



MINUTES

AUGUST 15, 2017

BRAZOS COUNTY COMMISSIONERS COURT

REGULAR MEETING

A regular meeting of the Commissioners' Court of Brazos County, Texas was held in Brazos County Commissioners Courtroom in the Administration Building, 200 South Texas Avenue, in Bryan, Brazos County, Texas, beginning at 10:00 a.m. on Tuesday, August 15, 2017 with the following members of the Court present:

Duane Peters, County Judge, Presiding;
Steve Aldrich, Commissioner of Precinct 1;
Sammy Catalena, Commissioner of Precinct 2;
Nancy Berry, Commissioner of Precinct 3;
Irma Cauley, Commissioner of Precinct 4;
Karen McQueen, County Clerk.

The attached sheets contain the names of the citizens and officials that were in attendance.

1. Invocation and Pledge of Allegiance

- U.S. and Texas Flag - Chaplain G.H. Jones and Commissioner Aldrich
Commissioner Aldrich led the prayer in Chaplain Jones' absence.

2. Call for Citizen input and/or concerns

There was no citizen's input.

3. Presentations and/or Discussions

Presentation of the 2016 Compliance Report for the Economic Development Agreements monitored by the Research Valley Partnership for Brazos County.

A presentation was given by Charles Martinez with Research Valley Partnership. Mr.

Martinez explained the 2016 Compliance Report highlighting the following eight projects: Axis Pipe & Tube, FujiFilm Diosynth, Kent Moore Cabinets, Lubrizol, Nutrabolt, Reynolds & Reynolds, Via Sat and Wayfair. Mr. Martinez thanked the Court for their support

A copy of the presentation is attached.

Consider and take action on agenda items 4-19:

4. Consider and possible action regarding a burn ban.

Emergency Management Director Michelle Meade stated that the moisture levels continue to drop and recommends implementing a burn ban.

On motion by Commissioner Berry and seconded by Commissioner Aldrich, the Court voted unanimously to order a burn ban for ninety (90) days effective immediately .

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

5. Proclamation 17-024 declaring September 17-23, 2017 as Constitution Week.

The Court approved Proclamation 17-024 designating the week of September 17, 2017 through September 23, 2017 as Constitution Week and urges our citizens to reaffirm the ideals which the framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained and to express gratitude for the privilege of being an American in a Republic which functions under the oldest constitution still in active use today.

A copy of the proclamation is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

6. Request for Out of State Travel for Jail Administrator Wayne Dicky to attend the National Institute of Corrections Large Jail Network Meeting September 5-8, 2017 in Aurora, Colorado. The cost of tuition, airfare, lodging, and meals is paid by the National Institute of Corrections.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

7. Approval of the Brazos County Clerk's Records Management and Archival plan to collect a \$5.00 fee for court filings and a \$10.00 fee for non-court filings.

A copy of the plan is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

8. Approval of the Brazos County District Clerk's Records Management and Archival plan to collect a \$10.00 fee for court filings.

A copy of the plan is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

9. Consider and possible action on modifications to Article III of the Bylaws of the Research Valley Partnership, Inc.

Commissioner Berry made a motion to table this item stating that the city of College Station has not approved it yet. The motion was seconded by Commissioner Aldrich and the item was tabled by a unanimous vote.

Motion: Table, Moved by Commissioner Nancy Berry, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

10. Request from the County Court at Law #1 and County Court at Law #2 for the following personnel changes with effective date as of August 12, 2017. The changes will have a total increase of \$2,112 to the budget of County Court at Law #1, and \$2,112 to the budget of County Court at Law #2.
 - a. County Court at Law #1, Probate/Guardian Asst., Class Code 0920 Position 1, Group NA Step NA, Biweekly Rate \$1,923.20 to \$2,788.80, Pay Code 810 (Part-Time Salary)
 - b. County Court at Law #2, Probate/Guardian Asst., Class Code 0920 Position 1, Group NA Step NA, Biweekly Rate \$1,923.20 to \$2,788.80, Pay Code 810 (Part-Time Salary)

A copy of the position control changes is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Sammy Catalena. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

11. Request from Medical Services for the following personnel changes with effective date as of August 21, 2017. The changes will increase the Medical Services budget in the amount of \$1,359.
 - Increase Nurse, Class Code 0284 Position 1, Group 19 Step 3 to Group 19 Step 10, Pay Code 014 (Hourly) to Pay Code 013 (Salary)

A copy of the position control change is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Sammy Catalena. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

12. Approval of the following job descriptions:
 - a. Class Code 0433, Position 3 - Clerk, Temp. for District Attorney, Crime Fund

- b. Class Code 0284 - Nurse for Medical Services

A copy of the job descriptions is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Sammy Catalena. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

13. Request from the Information Technology to allow NWN Corporation to provide Brazos County with a no-cost 14-day trial of Cisco's Umbrella Open DNS product.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

14. Request from the Information Technology Department to approve the Asset Purchase and Brokerage Agreements for the purchase of a netblock of 265 IPv4 addresses.

A copy of the agreement is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

15. Approval of the Treasurer's Report for June 2017 & Quarter Ending 6/30/17.

The Court voted unanimously to receive, approve and order filed as submitted the Treasurer's report for June 2017. A copy is attached and made a part of these minutes.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

The Court voted unanimously to receive, approve and order filed as submitted the Treasurer's report for June 2017. A copy is attached and made a part of these minutes.

16. Tax Refund Applications for the following:

- a. Antonio & Maria Velasquez - Overpayment \$250.00
- b. K&D McGill LLC - Overpayment \$155.48
- c. Ana Martinez - Overpayment \$303.69
- d. Precious Hester Washington - Overpayment \$17.93
- e. Dee Ann Kuhn - Overpayment \$55.00

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

17. Budget Amendments.

Budget Amendments FY 16/17 46.1 - 46.3

- 46.1 To recognize commodities from the Department of Agriculture to Juvenile Services and Contingency Fund.
- 46.2 Transfer funds from Contingency Fund to Information Technology.
- 46.3 Transfer funds from Contingency Fund to Tax Office.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

18. Personnel Change of Status.

Personnel Action Forms

A copy of the Personnel Change of Status requests is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

19. Payment of Claims.

Claims 7158390 - 7158652

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

20. Convene into Executive Session pursuant to Texas Government Code 551.074 to discuss personnel matters, pursuant to Texas Government Code 551.071 to consult with attorney about pending or contemplated litigation and/or settlement offer, and pursuant to Texas Government Code 551.0725 to deliberate business and financial issues related to a contract being negotiated.

It was determined that there was no need for an executive session.

21. Consider and possible action on Executive Session.

No action taken.

22. Acknowledgement of monthly reports submitted in July 2017.

The Court acknowledged receipt of the Extension Service reports submitted in July 2017 and acknowledged receipt of reports from the following County and Precinct Offices showing revenues collected and remitted to the County Treasurer:

County Clerk
District Clerk
Justice of the Peace Precinct 1

Justice of the Peace Precinct 2
Justice of the Peace Precinct 4
Constable Precinct 1
Constable Precinct 2
Constable Precinct 3
Constable Precinct 4

23. Sheriff's report on inmate population.

Sheriff Chris Kirk stated there were 686 inmates in jail, 592 inmates are male and 94 are female, 35 have electronic monitors and 16 are pending for monitors.

24. Announcement of interest items and possible future agenda topics.

Commissioner Berry said she completed the KnowBe4 Security Awareness Training and it was very informative.

25. Call for Citizen input and/or concerns


There was no citizen's input.

26. Adjourn.

The foregoing minutes of the Commissioners Court meeting held August 15, 2017 have been examined and are approved in open Court this 12th day of September, 2017, in Bryan, Brazos County, Texas.



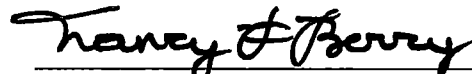
Duane Peters
County Judge



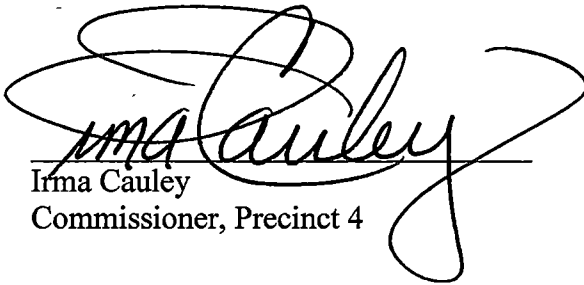
Steve Aldrich
Commissioner, Precinct 1



Sammy Catalena
Commissioner, Precinct 2



Nancy Berry
Commissioner, Precinct 3

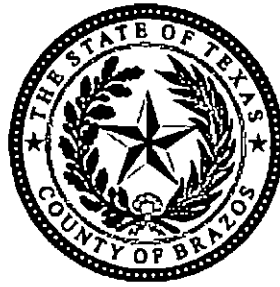


Irma Cauley
Commissioner, Precinct 4

Attest:



Karen McQueen
County Clerk



**BRAZOS COUNTY
BRYAN, TEXAS**

NOTICE OF MEETING AND AGENDA

BRAZOS COUNTY COMMISSIONERS COURT

**THE COMMISSIONERS COURT OF BRAZOS COUNTY WILL MEET
IN REGULAR SESSION ON AUGUST 15, 2017 AT 10:00 AM IN THE
COMMISSIONERS COURTROOM OF THE COUNTY
ADMINISTRATION BUILDING, 200 SOUTH TEXAS AVE., SUITE 106,
BRYAN, TX 77803**

FILED

2017 AUG 11 A 11:40

KAREN McQUEEN, COUNTY CLERK
BRAZOS COUNTY, BRYAN, TEXAS
BY: *John Kamm* DEPUTY

-
- 1 Invocation and Pledge of Allegiance
- U.S. and Texas Flag - Chaplain G.H. Jones and Commissioner Aldrich
 2. Call for Citizen input and/or concerns
 3. Presentations and/or Discussions
Presentation of the 2016 Compliance Report for the Economic Development Agreements monitored by the Research Valley Partnership for Brazos County.

Consider and take action on agenda items 4-19:

- 4 Consider and possible action regarding a burn ban.
5. Proclamation 17-024 declaring September 17-23, 2017 as Constitution Week.
6. Request for Out of State Travel for Jail Administrator Wayne Dicky to attend the National Institute of Corrections Large Jail Network Meeting September 5-8, 2017 in Aurora, Colorado. The cost of tuition, airfare, lodging, and meals is paid by the National Institute of Corrections.
7. Approval of the Brazos County Clerk's Records Management and Archival plan to collect a \$5.00 fee for court filings and a \$10.00 fee for non-court filings.
8. Approval of the Brazos County District Clerk's Records Management and Archival plan to collect a \$10.00 fee for court filings.
9. Consider and possible action on modifications to Article III of the Bylaws of the Research Valley Partnership, Inc.

10. Request from the County Court at Law #1 and County Court at Law #2 for the following personnel changes with effective date as of August 12, 2017. The changes will have a total increase of \$2,112 to the budget of County Court at Law #1, and \$2,112 to the budget of County Court at Law #2.
 - a. County Court at Law #1, Probate/Guardian Asst., Class Code 0920 Position 1, Group NA Step NA, Biweekly Rate \$1,923.20 to \$2,788.80, Pay Code 810 (Part-Time Salary)
 - b. County Court at Law #2, Probate/Guardian Asst., Class Code 0920 Position 1, Group NA Step NA, Biweekly Rate \$1,923.20 to \$2,788.80, Pay Code 810 (Part-Time Salary)
11. Request from Medical Services for the following personnel changes with effective date as of August 21, 2017. The changes will increase the Medical Services budget in the amount of \$1,359.
 - Increase Nurse, Class Code 0284 Position 1, Group 19 Step 3 to Group 19 Step 10, Pay Code 014 (Hourly) to Pay Code 013 (Salary)
12. Approval of the following job descriptions:
 - a. Class Code 0433, Position 3 - Clerk, Temp. for District Attorney, Crime Fund
 - b. Class Code 0284 - Nurse for Medical Services
13. Request from the Information Technology to allow NWN Corporation to provide Brazos County with a no-cost 14-day trial of Cisco's Umbrella Open DNS product.
14. Request from the Information Technology Department to approve the Asset Purchase and Brokerage Agreements for the purchase of a netblock of 265 IPv4 addresses.
15. Approval of the Treasurer's Report for June 2017 & Quarter Ending 6/30/17
16. Tax Refund Applications for the following:
 - a. Antonio & Maria Velasquez - Overpayment \$250.00
 - b. K&D McGill LLC - Overpayment \$155.48
 - c. Ana Martinez - Overpayment \$303.69
 - d. Precious Hester Washington - Overpayment \$17.93
 - e. Dee Ann Kuhn - Overpayment \$55.00
17. Budget Amendments.
Budget Amendments FY 16/17 46.1 - 46.3
18. Personnel Change of Status.
Personnel Action Forms
19. Payment of Claims.
20. Convene into Executive Session pursuant to Texas Government Code 551.074 to discuss personnel matters, pursuant to Texas Government Code 551.071 to consult with attorney about pending or contemplated litigation and/or settlement offer, and pursuant to Texas Government Code 551.0725 to deliberate business and financial issues related to a contract being negotiated.
21. Consider and possible action on Executive Session.
22. Acknowledgement of monthly reports submitted in July 2017

23. Sheriff's report on inmate population.
24. Announcement of interest items and possible future agenda topics.
25. Call for Citizen input and/or concerns
26. Adjourn.

