

**Tom Green County Commissioners' Court  
November 28<sup>th</sup>, 2006**

The Commissioners' Court of Tom Green County Texas met in Regular Session November 28<sup>th</sup>, 2006 Edd B. Keyes Building, with the following members present:

Ralph E. Hoelscher, Commissioner of Precinct #1  
Karl Bookter, Commissioner of Precinct #2-  
Steve Floyd, Commissioner of Precinct #3  
Richard Easingwood, Commissioner of Precinct #4  
Michael D. Brown, County Judge

1. County Judge Michael Brown called the meeting to order at 8:34 AM.
2. Commissioner Ralph Hoelscher offered the invocation. Pledge of Allegiance to the United States and the Texas Flags were recited.
4. **Commissioner Easingwood moved to accept the Consent Agenda as presented: Commissioner Hoelscher seconded the motion. The following items were presented:**

**A. Approved the Minutes of the Regular Meetings from November 14<sup>th</sup> & 17<sup>th</sup>, 2006**

**B. Approved the Minutes of Accounts Allowable (Bills)**

from November 15<sup>th</sup> – 28<sup>th</sup>, 2006 in the amount of \$ 1,278,156.23. (Recorded with these Minutes.)

**Approved the Purchase Orders**

From November 13<sup>th</sup> – 17<sup>th</sup>, 2006 in the amount of \$571,544.49.

From November 20<sup>th</sup> – 24<sup>th</sup>, 2006 in the amount of \$9,527.30.

**C. Accepted the Personnel Actions as presented:**

The following salary expenditures are being presented for your *Approval*:

NAME	DEPARTMENT	ACTION	EFF DATE	RANGE	SALARY	SUPPLEMENT
Enriquez, Amparo D.	County Clerk	Salary Correction	10-01-06	S09	\$805.12 S/M	
Jones, Keith C.	Courthouse Security	New Hire	12-01-06	L04	\$1210.73 S/M	
Floyd, Kacie P.	County Clerk	New Hire	11-20-06	S06	\$695.45 S/M	
McGowan, Lisa D.	County Clerk	New Hire	11-20-06	S09	\$805.12 S/M	

The following personnel actions are presented for *Acknowledgement* and as a matter of record:

NAME	DEPARTMENT	ACTION	EFF DATE	RANGE	SALARY	SUPPLEMENT
Medley, Nicole D.	Elections	Resignation	11-07-06	N/A	\$6.00/Hour	
Staker, Casey M.	Vehicle Registration	Resignation	11-13-06	S06	\$695.45 S/M	
Munoz, Rosemary	Jail	Dismissal	11-13-06	L01	\$1022.42 S/M	
Sawyer, Angela K.	CSCD	Resignation	11-15-06	N/A	\$1236.00 S/M	
Lefler, Tobin L.	CSCD	Promotion	11-15-06	N/A	\$1452.67 S/M	
Compton, Johnathan	CSCD	Promotion	11-15-06	N/A	\$1548.63 S/M	
Baird, Christopher M.	CSCD	New Hire	11-14-06	N/A	\$1073.67 S/M	
Serna, Guillermo C.	JP #1	Retirement	12-31-06	N/A	\$1599.26 S/M	\$312.50 S/M
Meraz, Juan C.	Jail	Resignation	12-04-06	L01	\$1045.61 S/M	

The following personnel actions are presented for *Grants* as a matter of record: NONE

- D. **Accepted the Indigent Health Care Monthly 105 Report of Expenditures for the month of October 2006.** (Recorded with these minutes.)
- E. **Set December 15<sup>th</sup>, 2006 as the opening date for RFB 07- 008 “Type D Cold Patch Material”.**

**The motion passed 5-0.**

- 5. **Judge Brown moved to participate in the TIRZ (Tax Increment Reinvestment Zone) Program with the stipulation that Tom Green County have four representatives on the 15 member board. Commissioner Easingwood seconded the motion. Judge Brown, Commissioners Hoelscher, Bookter and Easingwood voted in favor of the motion. Commissioner Floyd voted in opposition of the motion. The motion passed 4-1.** (Legend of the proposed area recorded with these minutes.)
  
- 13. **Commissioner Easingwood moved to accept the engineers report and the roads, as upgraded to the specifications of the Subdivision Rules and Regulations as of the acceptance dates of March 9<sup>th</sup>, 1999, and in compliance with recommendations by Parkhill, Smith and Cooper, in Angelo River Ranch Subdivision Sections 1 & 2 to the Precinct #4 road network as presented by Ron Jones (Greystone Engineering, Inc.) and Randy Rector (Reece Albert Construction, Inc.). Commissioner Bookter seconded the motion. The motion passed 5-0.** (Engineering report filed with these minutes as a matter of record.)
  
