budget allocation.

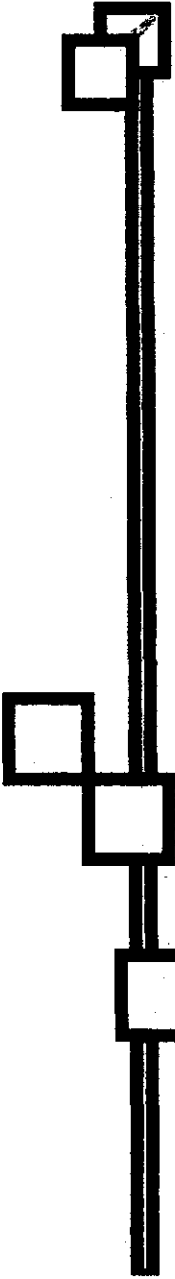
- We recommend that the project accounting system be updated semiannually. A contingency line item amount will be established initially, with transfers of budget detail (eg. engineering vs. construction) for contract award amounts as they occur.



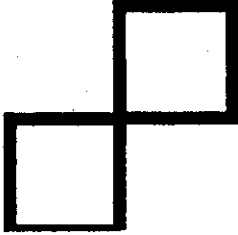
Will 2000 Certificates of Obligation monies be handled in the same manner as the road bond monies?

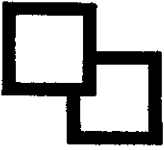


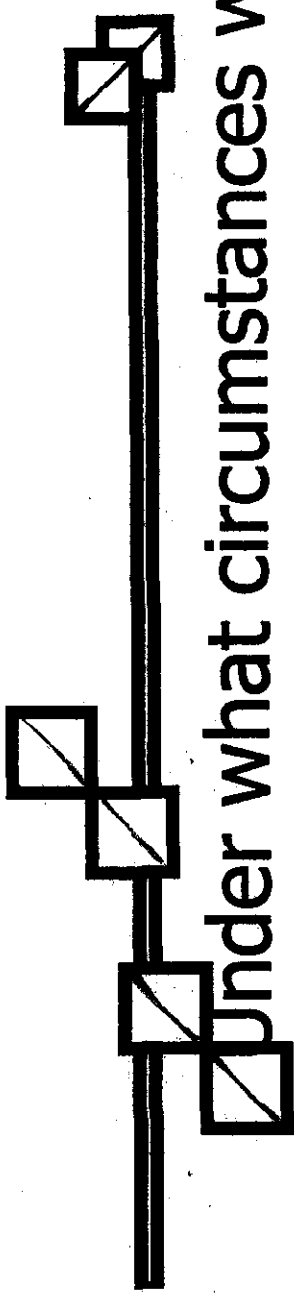
- We recommend that the applicable projects included in the 2000 CO monies utilize the same budgeting and payment process as the Road bond monies.
- 



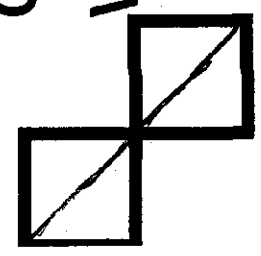

Will "precinct" monies be accounted for using the same approval and payment process as road bond projects?



- We recommend that monies be transferred from "precinct" budget line items to project-descriptive line items as projects are determined to provide better comparative information.
 - Precinct invoices will be processed in the same manner as project-specific invoices.
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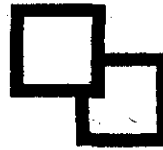
Under what circumstances will the County offer the option to engineers & construction contractors of payment by wire transfer?

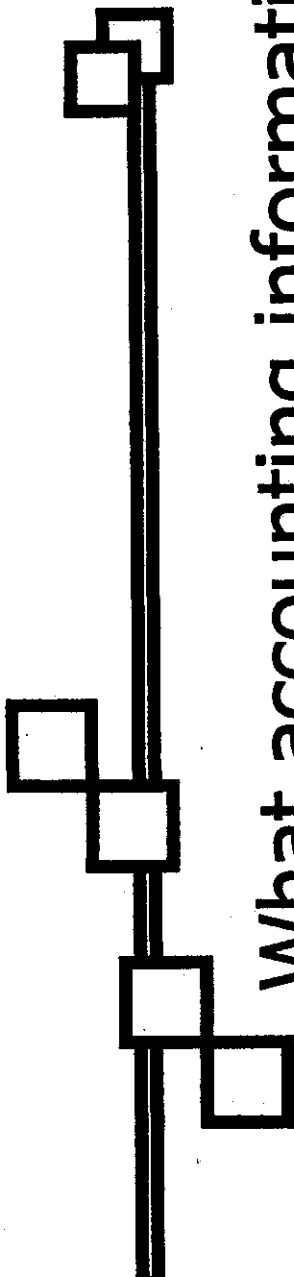
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- We recommend that payment by wire transfer be offered as an option for all contractors.
 - Wire transfer payments will be paid within the same approvals process as other payments.
 - We recommend that the cost of the wire transfers be paid by the recipient.
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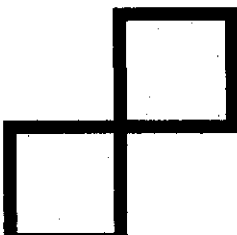
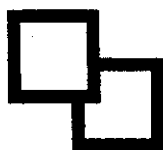
Will the County provide "bulk" wire transfers to title companies for ROW purchases; allowing the title company to disburse during multiple closings.