PUBLIC COMMENTS

Public Comment during the Commission Meeting may be for all matters, both on and off the agenda, and be limited to four minutes per person. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment at the Commission meeting. Members of the public are reminded that the Brazos County Commissioners Court is a Constitutional Court, with both judicial and legislative powers, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional Court, the Brazos County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 81.024 of the Texas Local Government Code. Accordingly, members of the public in attendance at any Regular, Special and/or Emergency meeting of the Court shall conduct themselves with proper respect and decorum in speaking to, and/or addressing the Court; in participating in public discussions before the Court; and in all actions in the presence of the Court. Those members of the public who are inappropriately attired and/or who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting. Refusal to abide by the Court's Order and/or continued disruption of the meeting may result in a Contempt of Court Citation.

It is not the intention of the Brazos County Commissioners Court to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the Court to allow a member (or members) of the public to insult the honesty and/or integrity of the Court, as a body, or any member or members of the Court, or County employees, individually or collectively. Accordingly, profane, insulting or threatening language directed toward the Court and/or any person in the Court's presence and/or racial, ethnic or gender slurs or epithets will not be tolerated. Violation of these rules may result in the following sanctions:

1. cancellation of a speaker's time;
2. removal from the Commissioners Court;
3. a Contempt Citation; and/or
4. such other and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

The County Commissioners Court can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Commissioners Court. However, responses from the County Judge or Commissioners to unlisted public comment topics could become deliberation on a matter without notice to the public. To ensure the public has notice of all matters the Commissioners Court will consider, the County Judge and/or Commissioners may choose not to respond to public comments, except to correct factual inaccuracies, recite existing policy in response to an inquiry or to ask that a matter be listed on a future agenda. See Texas Open Meetings Act Section 551.042.

INVOCATION

Any invocation that may be offered before the official start of the Court meeting shall be to and for the benefit of the Court. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Court and do not necessarily represent the religious beliefs or views of the Court in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Court.

The Commissioners Courtroom of the County Administration Building, 200 South Texas Ave., Suite 106, Bryan, TX 77803 is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive services must be made two working days before the meeting. To make arrangements, please call (979) 361-4102.

BRAZOS COUNTY COMMISSIONER'S COURT

15th DAY OF August, 2017
10:00 AM/~~PM~~, _____

Name

(PLEASE PRINT)

Organization

(PLEASE PRINT)

Karen McQueen

Sharon Yorkman

Michelle Meade

Sybil Miller

Jason Ware

Charles Martinez

Nina Means

B. Eratt

Katie Conn

Ed Bull

Chuck Clayton

Megan Mason

Patrick Gendron

Billy Melby

Jennifer Salazar

County Clerk

County Clerk's Office

Emergency Management

RVP

BCEM

Research Valley Partnership

Budget

Co. 1st J

Auditor

CA

Auditor's office

Auditor

crit. 2

BCIT

HR

BRAZOS COUNTY COMMISSIONER'S COURT

15th DAY OF August, 2017
10:00 AM/~~PM~~,

Name

(PLEASE PRINT)

Organization

(PLEASE PRINT)

LAURA T DAVIS

TREAS

ALAN MUNGER

R & B

Kelan Lyons

The Eagle

WM. CHARLES WENDT

PURCHASING

Chris Kirk

Sheriff

Jim Stewart

Chief Deputy (Sheriff's Office)

JAMES EDGE

COOK. FLORES

DOUG VANCE

JUVENILE

Wayne Dickey

Sheriff's Office

Cheryl Coffman

Comm. Ct.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 8/15/2017

ITEM: Presentation of the 2016 Compliance Report for the Economic Development Agreements monitored by the Research Valley Partnership for Brazos County.

TO: Commissioners Court

DATE: 08/11/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

No Attachments Available

2016 Incentives Compliance Report

August 2017 – Brazos County, Texas

Overview

- For 2016, eight (8) projects under agreement being monitored for compliance by RVP for Brazos County, the City of Bryan, and the City of College Station

2016 Compliance Report – Axis Pipe & Tube



Incentive:

Brazos County - Tax Abatement			
2013	100%	2018	70%
2014	100%	2019	70%
2015	100%	2020	50%
2016	100%	2021	40%
2017	80%	2022	30%

City of Bryan - Non-Annexation Agreement

During first 3 years of Agreement (2013, 2014 and 2015), no payment to the City. For every year thereafter, the payment is equivalent of 50% of the amount the City would have collected in Ad Valorem tax that year.

Performance Metrics:

	PAYROLL		INVESTMENT VALUE		EMPLOYMENT	
	* REQUIRED	ACTUAL	* REQUIRED	BCAD	* REQUIRED	ACTUAL
2013	0	\$37,150	0	\$1,393,920	0	5
2014	0	\$5,176,813	0	\$8,260,230	0	145
2015	0	\$8,396,837	0	\$179,046,540	0	142
2016	\$10,545,000	\$9,562,718	\$120,000,000	\$281,564,050	285	149
2017	\$10,545,000		\$120,000,000		285	
2018	\$10,545,000		\$120,000,000		285	
2019	\$10,545,000		\$120,000,000		285	
2020	\$10,545,000		\$120,000,000		285	
2021	\$10,545,000		\$120,000,000		285	
2022	\$10,545,000		\$120,000,000		285	

2016 performance exceeds contracts' benchmark valuation+salary formula

2016 Compliance Report – FUJIFILM Diosynth Biotechnologies Texas (FDBT) @ Biocorridor

Incentive:

Brazos County - Cash Incentive				Bryan - Cash Incentive				College Station - Cash Incentive			
2017	\$266.2K	2021	\$207.0K	2017	\$74.0K	2021	\$57.6K	2017	\$196.8K	2021	\$153.0K
2018	\$236.6K	2022	\$207.0K	2018	\$65.8K	2022	\$57.6K	2018	\$174.9K	2022	\$153.0K
2019	\$207.0K	2023	\$147.9K	2019	\$57.6K	2023	\$41.1K	2019	\$153.0K	2023	\$109.3K
2020	\$207.0K			2020	\$57.6K			2020	\$153.0K		

Performance Metrics:

	PAYROLL			INVESTMENT VALUE			EMPLOYMENT	
	REQUIRED	ACTUAL		REQUIRED	BCAD		REQUIRED	ACTUAL
2015	0	N/A		0	N/A		0	N/A
2016	0	\$7,462,958		0	* \$84,000,000		0	92
2017	0	N/A		\$70,000,000			0	N/A
2018	\$6,000,000			\$70,000,000			100	
2019	\$6,000,000			\$70,000,000			100	
2020	\$6,000,000			\$70,000,000			100	
2021	\$6,000,000			\$70,000,000			100	
2022	\$6,000,000			\$70,000,000			100	
2023	\$6,000,000			\$70,000,000			100	

Contract required completion of improvements construction by December 31, 2016 – TAMUS issued Substantial Completion Reports/ Certificates of Occupancy in March 2016 and November 2016. Ownership transferred from TAMUS to the Company in March 2017.

2016 Compliance Report – Kent Moore Cabinets



Incentive:

Brazos County - Tax Abatement				City of Bryan - Tax Abatement			
2008	0%	2013	40%	2008	0%	2013	40%
2009	70%	2014	30%	2009	70%	2014	30%
2010	70%	2015	20%	2010	70%	2015	20%
2011	60%	2016	10%	2011	60%	2016	10%
2012	50%			2012	50%		

Performance Metric:

	INVESTMENT VALUE	
	REQUIRED	BCAD
2008	0	N/A
2009	\$4,093,323	\$4,429,950
2010	\$4,093,323	\$4,369,950
2011	\$4,093,323	\$4,302,620
2012	\$4,093,323	\$4,205,770
2013	\$4,093,323	\$4,294,980
2014	\$4,093,323	\$4,384,320
2015	\$4,093,323	\$4,499,820
2016	\$4,093,323	\$4,446,220

2016 is final year of agreements

Research
Valley
Partnership

2016 Compliance Report – Lubrizol SPI



RVP Cash Incentive

- \$31,250 - Bldg Permit
- \$31,250 - CO Issued

CoB 381 Agreement

- \$75K Rebate Development Fees (CO Issued)

Brazos County - Cash Incentive (as % of ad valorem taxes assessed/paid)

2018	100%	2022	40%
2019	70%	2023	30%
2020	60%	2024	20%
2021	50%	2025	10%

City of Bryan – Tax Abatement (Tier 1 Percentage / Tier 2 Percentage)

2018	100% / 0%	2021	50% / 60%	2024	20% / 30%
2019	70% / 80%	2022	40% / 50%	2025	10% / 20%
2020	60% / 70%	2023	30% / 40%	2026	0% / 10%

New PAYROLL

* REQUIRED | ACTUAL

INVESTMENT VALUE

* REQUIRED | BCAD

New EMPLOYMENT

* REQUIRED | ACTUAL

Performance Metrics:

2016	0	N/A	0	N/A	0	N/A
2017	\$1,500,000		0		24	
2018	\$1,500,000		\$20,000,000		24	
2019	\$1,500,000		\$20,000,000		24	
2020	\$1,500,000		\$20,000,000		24	
2021	\$1,500,000		\$20,000,000		24	
2022	\$1,500,000		\$20,000,000		24	
2023*	\$1,500,000		\$20,000,000		24	
2024	\$1,500,000		\$20,000,000		24	
2025**	\$1,500,000		\$20,000,000		24	
2026***	\$1,500,000		\$20,000,000		24	

Contract End Dates

* RVP

** County/CoB-1st Tier

*** CoB-2nd Tier

New facility ribbon cutting in Fall 2017 with required \$25M construction completion by December 31, 2017

Research
Valley
Partnership

2016 Compliance Report – Nutrabolt



Incentive:

City of Bryan - Tax Abatement			
2014	100%	2019	30%
2015	100%	2020	20%
2016	90%	2021	20%
2017	80%	2022	10%
2018	70%	2023	10%
City of Bryan - Cash Incentive			
\$49,240 upon Issuance of Certificate of Occupancy			

Research Valley Partnership - Cash Incentive					
Installment #1	\$15,000	Start of construction			
Installment #2	\$37,500	Issuance of Certificate of Occupancy			
Installment #3	\$10,000	End of one year of full operations			
Total	\$62,500				
Brazos County - Cash Incentive (as % of ad valorem taxes assessed/paid)					
2017	90%	2020	30%	2023	20%
2018	80%	2021	30%		
2019	40%	2022	20%		

Performance Metrics:

	PAYROLL		INVESTMENT VALUE		EMPLOYMENT	
	Required	Actual	Required	BCAD	Required	Actual
2013	0	N/A	0	\$577,970	0	N/A
2014	0	\$7,576,429	\$9,000,000	\$5,037,260	0	86
2015	0	\$9,481,548	\$9,000,000	\$9,807,830	0	110
2016	\$3,000,000	\$11,543,766	\$9,000,000	\$9,263,240	75	120
2017	\$3,000,000		\$9,000,000		75	
2018	\$3,000,000		\$9,000,000		75	
2019	\$3,000,000		\$9,000,000		75	
2020	\$3,000,000		\$9,000,000		75	
2021	\$3,000,000		\$9,000,000		75	
2022	\$3,000,000		\$9,000,000		75	
2023	0		\$9,000,000		0	

Improvements exclude value of land: \$1,393,920

Research
Valley
Partnership

2016 Compliance Report – Reynolds & Reynolds



Incentive:

Brazos County and City of College Station

Annual Retention & Expansion Grant: \$30,000 each for maintaining \$24M in investment

Annual Payroll Grant (Not to Exceed \$25K Each): \$5,000 each for every \$1M of payroll exceeding \$18M

	Retention & Expansion Grant	Payroll Grant
2007	\$30,000	\$15,000
2008	\$30,000	\$15,000
2009	\$30,000	\$10,000
2010	\$30,000	\$15,000
2011	\$30,000	\$15,000

(cont'd)	Retention & Expansion Grant	Payroll Grant
2012	\$30,000	\$10,000
2013	\$30,000	\$15,000
2014	\$30,000	\$15,000
2015	\$30,000	\$20,000
2016	\$30,000	\$25,000

Performance Metrics:

	PAYROLL	
	REQUIRED	ACTUAL
2007	\$18,000,000	\$21,835,291
2008	\$18,000,000	\$21,325,577
2009	\$18,000,000	\$20,111,034
2010	\$18,000,000	\$21,334,803
2011	\$18,000,000	\$21,480,228
2012	\$18,000,000	\$20,523,652
2013	\$18,000,000	\$21,450,619
2014	\$18,000,000	\$21,695,042
2015	\$18,000,000	\$22,776,856
2016	\$18,000,000	\$23,383,727