- 6. **Judge Brown moved to adopt a Proclamation of Tree of Angels Week to be recognized December 4<sup>th</sup> - 10<sup>th</sup>, 2006 in Tom Green County. Commissioner Hoelscher seconded the motion. The motion passed 5-0.** (Recorded with these minutes.)
  
- 7. **Commissioner Hoelscher moved to accept the Treasurer’s Monthly Report for October 2006 as presented. Judge Brown seconded the motion. The motion passed 5-0.** (Recorded with these minutes.)
  
- 8. **Judge Brown moved to approve the renewal rate for the Time Clock plus maintenance in the amount of \$4,784.92 with the additional \$1,700.00 coming from contingency and transferred into the IT budget for software maintenance and time clock upgrade. Commissioner Easingwood seconded the motion. The motion passed 5-0.**
  
- 10. **Commissioner Floyd moved to adopt and make the new policy changes effective December 1, 2006 and authorize paying down all current holiday overages, with the amounts not to exceed \$6,000.00. Commissioner Easingwood seconded the motion. The motion passed 5-0.**

## **9.00 HOLIDAYS**

**9.01 GENERAL POLICY.** The Commissioners’ Court establishes paid holidays each year. The following holidays are normally observed by Tom Green County:

- \* New Year's Day;
- \* Good Friday;
- \* Memorial Day;
- \* Independence Day;
- \* Labor Day;
- \* Columbus Day;
- \* Veteran’s Day;
- \* Thanksgiving Day and the Friday following Thanksgiving; and
- \* Designated Christmas holidays as shown below.

<b>CHRISTMAS HOLIDAY SCHEDULE</b>	
<b>When Christmas falls on:</b>	<b>Days off are:</b>
Sunday	Friday and Monday
Monday	Monday and Tuesday
Tuesday	Monday, Tuesday, and Wednesday
Wednesday	Tuesday, Wednesday, and Thursday
Thursday	Wednesday, Thursday, and Friday
Friday	Thursday and Friday
Saturday	Friday and Monday

In addition, the Commissioners’ Court may declare holidays for special events. A list of approved holidays for the current year will be posted on the TGC Intranet or may be obtained from the Human Resources Department.

**9.02 ELIGIBILITY FOR PAID HOLIDAYS.** Full-time and part-time employees who work at least 20 hours per are eligible for paid holidays.

Employees who are absent without approved leave on the workday immediately preceding or following a holiday will not be paid for the holiday.

Employees who are on approved Leave Without Pay (LWOP) will not be paid for the holiday.

**9.02 WORK DURING HOLIDAYS.** Full-time employees who work on an observed holiday will receive their regular pay for that day and will be allowed to take the holiday time off at a later date. Eligible part-time employees will receive their regular pay for that day and will be

allowed to take the proportionate number (based on their normal work schedule) of holiday hours off at a later date.

Holiday hours will be forfeited by employees if not used within 12 months of the date accrued.

**9.03 HOLIDAYS FALLING ON WEEKEND DAYS.** When an approved holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following, as determined by the Commissioners' Court.

**9.03 HOLIDAYS FALLING ON NON-WORKDAYS.** Employees on a schedule other than a normal workweek are entitled to the same number of approved holidays as other employees. Therefore, if a holiday falls on their day off, full-time employees will be allowed to take the holiday off at a later date. Eligible part-time employees will allowed to take the proportionate number (based on their normal work schedule) of holiday hours off at a later date.

**9.04 HOLIDAY DURING VACATION.** When an official holiday falls during employees' scheduled vacation, holiday pay will be granted in lieu of vacation leave.

**9. Commissioner Floyd moved to authorize paying down all overtime above the 240 hours allowed in Department 058, for the mental health deputies, with the funding to be taken from contingency funds. Commissioner Easingwood seconded the motion. The motion passed 5-0.**

**12. Commissioner Floyd moved to approve the acceptance of a grant for STEP IDM-DWI Enforcement Wave Program as presented. Commissioner Bookter seconded the motion. The motion passed 5-0.** (Recorded with these minutes.)

**11. Judge Brown moved to adopt following overtime pay rates for FY07 Sheriff's Office special additional pay:**

Transportation/Inmate Request \$25.00 per hour minimum 2 hours to be paid by the inmate

United States Marshall 17.46

Safe and Sober (Step) Time and ½

Click it Ticket \$20.00 ( Pending selection by TXDOT and approval of grant)

New Step Program \$25.00 (Pending approval of grant)

If item is not listed above, the rate of pay is calculate at time and ½ as comp time, unless specific request by authorized individual designates the time should be paid instead of book as comp time.

