



## **MINUTES**

**NOVEMBER 7, 2023**

### **BRAZOS COUNTY COMMISSIONERS COURT**

### **REGULAR MEETING**

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A regular meeting of the Commissioners' Court of Brazos County, Texas was held in the 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, November 7, 2023 with the following members of the Court present:

Duane Peters, County Judge, Presiding;  
Steve Aldrich, Commissioner of Precinct 1;  
Chuck Konderla, Commissioner of Precinct 2;  
Nancy Berry, Commissioner of Precinct 3;  
Wanda J. Watson, 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 - Commissioner Watson
2. Call for Citizen input and/or concerns

Karen Hall thanked the Court for the election integrity workshop. She was particularly interested in implementing the additional randomized hand counts that were discussed and offered to volunteer, if needed. Ms. Hall then requested that the Court reconsider adding a second "Citizen input" item at the end of the agenda.

Dr. Walter Daugherty stated that he has heard positive feedback from the community on the Court hosting the election integrity workshop. He followed up on his comments regarding voter turnout in Presidential elections and cross check suggestions.

3. Presentations and/or Discussions

- Thompson's Creek Watershed Protection Plan by Jason Gerlich.

Texas Water Resources Institute Research Analyst Jason Gerlich informed the Court of the impaired waterway at Thompson's Creek and briefed them on the Watershed Protection Plan. Mr. Gerlich stated that the water analysis on Thompson's Creek is indicative of a level of E.coli bacteria that exceeds the State's required threshold. The Water Resources Institute has begun communicating with stakeholders and is working to engage the community in establishing a watershed protection plan that will improve the quality of the water. He anticipates workshops starting in the Spring of 2024 to discuss the plan.

Commissioner Watson requested clarification on the State threshold in comparison to the current E. coli geomean. Mr. Gerlich explained that the current geomean is 1150 and the geomean criteria is 126. Commissioner Aldrich inquired as to the cause of the high bacterial levels and the mitigation protocols to correct the issue. Mr. Gerlich stated that the cause of E. coli is from wildlife, namely feral hogs. Other counties have used the watershed protection plan to leverage funding for hog bounties and trapping. The Court thanked Mr. Gerlich for his presentation.

A copy of the presentation is attached.

**Consider and take action on agenda items: 4 - 21**

4. Proclamation 23-029 designating November 11, 2023 as Polish Day in Brazos County, Texas.

The Court voted unanimously to approve Proclamation 23-029 declaring November 11, 2023 as Polish Day. Judge Peters noted that Dr. Jim Mazurkiewicz was not in attendance to receive the proclamation but encouraged the community to read it, as it is very informative. A copy of the proclamation is attached.

Motion: Approve, Moved by Commissioner Chuck Konderla, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

5. Approval of cancellation of Commissioners Court for the week of December 25-29, 2023 due to the Christmas holidays.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Wanda J. Watson. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

6. Approval of non-profit organization application for Brazos County Inmate Work Crew Labor to assist with the National Guard in set up of tents for the Annual Radio Mash Toy Drive.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

7. Consider and approve the appointment of Nina Payne as Brazos County Budget Officer effective November 11, 2023.

Motion: Table, Moved by Commissioner Nancy Berry, Seconded by Commissioner Wanda J. Watson. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

8. Approval of the following Job Description:
  - a. Information Technology - B1246 - Chief Information Security Officer

A copy of the job description is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

9. Approval of contract with Garrett Family Investments, LLC for the purchase of real property in the amount of \$850,000.00.

A copy of the contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Wanda J. Watson. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

10. Approval of Contract #24-033R Oracle EPM Support with InnoFin solutions LLC.

A copy of the service contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

11. Approval of Contract #24-075 with Father Flanagan's Boys' Home for Housing Services.

A copy of the service contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

12. Approval of Renewal #24-076R Lane Striping and Pavement Markers with Highway 1, LLC.

A copy of the renewal of contract and bid tabulation is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

13. Approval of CIP #24-535 Tax Office Server Migration with Harris Govern.

A copy of the service contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Wanda J. Watson. Other. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

14. Consider and take action on the Wickson Creek SUD utility permit for 1" water line crossing under Wooded Drive located 200 feet southwest of Forest Drive. Site is located in Precinct 2.

Motion: Approve, Moved by Commissioner Chuck Konderla, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

15. Approval of acceptance of the roads and roadway drainage structures in Aggieland Business Park Phase 3B into the Brazos County road maintenance system. Site is located in Precinct 4.

Motion: Approve, Moved by Commissioner Wanda J. Watson, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

16. Approval of acceptance of the roads and roadway drainage structures of Aggieland Business Park Phase 3D into the Brazos County road maintenance system. Site is located in Precinct 4.

Motion: Approve, Moved by Commissioner Wanda J. Watson, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

17. Tax Refund Applications for the following:

**Overpayments**

- a. David's Bridal - \$660.34
- b. Emily Osborne - \$14.75
- c. Triad Financial Services - \$701.91
- d. Triad Financial Services - \$186.64
- e. Lawyer's Title - \$17.63

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Wanda J. Watson. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

18. Commissioners Court minutes for the following dates:

- a. October 03, 2023 - Regular Meeting



- b. October 10, 2023 - Regular Meeting
- c. October 17, 2023 - Regular Meeting
- d. October 24, 2023 - Regular Meeting
- e. October 24, 2023 - Workshop Session
- f. October 31, 2023 - Regular Meeting

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

#### 19. Budget Amendments.

- FY 22/23 Budget Amendments 55.01
- FY 23/24 Budget Amendments 6.01-6.04

FY 22/23 Budget Amendments 55.01

55.01 Reallocate funds for Elections Administration.

FY 23/24 Budget Amendments 6.01-6.04

6.01 Transfer Contingency funds to Capital funds.

6.02 Reallocate funds for Information Technology.

6.03 Reallocate funds for Information Technology.

6.04 Transfer Contingency funds to 472nd District Court.

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

#### 20. Personnel Change of Status.

- a. Employment & Separations
- b. Personnel Action Forms

A motioned was offered by Commissioner Berry, Seconded by Commissioner Konderla to approve the Personnel Action Forms with the exception of the form for Nina Payne. The motion passed unanimously. A copy of the Personnel Change of Status is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

#### 21. Payment of Claims.

Claims

8125627 – 8125740

9008917 – 9008989

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Wanda J. Watson. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

22. Acknowledgement of the MHMR FY 2024 Operating Budget, Staff Salaries by Position, and Executive Director's Total Compensation and Benefits pursuant to the Texas Health and Safety Code, Title 7, Subtitle A, §534.010 and §534.014.

The Court acknowledged receipt of the MHMR FY 2024 Operating Budget, Staff Salaries by Position, and Executive Director's Total Compensation and Benefits.

23. Acknowledgement of FY 2023-2024 Budget to Actuals by Fund as of November 1, 2023.

Acknowledgement of FY 2023-2024 Contingency Budget to Actuals by Fund as of November 1, 2023.

The Court acknowledged receipt of the 2023-2024 Budget to Actuals by Fund and Contingency Fund Budget to Actuals as of November 1, 2023.

24. Juvenile director's report on detention population.

Judge Peters reported on behalf of the Juvenile Director, there are 40 juveniles in the detention center, 31 are male and 9 are female, and 28 have electronic monitors.

25. Sheriff's report on inmate population.

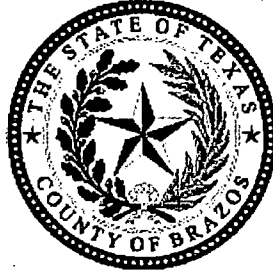
Sheriff Wayne Dicky stated there were 728 inmates in jail, 609 inmates are male, 119 are female and 52 have electronic monitors.

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

Commissioner Berry announced that it is election day and encouraged citizens to get out and vote. Commissioner Watson concurred, adding that the voter turnout is low.

Commissioner Konderla stated that the planning stage for Interstate 14 has begun. He encouraged residents to submit comments to TXDOT and make their opinion known. Commissioner Berry noted that a presentation on Interstate 14 will take place at the MPO meeting on Monday, November 13th and the public is invited to attend.

27. Adjourn.



FILED  
2023 NOV -3 P 1:00

*Karen McQueen*

**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 NOVEMBER 7, 2023 AT 10:00 AM IN THE  
COMMISSIONERS COURTROOM OF THE COUNTY  
ADMINISTRATION BUILDING, 200 SOUTH TEXAS AVE., SUITE 106,  
BRYAN, TX 77803, THE PUBLIC MAY WATCH THE MEETING LIVE  
AT FACEBOOK.COM/BRAZOSCOUNTYTX**

- 
1. Invocation and Pledge of Allegiance
    - U.S. and Texas Flag - Commissioner Watson
  2. Call for Citizen input and/or concerns
  3. Presentations and/or Discussions
    - Thompson's Creek Watershed Protection Plan by Jason Gerlich.

**Consider and take action on agenda items: 4 - 21**

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property in the amount of \$850,000.00.

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16. Approval of acceptance of the roads and roadway drainage structures of Aggieland Business Park Phase 3D into the Brazos County road maintenance system. Site is located in Precinct 4.
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  19. Budget Amendments.
    - FY 22/23 Budget Amendments 55.01
    - FY 23/24 Budget Amendments 6.01-6.04
  20. Personnel Change of Status.
    - a. Employment & Separations
    - b. Personnel Action Forms
  21. Payment of Claims.
  22. Acknowledgement of the MHMR FY 2024 Operating Budget, Staff Salaries by Position, and Executive Director's Total Compensation and Benefits pursuant to the Texas Health and Safety Code, Title 7, Subtitle A, §534.010 and §534.014.
  23. Acknowledgement of FY 2023-2024 Budget to Actuals by Fund as of November 1,

2023.

Acknowledgement of FY 2023-2024 Contingency Budget to Actuals by Fund as of November 1, 2023.

24. Juvenile director's report on detention population.
25. Sheriff's report on inmate population.
26. Announcement of interest items and possible future agenda topics.
27. 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, THE PUBLIC MAY WATCH THE MEETING LIVE AT [FACEBOOK.COM/BRAZOSCOUNTYTX](https://www.facebook.com/brazoscountytexas) 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.



The foregoing minutes of the Commissioners Court Meeting held November 7, 2023, have been examined and are approved in open Court this 5th day of December 2023, in Bryan, Brazos County, Texas .

A blue ink signature of Duane Peters, consisting of a large, stylized 'D' followed by a horizontal line and a small flourish.

Duane Peters  
County Judge

A blue ink signature of Steve Aldrich, featuring a series of connected loops and a horizontal line.

Steve Aldrich  
Commissioner, Precinct 1

A blue ink signature of Chuck Konderla, showing a series of horizontal strokes and a small flourish.

Chuck Konderla  
Commissioner, Precinct 2

A blue ink signature of Nancy Berry, with a stylized 'N' and 'B' and a horizontal line.

Nancy Berry  
Commissioner, Precinct 3

A blue ink signature of Wanda J. Watson, featuring a large, stylized 'W' and 'W' and a horizontal line.

Wanda J. Watson  
Commissioner, Precinct 4

Attest:

A blue ink signature of Karen McQueen, with a stylized 'K' and 'M' and a horizontal line.

Karen McQueen  
County Clerk

# BRAZOS COUNTY COMMISSIONER'S COURT

7 DAY OF November, 2023  
10:00 AM/PM, Regular Meeting

## Name

(PLEASE PRINT)

Cheryl Coffman

Aubrey Baggett

Jason Gerlich

DUNCAN KIKOYO

KAREN HALL

Helen Washington

Mina Bayne

WAYNE DICKY

MIKE STREET

ANN BONEY

Karen McQueen

Elb Workman

Ashlie Peters-Bowman

TREVOR LANSDOWN

Kyle Hawthorne

## Organization

(PLEASE PRINT)

Comm. Court

Comm. Court

Texas Water Resources Institute

TWRI

Delta

Academy

So

NAACP

County Clerk

County Clerk's Off

" " "

Co. Judge

85<sup>TH</sup> D.C.



# BRAZOS COUNTY COMMISSIONER'S COURT

7<sup>th</sup> DAY OF November, 2023  
10:00 (AM)PM, Regular Meeting

Name

(PLEASE PRINT)

Ben Holmes

Jeff Reeves

B. ERRAIT

Katie Connor

Kelly Connor

WALTER DAUGHERITY

Jose Lapla

WM. CHARLES WENDT

Katie Mack

Michelle Meade

Kevin Stuart

Paul Matamor

Spencer Mays

Ed Bell

Joseph Allen

Organization

(PLEASE PRINT)

Vet Services

Coyote Pct 1

CJ

Auditor

IT

SELF

Purch.

Purch.

BTID

BC OEM

BCSO

BCSO

Auditors

Office  
BVCOG

# BRAZOS COUNTY COMMISSIONER'S COURT

7<sup>th</sup> DAY OF November, 20 23  
10:00 (AM/PM, Regular Meeting

Name

(PLEASE PRINT)

MELISSA BOWES

Jennifer Salazar

Alan Cag

Prarthana Banerji

SUSAN LUCAS

Cristian Villarreal

Barbara Smith

Donald Lampo

Marsha Anderson

Organization

(PLEASE PRINT)

Co. Judge

HR

SENIORS

R&B

Self

Treas

Co Judge

Constable Pct. 2

Co. Judge Office



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/7/2023

ITEM: • Thompson's Creek Watershed Protection Plan by Jason Gerlich.

TO: Commissioners Court

DATE: 10/23/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Thompsons Creek Watershed Protection Plan.pdf](#)

Thompsons Creek Watershed Protection Plan

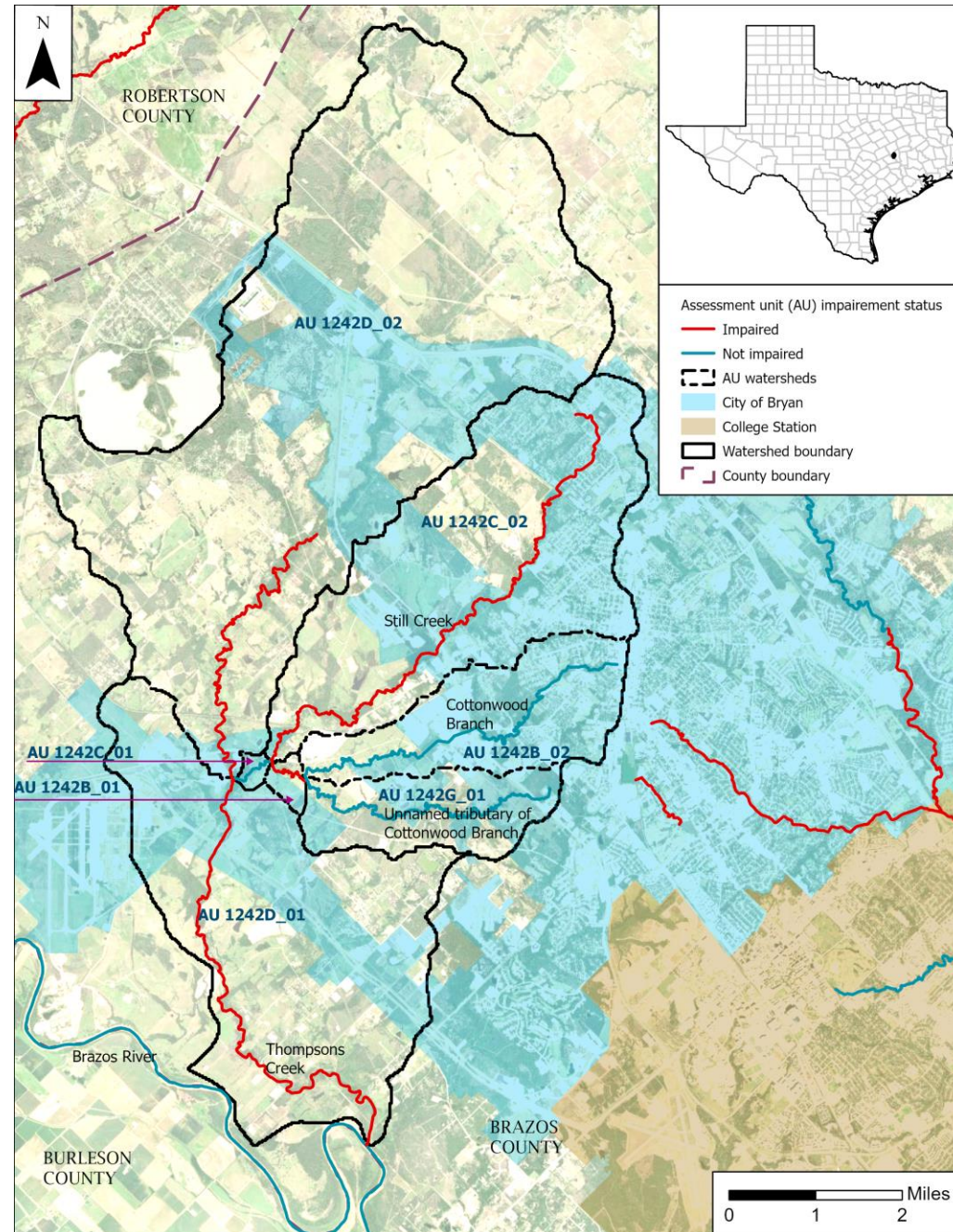
Backup Material

[Thompsons Creek Watershed Protection Plan Factsheet.pdf](#)

Thompsons Creek Watershed Protection Plan  
Factsheet

Backup Material

# Thompsons Creek Watershed Protection Plan



# Background

2002 Thompsons Creek  
listed as impaired

2006 Still Creek and  
Cottonwood Branch  
listed as impaired

- **Recreational Use Assessment**
  - 126 cfu/100 mL is appropriate for Still Creek
  - 630 cfu/100 mL is appropriate for Cottonwood Branch
  - Thompsons Creek Recreational Use Assessment still under review
  - Routine monitoring verified the impairment; therefore, something must be done to address it.
  - Funding was then acquired to move the watershed into the watershed planning process.

# Background

## Texas Water Quality Inventory

Water Body	Segment	Assessment unit	Station	Assessment results from the Texas 2022 Integrated Report		
				# of samples	7-year E. coli geomean (cfu/100 mL)	E. coli geomean criteria (cfu/100 mL)
Cottonwood Branch	1242B	1242B_01	17598	26	1,659	630
		1242B_02	17597	27	93	630
Still Creek	1242C	1242C_02	16882	47	234	126
Thompsons Creek	1242D	1242D_01	16396	36	1150	126
		1242D_02	16397	10	381	126

# Watershed Protection Plan

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A voluntary and locally-driven approach to address existing or potential water quality impairments

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Developed through a partnership with stakeholders who live and work in the watershed

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Allows for increased funding eligibility for the watershed

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# Implementation of a WPP

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Addressing the sources through available grants and newly available funding sources

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Getting people involved at the local level

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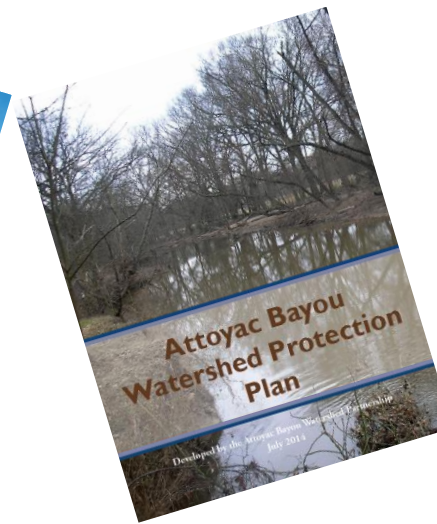
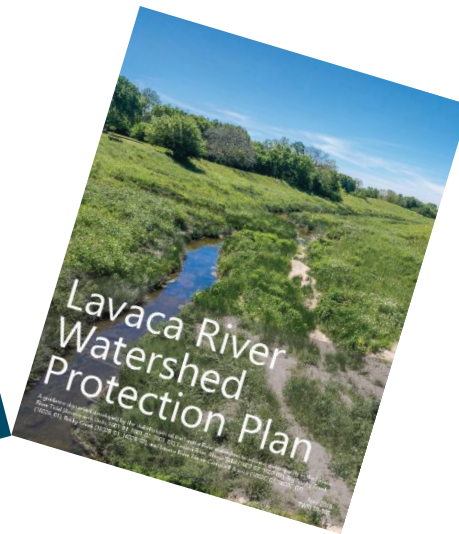
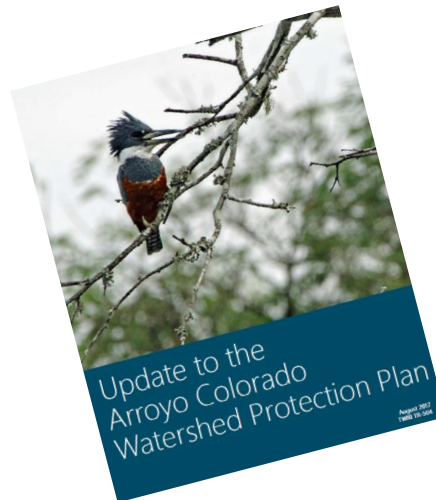
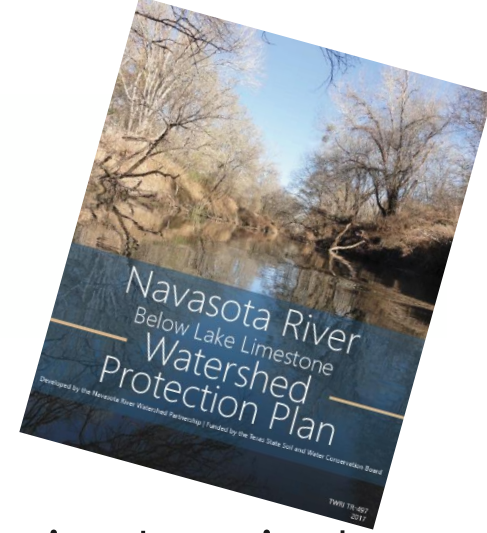
Restoration and protection of a valuable resource through voluntary, non-binding management measures



# Watershed Protection Plan

## Timeline

- Stakeholder meeting (beginning Jan 2024)
- Education and outreach program throughout the project period
  - Lone Star Healthy Streams workshop
  - Texas Well Owner Network training and well screening event
  - Texas Watershed Stewards workshop
  - Texas Riparian and Stream Ecosystem Education



**Thank you!**

## Contact us

Jason Gerlich (TWRI)  
[jason.gerlich@ag.tamu.edu](mailto:jason.gerlich@ag.tamu.edu)



Duncan Kikoyo (TWRI)  
[duncan.ahimbisibwe@ag.tamu.edu](mailto:duncan.ahimbisibwe@ag.tamu.edu)



**Acknowledgment**  
Project funded by the Texas  
Commission on Environmental  
Quality

# Thompsons Creek Watershed Protection Plan Factsheet



Jason Gerlich  
Project Contact  
[Jason.gerlich@ag.tamu.edu](mailto:Jason.gerlich@ag.tamu.edu)  
979-314-2352

## Project Area

The project area encompasses the Thompsons Creek Watershed to its confluence with the Brazos River. The area also includes Thompsons Creek's tributaries: Still Creek, Cottonwood Branch, and an unnamed tributary of Cottonwood Branch. All creeks are located within Brazos County near the cities of Bryan and College Station.

## The Issues

Water quality monitoring has shown elevated *E. coli* bacteria levels in Thompsons Creek, Still Creek, and a portion of Cottonwood Branch. These creeks do not meet water quality standards for contact recreation. Additional nutrient concerns in the watershed are present for presence of Nitrate, Ammonia, Chlorophyll-*a*, and Total Phosphorus. A portion of Thompsons Creek is also impaired for general use due to depressed dissolved oxygen levels.

- Thompsons Creek assessment unit 1242D\_01 geometric mean for *E. coli*: 1,150 MPN/100mL

## Why Should We Be Worried?

Exposure to high bacteria levels can cause health risks like gastrointestinal, respiratory, skin, eye, and ear illness. Excessive nutrients and depressed oxygen levels in water can lead to unpleasant odors, algae blooms, and cloudy water can negatively impact aquatic life.

## What Is the Cause?

Humans, pets, livestock, wildlife, and more. Any warm-blooded creature has *E. coli* bacteria in their lower intestines. Bacteria and excessive nutrients travel into our waterways from failing septic tanks, sewer leaks, and runoff from pet, farm, and wild animal waste.

## What Can We Collectively Do About These Issues?

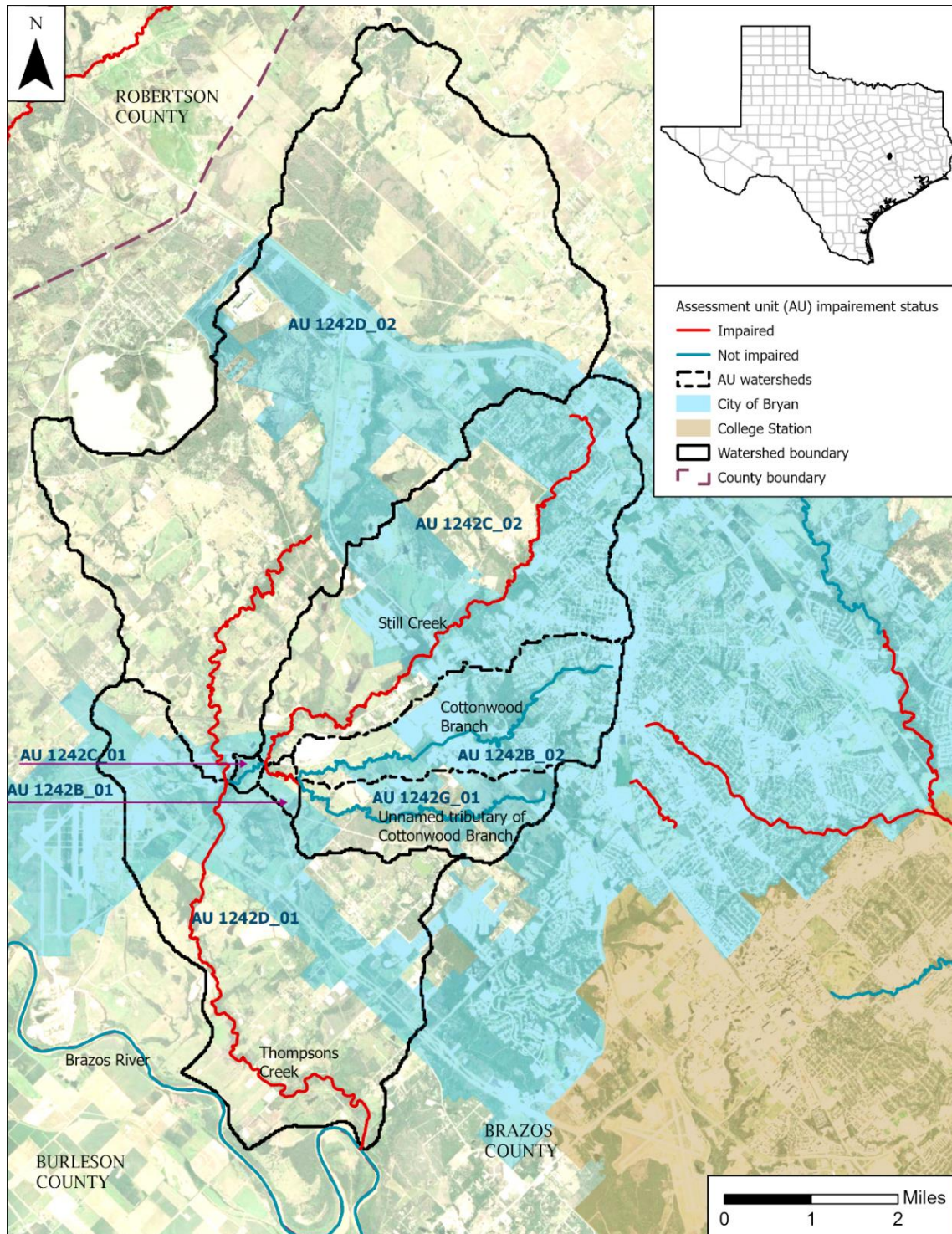
The Texas Water Resources Institute is working with local stakeholders and partners to develop a Watershed Protection Plan (WPP). The WPP will identify:

- Potential sources of water quality impairments
- Determine needed bacteria reductions to meet water quality goals
- Develop feasible voluntary management measures to reduce pollutants from entering area water bodies
- Layout management milestones and schedules
- Provide resources needed to implement the WPP

**Watershed Protection Plans are voluntary, non-regulatory, and stakeholder driven. When accepted they make funding for local educational and project resources easier to acquire. We would like to have you at the table!**



# Thompsons Creek Watershed Protection Plan Factsheet



Funding provided by the Texas Commission on Environmental Quality through a Clean Water Act Section 319(h) Grant from the U.S. Environmental Protection Agency.



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/7/2023

ITEM: Proclamation 23-029 designating November 11, 2023 as Polish Day in Brazos County, Texas.

TO: Commissioners Court

DATE: 08/14/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Proclamation - Polish Day.pdf](#)

**Description**

Proclamation - Polish Day

**Type**

Backup Material





## Proclamation

**WHEREAS**, the Brazos County Commissioners Court proclaims November 11, 2023, as Polish Day in Brazos County, Texas and to recognize the establishment of St. Joseph Catholic Parish in Bryan by Polish, Czech, German, and French families 150 years ago; and

**WHEREAS**, commemorating the Polish immigrants that settled in Brazos County and their many contributions in developing this state seeking religious, social, and economic freedoms; and

**WHEREAS**, on September 19, 1866, 12 planters from Walker/Austin Counties gathered at the Levy general store in New Waverly for the purpose of recruiting foreign labor; The members established themselves as the Waverly Emigration Society and commissioned Meyer Levy to travel to Europe to recruit 150 "foreign laborers" to work on their lands. The planters agreed to pay for passage of the immigrants to Texas and to pay the men \$90, \$100, and \$110 for their work in their first, second, and third years in America respectively, with women receiving \$20 less for their labors each year. On April 23, 1867, the first Polish immigrants to east Texas arrived at Galveston and arrived at their new homes on May 1, 1867; and

**WHEREAS**, according to the Catholic Directory for 1870, there were two priests located in Millican in 1869 servicing the missions of Anderson, Brenham, Independence, Navasota and Plantersville, areas of heavy Polish settlements.

**WHEREAS**, the early Polish immigrants as well as the Germans and Czech families came to Texas through the Port of Galveston and many of the descendants of these first families are still members of St. Joseph parish today; and

**WHEREAS**, Poles wrote letters home of the opportunities to buy cheap land in Texas and more families from Prussian Poland began to come. A few years later, an influx of Polish families from Galicia (Austrian-Hungarian participation) began to arrive in the Brazos Valley settling mostly in New Waverly, Bryan and Bremond, Texas.


**WHEREAS**, The Polish people that have come to Texas have helped shape the culture of Texas through their Christian faith, music, food, traditions and work ethic highlighting the values of faith, family, friendship and freedom;


**WHEREAS**, Over the past 150 years, we have seen Polish and other ethnic families move to Bryan/College Station and from surrounding parishes to St. Joseph. There are over 2,250 families within the parish, and we continue to celebrate our faith thanking God for the gift of this great country, the United States of America. There is no doubt that our diversity is what makes us strong, and we are all better for this.

**WHEREAS**, St. Joseph is the "Mother Parish" of all Catholic parishes in Brazos County; St. Joseph's is multi-ethnic today and our Sesquicentennial slogan reminds us, we are "Many Cultures- One Faith"; and

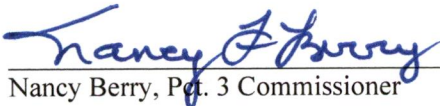
**NOW, THEREFORE, BE IT PROCLAIMED** that Brazos County Commissioners Court does hereby proclaim November 11, 2023 as Polish Day in Brazos County, Texas and to recognize the establishment of St. Joseph Catholic Parish in Bryan by Polish, Czech, German, and French families 150 years ago.

Proclaimed this 7<sup>TH</sup> day of November 2023.

  
Duane Peters, County Judge

  
Steve Aldrich, Pct. 1 Commissioner

  
Chuck Konderla, Pct. 2 Commissioner

  
Nancy Berry, Pct. 3 Commissioner

  
Wanda J. Watson, Pct. 4 Commissioner



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	11/7/2023
ITEM:	Approval of cancellation of Commissioners Court for the week of December 25-29, 2023 due to the Christmas holidays.
TO:	Commissioners Court
DATE:	10/27/2023
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
No Attachments Available		



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: NUMBER:  
DATE OF COURT MEETING: 11/7/2023  
ITEM: Approval of cancellation of Commissioners Court for the week of December 25-29, 2023 due to the Christmas holidays.  
TO: Commissioners Court  
DATE: 10/27/2023  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

No Attachments Available

**APPROVED**

A handwritten signature in blue ink, appearing to read "Duane Peters", written over a horizontal line.

Duane Peters  
County Judge

Date

11/7/23





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Brazos County Office of the Sheriff-Detention Ctr. NUMBER:

DATE OF COURT MEETING: 11/7/2023

ITEM: Approval of non-profit organization application for Brazos County Inmate Work Crew Labor to assist with the National Guard in set up of tents for the Annual Radio Mash Toy Drive.

TO: Commissioners Court

FROM: Chief Kevin Stuart, CJM

DATE: 10/30/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[2023 Radio MASH Toy Drive.pdf](#)

**Description**

Non-Profit application - Radio Mash

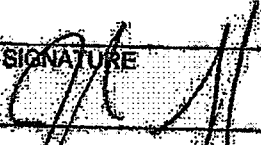
**Type**

Backup Material

# Non-Profit Organization Application for Brazos County Inmate Work Crew Labor

ORGANIZATION <b>Radio MASH Toy Drive, Inc.</b>		PHONE <b>979-776-1240</b>
ADDRESS STATE 1240 E Villa Maria Road Bryan TX 77802	CITY TX	FAX
CEO NAME <b>John Seigler</b>	CONTACT NAME <b>Ana Fraga</b>	

I certify that the above named organization is a nonprofit organization that qualifies for a tax exemption under Section 501(c)(3), Internal Revenue Code of 1986, as an organization described by Section 501(c)(3) of that code, and is organized as a nonprofit corporation under the Texas Non-Profit Corporation Act (Article 1396-1.01 et seq., Vernon's Texas Civil Statutes).

CEO SIGNATURE 	DATE <b>10/25/23</b>
---	-------------------------

Please provide a description of the type of work that will be assigned and equipment that will be used.

The workers will be using their hands (may need gloves) to assist the National Guard in putting up two (2) National Guard tents (with supervision from National Guard members.)  
They will also be putting up four (4) 10x10 and one (1) 20x20 frame tent from Party Time Rentals and Tents Over Texas (with supervision from Party Time and Tents Over Texas employees.) Please make sure they have coats/jackets, as the weather may be cold.

<b>Tuesday November 28, 2023</b>	<b>9:00 am</b>
<b>Monday December 4, 2023</b>	<b>8:00 am</b>

**\*\*Note\*\*** The allocation of a work crew to provide labor for your organization is subject to availability.



## Brazos County Office of the Sheriff Request for Work Crew Assignment

The Brazos County Office of the Sheriff has reviewed the application for assignment of a work crew.

- ☒ The type of labor and task requested is appropriate for work crew assignment. It is hereby requested that this application be placed on the agenda for the Brazos County Commissioners Court consideration of approval.
- ☐ The type of labor and task requested is not appropriate for work crew assignment. It is hereby requested that this application not be placed on the agenda for the Brazos County Commissioners Court consideration of approval.