	INVESTMENT VALUE
	REQUIRED BCAD
2007	\$24,000,000 \$35,256,198
2008	\$24,000,000 \$32,588,040
2009	\$24,000,000 \$28,348,178
2010	\$24,000,000 \$25,379,440
2011	\$24,000,000 \$25,580,430
2012	\$24,000,000 \$27,525,210
2013	\$24,000,000 \$27,051,300
2014	\$24,000,000 \$28,742,070
2015	\$24,000,000 \$29,603,090
2016	\$24,000,000 \$30,605,240

2016 is final year of agreements

Research
Valley
Partnership

2016 Compliance Report – ViaSat



Incentives:

Brazos County 381 Agreement and City of Bryan/College Station 380 Agreements			
County and Cities Cash Incentives (as % of ad valorem taxes assessed/paid)		(cont'd)	County and Cities Cash Incentives (as % of ad valorem taxes assessed/paid)
2017	80%	2020	30%
2018	60%	2021	20%
2019	40%	2022	10%

Performance Metrics:

	New PAYROLL		INVESTMENT VALUE		New EMPLOYMENT	
	* REQUIRED	ACTUAL	* REQUIRED	BCAD	* REQUIRED	ACTUAL
2016	0	N/A	0	N/A	0	N/A
2017	0		0		0	
2018	0		0		0	
2019	0		\$15,000,000		0	
2020	\$9,600,000		\$15,000,000		150	
2021	\$9,600,000		\$15,000,000		150	
2022	\$9,600,000		\$15,000,000		150	
2023*	\$9,600,000		\$15,000,000		150	
2024**	\$9,600,000		\$15,000,000		150	

Contract End Dates

* County

** CoB and CoCS

January 19th 2017 groundbreaking
of \$20M facility

Research
Valley
Partnership

2016 Compliance Report – Wayfair



Incentive:

RVP Incentives Grant	
MILESTONE	AMOUNT
Lease Execution	\$33,333
End of 24-mos	\$33,333
End of 36-mos	\$33,333

RVP-BBC Contribution Agreement

BBC shall release to RVP three \$16,666.50 tranches that correspond to company meeting each development milestone.

Performance Metrics:

	PAYROLL		INVESTMENT VALUE		EMPLOYMENT	
	* REQUIRED	ACTUAL	* REQUIRED	BCAD	* REQUIRED	ACTUAL
2016	0	N/A	0	N/A	0	N/A
2017	0	N/A	\$350,000	\$1,199,940	0	N/A
2018	\$10,800,000		\$350,000		300	
2019	\$10,800,000		\$350,000		300	
2020	\$10,800,000		\$350,000		300	
2021	\$10,800,000		\$350,000		300	
2022	\$10,800,000		\$350,000		300	
2023	\$10,800,000		\$350,000		300	

1st Incentive installment has been released following \$1.98M company investment

Research
Valley
Partnership



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 8/15/2017
ITEM: Consider and possible action regarding a burn ban.
TO: Commissioners Court
DATE: 08/11/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

No Attachments Available



BRAZOS COUNTY

BRYAN, TEXAS

ORDER 17-006

PROHIBITION OF OUTDOOR BURNING

WHEREAS, in accordance with provisions of the Texas Local Government Code, Chapter 352, a drought condition exists or has existed in Brazos County, Texas as determined by Texas Local Government Code Chapter 352; and,

WHEREAS, the Commissioners Court makes a finding that circumstances present in all or part of the unincorporated area of Brazos County create a public safety hazard that would be exacerbated by outdoor burning.

BE IT THEREFORE ORDERED that the following regulations are hereby established for all unincorporated areas of Brazos County, Texas for the duration of the above mentioned declaration;

1. **Action Prohibited:**

A person violates this order if he or she burns any combustible material outside of an enclosure serving to contain all flames and/or sparks, or orders such burning by others.

2. **Enforcement:**

- A. As soon as possible, a duly commissioned peace officer shall be sent to the scene to investigate the nature of the fire.
- B. Upon notification of suspected outdoor burning, the fire department assigned to the location of the fire shall respond to the scene and take immediate measures to contain and/or extinguish the fire.
- C. If in the opinion of the officer at the scene and/or the fire chief, the goal of the order can be attained by informing the responsible party about the prohibitions established by this order, the officer may, at his discretion, notify the party about the provisions of this order and request compliance with it. In such instances, an entry of the notification shall be made into the dispatchers log containing the time, date, and place of the warning, and the name of the person receiving the warning.

3. At the discretion of the peace officer or the fire chief, second or flagrant violations of the order may be prosecuted in accordance with the statutes and procedures governing misdemeanors.

4. This Order prohibiting Outdoor Burning takes effect on August 15, 2017 and will expire on November 12, 2017, unless terminated earlier by the Commissioners Court or the County Judge. The Commissioners Court hereby designates to the County Judge the authority to terminate this Order in accordance with Local Government Code Section 352.081(c)(2).

5. This prohibition does not apply to prescribed outdoor burning activities related to public health and safety and/or trench-burning related to public health and safety that are authorized by the Texas Commission on Environmental Quality for: (1) firefighting training; (2) public utility; (3) natural gas pipeline or mining operations; (4) planting or harvesting of agriculture crops; or (5) burns that are conducted by a prescribed burn manager certified under Section 153.048 of the Texas Natural Resources Code, and meet the standards of Section 153.047 of the Texas Natural Resources Code.

6. **Exception(s):**

A. Welding

Welding may be allowed under the following guidelines only:

Provide a spotter for each welder, each cutter, each grinder, and for any activity that causes or may cause a spark.

- Maintain a minimum perimeter around the welding area of a radius of 25 feet or three times the height of the actual welding, whichever is greater. (Example: if the welding is occurring ten feet off the ground, a perimeter of thirty (30) feet radius must be protected). The perimeter must be clear of vegetation and kept wet. If the perimeter cannot be cleared of vegetation, proper precautionary measures must be taken (Example: protecting brush, etc, by utilizing fire resistant tarps).
- Maintain a minimum of 100 gallons of water at the site.
- Maintain a minimum of one (1) water pressure fire extinguisher per spotter.
- No welding shall occur if winds are greater than 20 mph or relative humidity is less than 30%.
- Prior to conducting any welding activity, the welder shall give notice to the Brazos County Risk Manager and Brazos County Emergency Services (979-361-3888). The notice may be by phone but shall give the name of the welder conducting the welding operation, the location of the operation, cell phone number of other contact information, and the name of party responsible.

B. Outdoor Cooking

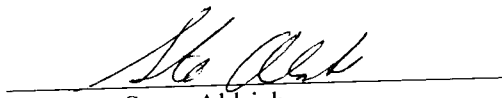
All outdoor cooking or open flame devices are prohibited.

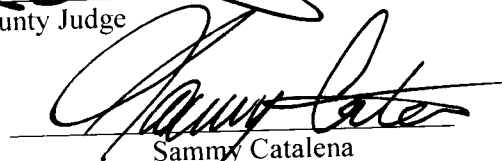
- Unless the cooking device is propane or natural gas and has a complete and full enclosure that it utilizes at all times.
- Unless the cooking device is wood or charcoal and has a complete and full enclosure that is utilized, and all areas around cooking device shall be clear of vegetation and/or combustible materials or debris for a 5' radius.

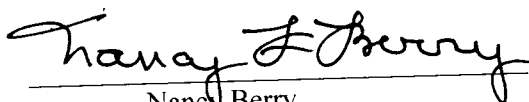
BE IT ALSO ORDERED that this order may be enforced by any duly-commissioned peace officer and that the venue for prosecution of this order will be the Justice of the Peace.

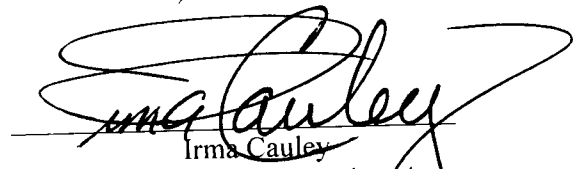
APPROVED, this 15th day of August, 20 17.


Duane Peters, County Judge


Steve Aldrich
Commissioner, Precinct 1


Sammy Catalena
Commissioner, Precinct 2


Nancy Berry
Commissioner, Precinct 3


Irma Cauley
Commissioner, Precinct 4

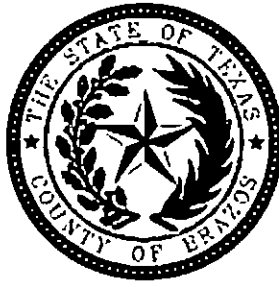


**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 8/15/2017
ITEM: Proclamation 17-024 declaring September 17-23, 2017 as Constitution Week.
TO: Commissioners Court
DATE: 08/02/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Proclamation-Constitution Week.pdf	Proclamation	Cover Memo



5

Proclamation

Constitution Week

- WHEREAS** September 17, 2017 marks the two hundred thirtieth anniversary of the drafting of the Constitution for the United States of America by the Constitutional Convention; and
- WHEREAS** It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate the occasion; and
- WHEREAS** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17-23 as Constitution Week.

NOW, THEREFORE, BE IT PROCLAIMED that the Brazos County Commissioners Court does hereby proclaim the week of September 17-23 2017 as

Constitution Week

AND urges our citizens to reaffirm the ideals which the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained, and to express gratitude for the privilege of being an American in a Republic which functions under the oldest Constitution still in active use today

PROCLAIMED this 15th day of August, 2017.

Duane Peters
County Judge

Commissioner Steve Aldrich
Precinct 1

Commissioner Sammy Catalena
Precinct 2

Commissioner Nancy Berry
Precinct 3

Commissioner Irma Cauley
Precinct 4



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: SO - Jail

NUMBER:

DATE OF COURT MEETING: 8/15/2017

ITEM: Request for Out of State Travel for Jail Administrator Wayne Dicky to attend the National Institute of Corrections Large Jail Network Meeting September 5-8, 2017 in Aurora, Colorado. The cost of tuition, airfare, lodging, and meals is paid by the National Institute of Corrections.

TO: Commissioners Court

FROM: Wayne Dicky

DATE: 08/10/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR
ALTERNATIVES: Approval

ATTACHMENTS:

File Name

[LJN_Out_of_State_Travel_2017-0905.pdf](#)

Description

Request Memo

Type

Backup Material



6

BRAZOS COUNTY OFFICE OF THE SHERIFF CHRISTOPHER C. KIRK

W. JAMES STEWART, CHIEF DEPUTY
WAYNE DICKY, JAIL ADMINISTRATOR

1700 Highway 21 West
BRYAN, TEXAS 77803-1300

To: County Judge Duane Peters
Commissioner Steve Aldrich
Commissioner Sammy Catalena
Commissioner Nancy Berry
Commissioner Irma Cauley

From: Jail Administrator Wayne Dicky *WD*

Date: August 10, 2017

Subject: Request for Approval of Out of State Travel

The Sheriff's Office - Jail Administration Division is requesting approval for Jail Administrator Wayne Dicky to attend the National Institute of Corrections "Large Jail Network Program" in Aurora, Colorado September 5-8, 2017.

The cost of tuition, airfare, lodging and meals will be funded by the National Institute of Corrections.

APPROVED

[Signature] *8/15/17*

Duane Peters Date
County Judge

cc: Sheriff Christopher C. Kirk





**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 8/15/2017
ITEM: Approval of the Brazos County Clerk's Records Management and Archival plan to collect a \$5.00 fee for court filings and a \$10.00 fee for non-court filings.
TO: Commissioners Court
DATE: 08/08/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Brazos_REC_MGMT_PLAN_FY2018.doc	Record Management & Archival Plan	Cover Memo

7

Brazos County Clerk Records Management and Archive Plan

I. Background (Statutory History)

The 77th Texas Legislature passed HB 370 in 2001 to allow *border* county's to assess a \$5.00 Records Management and Preservation Fee for the preservation of older records filed with the County Clerk.

The 78th Legislature passed SB 1731 amending the original legislation allowing *all* county's to collect this fee with Commissioner's Court approval. The County Clerk is proposing to collect this fee at this time.

This legislation amends Local Government Code, Section 118.011 (b & f), to enable the Commissioner's Court to adopt a Records Management and Records Archive Fee for the preservation and automation of previously filed and recorded real property and vital statistics records as part of their regularly adopted annual budget.

The 82nd Legislature passed HB 1513 amending Government Code, 118.011 (b & f) allowing the Commissioner Court to set and collect a Records Management and Records Archival Fee not to exceed \$10 00 on non-court related filings.

II. Bill Summary

- ***Begins*** on approval of the County of Brazos 2018 Annual Budget. The fee must be set and itemized in the county's budget as part of the budget preparation process.
- ***Termination:*** The 79th Legislature extended this bill indefinitely. The \$10.00 fee is assessed on any instrument, document, paper, or other record that the County Clerk is authorized to accept for filing or recording (deed or official public records, assumed names, and marriage licenses).
- The \$5 00 fee is assessed on any original civil case filings.
- The fee may be used *only* to provide funds for specific records management and preservation and archival projects, *including* for automation purposes – **in accordance with this written plan.**
- Changes to the plan must be approved by Commissioner's Court. The plan may be modified as required.