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- After discussions with the parties involved, the current process is adequate and the improvements expected from adopting a policy would not be significant at this time.

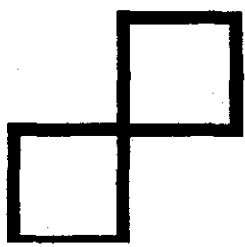


What accounting information is the County interested in presenting on its website?


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- We recommend presenting summary reports that contain expenditure information by project with a project-to-date comparison to the total project budget.
 - Pie charts can be used to demonstrate monies spent vs. project budgets.
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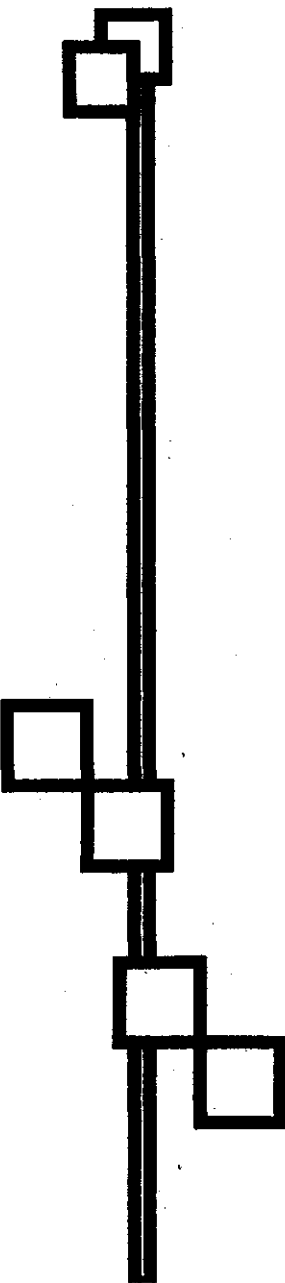


Does the Court intend to approve each change order, or allow some flexibility for the County Judge?

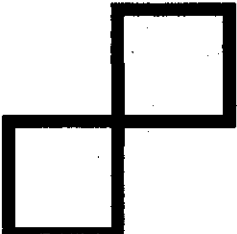



■ We recommend that the County allow the Judge flexibility for change orders as follows:

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- Professional Service contracts – up to \$25,000.
 - Construction Contracts – up to \$50,000; however, not to exceed 25% of the original contract.
 - Change orders greater than \$50,000 require Court approval per the Texas Local Government Code.
 - Combined Change orders over 25% not permitted unless necessitated by a change in regulations.



Will the County provide large contractors with advance payment for startup costs?



- Based upon discussions with County personnel, it appears that advance payments are not feasible at this time.
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AGENDA ITEM 32

Consider approving agreement with Pena Swayze for project accounting services for 2000 CO program.

No action was taken on this item, which was tabled until the April 3, 2001, meeting.

AGENDA ITEM 33

Discuss and take appropriate action on Part 1 Design/Build agreement for the jail addition and the separate construction management agreement between the owner and architect for courts addition.

No action was taken on this item, which was tabled until further notice.

AGENDA ITEM 34

Hear presentation from Durant Architects relating to jail/courthouse annex expansion project.

No action was taken on this item, which was tabled until further notice.

AGENDA ITEM 35

Discuss and take any appropriate action on jail/courthouse annex expansion.

No action was taken on this item.

AGENDA ITEM 36

Discuss and take any appropriate action on road bond program issues.

No action was taken on this item, which was tabled until the April 3, 2001, meeting.

COMMISSIONERS' COURT ADJOURNED TO EXECUTIVE SESSION AT 11:02 A.M. ON TUESDAY, MARCH 27, 2001.

AGENDA ITEM 37

Discuss parkland: EXECUTIVE SESSION REQUESTED as per VTCA Govt. Code sec. 551.072 pertaining to matters of real property.

No action was taken in Executive Session.

AGENDA ITEM 38

Discuss possible condemnation of Simpson tract, Co Rd. 272: EXECUTIVE SESSION REQUESTED as per VTCA Govt. Code sec. 551.072 pertaining to matters of real property.

No action was taken in Executive Session.

COMMISSIONERS' COURT RECONVENED FROM EXECUTIVE SESSION AT 11:50 A.M. ON TUESDAY, MARCH 27, 2001.

AGENDA ITEM 39

Discuss and take any appropriate action regarding parkland issues.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To authorize the County Judge to enter into a contract with Angelou Economic Advisors for the study of economic overview forecasts, survey and feasibility of a facility on the Brushy Creek Trail.

Vote: **5 - 0**

AGENDA ITEM 40

Discuss and take any appropriate action on contracting with consultant concerning a study of the use of parkland and facilities.

No action was taken on this agenda item.