Signature

Title

Chief Deputy

Date

10/30/22



## Brazos County Commissioners Court Approval for Work Crew Assignment

The Brazos County Commissioners Court has received the recommendation from the Brazos County Office of the Sheriff and has determined that the above non-profit organization provides a public service to the county or to a political subdivision located in whole or in part in the county. This approval for work crew assignment is valid effective from the date approved below through December 31<sup>st</sup> of the calendar year.

Approved by Commissioners Court on:

NOVEMBER 7, 2023

County Judge

Date

11/7/23



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Human Resources

NUMBER:

DATE OF COURT MEETING: 11/7/2023

ITEM: Approval of the following Job Description:  
• a. Information Technology - B1246 - Chief Information Security Officer

TO: Commissioners Court

DATE: 11/01/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Information Technology - B1246 - Chief Information Security Officer.docx</a>	Approval of the following Job Description: Information Technology - B1246 - Chief Information Security Officer	Backup Material



**Brazos County**  
**Job Description**  
Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B1246	<b>Title:</b>	Chief Information Security Officer
<b>Pay Group:</b>	31	<b>Department:</b>	Information Technology
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	Senior Network Administrator
<b>Approved Date:</b>	11/7/2023	<b>EEOC Category:</b>	Professionals

**General Summary:**

Under the direction of the Senior Network Administrator, works to improve the security of our information resources and ensures compliance with regulatory mandates.

**Essential Duties:**

- Monitoring security advisories and threat briefings from MS-ISAC, DHS, and other sources
- Identifying and appropriately addressing vulnerabilities
- Creating and conducting a threat awareness and education campaign
- Preparing incident response plans
- Updating and maintaining security policies
- Ensuring compliance with FBI CJIS, HIPPA, PCI and other security policies
- Assisting with the preparation of network diagrams required by policies
- Ensuring we continue to pass security audits
- Evaluating and recommending additional security measures
- Ensuring that newly deployed systems adhere to standard security configurations.
- Ensuring data confidentiality, integrity, and availability

**Other Duties as assigned.**

<b>Supervision</b>	
<b>Received:</b>	General instruction and periodic review
<b>Given:</b>	This position is responsible for the supervision of the Security Analyst including guiding and reviewing their work, conducting periodic performance evaluations, and mentoring.

<b>Education</b>	
<b>Required:</b>	Bachelor's degree in Computer Science, or a related field, plus two years of systems analysis and integration experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
<b>Preferred:</b>	MS in Computer Science, Computer Engineering, MIS, or related field.

<b>Experience</b>	
<b>Required:</b>	Two (2) years of work experience as a Security and Compliance Analyst, Systems Analyst, Systems Administrator, Network Administrator, or related field, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
<b>Preferred:</b>	Five (5) years of related work experience.

<b>Certificates, Licenses, Registrations</b>	
<b>Required:</b>	Valid driver's license
<b>Preferred:</b>	CISSP, CEH, ECSA

**APPROVED**

Duane Peters  
County Judge

11/7/23  
Date

<i>Physical Demands</i>	
<b>Typical:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to type; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee routinely is required to perform overhead work while standing on ladder, and in small tight spaces The employee must occasionally lift and/or move objects weighing up to 40 pounds, such as computers, printers, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, ability to adjust focus, and ability to differentiate colors.
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	<ul style="list-style-type: none"> <li>- Work well with others</li> <li>- Able to multi-task</li> <li>- Complete tasks unsupervised</li> <li>- Understanding of networking and security principles</li> <li>- Strong communication skills, both written and oral</li> <li>- Strong planning, organizational, problem-solving, and time-management skills.</li> </ul>
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate but may be noisy or distracting. The employee is required to perform multiple tasks simultaneously and to perform tedious and exacting work. The employee may be required to work closely with others as part of a team or perform required job functions remotely, to work under time pressures to meet deadlines, and to work in emergency situations.



NUMBER:

11/7/2023

Approval of contract with Garrett Family Investments, LLC for the purchase of real property in the amount of \$850,000.00.

Commissioners Court

10/30/2023

False

False

\$0.00

**File Name**

### Description

Commercial Contract - 718 Ashford Hills

## Backup Material



## COMMERCIAL CONTRACT - UNIMPROVED PROPERTY

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2022

1. **PARTIES:** Seller agrees to sell and convey to Buyer the Property described in Paragraph 2. Buyer agrees to buy the Property from Seller for the sales price stated in Paragraph 3. The parties to this contract are:

Seller: **GARRETT FAMILY INVESTMENTS LLC**

Address: **6166 IMPERIAL LOOP, Suite 14, Bryan, TX 77802**

Phone: \_\_\_\_\_ E-mail: **phillip@garrett-moving.com**

Mobile: **(979)255-3310** Fax or Other: \_\_\_\_\_

Buyer: **Mike Gentry or assigns**

Address: **1515 Emerald Plaza, College Station, TX 77845**

Phone: **(979)694-7000** E-mail: **mike.gentry@westwebblaw.com**

Mobile: \_\_\_\_\_ Fax or Other: **979-694-8000**

## 2. PROPERTY:

- A. "Property" means that real property situated in Brazos County, Texas at 718 Ashford Hills Drive, Bryan, TX (address) and that is legally described on the attached Exhibit A or as follows:

- B. Seller will sell and convey the Property together with:

- (1) all rights, privileges, and appurtenances pertaining to the Property, including Seller's right, title, and interest in any minerals, utilities, adjacent streets, alleys, strips, gores, and rights-of-way;
- (2) Seller's interest in all leases, rents, and security deposits for all or part of the Property; and
- (3) Seller's interest in all licenses and permits related to the Property.

*(Describe any exceptions, reservations, or restrictions in Paragraph 12 or an addendum.)*

*(If mineral rights are to be reserved an appropriate addendum should be attached.)*

## 3. SALES PRICE:

- A. At or before closing, Buyer will pay the following sales price for the Property:

- |   |    |                   |
|---|----|-------------------|
| (1) Cash portion payable by Buyer at closing .....      | \$ | <u>850,000.00</u> |
| (2) Sum of all financing described in Paragraph 4 ..... | \$ | _____             |
| (3) Sales price (sum of 3A(1) and 3A(2)) .....          | \$ | <u>850,000.00</u> |





B. Adjustment to Sales Price: (Check (1) or (2) only.)

- ☒ (1) The sales price will not be adjusted based on a survey.  
☐ (2) The sales price will be adjusted based on the latest survey obtained under Paragraph 6B.

(a) The sales price is calculated on the basis of \$ \_\_\_\_\_ per:

- ☐ (i) square foot of ☐ total area ☐ net area.  
☐ (ii) acre of ☐ total area ☐ net area.

(b) "Total area" means all land area within the perimeter boundaries of the Property. "Net area" means total area less any area of the Property within:

- ☐ (i) public roadways;  
☐ (ii) rights-of-way and easements other than those that directly provide utility services to the Property; and  
☐ (iii) \_\_\_\_\_

(c) If the sales price is adjusted by more than \_\_\_\_\_ % of the stated sales price, either party may terminate this contract by providing written notice to the other party within \_\_\_\_\_ days after the terminating party receives the survey. If neither party terminates this contract or if the variance is less than the stated percentage, the adjustment to the sales price will be made to the cash portion of the sales price payable by Buyer.

4. **FINANCING:** Buyer will finance the portion of the sales price under Paragraph 3A(2) as follows:

- ☐ A. Third Party Financing: One or more third party loans in the total amount of \$ \_\_\_\_\_.  
This contract:  
☒ (1) is not contingent upon Buyer obtaining third party financing.  
☐ (2) is contingent upon Buyer obtaining third party financing in accordance with the attached Commercial Contract Financing Addendum (TXR-1931).
- ☐ B. Assumption: In accordance with the attached Commercial Contract Financing Addendum (TXR-1931), Buyer will assume the existing promissory note secured by the Property, which balance at closing will be \$ \_\_\_\_\_.
- ☐ C. Seller Financing: Buyer will deliver a promissory note and deed of trust to Seller under the terms of the attached Commercial Contract Financing Addendum (TXR-1931) in the amount of \$ \_\_\_\_\_.

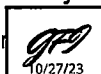
5. **EARNEST MONEY:**

A. Not later than 3 days after the effective date, Buyer must deposit \$ \$1,000.00 as earnest money with University Title Company (title company) at 1021 University Drive E, CS, TX 77840 (address) Kary Mersmann (closer). If Buyer fails to timely deposit the earnest money, Seller may terminate this contract or exercise any of Seller's other remedies under Paragraph 15 by providing written notice to Buyer before Buyer deposits the earnest money.

B. Buyer will deposit an additional amount of \$ \_\_\_\_\_ with the title company to be made part of the earnest money on or before:

- ☐ (i) \_\_\_\_\_ days after Buyer's right to terminate under Paragraph 7B expires; or  
☐ (ii) \_\_\_\_\_

Buyer will be in default if Buyer fails to deposit the additional amount required by this Paragraph 5B within 3 days after Seller notifies Buyer that Buyer has not timely deposited the additional amount.

  
10/27/23  
3:32 PM CDT

- C. Buyer may instruct the title company to deposit the earnest money in an interest-bearing account at a federally insured financial institution and to credit any interest to Buyer.

**6. TITLE POLICY AND SURVEY:**

**A. Title Policy:**

- (1) Seller, at Seller's expense, will furnish Buyer an Owner's Policy of Title Insurance (the title policy) issued by any underwriter of the title company in the amount of the sales price, dated at or after closing, insuring Buyer against loss under the title policy, subject only to:
- (a) those title exceptions permitted by this contract or as may be approved by Buyer in writing; and
  - (b) the standard printed exceptions contained in the promulgated form of title policy unless this contract provides otherwise.
- (2) The standard printed exception as to discrepancies, conflicts, or shortages in area and boundary lines, or any encroachments or protrusions, or any overlapping improvements:
- ☐ (a) will not be amended or deleted from the title policy.
  - ☒ (b) will be amended to read "shortages in areas" at the expense of x Buyer ☒ Seller.
- (3) Within 10 days after the effective date, Seller will furnish Buyer a commitment for title insurance (the commitment) including legible copies of recorded documents evidencing title exceptions. Seller authorizes the title company to deliver the commitment and related documents to Buyer at Buyer's address.



**B. Survey: Within 15 days after the effective date:**

- ☐ (1) Buyer will obtain a survey of the Property at Buyer's expense and deliver a copy of the survey to Seller. The survey must be made in accordance with the: (i) ALTA/NSPS Land Title Survey standards, or (ii) Texas Society of Professional Surveyors' standards for a Category 1A survey under the appropriate condition. Seller will reimburse Buyer \_\_\_\_\_ (insert amount) of the cost of the survey at closing, if closing occurs.
- ☐ (2) Seller, at Seller's expense, will furnish Buyer a survey of the Property dated after the effective date. The survey must be made in accordance with the: (i) ALTA/NSPS Land Title Survey standards, or (ii) Texas Society of Professional Surveyors' standards for a Category 1A survey under the appropriate condition.
- ☒ (3) Seller will deliver to Buyer and the title company a true and correct copy of Seller's most recent survey of the Property along with an affidavit required by the title company for approval of the existing survey. If the existing survey is not acceptable to the title company, ☒ Seller ☐ Buyer (updating party), will, at the updating party's expense, obtain a new or updated survey acceptable to the title company and deliver the acceptable survey to the other party and the title company within 30 days after the title company notifies the parties that the existing survey is not acceptable to the title company. The closing date will be extended daily up to 30 days if necessary for the updating party to deliver an acceptable survey within the time required. The other party will reimburse the updating party \_\_\_\_\_ (insert amount or percentage) of the cost of the new or updated survey at closing, if closing occurs.

**C. Buyer's Objections to the Commitment and Survey:**

- (1) Within 15 days after Buyer receives the last of the commitment, copies of the documents evidencing the title exceptions, and any required survey, Buyer may object in writing to matters disclosed in the items if: (a) the matters disclosed are a restriction upon the Property or constitute a defect or encumbrance to title other than those permitted by this contract or liens that Seller will



satisfy at closing or Buyer will assume at closing; or (b) the items show that any part of the Property lies in a special flood hazard area (an "A" or "V" zone as defined by FEMA). If the commitment or survey is revised or any new document evidencing a title exception is delivered, Buyer may object in writing to any new matter revealed in such revision or new document. Buyer's objection must be made within the same number of days stated in this paragraph, beginning when the revision or new document is delivered to Buyer. If Paragraph 6B(1) applies, Buyer is deemed to receive the survey on the earlier of: (i) the date Buyer actually receives the survey; or (ii) of the deadline specified in Paragraph 6B.

- (2) Seller may, but is not obligated to, cure Buyer's timely objections within 15 days after Seller receives the objections. The closing date will be extended as necessary to provide such time to cure the objections. If Seller fails to cure the objections by the time required, Buyer may terminate this contract by providing written notice to Seller within 5 days after the time by which Seller must cure the objections. If Buyer terminates, the earnest money, less any independent consideration under Paragraph 7B(1), will be refunded to Buyer.
- (3) Buyer's failure to timely object or terminate under this Paragraph 6C is a waiver of Buyer's right to object except that Buyer will not waive the requirements in Schedule C of the commitment.

## 7. PROPERTY CONDITION:

- A. Present Condition: Buyer accepts the Property in its present condition except that Seller, at Seller's expense, will complete the following before closing:

Property Sold As Is



- B. Feasibility Period: Buyer may terminate this contract for any reason within 90 days after the effective date (feasibility period) by providing Seller written notice of termination.

(1) Independent Consideration. (Check only one box and insert amounts.)

- ☒ (a) If Buyer terminates under this Paragraph 7B, the earnest money will be refunded to Buyer less \$ 500.00 that Seller will retain as independent consideration for Buyer's unrestricted right to terminate. Buyer has tendered the independent consideration to Seller upon payment of the amount specified in Paragraph 5A to the title company. The independent consideration is to be credited to the sales price only upon closing of the sale. If no dollar amount is stated in this Paragraph 7B(1) or if Buyer fails to deposit the earnest money, Buyer will not have the right to terminate under this Paragraph 7B.

- ☐ (b) Not later than 3 days after the effective date, Buyer must pay \$ \_\_\_\_\_ as independent consideration for Buyer's right to terminate by tendering such amount to the title company. Buyer authorizes escrow agent to release and deliver the independent consideration to Seller at any time upon Seller's request without further notice to or consent from Buyer. If Buyer terminates under this Paragraph 7B, the earnest money will be refunded to Buyer and Seller will retain the independent consideration. The independent consideration will be credited to the sales price only upon closing of the sale. If no dollar amount is stated in this Paragraph 7B(2) or if Buyer fails to pay the independent consideration, Buyer will not have the right to terminate under this Paragraph 7B.

- ☐ (2) Feasibility Period Extension: Prior to the expiration of the initial feasibility period, Buyer may extend the feasibility period for a single additional period of \_\_\_\_\_ days by delivering \$ \_\_\_\_\_ to the title company as additional earnest money.

- (a) \$ \_\_\_\_\_ of the additional earnest money will be retained by Seller as additional independent consideration for Buyer's unrestricted right to terminate, but will be credited to the



sales price only upon closing of the sale. If Buyer terminates under this Paragraph 7B, the additional earnest money will be refunded to Buyer and Seller will retain the additional independent consideration.

- (b) Buyer authorizes escrow agent to release and deliver to Seller the following at any time upon Seller's request without further notice to or consent from Buyer:
- (i) The additional independent consideration.
  - (ii) *(Check no boxes or only one box.)*  
☐ all or ☐ \$ \_\_\_\_\_ of the remaining portion of the additional earnest money, which will be refunded to Buyer if Buyer terminates under this Paragraph 7B or if Seller defaults under this contract.

If no dollar amount is stated in this Paragraph 7B(2) as additional earnest money or as additional independent consideration, or if Buyer fails to timely deliver the additional earnest money, the extension of the feasibility period will not be effective.

C. Inspections, Studies, or Assessments:

- (1) During the feasibility period, Buyer, at Buyer's expense, may complete or cause to be completed any and all inspections, studies, or assessments of the Property (including all improvements and fixtures) desired by Buyer.
- (2) Buyer must:
  - (a) employ only trained and qualified inspectors and assessors;
  - (b) notify Seller, in advance, of when the inspectors or assessors will be on the Property;
  - (c) abide by any reasonable entry rules or requirements of Seller;
  - (d) not interfere with existing operations or occupants of the Property; and
  - (e) restore the Property to its original condition if altered due to inspections, studies, or assessments that Buyer completes or causes to be completed.
- (3) Except for those matters that arise from the negligence of Seller or Seller's agents, Buyer is responsible for any claim, liability, encumbrance, cause of action, and expense resulting from Buyer's inspections, studies, or assessments, including any property damage or personal injury. Buyer will indemnify, hold harmless, and defend Seller and Seller's agents against any claim involving a matter for which Buyer is responsible under this paragraph. This paragraph survives termination of this contract.

D. Property Information:

- (1) Delivery of Property Information: Within 10 days after the effective date, Seller will deliver to Buyer the following to the extent in Seller's possession or control: *(Check all that apply.)*
- ☒ (a) copies of all current leases, including any mineral leases, pertaining to the Property, including any modifications, supplements, or amendments to the leases;
  - ☐ (b) copies of all notes and deeds of trust against the Property that Buyer will assume or that Seller will not pay in full on or before closing;
  - ☒ (c) copies of all previous environmental assessments, geotechnical reports, studies, or analyses made on or relating to the Property;
  - ☐ (d) copies property tax statements for the Property for the previous 2 calendar years;
  - ☒ (e) plats of the Property;
  - ☒ (f) copies of current utility capacity letters from the Property's water and sewer service provider; and
  - ☐ (g) \_\_\_\_\_



(2) Return of Property Information: If this contract terminates for any reason, Buyer will, not later than 10 days after the termination date: *(Check all that apply.)*

- ☐ (a) return to Seller all those items described in Paragraph 7D(1) that Seller delivered to Buyer in other than an electronic format and all copies that Buyer made of those items;
- ☐ (b) delete or destroy all electronic versions of those items described in Paragraph 7D(1) that Seller delivered to Buyer or Buyer copied in any format; and
- ☐ (c) deliver to Seller copies of all inspection and assessment reports related to the Property that Buyer completed or caused to be completed.

This Paragraph 7D(2) survives termination of this contract.

E. Contracts Affecting Operations: Until closing, Seller: (1) will operate the Property in the same manner as on the effective date under reasonably prudent business standards; and (2) will not transfer or dispose of any part of the Property, any interest or right in the Property, or any of the personal property or other items described in Paragraph 2B or sold under this contract. After the feasibility period ends, Seller may not enter into, amend, or terminate any other contract that affects the operations of the Property without Buyer's written approval.

## 8. LEASES:

A. Each written lease Seller is to assign to Buyer under this contract must be in full force and effect according to its terms. Seller may not enter into any new lease, fail to comply with any existing lease, or make any amendment or modification to any existing lease without Buyer's written consent. Seller must disclose, in writing, if any of the following exist at the time Seller provides the leases to the Buyer or subsequently occur before closing:

- (1) any failure by Seller to comply with Seller's obligations under the leases;
- (2) any circumstances under any lease that entitle the tenant to terminate the lease or seek any offsets or damages;
- (3) any advance sums paid by a tenant under any lease;
- (4) any concessions, bonuses, free rents, rebates, brokerage commissions, or other matters that affect any lease; and
- (5) any amounts payable under the leases that have been assigned or encumbered, except as security for loan(s) assumed or taken subject to under this contract.

B. Estoppel Certificates: Within \_\_\_\_\_ days after the effective date, Seller will deliver to Buyer estoppel certificates signed not earlier than \_\_\_\_\_ by each tenant that leases space in the Property. The estoppel certificates must include the certifications contained in the current version of TXR Form 1938 - Commercial Tenant Estoppel Certificate and any additional information requested by a third party lender providing financing under Paragraph 4 if the third party lender requests such additional information at least 10 days prior to the earliest date that Seller may deliver the signed estoppel certificates.



**9. BROKERS:**

A. The brokers to this sale are:

Principal Broker: Conlee Real Estate

Cooperating Broker: none

Agent: Craig Conlee

Agent: \_\_\_\_\_

Address: 3006 Gleneagle  
Bryan, TX 77802

Address: \_\_\_\_\_

Phone & Fax: (325)347-7757

Phone & Fax: \_\_\_\_\_

E-mail: conleerealestate@yahoo.com

E-mail: \_\_\_\_\_

License No.: 0572256

License No.: \_\_\_\_\_

Principal Broker: (Check only one box)

Cooperating Broker represents Buyer.

- ☒ represents Seller only.  
☐ represents Buyer only.  
☐ is an intermediary between Seller and Buyer.

B. Fees: (Check only (1) or (2) below.)

(Complete the Agreement Between Brokers on page 14 only if (1) is selected.)

☒ (1) Seller will pay Principal Broker the fee specified by separate written commission agreement between Principal Broker and Seller. Principal Broker will pay Cooperating Broker the fee specified in the Agreement Between Brokers found below the parties' signatures to this contract.

☐ (2) At the closing of this sale, Seller will pay:

Principal Broker a total cash fee of:

☐ \_\_\_\_\_ % of the sales price.

Cooperating Broker a total cash fee of:

☐ \_\_\_\_\_ % of the sales price.

The cash fees will be paid in \_\_\_\_\_ County, Texas. Seller authorizes the title company to pay the brokers from the Seller's proceeds at closing.

**NOTICE:** Chapter 62, Texas Property Code, authorizes a broker to secure an earned commission with a lien against the Property.

C. The parties may not amend this Paragraph 9 without the written consent of the brokers affected by the amendment.

**10. CLOSING:**

A. The date of the closing of the sale (closing date) will be on or before the later of:

(1) ☒ 30 days after the expiration of the feasibility period. 10 days  
☐ \_\_\_\_\_ (specific date).

(2) 7 days after objections made under Paragraph 6C have been cured or waived.

B. If either party fails to close by the closing date, the non-defaulting party may exercise the remedies in Paragraph 15.



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and Buyer G

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C. At closing, Seller will execute and deliver, at Seller's expense, a ☒ general ☐ special warranty deed. The deed must include a vendor's lien if any part of the sales price is financed. The deed must convey good and indefeasible title to the Property and show no exceptions other than those permitted under Paragraph 6 or other provisions of this contract. Seller must convey the Property:

- (1) with no liens, assessments, or other security interests against the Property which will not be satisfied out of the sales price, unless securing loans Buyer assumes;
- (2) without any assumed loans in default; and
- (3) with no persons in possession of any part of the Property as lessees, tenants at sufferance, or trespassers except tenants under the written leases assigned to Buyer under this contract.

D. At closing, Seller, at Seller's expense, will also deliver to Buyer:

- (1) tax statements showing no delinquent taxes on the Property;
- (2) an assignment of all leases to or on the Property;
- (3) to the extent assignable, an assignment to Buyer of any licenses and permits related to the Property;
- (4) evidence that the person executing this contract is legally capable and authorized to bind Seller;
- (5) an affidavit acceptable to the title company stating that Seller is not a foreign person or, if Seller is a foreign person, a written authorization for the title company to: (i) withhold from Seller's proceeds an amount sufficient to comply with applicable tax law; and (ii) deliver the amount to the Internal Revenue Service (IRS) together with appropriate tax forms; and
- (6) any notices, statements, certificates, affidavits, releases, and other documents required by this contract, the commitment, or law necessary for the closing of the sale and issuance of the title policy, all of which must be completed by Seller as necessary.

E. At closing, Buyer will:

- (1) pay the sales price in good funds acceptable to the title company;
- (2) deliver evidence that the person executing this contract is legally capable and authorized to bind Buyer;
- (3) sign and send to each tenant in a lease for any part of the Property a written statement that:
  - (a) acknowledges Buyer has received and is responsible for the tenant's security deposit; and
  - (b) specifies the exact dollar amount of the security deposit;
- (4) sign an assumption of all leases then in effect; and
- (5) execute and deliver any notices, statements, certificates, or other documents required by this contract or law necessary to close the sale.

F. Unless the parties agree otherwise, the closing documents will be as found in the basic forms in the current edition of the State Bar of Texas Real Estate Forms Manual without any additional clauses.

**11. POSSESSION:** Seller will deliver possession of the Property to Buyer upon closing and funding of this sale in its present condition with any repairs Seller is obligated to complete under this contract, ordinary wear and tear excepted. Any possession by Buyer before closing or by Seller after closing that is not authorized by a separate written lease agreement is a landlord-tenant at sufferance relationship between the parties.

**12. SPECIAL PROVISIONS:** The following special provisions apply and will control in the event of a conflict with other provisions of this contract. *(If special provisions are contained in an Addendum, identify the Addendum here and reference the Addendum in Paragraph 22D.)*

During the Feasibility Period, the Buyer will (1) obtain at Buyer's expense an appraisal of the Property, and (2) confirmation from the City of Bryan that the Property can be used for the Buyer's intended purpose. If either item (1) or (2) is not acceptable to the Buyer, the Buyer may terminate the Contract prior to the expiration of the Feasibility Period.



### 13. SALES EXPENSES:

A. Seller's Expenses: Seller will pay for the following at or before closing:

- (1) releases of existing liens, other than those liens assumed by Buyer, including prepayment penalties and recording fees;
- (2) release of Seller's loan liability, if applicable;
- (3) tax statements or certificates;
- (4) preparation of the deed;
- (5) one-half of any escrow fee;
- (6) costs to record any documents to cure title objections that Seller must cure; and
- (7) other expenses that Seller will pay under other provisions of this contract.

B. Buyer's Expenses: Buyer will pay for the following at or before closing:

- (1) all loan expenses and fees;
- (2) preparation of any deed of trust;
- (3) recording fees for the deed and any deed of trust;
- (4) premiums for flood insurance as may be required by Buyer's lender;
- (5) one-half of any escrow fee;
- (6) other expenses that Buyer will pay under other provisions of this contract.

### 14. PRORATIONS:

A. Prorations:

- (1) Interest on any assumed loan, taxes, rents, and any expense reimbursements from tenants will be prorated through the closing date.
- (2) If the amount of ad valorem taxes for the year in which the sale closes is not available on the closing date, taxes will be prorated on the basis of taxes assessed in the previous year. If the taxes for the year in which the sale closes vary from the amount prorated at closing, the parties will adjust the prorations when the tax statements for the year in which the sale closes become available. This Paragraph 14A(2) survives closing.
- (3) If Buyer assumes a loan or is taking the Property subject to an existing lien, Seller will transfer all reserve deposits held by the lender for the payment of taxes, insurance premiums, and other charges to Buyer at closing and Buyer will reimburse such amounts to Seller by an appropriate adjustment at closing.

B. Rollback Taxes: If Seller's use or change in use of the Property before closing results in the assessment of additional taxes, penalties, or interest (assessments) for periods before closing, the assessments will be the obligation of the Seller. If this sale or Buyer's use of the Property after closing results in additional assessments for periods before closing, the assessments will be the obligation of Buyer. This Paragraph 14B survives closing.

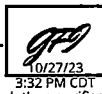
C. Rent and Security Deposits: At closing, Seller will tender to Buyer all security deposits and the following advance payments received by Seller for periods after closing: prepaid expenses, advance rental payments, and other advance payments paid by tenants. Rents prorated to one party but received by the other party will be remitted by the recipient to the party to whom it was prorated within 5 days after the rent is received. This Paragraph 14C survives closing.

### 15. DEFAULT:

- A. If Buyer fails to comply with this contract, Buyer is in default and Seller, as Seller's sole remedy(ies), may terminate this contract and receive the earnest money, as liquidated damages for Buyer's failure

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and Buyer 

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except for any damages resulting from Buyer's inspections, studies or assessments in accordance with Paragraph 7C(3) which Seller may pursue; or

(Check if applicable)

☐ enforce specific performance, or seek such other relief as may be provided by law.

B. If, without fault, Seller is unable within the time allowed to deliver the estoppel certificates, survey or the commitment, Buyer may:

- (1) terminate this contract and receive the earnest money, less any independent consideration under Paragraph 7B(1), as liquidated damages and as Buyer's sole remedy; or
- (2) extend the time for performance up to 15 days and the closing will be extended as necessary.

C. Except as provided in Paragraph 15B, if Seller fails to comply with this contract, Seller is in default and Buyer may:

- (1) terminate this contract and receive the earnest money, less any independent consideration under Paragraph 7B(1), as liquidated damages and as Buyer's sole remedy; or
- (2) enforce specific performance, or seek such other relief as may be provided by law, or both.

**16. CONDEMNATION:** If before closing, condemnation proceedings are commenced against any part of the Property, Buyer may:

A. terminate this contract by providing written notice to Seller within 15 days after Buyer is advised of the condemnation proceedings and the earnest money, less any independent consideration paid under Paragraph 7B(1), will be refunded to Buyer; or

B. appear and defend in the condemnation proceedings and any award will, at Buyer's election, belong to:

- (1) Seller and the sales price will be reduced by the same amount; or
- (2) Buyer and the sales price will not be reduced.

**17. ATTORNEY'S FEES:** If Buyer, Seller, any broker, or the title company is a prevailing party in any legal proceeding brought under or with relation to this contract or this transaction, such party is entitled to recover from the non-prevailing parties all costs of such proceeding and reasonable attorney's fees. This Paragraph 17 survives termination of this contract.

**18. ESCROW:**

A. At closing, the earnest money will be applied first to any cash down payment, then to Buyer's closing costs, and any excess will be refunded to Buyer. If no closing occurs, the title company may require payment of unpaid expenses incurred on behalf of the parties and a written release of liability of the title company from all parties.

B. If one party makes written demand for the earnest money, the title company will give notice of the demand by providing to the other party a copy of the demand. If the title company does not receive written objection to the demand from the other party within 15 days after the date the title company sent the demand to the other party, the title company may disburse the earnest money to the party making demand, reduced by the amount of unpaid expenses incurred on behalf of the party receiving the earnest money and the title company may pay the same to the creditors.

C. The title company will deduct any independent consideration under Paragraph 7B(1) before disbursing any earnest money to Buyer and will pay the independent consideration to Seller.

D. If the title company complies with this Paragraph 18, each party hereby releases the title company from all claims related to the disbursement of the earnest money.

E. Notices under this Paragraph 18 must be sent by certified mail, return receipt requested. Notices to the title company are effective upon receipt by the title company.

F. Any party who wrongfully fails or refuses to sign a release acceptable to the title company within 7 days after receipt of the request will be liable to the other party for: (i) damages; (ii) the earnest money; (iii) reasonable attorney's fees; and (iv) all costs of suit.

G. ☐ Seller ☐ Buyer intend(s) to complete this transaction as a part of an exchange of like-kind properties in accordance with Section 1031 of the Internal Revenue Code, as amended. All expenses in connection with the contemplated exchange will be paid by the exchanging party. The other party will not incur any expense or liability with respect to the exchange. The parties agree to cooperate fully and in good faith to arrange and consummate the exchange so as to comply to the maximum extent feasible with the provisions of Section 1031 of the Internal Revenue Code. The other provisions of this contract will not be affected in the event the contemplated exchange fails to occur.

**19. MATERIAL FACTS:** To the best of Seller's knowledge and belief: *(Check only one box.)*

☐ A. Seller is not aware of any material defects to the Property except as stated in the attached Commercial Property Condition Statement (TXR-1408).

☒ B. Except as otherwise provided in this contract, Seller is not aware of:

- (1) any subsurface: structures, pits, waste, springs, or improvements;
- (2) any pending or threatened litigation, condemnation, or assessment affecting the Property;
- (3) any environmental hazards or conditions that materially affect the Property;
- (4) whether the Property is or has been used for the storage or disposal of hazardous materials or toxic waste, a dump site or landfill, or any underground tanks or containers;
- (5) whether radon, asbestos containing materials, urea-formaldehyde foam insulation, lead-based paint, toxic mold (to the extent that it adversely affects the health of ordinary occupants), or other pollutants or contaminants of any nature now exist or ever existed on the Property;
- (6) any wetlands, as defined by federal or state law or regulation, on the Property;
- (7) any threatened or endangered species or their habitat on the Property;
- (8) any present or past infestation of wood-destroying insects in the Property's improvements;
- (9) any contemplated material changes to the Property or surrounding area that would materially and detrimentally affect the ordinary use of the Property;
- (10) any condition on the Property that violates any law or ordinance.

*(Describe any exceptions to (1)-(10) in Paragraph 12 or an addendum.)*

**20. NOTICES:** All notices between the parties under this contract must be in writing and are effective when hand-delivered, mailed by certified mail return receipt requested, sent by a national or regional overnight delivery service that provides a delivery receipt, or sent by confirmed facsimile transmission to the parties addresses or facsimile numbers stated in Paragraph 1. The parties will send copies of any notices to the broker representing the party to whom the notices are sent.

☒ A. Seller also consents to receive any notices by e-mail at Seller's e-mail address stated in Paragraph 1.

☒ B. Buyer also consents to receive any notices by e-mail at Buyer's e-mail address stated in Paragraph 1.

**21. DISPUTE RESOLUTION:** The parties agree to negotiate in good faith in an effort to resolve any dispute related to this contract that may arise. If the dispute cannot be resolved by negotiation, the parties will submit the dispute to mediation before resorting to arbitration or litigation and will equally share the costs of a mutually acceptable mediator. This paragraph survives termination of this contract. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

**22. AGREEMENT OF THE PARTIES:**

A. This contract is binding on the parties, their heirs, executors, representatives, successors, and permitted assigns. This contract is to be construed in accordance with the laws of the State of Texas. If any term or condition of this contract shall be held to be invalid or unenforceable, the remainder of this

Commercial Contract - Unimproved Property concerning 718 Ashford Hills Drive, Bryan, TX

contract shall not be affected thereby. All individuals signing represent that they have the authority to sign on behalf of and bind the party for whom they are signing.

- B. This contract contains the entire agreement of the parties and may not be changed except in writing.
- C. If this contract is executed in a number of identical counterparts, each counterpart is an original and all counterparts, collectively, constitute one agreement.
- D. Addenda which are part of this contract are: *(Check all that apply.)*

- ☒ (1) Property Description Exhibit identified in Paragraph 2;
- ☐ (2) Commercial Contract Financing Addendum (TXR-1931);
- ☐ (3) Commercial Property Condition Statement (TXR-1408);
- ☐ (4) Commercial Contract Addendum for Special Provisions (TXR-1940);
- ☐ (5) Notice to Purchaser of Real Property in a Water District (MUD);
- ☐ (6) Addendum for Coastal Area Property (TXR-1915);
- ☐ (7) Addendum for Property Located Seaward of the Gulf Intracoastal Waterway (TXR-1916);
- ☐ (8) Information About Brokerage Services (TXR-2501);
- ☐ (9) Information About Mineral Clauses in Contract Forms (TXR-2509);
- ☐ (10) Notice of Obligation to Pay Improvement District Assessment (TXR-1955, PID); and
- ☐ (11) \_\_\_\_\_

*(Note: Counsel for Texas REALTORS® has determined that any of the foregoing addenda which are promulgated by the Texas Real Estate Commission (TREC) or published by Texas REALTORS® are appropriate for use with this form.)*

- E. Buyer ☒ may ☐ may not assign this contract. If Buyer assigns this contract, Buyer will be relieved of any future liability under this contract only if the assignee assumes, in writing, all obligations and liability of Buyer under this contract.

**23. TIME:** Time is of the essence in this contract. The parties require strict compliance with the times for performance. If the last day to perform under a provision of this contract falls on a Saturday, Sunday, or federal reserve bank holiday, the time for performance is extended until the end of the next day which is not a Saturday, Sunday, or federal reserve bank holiday.

**24. EFFECTIVE DATE:** The effective date of this contract for the purpose of performance of all obligations is the date the title company receipts this contract after all parties execute this contract.