III. Purpose

Some of Brazos County official records have been computerized and automated in electronic format since the late 1950s. The County Clerk's office is progressive in the preservation of current records, utilizing the original Records Management and Archival

Fees from 1991 *forward*. However, this funding *has not been sufficient* to electronically preserve and restore the older documents that have a priceless historical value. In order to preserve and enhance the integrity of the existing system for recording and preserving public documents; the County Clerk seeks to preserve existing original records by restoring or re-creating old volumes, digitizing older microfilm and paper records, re-indexing old handwritten and typed indexed books and converting all older media into an electronic format and importing this newly created data into the existing computer system.

IV. The overall goal and vision of the County Clerk's office is to:

- Modernize and upgrade old record systems in the office.
- Continue to add records and information to your existing computer system.
- Eliminate or reduce manual lookups and searches.
- Expedite record searching by having more records available for electronic retrieval.
- Create a complete electronic records back-up for disaster recovery
- Provide more public information to the citizens of the County via the Intra/Internet.
- Continue to eliminate the need for paper records.
- Preserving original records by reducing daily usage.
- Reclaiming much needed space in the public records area.
- Construction of new records storage facility

V. Annual Revenue Estimate

Official Real Property Records	31,000/annually
Marriage Records	1,500/annually
Civil/Criminal Filings	400/ <u>annually</u>
Total	32,900 Filings Annually X \$ 10.00 = \$ 329,000.00

VI. Restoration, Preservation and Automation Projects

Real Property Records: Projects include computerized re-indexing and converting all real property records to electronic images and importing new records to the existing real property computer system.

Phase 1:

Electronic conversion of 1999 to 1967 existing microfilm to images, matching to the existing grantor/grantee index and importing to the computer and internet:

Approx 674,000 Instruments filed 1967 to 1999 (completed)	Estimated \$ 370,700
--	----------------------

Phase 2:

Back conversion of 1966 to Volume A of Deed Records existing microfilm to electronic images and loading to computer by Book, Volume and Page.

Approximately 1,167,000 images from 1966 to Volume A. Estimated \$ 167,000
(completed 1-1-1956-12-31-1966)

Re-indexing real property records from 1966 back to Volume A using the electronic images of the original record books:

Data entry/conversion of approx 355,000 instruments. Estimated \$ 608,000

Phase 3: Design and construction of new records storage facility

Approximately 3000 square foot building Estimated \$ 460,000
(in progress)

Phase 4:

Maps and Plats

Conversion/scanning and reindexing of all maps/plats and importing to existing computer system.

Approximately 4,000 maps and plats Estimated \$ 60,000

Phase 5:

Commissioner's Court Records

Electronic conversion and reindexing of all existing Commissioner's Court minutes and importing this data to existing computer system in a searchable format.


Approximately 190,000 pages and 120,000 index entries Estimated \$ 128,000

VIII. Length of Projects

It is estimated that these projects will take approximately 20 years to complete and implement. Some projects may be considered as on-going and paid monthly as revenue is collected.

Summary

The Legislature has provided a means to raise revenue for the records management and preservation of older county property and vital records. This "user" fee is an alternative to raising taxes or spending general fund monies to accomplish these important projects. This plan will be implemented in "phases" as money is accrued and deposited into a special revenue account. The completion of the initial phases will preserve the original records, provide more space in the public records area, and continue to modernize the Clerk's office through available technology.

APPROVED

Duane Peters
County Judge

8/15/17
Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 8/15/2017

ITEM: Approval of the Brazos County District Clerk's Records Management and Archival plan to collect a \$10.00 fee for court filings.

TO: Commissioners Court

DATE: 08/08/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

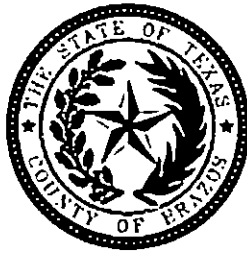
File Name

Description

Type

[Plan For Preservation and Restoration.pdf](#) Plan

Cover Memo

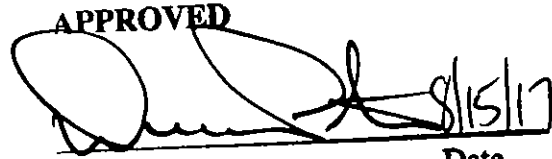


**Plan For Preservation and Restoration
Of Archived Records**

Presented By

**Marc Hamlin
Brazos County District Clerk**

Updated August 8, 2017

APPROVED

Duane Peters
County Judge
8/15/17
Date

Executive Summary

HB 1513 provides for a fee not to exceed \$10.00 to be imposed for filing of a suit, including an appeal from an inferior court, or a cross-action, counterclaim, intervention, contempt action, motion for new trial, or third-party petition, in a district court in the county

The District Clerk's Office wants to take advantage of new legislation that is designed to preserve archived records by adding an archive fee to each filing of a suit. This fee is to be dedicated to that task. The majority of the permanent records in the District Clerk's Office are paper based. These records are used by our office for the public and are vulnerable to loss by wear and tear

The purpose of this document is to define the restoration and preservation, digital capture, stage, retention and management of archive records belonging to the District Clerk. This Preservation and Restoration Records Plan is intended to be a "Living Document" It will be updated as new products and procedure evolve. It is the intent of the District Clerk to follow guidelines set by the Texas State Library and Archives Commission.

Goal

The Goal is to capture and archive all cases prior to January 1, 1990, regardless of media type they currently are in, as efficiently as possible. The District Clerk's Office is also looking at restoring records, suspending or reducing deterioration of public records, improving the public access to the documents in a manner that reduces the risk of deterioration.

Scope

The Scope of this document includes the following:

- All District Clerk records filed with the District Clerk before January 1, 1990
- Plans to capture records electronically to improve public access.
- Plans to restore and preserve records with significant historical value.
- Future plans are to improve public and governmental access.

This document addresses the restoration and preservation needs of the District Clerk Records Archive. No other departments addressed.

The effective date of this action is September 1, 2014, and expires September 1, 2019

Inventory

Currently the District Clerk's Office holds over 100 record books which includes indexes for Civil Cases, Divorces, Adoptions, Grand Jury Records, Felonies and Misdemeanors. The District Clerk's Office also has approximately 80 boxes of historical cases many with historical significance. The cases include Civil, Divorce, Adoptions, and Felonies.

Current Accessing Methods

Records prior to January 1, 1990 are accessed by the public through a request to our office due to the cases not being imaged. Our office currently has to find the Index for the records we are seeing to obtain the cause numbers before we can physically pull the file to obtain copies for the public. These records are kept in our storage facility at 200 S. Texas Ave, Bryan, Texas 77803

Restoration and Preservation Plan

Fiscal Year 2017-2018

It is the plan of the District Clerk's Office to scan an portion of the paper documents in house, lease an additional scanner, and fund temporary full or part time employees to capture all records filed in the District Clerk's Office prior to January 1, 1990. These images will be integrated into the existing District Clerk records and retrieval systems and enhance the public's access to public records.

The District Clerk plans to award bid to an outside vendor to restore and preserve all records with significant historical value. The restoration process will ensure the legibility of these public documents for future generations.

Revenue collected and not expended in the fiscal year will be carried forward and used on other archive projects.

Projected Revenue

The County Auditor estimates the revenue this will bring in approximately \$18,500.00 per year



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Budget Office

NUMBER:

DATE OF COURT MEETING: 8/15/2017

ITEM: Request from the County Court at Law #1 and County Court at Law #2 for the following personnel changes with effective date as of August 12, 2017. The changes will have a total increase of \$2,112 to the budget of County Court at Law #1, and \$2,112 to the budget of County Court at Law #2.

- a. County Court at Law #1, Probate/Guardian Asst., Class Code 0920 Position 1, Group NA Step NA, Biweekly Rate \$1,923.20 to \$2,788.80, Pay Code 810 (Part-Time Salary)
- b. County Court at Law #2, Probate/Guardian Asst., Class Code 0920 Position 1, Group NA Step NA, Biweekly Rate \$1,923.20 to \$2,788.80, Pay Code 810 (Part-Time Salary)

TO: Commissioners Court

FROM: Budget Office

DATE: 08/09/2017

FISCAL IMPACT: True

BUDGETED: False

DOLLAR AMOUNT: \$4,224.00

BUDGET DETAIL: 23000100 - County Court at Law #1
23100100 - County Court at Law #2

NOTES/EXCEPTIONS: This position is split funded 50% between County Court at Law #1 and County Court at Law #2.

ACTION REQUESTED OR ALTERNATIVES: Request consideration and direction.

ATTACHMENTS:

File Name

Description

Type



To: Brazos County Judge Duane Peters
Commissioner Precinct 1 Steve Aldrich
Commissioner Precinct 2, Sammy Catalena
Commissioner Precinct 3, Nancy Berry,
Commissioner Precinct 4, Irma Cauley

From: Judge Amanda Matzke and Judge Jim Locke

Date August 8, 2017

AM

JK

Re: Temporary increase in pay for Terry Hammond

We are requesting a temporary increase in the salary for our Probate and Guardianship Attorney, Terry Hammond. As we have said before, Terry has done a phenomenal job setting up a new system for monitoring our guardianship cases to not only insure compliance with the law, but the physical and financial wellbeing of the people under guardianship in this county. To this end, Terry has systematically been going through each and every guardianship file and recommending any necessary action to us. In order to get this done as quickly as possible, Terry has been working at home and while on vacations to continually stay on top of things. We are requesting that the Probate/Guardian Asst., Class Code 0920 Position 1 be increase from \$1,923.20 (approved by Commissioners' Court) per pay to \$2,788.80, for the remainder of this budget year with the understanding that his pay rate will return to the amount allocated for his position for the 2018 fiscal year of \$3927.20 per pay as of October 1, 2017. Should you have any questions, please don't hesitate to contact us.

BRAZOS COUNTY, TEXAS
REQUESTED POSITION CONTROL CHANGES TO PROPOSED BUDGET
County Court at Law #1 - Annual
For the Year Ending September 30, 2017

Letter Date: 8/3/2017
 Effective Date: 8/12/2017
 Agenda Date: 8/15/2017

Depart.	Title	Class	Post.	Group	Steps	Code	Hours	Basic Pay Budget Biweekly/ Hourly Rate	Base Budget Salary + Merit	Increase/ (Decrease)	Increase/ (Decrease)	Increase/ (Decrease)	Increase/ (Decrease)	Increase/ (Decrease)	Medical/ Dental
1	Request: Increase Pay														
	From: Probate/Guardian Asst.	0920	I	NA	NA	810	26	1,923.20	25,002.00	51615000	53100000	53200000	53800000	53900000	Medical/Flex
	To: Probate/Guardian Asst.	0920	I	NA	NA	810	26	2,788.80	36,254.50	11,253.00	860.00	1,575.00	67.00	-	-
	RESULT Increase														
								Actual	72,508.80						
	NET RESULT:							13,755.00							
										This position is split 50% with CCL #2 23100100					

For Budget Office Use:

\$ 11,253.00 \$ 860.00 \$ 1,575.00 \$ 67.00 \$ - \$ -

Total Cost \$ 13,755.00 Increase to FY 17 Budget

Approved by:

BRAZOS COUNTY, TEXAS
REQUESTED POSITION CONTROL CHANGES TO PROPOSED BUDGET
County Court at Law #1 - Prorated
For the Year Ending September 30, 2017

Letter Date: 8/3/2017
 Effective Date: 8/12/2017
 Agenda Date:

Effective Date:	8/12/2017																			
Agenda Date:																				

This position is split 50% with CCL #2 23100100

For Budget Office Use:

\$ 1,732.00 \$ 132.00 \$ 242.00 6.00 \$ - \$ -

Total Cost \$ 2,112.00 Increase to FY17 Budget

Approved by:



BRAZOS COUNTY, TEXAS
REQUESTED POSITION CONTROL CHANGES TO PROPOSED BUDGET
County Court at Law #2 - Annual
For the Year Ending September 30, 2017

Letter Date: 8/3/2017
 Effective Date: 8/12/2017
 Agenda Date: 8/15/2017

Depart.	Title	Class	Post.	Group	Steps	Code	Hours	Basic Pay Budget	Biweekly/ Hourly Rate	Base Budget Salary + Merit	Increase/ (Decrease) Salaries	Increase/ (Decrease) FICA	Increase/ (Decrease) Retirement	Increase/ (Decrease) W/C	Increase/ (Decrease) Unemployment	Medical/ Dental
1 Request:	Increase Pay															
From:	County Court at Law #2										51615000	53100000	53200000	53800000	53900000	Medical/Flex
23100100	Probate/Guardian Asst.	0920	1	NA	NA	810	26	1,923.20	25,002.00							
To:																
23100100	Probate/Guardian Asst.	0920	1	NA	NA	810	26	2,788.80	36,254.50		11,253.00	860.00	1,575.00	67.00	-	-
RESULT:	Increase															
										Actual 72,508.80						
NET RESULT:	13,755.00										This position is split 50% with CCI, #1 23000100					

Total Cost \$ 13,755.00 Increase to FY 17 Budget

For Budget Office Use:

\$ 11,253.00 \$ 860.00 \$ 1,575.00 \$ 67.00 \$ - \$ -

Approved by: _____

BRAZOS COUNTY, TEXAS
REQUESTED POSITION CONTROL CHANGES TO PROPOSED BUDGET
County Court at Law #2 - Prorated
For the Year Ending September 30, 2017

Letter Date: 8/3/2017
 Effective Date: 8/12/2017
 Agenda Date: 8/15/2017

Effective Date:	8/12/2017																	
Agenda Date:	8/15/2017																	

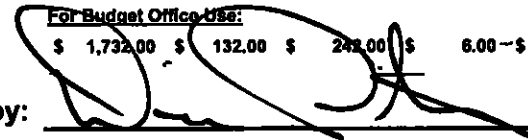
This position is split 50% with CCL #1 23000100

For Budget Office Use:

\$ 1,732.00 \$ 132.00 \$ 242.00 \$ 6.00 \$ - \$ -

Total Cost \$ 2,112.00 Increase to FY17 Budget.