**Commissioner Easingwood seconded the motion. The motion passed 5-0.**

**14. Commissioner Easingwood moved to award RFB 07-006 "Auto Parts" to the specific vendors for the specified items as presented and recorded with these minutes. Commissioner Bookter seconded the motion. The motion passed 5-0.**

- 15. Judge Brown moved to award RFP 07-001 “Independent Auditor” to Pattillo, Brown and Hill as recommended by the committee, with any additional funding to come from the contingency funds. Commissioner Easingwood seconded the motion. The motion passed 5-0.**
  
- 16. & 17. Judge Brown moved to approve the budgets for the 4-H Building located at 3168 N. US Hwy. 67 in the amount of \$11,480.00 and for the Roundtree Building located at 19 North Irving in the amount of \$ 11,600.00 as presented. Commissioner Hoelscher seconded the motion. The motion passed 5-0. (Recorded with these minutes.)**
  
- 18. Judge Brown moved to approve the Resolution of the County Judge authorizing the Director of Emergency Management to sign Emergency Management Memorandums of Understanding for services or reimbursements where there is no direct commitment of funds. Commissioner Floyd seconded the motion. The motion passed 5-0. (Recorded with these minutes.)**
  
- 19. Consideration for the proposal for contract to purchase antivirals through the Federal government was tabled until December 9<sup>th</sup>, 2006.**
  
- 20. Consideration regarding the Tom Green County Environmental Health Department assuming the Septic Tank Inspections for the City of San Angelo was tabled until December 9<sup>th</sup>, 2006.**
  
- 21. Judge Brown recessed the Regular Session at 11:31 AM.**
  
- 22. Judge Brown convened the Meeting of the Tom Green County Housing Finance Corporation at 11:32 AM.**
  - A. Judge Brown moved to take steps necessary to hire an investigative bond attorney to assist in determining the current status of our home mortgage bonds with the Trustee of the accounts. Commissioner Bookter seconded the motion. The motion passed 5-0.**
  
- 23. Judge Brown adjourned the Meeting of the Tom Green County Housing Finance Corporation at 11:35 AM.**
  
- 24. Judge Brown reconvened the regular meeting at 11:35 AM.**
  
- 25. There were no Committee Reports for the Library/former Hemphill Wells Building.**
  
- 26. The only issue discussed relating to the Tom Green County Subdivision and Manufactured Home Rental Community Development Regulations was that the committee would be meeting to review recommendations.**
  
- 27. Judge Brown moved to approve the following line item transfers:**

**Fund: 001 General**

<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
015 Justice of the Peace #1	0301 Office supplies		71.00
015 Justice of the Peace #1	0496 Notary Bond	71.00	
080 Library	0365 Electronic Books		1,480.00
080 Library	0445 Software Expense	1,480.00	
054 Sheriff's Department	0107 Internal Affairs		3,600.00
054 Sheriff's Department	0139 Contract Labor	3,600.00	

**Fund: 015 Library Donations**

<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
080 Library	0514 Special Projects		1,250.00
080 Library	0481 Miscellaneous	1,250.00	

**Fund: 062 CSCD- Adult Probation**

<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
167 AIC-Contribution	0428 Travel and Training		6,610.00
167 AIC-Contribution	0432 Furnished Transportation	6,610.00	

**28. Future Agenda Items:**

1. Consider proposal for contract to purchase antivirals through the Federal government.
2. Consider Tom Green County Environmental Health Department assuming Septic Tank Inspection for the City of San Angelo.

**29. Announcements:**

1. The County Employees holiday luncheon will be December 1, 2006 at the 4-H Building from 11:30 until 1:30.
2. The Swearing In Ceremonies for all newly elected officials will be at 10:00 AM January 1<sup>st</sup>, 2007.

**30. Judge Brown Adjourned the meeting at 11:41 A.M.**

As per HB 2931, Section 4:

**I, Elizabeth McGill, County Clerk of Tom Green County, Texas do hereby attest that this is an accurate accounting of the proceedings of the Commissioners' Court Meeting that met in Regular Session on November 28<sup>th</sup>, 2006.**

**I hereby set my hand and seal to this record November 28<sup>th</sup>, 2006.**

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Elizabeth McGill, County Clerk and  
Ex-officio Clerk of the Commissioners' Court