**25. ADDITIONAL NOTICES:**

- A. Buyer should have an abstract covering the Property examined by an attorney of Buyer's selection, or Buyer should be furnished with or obtain a title policy.
- B. If the Property is situated in a utility or other statutorily created district providing water, sewer, drainage, or flood control facilities and services, Chapter 49, Texas Water Code, requires Seller to deliver and Buyer to sign the statutory notice relating to the tax rate, bonded indebtedness, or standby fees of the district before final execution of this contract.
- C. Notice Required by §13.257, Water Code: "The real property, described below, that you are about to purchase may be located in a certificated water or sewer service area, which is authorized by law to provide water or sewer service to the properties in the certificated area. If your property is located in a certificated area there may be special costs or charges that you will be required to pay before you can receive water or sewer service. There may be a period required to construct lines or other facilities necessary to provide water or sewer service to your property. You are advised to determine if the property is in a certificated area and contact the utility service provider to determine the cost that you will be required to pay and the period, if any, that is required to provide water or sewer service to your property. The undersigned purchaser hereby acknowledges receipt of the foregoing notice at or before

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the execution of a binding contract for the purchase of the real property described in the notice or at closing of purchase of the real property." The real property is described in Paragraph 2 of this contract.

- D. If the Property adjoins or shares a common boundary with the tidally influenced submerged lands of the state, §33.135 of the Texas Natural Resources Code requires a notice regarding coastal area property to be included as part of this contract (*the Addendum for Coastal Area Property (TXR-1915) may be used*).
- E. If the Property is located seaward of the Gulf Intracoastal Waterway, §61.025, Texas Natural Resources Code, requires a notice regarding the seaward location of the Property to be included as part of this contract (*the Addendum for Property Located Seaward of the Gulf Intracoastal Waterway (TXR-1916) may be used*).
- F. If the Property is located outside the limits of a municipality, the Property may now or later be included in the extra-territorial jurisdiction (ETJ) of a municipality and may now or later be subject to annexation by the municipality. Each municipality maintains a map that depicts its boundaries and ETJ. To determine if the Property is located within a municipality's ETJ, Buyer should contact all municipalities located in the general proximity of the Property for further information.
- G. Brokers are not qualified to perform property inspections, surveys, engineering studies, environmental assessments, or inspections to determine compliance with zoning, governmental regulations, or laws. Buyer should seek experts to perform such services. Buyer should review local building codes, ordinances and other applicable laws to determine their effect on the Property. Selection of experts, inspectors, and repairmen is the responsibility of Buyer and not the brokers. Brokers are not qualified to determine the credit worthiness of the parties.
- H. NOTICE OF WATER LEVEL FLUCTUATIONS: If the Property adjoins an impoundment of water, including a reservoir or lake, constructed and maintained under Chapter 11, Water Code, that has a storage capacity of at least 5,000 acre-feet at the impoundment's normal operating level, Seller hereby notifies Buyer: "The water level of the impoundment of water adjoining the Property fluctuates for various reasons, including as a result of: (1) an entity lawfully exercising its right to use the water stored in the impoundment; or (2) drought or flood conditions."
- I. PUBLIC IMPROVEMENT DISTRICTS: If the Property is in a public improvement district, Seller is required by §5.014, Property Code to give Buyer a written notice concerning the obligation to pay assessments. The form of the required notice is available as a part of the Notice of Obligation to Pay Improvement District Assessment (TXR-1955).
- J. LICENSE HOLDER DISCLOSURE: Texas law requires a real estate license holder who is a party to a transaction or acting on behalf of a spouse, parent, child, business entity in which the license holder owns more than 10%, or a trust for which the license holder acts as a trustee or of which the license holder or the license holder's spouse, parent or child is a beneficiary, to notify the other party in writing before entering into a contract of sale. Disclose if applicable: \_\_\_\_\_
26. **CONTRACT AS OFFER:** The execution of this contract by the first party constitutes an offer to buy or sell the Property. Unless the other party accepts the offer by 5:00 p.m., in the time zone in which the Property is located, on \_\_\_\_\_, the offer will lapse and become null and void.



Commercial Contract - Unimproved Property concerning 718 Ashford Hills Drive, Bryan, TX

**READ THIS CONTRACT CAREFULLY.** The brokers and agents make no representation or recommendation as to the legal sufficiency, legal effect, or tax consequences of this document or transaction. **CONSULT** your attorney **BEFORE** signing.

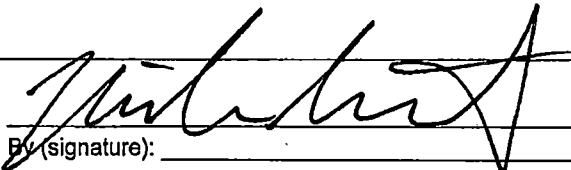
**Seller:** GARRETT FAMILY INVESTMENTS LLC

**Buyer:** Mike Gentry or assigns

By: 

<i>Garrett Family Investments, LLC</i>	dotloop verified 10/27/23 3:32 PM CDT VQQP-55JN-VCTI-QDYS
--	---

  
By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By:   
By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AGREEMENT BETWEEN BROKERS**

(use only if Paragraph 9B(1) is effective)

Principal Broker agrees to pay \_\_\_\_\_ (Cooperating Broker) a fee when the Principal Broker's fee is received. The fee to be paid to Cooperating Broker will be:

☐ \$ \_\_\_\_\_, or  
☐ \_\_\_\_\_ % of the sales price, or  
☐ \_\_\_\_\_ % of the Principal Broker's fee.

The title company is authorized and directed to pay Cooperating Broker from Principal Broker's fee at closing. This Agreement Between Brokers supersedes any prior offers and agreements for compensation between brokers.

Principal Broker: \_\_\_\_\_ Cooperating Broker: \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_

**ATTORNEYS**

Seller's attorney: **Fred Bayliss**  
Address: **3300 Briarcrest Ste 301**  
**Bryan, TX 77802**  
Phone & Fax: **979-693-8361**  
E-mail: **jbayliss@baylisslaw.net**

Seller's attorney requests copies of documents, notices, and other information:

☒ the title company sends to Seller.  
☒ Buyer sends to Seller.

Buyer's attorney: **Mike Gentry**  
**1515 Emerald Plaza**  
Address: **College Station, TX 77845**  
Phone & Fax: **(979)694-7000** **(979)694-8000**  
E-mail: **mike.gentry@westwebb.law**

Buyer's attorney requests copies of documents, notices, and other information:

☒ the title company sends to Buyer.  
☒ Seller sends to Buyer.

**ESCROW RECEIPT**

The title company acknowledges receipt of:

☐ A. the contract on this day \_\_\_\_\_ (effective date);  
☐ B. earnest money in the amount of \$ \_\_\_\_\_ in the form of \_\_\_\_\_  
on \_\_\_\_\_

Title company: \_\_\_\_\_ Address: \_\_\_\_\_

By: \_\_\_\_\_ Phone & Fax: \_\_\_\_\_

Assigned file number (GF#): \_\_\_\_\_ E-mail: \_\_\_\_\_



**"Exhibit A"**

**METES AND BOUNDS DESCRIPTION  
OF A  
6.468 ACRE TRACT  
ZENO PHILLIPS LEAGUE, A-45  
BRYAN, BRAZOS COUNTY, TEXAS**

METES AND BOUNDS DESCRIPTION OF ALL THAT CERTAIN TRACT OF LAND LYING AND BEING SITUATED IN THE ZENO PHILLIPS LEAGUE, ABSTRACT NO. 45, BRYAN, BRAZOS COUNTY, TEXAS. SAID TRACT BEING THE REMAINDER OF A CALLED 10.0037 ACRE TRACT OF LAND AS DESCRIBED BY A DEED TO CONLEE-GARRETT PORTABLE STORAGE SYSTEMS, LLC RECORDED IN VOLUME 13935, PAGE 150 OF THE OFFICIAL PUBLIC RECORDS OF BRAZOS COUNTY, TEXAS.

SAID TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** AT A 3/8 INCH IRON ROD FOUND (Y:10218179.34, X:3542165.68) ON THE SOUTHEAST LINE OF LOT 12, BLOCK 2, CEDAR RIDGE PHASE ONE AS SHOWN ON THE PLAT RECORDED IN VOLUME 395, PAGE 761 OF THE DEED RECORDS OF BRAZOS COUNTY, TEXAS. SAID IRON ROD FOUND MARKING THE NORTH CORNER OF SAID REMAINDER OF 10.0037 ACRE TRACT AND THE WEST CORNER OF LOT 1R, BLOCK 1, ASHFORD HILLS SUBDIVISION AS SHOWN ON THE PLAT RECORDED IN VOLUME 12942, PAGE 20 OF THE OFFICIAL PUBLIC RECORDS OF BRAZOS COUNTY, TEXAS. COORDINATES AND BEARING SYSTEM SHOWN HEREIN ARE NAD83 (TEXAS STATE PLANE CENTRAL ZONE GRID NORTH) BASE ON THE PUBLISHED COORDINATES OF THE CITY OF BRYAN CONTROL MONUMENT GPS-70 (Y:10216298.235, X:3542365.664) AND AS ESTABLISHED BY GPS OBSERVATION. DISTANCES SHOWN HEREIN ARE GRID DISTANCES. TO DETERMINE SURFACE DISTANCES MULTIPLY BY A COMBINED SCALE FACTOR OF 1.00009411 (CALCULATED USING GEOID12B);

**THENCE:** S 48° 08' 57" E ALONG THE SOUTHWEST LINE OF SAID ASHFORD HILLS SUBDIVISION FOR A DISTANCE OF 499.65 FEET (PLAT CALL: S 45° 32' 44" E - 499.86 FEET, 422/825) TO A 1/2 INCH IRON ROD WITH CAP STAMPED 'JONES & CARTER' FOUND ON THE NORTHWEST LINE OF LOT 1, BLOCK 1, THE PRESIDIO SUBDIVISION AS SHOWN ON THE PLAT RECORDED IN VOLUME 6934, PAGE 280 OF THE OFFICIAL PUBLIC RECORDS OF BRAZOS COUNTY, TEXAS. SAID IRON ROD FOUND MARKING THE SOUTH CORNER OF LOT 1, BLOCK 2, ASHFORD HILLS SUBDIVISION AS SHOWN ON THE PLAT RECORDED IN VOLUME 422, PAGE 825 OF THE DEED RECORDS OF BRAZOS COUNTY, TEXAS;

**THENCE:** S 41° 53' 09" W ALONG THE COMMON LINE OF SAID REMAINDER OF 10.0037 ACRE TRACT AND SAID LOT 1 OF THE PRESIDIO SUBDIVISION FOR A DISTANCE OF 329.10 FEET (PLAT CALL: S 41° 59' 46" W - 329.54 FEET, 6934/280) TO A 1/2 INCH IRON ROD FOUND MARKING THE WEST CORNER OF THE PRESIDIO SUBDIVISION AND THE NORTH CORNER OF LOT 31, BLOCK 'A', VILLA FOREST SECTION TWO AS SHOWN ON THE PLAT RECORDED IN VOLUME 384, PAGE 487 OF THE DEED RECORDS OF BRAZOS COUNTY, TEXAS;

**"Exhibit A"**

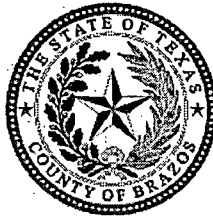
**THENCE:** S 41° 50' 15" W ALONG THE COMMON LINE OF SAID REMAINDER OF 10.0037 ACRE TRACT AND SAID BLOCK 'A' FOR A DISTANCE OF 228.47 FEET (DEED CALL BEARING: S 44° 27' 16" W, 13935/150) TO A ½ INCH IRON ROD FOUND MARKING THE SOUTH CORNER OF SAID 10.0037 ACRE TRACT AND THE EAST CORNER OF LOT 1, BLOCK 1, VILLA FOREST WEST, FIRST INSTALLMENT AS SHOWN ON THE PLAT RECORDED IN VOLUME 405, PAGE 325 OF THE DEED RECORDS OF BRAZOS COUNTY, TEXAS;

**THENCE:** N 48° 09' 46" W ALONG THE COMMON LINE OF SAID REMAINDER OF 10.0037 ACRE TRACT AND SAID BLOCK 1, VILLA FOREST WEST, FOR A DISTANCE OF 358.68 FEET (DEED CALL: N 45° 32' 44" W - 358.72 FEET, 13935/150) TO A ½ INCH IRON ROD WITH PLASTIC CAP STAMPED 'KERR 4502' SET MARKING THE COMMON CORNER OF LOTS 5 AND 6 OF SAID BLOCK 1;

**THENCE:** N 65° 53' 29" W CONTINUING ALONG SAID COMMON LINE FOR A DISTANCE OF 147.96 FEET (DEED CALL: N 63° 14' 48" W - 148.15 FEET, 13935/150) TO A ½ INCH IRON ROD FOUND IN CONCRETE MARKING THE WEST CORNER OF SAID REMAINDER OF 10.0037 ACRE TRACT AND THE SOUTH CORNER OF LOT 5, BLOCK 2, CEDAR RIDGE PHASE TWO AS SHOWN ON THE PLAT RECORDED IN VOLUME 452, PAGE 297 OF THE DEED RECORDS OF BRAZOS COUNTY, TEXAS;

**THENCE:** N 41° 51' 36" E ALONG THE SOUTHEAST LINE OF SAID CEDAR RIDGE PHASES ONE AND TWO FOR A DISTANCE OF 602.75 FEET (DEED CALL BEARING: N 44° 27' 16" E, 13935/150) TO THE POINT OF BEGINNING CONTAINING 6.468 ACRES OF LAND, MORE OR LESS, AS SURVEYED ON THE GROUND SEPTEMBER 2018. SEE PLAT PREPARED OCTOBER 2018, FOR MORE DESCRIPTIVE INFORMATION.





**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: NUMBER:  
DATE OF COURT MEETING: 11/7/2023  
ITEM: Approval of contract with Garrett Family Investments, LLC for the purchase of real property in the amount of \$850,000.00.  
TO: Commissioners Court  
DATE: 10/30/2023  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

Commercial\_Contract\_-\_718\_Ashford\_Hills.pdf

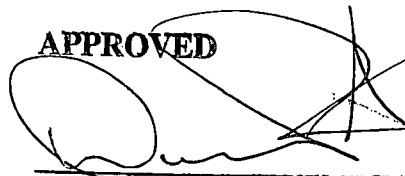
**Description**

Commercial Contract - 718 Ashford Hills

**Type**

Backup Material

**APPROVED**

  
Duane Peters  
County Judge

11/7/23  
Date



**ATTACHMENTS:**

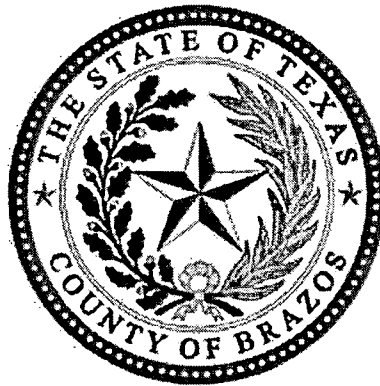
**Type**

## Backup Material

**Services Statement of Work for:**

**Brazos County  
Oracle EPM Support**

**300 E 26<sup>th</sup> Street  
Bryan, TX 77803**



**INNOFIN  
SOLUTIONS**

**Submitted: October 5, 2023**

**This proposal was prepared by:**

**Kim Jenkins**

**InnoFin Solutions LLC**

**1745 Shea Center Drive,**

**Suite 400**

**Highlands Ranch, CO 80129**

**(720) 252-6539**

**[kim.jenkins@innofinsolutions.com](mailto:kim.jenkins@innofinsolutions.com)**

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**PAYMENT TERMS..... 5**

**Statement of Work Terms:**

This Statement of Work ("SOW") is a Time and Materials Agreement release and is effective as of November 1, 2023. This SOW includes the following parties:

**BETWEEN:**

Brazos County  
300 E 26<sup>TH</sup> Street  
Bryan, TX 77803

**AND:**

InnoFin Solutions LLC ("InnoFin" or "Contractor")  
1745 Shea Center Drive  
Suite 400  
Highlands Ranch, CO 80129

The terms of this SOW are limited to the scope of this SOW and shall not apply to any other SOWs which may exist between the parties.

**Project Scope and Objectives**

InnoFin will provide skilled Oracle resources to assist Brazos County in supporting the Oracle Enterprise Performance Management (EPM) application on an on-going basis.

InnoFin Solutions will be a single point of contact for Brazos County EPM administrators for questions and to resolve issues with the Oracle application. InnoFin will provide technical and functional expertise as requested and ensure timely resolution of technical and functional issues.

The following activities are in scope:

1. Data loading assistance
2. Calculation updates
3. Dimension member and hierarchy updates
4. Financial reports and SmartView template troubleshooting & minor updates
5. Webform troubleshooting and minor updates
6. Security troubleshooting & minor updates
7. Input form changes
8. Support for end-user administration
9. Minor application adjustments
10. Answer questions on the application

The following activities are not considered support and are examples of out of scope activities:

1. \*Major changes to the application including, but not limited to, adding new dimensions or data sources, and/or designing, building and testing new cubes.
2. Onboarding new users
3. Troubleshooting desktop connection issues

\*Major changes are defined as changes individually requiring over 40 hours of consultant time.

**Support Process:**

InnoFin will provide oversight and follow-up of help tickets submitted by Brazos County through InnoFin's ticket system, called Zendesk. Below are the steps to submit a help ticket:

1. Navigate to <http://innofinsolutions.com>
2. Click on "Support"
3. Click "Add" in the upper Left-Hand corner and create a new ticket. Populate the subject, description, and priority, and click "Submit as New" in the lower right-hand corner.

InnoFin will comply with the following Service Level Agreement:

<b>Ticket Priority</b>	<b>Definition</b>	<b>Response Time</b>
Urgent	Total loss of PBCS with no workaround in place. High Impact degradation of service	24 hours
High	Low Impact degradation of Application or a non-critical function	48 hours
Normal	Oracle PBCS Enhancements, etc.	72 hours
Low		To be agreed upon based on the complexity of the request

\*Based on InnoFin Service Desk Hours of Operation: 8AM-5PM U.S. Central Time Zone, Monday-Friday, excluding Federal Holidays

**General Assumptions:**

1. Major changes to the application will be contracted separately through a SOW specific to that effort
2. InnoFin resources will work offsite to resolve tickets for the duration of the support contract; however, InnoFin resources can travel to Brazos County's facility upon request and pending mutually agreeable travel dates. Online web conferencing tools will be provided by InnoFin to facilitate any necessary meetings while InnoFin resources are not onsite at Brazos County.
3. Brazos County shall grant InnoFin access to its Oracle Enterprise Performance Management environment to perform services contained in this Statement of Work
4. Brazos County shall keep its Oracle licenses current, including support and maintenance

**Consultant Rates and Estimated Professional Fees**

The following is a budget of hours reserved solely for support activities and to be used only as support is requested by Brazos County. InnoFin will provide a weekly status report to Brazos County following weeks in which support hours are incurred, in order to mutually track the balance of remaining hours.

These hours are good for one year.

InnoFin reserves the right to annually adjust the Hourly Rate annually once approved by Brazos County.

Position	Total Hours	Hourly Rate	Total Fees
Application Support	125	\$160	\$20,000
<b>Total</b>	<b>125</b>		<b>\$20,000</b>

Note: The support consultant will work offsite.

**Payment Terms**

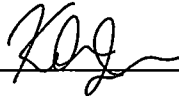
InnoFin will invoice monthly for hours incurred. Payment terms are **Net 30 days** from invoice date.



Each party is signing this Statement of Work on the date stated opposite that party's signature.

INNOFIN SOLUTIONS LLC

Date: 10/16/2023

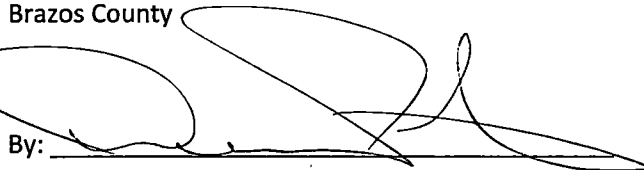
By: 

Name (Print): Kimberly Jenkins

Title: Owner

Brazos County

Date: 11/7/2023

By: 

Name (Print): DUANE PETERS

Title: COUNTY JUDGE



**ATTACHMENTS:**

## Backup Material

## **CONTRACT FOR RESIDENTIAL SERVICES**

In accordance with provisions of the **Brazos County Juvenile Probation Department**, hereinafter called "**JUVENILE DEPARTMENT**" and **Father Flanagan's Boys' Home** hereinafter called "**SERVICE AGENCY**," by this Agreement, and in consideration of the mutual promises set forth below agree to the following:

### **I. PROVISIONS OF SERVICE AND COMPENSATION**

A. The SERVICE AGENCY agrees to provide the following residential services for housing and supervision of alleged or adjudicated juvenile offenders placed in licensed juvenile care facilities by the JUVENILE DEPARTMENT (hereinafter referred to as "residents"), which services shall be limited to:

1. Provide secure and/or non-secure residential facilities for residents at the Levels of Care indicated in **Exhibit Nos. 1 and 2** (which are attached hereto and incorporated herein for all purposes);
2. Each resident placed in SERVICE AGENCY's residential facilities pursuant to this Contract shall have access to the community to achieve treatment or correctional objectives through applicable educational or employment programs provided by SERVICE AGENCY. SERVICE AGENCY's residential facilities and services described on Addendum #1 and #2 attached hereto are not primarily used for (a) the confinement or detention of juvenile residents or others, or (b) the restriction of the movements and activities of juvenile residents or subject juvenile residents to control through the use of physical barriers or intensive supervision.
3. Provide medical attention for each resident placed in the SERVICE AGENCY's facilities in accordance with Paragraph O of this Article I;
4. Provide crisis intervention for each resident placed in the SERVICE AGENCY's facilities at the Levels of Care indicated in Exhibit Nos. 1 and 2, including all emergency counseling and routine counseling for each resident, as necessary;
5. 5. SERVICE AGENCY will be financially responsible for all medical, dental, psychiatric, pharmacy, optometry, and therapeutic care provided to a youth up to a maximum of \$5,000 annually. Any medical, dental, pharmacy or optometry needs that exceed the \$5,000 maximum annually will be the financial responsibility of the Juvenile Department. THE SERVICE AGENCY will make reasonable efforts to bill third party payors, including Medicaid, for the aforementioned health care expenses based on information provided by the Agency. If the SERVICE AGENCY is not reimbursed by third party payors exceeding \$5,000 annually, the Juvenile Department shall be financially responsible for fifty percent (50%) of the gross charges for such health care expenses provided by FFBH providers and shall reimburse the SERVICE AGENCY for one hundred percent (100%) of the health care expenses FFBH purchased from external or non-FFBH providers;

6. Participate in the formulation, preparation, review and modification of an Individual Program Plan (IPP) for each resident, pursuant to Article II herein;
7. Prepare and maintain a written progress report for each resident, as provided in Paragraph I of this Article I; and
7. Maintain records for residents in accordance with applicable laws and regulations and the provisions hereof.

B. As consideration for the above-specified services, the JUVENILE DEPARTMENT agrees to pay the SERVICE AGENCY the amounts set forth on Exhibit No. 2 attached hereto, which are calculated per resident for each day in which each resident is provided services by SERVICE AGENCY hereunder.

C. Recognizing that a resident's rehabilitation program may include scheduled time away from the residential setting of the SERVICE AGENCY, such as weekends, holidays, etc., and that the SERVICE AGENCY must retain space for a resident during a scheduled absence until his/her return, the JUVENILE DEPARTMENT will pay the SERVICE AGENCY the amounts agreed upon in Exhibit No. 2 for such scheduled absence days; provided, however, that the JUVENILE DEPARTMENT will not be responsible for paying to retain space for any resident for an absence of more than three (3) consecutive days, unless the SERVICE AGENCY has obtained prior approval from the JUVENILE DEPARTMENT.

D. If a resident makes an unauthorized departure from the residential setting of the SERVICE AGENCY, the JUVENILE DEPARTMENT shall be notified immediately. If the absent resident returns to the SERVICE AGENCY within three (3) days or prior to the last billing day of the month, whichever occurs first, the SERVICE AGENCY shall be entitled to bill JUVENILE DEPARTMENT for those days in the monthly billing period the resident was absent from the SERVICE AGENCY, provided that the JUVENILE DEPARTMENT shall not be required to pay for an unauthorized absence extending beyond three (3) consecutive days, regardless of applicable billing period.

E. The SERVICE AGENCY is under no obligation to retain space for a resident absent without authorization.

F. Payment by the JUVENILE DEPARTMENT is to be made monthly. Billing for payment will be submitted by the SERVICE AGENCY for each calendar month no later than ten (10) days from the last day of the month for which payment is being requested, and the JUVENILE DEPARTMENT shall pay such invoices within 30 days of the date of such receipt.

G. Each billing should be itemized to contain the PID# of each resident for whom payment is being requested, the number of days each resident was in residence during that billing month, and each resident's Level of Care for the billing month. SERVICE AGENCY will be provided resident's PID# at time of admission.

H. The SERVICE AGENCY is under no obligation to accept any juvenile for residency who is deemed by the SERVICE AGENCY to be inappropriate for placement in its facilities.

I. The SERVICE AGENCY shall provide each resident's Probation Officer, as designed by the JUVENILE DEPARTMENT, with a written report of the resident's progress on a monthly basis.

J. If a resident in placement at the SERVICE AGENCY makes an unauthorized departure, becomes seriously ill, or is involved in an incident of a serious nature, the SERVICE AGENCY shall notify the resident's designated Probation Officer and the JUVENILE DEPARTMENT designated Placement Officer immediately, and shall ensure that parents and proper authorities, including the Texas Department of Human Services, are also notified immediately.

K. The JUVENILE DEPARTMENT reserves the right to terminate a resident's placement at the SERVICE AGENCY at its discretion. The SERVICE AGENCY must not release a resident to any person or agency other than the JUVENILE DEPARTMENT without the prior express written consent of the JUVENILE DEPARTMENT or by court order.

L. Prior written approval must be obtained from the JUVENILE DEPARTMENT before any resident's participation in any furloughs, home visits, field trips or extended agency trips.

M. Unless otherwise stipulated by the JUVENILE DEPARTMENT, a resident may freely visit with parents and relatives at the SERVICE AGENCY, in accordance with established SERVICE AGENCY policies, rules and procedures.

N. JUVENILE DEPARTMENT and SERVICE AGENCY shall comply with the child abuse reporting requirements and other provisions of the Nebraska Child Protection Act, Neb. Rev. Stat. 28-710, *et seq.* In addition, suspected or alleged cases of child abuse of a resident placed by the JUVENILE DEPARTMENT at the facilities of SERVICE AGENCY must be immediately reported to the following: (a) **BRAZOS COUNTY JUVENILE PROBATION**; (b) local law enforcement agency; and (c) Texas Juvenile Justice Department by submitting a TJJD Incident Report Form to facsimile number (512) 424-6717 or by calling (877) 786-7263, followed by submitting the report within 24 hours of the call.

O. The SERVICE AGENCY shall not dispense prescription medication to residents without prior approval of a physician and notification of the JUVENILE DEPARTMENT; and, it is further provided that the SERVICE AGENCY shall obtain emergency medical care and hospitalization for residents as needed, recognizing that emergency medical care and hospitalization are the responsibility of residents' parents and the JUVENILE DEPARTMENT must be given notice within twenty-four (24) hours of any emergency treatment or hospitalization.

P. All identifying information pertaining to each referral shall be maintained in strictest confidence, in accordance with applicable state and federal laws.

Q. PRISON RAPE ELIMINATION ACT

If applicable, Service Provider shall adopt and comply with all federal, state, county, and city laws, ordinances, regulations and standards applicable to the provision of services described herein and the performance of all obligations undertaken pursuant to this Contract, including

the Prison Rape Elimination Act of 2003 (PREA) which establishes a zero-tolerance standard against sexual abuse and sexual harassment of incarcerated persons, including juveniles, and addresses the detection, elimination, prevention, and reporting of sexual abuse and sexual harassment in facilities housing adult and juvenile Offenders. [PREA §115.312(a)]

Under PREA, Service Provider is complying with PREA standards [PREA §115.312(b)] and shall make available to the Chief Juvenile Probation Officer, or designee, all incident-based aggregated data reports for every allegation of sexual abuse at its facility within 24-hours of the allegation, and all such data may be requested by the Department of Justice from the previous calendar year no later than June 30th [PREA §115.387(e) and (f)].

Please note that PREA is not applicable to SERVICE AGENCY, as described above, for the following reasons:

SERVICE AGENCY's residential facilities and services described on Addendum #1 and #2 attached hereto are not primarily used for (a) the confinement or detention of juvenile residents or others, or (b) the restriction of the movements and activities of juvenile residents or subject juvenile residents to control through the use of physical barriers or intensive supervision.

## **II. INDIVIDUAL PROGRAM PLAN AND FAMILY INVOLVEMENT**

A. Each resident placed with the SERVICE AGENCY shall have a written Individualized Program Plan (IPP) developed in concert with the resident and mutually agreed upon by the appropriate SERVICE AGENCY and JUVENILE DEPARTMENT prior to placement.

B. The IPP shall be reviewed jointly by the SERVICE AGENCY, the resident, and the JUVENILE DEPARTMENT at reasonable intervals, not to exceed ninety (90) days, to assess the resident's progress; modifications of the IPP shall be made when reasonably required.

C. The IPP shall contain the reasons why the placement will benefit the resident and shall specify behavioral goals and objectives that are to be achieved in the SERVICE AGENCY placement; and, the IPP shall state a plan as to how the parent(s) and/or guardian(s) shall be involved or assist in preventing or controlling the resident's alleged delinquent behavior or alleged conduct indicating a need for supervision.

D. Copies of the original IPP and the periodic reviews are to be maintained by the SERVICE AGENCY and the JUVENILE DEPARTMENT.

## **III. EXAMINATION OF PROGRAM AND RECORDS**

A. The SERVICE AGENCY agrees that it will permit the JUVENILE DEPARTMENT to examine and evaluate its program of services provided under the terms of this Agreement, and, subject to applicable privacy laws, to review the SERVICE AGENCY's resident records that pertain only to the placed resident. The JUVENILE DEPARTMENT must provide reasonable prior notice prior to such examination and evaluation. This examination and evaluation of the program will include observation of programs in operation, interviews, and the submission of

questionnaires to the staff of the SERVICE AGENCY and the residents placed by the JUVENILE DEPARTMENT.

B. The SERVICE AGENCY shall provide to the JUVENILE DEPARTMENT such information on residents placed by the JUVENILE DEPARTMENT as requested on forms provided by the JUVENILE DEPARTMENT.

C. The SERVICE AGENCY agrees to maintain and, upon reasonable prior notice, make available for inspection, audit, or reproduction by an authorized representative of the JUVENILE DEPARTMENT and the State of Texas, books, documents, and other evidence pertaining to the costs and expenses of this Agreement, hereinafter called the "Records."

D. The SERVICE AGENCY agrees to maintain these Records for seven (7) years after final payment.

#### **IV. GOALS, OUTPUT, AND MEASURABLE OUTCOMES**

A. The SERVICE AGENCY agrees to pursue the goals and values of the JUVENILE DEPARTMENT through providing services to each resident, which services enable resident growth and development to the resident's fullest potential. This development will be accomplished through provision of a safe, drug-free environment in which services are utilized as tools for educational, emotional, and behavioral catharsis. It is the parties' intent that each IPP agreed to by the JUVENILE DEPARTMENT satisfies the requirements of this provision.

B. The SERVICE AGENCY shall provide the JUVENILE DEPARTMENT information that outlines the output measures of the services provided to its residents. This information shall be provided to the JUVENILE DEPARTMENT within ten (10) business days from execution of this Agreement and within ten (10) business days following any revisions or updates of that information. These output measures may include, but are not limited to:

1. Average length of stay of residents;
2. Specific types of milieu implemented by the SERVICE AGENCY;
3. Average number of counseling hours provided each resident daily, weekly, or monthly; and
4. Number and types of reporting measures.

C. The SERVICE AGENCY agrees to furnish the JUVENILE DEPARTMENT information on annual indicators which measure the outcomes of effectiveness of the SERVICE AGENCY in providing public benefits from its residential services. This information will be furnished to the JUVENILE DEPARTMENT within ten (10) business days from the execution of this Agreement and within ten (10) business days from any annual update of such information. These measurable outcomes may include:

1. The percentage of residents successfully completing the program.



2. The percentage of residents who are reunited with family or guardians.
3. The percentage of youth who remain drug-free, do not re-offend and/or remain in school for a designated aftercare period.

## **V. CONFIDENTIALITY OF RECORDS**

Service Provider shall maintain strict confidentiality of all information and records relating to children placed by Contracting County and shall not re-disclose the information except as required to perform the services to be provided pursuant to this Agreement, or as may be required by law.

Service Provider and Contracting County agree to abide by Title 37, Part 11, Chapter 380, Subchapter G, Division 1, Rule §380.9909, relating to Access to Youth Information and Records.

## **VI. FEE ASSESSMENT**

A. Residents or their families shall not be assessed fees for services by the SERVICE AGENCY, unless the Court orders fee arrangements. The SERVICE AGENCY and the JUVENILE DEPARTMENT shall not be precluded from reasonable attempts to seek voluntary contributions from families of residents for donations of clothing, personal articles, and funds to assist in supporting a youth's rehabilitation.

B. If a resident is eligible for fiscal support from another agency or organization, the SERVICE AGENCY shall ensure that the JUVENILE DEPARTMENT is not billed for such fiscal support for which the resident is otherwise eligible.

## **VII. EQUAL OPPORTUNITY**

A. Services shall be provided by the SERVICE AGENCY in compliance with the Civil Rights Act of 1964. The SERVICE AGENCY will not discriminate against any employee, applicant for employment, or resident because of race, religion, color, sex, national origin, age, or handicapping condition.

B. The SERVICE AGENCY will take affirmative action to ensure that applicants are recruited, hired and trained, and that employees are treated fairly during employment, without regard to their race, religion, color, sex, national origin, age, or handicapping condition.

C. The SERVICE AGENCY agrees that it shall adopt and implement workplace guidelines concerning persons with AIDS and HIV infection and shall also develop and implement guidelines regarding confidentiality of AIDS and HIV related medical information for employees of said SERVICE AGENCY and for residents, staff and residents served by the JUVENILE DEPARTMENT.

## **VIII. OFFICIALS NOT TO BENEFIT**

A. No officer, member or employee of the JUVENILE DEPARTMENT or SERVICE AGENCY, nor any member of their governing bodies, nor any other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest, have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

## **IX. DEFAULT**

A. The JUVENILE DEPARTMENT may, by written notice of default to the SERVICE AGENCY, terminate this Agreement in whole or in part, if the SERVICE AGENCY fails to perform any of the provisions of this Agreement for 30 days' following written notice from the JUVENILE DEPARTMENT.

B. Upon such an occurrence, the JUVENILE DEPARTMENT may grant the SERVICE AGENCY an extension of time to cure such failure; provided, however, that if SERVICE AGENCY fails to cure such failure within a period of ten (10) days from such extension authorized by the JUVENILE DEPARTMENT, the JUVENILE DEPARTMENT may terminate this Agreement in writing.

## **X. ASSURANCES**

A. Services provided under this Agreement shall be provided in accordance with all applicable local, state and federal rules, regulations, laws, statutes or ordinances.

B. The SERVICE AGENCY certifies compliance with all terms, provisions and requirements of Title VI and VII, Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and any other federal, state or local rule, regulation, law, statute or ordinance applicable to the performance of this Agreement.

C. The SERVICE AGENCY certifies that it and/or its staff have obtained all necessary licensing and permitting to enable it to carry out its obligations under this Agreement and that SERVICE AGENCY and its staff has professional liability insurance.

D. The SERVICE AGENCY agrees to account separately for the receipt and expenditure of any and all state funds received from the JUVENILE DEPARTMENT under this Agreement.