Approved by:





**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Budget Office

NUMBER:

DATE OF COURT MEETING: 8/15/2017

ITEM: Request from Medical Services for the following personnel changes with effective date as of August 21, 2017. The changes will increase the Medical Services budget in the amount of \$1,359.

- Increase Nurse, Class Code 0284 Position 1, Group 19 Step 3 to Group 19 Step 10, Pay Code 014 (Hourly) to Pay Code 013 (Salary)

TO: Commissioners Court

FROM: Irene Jett

DATE: 08/09/2017

FISCAL IMPACT: True

BUDGETED: False

DOLLAR AMOUNT: \$1,359.00

BUDGET DETAIL: 64005100 - Medical Services

ACTION REQUESTED OR
ALTERNATIVES: Request approval.

ATTACHMENTS:

File Name

Description

Type

BRAZOS COUNTY, TEXAS
REQUESTED POSITION CONTROL CHANGES TO ADOPTED BUDGET
Medical Services - Annual
For the Year Ending September 30, 2017

Letter Date:
Effective Date: 8/21/2017
Agenda Date: 8/15/2017

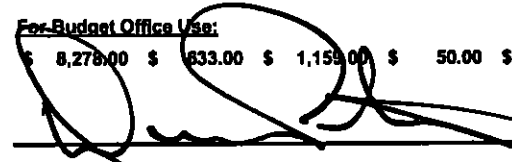
Effective Date:	8/21/2017																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
-----------------	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Total Cost \$ 10,120.00 Increase to FY 17 Budget

For Budget Office Use:

\$ 8,278.00 \$ 633.00 \$ 1,159.00 \$ 50.00 \$ - \$ -

Approved by:



BRAZOS COUNTY, TEXAS
REQUESTED POSITION CONTROL CHANGES TO ADOPTED BUDGET
Medical Services - Prorated
For the Year Ending September 30, 2017

Letter Date:
Effective Date: 8/21/2017
Agenda Date: 8/15/2017

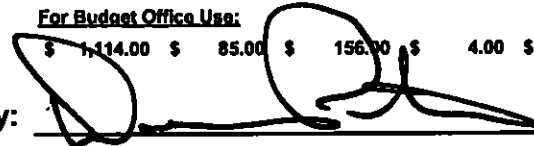
Effective Date:	8/21/2017																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
-----------------	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

For Budget Office Use:

\$ 1,114.00 \$ 85.00 \$ 156.00 \$ 4.00 \$ - \$ -

Total Cost \$ 1,359.00 Increase to FY 17 Budget

Approved by: _____





**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources

NUMBER:

DATE OF COURT MEETING: 8/15/2017

ITEM: Approval of the following job descriptions:

- a. Class Code 0433, Position 3 - Clerk, Temp. for District Attorney, Crime Fund
- b. Class Code 0284 - Nurse for Medical Services

TO: Commissioners Court

DATE: 08/10/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[DOC728.pdf](#)

Class Code 0433, Position 3

Backup Material

[284 - Nurse LVN - revised 08.10.17.docx](#)

Class Code 0284

Backup Material



Brazos County Job Description

Last Updated: August 2017

Template Revision 1 2 08/15/2012

12

Class Number:	0284	Title:	Nurse (LVN, RN)
Pay Group:	19	Department:	Employee Health & Wellness Clinic
FLSA Status:	Exempt	Reports To:	NP/PA
Approved Date:	08-15-2017	EEOC Category:	Medical Professional

General Summary:

Under clinical and administrative supervision, evaluates total health care needs of patients and develops plan to meet those needs. Provides or arranges for medical treatment for patients. May provide clinical supervision to Medical Clerk

Essential Duties:

May respond to Medical Clerk and job duties. Responds to patients' medical needs. Provides and/or arranges for treatment according to protocol and/or direction from authorized medical staff. Consults with clinical and administrative staff about patient health care issues. Responds to and assesses certain categories of emergent patient illnesses and injuries. Provides direct health care to patients, including wound care, medications administration, monitoring of vital signs, and laboratory procedures. Assists other medical staff, as required. Practices safety, environmental and/or infection control methods. Documents patient's condition and maintains patient medical files and records in computer. Performs other administrative duties. Inventories medications on a daily basis. May answer medical questions from staff, patient's relatives and others as appropriate. May process patients into the facility by screening and evaluating their medical and mental histories. Performs other job-related duties as assigned.

Other Duties as assigned. (1%)

Supervision

Received: From Medical Professional

Given: None.

Education

Required: Graduation from an accredited Licensed Vocational Nursing Program or Registered Nursing Program.

Preferred:

Experience

Required: Three (3) years of Licensed Vocational Nursing or RN experience.

Preferred: Bilingual preferred.

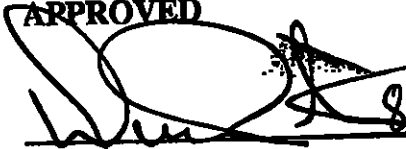
Certificates, Licenses, Registrations

Required: Current license to practice as a Licensed Vocational Nurse in the State of Texas. Current Cardio-Pulmonary Resuscitation (CPR) Certification. Vaccines: HepB/ Tdap/ Influenza. Valid Texas Driver's License.

Preferred:

Physical Demands	
Typical:	Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.
Knowledge, Skills, & Abilities	
Typical:	Knowledge of: Standard nursing and other healthcare practices. Policies, practices, procedures and terminology related to nursing and healthcare. Federal, State, Local and County nursing and other healthcare laws and requirements. Treatment of a variety of diseases and injuries. Proper dosages and expected results of medication. Basic wound care. Proper infection control techniques, mental health procedures and protocols. Principles and procedures of medical documentation and record keeping. Computer equipment to include word processing, spreadsheets, databases, presentations and a variety of software packages. Knowledge of and compliance with HIPAA regulations. Skill in: Administering daily patient care, including use of stethoscope, blood pressure cuff, thermometer and other medical instruments. Administering Cardio-Pulmonary (CPR) and First Aid. Performing medical tests and recording results accurately. Assisting mental health patients. Problem-solving and decision-making. Both verbal and written communication. Ability to: Work efficiently both independently and as part of a medical team. Recognize and identify health symptoms. Exercise sound judgment and react quickly in emergency situations. Manage time well and perform multiple tasks. Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner. Work in a secure environment. Track use of medications and inventory procedures. Chronical medical histories and enter data into computer. Work effectively and courteously under high pressure circumstances. Ability to correctly place an EKG. Establish and maintain effective working relationships with patients, medical and other County employees and officials, and the general public.
Work Environment	
Typical:	

APPROVED



8/15/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2016

Template Revision 12/08/15/2012

pg. 3

Class Number:	433	Title:	Clerk, Temp.
Pay Group:	N/A	Department:	District Attorney, Crime Fund
FLSA Status:	Non Exempt	Reports To:	Chief Investigator
Approved Date:	10/01/2016	EEOC Category:	Office and Clerical
Position End Date:	09/30/2017	Temporary Employee Signature:	

General Summary:

This position is primarily filled by students who are in law school or will be attending law school and are looking to gain some legal experience as they continue their education. Assist all DA personnel with any work they need help with.

Essential Duties:

Assist Investigators with any work they may have which include serving subpoenas, picking up evidence from police agencies, pick up records from businesses;

Assist attorneys with any work they may have which may include legal research or helping with a trial case;

Filing paperwork or files, shredding paperwork, scanning documents into laserfiche.

Other Duties as assigned. (1%)

Supervision

Received: From Chief Investigator & District Attorney

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Information Technology Department NUMBER:

DATE OF COURT MEETING: 8/15/2017

ITEM: Request from the Information Technology to allow NWN Corporation to provide Brazos County with a no-cost 14-day trial of Cisco's Umbrella Open DNS product.

TO: Commissioners Court

FROM: Eric V. Caldwell, CGCIO

DATE: 08/01/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

SOURCE OF FUNDS: No cost

NOTES/EXCEPTIONS: Cisco Umbrella is a cloud based service designed to protect enterprise customers from malware, botnets, phishing, and targeted online attacks. This trial will be provided at no cost to the county.

ACTION REQUESTED OR ALTERNATIVES: Judge's Signature on the attached Professional Services Agreement.

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
WO- Brazos County Open DNS Proof of Value OP120942 R1-2.pdf	Agreement	Cover Memo



Customer Name – Open DNS POV –
OP120942 / R1.0



13

CLIENT INFORMATION		
<u>CUSTOMER NAME</u> Brazos County	<u>DATE</u> 7-26-2017	
<u>STREET ADDRESS</u> 205 East 27 th Street	<u>CITY, STATE, ZIP</u> Bryan, TX 77803	
<u>PERSON REQUESTING PROFESSIONAL SERVICES</u> Eric Caldwell	<u>PHONE</u> 979-361-4106	<u>EMAIL ADDRESS</u> ECALDWELL@CO.BRAZOS.TX.COM
<u>NWN ACCOUNT MANAGER</u> David Wixson	<u>PREPARED BY</u> Joel Garza	

SERVICES REQUESTED
<p><u>DESCRIPTION OF SERVICES TO BE PERFORMED:</u></p> <ul style="list-style-type: none">• Kickoff Meeting (Webex)<ul style="list-style-type: none">○ NWNSA will review the POV process with the customer during the initial meeting○ NWN will present the Open DNS presentation on the product capabilities at the initial kickoff○ NWNSA will meet with the Customer and complete the Open DNS Win Criteria and Open DNS Data Collection Worksheet for this POV• Licensing and Portal Setup (Webex)<ul style="list-style-type: none">○ NWN will collect the Open DNS from Cisco following the initial kickoff meeting○ NWN will work with the customer to provision the Open DNS portal and provide access to the customer for the period of this POV – 2 weeks. The following configurations will be setup with NWN working with the Customer's IT staff:<ul style="list-style-type: none">▪ Up to 5 Basic Identity and Security Policies – For 1 Sites (1 Public IP addressed Site) – Examples – Guest Policy, Employee Policy, BYOD Policy▪ Up to 5 Roaming Client (customer must install additional)▪ Exclusion Policies – Allow/Deny Lists▪ 2 Factor Authentication Configuration and Setup▪ Administrative User Access▪ Investigate Portal Demonstration○ NWN will work with the customer to point the customer's internal DNS forwarding for external domains to OpenDNS Cloud Servers or setup the OpenDNS VA forwarders for AD integration and per-user reporting. Optionally, a limited Roaming Client only deployment is also possible.○ Prior to beginning the POV NWN will walk the customer through the various POV policies in place so the customer has a better understanding of the policies in place for the POV○ 1 Week after the initial POV policies are setup and deployed NWN will contact the customer to ensure any issues or outstanding questions are addressed. <p><u>Deliverables:</u></p> <ul style="list-style-type: none">○ 2 Weeks after the initial POV period, NWN will contact the customer, and present the following reports from the POV and review the findings with the customer, possibly leveraging Investigate as needed for further examples:<ul style="list-style-type: none">▪ <u>Security Overview</u> - overview of security events over a configurable period of time▪ <u>Cloud Services</u> - What cloud applications and services employees are using with or without being approved and sanctioned by IT▪ <u>Activity Volume</u> – will demonstrate the difference between security threat that we are blocking and security events that are originating from already compromised systems.



- **Top Categories** – will demonstrate the categories of websites that people are accessing for an overview of user behavior.
- **Security Activity** – will demonstrate the visibility of and protection from all security events.
- **Investigate Demonstration** – Pick up to 5 Domains identified as malicious or suspicious and drill down into them via Investigate showing the relevant DGA, Co-Occurrence, Fast Flux, and pivot points, etc.
- NWN will prepare a complete proposal and quote for OpenDNS deployment to the customer at this meeting as well so that the customer has an idea of the licensing and deployment costs for their environment.