E. Either party to this Agreement may be a covered entity under the Healthy Insurance Portability and Accountability Act (HIPAA). The SERVICE AGENCY shall, during the term of this Agreement, remain in compliance with all of the applicable HIPAA regulatory provisions. The JUVENILE DEPARTMENT reserves the right to receive assurance of compliance, including but not limited to, inspection of the SERVICE AGENCY's HIPAA policies, procedures and practices. The SERVICE AGENCY shall inform the JUVENILE DEPARTMENT of any breaches or violations that may occur during the term of this Agreement, including breaches or violations made by business associates, representatives or agents of the JUVENILE DEPARTMENT. Failure to comply with this provision is a breach of this Agreement and in JUVENILE DEPARTMENT's sole discretion may result in termination of this Agreement or other appropriate action.

## **XI. TERM AND TERMINATION**

- A. The term of this Agreement shall commence on December 1, 2023, and terminate on December 31, 2024.
- B. This Agreement may be terminated by either party by giving ten (10) days written notice to the other party hereto of the intention to terminate.
- C. Termination by the SERVICE AGENCY of any services to any resident shall occur only after first notifying the JUVENILE DEPARTMENT of the causes and with at least ten (10) days notice to allow alternate placement or referral for service elsewhere.

## **XII. REPRESENTATIONS & WARRANTIES**

Service Provider hereby represents and warrants the following:

- A. That it has all necessary right, title, license and authority to enter into this Agreement;
- B. That it is qualified to do business in the State of Nebraska; that it hold all necessary licenses and staff certifications to provide the type (s) of services being contracted for; that it is in compliance with all statutory and regulatory requirements for the operations of its business and that there are no taxes due and owing to the State of Nebraska, the County of Douglas or any political subdivision thereof.
- C. The Service Agency shall instruct his insurance agent or carrier to furnish to the County a Certificate of Insurance attesting to the issuance of the following parts of this section. Please note that such Certificates of Insurance and must be issued and then approved by Brazos County Risk Management. The Certificate of Insurance must be approved by Risk Management before any services can be rendered.
- D. The Service Agency shall furnish and keep in full force the following insurance during the term of this Contract:
  - 1. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 aggregate, with Brazos County named as an additional insured with waiver of subrogation in favor of Brazos County.
  - 2. Professional Liability (Errors and Omissions) Insurance appropriate to the services being provided, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. If the Service Agency maintains broader coverage and/or higher limits than the minimums shown above, Brazos County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Provider.

3. Abuse and molestation insurance as an endorsement to the general liability policy with coverage for damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Service Agency is responsible including but not limited to Service Agency and Service Agency's employees and volunteers. Policy endorsement's definition of an insured shall include the Service Agency, and the Service Agency's employees and volunteers. Coverage shall be written on a claims made basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$2,000,000. These limits shall be exclusive to this required coverage.

4. Commercial Automotive Liability with \$1,000,000 CSL for Bodily Injury and Property Damage Liability with Brazos County named as an additional insured with waiver of subrogation in favor of Brazos County.
5. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Service Agency receives notification of contract approval.
6. The SERVICE AGENCY certifies that it has in place insurance against personal injury and property damage that may be suffered by any person or entity as a result of the use of its residential facilities used in performance of its obligations hereunder.

The SERVICE AGENCY shall indemnify the JUVENILE DEPARTMENT and BRAZOS COUNTY and hold the JUVENILE DEPARTMENT and BRAZOS COUNTY harmless for any injury, claim or property damage or loss suffered by any party as a result of the negligence or intentional acts of SERVICE AGENCY relating to SERVICE AGENCY's provision of services under this Agreement. SERVICE AGENCY shall not be required to indemnify or hold harmless the JUVENILE DEPARTMENT or BRAZOS COUNTY for the negligence or intentional acts of the employees, agents, representatives, or volunteers of the JUVENILE DEPARTMENT or BRAZOS COUNTY.

The JUVENILE DEPARTMENT and BRAZOS COUNTY shall indemnify and hold harmless the SERVICE AGENCY and its affiliates, officers, directors, employees, volunteers, and contractors for any injury, claim or property damage or loss suffered by SERVICE AGENCY and/or its affiliates, officers, directors, employees, volunteers, and/or contractors as a result of the negligence or intentional acts of the JUVENILE DEPARTMENT relating to the JUVENILE DEPARTMENT'S performance under this Agreement. Neither the JUVENILE DEPARTMENT nor BRAZOS COUNTY shall be required to indemnify or hold harmless the SERVICE AGENCY for the negligence or intentional acts of the employees, agents, representatives, or volunteers of the SERVICE AGENCY. Provided; however, that Brazos County shall reserve its' rights to sovereign immunity and does not waive any protections it may have from the doctrine of sovereign immunity.

### **XIII. SEVERABILITY**

In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceable provision shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained therein.

### **XIV. DISPUTE RESOLUTION**

The parties agree to cooperate to resolve differences in interpretation of this Agreement or to resolve disputes as to the adequacy of the parties' compliance with their respective obligations under this Agreement. Within ten (10) working days of the execution of this Agreement, each party shall designate one (1) person to act as that party's representative for dispute resolution purposes and shall notify the other party of the person's name, business address, telephone number and e-mail address. Within ten (10) business days from delivery of a written request by one party's representative to the other for dispute resolution, the representatives shall confer to attempt to resolve the disagreement. Nothing in this Agreement shall preclude either party from seeking relief from a court of law relating to any differences or disputes arising under this Agreement. The obligations of this paragraph survive termination or expiration of this Agreement.

ON NOVEMBER 7, 2023, FULLY EXECUTED IN DUPLICATE,  
EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL.

**BRAZOS COUNTY COMMISSIONERS COURT**

By: 

Duane Peters, County Judge

11/7/23  
Date:

Juvenile Board Chair  
200 S. Texas Ave., Ste. 332  
Bryan, TX 77803  
Phone: 979-361-4102  
Fax: 979-361-4503

**BRAZOS COUNTY JUVENILE PROBATION DEPARTMENT**

By: 

Linda Ricketson

**FATHER FLANAGAN'S BOYS' HOME**

By: 

Angie Powers, Executive Director of Campus

Father Flanagan's Boys' Home  
13603 Flanagan Boulevard  
Boys Town, Nebraska 68010  
Phone: 531-355-3370  
Fax: 531-355-1925

## **EXHIBIT #1**

### **Residential Treatment Center**

The Boys Town Residential Treatment Center is a medically directed program for children with psychiatric disorders. These children's serious behavior issues require that they receive intensive treatment in a short-term residential setting. A facility-secure environment is offered for more seriously troubled children who require around-the-clock supervision, intense therapy and numerous other safety and program features. As part of Boys Town National Research Hospital®, the Center is accredited by The Joint Commission.

### **Enhanced Family Home Program**

At this service level, the care provided in the Boys Town Enhanced Family Home Program is based on a research-proven and evidenced based model of care. Youth live in a family-style home and receive care from professionally trained staff called Family-Teachers. Four to six boys or girls, usually ages 10 to 14, live in each home. Youth residing in these homes are in need of more intense supervision, structure, monitoring and oversight within a smaller staff ratio "family" home. Using the same evidence-based Family Home Model of Care, the smaller staff ratio allows for an increased number of teaching interactions to address higher needs of these youth. Enhanced Family Homes have additional security features and overnight awake staff, while still providing compassionate, effective care in a family style environment. The children also learn social skills, attend school, participate in extracurricular activities and take part in daily chores and activities. With a focus on reunification, the Family-Teaching staff works with families to achieve permanency, safety, and child well-being.

Youth admitting to the program are first served by using our research proven evidenced based model of care, which is a teaching model. If it is determined that a youth could benefit from therapeutic services they may be referred to the Boys Town's Outpatient Clinic for individual, family or group therapy based on an assessment. For youth on medications they will be referred for medication management.

### **Family Home Program**

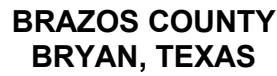
At this service level, the care provided in the Boys Town Family Home Program is also based on a research-proven and evidenced based model of care. Youth live in a family-style home and receive care from professionally trained married couples called Family-Teachers. Six to eight boys or girls, usually ages 10 to 18, live in each home. The couple and a full-time Assistant Family-Teacher are responsible for providing monitoring and supervision for youth in their daily living and structured activities. This includes meeting the educational, emotional, and behavioral needs of the youth in care. A major focus of this program is teaching youth social, independent-living, and educational skills, and helping them build healthy relationships with others. With a focus on reunification, the Family-Teaching staff works with families to achieve permanency, safety, and child well-being.

Youth admitting to the program are first served by using our research proven evidenced based model of care, which is a teaching model. If it is determined that a youth could benefit from therapeutic services they may be referred to the Boys Town's Outpatient Clinic for individual, family or group therapy based on an assessment. For youth on medications they will be referred for medication management.

## EXHIBIT #2

1. Payment Terms and Conditions: SERVICE AGENCY shall be compensated for services at the following unit rate: **\$728.00** per day for **Residential Treatment Services**; **\$235.00** per day per youth for Enhanced **Family Home Services** and; **\$235.00** for **Family Home Services**. SERVICE AGENCY shall be compensated for the date of the youth's entry into SERVICE AGENCY'S facility or program, but not for the date of youth's discharge from SERVICE AGENCY's facility or program. The JUVENILE DEPARTMENT shall make payment within thirty (30) days of submission of an invoice.
2. Medical, Dental, Pharmacy and Optometry: Agency will be financially responsible for all medical, dental, psychiatric, pharmacy, optometry, and therapeutic care provided to a youth up to a maximum of \$5,000 annually. Any medical, dental, pharmacy or optometry needs that exceed the \$5,000 maximum annually will be the financial responsibility of the Juvenile Department. The Service Agency will make reasonable efforts to bill third party payors, including Medicaid, for the aforementioned health care expenses based on information provided by the Juvenile Department. If the Service Agency is not reimbursed by third party payors exceeding \$5,000 annually, the Juvenile Department shall be financially responsible for fifty percent (50%) of the gross charges for such health care expenses provided by FFBH providers and shall reimburse FFBH for one hundred percent (100%) of the health care expenses FFBH purchased from external or non-FFBH providers.
3. Transportation: Agency shall be financially responsible for preapproved transportation costs, including those at the time of admission and departure as well as visits for youth, relative or other. Transportation arrangements and costs must be preapproved, reasonable, and in accordance with FFBH travel policies and procedures.
4. Clothing and Personal Needs: The JUVENILE DEPARTMENT will ensure that youth has adequate clothing for the duration of service in SERVICE AGENCY'S programs.





NUMBER:

11/7/2023

Approval of Renewal #24-076R Lane Striping and Pavement Markers with Highway 1, LLC.

Commissioners Court

Celina Nava

11/02/2023

False

False

\$0.00

**File Name**

### Description

**Type**

## Backup Material

## Backup Material

## Backup Material

<p align="center"> <b>BID TABULATION #24-076R Amendment #1</b>  <b>Previously know as #22-018</b>  <b>Lane Striping and Pavement Markers</b>  <b>November 26, 2023 through November 25, 2024</b> </p>
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				D.I.J Construction		Highway 1		TRP Construction	
ITEM	QUANTITY	UOM	DESCRIPTION	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	20,000	LF	4" Reflectorized Markings (SLD)(Re-stripe)	\$0.33	\$6,600.00	\$0.19	\$3,800.00	N/A	N/A
2	20,000	LF	4" Thermo Markings (SLD)(Re-stripe)	\$0.57	\$11,400.00	\$0.40	\$8,000.00	N/A	N/A
3	5,000	LF	4" Reflectorized Markings (BRK)(Re-stripe)	\$0.33	\$1,650.00	\$0.21	\$1,050.00	N/A	N/A
4	5,000	LF	4" Thermo Markings (BRK)(Re-stripe)	\$0.57	\$2,850.00	\$0.42	\$2,100.00	N/A	N/A
5	80,000	LF	4" Reflectorized Markings (SLD)(Layout)	\$0.45	\$36,000.00	\$0.22	\$17,600.00	N/A	N/A
6	80,000	LF	4" Thermo Markings (SLD)(Layout)	\$0.75	\$60,000.00	\$0.53	\$42,400.00	N/A	N/A
7	12,000	LF	4" Reflectorized Markings (BRK)(Layout)	\$0.35	\$4,200.00	\$0.28	\$3,360.00	N/A	N/A
8	12,000	LF	4" Thermo Markings (BRK)(Layout)	\$0.63	\$7,560.00	\$0.55	\$6,600.00	N/A	N/A
9	500	LF	12" Reflectorized Markings (SLD) (Re-stripe)	\$3.40	\$1,700.00	\$1.75	\$875.00	N/A	N/A
10	500	LF	12" Thermo Markings (SLD)(Re-stripe)	\$4.90	\$2,450.00	\$2.50	\$1,250.00	N/A	N/A
11	500	LF	12" Reflectorized Markings (SLD) (Layout)	\$4.10	\$2,050.00	\$2.00	\$1,000.00	N/A	N/A
12	500	LF	12" Thermo Markings (SLD)(Layout)	\$6.60	\$3,300.00	\$3.25	\$1,625.00	N/A	N/A
13	200	LF	18" Reflectorized Markings (SLD)(Re-stripe)	\$4.45	\$890.00	\$2.00	\$400.00	N/A	N/A
14	200	LF	18" Thermo Markings (SLD)(Re-stripe)	\$9.75	\$1,950.00	\$2.75	\$550.00	N/A	N/A
15	200	LF	18" Reflectorized Markings (SLD)(Layout)	\$5.40	\$1,080.00	\$2.25	\$450.00	N/A	N/A
16	200	LF	18" Thermo Markings (SLD)(Layout)	\$11.05	\$2,210.00	\$4.00	\$800.00	N/A	N/A
17	200	LF	24" Reflectorized Markings (SLD) (Re-stripe)	\$4.45	\$890.00	\$3.00	\$600.00	N/A	N/A
18	200	LF	24" Thermo Markings (SLD)(Re-stripe)	\$9.75	\$1,950.00	\$5.75	\$1,150.00	N/A	N/A
19	200	LF	24" Reflectorized Markings (SLD) (Layout)	\$5.40	\$1,080.00	\$3.25	\$650.00	N/A	N/A
20	200	LF	24" Thermo Markings (SLD)(Layout)	\$11.05	\$2,210.00	\$6.25	\$1,250.00	N/A	N/A
21	10	EA	4' Reflectorized Directional Arrow	\$40.00	\$400.00	\$45.00	\$450.00	N/A	N/A
22	10	EA	4' Thermo Directional Arrow	\$130.00	\$1,300.00	\$85.00	\$850.00	N/A	N/A
23	10	EA	8' Reflectorized Directional Arrow	\$100.00	\$1,000.00	\$95.00	\$950.00	N/A	N/A
24	10	Ea	8' Thermo Directional Arrow	\$285.00	\$2,850.00	\$185.00	\$1,850.00	N/A	N/A
25	10	EA	4' Reflectorized Combination Arrow	\$45.00	\$450.00	\$75.00	\$750.00	N/A	N/A
26	10	EA	4' Thermo Combination Arrow	\$170.00	\$1,700.00	\$140.00	\$1,400.00	N/A	N/A
27	10	EA	8' Reflectorized Combination Arrow	\$100.00	\$1,000.00	\$120.00	\$1,200.00	N/A	N/A
28	10	EA	8' Thermo Combination Arrow	\$335.00	\$3,350.00	\$200.00	\$2,000.00	N/A	N/A
29	500	SQ FT	Eliminate Existing Pavement Markings	\$13.00	\$6,500.00	\$1.75	\$875.00	N/A	N/A
30	20	HR	Pressure Cleaning	\$325.00	\$6,500.00	\$50.00	\$1,000.00	N/A	N/A
31	2,000	EA	4" Type II-AA Raised Reflective Pavement Markers	\$7.50	\$15,000.00	\$5.00	\$10,000.00	N/A	N/A
32	500	EA	4" Type I-A Raised Reflective Pavement Markers	\$2.00	\$1,000.00	\$5.00	\$2,500.00	N/A	N/A
33	20	EA	Reflectorized Railroad Crossing	\$100.00	\$2,000.00	\$275.00	\$5,500.00	N/A	N/A
34	20	EA	Thermo Railroad Crossing	\$500.00	\$10,000.00	\$525.00	\$10,500.00	N/A	N/A
35	1,000	EA	Flexible Chip Seal Markers (yellow & white)	\$1.30	\$1,300.00	\$3.50	\$3,500.00	N/A	N/A
36	2,000	EA	Removal of 4" Raised Reflective Pavement Markers	\$1.00	\$2,000.00	\$0.95	\$1,900.00	N/A	N/A
37	20	EA	6.0' x 8.0' the word ONLY waterbased	\$100.00	\$2,000.00	\$100.00	\$2,000.00	N/A	N/A
38	20	EA	6.0' x 8.0' the word ONLY Thermo	\$330.00	\$6,600.00	\$220.00	\$4,400.00	N/A	N/A
39	2,000	EA	4" Type 1C Raised Reflective Pavement Markers	\$4.00	\$8,000.00	\$5.00	\$10,000.00	N/A	N/A
40	30	EA	Handicap Symbol	\$55.00	\$1,650.00	\$150.00	\$4,500.00	N/A	N/A
41	500	FT	Paint Only Red Curb/Fire Lane Tow Away Zone	\$0.80	\$400.00	\$1.50	\$750.00	N/A	N/A
42	2,000	LF	Paint Only yellow or white Parking lot space striping	\$0.90	\$1,800.00	\$0.45	\$900.00	N/A	N/A
43	2000	LF	Parking lot striping layout	\$0.90	\$1,800.00	\$0.15	\$300.00	N/A	N/A
44	4	EA	Install Preform Legends (MPH)	N/A	N/A	\$2,395.00	\$9,580.00	N/A	N/A
45	4	EA	Install Preform Legends (35)	N/A	N/A	\$2,395.00	\$9,580.00	N/A	N/A
Grand Totals:					\$230,620.00		\$173,165.00	* Incomplete pricing on Bid was submitted	

**RECOMMEND AWARD TO:** Highway 1, LLC

1st Renewal of 3

Approved by Commissioner's Court on this 7 day of NOVEMBER, 2023 by  
[Signature] holding the position of COUNTY JUDGE



# Brazos County Purchasing Department

200 SOUTH TEXAS AVE SUITE 352 BRYAN, TX 77803  
PHONE (979) 361-4290 FAX (979) 361-4293

October 17, 2023

Highway 1,  
20411 Cook Road  
Tomball, Texas 77377

**Re: Renewal of Contract # 24-076R for Lane Striping & Pavement Markers.**

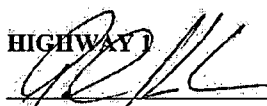
Brazos County appreciates the quality work your company has provided and would like to exercise the renewal option for *Lane Striping & Pavement Markers 24-076R, previously known as 22-018.*

All terms, conditions, and pricing shall remain the same. This renewal term will be for one year from November 26, 2023, to November 25, 2024.

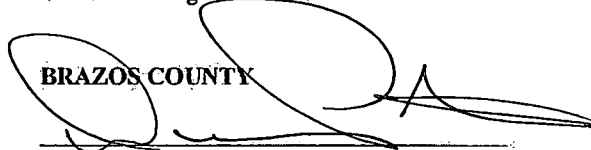
To accept the renewal option, please fill out the information and sign below. Return the signed documents by email to [cnava@brazoscountytexas.gov](mailto:cnava@brazoscountytexas.gov) or fax to (979) 361-4293. Please then submit an updated Certificate of Insurance by email or mail to the address listed above. **Please return acceptance as soon as possible.** If you have any questions, I may be reached at (979) 361-4492.

Contact Name: Paul Konvicka Title: Vice President

E-Mail: paul@highway1tx.com Telephone: 832-704-1781

HIGHWAY 1  
  
Authorized Signature

11/1/23  
Date

BRAZOS COUNTY  
  
Duane Peters, County Judge

11/7/23  
Date



**REQUEST FOR BID**  
**BID NO. 22-018**  
**LANE STRIPING AND PAVEMENT MARKERS**

**SEALED BIDS TO BE SUBMITTED BEFORE:**  
**Tuesday, August 17, 2021 prior to 2:00pm CST**

**TO THE:**  
**BRAZOS COUNTY**  
**PURCHASING DEPARTMENT**  
**200 S. Texas Ave. Suite 352**  
**Bryan, TX 77803**  
**Phone: (979) 361-4290**  
**Fax: (979) 361-4293**

Respondents, their employees and/or representatives are prohibited from contacting any official or employee of Brazos County, except the Purchasing Agent, regarding this solicitation from the issuing date of the solicitation until scheduled oral presentations or the date the Brazos County Commissioners Court meets to consider award of the bid. Any such contact will be grounds for rejection of the Respondent's bid.

In compliance with this solicitation, the undersigned Respondent(s) having examined the solicitation and specifications and being familiar with the conditions to be met, hereby submits the following bid for furnishing the material and/or services listed on the attached Bid Form and agrees to deliver said items at the locations and for the prices set forth on the Bid Form.

Company Name: HIGHWAY 1, LLC  
By (Print): PAUL KONVICKA Title: VICE PRESIDENT  
Physical Address: 20411 COOK ROAD, TOMBALL, TX 77377  
Mailing Address: 20411 COOK ROAD, TOMBALL, TX 77377  
Telephone: (713) 344-1279 Fax: N/A E-Mail: PAUL@HIGHWAY1TX.COM



Bids will be received at the Brazos County Administration Building, Purchasing Department, 200 South Texas Ave Suite 352, Bryan, Texas prior to 2:00 p.m., Tuesday, August 17, 2021 at which time bids will be publicly opened and read aloud.

**A. SCOPE OF BID**

1. Bids are solicited for furnishing the merchandise, supplies, service, and/or equipment set forth in this bid request for a two (2) year period beginning November 26, 2021 through November 25, 2023 in accordance with the following Conditions of Bidding.

**B. CONDITIONS OF BIDDING**

1. The following instructions apply to all bids and become a part of terms and conditions of any bid submitted to the Brazos County Purchasing Office, unless otherwise specified elsewhere in this bid request. All Respondent(s) are required to be informed of these terms and conditions and will be held responsible for having done so:
2. Definitions: In order to simplify the language throughout this bid, the following definitions shall apply:
  - a. **BRAZOS COUNTY** – Same as County.
  - b. **COMMISSIONERS COURT** – The elected officials of Brazos County, Texas given the authority to exercise such powers and jurisdiction of all County business as conferred by the State Constitution and Laws.
  - c. **CONTRACT** – An agreement between the County and a Contractor to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity specified.
  - d. **CONTRACTOR** – The successful Respondent(s) of this bid request.
  - e. **COUNTY** – The government of Brazos County, Texas and its authorized representative.
  - f. **SUB-CONTRACTOR** – Any contractor hired by the Contractor or supplier to furnish materials and services specified in the bid request.
  - g. **RESPONDENT** – Any supplier or vendor responding to the bid request.
3. Upon acceptance and approval by the Commissioners Court, this bid effects a working contract between Brazos County and the Contractor for the period designated.
4. Bids must be received by the Purchasing Office prior to the time and date specified. The mere fact that the bid was dispatched will not be considered; the Respondent(s) must have the bid actually delivered to and received by the Purchasing Department.
5. The County reserves the right to accept or reject in part or in whole, any bids submitted, and to waive any technicalities for the best interest of the County.

6. Brazos County shall not be responsible for any verbal communication between any employee of the County and any Respondent(s). Only written specifications and written price quotations will be considered. Respondent(s) with questions regarding the bid should submit them in writing via the Brazos Valley e-Marketplace at <https://brazosbid.ionwave.net>.
7. Brazos County reserves the right to reject any bid that does not fully respond to each specified item.
8. Respondent(s) must include Tax Identification Number for the bid to be valid.
9. Should there be a change in ownership or management; the Contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the Contract with its present provisions and prices. This Contract is nontransferable and may not be reassigned by either party.
10. The County may cancel this Contract at any time for any reason, provided a thirty-day written notice is given.
11. The bid award shall be based on, but not necessarily limited to, the following factors:
  - a. Unit Price
  - b. Extended price
  - c. Special needs and requirements of Brazos County
  - d. Results of testing samples (if required by Brazos County)
  - e. Delivery
  - f. References
  - g. Brazos County's experience with products bid
  - h. Respondent's past performance record with Brazos County
12. Although the cost of products to be provided is an essential part of the bid, Brazos County is not obligated to award a contract on the sole basis of cost but will award to Respondent considered to be the best value to Brazos County.
13. Acceptance of merchandise, work, and/or equipment provided shall be made by the County at the sole discretion of the Commissioners Court when all terms and conditions of the Contract and specifications have been met to its satisfaction, including the submission to the County of any and all documentation as may be required.
14. Title and risk of loss of the goods shall not pass to Brazos County until the County actually accepts and takes possession of the goods at the point or points of delivery.

15. This Contract shall be governed by the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this Contract, when applicable.
16. Bids must be submitted on quantities and units of measure specified by the bid documents. In the event of errors in extended prices the unit price shall govern. Any suggested change in quantity on the part of the Respondent(s) to secure better price or delivery is welcomed and may be given consideration provided that the bidder also bids on the quantity specified.
17. Bids must specify the number of consecutive calendar days required to deliver the commodities under normal conditions. Failure to specify delivery time will be considered reason enough to cause the bid to be disregarded. Delivery time quoted will be given consideration in awarding a contract. If delivery is not made within a reasonable time of the specified delivery in the bid, the entire order or contract may be canceled, and the Contractor barred from bidding in future solicitations.
18. Bids cannot be altered after receiving time. No bid may be withdrawn after opening time without acceptable reason and with the approval of the Purchasing Agent.
19. **Bids must be submitted on this form and returned in a sealed envelope clearly marked with Respondent Name and Bid Number to ensure proper recognition upon its arrival. Bids will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a bid be considered if submitted to any other person or department other than specifically instructed. Bids not received prior to the expressed date and time listed in this bid will be rejected or returned unopened to the Respondent(s). Bids submitted to any other person or department other than the Brazos County Purchasing Department will not be accepted.**
20. It is the Respondent's sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda, and special notices. The Certification of Bid Form must be completed to include full firm name, mailing address, telephone number, email address, Vendor Tax Identification number and signed by an authorized representative of the firm. Failure to provide signature on the Certification of Bid Form renders bid non-responsive. Failure to complete the submission of all required forms, including but not limited to the Reference Page, House Bill 89 & Debarment Verification form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents may be grounds for rejection of entire bid. By submitting a response to this solicitation, the Respondent(s) agrees to comply with HB 1295, Government Code 2252.908, if awarded a contract. Respondent(s) agrees to provide

Brazos County the "Certificate of Interested Parties", Form 1295 as required, for renewals, amendments or extensions to the Contract.

Visit [https://ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm) for more information.

21. In the event of a needed change in the specifications sent to the bidder, it is understood that all the foregoing terms shall apply to the addendum or addenda. Any interpretation, corrections or changes to these specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the Brazos County Purchasing Agent, authorized to do so by the Commissioner's Court. Addenda will be made available using the same distribution method used to post or make available the original solicitation. Bidders shall acknowledge receipt of all addenda.
22. It is our policy not to furnish bid results over the phone. Bid results and tabulation sheets will be posted on the Brazos Valley e-Marketplace (<https://brazosbid.ionwave.net>) after bid award by Commissioner's Court.
23. The bid specifies the number of consecutive calendar days required to reach substantial completion of the project under normal conditions. Failure to comply with completion time will be considered reason enough to enforce liquidated damages and/or cancel the contract. If the job cannot be completed within the terms of the contract as determined by Brazos County, Brazos County will suffer further loss. Contractor and Contractor's Surety shall be liable for and shall pay Owner stipulated and fixed sums, hereinafter agree to as liquidated damages, for each additional calendar day of delay past the thirty (30) days stated in the contract: Two Hundred Fifty Dollars (\$250.00). It is understood that said sum shall be considered liquidated damages and shall not be considered as a penalty against the Contractor.
24. Brazos County reserves the right to extend this Contract annually for a maximum of three (3) additional one (1) year periods with no changes in the terms or conditions of this Contract, if agreed upon by both parties.
25. The Contractor agrees to extend prices and terms to all entities that has entered or will enter into joint purchasing inter-local cooperation agreement(s) with Brazos County.
26. Three (3) references are to be provided by Respondent. Failure to submit references may result in disqualification of bid. Brazos County department references will not be accepted.
27. Contractor shall observe and comply with all federal, state and local laws, safety, and health regulations, ordinances, and all regulations which in any manner effect conduct of the work or services being performed.



28. Any subcontracting must be approved prior to commencement of the Contract by Brazos County.
29. Any variation from the specifications in this bid document must be indicated on the bid or on a separate attachment to the bid and labeled as such.
30. Any brand name, or manufacturer's reference used is considered to be descriptive – not restrictive – and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered only if it is noted in the bid documents and accompanied by fully descriptive product literature. All substitutions will contain the same active ingredients in the same percentages or quantity of the items listed in the bid. If notation of substitution is not made, it is assumed the Respondent(s) is bidding the item specified.
31. The County does not guarantee to purchase any minimum or maximum quantities. If any quantities are listed in the bid, they are estimated quantities used for calculating purposes only.
32. In the event the Contractor is unable to furnish any item within a reasonable time after order is placed due to strikes, war or any reason beyond the Contractor's control, the County reserves the right to purchase these items from any source, without causing this Contract to be canceled.
33. Brazos County will only be required to pay for materials actually received and/or services actually provided. Brazos County shall not be required to pay for materials or services described in the contract that are not used or provided by the Contractor in completion of the Contract. This term supersedes any contradicting terms throughout the Contract and/or any attachments.
34. The Contractor should submit itemized invoices with clearly marked remittance copies to the following address:

Brazos County  
ATTN: Auditors  
P.O. Box 914  
Bryan, TX 77806

Statements of accounts will not be sufficient to warrant payment. Unless other arrangements have been made; all invoices to be paid in full within 30 days after satisfactory delivery of commodities and or services and receipt of invoice at the listed

address. Checks will be made payable to the Contractor only, and shall not include sub-contractors, assignees, or any other party.

35. As a governmental subdivision, Brazos County is exempt from most types of taxes, including but not limited to sales tax, excise tax, and import duties. Such costs must not be included in bid prices. Tax Exemption Certificates can be obtained upon request from County.
36. Upon award of Contract for any commodity or materials purchased by Brazos County, the Contractor agrees to protect the County from any claim involving patent right infringement, copyright infringement, sales franchise disputes.
37. Unless otherwise specified, all items ordered from the Contractor must be new, unused, and in first class condition. Products usually packaged for commercial sale shall be furnished in proper container so as to facilitate storage and handling.
38. This bid shall be governed by the laws of the State of Texas and Potential Respondent(s) and the subsequent Contractor(s) are advised they may have disclosure requirement pursuant to Texas Local Government Code, Chapter 176. This law requires persons desiring to do business with the County to disclose any gifts that have an aggregate value in excess of \$250.00 given to any employee of the County, County Official to the County Official's family members or employment of any employee of the County, County Official or the County Official's family members during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Brazos County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.
39. Venue for any dispute, shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.
40. Respondent(s) understands that Brazos County is a governmental entity subject to Texas State and Federal public information statutes. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this bid and/or subsequent contract and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter. This provision is mandatory and may not be altered or deleted, as required by Sec. 552.372(b) of the Texas Government Code.
41. Notwithstanding any provisions contained herein, the obligations of Brazos County are expressly contingent upon the availability of funding for the obligations contained herein for the term of the contract and any extensions and renewals thereto.

42. The Contractor's work and materials shall comply with all state and federal laws, municipal ordinances, regulations, and directions of inspectors appointed by proper authorities having jurisdiction.
43. The Contractor shall perform and require all subcontractors to perform the work in accordance with applicable laws, codes, ordinances, and regulations of the State of Texas and the United States and in compliance with OSHA and other laws as they apply to its employees. In the event any of the conditions of the specifications violate the code for any industry, then such code conditions shall prevail.
44. The Contractor shall follow all applicable state and federal laws, municipal ordinances, and guidelines concerning soil erosion and sediment control throughout the Project and warranty term.

#### **C. SPECIAL PROVISIONS**

1. Contractor will be required to notify Brazos County in the event of unforeseen delay arising in the delivery of a specified shipment. In the event a shipment will not arrive at the job site within two (2) hours of designated time Brazos County shall have the right to refuse acceptance of the order.
2. Brazos County reserves the right to test any materials delivered at the requested site for compliance with specifications. The Bidder will remove immediately from the job site or right of way any materials that are deemed unsatisfactory.
3. Material Safety Data Sheets and Placards must be furnished at the time of delivery as specified by state and Federal Regulations (IF APPLICABLE).
4. Any Contractor vehicles traveling on County roads will not exceed its legal gross weight.
5. Contractor will be required to maintain proper permits to operate on Brazos County roads and/or property. Any variation from these specifications must be indicated on the bid.

#### **D. INSURANCE REQUIREMENTS**

1. The Contractor shall instruct his insurance agent or carrier to furnish to the County a Certificate of Insurance attesting to the issuance of the following parts of this section. Please note that such Certificates of Insurance and any required bonds must be issued and then approved by Brazos County Risk Management. The Certificate of Insurance must be approved by Risk Management before any deliveries can be made.
2. The Contractor shall furnish and keep in full force the following insurance during the term of this Contract:

3. Statutory Workmen's Compensation and \$1,000,000 Employer's Liability Insurance with waiver of subrogation.
4. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 aggregate, \$500,000 each occurrence with Brazos County named as an additional insured and waiver of subrogation.
  - a. Commercial Automotive Liability with \$500,000 CSL for Bodily Injury and Property Damage Liability.
  - b. Cargo Insurance to sufficiently cover materials transported.
5. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Contractor receives notification of award.
6. The Contractor agrees to release and hold harmless Brazos County from any and all claims and liability due to the acts of the Contractor's employees and the operation of his equipment. The Contractor also agrees to hold harmless Brazos County from any and all expenses, including attorney fees, incurred by Brazos County in litigation or otherwise resisting such claims or liabilities as a result of the Contractor's employees' activities. Further, the Contractor agrees to protect, indemnify and hold harmless Brazos County from and against all claims, demands and causes of action of every kind and character brought by any employees of the Contractor against Brazos County due to personal injuries and/or death to such employee resulting from any neglect act, by either commission or omission on the part of the Contractor or Brazos County.

#### **E. BONDING REQUIREMENTS**

The successful bidder must provide to the Purchasing Department, a performance bond and a payment bond, each in the amount of 100% of the total contract sum within ten (10) calendar days after receipt of notification of bid award. Such bonds shall be executed by a corporate surety duly authorized and admitted to do business in the State of Texas and licensed in the State of Texas to issue surety bonds with a Best Rating "A" or better. BRAZOS COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY SURETY COMPANY PROPOSED BY THE BIDDER. IN THE EVENT BRAZOS REJECTS THE PROPOSED SURETY COMPANY THE BIDDER WILL BE AFFORDED FIVE (5) ADDITIONAL DAYS TO SUBMIT THE REQUIRED BONDS ISSUED BY A SURETY COMPANY ACCEPTABLE TO BRAZOS COUNTY.

**F. REFERENCES**

Respondent(s) shall provide a list of at least three (3) references, where work comparable in quality and scope to that specified has been performed within the past five (5) years. This list should include the names, phone number and email of the company/entity for which the prior work was performed to contact these references. A negative reference may be grounds for disqualification of bid. Respondent(s) are not allowed to use Brazos County as a reference.

Company/Entity: HARRIS COUNTY  
Contact: GARY HOWARD  
Phone: 281-914-5151  
Email: GARY.HOWARD@ENG.HCTX.NET

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Company/Entity: HARRIS COUNTY PCT 3  
Contact: JENNIFER ALMONTE  
Phone: 282-805-0216  
Email: JENNIFER.ALMONTE@ENG.HCTX.NET

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Company/Entity: HAYDEN PAVING  
Contact: MICHAEL HENRY  
Phone: 281-513-7099  
Email: MHENRY@HAYDENPAVING.COM

## G. SPECIFICATIONS

1. **General Information** — Brazos County is seeking qualified companies to provide: Reflectorized and Thermo Pavement Markings and Raised Pavement Markers in accordance with Items 666 and 672 of the Texas Department of Transportation, Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges 2014.

It is expressly understood and agreed that in case Brazos County should need any item(s) not available within a specified time frame needed from the successful bidder(s) during the term of this contract. contractor must provide written verification that the specified timeframe cannot be met. Brazos County then reserves the right to purchase the item(s) from vendors other than the successful bidder(s) and shall not be in violation of any terms or conditions of said contract.

2. **Control of Materials**

- a. **Source Control.** Use only materials that meet contract requirements. Unless otherwise specified or approved, use new materials for the work. Secure the County's approval of the proposed source of materials to be used before their delivery. It will be emphasized by the County to utilize materials shown on latest TxDOT pre-approved Material Producer List. Materials can be approved at a supply source or staging area but may be re-inspected.

- b. **Material Quality.** Correct or remove materials that fail to meet the contract requirements. Materials not meeting contract requirements will be rejected, unless the County approves corrective actions. Upon rejection, Contractor shall immediately remove and replace rejected materials. If the Contractor does not comply with this Article, the County may remove and replace defective material and the cost of testing, removal, and replacement will be deducted from invoice.

- c. **Manufacturer Warranties.** Transfer to the County warranties and guarantees required by the contract or received as part of normal trade practice.

3. **General Notes:** Contractor shall provide all traffic control measures to complete the work described herein and to ensure a minimum inconvenience to traffic around the construction area. Should the contractor's traffic control measures be found unsatisfactory by the Engineer, or Inspector, striping operations will cease immediately.

- a. Contractor shall provide a superintendent that is available on the project at all times when work is being performed and that can effectively communicate with Brazos County personnel and the public. Flaggers must be courteous and be able to effectively communicate with the public.

b. All equipment involved in roadway work shall be equipped, unless approved otherwise by the Inspector, with a permanently mounted 360 degree revolving or strobe warning light with amber lens. This light shall have a mounting height of not less than 6 feet above the roadway surface and shall be visible from all sides.

4. **ITEM 666 — Reflectorized Pavement Markings:**

Furnish all Type I Marking Materials in compliance with TxDOT's DMS-8220. "Hot Applied Thermoplastic."

Furnish all Type II Marking Materials in compliance with TxDOT's DMS-8200. "Traffic Paint."

Furnish all Glass Traffic Beads in compliance with TxDOT's Material Specification 8290.

Furnish a double drop of TY II and TY III drop on glass beads where the type of bead is applied separately in equal portions by weight. Apply the Ty III beads before applying the TY II beads.

Apply markings during appropriate weather conditions, unless otherwise directed. If markings are damaged due to precipitation or other adverse weather conditions, the Contractor is responsible for all costs associated with replacing markings.

5. **ITEM 672 - Raised Pavement Markers:**

Furnish Reflectorized Pavement Markers in compliance with TxDOT's DMS-4200.

Furnish Traffic Buttons in compliance with TxDOT's DMS-4300.

Contractor shall not place a new pavement marker without first removing the old one. This work shall be considered subsidiary to this item. Placement of new markers shall be in front of the old one.

Contractor shall use bituminous adhesive to bond pavement markers to a bituminous pavement surface and epoxy to concrete roadway surfaces.

Place bituminous adhesive at a temperature range of 380 to 390 degrees Fahrenheit. Place the pavement marker on the bituminous adhesive approximately 20 seconds after the adhesive is placed on the pavement. Ensure that pavement marker rests solely on the adhesive and not the pavement surface. Ensure that a minimum of 1/8 inch layer of bituminous adhesive remains between the pavement marker and the pavement surface after installation.

6. **ITEM 677 — Eliminating Existing Pavement Markings and Markers:**

Blast cleaning or black paint will not be an accepted method of pavement marking removal unless otherwise directed by Brazos County.

7. **Subcontractors:** Contractor shall identify every subcontractor it intends to use for the work to the County in writing at least ten (10) calendar days before entering into any subcontract. Contractor shall not use any subcontractor to which County has a reasonable objection. Following County's acceptance of a subcontractor, that subcontractor shall not be changed without County's written consent, which shall not be unreasonably withheld.



**H. QUOTE**

Item	Quantity	UOM	Description	Unit Price	Total Price
1.	20,000	LF	4" Reflectorized Markings (SLD)(Re-stripe)	\$0.19	\$3,800.00
2.	20,000	LF	4" Thermo Markings (SLD)(Re-stripe)	\$0.40	\$8,000.00
3..	5,000	LF	4" Reflectorized Markings (BRK)(Re-stripe)	\$0.21	\$1,050.00
4.	5,000	LF	4" Thermo Markings (BRK)(Re-stripe)	\$0.42	\$2,100.00
5.	80,000	LF	4" Reflectorized Markings (SLD) (Layout)	\$0.22	\$17,600.00
6.	80,000	LF	4" Thermo Markings (SLD) (Layout)	\$0.53	\$42,400.00
7.	12,000	LF	4" Reflectorized Markings (BRK) (Layout)	\$0.28	\$3,360.00
8.	12,000	LF	4" Thermo Markings (BRK) (Layout)	\$0.55	\$6,600.00
9.	500	LF	12" Reflectorized Markings (SLD) (Re-stripe)	\$1.75	\$875.00
10.	500	LF	12" Thermo Markings (SLD) (Re-Stripe)	\$2.50	\$1,250.00
11.	500	LF	12" Reflectorized Markings (SLD) (Layout)	\$2.00	\$1,000.00
12.	500	LF	12" Thermo Markings (SLD) (Layout)	\$3.25	\$1,625.00
13.	200	LF	18" Reflectorized Markings (SLD) (Re-stripe)	\$2.00	\$400.00
14.	200	LF	18" Thermo Markings (SLD)(Re-stripe)	\$2.75	\$550.00
15.	200	LF	18" Reflectorized Markings (SLD)(Layout)	\$2.25	\$450.00
16.	200	LF	18" Thermo Markings (SLD)(Layout)	\$4.00	\$800.00
17.	200	LF	24" Reflectorized Markings (SLD) (Re-stripe)	\$3.00	\$600.00
18.	200	LF	24" Thermo Markings (SLD) (Re-stripe)	\$5.75	\$1,150.00
19.	200	LF	24" Reflectorized Markings (SLD) (Layout)	\$3.25	\$650.00
20.	200	LF	24" Thermo Markings (SLD) (Layout)	\$6.25	\$1,250.00
21.	10	EA	4' Reflectorized Directional Arrow	\$45.00	\$450.00
22.	10	EA	4' Thermo Directional Arrow	\$85.00	\$850.00
23.	10	EA	8' Reflectorized Directional Arrow	\$95.00	\$950.00
24.	10	EA	8' Thermo Directional Arrow	\$185.00	\$1,850.00
25.	10	EA	4' Reflectorized Combination Arrow	\$75.00	\$750.00
26.	10	EA	4' Thermo Combination Arrow	\$140.00	\$1,400.00
27.	10	EA	8' Reflectorized Combination Arrow	\$120.00	\$1,200.00
28.	10	EA	8' Thermo Combination Arrow	\$200.00	\$2,000.00
29.	500	SQ FT	Eliminate Existing Pavement Markings	\$1.75	\$875.00
30.	20	HR	Pressure Washing	\$50.00	\$1,000.00
31.	2,000	EA	4" Type II-AA Raised Reflective Pavement Markers	\$5.00	\$10,000.00
32.	500	EA	4" Type I-A Raised Reflective Pavement Markers	\$5.00	\$2,500.00
33.	20	EA	Reflectorized Railroad Crossing	\$275.00	\$5,500.00

34.	20	EA	Thermo Railroad Crossing	\$525.00	\$10,500.00
35.	1,000	EA	Flexible Chip Seal Markers (yellow & white)	\$3.50	\$3,500.00
36.	2,000	EA	Removal of 4" Raised Reflective Pavement Markers	\$0.95	\$1,900.00
37.	20	EA	6.0' X 8.0' the word ONLY waterbased	\$100.00	\$2,000.00
38.	20	EA	6.0' X 8.0' the word ONLY Thermo	\$220.00	\$4,400.00
39.	2,000	EA	4" Type 1C Raised Reflective Pavement Markers	\$5.00	\$10,000.00
40.	30	EA	Handicap Symbol	\$150.00	\$4,500.00
41.	500	FT	Paint Only Red Curb/Fire Lane Tow Away Zone	\$1.50	\$750.00
42.	2,000	LF	Paint Only yellow or white parking lot space striping	\$0.45	\$900.00
43.	2,000	LF	Parking lot striping layout	\$0.15	\$300.00

**I. V.T.C.A. LOCAL GOVERNMENT CODE §262.0276**

Brazos County shall refuse to enter into a contract or other transaction with a person who owes a debt to the County per V.T.C.A Local Government Code §262.0276.

1. This refusal to award a contract to or enter into a transaction with a person, pertains to an apparent low bidder or successful proposer that is indebted to the County;
2. "Person" includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with the County requiring approval by the Commissioner's Court;
3. "Debt shall include delinquent taxes, fines, fees, or delinquencies arising from written agreements with the County.
4. Prior to award of a contract by the Commissioners' Court, the Purchasing Department will request a statement of account from the Brazos County Tax Office.
5. Any "debt" as defined above, that is reflected on the statement of account, will be documented and placed in the bid file. The bid or proposal from the person with the debt shall be considered "non-responsive" and "not responsible", eliminating it from any further consideration of award.
6. These provisions shall apply to any "person" owned, partially owned, managed, operated or represented by a "person" indebted to the County.

Please list all the names of the individuals that have ownership, officers, managers, and board of directors that you have associated with your entity below.

Name	Title (Owner, Officer, Director, Manager, Etc.)
TODD DROWIN	PRESIDENT
PAUL KONVICKA	VICE PRESIDENT

**J. HOUSE BILL 89 & DEBARMENT VERIFICATION**

Brazos County is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (EPLS, <https://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov>.

The undersigned affirms the non-debarment statement above, that they are duly authorized to execute this Contract.

The company representative below further affirms, that the company submitting this bid, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the Contract.

Pursuant to Section 2270.001, Texas Government Code:

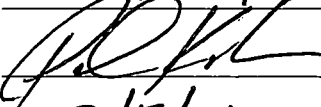
1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made or ordinary business purposes; and

"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Company Name: HIGHWAY 1, LLC

Authorized Company Representative: PAUL KONVICKA

Address: 20411 COOK ROAD  
TOMBALL, TX 77377

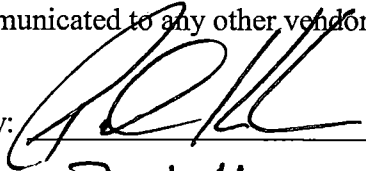
Signature: 

Date: 8/17/21

Contract #: 22-018

**K. CERTIFICATION OF BID**

The undersigned affirms that they are duly authorized to execute this Contract, that this bid has not been prepared in collusion with any other vendor and that the contents of this bid have not been communicated to any other vendor prior to the official opening of this bid.

Signed By: Typed Name: PAUL KONVICK Title: VICE PRESIDENTCompany Name: HIGHWAY 1, LLCPhone: (713) 344-1279Mailing Address: 20411 COOL ROADTOMBALL, TX 77377Email Address: PAUL@HIGHWAY1TX.COMVendor Tax Identification Number: 47-5501808**END OF BID REQUEST NO. 22-018**

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By signing below, Brazos County agrees that this bid, 22-018 will be awarded as dictated on the associated bid tabulation sheet, to the Respondent whose name appears above and both parties agree to terms and conditions contained herein.

By: Duane Peters Brazos County Commissioner's Court: Date: 9/28/21Attest: Karen McQueenBrazos County Clerk: Karen McQueen



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 11/7/2023

ITEM: Approval of CIP #24-535 Tax Office Server Migration with Harris Govern.

TO: Commissioners Court

FROM: Presley Nelson

DATE: 11/02/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Harris_Govern_Quote.pdf</a>	Harris Govern Quote	Backup Material



# HARRIS GOVERN

2721 Council Tree Ave., Suite 248  
Fort Collins, CO 80525

Phone: 972-265-7300

## Purchase Order

Date	PO #
10/9/2023	7367

Name / Address
Brazos County Tax Office 300 W. Wm. J. Bryan Pkwy Bryan, TX 77803-5536

Ship To
Brazos County Auditor's Office P.O. Box 914 Bryan, TX 77803-5536

This Purchase Order, once executed by authorized representatives of each party, shall be incorporated as an exhibit to the relevant licensing, professional services, or support and maintenance agreement as executed by the parties to which the subject matter of this Purchase Order relates. For clarity, the applicable limitation of liability provision contained in the relevant agreement will apply to any claims or liabilities arising out of or related to this Purchase Order. Further, with respect to any software being licensed pursuant to this Purchase Order, the licensing and use of said software will be governed by the software licensing terms and conditions in the applicable software licensing agreement signed by the parties.

Project Owner:

Description	Qty	Cost	Estimated Costs
Systems Professional Services (remote)	1	1,800.00	1,800.00
Work Detail:			
IT Consultant Tasks			
- Order all hardware and software required (including media)			
- Rack servers (if applicable) and load OS and patches on all servers			
- Migrate file share and SQL database files to the new database server			
- Configure daily database and file share backup process			
- Provide any necessary media for installation			
- Be available for hands on assistance			
- Schedule downtime for service migration			
Harris Govern Tasks			
- Install and configure SQL for PACS database use			
- Setup and configure PACS database on new server			
- Install and configure PACS Middle Tier on new server			
- Property Search			
- Verify PACS and Property Search functionality			

Thank you for your business.


### Estimated Costs

\$1,800.00

Upon completion and delivery of the services described in this Purchase Order, Harris Govern will request project closure and authorization to invoice from the Client. If a response is not provided by the Client within five (5) business days, Harris Govern will proceed to issue the invoice and close the project.

Payment due upon receipt of a valid invoice. The prices quoted in this Purchase Order are valid for 30 days from its issuance. A representative of Harris Govern will contact you to schedule the start date upon receipt of a signed Purchase Order. I have read the information outlined in this Purchase Order and authorize Harris Govern to perform the above tasks and acquire the equipment at the referenced costs. Please sign and return.

Accepted by Harris Govern:

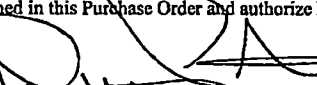
  
Signature: \_\_\_\_\_ Date: 11/14/2023  
Mark Tesreau  
Printed Name: \_\_\_\_\_ Title: VP of Client Support  
Project Manager BL

Client Signature

Printed Name

Email Address

Date

  
Dwane Peters  
CountyJudge@brazoscountytexas.gov  
11/7/2023



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC 2023 - Utility Permit - Wickson Creek SUD - Wooded Drive - 1" waterline crossing

DATE OF COURT MEETING: 11/7/2023

ITEM: Consider and take action on the Wickson Creek SUD utility permit for 1" water line crossing under Wooded Drive located 200 feet southwest of Forest Drive. Site is located in Precinct 2.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 10/30/2023

FISCAL IMPACT: False

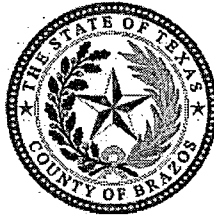
BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Utility Permit - Wickson Creek SUD - Wooded Drive - 1 waterline crossing.pdf</a>	Utility Permit - Wickson Creek SUD - Wooded Drive - 1" waterline crossing	Backup Material





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC 2023 - Utility Permit - Wickson Creek SUD - Wooded Drive - 1" waterline crossing

DATE OF COURT MEETING: 11/7/2023

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TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 10/30/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

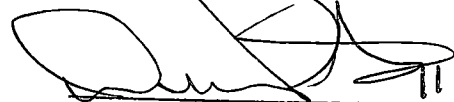
**Type**

Utility\_Permit\_-\_Wickson\_Creek\_SUD\_-\_Wooded\_Drive\_-\_1\_waterline\_crossing.pdf

Utility Permit - Wickson Creek SUD - Wooded Drive - 1" waterline crossing

Backup Material

**APPROVED**

  
Duane Peters  
County Judge

11/7/23  
Date

**APPLICATION FOR WATER UTILITY PERMIT**  
**DESIGNATING PLACEMENT OF UTILITY IN COUNTY RIGHT OF WAY**

TO: THE COUNTY ENGINEER OF BRAZOS COUNTY, TEXAS

Pursuant to the Texas Utility Code, Section 181.024, comes now WICKSON CREEK SUD [company name], hereinafter referred to as "Company" a TEXAS [state] Corporation, with authority to transact business in Texas, acting by and through its duly authorized representative, and hereby petitions the County Engineer for the right to lay, construct, maintain, repair and/or operate a water line under, over, across and/or along certain County Roads as shown on drawings and diagrams attached hereto and said location described as follows:

**Facility to Cross Road**

Road Name & Block Number	Length of Crossing	TYPE OF CONSTRUCTION (CHECK ONE)			
		Bored	Jacked	Driven	Cased
WOODED DRIVE	60'	X			X

**Facility to Parallel County Road Within Right-Of-Way**

Road Name and Block Number	From	To	Depth	Distance

**CONSTRUCTION TYPE**

1" Diameter                      Wall Thickness

2" Encasement Pipe

Material Specification PVC

Maximum Operation Pressure 80 PSI

The location and description of the proposed installation and appurtenances must be fully shown on the attached detailed drawings.

The Company shall commence actual construction/work in good faith within 60 days from the date of said permit and shall complete said construction /work within 1 working days. (COMPANY MUST FILL IN). If such construction is not begun by the 60<sup>th</sup> day, Company will be required to apply for a new permit.

Company declares that prior to filing this application, it has ascertained the location of all existing utilities, both aerial and underground, and the filing of this application is prima facie evidence that the proposed installation will not conflict with any existing utility.

A copy of this permit shall be kept at the job site any time work is being performed.

It is expressly stipulated that this Permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the holder and the holder will at all times assume risk of and indemnify, defend and save harmless Brazos County from and against any and all loss, damages, cost or expense arising in any manner on account of the exercise or attempted exercise by said holder of the aforesaid rights and privileges.

Any deviation from these specifications must be approved by Brazos County Engineer's Office or its designated representative.

Approval of County Engineer's Office may take as long as two weeks after complete application is received.

Applicant agrees to comply with all rules of the County Commissioners and the County Engineer in construction of said installation attached hereto as **BRAZOS COUNTY DESIGN STANDARDS AND SAFETY PRECAUTION REQUIREMENTS FOR WORK CONDUCTED IN BRAZOS COUNTY RIGHTS OF WAY** and incorporated herein for reference.

*In the event Company fails to obtain a permit prior to the installation or does not install utilities in compliance with installation requirements set forth herein (i.e. depth, location, etc), Company assumes all financial responsibility for damages and/or destruction of lines, cables, etc. based upon its failure to comply with Brazos County requirements.*

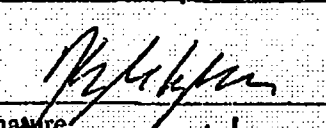
*Applicant agrees that if Brazos County demonstrates a violation of the terms of this policy, Applicant stipulates that requisites for injunctive relief exist and that Brazos County is entitled to relief enjoining any conduct by applicant which is contrary to the policies.*

*This permit is a revocable permit. Brazos County reserves the right to revoke this permit at any time, in the sole discretion of Brazos County, for interests of public health, safety or welfare, or for failure to repair any damages upon demand, or for any other reason deemed sufficient by Brazos County.*

*In the event Company fails to comply with any or all of the requirements as set forth herein, the County may take such action as it deems appropriate to compel compliance. The County Engineer further retains the right to revoke this Permit by verbal notification to the Applicant/Company.*

*Failure to obtain this permit and/or notify the County Engineer's Office within 24 hours of beginning construction shall constitute grounds for job shutdown.*

By signing below, I certify that I am authorized to represent the Company listed below, and that the Company agrees to the conditions/provisions included in this permit.

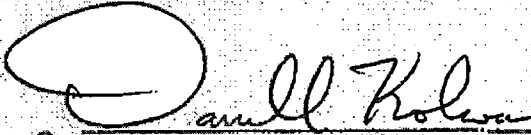
Wickson Creek SUD  
Company Name  
Kyle Eppler  
By:   
Signature General Manager  
Title 8770 Hwy 21 E  
Address Bryan Tx. 77808  
City State Zip  
979-589-3030  
Telephone Number  
Kyle@wicksoncreek.com  
Email:

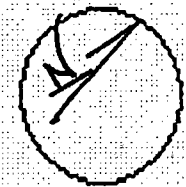
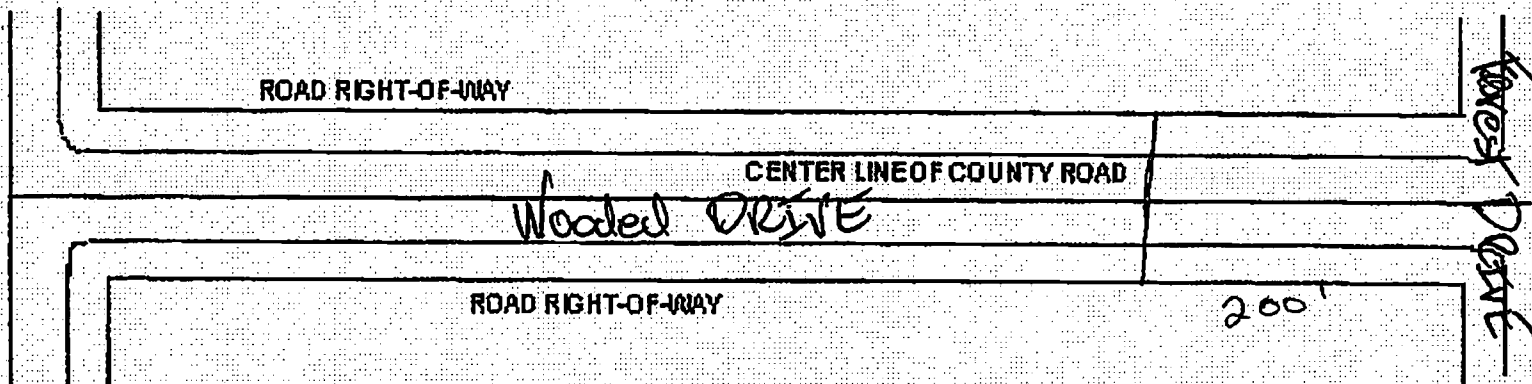
## WATER UTILITY APPROVAL

Brazos County offers no objection to the proposed location of the utility in the County right of way as shown by accompanying drawings and notice dated November 7, 2023 except as noted below:  
(Month/Day/Year)

EXCEPTIONS:

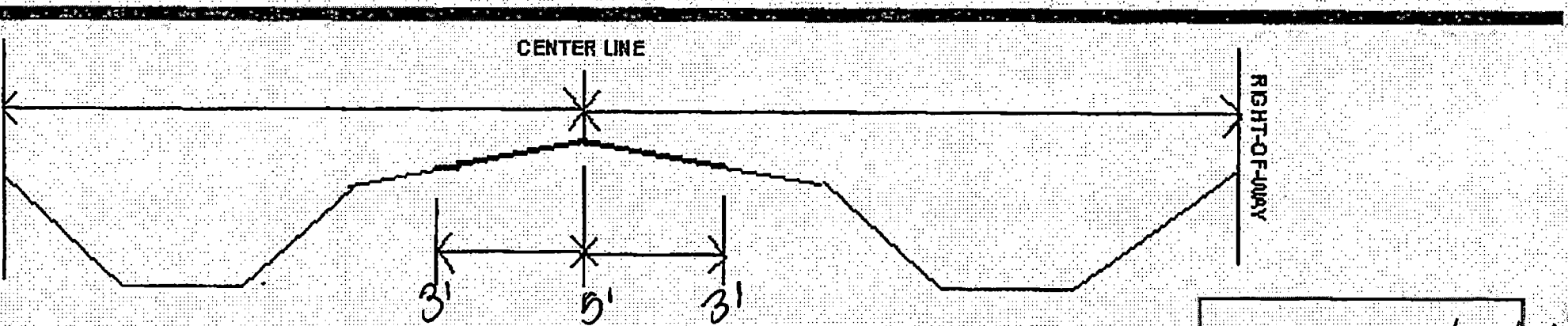
None

  
for Brazos County Engineer



SHOW NORTH ARROW

PLAN VIEW



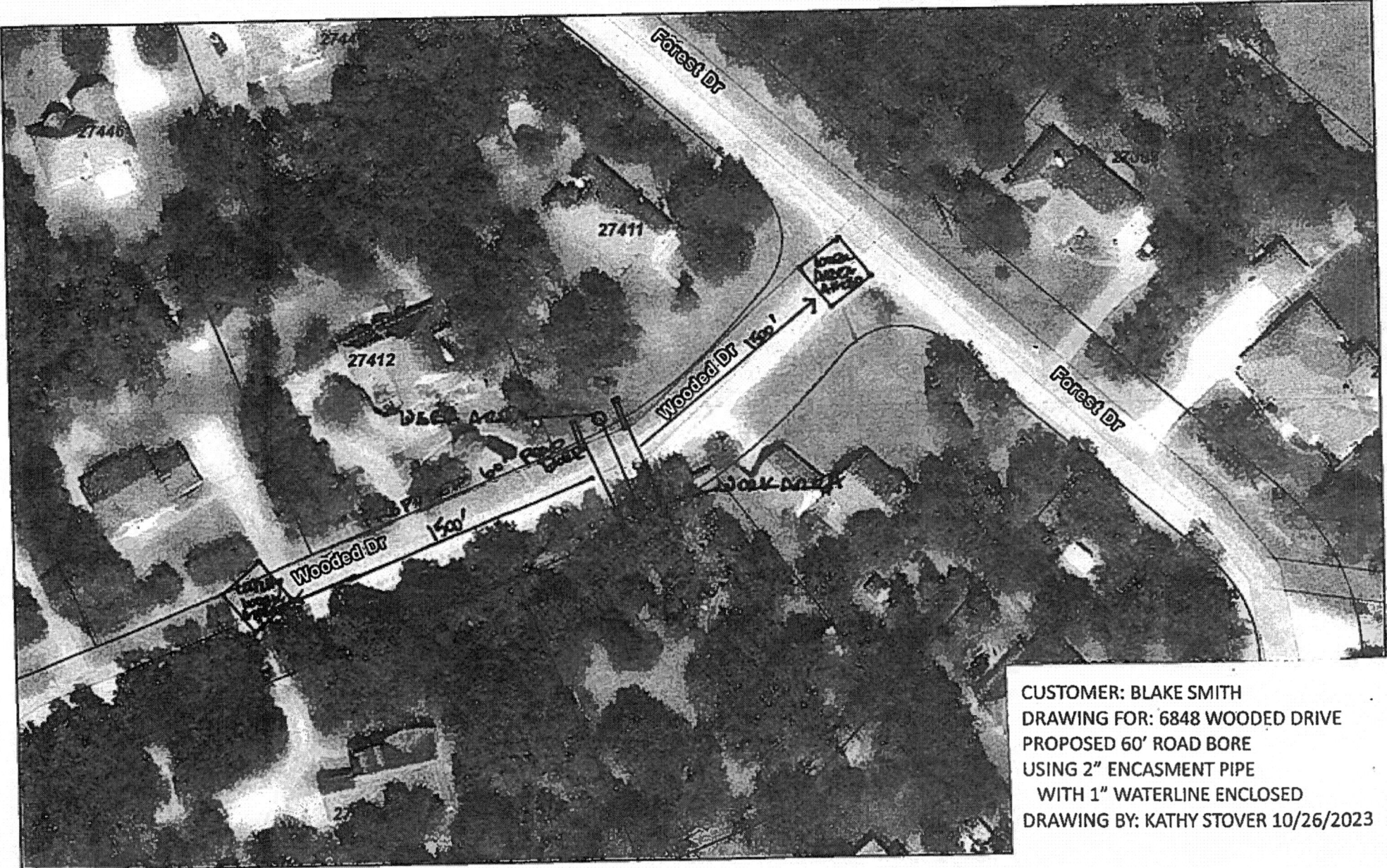
TYPICAL SECTION

COUNTY ROAD Wooden Drive

1. IN CROSSING ROAD OR GOING ALONG RIGHT-OF-WAY, SHOW DEPTH & LOCATION OF CONSTRUCTION IN TYPE SECTION & PLAN
2. IN PLAN VIEW SHOW DISTANCE FROM YOUR CONSTRUCTION TO NEAREST INTERSECTION
3. IF ABOVE PLAN VIEW AND/OR TYPE SECTION IS NOT APPLICABLE, THEN SHOW APPLICABLE PLAN AND/OR SECTION



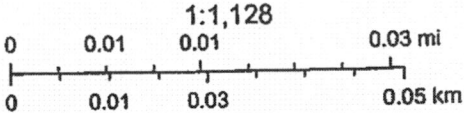
Brazos CAD Web Map



CUSTOMER: BLAKE SMITH  
DRAWING FOR: 6848 WOODDED DRIVE  
PROPOSED 60' ROAD BORE  
USING 2" ENCASMENT PIPE  
WITH 1" WATERLINE ENCLOSED  
DRAWING BY: KATHY STOVER 10/26/2023

10/26/2023, 10:43:40 AM

Abstracts    Parcels    Lot Lines



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community.  
Esri Community Maps Contributors, Baylor University, Texas Parks & Wildlife.

Brazos Central Appraisal District, BIS Consulting - [www.bisconsulting.com](http://www.bisconsulting.com)

This map is for informational purposes only. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries.

**BRAZOS COUNTY ROADWAY SAFETY AND ROAD  
PRESERVATION STANDARDS FOR WORK CONDUCTED IN  
BRAZOS COUNTY RIGHTS OF WAY**

**A. General Requirements**

1. Adequate drainage shall be maintained in ditches at all times.
2. Permittee will use best management practices ("BMP") (EPA and TCEQ both provide lists of examples of BMPs) to minimize erosion and sedimentation resulting from the proposed installation.
3. The permittee shall take precautions to avoid damage to property. All County Right of Way and property shall be restored to its original condition, as far as practical, in the opinion of the County Engineer or appointed representative.
4. The construction and maintenance of such utility shall not interfere with the property or rights of a prior occupant.
5. Permittee shall not interfere with other utilities located in the right of way. In the event damages occur, permittee will be liable to the County or other utilities running through the right of way.
6. County Engineer shall determine whether or not permittee's plans shall inconvenience the public. If it is determined that inconvenience to the public exists, then the County Engineer will decide whether such project will be allowed or if an alternative exists so as not to inconvenience the public.

**B. Safety Requirements**

1. Proper traffic control measures must be put in place prior to beginning work and remain in place during the duration of the job. All traffic control measures must follow the Texas Manual of Uniform Traffic Control Devices (TMUTCD). See Traffic Control Requirements below.
2. During construction, all safety regulations of the Texas Department of Transportation shall be observed.
3. Permittee must take such precautions and measures, including placing and displaying safety devices, as may be necessary, in order to safely conduct the public through the project area. Company shall provide flagmen, signs, signals or devices necessary to provide complete safety to the public.
4. Adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners.
5. No cable, conduit and/or pole line shall be laid, constructed, maintained and/or repaired so as to constitute a danger or hazard of any kind to persons or vehicles using such road. Any poles placed in the Right of Way for future installation shall be placed at the back of the Right of Way. Exceptions may be approved by the County Engineer.

**C. Traffic Control Plan**

1. A traffic control plan, pursuant to the TMUTCD or Engineered Traffic Control Plan must be provided for the following:
  - a. Any construction (i.e. pit, excavation, hole) left open overnight, requires specific nighttime traffic control measures pursuant to the TMUTCD;

- b. If construction is within ten (10) feet of the roadway; or
  - c. Any work performed in the road right-of-way;
2. Plan must be attached to the permit and kept at the job site any time work is being performed.
  3. Plan must set forth the time of completion for the job.

**D. Design Standards**

1. All overhead installations shall conform to clearance standards of the Texas Department of Transportation and the pole be placed in the designated area for power specified as set forth in the *Texas Utilities Code, Section 181.045*.
2. All pole installation (including lighting) shall be placed at the backside of the Right of Way to ensure safety to the public. Any pole placed in violation of this requirement will be required to be moved to the appropriate location at the company's expense. Exceptions may be approved by the County Engineer.
3. All underground installations shall (these are minimum depths – utility may place deeper):
  - a. be placed at a minimum depth of forty-eight (48) inches below the top of the pavement;
  - b. be at least thirty-six (36) inches below ditch flow line when installation is within the area measured from top of bank to top of bank;
  - c. be at least forty-eight (48) inches below ditch flow line if low pressure gas or petroleum lines. For high pressure gas and petroleum lines, see High Pressure Pipelines requirements listed below;
  - d. not be closer than ten (10) feet from the edge of pavement. Exceptions may apply in rights of way of less than 60 feet.
4. Water Lines: All water lines must be a minimum 36-inches below the ditch flow line and cased. Waterlines shall be cased if crossing under the roadway.
5. Utilities in all new developments that have 60 feet or greater of right of way shall be installed within designated locations based upon the type of utility. The locations shall be as follows: (measured from back of right-of-way).
  - Power – 0 to 2 feet, nominally 1'
  - Phone – 2 to 4 feet, nominally 3'
  - Gas – 4 to 6 feet, nominally 5'
  - Cable – 6 to 8 feet, nominally 7'
6. Utilities with less than 60 feet right-of-way in all new developments shall install the utility in a similar manner as referenced in No. 3 above; however, the County Engineer or its designated representative will provide final approval of each utility location.
7. The length of any trench to be opened in advance of the pipe, conduit or ducts may not be longer than 400' if left open over night or unattended.
8. Crossings under a county road shall:
  - a. be bored or jacked. ABSOLUTELY NO OPEN CUTS WITHIN COUNTY ROAD PAVEMENT;
  - b. be pressure grouted for the full length of the crossing *if* the annular space between pipe and casing and soil exceeds one (1) inch. Brazos County must be given 24 hours notice of pressure grouting operations and have the opportunity to have an inspector on site to observe pressure grouting operations;



- c. TxDOT Standard Specification Item 476 shall be followed for all boring, jacking, tunneling and joints.
9. Bore Pits:
- a. no pits shall remain open longer than 2 days;
  - b. all pits shall have proper traffic control measures in place. See Traffic Control Plan listed above.
  - c. pits shall NOT be located within ten (10) feet from the edge of pavement without prior approval from the County Engineer or his representative;
  - d. when pits are to remain open for more than 8 hours, due diligence will be used in protecting the spoil pile to prevent drainage problems;
  - e. based upon soil conditions, the County Engineer or his representative may require shoring to protect pavement integrity;
  - f. based upon soil conditions, the County Engineer or his representative may require pits be placed further from the edge of road.
10. Any installation within ten (10) feet of edge of pavement shall meet the following:
- a. location must be approved by the County Engineer or his representative
  - b. backfilled with cement stabilized material.
  - c. based upon soil conditions, the County Engineer or his representative may require shoring to protect pavement integrity.
  - d. all excess water and mud shall be removed from the trench prior to backfilling. Any backfill placed during a rainy period or at other times where excess water cannot be prevented from entering the trench will be considered TEMPORARY and shall be replaced with PERMANENT cement stabilized material as soon as weather permits;
  - e. all disturbed base and pavement materials shall be removed and restored to the satisfaction of the County Engineer or his representatives.
  - f. no side or lateral tamping to fill voids under the base and pavement materials is allowed.
11. Company must be careful to not jeopardize the slope or integrity of the shoulder of the road. In the event Company damages the slope, shoulder or any other portion of the right-of-way, Company will be responsible for repairing the damage and replacing the right-of-way to the condition it was prior to commencing construction.
12. Operation of construction and/or maintenance equipment on the traveled surface of any improved County road will not be permitted, except in an instance whereby the laying, construction, maintenance and/or repair of cables, conduits and/or pole lines cannot be accomplished by any other method and in this event all such equipment shall be of the rubber tire variety. Appropriate traffic control shall be provided meeting TMUTCD requirements.
13. In the event said construction and/or maintenance and/or repair requires Company to remove, cut or jeopardize any section of the road (asphalt, cement, road base, etc.), Company will be required to provide a performance bond or letter of credit securing necessary repairs. Said bond amount will be determined by the County Engineer.
14. The applicant shall submit a letter of "No Objection" from the Army Corps of Engineers for all designated wetlands and environmentally sensitive lands.