Scope Assumptions:


- POV Licenses are limited to 14 days no limit on the # of users, however, NWN recommends that customers limit the scope of the Proof of Value in the interest of deployment time and change controls, etc.
- NWN recommends 1-2 weeks of data be collected before running the reports and reviewing them with the Customer
- After 14 days NWN recommends the customer convert the licenses to full production by purchasing the software for the endpoints or remove the connector software from the POV machines.
- The customer needs to be prepared to start within the time limit to collect as much data as possible since the licenses are limited by the time frame of 14 days.
- NWN will install OpenDNS Roaming Client software on Windows Clients Only – The customer can optionally install the connector on other systems such as OSX and Android if they choose to do so.
- This project does not imply any SLA on the part of NWN for troubleshooting or support.
- Customer is responsible for provide access to all systems requested by NWN for completion of the project.
- Customer is responsible for providing all hardware, software, maintenance and other resources required for the successful completion of the project.
- Customer will provide a primary point of contact for the NWN Project Manager or Service Coordinator
- NWN will support Single Site Deployments ONLY in this POV even though distributed production deployments are supported
- Link for Umbrella Deployment Examples - <https://docs.umbrella.com/product/umbrella/3-deployment-guidelines/>



Customer Name – Open DNS POV –
OP120942 / R1.0



FINANCIALS			
Service Type (select one)	X	Fixed	
Payment Type (select one)		Purchase Order	NWN Block
TOTAL PROJECT PRICE			\$0.00

CUSTOMER AGREEMENT	
	County Judge 8/15/17
Authorized Client Representative Signature & Title	Date
NWN Management Approval	Date

TERMS & CONDITIONS

- Pricing does not include any applicable state and/or local taxes on professional services.
- The stated half-day and full-day services are for time spent on the project both on-site and off-site. SERVICES WORKED OTHER THAN NWN STANDARD BUSINESS HOURS WILL BE ASSESSED AT AFTER-HOUR SERVICE. NWN Standard Business Hours are Monday-Friday, 8am-5pm.
- If deemed necessary, NWN will sub contract work to a third party expert and will notify customer of such.
- Project pricing assumes Customer credit line has been established with NWN Corporation.
- The prices quoted above shall remain valid for a period of thirty (30) days.
- Payment terms are: NET 30 Days. In the event that Customer should fail to pay the total purchase price within a thirty (30) day period, NWN shall be entitled to collect an interest charge on the lesser of either 1.5% of the unpaid purchase price per month or the maximum amount allowed by applicable laws. NWN shall also be entitled, in addition to all other remedies available by law or in equity, to recover reasonable attorney fees and/or other expenses in collecting the purchase price or otherwise enforcing or successfully defending itself in respect to this sales contract.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Information Technology NUMBER:

DATE OF COURT MEETING: 8/15/2017

ITEM: Request from the Information Technology Department to approve the Asset Purchase and Brokerage Agreements for the purchase of a netblock of 265 IPv4 addresses.

TO: Commissioners Court

FROM: Eric V. Caldwell, CGCIO

DATE: 07/24/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

SOURCE OF FUNDS: Funds for this purchase are currently in 14000200-71020000 Computer Contracts. After discussing it with the Auditor's Office, it was decided we would submit a budget amendment to request the money be moved to 14000200-65440000 Network Maintenance.

REQUIREMENTS:

Brazos County has historically leased IP addresses from our Internet Service Providers. These addresses are associated with routing equipment at the edge of our network and our public facing websites.

We are currently leasing 38 addresses from Managed Network Solutions. If we proceed with this purchase and transfer of IP addresses we would own 256 addresses, which provides for much more flexibility.

Because we lease these addresses, switching Internet Service Providers is complicated because we cannot take the addresses with us. Furthermore, we cannot easily fail over to another provider in the event of a disaster.

NOTES/EXCEPTIONS:

By owning our own addresses, shopping around for competitive providers is easier and we can bring in a separate service provider for redundancy as part of our Disaster Recovery plan.

There is also a cost associated with the lease. We can save this cost if we own the addresses and estimate that this purchase will pay for itself in 30 months. This will be a one-time purchase with no ongoing costs.

The addresses we wish to purchase are currently owned by Alterscape, LLC. They are asking \$15 per address or \$3,840. The sale will be brokered by Nationwide Computer Systems, Inc.. Their fee is \$384. The purchase price and fees will be escrowed with and distributed by Ayers, Smithdeal & Bettis. The fee for their Escrow Agent service is \$250. So the total cost will be \$4,474

ACTION REQUESTED OR ALTERNATIVES: Approval and signing of the Asset Purchase and Brokerage Agreements.

ATTACHMENTS:

File Name

Description

Type

[Email_Thread_Describing_the_Process.pdf](#)

Email Thread Describing the Process

Backup Material

BROKERAGE AGREEMENT

This Brokerage Agreement (the "Agreement") is by and among **Brazos County, Texas**, (the "Buyer"), a Texas county government, and **Nationwide Computer Systems, Inc. dba IPTrading.com** ("IPTrading" or the "Broker"), a Florida corporation, effective as of the date of the final signatory hereto (the "Effective Date");

WHEREAS Buyer desires to purchase certain assets (the "Assets"), consisting of IPv4 address space in a contemplated transaction with **Alterascope** (the "Seller"), a Florida corporation;

WHEREAS Broker is facilitating the above contemplated transaction;

NOW, THEREFORE, in consideration of this, the parties agree as follows:

Should the contemplated transaction between Buyer and Seller successfully complete, Buyer agrees to pay Broker a brokerage fee of \$384.00. Should an Escrow Agent be used in this transaction, Buyer will deposit this brokerage fee with the Escrow Agent, to be disbursed when the Seller's fee is disbursed, or to be refunded to the Buyer if the Seller's fee is refunded to the Buyer.

IN WITNESS WHEREOF, the parties have executed this Brokerage Agreement as of the date set forth opposite their signature.

Nationwide Computer Systems, Inc. dba IPTrading.com

By: Tom Fantacone
Vice President
Date: 9/01/2017

Brazos County, Texas



By: Duane Peters
Title: Brazos County Judge
Date: 8/15/17

ASSET PURCHASE AGREEMENT

This Asset Purchase Agreement ("Agreement") is by and among **Brazos County, Texas**, a Texas county government, ("Buyer"), and **Alterascape LLC** ("Seller"), a Florida limited liability company.

Seller wants to sell all address rights to a certain netblock. Buyer wants to purchase those rights and have the netblock transferred from the Seller's ARIN account to the ARIN account identified by the Organization ID **BC-351** ("Buyer's ARIN account").

The sale is agreed by the parties to be an asset sale, effective as of the date of the final signatory hereto (the "Closing Date").

1. Representations of Seller. Seller represents that it is the address rights holder for the netblock **66.97.166.0/24** consisting of 256 IPv4 addresses (the "netblock") and is the same organization as that currently listed in ARIN's Whois database as the registrant of the netblock.

2. Representations of Buyer. Buyer represents that it is authorized to receive transfers into the Buyer's ARIN account, and that it has pre-approval or can reasonably expect to receive approval from ARIN to receive an IPv4 allocation of at least the size of the netblock.

3. Purchased Assets. The assets to be purchased are as follows (collectively, the "Assets"):

The IP address blocks identified in CIDR notation as **66.97.166.0/24** (the "netblock"), including all rights, title and interest to this address block.

4. Purchase Price. The purchase price for the Assets ("Purchase Price") is USD \$3,840.00. Buyer will pay the Purchase Price to Seller, and the Seller will transfer the Assets to the Buyer, according to the following schedule:

- a. Within 7 days of the Closing Date of this Agreement, Buyer will deposit USD \$4,090.00 with Ayers, Smithdeal and Bettis ("Escrow Agent"), representing the Purchase Price (\$ 3,840.00) and escrow fee (\$ 250.00).
- b. Upon notification from Escrow Agent that funds have been received, Seller will initiate a transfer application with ARIN to transfer the netblock to the Buyer's ARIN account.
- c. As part of the transfer process, ARIN may request additional information from either Buyer or Seller, who will do their best to comply.
- d. When Escrow Agent is notified that the transfer is completed, Escrow Agent will verify the transfer by checking that the netblock shows the Buyer's

Organization as registrant in ARIN Whois. Escrow Agent will then release the Purchase Price to Seller, and will retain the escrow fee.

- e. If the transfer fails to complete within 45 days of the Closing Date, the transfer will be cancelled, and Escrow Agent will return all funds to the Buyer, except for the escrow fee, unless both parties agree to an extension of time in writing. An extension of time will not be unreasonably withheld if the transfer is underway and its successful completion is imminent.
- f. Until the Escrow Agent releases the total funds due from Buyer to Seller, Seller retains title to the Assets.

5. No Assumption of Liabilities. Seller and Buyer agree that Seller is not transferring, and Buyer is not assuming, whether directly or indirectly, any debts, claims, causes of actions, obligations or liabilities of Seller of any kind or nature whatsoever, direct or indirect, fixed or contingent, including, without limitation, any debts, claims, causes of actions, obligations or liabilities (i) under agreements, obligations and commitments which shall not have been expressly assigned by the Seller and assumed by Buyer under this Agreement; (ii) the existence of which would conflict with or constitute a breach of any representation or warranty made by the Seller hereunder; (iii) for Federal, state or local income, excise, franchise, sales, transfer, employment or other taxes, if any, which may have accrued or are otherwise due prior to the Closing Date or which may be imposed on Seller in connection with the transactions contemplated by this Agreement; (iv) for lawsuits brought, pending or threatened against the Seller or any Assets before or after the date hereof based upon an alleged act or failure to act on the part of Seller or any other party prior to the Closing or in connection with the transactions contemplated hereby; (v) by reason of or for any default or breach by Seller under any agreement or commitment; or (vi) arising in connection with any liquidation and dissolution of Seller.

6. Excluded Assets. Buyer acknowledges and agrees that all assets of Seller are excluded from the sale hereunder except for the Purchased Assets (as defined above).

7. Indemnification. Buyer agrees to indemnify and hold harmless Seller, their affiliates, and their respective officers, directors, and employees, from and after the Closing Date, against any and all losses damages, liabilities, claims, deficiencies, costs, expenses, and expenditures, including, without limitation, reasonable attorney's fees and court costs, arising with respect to any liability or obligation of Buyer associated with routing of the netblock or changes to information published about the netblock in ARIN online, or otherwise arising out of Buyer's operation of the Assets after the Closing Date.

8. Confidentiality. All information concerning any party to this Agreement that is provided to either other party, other than publicly available information, will be kept in strict confidence by the party to whom such information is provided and will only be used to evaluate matters in connection with this transaction. In the event the

transaction fails to close, all documents or other media containing such information will be returned promptly to the party providing such information.

9. Governing Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, without giving effect to principles of conflict of laws that would require the application of any other law.

10. Entire Agreement; Amendment. This Agreement represents the entire Agreement in relation to the terms of matters contained in this Agreement and shall supersede all prior agreements, whether written or oral, between the parties, with respect to its subject matter and there are no covenants, promises, agreements, conditions or understandings, written or oral, except as set forth herein. This Agreement may not be amended, except by an instrument in writing executed by the party against whom such amendment is to be enforced.


11. Remedies. It is specifically understood and agreed that certain breaches of this Agreement may result in irreparable injury to the parties hereto, that the remedies available to the parties at law alone may be an inadequate remedy for such breach, and that, in addition to any other legal or equitable remedies which the parties may have, a party may elect to enforce its rights by an action for specific performance.

12. Survival of Representations. The representations, warranties, covenants and agreements contained in this Agreement shall survive the Closing.


13. Further Assurances. From and after the Closing, the Seller agrees that it shall, as long as it is legally and otherwise able to do so, and without further consideration and at any time upon the reasonable written request of the Buyer, and at the Buyer's expense, take, execute, acknowledge and deliver all such further documents, bills of sale, assignments, transfers, consents and agreements as may be reasonably required to carry out the transactions contemplated by this Agreement.

IN WITNESS WHEREOF, the parties have executed this Asset Purchase Agreement as of the date set forth opposite their signature.

Seller: Alterscape LLC

 Date: 9-5-2017
By: William D. Lovell
Title: President

Buyer: Brazos County, Texas

 Date: 8/15/17
By: Duane Peters
Title: Brazos County Judge



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 8/15/2017
ITEM: Approval of the Treasurer's Report for June 2017 & Quarter Ending 6/30/17.
TO: Commissioners Court
DATE: 08/09/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR
ALTERNATIVES: approval

ATTACHMENTS:

File Name

[TREASURERS_REPORT_0617.PDF](#)
[DOC100.PDF](#)

Description

Treasurer's Report June 2017 & Q/E 6/30/17
Treasurer's Report Approval Letter

Type

Backup Material
Backup Material

The State of Texas, County of BRAZOS

We, the undersigned, as County Commissioners within and for Brazos County, and the Honorable Duane Peters, County Judge of Brazos County, constituting the entire Commissioners' Court of Brazos County, during a regular meeting of said Court have examined the foregoing report and have caused an order to be entered upon the Minutes of the Commissioners' Court of Brazos County approving said Report as presented and submitted as true and correct by Laura Taylor Davis, Treasurer of Brazos County, as provided for in the Revised Statutes of the State of Texas. (*Texas Local Government Code, 114.026*)

Witness my hand this 15th day of August A.D. 2017



Karen McQueen

County Clerk, County of BRAZOS, State of Texas

Examined and approved in open Commissioners' Court this 15th day of

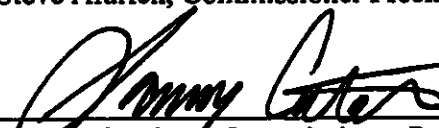
August 2017.