**E. Emergency work**

- 1. In the event Company is required to perform emergency services, that requires excavation in a County Right of Way, and unable to notify the County Engineer prior to conducting emergency repairs, Company

shall notify County Engineer within 24 hours of beginning construction/repairs. This will allow the County Engineer's Office an opportunity to inspect the site to ensure the integrity of the County Right of Way and traffic safety controls used.

**F. Repairs to existing facilities**

1. Maintenance and/or repair to existing cables, conduits, and/or pole lines which require disturbance of the soil, shall not be performed until plans describing such maintenance and/or repair have been approved by the County Engineer or its designated representative and a permit has been obtained.

**G. Relocation of utilities**

1. When and if the County Engineer determines that it is necessary for the construction, repair, improvement, alteration or relocation of all or any portion of said road, any or all poles, wires, pipes, cables or other facilities and appurtenances authorized hereunder, shall be removed from said road, or reset or relocated thereon, as required by the County Engineer within a reasonable time as determined by the County Engineer and Utility Company, and at the expense of the Utility Company.

**H. High Pressure Pipelines**

1. All utility Permits for high pressure pipelines (generally 60 PSI or greater), whether pertaining to controlled access or non-controlled access installations, should contain the following additional information in the description of the permit.
  - diameter
  - wall thickness
  - material specification
  - minimum yield strength
  - maximum operation pressure of the pipeline
2. With the exception of the maximum operation pressure of the pipeline, this information is to be supplied for both the carrier pipe and the casing.
3. Assurance must also be given that the installation material and design meet the minimum Federal Safety Standards for Liquid and Gas Pipe Lines. Assurance must be provided on company letterhead and signed by an authorized representative of the company.

**4. Petroleum Pipelines:**

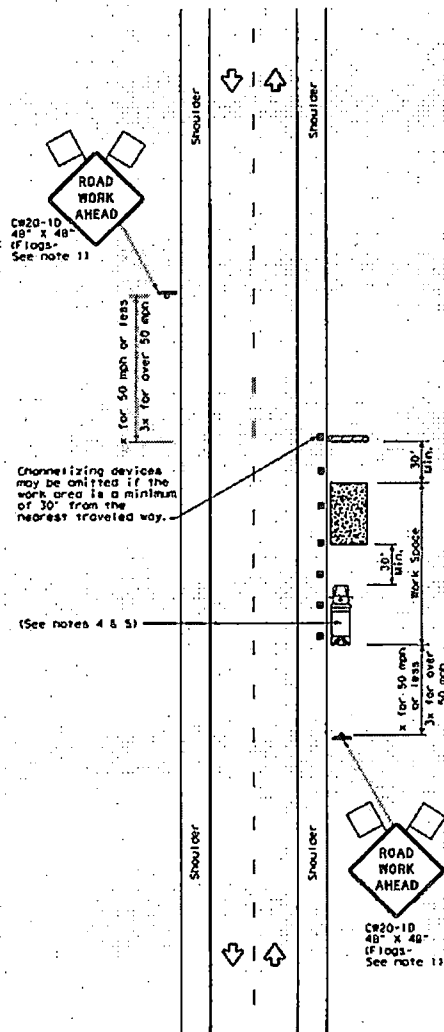
<u>Type of Pipeline</u>	<b>Depth</b>	<u>Special Requirements</u>
	<u>(below deepest ditch grade)</u>	
Encased Pipe	Less than 10'	Must be covered with concrete pad at least 36" deep
Encased Pipe	Greater than 10'	No concrete pad required
Non-Cased Pipe	Less than 10'	Must be covered with concrete pad at least 48" deep
Non-Cased Pipe	Greater than 10'	No concrete pad required

Concrete pad shall be minimum of 3" thick and width shall be pipe diameter plus 18" minimum.

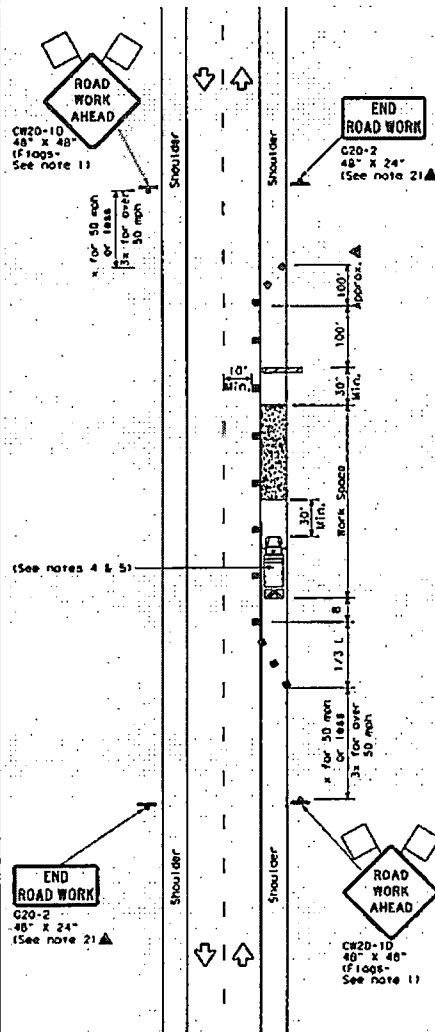
5. Under no circumstances will a pipeline be installed parallel to a County Road within the Right-of-Way. Transmission lines have been determined to be petroleum pipelines (which includes natural gas lines) and shall not be parallel to a County Road.
6. Natural Gas Distribution is a line that serves the final customer.

DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or omissions resulting from its use.

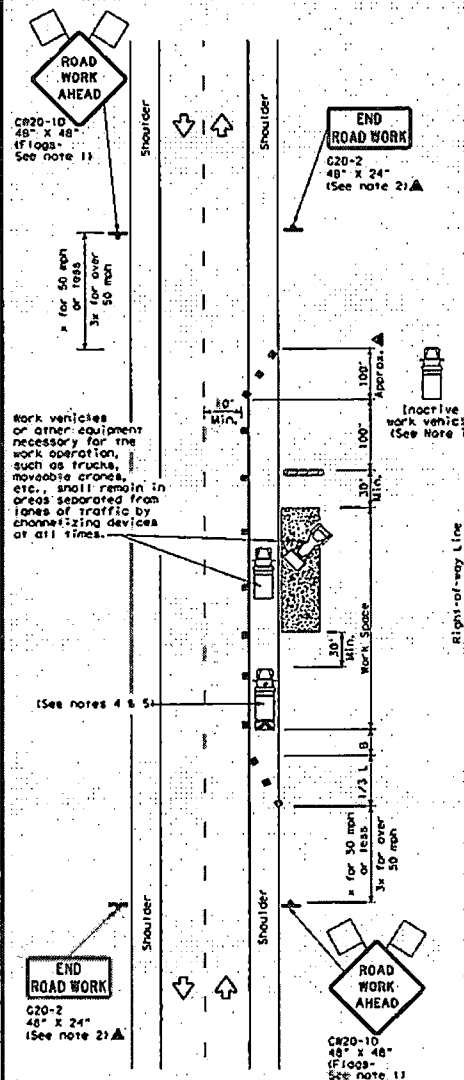
DATE: FILE:



TCP (2-1a)  
WORK SPACE NEAR SHOULDER  
Conventional Roads



TCP (2-1b)  
WORK SPACE ON SHOULDER  
Conventional Roads



TCP (2-1c)  
WORK VEHICLES ON SHOULDER  
Conventional Roads

LEGEND			
	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

Posted Speed "K"	Formula	Minimum Desirable Taper Lengths "K"	Suggested Maximum Spacing of Channelizing Devices	Minimum Sign Spacing "K"	Suggested Longitudinal Buffer Space "K"
30	L = WS 60	10' Offset	11' Offset	12' Offset	90'
35		150'	165'	180'	120'
40		205'	225'	245'	160'
45		265'	295'	320'	240'
50		450'	495'	540'	380'
55	L = WS 60	550'	605'	660'	400'
60		600'	660'	720'	450'
65		650'	715'	780'	500'
70		700'	770'	840'	550'
75		750'	825'	900'	600'

K: Conventional Roads Only  
K: Taper lengths have been rounded off.  
L: Length of Taper (ft) W: Width of Offset (ft) S: Posted Speed (MPH)

TYPICAL USAGE				
MOBILE	SHORT TERM DURATION	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY	
	✓	✓	✓	✓

- GENERAL NOTES**
- Flags attached to signs where shown, are REQUIRED.
  - All traffic control devices illustrated are REQUIRED, except those deleted with the "X" symbol may be omitted when stored in the plans, or for routine maintenance work, when approved by the Engineer.
  - Stockpiled material should be placed a minimum of 30 feet from nearest traveled way.
  - Shoove Vehicle with TMA and high intensity rotating, flashing, oscillating or strobe lights. A Shoove Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic controls to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shoove Vehicle and TMA.
  - Additional Shoove Vehicles with TMAs may be positioned off the paved surface, next to those shown in order to protect a wider work space.
  - See TCP(5-1) for shoulder work on divided highways, expressways and freeways.
  - Inactive work vehicles or other equipment should be parked near the right-of-way line and not parked on the paved shoulder.
  - C20-15 "SHOULDER WORK" signs may be used in place of C20-10 "ROAD WORK AHEAD" signs for shoulder work on conventional roadways.

Texas Department of Transportation		Traffic Operations Division	
TRAFFIC CONTROL PLAN CONVENTIONAL ROAD SHOULDER WORK			
TCP(2-1)-18			
FILED	1202-1-18-001	DATE	DEC 1985
REVISED	2-84 4-88	BY	1-97 2-18
SHEET NO.		SHEET NO.	



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC Aggieland Business Park Ph  
3B County Maintenance  
Acceptance

DATE OF COURT MEETING: 11/7/2023

ITEM: Approval of acceptance of the roads and roadway drainage structures in Aggieland Business Park Phase 3B into the Brazos County road maintenance system. Site is located in Precinct 4.

TO: Commissioners Court

FROM: Karen Tyler

DATE: 10/31/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

REQUIREMENTS: The road (Parameter Court) and roadway drainage structures are in compliance with the Brazos County Subdivision Regulations.

NOTES/EXCEPTIONS:

- Brazos County will not assume maintenance responsibility behind the curb; or for street lights; or for esplanades or median strips.
- Brazos County will not assume maintenance responsibility for drainage ways or easements other than those that directly drain the roadway.
- Private drainage ways, access easements or other easements will be maintained by the individual property owners or the Home Owners Association (HOA).
- Brazos County will maintain the roadway, shoulders as needed and drainage facilities which directly drain the roadway.
- The property owners/HOA will be responsible for mowing and landscape maintenance of all rights of ways and easements.

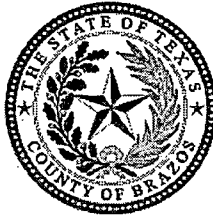
**ATTACHMENTS:**

**File Name**

**Description**

**Type**

No Attachments Available



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC Aggieldand Business Park Ph  
3B County Maintenance  
Acceptance

DATE OF COURT MEETING: 11/7/2023

ITEM: Approval of acceptance of the roads and roadway drainage structures in Aggieldand Business  
Park Phase 3B into the Brazos County road maintenance system. Site is located in Precinct  
4.

TO: Commissioners Court

FROM: Karen Tyler

DATE: 10/31/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

REQUIREMENTS: The road (Parameter Court) and roadway drainage structures are in compliance with the  
Brazos County Subdivision Regulations.

NOTES/EXCEPTIONS:

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- The property owners/HOA will be responsible for mowing and landscape maintenance of all rights of ways and easements.

**ATTACHMENTS:**

**File Name**

No Attachments Available

**Description**

**Type**

**APPROVED**

 11/7/23

Duane Peters  
County Judge

Date



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC 2023 Aggieland Business Park  
Ph 3D County Maintenance  
Acceptance

DATE OF COURT MEETING: 11/7/2023

ITEM: Approval of acceptance of the roads and roadway drainage structures of Aggieland Business Park Phase 3D into the Brazos County road maintenance system. Site is located in Precinct 4.

TO: Commissioners Court

FROM: Karen Tyler

DATE: 10/31/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

REQUIREMENTS: Roads (Matrix Drive and Calibration Court) and roadway drainage systems are in compliance with the Brazos County Subdivision Regulations.

NOTES/EXCEPTIONS:

- Brazos County will not assume maintenance responsibility behind the curb; or for street lights; or for esplanades or median strips.
- Brazos County will not assume maintenance responsibility for drainage ways or easements other than those that directly drain the roadway.
- Private drainage ways, access easements or other easements will be maintained by the individual property owners or the Home Owners Association (HOA).
- Brazos County will maintain the roadway, shoulders as needed and drainage facilities which directly drain the roadway.
- The property owners/HOA will be responsible for mowing and landscape maintenance of all rights of ways and easements.

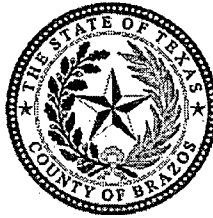
**ATTACHMENTS:**

**File Name**

**Description**

**Type**

No Attachments Available



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC 2023 Aggieland Business Park  
Ph 3D County Maintenance  
Acceptance

DATE OF COURT MEETING: 11/7/2023

ITEM: Approval of acceptance of the roads and roadway drainage structures of Aggieland Business Park Phase 3D into the Brazos County road maintenance system. Site is located in Precinct 4.

TO: Commissioners Court

FROM: Karen Tyler

DATE: 10/31/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

REQUIREMENTS: Roads (Matrix Drive and Calibration Court) and roadway drainage systems are in compliance with the Brazos County Subdivision Regulations.

NOTES/EXCEPTIONS:

- Brazos County will not assume maintenance responsibility behind the curb; or for street lights; or for esplanades or median strips.
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- Private drainage ways, access easements or other easements will be maintained by the individual property owners or the Home Owners Association (HOA).
- Brazos County will maintain the roadway, shoulders as needed and drainage facilities which directly drain the roadway.
- The property owners/HOA will be responsible for mowing and landscape maintenance of all rights of ways and easements.

**ATTACHMENTS:**

**File Name**

No Attachments Available

**Description**

**Type**

**APPROVED**

 11/7/23

Duane Peters  
County Judge

Date



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING:

11/7/2023

ITEM:

**Overpayments**

- a. David's Bridal - \$660.34
- b. Emily Osborne - \$14.75
- c. Triad Financial Services - \$701.91
- d. Triad Financial Services - \$186.64
- e. Lawyer's Title - \$17.63

TO:

Commissioners Court

DATE:

11/01/2023

FISCAL IMPACT:

False

BUDGETED:

False

DOLLAR AMOUNT:

\$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[11\\_01\\_2023.pdf](#)

Tax Refund Applications

Backup Material



**Kristeen Roe, CTA, PCC**  
**Brazos County Tax Assessor/Collector**  
4151 County Park Ct  
Bryan TX 77802  
979-775-9930  
979-775-9938 Fax

**REFUNDS PENDING 11/07/2023**

<b>REQUESTOR</b>	DAVID'S BRIDAL
<b>ADDRESS</b>	1001 WASHINGTON ST CONSHOHOCKEN PA 19428
<b>OWNER NAME</b>	DAVID'S BRIDAL
<b>PROP ID#</b>	363761
<b>REFUND AMOUNT</b>	\$ 660.34

<b>REQUESTOR</b>	EMILY OSBORNE
<b>ADDRESS</b>	PO BOX 7343 WOODLAND PARK CO 80863
<b>OWNER NAME</b>	EMILY OSBORNE
<b>PROP ID#</b>	399411
<b>REFUND AMOUNT</b>	\$ 14.75

<b>REQUESTOR</b>	TRIAD FINANCIAL SERVICES
<b>ADDRESS</b>	13901 SUTTON PARK DR S STE 300 JACKSONVILLE FL 32224
<b>OWNER NAME</b>	THOMAS COPENHAVER
<b>PROP ID#</b>	441061
<b>REFUND AMOUNT</b>	\$ 701.91

<b>REQUESTOR</b>	TRIAD FINANCIAL SERVICES
<b>ADDRESS</b>	13901 SUTTON PARK DR S STE 300 JACKSONVILLE FL 32224
<b>OWNER NAME</b>	SALLY REINA
<b>PROP ID#</b>	402213
<b>REFUND AMOUNT</b>	\$ 186.64

<b>REQUESTOR</b>	LAWYERS TITLE
<b>ADDRESS</b>	1450 COPPERFIELD PKWY
<b>OWNER NAME</b>	TIMOTHY & TAMMY CARDIA
<b>PROP ID#</b>	93015
<b>REFUND AMOUNT</b>	\$ 17.63

<b>REQUESTOR</b>	
<b>ADDRESS</b>	
<b>OWNER NAME</b>	
<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

<b>REQUESTOR</b>	
<b>ADDRESS</b>	
<b>OWNER NAME</b>	
<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

<b>REQUESTOR</b>	
<b>ADDRESS</b>	
<b>OWNER NAME</b>	
<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

## APPLICATION FOR TAX REFUND

**Collecting Office Name**  
Brazos County Tax Office  
4151 County Park Court  
Bryan, Texas 77802 Ph. 979-775-9930

**Collecting Tax for: (taxing entities)**  
Brazos County, City of Bryan, City of College Station  
Bryan ISD, College Station ISD, F1, F2, F3, F4,  
City of Kurten, Navasota ISD

### OWNER'S NAME AND ADDRESS

DAVID'S BRIDAL LLC # 326  
% PROPERTY TAX DEPT  
PO BOX 460  
BRASELTON GA 30517-0008

### PROPERTY DESCRIPTION

Legal: BUSINESS PERSONAL PROPERTY  
Address: 1731 UNIVERSITY DR E ,  
Account # 363761

### TAX PAYMENT INFORMATION

Name of Taxing Unit	Tax Year of Refund	Payment Date	Amount Paid	Refund Amount Requested
ZREFUND	2023	10/26/2023	\$5696.99	\$660.34

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

MCCREARY VESELKA BRAGG & ALLEN PC  
PO BOX 1269  
ROUND ROCK TX 78680

Sign below and return form to the Brazos County Tax Office.

"I hereby apply for the refund of the above-described taxes and certify that the information on this form is true and correct."

Julie Parsons  
Signature

(512) 323-3241  
Phone #

10-26-23  
Date

jparsons@mvbalaw.com  
Email Address

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.

### TAX REFUND DETERMINATION

The tax refund is ☒ Approved ☐ Disapproved

[Signature]  
Authorized Officer Signature

11/7/23  
Date

Authorized Officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Date

**mvba**

**Julie Parsons, Bankruptcy Attorney**

P: 512-323-3200

D: 512-323-3241

jparsons@mvbalaw.com

mvba Main Office  
700 Jeffrey Way, Ste. 100  
Round Rock, TX 78665  
mvbalaw.com

# TAX RECEIPT

10/26/2023 10:54AM

KRISTEEN ROE, CTA PH# (979) 775-9930  
BRAZOS COUNTY TAX ASSESSOR COLLECTOR  
4151 COUNTY PARK CT  
BRYAN, TX 77802

<b>Receipt Number</b>	
<b>3266390</b>	
Date Posted	10/26/2023
Payment Type	P
Payment Code	Over/Refund
Total Paid	\$5,696.99

## PAID BY:

MCCREARY VESELKA BRAGG & ALLEN PC  
PO BOX 1269  
ROUND ROCK, TX 78680

Property ID	Geo	Legal Acres	Owner Name and Address									
363761	892013-0000-0120	0.0000	DAVID'S BRIDAL LLC # 326									
			% PROPERTY TAX DEPT									
			PO BOX 460									
			BRASELTON, GA 30517-0008									
Legal Description												
BUSINESS PERSONAL PROPERTY												
Situs		DBA Name										
1731 UNIVERSITY DR E		DAVID'S BRIDAL										
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd	
Z REFUND ENTITY	2023	0.00000	0	148363	N	660.34	0.00	0.00	0.00	0.00	660.34	
BRAZOS COUNTY	2023	0.40970	267,198	34226	N	1,094.71	0.00	0.00	0.00	0.00	1,094.71	
CITY OF COLL.												
STAT.	2023	0.51309	267,198	34226	N	1,370.96	0.00	0.00	0.00	0.00	1,370.96	
COLLEGE STATION												
ISD	2023	0.96220	267,198	34226	N	2,570.98	0.00	0.00	0.00	0.00	2,570.98	
											5,696.99	

Balance Due As Of 10/26/2023: -660.34

Tender	Details	Description	Amount
Check	4018		5696.99
			5696.99

Operator	Batch	Total Paid
Imoore	48096 (10/26/2023TM)	5,696.99

**MCCREARY, VESELKA, BRAGG & ALLEN, P.C.**  
**ATTORNEYS AT LAW**  
P.O. Box 1269  
ROUND ROCK, TEXAS 78680-1269

Julie Anne Parsons  
Attorney, Bankruptcy Department

[julie.parsons@mvalaw.com](mailto:julie.parsons@mvalaw.com)  
Direct phone (512) 323-3241

October 26, 2023

Kristeen Roe  
Brazos County Tax Assessor-Collector  
4151 County Park Court  
Bryan, TX 77802-1430

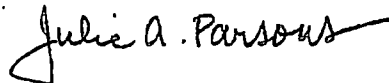
RE: Debtor: David's Bridal, LLC  
Chapter 11 Bankruptcy Case No. 23-13131 (now dismissed)  
Brazos Account No. 363761  
Overpayment on 2023 taxes

Dear Ms. Roe:

Please refund the overpayment to:

David's Bridal, Inc.  
Attn: Lori Cochran Kinkade, SVP, Head of Legal  
1001 Washington Street  
Conshohocken, PA 19428

Sincerely,



Julie Anne Parsons

## APPLICATION FOR TAX REFUND

*Collecting Office Name*

Brazos County Tax Office

4151 County Park Court

Bryan, Texas 77802 Ph. 979-775-9930

*Collecting Tax for: (taxing entities)*

Brazos County, City of Bryan, City of College Station

Bryan ISD, College Station ISD, F1, F2, F3, F4,

City of Kurten, Navasota ISD

### OWNER'S NAME AND ADDRESS

OSBORNE EMILY M

PO BOX 7343

WOODLAND PARK CO 80863-0205

### PROPERTY DESCRIPTION

Legal: RANGER A 50004113-000 LONESTAR OPERA/AGUILA VADO (EAGLEFORD .0003750000 R

Address:

Account # 399411

### TAX PAYMENT INFORMATION

Name of Taxing Unit	Tax Year of Refund	Payment Date	Amount Paid	Refund Amount Requested
ZREFUND	2022	10/16/2023	\$33.84	\$14.75

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

OSBORNE EMILY M

PO BOX 7343

WOODLAND PARK CO 80863-0205

Sign below and return form to the Brazos County Tax Office.

"I hereby apply for the refund of the above-described taxes and certify that the information on this form is true and correct."

Emily Osborne  
Signature

(719) 207-3300  
Phone #

10/23/2023  
Date

emily.osborne@yahoo.com  
Email Address

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.

### TAX REFUND DETERMINATION

The tax refund is ☒ Approved ☐ Disapproved

[Signature]  
Authorized Officer Signature

11/7/23  
Date

# TAX RECEIPT

10/16/2023 03:58PM

KRISTEEN ROE, CTA PH# (979) 775-9930  
BRAZOS COUNTY TAX ASSESSOR COLLECTOR  
4151 COUNTY PARK CT  
BRYAN, TX 77802

Receipt Number

3266263

Date Posted 10/16/2023  
Payment Type P  
Payment Code Over/Refund  
Total Paid \$33.84

## PAID BY:

OSBORNE EMILY M  
PO BOX 7343  
WOODLAND PARK, CO 80863-0205

Property ID	Geo	Legal Acres	Owner Name and Address
399411	50-004113-000-R-050004113000R001026	0.0000	OSBORNE EMILY M PO BOX 7343 WOODLAND PARK, CO 80863-0205
Legal Description			
RANGER A 50004113-000 LONESTAR OPERA/AGUILA VADO (EAGLEFORD .0003750000 R			
Situs	DBA Name		

Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2022	0.00000	0	146629	N	14.75	0.00	0.00	0.00	0.00	14.75
EMG SVCS DIST #4	2022	0.05504	844	96320	N	0.47	0.00	0.09	0.08	0.00	0.64
BRAZOS COUNTY	2022	0.42941	844	96320	N	3.63	0.00	0.76	0.66	0.00	5.05
BRYAN ISD	2022	1.13960	844	96320	N	9.62	0.00	2.03	1.75	0.00	13.40
											33.84

Balance Due As Of 10/16/2023: -14.75

Tender	Details	Description	Amount
Check	1317		33.84
			33.84

Operator	Batch	Total Paid
Iemerson	47985 (10162023_LE)	33.84

## APPLICATION FOR TAX REFUND

**Collecting Office Name**

Brazos County Tax Office

4151 County Park Court

Bryan, Texas 77802 Ph. 979-775-9930

**Collecting Tax for: (taxing entities)**

Brazos County, City of Bryan, City of College Station

Bryan ISD, College Station ISD, F1, F2, F3, F4,

City of Kurten, Navasota ISD

**OWNER'S NAME AND ADDRESS**

COPENHAVER THOMAS CAYELEN

920 CLEARLEAF DR TRLR 193

BRYAN TX 77803-3532

**PROPERTY DESCRIPTION**

Legal: OAKWOOD MHC, SPACE 193, SER# FLE240TX2044644A, HUD# PFS1254236

Address: 920 CLEAR LEAF (PVT) DR 193 ,

Account # 441061

**TAX PAYMENT INFORMATION**

Name of Taxing Unit

ZREFUND

Tax Year of Refund

2023

Payment Date

10/27/2023

Amount Paid

\$1157.75

Refund Amount Requested

\$701.91

Taxpayer's reason for refund: OP-Overpayment

**REFUND TO:**

TRIAD FINANCIAL SERVICES INC.

13901 SUTTON PARK DR S

SUITE 300

JACKSONVILLE, FL 32224

Sign below and return form to the Brazos County Tax Office.

"I hereby apply for the refund of the above-described taxes and certify that the information on this form is true and correct."

Signature

Phone #

800 522-2013 x1221

Date

Email Address

10-27-23

tsudduth@triadfs.com

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.

**TAX REFUND DETERMINATION**

The tax refund is ☒ Approved ☐ Disapproved

Authorized Officer Signature

Date

Authorized Officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code

Authorized Officer Signature

Date

11/7/23

# TAX RECEIPT

10/27/2023 09:05AM

KRISTEEN ROE, CTA PH# (979) 775-9930  
BRAZOS COUNTY TAX ASSESSOR COLLECTOR  
4151 COUNTY PARK CT  
BRYAN, TX 77802

Receipt Number:

3266599

Date Posted	10/27/2023
Payment Type	P
Payment Code	Over/Refund
Total Paid	\$1,457.76

PAID BY:

TRIAD FINANCIAL SERVICES INC  
13901 SUTTON PARK DR S  
SUITE 300  
JACKSONVILLE, FL 32224

Property ID	Geo	Legal Acres	Owner Name and Address							
441081	702022-0000-0076	0.0000	COPENHAVER THOMAS CAYELEN							
Legal Description			920 CLEARLEAF DR TRLR 193							
OAKWOOD MHC, SPACE 183, SER# FLE240TX2044844A, HUD# PFS1254236			BRYAN, TX 77803-3532							
Situe			DBA Name							
920 CLEAR LEAF (PVT) DR 193										

Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Disnts	P&J	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2023	0.00000	0	148363	N	701.81	0.00	0.00	0.00	0.00	701.81
BRAZOS COUNTY	2023	0.40870	73,121	30595	N	299.58	0.00	0.00	0.00	0.00	299.58
CITY OF BRYAN	2023	0.82400	73,121	30595	N	458.27	0.00	0.00	0.00	0.00	458.27
											1,457.76

Balance Due As Of 10/27/2023: -1157.75

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	1457.76
			1457.76

Operator	Batch	Total Paid
lomerson	48107 (2023 MH Escrow Payments)	1,457.76



## APPLICATION FOR TAX REFUND

**Collecting Office Name**

Brazos County Tax Office

4151 County Park Court

Bryan, Texas 77802 Ph. 979-775-9930

**Collecting Tax for: (taxing entities)**

Brazos County, City of Bryan, City of College Station

Bryan ISD, College Station ISD, F1, F2, F3, F4,

City of Kurten, Navasota ISD

**OWNER'S NAME AND ADDRESS**

REINA SALLY ANN

920 CLEARLEAF DR

TRLR 275

BRYAN TX 77803-3534

**PROPERTY DESCRIPTION**

Legal: OAKWOOD MHC, SPACE 275, SER# OC051619022, HUD# NTA1694585

Address: 920 CLEAR LEAF (PVT) DR 275,

Account # 402213

**TAX PAYMENT INFORMATION**

Name of Taxing Unit  
ZREFUND

Tax Year of Refund  
2023

Payment Date  
10/27/2023

Amount Paid  
\$878.47

Refund Amount Requested  
\$186.64

Taxpayer's reason for refund: OP-Overpayment

**REFUND TO:**


TRIAD FINANCIAL SERVICES

13901 SUTTON PARK DR S STE 300

JACKSONVILLE FL 32224

Sign below and return form to the Brazos County Tax Office.

"I hereby apply for the refund of the above-described taxes and certify that the information on this form is true and correct."

  
Signature

10-27-23  
Date

800 522-2013 x1224  
Phone #

tsundauth@triadfs.com  
Email Address

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.

**TAX REFUND DETERMINATION**

The tax refund is ☒ Approved ☐ Disapproved

  
Authorized Officer Signature

11/7/23  
Date

Authorized Officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Date

# TAX RECEIPT

10/27/2023 08:37AM

KRISTEEN ROE, CTA PH# (979) 775-9930  
BRAZOS COUNTY TAX ASSESSOR COLLECTOR  
4151 COUNTY PARK CT  
BRYAN, TX 77802

Receipt Number	
3266571	
Date Posted	10/27/2023
Payment Type	P
Payment Code	Over/Refund
Total Paid	\$878.47

## PAID BY:

TRIAD FINANCIAL SERVICES INC  
13901 SUTTON PARK DR S  
SUITE 300  
JACKSONVILLE, FL 32224

Property ID	Geo	Legal Acres	Owner Name and Address	
402213	702019-0000-0024	0.0000	REINA SALLY ANN	
Legal Description			920 CLEARLEAF DR	
OAKWOOD MHC, SPACE 275, SER# OC051818022, HUD# NTA1894685			TRLR 275	
Situs			BRYAN, TX 77803-3534	
DEA Name				
920 CLEAR LEAF (PVT) DR 275,				

Entity	Year	Rate	Taxable Value	Stnt #	Vold	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2023	0.00000	0	148385	N	186.84	0.00	0.00	0.00	0.00	186.84
BRAZOS COUNTY	2023	0.40870	68,928	108477	N	274.20	0.00	0.00	0.00	0.00	274.20
CITY OF BRYAN	2023	0.82400	68,928	108477	N	417.63	0.00	0.00	0.00	0.00	417.63
											878.47

Balance Due As Of 10/27/2023: -186.84

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	878.47
			878.47

Operator	Estch	Total Paid
Incode	48107 (2023 MH Escrow Payments)	878.47

## APPLICATION FOR TAX REFUND

Collecting Office Name

Brazos County Tax Office

4151 County Park Court

Bryan, Texas 77802 Ph. 979-775-9930

Collecting Tax for: (taxing entities)

Brazos County, City of Bryan, City of College Station

Bryan ISD, College Station ISD, F1, F2, F3, F4,

City of Kurten, Navasota ISD

### OWNER'S NAME AND ADDRESS

CARDA TIMOTHY & TAMMY L

390 TIMBER LN

HUNTINGTON TN 38344

### PROPERTY DESCRIPTION

Legal: MOBILE HOME SERIAL # PH059136A, LABEL # TEX0477265, HOPES CREEK MEADOW, LT-13

Address: 6363 HOPES COVE ,

Account # 93015

### TAX PAYMENT INFORMATION

Name of Taxing Unit

Tax Year of Refund

Payment Date

Amount Paid

Refund Amount Requested

ZREFUND

2023

10/26/2023

\$19.25

\$17.63

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

LAWYERS TITLE COMPANY

1450 COPPERFIELD PKWY

COLLEGE STATION, TX 77845

Sign below and return form to the Brazos County Tax Office.

"I hereby apply for the refund of the above-described taxes and certify that the information on this form is true and correct."

Signature

Date

Phone #

Email Address

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.

### TAX REFUND DETERMINATION

The tax refund is ☒ Approved ☐ Disapproved

Authorized Officer Signature

Date

Authorized Officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code

Authorized Officer Signature

Date

# TAX RECEIPT

10/26/2023 02:11PM

KRISTEEN ROE, CTA PH# (979) 775-9930  
BRAZOS COUNTY TAX ASSESSOR COLLECTOR  
4151 COUNTY PARK CT  
BRYAN, TX 77802

Receipt Number

3266477

Date Posted 10/26/2023  
Payment Type P  
Payment Code Over/Refund  
Total Paid \$19.25

**PAID BY:**

LAWYERS TITLE CO OF BRAZOS COUNTY  
1450 COPPERFIELD PKWY  
COLLEGE STATION, TX 77845

Property ID	Geo	Legal Acres	Owner Name and Address									
93015	733550-0000-0130	0.0000	CARDA TIMOTHY & TAMMY L 390 TIMBER LN HUNTINGTON, TN 38344									
Legal Description												
MOBILE HOME SERIAL # PH059136A, LABEL # TEX0477265, HOPES CREEK MEADOW, LT-13												
Situs		DBA Name										
6363 HOPES COVE												
Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd	
Z REFUND ENTITY	2023	0.00000	0	148368	N	17.63	0.00	0.00	0.00	0.00	17.63	
EMG SVCS DIST #1	2023	0.02071	7,838	22461	N	1.62	0.00	0.00	0.00	0.00	1.62	
											19.25	

Balance Due As Of 10/26/2023: -17.63

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	19.25
			19.25

Operator Batch  
Iemerson 48107 (2023 MH Escrow Payments)

Total Paid  
19.25



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING:

11/7/2023

ITEM:

- FY 22/23 Budget Amendments 55.01
- FY 23/24 Budget Amendments 6.01-6.04

TO:

Commissioners Court

FROM:

Nina Payne

DATE:

11/02/2023

FISCAL IMPACT:

False

BUDGETED:

False

DOLLAR AMOUNT:

\$0.00

ACTION REQUESTED OR  
ALTERNATIVES:

Request Approval

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[55\\_Coversheet.pdf](#)

FY 2023 - 55 Coversheet

Cover Memo

[55.01.pdf](#)

FY 2023 Budget Amendments 55.01

Budget Amendment

[6\\_cover\\_sheet.pdf](#)

FY 2024 - 6 Coversheet

Cover Memo

[6.01 - 6.04.pdf](#)

FY 2024 Budget Amendments 6.01 - 6.04

Budget Amendment

**BRAZOS COUNTY, TEXAS**

**BUDGET AMENDMENT(S) FOR THE 2022-2023 BUDGET YEAR**

**NO. 22/23 55.01**

On this the 7<sup>th</sup> day of November 2023 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. Chuck Konderla, Commissioner, Precinct 2  
D. Nancy Berry, Commissioner, Precinct 3  
E. Wanda Watson, Commissioner, Precinct 4  
F. Karen McQueen, County Clerk


The following proceedings were held:

**THAT WHEREAS**, on 7<sup>th</sup> day of November 2023 the Court heard and approved a budget amendment(s) for the 2022-2023 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 2022, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

**ADOPTED AND APPROVED** this the 7<sup>th</sup> day of November 2023.

**THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.**

By:   
Duane Peters, County Judge

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

**11/7/2023**

[illegible]

### Elections Administrator

Reallocation of funds to the correct accounts to capitalize the additional election equipment properly.

**Date:**

NNP  
11/2/2023

**County Judge Approval**

Date \_\_\_\_\_

[illegible]

**BRAZOS COUNTY, TEXAS**

**BUDGET AMENDMENT(S) FOR THE 2023-2024 BUDGET YEAR**

**NO. 23/24 6.01 – 6.04**

On this the 7<sup>th</sup> day of November 2023 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. Chuck Konderla, Commissioner, Precinct 2
- D. Nancy Berry, Commissioner, Precinct 3
- E. Wanda Watson, Commissioner, Precinct 4
- F. Karen McQueen, County Clerk

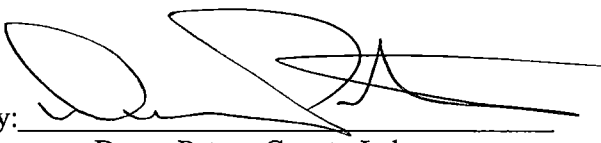
The following proceedings were held:

**THAT WHEREAS**, on 7<sup>th</sup> day of November 2023 the Court heard and approved a budget amendment(s) for the 2023-2024 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 19 September 2023, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

**ADOPTED AND APPROVED** this the 7<sup>th</sup> day of November 2023.

**THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.**

By:   
Duane Peters, County Judge

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



**No. 23/24 - 6.01**

DESCRIPTION
-------------


[illegible]

### General Permanent Improvement Fund

Reallocation of funds to the correct accounts to cover the reallocation of funding for the acquisition of real property for the location of a central receiving warehouse and/or other needed offices.

**Date:** SAM 11/1/2023

acquisition of real property for the location of a central receiving warehouse

 11/17/23

County Judge Approval Date

[illegible]

**11/7/2023**

[illegible]

## Information Technology

Reallocation of funds to the correct accounts to purchase equipment.

Date: \_\_\_\_\_

SAM  
11/1/2023

### County Judge Approval

Date \_\_\_\_\_

[illegible]

**BRAZOS COUNTY, TEXAS**  
**BUDGET AMENDMENTS**  
**No. 23/24 - 6.03**  
**11/7/2023**


[illegible]

## Information Technology

Reallocation of funds to the correct accounts to cover the purchase of the Tax Office PACS Application Migration.

**Date:** SAM 11/1/2023

Application Migration.

 11/7/23

County Judge Approval Date

[illegible]

## 11/7/2023

[illegible]

<b>General Fund Contingency</b>	
---------------------------------	--

Reallocation of funds to the correct accounts for furniture, office supplies, travel and conferences for the new 472nd District Court.

**Date:**

## SAM

11/1/2023

**County Judge Approval**

Date \_\_\_\_\_

[illegible]



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Human Resources NUMBER:

DATE OF COURT MEETING: 11/7/2023

ITEM: • a. Employment & Separations

TO: Commissioners Court

DATE: 11/02/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Employment Separations - Public - 11-07-2023.pdf](#)

**Description**

Employment & Separations Cover Sheet

**Type**

Cover Memo

# Personnel Change of Status

( Nov 2, 2023 )

Commissioners' Court Date: 11-07-2023  
Department Submitting Information: Human Resources  
Purpose of Submissions: Consider and Take Action on Change

## Employment

Department Name	Employee Name
Road & Bridge - Administration	Fazzino, Charles
Sheriff Office - Jail Administration	Holmes, Nancy

## Separations

Department Name	Employee Name
Sheriff Office - Jail Administration	Brown, Nicholas
Brazos Center - Administration	Franze, Kirby
Sheriff Office - Jail Administration	Ganza, Bon Jerus
Sheriff Office - Jail Administration	Hammond, Deborah
Sheriff Office - Jail Administration	Jackson, Belinda
Sheriff Office - Jail Administration	Jenkins, Camillia
Brazos Center - Administration	Pierce, Jace
Sheriff Office - Jail Administration	Santarslero, Robert
Human Resources - Administration	Weyand, Kori

Approved in Commissioners' Court: 11-07-2023

County Judge's or Commissioner's Signature: \_\_\_\_\_

(This Copy to be attached to minutes)



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Human Resources NUMBER:

DATE OF COURT MEETING: 11/7/2023

ITEM: • b. Personnel Action Forms

TO: Commissioners Court

DATE: 11/02/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[PAF\\_11-07-2023.docx](#)

**Description**

Cover Sheet

**Type**

Cover Memo

# PERSONNEL CHANGE OF STATUS REQUESTS

Commissioner Court Date: 11-07-2023

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
472nd District Court	McCall, Kresta	Change of Status
Academy – Community Based	Bazy, Leroy	Change of Status
	Galls, Gregory	Change of Status
	McKey, Todd	Change of Status
	Storm, Jenna	Change of Status
<del>Budget Office</del> WITHDRAWN	<del>Payne, Nina</del>	<del>Change of Status</del>
District Attorney	Allen, Kelly	Correction
	Carrizalez, Leticia	Correction
	Davenport, Tiffany	Correction
	Davis, Tonika	Correction
	Helmuth, Gretchen	Correction
	Johnson, Jessica	Correction
	Lapp, Carrie	Correction
	Logsdon, Joshua	Correction
District Attorney – Child Protective Services	Pittman Jr., Kindale	Correction
	Evans, Ellen	Correction
Human Resources	McConathy, Raeanna	Change of Status
	Sissamis, Frances	Change of Status
JJAEP – Community Based	Bass, Bryston	Change of Status
	Farris, Kari	Change of Status



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**Juvenile Services – Admin Community Based**

Autrey, Margaret	Change of Status
Gray, Cornelius	Change of Status
Hein, Joel	Change of Status
Morales, Nicalas	Change of Status

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**Juvenile Services – Admin Court**

Crist, Stephanie	Change of Status
Estep, Kendra	Change of Status
Kasberg, Stacey	Change of Status

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**Juvenile Services – Admin Probation**

Blanco, Elizabeth	Change of Status
McDaniel, Demetris	Change of Status
Taylor, Ashley	Change of Status

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**Juvenile Services – Detention**

Alegun, Aiboje	Change of Status
Coffey, Christopher	Change of Status
Croucher, Rebecca	Change of Status
Daily, Apollos	Change of Status
Desir Jr., Raymond	Change of Status
Garner, Armani	Change of Status
Gooden, Shatner	Change of Status
Guevara, Gabrielle	Change of Status
Mable-Bazy, Kami	Change of Status
Smith, Timmy	Change of Status

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**Risk Management**

Skidmore, Angela	Change of Status
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**Sheriff's Office – Jail**

Chambers III, Clifford	Correction
Pena Jr., Corando	Correction
Santarsiero, Robert	Correction

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**TJJD – SA – Basic Court**

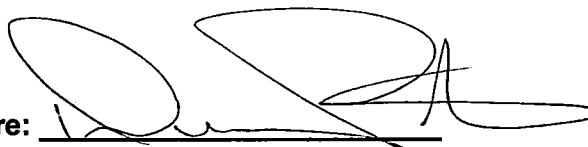
Whetstone, Artis	Change of Status
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TJJD – SA – Basic Probation	Heard, Shenita	Change of Status
	Norrid, Jeanie	Change of Status
	Ortega, Daisy	Change of Status
	Figueroa, Jose	Change of Status
	Foley, Trenica	Change of Status
	McCloud, Travis	Change of Status
<hr/>		
TJJD – SA – Commitment Diversion – Community Based	Bass, Darius	Change of Status
	Gutierrez, Larry	Change of Status
	Jackson, Carol	Change of Status
<hr/>		
TJJD – Pre & Post Adjudication – Detention	Deleon Jr., Maximo	Change of Status
	Johnson II, Reginald	Change of Status
<hr/>		

Approved in Commissioners' Court: 11-07-2023:

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





**BRAZOS COUNTY**  
**BRYAN, TEXAS**

**CLAIMS**

COMMISSIONERS COURT MEETING: **November 7, 2023**

CLAIMS TO BE PAID BY BRAZOS COUNTY:

**CLAIM # 8125627 Thru CLAIM # 8125740**

**CLAIM # 9008917 Thru CLAIM # 9008989**

The Court voted unanimously to approve these Claims as submitted.

A handwritten signature in black ink, appearing to read "Duane Peters", is written over a horizontal line.

Duane Peters  
County Judge

A handwritten signature in black ink, appearing to read "Karen McQueen", is written over a horizontal line.

Karen McQueen  
County Clerk



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/7/2023

ITEM: Acknowledgement of the MHMR FY 2024 Operating Budget, Staff Salaries by Position, and Executive Director's Total Compensation and Benefits pursuant to the Texas Health and Safety Code, Title 7, Subtitle A, §534.010 and §534.014.

TO: Commissioners Court

DATE: 10/31/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

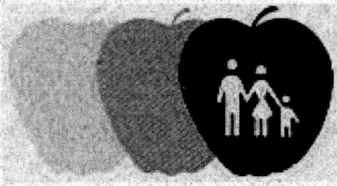
**ATTACHMENTS:**

**File Name**

**Description** **Type**

<a href="#">2023-10-31 FY 2024 Operating Budget Staff Salaries by Position and Executive Director s Total Compensation and Benefits.pdf</a>	MHMR FY 2024 Operating Budget, Staff Salaries by Position, and Executive Director's Total Compensation and Benefits	Backup Material
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# MHMR Authority of Brazos Valley



**For a Healthy, Happy Tomorrow**

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**CENTRAL ADMINISTRATION**

1504 S. Texas Avenue  
Bryan, Texas 77802-1015  
(979) 822-MHMR  
FAX (979) 361-9806

**October 25, 2023**

**MAILING ADDRESS**

P.O. Box 4588  
Bryan, Texas 77805-4588

**BRAZOS COUNTY**

MH SERVICES  
804 S. Texas Ave.  
Bryan, TX 77803-3946  
(979) 822-6467

**DAY HAB SERVICES**

Life Choices Center  
623 C. Mary Lake  
Bryan, TX 77801-3424  
(979) 361-9870

**BURLESON COUNTY**

P.O. Box 615  
103 E. Hwy. 21  
Caldwell, TX 77836-1225  
(979) 567-4377

**GRIMES COUNTY**

702 S. LaSalle  
Navasota, TX 77868-3858  
(936) 825-7969

**LEON COUNTY**

P.O. Box 512  
203 West Main  
Centerville, TX 75833-0512  
(903) 536-2180

**MADISON COUNTY**

P.O. Box 672  
3438 Hwy 21  
Madisonville, TX 77864-0672  
(936) 348-3695

**ROBERTSON COUNTY**

1212 W. Brown  
Hearne, TX 77859-3067  
(979) 279-5193

**WASHINGTON COUNTY**

P.O. Box 1662  
300 Lounge Road  
Brenham, TX 77833-2128  
(979) 830-0008

**TO:**

**Brazos County Commissioners Court  
c/o The Honorable Duane Peters**

**Leon County Commissioners Court  
c/o The Honorable Byron Ryder**

**Robertson County Commissioners Court  
c/o The Honorable Joe David Scarpinato**

**Burleson County Commissioners Court  
c/o The Honorable Keith Schroeder**

**Grimes County Commissioners Court  
c/o The Honorable Joe Fauth III**

**Madison County Commissioners Court  
c/o The Honorable Clark Osborne**

**Washington County Commissioners Court  
c/o The Honorable John Durrenberger**

**FROM:**

**Bill Kelly  
Executive Director**

**SUBJECT:**

**Requirement by Texas Health and Safety Code, Title 7, Subtitle A,  
§534.010 and §534.014**

**As required by Texas Health and Safety Code, Title 7, Subtitle A, §534.010 and §534.014, enclosed you will find a copy of the FY 2024 Operating Budget, Staff Salaries by Position, and Executive Director's Total Compensation and Benefits as approved by our Board of Trustees.**

**This information will be forwarded to each of you as they are approved by our Board of Trustees.**

*Serving the Brazos Valley for over 45 Years*

MHMR Authority of Brazos Valley  
Executive Director  
Total Compensation & Benefits - FY 2024

Base Salary	\$195,711.00
Auto Allowance	\$15,000.00
Employee Health Insurance	\$9,092.00
Employee Dental Insurance	\$274.00
Employee Life Insurance	\$467.00
Dependent Medical Health Insurance	<u>\$13,271.00</u>
Total	<u>\$233,815.00</u>

## 1

[illegible]

## 1

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**MHMR Authority of Brazos Valley  
FINAL FY 2024 OPERATING  
BUDGET**

[illegible]

MHMR Authority of Brazos Valley  
FINAL FY 2024 OPERATING  
BUDGET

<u>DESCRIPTION</u>	<u>FY 2024</u>
	<u>FINAL BUDGET</u>
Misc Client Expense	\$67,120
Personnel Ads	\$7,000
Postage	\$15,000
Printing	\$3,000
Prof Dues/Membership	\$40,000
Public Relations	\$1,000
Respite Expenditures	\$12,000
Staff Development	\$32,000
Supplies-Books & Publications	\$2,000
Supplies-Drugs	\$350,000
Supplies-Food	\$38,000
Supplies-Janitorial	\$25,000
Supplies-Office	\$90,192
Supplies-Programmatic	\$16,000
Mortgage Payment/Interest	\$93,000
Communication Expenses	\$205,000
Travel-Non-Routine	\$20,000
Travel-Registration Fees	\$8,000
Travel-Routine	\$150,306
Utilities	\$140,000
Vehicle Maintenance/Repair	\$65,000
Vehicle Purchase	\$126,208
Unallowable, Fundraising & CPS+	\$45,000
Supported Housing Rent & Utilities	\$167,375
Total Expenditures	\$18,993,648
Excess Revenue over (under)	
Expenditures	\$0

MHMR Authority of Brazos Valley  
Salary Schedule

Effective 09/01/2023  
Revised 08/31/2023

**Billing/Payroll Manager**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	12 up to 14 years, six (6) of which must be in Acct.	None	1	\$59,611	\$2,293	\$28.66
Bachelor's Degree*	8 up to 10 years, four (4) of which must be in Acct.	None				
Graduate Degree	4 up to 6 years, two (2) of which must be in Acct.	None				
High School or GED	14 up to 16 years, eight (8) of which must be in Acct.	None	2	\$61,636	\$2,371	\$29.63
Bachelor's Degree*	10 up to 12 years, six (6) of which must be in Acct.	None				
Graduate Degree	6 up to 8 years, four (4) of which must be in Acct.	None				
High School or GED	16 up to 18 years, ten (10) of which must be in Acct.	None	3	\$63,732	\$2,451	\$30.64
Bachelor's Degree*	12 up to 14 years, eight (8) of which must be in Acct.	None				
Graduate Degree	8 up to 10 years, six (6) of which must be in Acct.	None				
High School or GED	18 up to 20 years, twelve (12) of which must be in Acct	None	4	\$65,898	\$2,535	\$31.68
Bachelor's Degree*	14 up to 16 years, ten (10) of which must be in Acct	None				
Graduate Degree	10 up to 12 years, eight (8) of which must be in Acct	None				

\* Bachelor's Degree should be in Accounting, Finance, public or business administration, or a related field.

Exempt

**Accounting Manager**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Bachelor's Degree*	3 up to 4 years, two (2) of which must be a supervisory position.	None	1	\$66,017	\$2,539	\$31.74
Bachelor's Degree*	4 up to 6 years, two (2) of which must be in supervisory position.	None	2	\$68,059	\$2,618	\$32.72
Bachelor's Degree*	6 up to 8 years, two (2) of which must be in supervisory position.	None	3	\$70,163	\$2,699	\$33.73
Graduate Degree	3 up to 4 years, two (2) of which must be in supervisory position.	None				
	8 years or more , two (2) of which must be in supervisory position.	None	4	\$72,333	\$2,782	\$34.78
Graduate Degree	4 years or more, two (2) of which must be in supervisory position.	None				

\* Bachelor's Degree should be in Accounting, Finance, public or business administration, or a related field.  
Exempt

**Administrative Secretary**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Associate Degree	3 years up to 4 years	None	1	\$38,218	\$1,470	\$18.37
Bachelor's Degree	1 years up to 2 years					
Associate Degree	4 years up to 5 years	None	2	\$39,516	\$1,520	\$19.00
Bachelor's Degree	2 years up to 3 years					
Associate Degree	5 years up to 6 years	None	3	\$40,860	\$1,572	\$19.64
Bachelor's Degree	3 years up to 4 years					
Associate Degree	6 or more years	None	4	\$42,249	\$1,625	\$20.31
Bachelor's Degree	5 or more years					

\* Associate or Bachelor's Degree must be in a business, administrative/information management or other comparable area of study.

\* Relevant experience is defined as experience as a Secretary, Administrative Assistant or other comparable position.

Non-Exempt

**Admin. Technician I**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	0 years up to 2 years	None	1	\$30,741	\$1,182	\$14.78
High School or GED	2 years up to 4 years	None	2	\$31,789	\$1,223	\$15.28
Bachelor's Degree	0 years up to 2 years	None				
High School or GED	4 or more years	None	3	\$32,875	\$1,264	\$15.81
Bachelor's Degree	2 years up to 4 years	None				
Bachelor's Degree	4 or more years	None	4	\$33,999	\$1,308	\$16.35

\* Relevant experience is defined as experience in a comparable position.  
Non-Exempt

**Admin. Technician II**

DEFINITION: A degreed or non-degreed supervisor who supervises one division of a program and reports to an Admin Tech III or IV.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	5 years up to 6 years	None	1	\$33,796	\$1,300	\$16.25
Bachelor's Degree	1 year up to 2 years	None				
High School or GED	6 years up to 7 years	None	2	\$35,024	\$1,347	\$16.84
	1 of which is supervisory					
Bachelor's Degree	2 years up to 3 years	None				
	1 of which is supervisory					
High School or GED	7 years up to 8 years	None	3	\$36,314	\$1,397	\$17.46
	2 of which are supervisory					
Bachelor's Degree	3 years up to 4 years	None				
	2 of which are supervisory					
High School or GED	8 or more years	None	4	\$37,643	\$1,448	\$18.10
	3 of which are supervisory					
Bachelor's Degree	4 or more years	None				
	3 of which are supervisory					

\* Bachelor's Degree must be in a behavioral, social science, humanities or education field.

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt



**Admin. Technician III**

DEFINITION: A degreed or non-degreed supervisor who supervises one program and reports to an Admin Tech IV or Director.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	8 years up to 9 years; 4 of which are supervisory	None	1	\$39,009	\$1,500	\$18.75
Bachelor's Degree	4 years up to 5 years; 2 of which are supervisory	None				
High School or GED	9 years up to 10 years; 4 of which are supervisory	None	2	\$40,395	\$1,554	\$19.42
Bachelor's Degree	5 years up to 6 years; 2 of which are supervisory	None				
High School or GED	10 years up to 11 years; 5 of which are supervisory	None	3	\$41,878	\$1,611	\$20.13
Bachelor's Degree	6 years up to 7 years; 3 of which are supervisory	None				
Master's Degree	0 years up to 1 year	None				
High School or GED	11 years up to 12 years; 6 of which are supervisory	None	4	\$43,412	\$1,670	\$20.87
Bachelor's Degree	7 years up to 8 years; 3 of which are supervisory	None				
Master's Degree	1 year up to 2 years; 1 of which is supervisory	None				
High School or GED	12 or more years ; 6 of which are supervisory	None	5	\$44,944	\$1,729	\$21.61
Bachelor's Degree	8 or more years; 3 of which are supervisory	None				
Master's Degree	2 or more years; 1 of which is supervisory	None				

\* Bachelor's Degree must be in a behavioral, social science, humanities or education field.

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Admin. Technician IV**

DEFINITION: A degreed or non-degreed supervisor who supervises one or more programs and reports to a Director.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	9 years up to 10 years; 4 of which are supervisory	None	1	\$46,504	\$1,789	\$22.36
Bachelor's Degree	5 years up to 6 years; 3 of which are supervisory	None				
Master's Degree	1 year up to 2 years; 1 of which is supervisory	None				
High School or GED	10 years up to 11 years; 5 of which are supervisory	None	2	\$48,240	\$1,855	\$23.19
Bachelor's Degree	6 years up to 7 years; 3 of which are supervisory	None				
Master's Degree	2 years up to 3 years; 1 of which is supervisory	None				
High School or GED	11 years up to 12 years; 6 of which are supervisory	None	3	\$49,940	\$1,921	\$24.01
Bachelor's Degree	7 years up to 8 years; 4 of which are supervisory	None				
Master's Degree	3 years up to 4 years; 2 of which are supervisory	None				
High School or GED	12 years up to 16 years; 6 of which are supervisory	None	4	\$51,716	\$1,989	\$24.86
Bachelor's Degree	8 years up to 10 years; 4 of which are supervisory	None				
Master's Degree	4 year up to 5 years 2 of which are supervisory	None				
High School or GED	16 or more years ; 8 of which are supervisory	None	5	\$56,330	\$2,167	\$27.08
Bachelor's Degree	10 or more years; 6 of which are supervisory	None				
Master's Degree	5 or more years; 2 of which are supervisory	None				

\* For Clinical Managers, Bachelor's and Master's degrees must be in a behavioral, social science, humanities or education field

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Admin Technician V / IDD Services**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
Bachelor's Degree	2 years up to 3 years, 2 of which are supervisory	None	1	\$58,277	\$2,241	\$28.02
Bachelor's Degree	3 years up to 4 years, 2 of which are supervisory	None	2	\$60,080	\$2,311	\$28.88
Bachelor's Degree	4 years up to 5 years, 3 of which are supervisory	None	3	\$61,938	\$2,382	\$29.78
Bachelor's Degree	5 years up to 6 years, 3 of which are supervisory	None	4	\$63,854	\$2,456	\$30.70
Bachelor's Degree	6 or more years, 3 of which are supervisory	None	5	\$65,828	\$2,532	\$31.65

\* Bachelor's degree must be in behavioral, social science, humanities, or education field

\* Relevant experience is defined as experience in a comparable position.

Exempt

**Admin Technician V / Mental Health Services**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Masters's Degree	2 years up to 3 years, 2 of which are supervisory	LPHA	1	\$81,900	\$3,150	\$39.37
Masters's Degree	3 years up to 4 years, 2 of which are supervisory	LPHA	2	\$84,433	\$3,247	\$40.59
Masters's Degree	4 years up to 5 years, 3 of which are supervisory	LPHA	3	\$87,044	\$3,348	\$41.85
Masters's Degree	5 years up to 6 years, 3 of which are supervisory	LPHA	4	\$89,736	\$3,451	\$43.14
Masters's Degree	6 or more years, 3 of which are supervisory	LPHA	5	\$92,512	\$3,558	\$44.48

\* Master's degree must be in behavioral, social science, humanities, or education field

\* Relevant experience is defined as experience in a comparable position.

Exempt

**Case Worker II**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Bachelor's Degree	0 years up to 2 years	None	1	\$37,598	\$1,446	\$18.08
Bachelor's Degree	2 years up to 4 years	None	2	\$38,838	\$1,494	\$18.67
Bachelor's Degree	4 years up to 6 years	None	3	\$40,120	\$1,543	\$19.29
Master's Degree	0 years up to 2 years					
Bachelor's Degree	6 or more years	None	4	\$41,445	\$1,594	\$19.93
Master's Degree	2 years up to 4 years					
Master's Degree	4 years up to 6 years	None	5	\$44,314	\$1,704	\$21.30
Master's Degree	6 or more years	None	6	\$45,819	\$1,762	\$22.03

\* Bachelor's Degree must be in a behavioral, social science or humanities field.

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Forensic Case Worker II**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
Bachelor's Degree	0 years up to 2 years	None	1	\$37,598	\$1,446	\$18.08
Bachelor's Degree	2 years up to 4 years	None	2	\$38,838	\$1,494	\$18.67
Bachelor's Degree	4 years up to 6 years	None	3	\$40,120	\$1,543	\$19.29
Master's Degree	0 years up to 2 years					
Bachelor's Degree	6 or more years	None	4	\$41,445	\$1,594	\$19.93
Master's Degree	2 years up to 4 years					
Master's Degree	4 years up to 6 years	None	5	\$44,314	\$1,704	\$21.30
Master's Degree	6 or more years	None	6	\$45,819	\$1,762	\$22.03

\* Bachelor's Degree must be in a behavioral, social science or humanities field.

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

## TCOOM/Case Worker II / Team Leader

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Bachelor's Degree	0 years up to 2 years	None	1	\$40,889	\$1,573	\$19.66
Bachelor's Degree	2 years up to 4 years	None	2	\$42,129	\$1,620	\$20.25
Bachelor's Degree	4 years up to 6 years	None	3	\$43,411	\$1,670	\$20.87
Master's Degree	0 years up to 2 years					
Bachelor's Degree	6 or more years	None	4	\$44,736	\$1,721	\$21.51
Master's Degree	2 years up to 4 years					
Master's Degree	4 or more years	None	5	\$45,819	\$1,762	\$22.03
Master's Degree	6 or more years	None	5	\$47,193	\$1,815	\$22.69

\* Bachelor's Degree must be in a behavioral, social science or humanities field.

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Network Administrator**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School Diploma or GED	4 years experience	None	1	\$37,397	\$1,438	\$17.98
Bachelor's Degree	1 years experience	None				
High School Diploma or GED	5 years up to 6 years experience	None	2	\$38,628	\$1,486	\$18.57
Bachelor's Degree	2 years up to 3 years experience	None				
High School Diploma or GED	6 years up to 7 years experience	None	3	\$39,749	\$1,529	\$19.11
Bachelor's Degree	3 years up to 4 years experience	None				
High School Diploma or GED	7 years up to 8 years experience	None	4	\$40,903	\$1,573	\$19.66
Bachelor's Degree	4 years up to 5 years experience	None				
High School Diploma or GED	8+ years experience	None	5	\$41,935	\$1,613	\$20.16
Bachelor's Degree	5+ years experience	None				

\*Relevant experience is defined as experience in comparable position.  
Non-Exempt



**MH COC Team Leader**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
Bachelor's Degree	3 years up to 4 years experience	None	1	\$43,164	\$1,660	\$20.75
Bachelor's Degree	4 years up to 6 years experience	None	2	\$44,638	\$1,717	\$21.46
Bachelor's Degree	6 years up to 8 years experience	None	3	\$46,161	\$1,775	\$22.19
Bachelor's Degree	8 years up to 10 years experience	None	4	\$47,736	\$1,836	\$22.95
Bachelor's Degree	10+ years experience	None	5	\$49,365	\$1,899	\$23.73

\* Bachelor's Degree must be in a behavioral, social science or humanities field.

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Custodian III**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
6 <sup>th</sup> Grade Education	0 year up to 2 years	None	1	\$25,921	\$997	\$12.46
6 <sup>th</sup> Grade Education	2 years up to 4 years	None	2	\$26,623	\$1,024	\$12.80
6 <sup>th</sup> Grade Education	4 years up to 6 years	None	3	\$27,366	\$1,053	\$13.16
6 <sup>th</sup> Grade Education	6 or more years	None	4	\$28,130	\$1,082	\$13.52

\* Relevant experience is defined as experience in a comparable position.  
Non-Exempt

**Facilities/Vehicle Manager**

DEFINITION: A degreed or non-degreed supervisor who supervises facilities/vehicles and reports to a Director.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	5 years up to 6 years	None	1	\$52,867	\$2,033	\$25.42
Bachelor's Degree	1 year up to 2 years	None				
High School or GED	6 years up to 7 years	None	2	\$54,328	\$2,090	\$26.12
	1 of which is supervisory					
Bachelor's Degree	2 years up to 3 years	None				
	1 of which is supervisory					
High School or GED	7 years up to 8 years	None	3	\$55,834	\$2,147	\$26.84
	2 of which are supervisory					
Bachelor's Degree	3 years up to 4 years	None				
	2 of which are supervisory					
High School or GED	8 or more years	None	4	\$57,386	\$2,207	\$27.59
	3 of which are supervisory					
Bachelor's Degree	4 or more years	None				
	3 of which are supervisory					

\* Bachelor's Degree must be in a business, construction field, and/or fleet vehicles experience.

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Family Partner**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	0 years up to 1 years	None	1	\$22,894	\$881	\$11.01
High School or GED	1 years up to 2 years	None	2	\$23,580	\$907	\$11.34
High School or GED	2 years up to 3 years	None	3	\$24,287	\$934	\$11.68
High School or GED	3 or more years	None	4	\$25,016	\$962	\$12.03

Relevant experience is defined as a parent with a child in services w/a mental illness.

Non-Exempt

**HCS Case Manager**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
High School or GED	2 years up to 3 years	None	1	\$29,866	\$1,149	\$14.36
High School or GED	3 years up to 4 years	None	2	\$30,763	\$1,183	\$14.79
High School or GED	4 years up to 5 years	None	3	\$31,685	\$1,219	\$15.23
High School or GED	5 or more years	None	4	\$32,636	\$1,255	\$15.69
LVN	1 year up to 2 years	None	5	\$33,615	\$1,293	\$16.16
LVN	2 years up to 3 years	None	6	\$34,624	\$1,332	\$16.65
LVN	3 year up to 4 years	None	7	\$35,662	\$1,372	\$17.15
LVN	4 or more years	None	8	\$36,732	\$1,413	\$17.66

**HCS Provider Coordinator**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
High School or GED	0 years up to 2 years	None	1	\$32,861	\$1,264	\$15.80
High School or GED	2 years up to 4 years	None	2	\$33,848	\$1,302	\$16.27
High School or GED	4 years up to 6 years	None	3	\$34,863	\$1,341	\$16.76
High School or GED	6 or more years	None	4	\$35,909	\$1,381	\$17.26
Bachelor's Degree	0 years up to 2 years	None	5	\$37,598	\$1,446	\$18.08
Bachelor's Degree	2 years up to 4 years	None	6	\$38,838	\$1,494	\$18.67
Bachelor's Degree	4 years up to 6 years	None	7	\$40,120	\$1,543	\$19.29
Bachelor's Degree	6 or more years	None	8	\$41,445	\$1,594	\$19.93

High School or GED

Relevant experiences is defined as experience in comparable position.

Non-Exempt

**House Parent I**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
High School or GED	0 years and up	None	Weekday Work	\$36,484	\$1,403	\$17.54
High School or GED	0 years and up	None	Weekend Work	\$32,608	\$1,254	\$15.68

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Human Resource Mgmt. Clerk IV**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	3 years up to 4 years	None	1	\$28,601	\$1,100	\$13.75
High School or GED	4 years up to 5 years	None	2	\$29,574	\$1,137	\$14.22
High School or GED	5 years up to 6 years	None	3	\$30,579	\$1,176	\$14.70
High School or GED	6 or more years	None	4	\$31,619	\$1,216	\$15.20

\*Relevant experiences is defined as experience in comparable position.

Non-Exempt



**Information Systems Manager**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
Bachelor's Degree	0 years up to 2 years experience	None	1	\$76,644	\$2,948	\$36.85
Bachelor's Degree	2 years up to 4 years	None	2	\$79,014	\$3,039	\$37.99
Bachelor's Degree	4 years up to 6 years	None	3	\$81,457	\$3,133	\$39.16
Bachelor's Degree	6 years up to 8 years	None	4	\$83,976	\$3,230	\$40.37
Bachelor's Degree	8 years up to 10 years	None	5	\$86,573	\$3,330	\$41.62
Bachelor's Degree	10 + years	None	6	\$89,250	\$3,433	\$42.91

\*Relevant experience is defined as experience in comparable position.

\* Experience may be substituted for College Degree

Exempt

**Database Analyst**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School Diploma or GED	3 years experience	None	1	\$57,750	\$2,221	\$26.44
Bachelor's Degree	1 years experience	None				
High School Diploma or GED	4 years up to 5 years experience	None	2	\$59,483	\$2,288	\$28.60
Bachelor's Degree	2 years up to 3 years experience	None				
High School Diploma or GED	5 years up to 6 years experience	None	3	\$61,268	\$2,356	\$29.46
Bachelor's Degree	3 years up to 4 years experience	None				
High School Diploma or GED	6 years up to 7 years experience	None	4	\$63,106	\$2,427	\$30.34
Bachelor's Degree	4 years up to 5 years experience	None				
High School Diploma or GED	7+ years experience	None	5	\$64,999	\$2,500	\$31.25
Bachelor's Degree	5+ years experience	None				

\*Relevant experience is defined as experience in comparable position.  
Non-Exempt

**LPC-A**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
Master's Degree	0 years up to 2 years	LPC-A	1	\$56,427	\$2,170	\$27.13
Master's Degree	2 year up to 4 years	LPC-A	2	\$58,120	\$2,235	\$27.94
Master's Degree	4 years up to 6 years	LPC-A	3	\$59,864	\$2,302	\$28.78
Master's Degree	6 or more years	LPC-A	4	\$61,659	\$2,372	\$29.64

\*Relevant experience is defined as experience in a comparable position.  
Exempt

**LPHA/Supervisor 1**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
Master's Degree	0 years up to 2 years	LPC or LCSW	1	\$68,932	\$2,651	\$33.14
Master's Degree	2 year up to 4 years	LPC or LCSW	2	\$71,688	\$2,757	\$34.47
Master's Degree	4 years up to 6 years	LPC or LCSW	3	\$74,555	\$2,868	\$35.84
Master's Degree	6 or more years	LPC or LCSW	4	\$77,537	\$2,982	\$37.28

\*Relevant experience is defined as experience in a comparable position.

Exempt

**LPHA/Supervisor 2**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
Master's Degree	0 years up to 2 years	LPC or LCSW	1	\$74,932	\$2,882	\$36.02
Master's Degree	2 year up to 4 years	LPC or LCSW	2	\$77,929	\$2,997	\$37.47
Master's Degree	4 years up to 6 years	LPC or LCSW	3	\$81,045	\$3,117	\$38.96
Master's Degree	6 or more years	LPC or LCSW	4	\$84,288	\$3,242	\$40.52

\*Relevant experience is defined as experience in a comparable position.

Exempt

**LPHA**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
Master's Degree	0 years up to 2 years	LPC or LCSW	1	\$62,727	\$2,413	\$30.16
Master's Degree	2 year up to 4 years	LPC or LCSW	2	\$65,236	\$2,509	\$31.36
Master's Degree	4 years up to 6 years	LPC or LCSW	3	\$67,848	\$2,610	\$32.62
Master's Degree	6 or more years	LPC or LCSW	4	\$70,559	\$2,714	\$33.92

\*Relevant experience is defined as experience in a comparable position.  
Exempt

**Licensed Vocational Nurse I**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Accredited Nursing School	0 years up to 2 years	Current Texas LVN License	1	\$44,458	\$1,710	\$22.02
						\$21.37
Accredited Nursing School	2 year up to 4 years	Current Texas LVN License	2	\$45,833	\$1,763	\$22.70
						\$22.04
Accredited Nursing School	4 years up to 6 years	Current Texas LVN License	3	\$47,252	\$1,817	\$23.40
						\$22.72
Accredited Nursing School	6 or more years	Current Texas LVN License	4	\$48,713	\$1,874	\$24.12
						\$23.42

\*Relevant experience is defined as experinece in a comparable position.