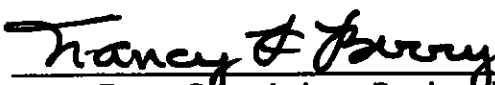
Duane Peters, County Judge



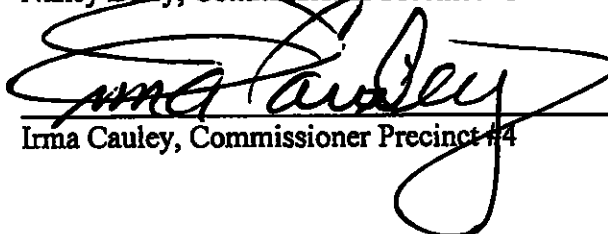
Steve Aldrich, Commissioner Precinct #1



Sammy Catalena, Commissioner Precinct #2



Nancy Berry, Commissioner Precinct #3



Irma Cauley, Commissioner Precinct #4

Treasurer's Report for the MONTH JUNE 2017
AND Q/E 6/30/17

JUNE 2017 TREASURER'S REPORT

FUND NUMBER & NAME	CASH BALANCE 5/31/2017	INCOMING	INVESTED TEXPOOL INTEREST - June	SUB-TOTAL	DISBURSED	CASH BALANCE 6/30/2017	INVESTED	CK.ACCT.BAL. 6/30/2017
0100 - GENERAL FUND	61,760,915.30	6,723,790.46	4,619.17	68,489,324.93	9,650,189.38	58,839,135.55	6,378,643.41	52,460,492.14
0200 - COUNTY HEALTH ENDOWMENT FUND	585,540.63	125.24	-	585,665.87	-	585,665.87	-	585,665.87
1100 - HOTEL OCCUPANCY TAX	2,259,060.00	201,987.63	-	2,461,047.63	1,219,415.14	1,241,632.49	-	1,241,632.49
1200 - STATE LATERAL ROAD	30,181.77	6.46	-	30,188.23	-	30,188.23	-	30,188.23
1300 - UNCLAIMED FUNDS	218,765.06	561.65	-	219,326.71	21,864.49	197,462.22	-	197,462.22
1500 - LAW LIBRARY	94,887.11	4,745.26	-	99,632.37	3,325.00	96,307.37	-	96,307.37
1600 - LOCAL PROVIDER PARTICIPATION	5,454,320.29	1,166.59	-	5,455,486.88	-	5,455,486.88	-	5,455,486.88
1700 - ALTERNATIVE DISPUTE RESOLUTION	3,435.00	3,385.00	-	6,820.00	3,435.00	3,385.00	-	3,385.00
1800 - LEOSE FUND	54,590.02	-	-	54,590.02	-	54,590.02	-	54,590.02
1900 - COUNTY RECORDS MANAGEMENT	323,683.77	8,802.73	-	332,486.50	11,481.75	321,004.75	-	321,004.75
2000 - COUNTY CLERK MGMT.FUND	698,004.09	33,373.59	-	731,377.68	14,359.46	717,018.22	-	717,018.22
2001 - COUNTY CLERK ARCHIVAL FUND	1,213,288.78	33,101.11	-	1,246,389.89	-	1,246,389.89	-	1,246,389.89
2200 - COURTHOUSE SECURITY FUND	132,242.39	7,972.51	-	140,214.90	27,349.00	112,865.90	-	112,865.90
2201 - JUSTICE COURT SECURITY FUND	70,493.18	1,383.64	-	71,876.82	-	71,876.82	-	71,876.82
2300 - DISTRICT CLERK MANAGEMENT FUND	183,413.12	1,488.39	-	184,901.51	-	184,901.51	-	184,901.51
2301 - DISTRICT CLERK ARCHIVAL FUND	80,674.67	1,802.25	-	82,476.92	-	82,476.92	-	82,476.92
2400 - JUSTICE @ PEACE - TECHNOLOGY FUND	152,200.70	4,175.28	-	156,375.98	4,105.14	152,270.84	-	152,270.84
2401 - CO & DIST.COURT TECHNOLOGY FUND	60,818.20	774.74	-	61,592.94	-	61,592.94	-	61,592.94
2500 - SPECIAL FORFEITURE FUND	33,439.88	7.15	-	33,447.03	463.40	32,983.63	-	32,983.63
2600 - D/A HOT CHECK COLLECT FEES	2,825.29	31.89	-	2,857.18	-	2,857.18	-	2,857.18
2700 - BAIL BOND BOARD FEES	90,465.41	519.35	-	90,984.76	-	90,984.76	-	90,984.76
2800 - VOTER REGISTRATION	17,960.84	3.84	-	17,964.68	-	17,964.68	-	17,964.68
2900 - VIT INTEREST FUND	196,719.06	107.28	-	196,826.34	886.61	195,939.73	-	195,939.73
3000 - COUNTY GRANTS	(127,295.36)	265,836.77	-	138,541.41	208,652.89	(70,111.48)	-	(70,111.48)
3400 - D/A CRIME FUND	127,512.86	4,304.77	-	131,817.63	86.57	131,731.06	-	131,731.06
3500 - PRIMARY ELECTION SERVICES	22,802.58	655.89	-	23,458.47	-	23,458.47	-	23,458.47
3901 - BC HOUSING FINANCE CORP	63,683.53	4,620.60	-	68,304.13	5,000.00	63,304.13	-	63,304.13
4315 - 2015 CERTIFICATES OF OBLIGATION	5,271,339.38	1,127.45	-	5,272,466.83	657,820.37	4,614,646.46	-	4,614,646.46
4500 - GEN.PERMANENT IMPV.	20,764,751.68	16,671.95	-	20,781,423.63	286,865.32	19,994,558.31	-	19,994,558.31
5000 - HEALTH & LIFE INSURANCE	1,974,611.08	2,031,063.40	-	4,005,674.48	1,201,197.11	2,804,477.37	-	2,804,477.37
6000 - PAYROLL	983,416.81	2,569,524.17	-	3,552,940.98	2,641,659.22	911,281.76	-	911,281.76
9100 - HEALTH DEPARTMENT	1,461,320.27	186,859.68	-	1,648,179.95	203,069.30	1,445,110.65	-	1,445,110.65
9700 - COMMUNITY SUPERVISION	1,069,555.20	523,592.36	-	1,593,147.56	317,417.02	1,275,730.54	-	1,275,730.54
TTL.OF ACCTS.IN POOL	104,829,717.59	12,633,519.08	4,619.17	117,467,855.84	16,478,642.17	100,989,213.67	6,378,643.41	94,610,570.26
4100 - GEN OBLIG DEBT SVC.	11,868,156.73	1,787,008.52	-	13,655,165.25	-	13,655,165.25	-	13,655,165.25
TOTAL	116,697,874.32	14,420,527.60	4,619.17	131,123,021.09	16,478,642.17	114,644,378.92	6,378,643.41	108,265,735.51

This report is submitted as true and correct to Commissioners Court by Laura Taylor Davis, Brazos County Treasurer, on 8/8/17

QUARTER ENDING 06/30/2016 TREASURER'S REPORT

	CASH BALANCE 4/30/2017	INCOMING	INVESTED TEXPOOL INTEREST - QTRLY	SUB-TOTAL	DISBURSED	CASH BALANCE 6/30/2017	INVESTED	CK.ACCT.BAL. 6/30/2017
0100 - GENERAL FUND	67,040,583.02	15,505,217.78	12,505.09	82,558,305.89	23,719,170.34	58,839,135.55	6,378,643.41	52,460,492.14
0200 - COUNTY HEALTH ENDOWMENT FUND	523,217.08	62,448.79	-	585,665.87	-	585,665.87	-	585,665.87
1100 - HOTEL OCCUPANCY TAX	1,986,922.20	669,779.70	-	2,656,701.90	1,415,069.41	1,241,632.49	-	1,241,632.49
1200 - STATE LATERAL ROAD	30,168.87	19.36	-	30,188.23	-	30,188.23	-	30,188.23
1300 - UNCLAIMED FUNDS	217,664.89	1,689.32	-	219,354.21	21,891.99	197,462.22	-	197,462.22
1500 - LAW LIBRARY	92,558.42	19,989.69	-	112,548.11	16,245.74	96,302.37	-	96,302.37
1600 - LOCAL PROVIDER PARTICIPATION	5,451,989.16	3,497.72	-	5,455,486.88	-	5,455,486.88	-	5,455,486.88
1700 - ALTERNATIVE DISPUTE RESOLUTION	3,765.00	9,835.00	-	13,600.00	10,215.00	3,385.00	-	3,385.00
1800 - LEASE FUND	55,142.77	-	-	55,142.77	552.75	54,590.02	-	54,590.02
1900 - COUNTY RECORDS MANAGEMENT	464,821.26	85,763.74	-	550,585.00	229,580.25	321,004.75	-	321,004.75
2000 - COUNTY CLERK MGMT.FUND	532,825.08	228,321.92	-	761,147.00	44,128.78	717,018.22	-	717,018.22
2001 - COUNTY CLERK ARCHIVAL FUND	1,153,940.61	92,449.28	-	1,246,389.89	-	1,246,389.89	-	1,246,389.89
2200 - COURTHOUSE SECURITY FUND	177,627.74	23,259.57	-	200,887.31	87,966.41	112,915.90	-	112,915.90
2201 - JUSTICE COURT SECURITY FUND	67,426.76	4,450.06	-	71,876.82	-	71,876.82	-	71,876.82
2300 - DISTRICT CLERK MANAGEMENT FUND	184,712.96	4,283.43	-	188,996.39	4,094.88	184,901.51	-	184,901.51
2301 - DISTRICT CLERK ARCHIVAL FUND	77,131.35	5,345.57	-	82,476.92	-	82,476.92	-	82,476.92
2400 - JUSTICE @ PEACE - TECHNOLOGY FUND	148,525.21	12,512.59	-	161,037.80	8,766.96	152,270.84	-	152,270.84
2401 - CO.& DIST.COURT TECHNOLOGY FUND	59,101.18	2,491.76	-	61,592.94	-	61,592.94	-	61,592.94
2500 - SPECIAL FORFEITURE FUND	38,438.88	23.59	-	38,462.47	5,478.84	32,983.63	-	32,983.63
2600 - D/A HOT CHECK COLLECT FEES	2,745.94	111.24	-	2,857.18	-	2,857.18	-	2,857.18
2700 - BAIL BOND BOARD FEES	90,105.31	1,057.94	-	91,163.25	178.49	90,984.76	-	90,984.76
2800 - VOTER REGISTRATION	20,674.86	189.92	-	20,864.78	2,900.10	17,964.68	-	17,964.68
2900 - VIT INTEREST FUND	199,985.73	267.08	-	200,252.81	4,313.08	195,939.73	-	195,939.73
3000 - COUNTY GRANTS	(38,595.73)	651,666.20	-	613,070.47	683,181.95	(70,111.48)	-	(70,111.48)
3400 - D/A CRIME FUND	132,200.76	4,954.27	-	137,155.03	5,423.97	131,731.06	-	131,731.06
3500 - PRIMARY ELECTION SERVICES	22,792.83	665.64	-	23,458.47	-	23,458.47	-	23,458.47
3901 - BC HOUSING FINANCE CORP	62,000.42	10,424.03	-	72,424.45	9,120.32	63,304.13	-	63,304.13
4315 - 2015 CERTIFICATES OF OBLIGATION	6,207,639.06	3,722.03	-	6,211,361.09	1,596,714.63	4,614,646.46	-	4,614,646.46
4500 - GEN.PERMANENT IMPV.	22,112,818.83	16,671.95	-	22,129,490.78	2,134,932.47	19,994,558.31	-	19,994,558.31
5000 - HEALTH & LIFE INSURANCE	2,726,571.07	4,432,757.73	-	7,159,328.80	4,354,851.43	2,804,477.37	-	2,804,477.37
6000 - PAYROLL	1,250,662.52	7,666,433.53	-	8,917,096.05	8,005,814.29	911,281.76	-	911,281.76
9100 - HEALTH DEPARTMENT	1,437,447.68	635,323.51	-	2,072,771.19	627,660.54	1,445,110.65	-	1,445,110.65
9700 - COMMUNITY SUPERVISION	1,215,720.22	952,606.85	-	2,168,327.07	892,596.53	1,275,730.54	-	1,275,730.54
TTL.OF ACCTS.IN POOL	113,749,326.94	31,108,230.79	12,505.09	144,870,062.82	43,880,849.15	100,989,213.67	6,378,643.41	94,610,570.26
4100 - GEN.OBLIG.DEBT SVC.	11,653,669.80	2,001,495.45	-	13,655,165.25	-	13,655,165.25	-	13,655,165.25
			12,505.09					
TOTAL	125,402,996.74	33,109,726.24	12,505.09	158,525,228.07	43,880,849.15	114,644,378.92		108,265,735.51

This report is submitted as true and correct to Commissioners Court by Laura Gaynor Davis, Brazos County Treasurer, on 3/8/17



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 8/15/2017

ITEM:

- a. Antonio & Maria Velasquez - Overpayment \$250.00
- b. K&D McGill LLC - Overpayment \$155.48
- c. Ana Martinez - Overpayment \$303.69
- d. Precious Hester Washington - Overpayment \$17.93
- e. Dee Ann Kuhn - Overpayment \$55.00

TO: Commissioners Court

DATE: 08/08/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Tax Refund Applications 8-15-17.pdf](#)

Description

Tax Refund Applications

Type

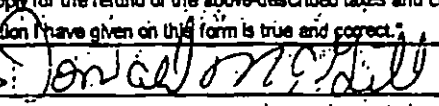
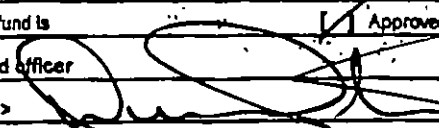
Cover Memo

116

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten Navasota ISD			
Phone Number 979-775-9930					
To apply for a tax refund, the taxpayer must complete the following:					
Step 1: Owner's name and address	VELASQUEZ ANTONIO & MARIA				
	15902 MOUND RD				
	HOCKLEY, TX 77447-8244				
Step 2: Describe the property	Legal PHILLIPS, BLOCK 27				
	Address 811 S TEXAS AVE				
	Acct.#	37761	or Tax Receipt #		
Step 3: Give the tax payment information	Name of Taxing unit	Tax Year	Date of	Amount	Refund amt
		of refund	Payment	Paid	Requested
	Zrefund	2016	7/24/2017	\$3,022.40	\$250.00
	TOTAL				\$250.00
	Taxpayer's reason for refund: OVERPAYMENT				
	Refund to: VELASQUEZ ANTONIO & MARIA				
	15902 MOUND DR HOCKLEY, TX 77447-8244				
Step 4: Sign the form and Return	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
	sign here > <i>Maria Velasquez</i>			date > 7/29/17	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5: Tax refund determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	Authorized officer				
	sign here > <i>[Signature]</i>			date > 8/15/17	
	Authorized officer of taxing unit for refund applications over amount required under				
	Section 31.11 Tax Code				
	sign here >			date >	

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Phone Number 979-775-9930		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten																																																			
To apply for a tax refund, the taxpayer must complete the following:																																																							
Step 1: Owner's name and address	K & D MCGILL LLC																																																						
	22554 FM 529 RD																																																						
	CYPRESS TX 77433-2106																																																						
Step 2: Describe the property	Legal CASTLE ROCK PH 2A BLOCK 3 LOT 12																																																						
	Address 4281 HOLLOWSTONE DR																																																						
	Acct.# 345044 or Tax Receipt #																																																						
Step 3: Give the tax payment information	<table border="1"> <thead> <tr> <th>Name of Taxing unit</th> <th>Tax Year of refund</th> <th>Date of Payment</th> <th>Amount Paid</th> <th>Refund amt Requested</th> </tr> </thead> <tbody> <tr> <td>Zrefund</td> <td>2016</td> <td>1/31/2016</td> <td>\$5,500.00</td> <td>\$155.48</td> </tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>					Name of Taxing unit	Tax Year of refund	Date of Payment	Amount Paid	Refund amt Requested	Zrefund	2016	1/31/2016	\$5,500.00	\$155.48																																								
	Name of Taxing unit	Tax Year of refund	Date of Payment	Amount Paid	Refund amt Requested																																																		
	Zrefund	2016	1/31/2016	\$5,500.00	\$155.48																																																		
Taxpayer's reason for refund: OP-Overpayment																																																							
Refund to K & D MCGILL LLC 22554 FM 529 RD CYPRESS TX 77433-2106																																																							
Step 4: Sign the form of Return	I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct.																																																						
	sign here > 			date > 7-25-17																																																			
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.																																																						
Step 5: Tax refund determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved																																																						
	Authorized officer 																																																						
	sign here >			date > 8/15/17																																																			
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code																																																						
	sign here >			date >																																																			

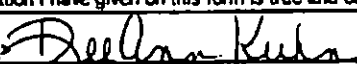

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Phone Number 978-775-9930	Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten Navasota ISD		
To apply for a tax refund, the taxpayer must complete the following:					
Step 1: Owner's name and address	MARTINEZ ANA				
	1715 DEER PATH ST				
	SAN ANTONIO, TX 78232-4720				
Step 2: Describe the property	Legal WOODSTOCK CONDO'S, BLDG M, UNIT 6				
	Address 1902 DARTMOUTH ST. M-6				
	Acct.# 50706				
Step 3: Give the tax payment information	<u>Name of Taxing unit</u>	<u>Tax Year of refund</u>	<u>Date of Payment</u>	<u>Amount Paid</u>	<u>Refund amt Requested</u>
		2016	5/9/2017	\$1,400	\$303.69
	Zrefund				
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to MARTINEZ ANA				
	1715 DEER PATH ST				
SAN ANTONIO, TX 78232-4720					
Step 4: Sign the form and return	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
	sign here > <i>Ana Martinez</i>			date > Aug. '17	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5: Tax refund determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	Authorized officer				
	sign here > <i>[Signature]</i>			date > 8/15/17	
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code				
	sign here >			date >	

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Phone Number 979-775-9930	Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten Navasota ISD		
To apply for a tax refund, the taxpayer must complete the following:					
Step 1:	WASHINGTON PRECIOUS HESTER				
Owner's name	267 DYNA DR				
and address	HOUSTON, TX 77060-4803				
Step 2:					
Describe the property	Legal	QUINN-PERKINS UNIT # 1 31152768-000 ENERVEST			
	Address				
	Acct.#	8840647			
Step 3:					
Give the tax payment information	<u>Name of Taxing unit</u>	<u>Tax Year</u>	<u>Date of</u>	<u>Amount</u>	<u>Refund amt</u>
		<u>of refund</u>	<u>Payment</u>	<u>Paid</u>	<u>Requested</u>
	Zrefund	2016	7/25/2017	\$17.93	\$17.93
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to WASHINGTON PRECIOUS HESTER				
	267 DYNA DR				
	HOUSTON, TX 77060-4803				
Step 4:					
Sign the form	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
and return	sign here > <i>Precious Washington</i>		date > <i>8/1/2017</i>		
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5:					
Tax refund determination	This tax refund is		<input checked="" type="checkbox"/> Approved		<input type="checkbox"/> Disapproved
	Authorized officer		<i>[Signature]</i>		
	sign here >		date > <i>8/15/17</i>		
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code				
	sign here >		date >		

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Phone Number 979-775-9930	Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten Navasota ISD		
To apply for a tax refund, the taxpayer must complete the following:					
Step 1:	Dee Ann Kuhn				
Owner's name	7315 Hayworthy Hwy				
and address	Granbury Tx 76048				
Step 2:					
Describe the property	Legal	Carousel Space 25			
	Address	5925 Hardy Weedon # 25			
	Acct.#	98591			
Step 3:					
Give the tax payment information	Name of Taxing unit	Tax Year of refund	Date of Payment	Amount Paid	Refund amt Requested
	Zrefund	2015	2/12/2015	\$55.00	\$55.00
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to Dee Ann Kuhn				
	7315 Hayworthy Hwy				
	Granbury Tx 76048				
Step 4:	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
Sign the form and return	sign here > 			date > 8-3-17	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5:	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
Tax refund determination	Authorized officer 			date > 8/15/17	
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code				
	sign here >			date >	



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Budget Office NUMBER:
DATE OF COURT MEETING: 8/15/2017
ITEM: Budget Amendments FY 16/17 46.1 - 46.3
TO: Commissioners Court
FROM: Irene Jett
DATE: 08/09/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00
SOURCE OF FUNDS: Individual budget amendments specifies sources.
ACTION REQUESTED OR ALTERNATIVES: Request approval.

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
46 Coversheet.pdf	46 Coversheet	Cover Memo
46.1.pdf	46.1 Juvenile	Backup Material
46.2.pdf	46.2 IT	Backup Material
46.3.pdf	46.3 Tax Office	Backup Material

17

BRAZOS COUNTY, TEXAS

BUDGET AMENDMENT(S) FOR THE 2016-2017 BUDGET YEAR

NO. 16/17 46.1 – 46.3

On this the 15th day of August 2017 at a regular meeting of the Commissioners' Court, the following members were present:

- A. Duane Peters, County Judge, Presiding
- B. Steve Aldrich, Commissioner, Precinct 1
- C. Sammy Catalena, Commissioner, Precinct 2
- D. Nancy Berry, Commissioner, Precinct 3
- E. Irma Cauley, Commissioner, Precinct 4
- F. Karen McQueen, County Clerk


The following proceedings were held:

THAT WHEREAS, on 15th day of August 2017 the Court heard and approved a budget amendment for the 2016-2017 budget year for Brazos County, Texas; and

WHEREAS, expenditure is necessary due to the necessity to meet unusual and unforeseen conditions which could not be reasonably included in the original budget adopted 6 September 2016, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

ADOPTED AND APPROVED this the 15th day of August 2017

THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.

By: 
Duane Peters, County Judge

Original: County Clerk's Office and
Attached to the original budget

8/15/2017

To recognize the commodities that have been received from The Department of Agriculture.

Department Approval _____ Date 8/15/17

County Judge Approval _____ Date _____

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
0100		48080000	CR	TDA Commodities	2,138.13	
0100	31900000	60350000	DR	Food and Food Supplements	338.13	
0100	11001500	61130000	DR	Contingency	1,800.00	

**BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 46.2
8/15/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Fund	Commissioners Court	Contingency	Departmental Support		6,705.38
General Fund	Information Technology	IT Services	Repairs and Maint.	6,705.38	
Commissioners' Court and Information Technology					
Reallocation of funds to the appropriate accounts to reroute the fiber cable at the Brazos County Tax Office.					

Date: 8/9/2017

Department Approval _____ Date _____
County Judge Approval _____ Date 8/15/17

[illegible]

8/15/2017

Reallocation of funds to the appropriate accounts to support the increase in utilities for the remainder of FY 17.

Department Approval: _____ Date: _____
County Judge Approval: _____ Date: 8/15/17

[illegible]



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources NUMBER:
DATE OF COURT MEETING: 8/15/2017
ITEM: Personnel Action Forms
TO: Commissioners Court
DATE: 08/10/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[PAF_08-15-17.doc](#)

Description

Cover Sheet

Type

Cover Memo

18

**PERSONNEL
CHANGE OF STATUS REQUESTS**

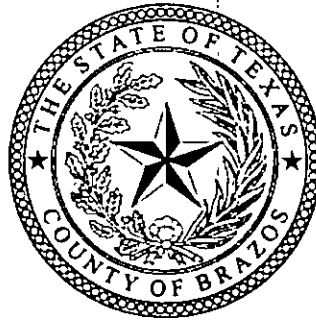
Commissioner Court Date. August 15, 2017 Department Submitting Information. Human Resources Purpose of Submissions. Consider and Take Action on Change Requests

Department Submitting Request(s)	Employee Request Applies To	Action Requested
CCL#1 / CCL#2	Hammond, Terry W	Change of Status
District Attorney – Crime Fund	Newbold, Kenneth E. Poe, Jennifer K.	Employment Separation
Facilities Services	Rivera, Aurora	Employment
Medical Services	Miller, Diana	Employment
Sheriff's Office – Detention	Pedersen, Zane P	Change of Status

Approved in Commissioners' Court: August 15, 2017

County Judge's or Commissioner's Signature:
(This Copy to be attached to minutes)





19

BRAZOS COUNTY
BRYAN, TEXAS

CLAIMS

COMMISSIONERS COURT MEETING • **August 15, 2017**

CLAIM TO BE PAID BY BRAZOS COUNTY

CLAIM # **7158390**

Thru

CLAIM # **7158652**

The Court voted unanimously to approve these Claims as submitted.

Duane Peters
County Judge

Karen McQueen
County Clerk



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 8/15/2017
ITEM: Acknowledgement of monthly reports submitted in July 2017.
TO: Commissioners Court
DATE: 08/10/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Monthly Reports Submitted in July 2017.pdf	Monthly Reports	Cover Memo



BRAZOS COUNTY
BRYAN, TEXAS

22

ACKNOWLEDGEMENT

The Brazos County Commissioners Court hereby acknowledges receipt of all monthly reports that were submitted during the month of

July 2017

Duane Peters
County Judge

8/15/17

Date