Non-Exempt

**Maintenace Mechanic III**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
8 <sup>th</sup> Grade Education	2year up to 3 years	None	1	\$36,396	\$1,400	\$17.50
8 <sup>th</sup> Grade Education	3 year up to 4 years	None	2	\$37,314	\$1,435	\$17.94
8 <sup>th</sup> Grade Education	4 years up to 5 years	None	3	\$38,227	\$1,470	\$18.38
8 <sup>th</sup> Grade Education	5 or more years	None	4	\$39,258	\$1,510	\$18.87

\*Relevant experience is defined as experience in a comparable position.

Non-Exempt



**Medical Records Clerk III**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	0 years up to 1 year	None	1	\$23,967	\$922	\$11.52
High School or GED	1 year up to 2 years	None	2	\$24,735	\$951	\$11.89
High School or GED	2 years up to 3 years	None	3	\$25,526	\$982	\$12.27
High School or GED	3 or more years	None	4	\$26,395	\$1,015	\$12.69

\*Relevant experience is defined as office work which includes duties such as, but not limited to, filing, posting and verifying records.

Non-Exempt

**Medical Records Technician**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	0 years up to 2 year	None	1	\$26,438	\$1,017	\$12.71
High School or GED	2 year up to 4 years	None	2	\$27,284	\$1,049	\$13.12
High School or GED	4 years up to 6 years	None	3	\$28,156	\$1,083	\$13.54
High School or GED	6 or more years	None	4	\$29,059	\$1,118	\$13.97

\*Relevant experience is defined in general office work which includes duties such as but not limited to filing, posting and verifying records.

Non-Exempt

**Nurse IV/Registered Nurse**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 BI-Weekly Salary	FY24 PRN / Hourly Rate
ADN	0 years up to 5 years	Current Texas RN License	1	\$61,558	\$2,368	\$29.60
Bachelor's Degree	0 years up to 4 years					
ADN	5 years up to 10 years	Current Texas RN License	2	\$63,652	\$2,448	\$30.60
Bachelor's Degree	4 years up to 6 years					
ADN	10 years up to 15 years	Current Texas RN License	3	\$65,713	\$2,527	\$31.59
Bachelor's Degree	6 years up to 8 years					
ADN	15 or more years	Current Texas RN License	4	\$67,896	\$2,611	\$32.64
Bachelor's Degree	8 or more years					

\*Bachelor's Degree must be in Nursing.  
Exempt

**Nurse V - Medication Clinic Program Manager**

DEFINITION: A degreed Nurse who supervises multiple programs and reports to a Director.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Bachelor's Degree	8 years up to 12 years	Current Texas RN License	1	\$67,763	\$2,606	\$33.56
Master's Degree	4 years up to 6 years	Current Texas RN License				\$32.58
Bachelor's Degree	12 years up to 16 years	Current Texas RN License	2	\$69,804	\$2,685	\$34.57
Master's Degree	6 years up to 8 years	Current Texas RN License				\$33.56
Bachelor's Degree	16 years up to 20 years	Current Texas RN License	3	\$71,918	\$2,766	\$35.61
Master's Degree	8 years up to 10 years	Current Texas RN License				\$34.58
Bachelor's Degree	20 or more years	Current Texas RN License	4	\$74,101	\$2,850	\$36.69
Master's Degree	10 or more years	Current Texas RN License				\$35.63

\*Bachelor's or Master's Degree must be in Nursing.  
Exempt

**Nurse V - IDD Program Manager**

DEFINITION: A degreed Nurse who supervises multiple programs and reports to a Director.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Bachelor's Degree	8 years up to 12 years	Current Texas RN License	1	\$77,739	\$2,990	
Master's Degree	4 years up to 6 years	Current Texas RN License				\$37.37
Bachelor's Degree	12 years up to 16 years	Current Texas RN License	2	\$80,071	\$3,080	
Master's Degree	6 years up to 8 years	Current Texas RN License				\$38.50
Bachelor's Degree	16 years up to 20 years	Current Texas RN License	3	\$82,473	\$3,172	
Master's Degree	8 years up to 10 years	Current Texas RN License				\$39.65
Bachelor's Degree	20 or more years	Current Texas RN License	4	\$84,947	\$3,267	
Master's Degree	10 or more years	Current Texas RN License				\$40.84

\*Bachelor's or Master's Degree must be in Nursing.  
Exempt

**Peer Provider**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	0 years up to 1 years	None	1	\$22,894	\$881	\$11.01
High School or GED	1 years up to 2 years	None	2	\$23,580	\$907	\$11.34
High School or GED	2 years up to 3 years	None	3	\$24,287	\$934	\$11.68
High School or GED	3 or more years	None	4	\$25,016	\$962	\$12.03

Relevant experience is defined as experience in a comparable position.

Non-Exempt

**PM MCOT Case Worker 4pm - 12am shift**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Bachelor's Degree	1 year up to 2 years experience	None	1	\$45,976	\$1,768	\$22.10
Bachelor's Degree	2 years up to 3 years experience	None	2	\$47,450	\$1,825	\$22.81
Masters Degree	1 year up to 2 years experience	None				
Bachelor's Degree	3 years up to 4 years experience	None	3	\$48,973	\$1,884	\$23.54
Masters Degree	2 years up to 3 years experience					
Bachelor's Degree	4 years up to 5 years experience	None	4	\$50,548	\$1,944	\$24.30
Masters Degree	3 years up to 4 years experience	None				
Bachelor's Degree	6 or more years experience	None	5	\$52,178	\$2,007	\$25.09
Masters Degree	4 or more years experience	None				

\* Bachelor's Degree must be in a behavioral, social science or humanities field.

\* Relevant experience is defined as experience working with MH Clients and providing crisis intervention services  
Non-Exempt

**PM MCOT Case Worker 12am -8am shift**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Bachelor's Degree	1 year up to 2 years experience	None	1	\$48,788	\$1,876	\$23.46
Bachelor's Degree	2 years up to 3 years experience	None	2	\$50,262	\$1,933	\$24.16
Masters Degree	1 year up to 2 years experience	None				
Bachelor's Degree	3 years up to 4 years experience	None	3	\$51,785	\$1,992	\$24.90
Masters Degree	2 years up to 3 years experience					
Bachelor's Degree	4 years up to 5 years experience	None	4	\$53,360	\$2,052	\$25.65
Masters Degree	3 years up to 4 years experience	None				
Bachelor's Degree	6 or more years experience	None	5	\$54,990	\$2,115	\$26.44
Masters Degree	4 or more years experience	None				

\* Bachelor's Degree must be in a behavioral, social science or humanities field.

\* Relevant experience is defined as experience working with MH Clients and providing crisis intervention services

Non-Exempt



**Psychiatric Nurse Practitioner**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Master's Degree	2 years up to 4 years	Current Texas RN License/Certified Nurse Practitioner	1	\$124,099	\$4,773	\$59.66
Master's Degree	4 years up to 6 years	Current Texas RN License/Certified Nurse Practitioner	2	\$127,822	\$4,916	\$61.45
Master's Degree	6 years up to 8 years	Current Texas RN License/Certified Nurse Practitioner	3	\$131,656	\$5,064	\$63.30
Master's Degree	8 or more years	Current Texas RN License/Certified Nurse Practitioner	4	\$135,607	\$5,216	\$65.20

\*Master's Degree must be in Nursing.

\*Certified by the American Nurses Credentialing Center as a Adult Psychiatric Mental Health Nurse Practitioner and recognized by the Texas Board of Nursing in specialty area of psychiatry for advanced practice.

Exempt

**Family Nurse Practitioner**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Master's Degree	2 years up to 4 years	Current Texas RN License/Certified Nurse Practitioner	1	\$95,608	\$3,677	\$45.97
Master's Degree	4 years up to 6 years	Current Texas RN License/Certified Nurse Practitioner	2	\$98,566	\$3,791	\$47.39
Master's Degree	6 years up to 8 years	Current Texas RN License/Certified Nurse Practitioner	3	\$90,366	\$3,476	\$43.45
Master's Degree	8 or more years	Current Texas RN License/Certified Nurse Practitioner	4	\$104,757	\$4,029	\$50.36

\*Relevant experience is defined as experience in a comparable position.

\*Master's Degree must be in Nursing.

\*Certified by the American Nurses Credentialing Center as a Family Nurse Practitioner and recognized by the Texas Board of Nursing in specialty area of family practice.

Exempt

**Program Specialist I**

DEFINITION: A degeed or non-degreed supervisor who supervises one program and reports to an Administrative Technician IV or Program Administrator or Director.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School Diploma or GED	4 years experience	None	1	\$39,307	\$1,512	\$18.90
High School Diploma or GED	5 years up to 6 years	None	2	\$40,644	\$1,563	\$19.54
High School Diploma or GED	7 years up to 8 years	None	3	\$42,026	\$1,616	\$20.20
Bachelor's Degree	4 years up to 5 years experience	None				
Bachelor's Degree	5 years up to 6 years experience	None	4	\$43,454	\$1,671	\$20.89
Bachelor's Degree	6 years or more experience	None	5	\$44,934	\$1,728	\$21.60

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

### Program Specialist II

DEFINITION: A  
degeed supervisor  
who supervises one or  
more programs and

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Bachelor's Degree	0-2 years experience	None	1	\$43,833	\$1,686	\$21.07
Bachelor's Degree	2-4 years experience	None	2	\$45,188	\$1,738	\$21.73
Bachelor's Degree	4-6 years experience	None	3	\$46,585	\$1,792	\$22.40
Bachelor's Degree	6 or more years experience	None	4	\$48,026	\$1,847	\$23.09

\* Relevant experience is defined as experience in a comparable position.  
Non-Exempt

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**Psychiatrist III/ General Physician**

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Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Graduation from accredited medical school	0 years up to 2 years	Board Eligible	1	\$211,268	\$8,126	\$101.57
Graduation from accredited medical school	2 year up to 4 years	Board Eligible	2	\$217,802	\$8,377	\$104.71
Graduation from accredited medical school	4 years up to 6 years	Board Eligible	3	\$224,538	\$8,636	\$107.95
Graduation from accredited medical school	6 years or more	Board Eligible	4	\$231,483	\$8,903	\$111.29

\*Relevant experience is defined as experience in a comparable position.  
Exempt

**Psychiatrist IV/ General Physician**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Graduation from accredited medical school.	0 years up to 2 years	Board Eligible C&A	1	\$224,698	\$8,642	\$108.03
Graduation from accredited medical school.	2 year up to 4 years	Board Eligible C&A	2	\$231,648	\$8,910	\$111.37
Graduation from accredited medical school.	4 years up to 6 years	Board Eligible C&A	3	\$238,812	\$9,185	\$114.81
Graduation from accredited medical school.	6 years or more	Board Eligible C&A	4	\$246,197	\$9,469	\$118.36

\*Relevant experience is defined as experience in a comparable position.

Exempt

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**Psychiatrist IV/ Medical Director**

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Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Graduation from accredited medical school.	0 years up to 2 years	Board Eligible C&A	1	\$256,635	\$9,871	\$123.38
Graduation from accredited medical school.	2 year up to 4 years	Board Eligible C&A	2	\$264,572	\$10,176	\$127.20
Graduation from accredited medical school.	4 years up to 6 years	Board Eligible C&A	3	\$272,754	\$10,491	\$131.13
Graduation from accredited medical school.	6 years or more	Board Eligible C&A	4	\$281,190	\$10,815	\$135.19

\*Relevant experience is defined as experience in a comparable position.  
Exempt

**Psychologist**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Master's Degree	0 years up to 1 years		1	\$46,561	\$1,791	\$22.38
Master's Degree	1 year up to 2 years		2	\$48,045	\$1,848	\$23.10
Master's Degree	2 years up to 4 years		3	\$49,584	\$1,907	\$23.84
Master's Degree	4 or more 6 years		4	\$51,168	\$1,968	\$24.60
Master's Degree	6 or more years		5	\$56,330	\$2,167	\$27.08

\*Master Degree must be in Psychology.  
Non-Exempt



**QM Coordinator (Program Specialist)**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Bachelor's Degree	3-4years	None	1	\$40,644	\$1,563	\$19.54
Bachelor's Degree	5-6 years	None	2	\$42,026	\$1,616	\$20.20
Bachelor's Degree	7-8 years	None	3	\$43,454	\$1,671	\$20.89
Bachelor's Degree	9 or more	None	4	\$44,934	\$1,728	\$21.60

\* Bachelors Degree must be in human services field, including but not limited to, sociology, special education, rehabilitation, counseling, or psychology.

\*Relevant experience minimum 1 year experience working with people with retardation or devopmental disabilities.

Non-Exempt

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**Secretary II**

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Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	0 years up to 2 years	None	1	\$23,967	\$922	\$11.52
High School or GED	2 year up to 4 years	None	2	\$24,735	\$951	\$11.89
High School or GED	4 years up to 6 years	None	3	\$25,526	\$982	\$12.27
High School or GED	6 or more years	None	4	\$26,342	\$1,013	\$12.66

\*Relevant experience is defined as experience as a Secretary I or other comparable position.

Non-Exempt

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**Spanish Translator**

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Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	0 years up to 2 year	None	1	\$30,672	\$1,180	\$14.75
High School or GED	2 year up to 4 years	None	2	\$31,622	\$1,216	\$15.20
High School or GED	4 years up to 6 years	None	3	\$32,600	\$1,254	\$15.67
High School or GED	6 or more years	None	4	\$33,607	\$1,293	\$16.16

Non-Exempt

**Substance Abuse Counselor**

Education	Total Years of Relevant Experience	License / Certification	Step	Annual Salary	Bi-Weekly Salary	PRN / Hourly Rate
Associate Degree	0 years up to 2 years	LCDC-Intern	1	\$32,862	\$1,264	\$15.80
Bachelor's Degree				\$37,598	\$1,446	\$18.08
Associate Degree	2 or more years	LCDC-Intern	2	\$33,848	\$1,302	\$16.27
Bachelor's Degree				\$38,838	\$1,494	\$18.67
Associate Degree	0 years to 2 years	LCDC	1	\$37,598	\$1,446	\$18.08
Bachelor's Degree				\$42,848	\$1,648	\$20.60
Associate Degree	2 years up to 4 years	LCDC	2	\$38,838	\$1,494	\$18.67
Bachelor's Degree				\$44,217	\$1,701	\$21.26
Associate Degree	4years up to 6 years	LCDC	3	\$40,119	\$1,543	\$19.29
Bachelor's Degree				\$45,629	\$1,755	\$21.94
Associate Degree	6 or more years	LCDC	4	\$41,446	\$1,594	\$19.93
Bachelor's Degree				\$47,086	\$1,811	\$22.64
* Relevant experience is defined as experience in a comparable position.						
Non-Exempt						

**Staff Services Officer**

DEFINITION: A degeed or non-degreed supervisor who supervises one program and reports to an Administrative Technician IV or Program Administrator or Director.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School Diploma or GED	4 years up to 6 years experience	None	1	\$44,547	\$1,713	\$21.42
High School Diploma or GED	6 years up to 8 years	None	2	\$46,067	\$1,772	\$22.15
High School Diploma or GED	8 years or more experience	None	3	\$211,268	\$8,126	\$101.57
Bachelor's Degree	4 years up to 6 years experience	None				
Bachelor's Degree	6 years up to 8 years experience	None	4	\$49,211	\$1,893	\$23.66
Bachelor's Degree	8 years or more experience	None	5	\$50,835	\$1,955	\$24.44

\* Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Therapist Tech I**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	0 years up to 2 years	None	1	\$25,815	\$993	\$12.41
High School or GED	2 years up to 3 years	None	2	\$26,580	\$1,022	\$12.78
Associate's Degree	0 years up to 2 years	None	3	\$27,365	\$1,053	\$13.16
High School or GED	3 years up to 4 years	None				
Associate's Degree	2 years up to 3 years	None				
Bachelor's Degree	0 years up to 2 years	None	4	\$28,196	\$1,084	\$13.56
High School or GED	4 years up to 5 years	None				
Associate's Degree	3 years up to 4 years	None				
Bachelor's Degree	2 years up to 3 years	None	5	\$29,047	\$1,117	\$13.97
High School or GED	5 or more years	None				
Associate's Degree	4 or more years	None				
Bachelor's Degree	3 or more years	None				

\*Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Therapist Tech II**

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
High School or GED	3 years up to 4 years	None	1	\$29,222	\$1,124	\$14.05
High School or GED	4 years up to 5 years	None	2	\$30,095	\$1,158	\$14.47
High School or GED	5 years up to 6 years	None	3	\$30,969	\$1,191	\$14.89
Bachelor's Degree	0 years up to 2 years	None				
High School or GED	6 or more years	None	4	\$31,886	\$1,226	\$15.33
Bachelor's Degree	2 or more years	None				

\*Relevant experience is defined as experience in a comparable position.

Non-Exempt

**Utilization / Quality Management Director**

<b>Education</b>	<b>Total Years Relevant Experience</b>	<b>License / Certification</b>	<b>Step</b>	<b>FY24 Annual Salary</b>	<b>FY24 Bi-Weekly Salary</b>	<b>FY24 PRN / Hourly Rate</b>
Bachelor's Degree in Nursing or Master's	5 years up to 7 years with 1 year experience in supervision of MH	LPC, LCSW, RN or RN-APN	1	\$68,932	\$2,651	\$33.14
Bachelor's Degree in Nursing or Master's	7 years up to 9 years with 3 years experience in supervision of MH	LPC, LCSW, RN or RN-APN	2	\$71,688	\$2,757	\$34.47
Bachelor's Degree in Nursing or Master's	9 years up to 11 years with 5 years experience in supervision of MH	LPC, LCSW, RN or RN-APN	3	\$74,555	\$2,868	\$35.84
Bachelor's Degree in Nursing or Master's Degree	11 years or more with 7 years experience in supervision of MH providers	LPC, LCSW, RN or RN-APN	4	\$77,537	\$2,982	\$37.28

\*Relevant experience is defined as experience in direct care of people with a serious mental illness (SMI) including an acute care setting, treatment planning and monitoring and demonstrated competence to perform utilization management and review activities.

Exempt



# IDD CIS

DEFINTION: A  
degeed supervisor  
who supervises one or  
more programs and  
reports to a Program  
Director.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Masters Degree	0-2 years experience	None	1	\$44,708	\$1,720	\$21.49
Masters Degree	2-4 years experience	None	2	\$46,229	\$1,778	\$22.23
Masters Degree	4-6 years experience	None	3	\$47,800	\$1,838	\$22.98
Masters Degree	6 or more years experience	None	4	\$49,428	\$1,901	\$23.76

\* Relevant experience is defined as experience in a comparable position.  
Non-Exempt

# IDD CIS- Preferred

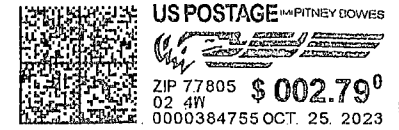
DEFINITION: A  
degeed supervisor  
who supervises one or  
more programs and  
reports to a Program  
Director.

Education	Total Years Relevant Experience	License / Certification	Step	FY24 Annual Salary	FY24 Bi-Weekly Salary	FY24 PRN / Hourly Rate
Masters Degree	0-2 years experience	LMSW (supervised by LMFT, LPC or LCSW), LMFT, LPC, or LCSW	1	\$62,727	\$2,413	\$30.16
Masters Degree	2-4 years experience	LMSW (supervised by LMFT, LPC or LCSW), LMFT, LPC, or LCSW	2	\$65,236	\$2,509	\$31.36
Masters Degree	4-6 years experience	LMSW (supervised by LMFT, LPC or LCSW), LMFT, LPC, or LCSW	3	\$67,848	\$2,610	\$32.62
Masters Degree	6 or more years experience	LMSW (supervised by LMFT, LPC or LCSW), LMFT, LPC, or LCSW	4	\$70,559	\$2,714	\$33.92

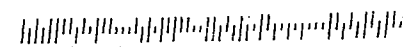
\* Relevant experience is defined as experience in a comparable position.  
Step 1 Non-Exempt;  
Step 2-4 Exempt

Bill Kelly - 991

MHMRA of Brazos Valley  
1504 South Texas Avenue  
Bryan, TX 77802



Honorable Duane Peters  
200 S. Texas Ave., Suite 332  
Bryan, TX 77803





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/7/2023

ITEM: Acknowledgement of FY 2023-2024 Budget to Actuals by Fund as of November 1, 2023.  
Acknowledgement of FY 2023-2024 Contingency Budget to Actuals by Fund as of November 1, 2023.

TO: Commissioners Court

FROM: Nina Payne

DATE: 11/02/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">FY_24_Actuals.pdf</a>	FY 2023-2024 Budget to Actuals as of 11/1/2023	Backup Material
<a href="#">FY_24_Contingency_Budget_to_Actuals_Fund.pdf</a>	FY 2023-2024 Contingency Budget to Actuals as of 11/1/2023	Backup Material

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

Fund: 01000 General Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
<b>Taxes</b>	<b>116,116,899</b>	<b>119,608,263</b>	<b>134,330,000</b>	<b>104,870</b>	<b>0%</b>
Charges for Services	14,007,731	14,455,913	11,221,037	270,782	2%
<b>Interest Income</b>	<b>1,233,588</b>	<b>8,311,341</b>	<b>5,780,000</b>	<b>0</b>	<b>0%</b>
Other Revenue	2,105,454	1,266,012	961,750	15,671	2%
<b>Reserves</b>	<b>-</b>	<b>-</b>	<b>44,859,588</b>	<b>-</b>	<b>-</b>
Intergovernmental	9,344,605	8,207,189	836,002	381,011	46%
<b>Other Financing Sources</b>	<b>1,565,379</b>	<b>215,777</b>	<b>210,000</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$144,373,655</b>	<b>\$152,064,495</b>	<b>\$198,198,377</b>	<b>\$772,333</b>	<b>0%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
<b>Salaries and Wages</b>	<b>44,652,228</b>	<b>49,486,058</b>	<b>59,656,913</b>	<b>1,924,239</b>	<b>3%</b>
<b>Outside Labor Costs</b>	<b>186,676</b>	<b>104,348</b>	<b>163,000</b>	<b>125</b>	<b>0%</b>
<b>Benefits</b>	<b>27,150,252</b>	<b>27,183,091</b>	<b>35,508,750</b>	<b>2,807,636</b>	<b>8%</b>
<b>Discretionary Spending</b>	<b>-</b>	<b>-</b>	<b>1,821,590</b>	<b>-</b>	<b>-</b>
<b>Supplies and Other Charges</b>	<b>7,681,618</b>	<b>9,061,121</b>	<b>19,318,410</b>	<b>990,051</b>	<b>5%</b>
<b>Repairs and Maintenance</b>	<b>2,354,842</b>	<b>4,532,190</b>	<b>7,477,493</b>	<b>74,790</b>	<b>1%</b>
<b>Contractual Services</b>	<b>8,721,285</b>	<b>9,096,874</b>	<b>12,151,132</b>	<b>942,494</b>	<b>8%</b>
<b>Professional Services</b>	<b>4,303,755</b>	<b>6,371,377</b>	<b>13,050,445</b>	<b>151,764</b>	<b>1%</b>
<b>Community Contracts</b>	<b>4,615,488</b>	<b>4,716,979</b>	<b>6,382,870</b>	<b>556,498</b>	<b>9%</b>
<b>Capital Outlay</b>	<b>5,302,428</b>	<b>7,287,607</b>	<b>21,033,500</b>	<b>-</b>	<b>-</b>
<b>Other Financing Uses</b>	<b>4,709,639</b>	<b>20,581,242</b>	<b>21,634,274</b>	<b>-</b>	<b>-</b>
<b>Total Expense</b>	<b>\$109,678,212</b>	<b>\$138,420,887</b>	<b>\$198,198,377</b>	<b>\$7,447,597</b>	<b>4%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 02000 County Health Endowment  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	1,390	0	-	-
Intergovernmental	101,339	0	-	-
<b>Total Revenue</b>	<b>\$102,730</b>	<b>\$0</b>	<b>-</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Other Financing Uses	1,010,633	-	-	-
<b>Total Expense</b>	<b>\$1,010,633</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 11000 Hotel Occupancy Tax Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Taxes	3,360,758	3,614,764	3,250,000	0
Interest Income	12,820	119,177	50,000	-
Other Revenue	454	1,500	-	-
Reserves	-	-	1,000,000	-
Other Financing Sources	-	300,363	-	-
<b>Total Revenue</b>	<b>\$3,374,031</b>	<b>\$4,035,804</b>	<b>\$4,300,000</b>	<b>\$0</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	98,264	84,744	164,093	2,854	2%
Benefits	45,799	41,481	75,055	3,003	4%
Supplies and Other Charges	178,495	30,866	572,049	-	-
Repairs and Maintenance	21,600	-	500,000	-	-
Contractual Services	127,582	313,147	185,490	61,090	33%
Professional Services	5,300	24,960	5,300	5,300	100%
Community Contracts	914,481	1,104,191	910,000	-	-
Capital Outlay	20,704	643,333	638,013	-	-
Other Financing Uses	1,165,715	-	1,250,000	-	-
<b>Total Expense</b>	<b>\$2,577,941</b>	<b>\$2,242,720</b>	<b>\$4,300,000</b>	<b>\$72,247</b>	<b>2%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 12000 State Lateral Road Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
Interest Income	276	5,056	3,000	-	-
Reserves	-	-	218,000	-	-
Intergovernmental	30,417	30,347	30,000	29,508	98%
<b>Total Revenue</b>	<b>\$30,693</b>	<b>\$35,403</b>	<b>\$251,000</b>	<b>\$29,508</b>	<b>12%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Capital Outlay	-	-	251,000	-
<b>Total Expense</b>	<b>-</b>	<b>-</b>	<b>\$251,000</b>	<b>-</b>



**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 13000 Unclaimed Property Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	387	9,140	3,000	-
Reserves	-	-	68,000	-
Total Revenue	\$387	\$9,140	\$71,000	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	71,000	-
Total Expense	-	-	\$71,000	-

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 15000 Law Library Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	28,463	164,116	67,500	-
Interest Income	48	1,942	0	-
Reserves	-	-	10,000	-
<b>Total Revenue</b>	<b>\$28,511</b>	<b>\$166,057</b>	<b>\$77,500</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Supplies and Other Charges	59,063	62,593	77,500	537	1%
<b>Total Expense</b>	<b>\$59,063</b>	<b>\$62,593</b>	<b>\$77,500</b>	<b>\$537</b>	<b>1%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 16000 Local Provider Participation  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
Taxes	36,793,246	31,728,216	39,176,878	39,176,878	100%
Interest Income	50,392	433,637	200,000	0	0%
Other Revenue	460,822	397,231	487,494	487,494	100%
Reserves	-	-	19,000,000	-	-
<b>Total Revenue</b>	<b>\$37,304,461</b>	<b>\$32,559,083</b>	<b>\$58,864,372</b>	<b>\$39,664,372</b>	<b>67%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	134,246	-	-
Community Contracts	26,568,700	26,044,743	58,844,372	-
Other Financing Uses	20,000	20,000	20,000	-
<b>Total Expense</b>	<b>\$26,588,700</b>	<b>\$26,198,989</b>	<b>\$58,864,372</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 18000 Law Enforcement Education  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
<b>Reserves</b>	-	-	<b>69,360</b>	-
Intergovernmental	14,928	14,872	14,500	-
<b>Total Revenue</b>	<b>\$14,928</b>	<b>\$14,872</b>	<b>\$83,860</b>	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
<b>Supplies and Other Charges</b>	<b>11,984</b>	<b>12,741</b>	<b>83,860</b>	<b>500</b>	<b>1%</b>
<b>Total Expense</b>	<b>\$11,984</b>	<b>\$12,741</b>	<b>\$83,860</b>	<b>\$500</b>	<b>1%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 19000 Court Records Preservation  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	23,569	623	500	-
Interest Income	935	15,192	0	-
Reserves	-	-	300,000	-
Other Financing Sources	42,545	-	-	-
<b>Total Revenue</b>	<b>\$67,049</b>	<b>\$15,815</b>	<b>\$300,500</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	35,086	-	-	-
Benefits	21,497	-	-	-
Supplies and Other Charges	87	-	300,500	-
Contractual Services	524	-	-	-
<b>Total Expense</b>	<b>\$57,194</b>	<b>-</b>	<b>\$300,500</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 20000 County Clerk Records  
Management Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	454,677	364,311	350,000	-
Interest Income	5,390	31,036	20,000	-
Reserves	-	-	1,230,000	-
<b>Total Revenue</b>	<b>\$460,067</b>	<b>\$395,347</b>	<b>\$1,600,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	105,859	104,059	128,285	2,933	2%
Benefits	72,410	56,889	83,311	2,130	3%
Supplies and Other Charges	21,476	725	1,263,064	660	0%
Contractual Services	103,091	327,291	125,340	-	-
<b>Total Expense</b>	<b>\$302,836</b>	<b>\$488,964</b>	<b>\$1,600,000</b>	<b>\$5,723</b>	<b>0%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 20010 County Clerk Archival Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	387,387	290,550	315,000	-
Interest Income	5,682	30,786	10,000	-
Reserves	-	-	1,293,000	-
<b>Total Revenue</b>	<b>\$393,069</b>	<b>\$321,336</b>	<b>\$1,618,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	1,118,000	-
Contractual Services	299,991	253,734	500,000	-
<b>Total Expense</b>	<b>\$299,991</b>	<b>\$253,734</b>	<b>\$1,618,000</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 22000 Courthouse Security Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	105,826	115,046	106,050	33
Interest Income	180	5,325	0	-
Reserves	-	-	64,000	-
Other Financing Sources	442,325	294,951	0	-
<b>Total Revenue</b>	<b>\$548,331</b>	<b>\$415,322</b>	<b>\$170,050</b>	<b>\$33</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	318,556	375,202	-	-	-
Benefits	132,453	155,455	-	2,838	-
Supplies and Other Charges	5,352	4,033	56,987	-	-
Repairs and Maintenance	16,733	13,633	62,000	4,633	7%
Contractual Services	-	-	50,000	-	-
Community Contracts	-	1,011	1,063	-	-
Capital Outlay	7,100	-	-	-	-
<b>Total Expense</b>	<b>\$480,194</b>	<b>\$549,334</b>	<b>\$170,050</b>	<b>\$7,471</b>	<b>4%</b>



**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 22010 Justice Court Security Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
Charges for Services	33,291	33,424	31,500	1,062	3%
Interest Income	236	4,523	2,500	-	-
Reserves	-	-	208,000	-	-
<b>Total Revenue</b>	<b>\$33,527</b>	<b>\$37,947</b>	<b>\$242,000</b>	<b>\$1,062</b>	<b>0%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Repairs and Maintenance	7,821	-	30,000	-
Contractual Services	-	-	30,000	-
Professional Services	8,129	-	57,000	-
Capital Outlay	-	-	125,000	-
<b>Total Expense</b>	<b>\$15,950</b>	<b>-</b>	<b>\$242,000</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 23000 District Clerk Records  
Management Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	61,726	84,461	60,000	-
Interest Income	334	5,326	4,000	-
Reserves	-	-	200,000	-
<b>Total Revenue</b>	<b>\$62,060</b>	<b>\$89,788</b>	<b>\$264,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	-	19,979	73,600	2,357	3%
Benefits	-	1,553	5,764	183	3%
Contractual Services	-	149,231	173,000	-	-
Professional Services	-	-	11,636	-	-
<b>Total Expense</b>	<b>-</b>	<b>\$170,763</b>	<b>\$264,000</b>	<b>\$2,540</b>	<b>1%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 23010 District Clerk Archival Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	5,670	595	-	-
<b>Interest Income</b>	<b>69</b>	<b>131</b>	-	-
<b>Total Revenue</b>	<b>\$5,739</b>	<b>\$726</b>	-	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	28,569	18,345	-	-
Benefits	2,233	1,426	-	-
Professional Services	3,522	-	-	-
<b>Total Expense</b>	<b>\$34,324</b>	<b>\$19,771</b>	-	-

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 24000 Justice of the Peace  
Technology Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
Charges for Services	28,441	28,209	26,000	896	3%
Interest Income	276	4,324	2,000	-	-
Reserves	-	-	193,000	-	-
<b>Total Revenue</b>	<b>\$28,717</b>	<b>\$32,534</b>	<b>\$221,000</b>	<b>\$896</b>	<b>0%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	39,945	10,166	67,061	-
Contractual Services	798	889	5,000	-
Capital Outlay	-	-	148,939	-
<b>Total Expense</b>	<b>\$40,743</b>	<b>\$11,055</b>	<b>\$221,000</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 24010 County and District Court  
Technology Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	9,750	10,059	10,000	-
Interest Income	146	2,647	0	-
Reserves	-	-	119,000	-
<b>Total Revenue</b>	<b>\$9,896</b>	<b>\$12,706</b>	<b>\$129,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	129,000	-
<b>Total Expense</b>	<b>-</b>	<b>-</b>	<b>\$129,000</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 25000 Forfeiture Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	7,821	5,329	0	-
Interest Income	58	918	0	-
Reserves	-	-	33,000	-
<b>Total Revenue</b>	<b>\$7,879</b>	<b>\$6,247</b>	<b>\$33,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Supplies and Other Charges	-	2,563	33,000	235	1%
Capital Outlay	-	5,133	-	-	-
<b>Total Expense</b>	<b>-</b>	<b>\$7,696</b>	<b>\$33,000</b>	<b>\$235</b>	<b>1%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 26000 District Attorney Hot Check  
Collections Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	7	113	50	-
Other Revenue	75	150	0	-
Reserves	-	-	4,900	-
Total Revenue	\$82	\$263	\$4,950	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	4,950	-
Total Expense	-	-	\$4,950	-

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 27000 Bail Bond Board Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	151	2,428	1,500	-
Other Revenue	2,000	2,500	2,000	-
Reserves	-	-	105,000	-
Total Revenue	\$2,151	\$4,928	\$108,500	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	304	321	4,001	-
Benefits	144	113	1,011	-
Supplies and Other Charges	274	-	103,488	-
Total Expense	\$722	\$433	\$108,500	-



**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 28000 Voter Registration Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	13	-	-	-
Intergovernmental	33,460	16,804	-	-
<b>Total Revenue</b>	<b>\$33,473</b>	<b>\$16,804</b>	-	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	1,461	1,071	-	-
Contractual Services	20,201	15,733	-	-
Professional Services	20,500	-	-	-
<b>Total Expense</b>	<b>\$42,162</b>	<b>\$16,804</b>	-	-

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 29000 Vehicle Inventory Interest  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Taxes	3,624	8,389	2,500	-
Interest Income	4,142	23,620	15,000	0
Reserves	-	-	331,000	-
<b>Total Revenue</b>	<b>\$7,767</b>	<b>\$32,009</b>	<b>\$348,500</b>	<b>\$0</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	-	-	11,100	-
Benefits	-	-	2,805	-
Supplies and Other Charges	5,438	5,117	304,095	-
Repairs and Maintenance	-	240	1,000	-
Contractual Services	-	-	2,000	-
Professional Services	-	-	7,500	-
Capital Outlay	-	-	20,000	-
<b>Total Expense</b>	<b>\$5,438</b>	<b>\$5,357</b>	<b>\$348,500</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 30000 Brazos County Grant Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
<b>Public Health Revenue</b>	-	0	60,000	40,000	67%
Other Revenue	-	32	-	-	-
<b>Reserves</b>	-	-	6	-	-
Intergovernmental	5,175,775	2,603,723	4,749,019	1,557,038	33%
<b>Other Financing Sources</b>	300,769	-	711,264	-	-
<b>Total Revenue</b>	<b>\$5,476,543</b>	<b>\$2,603,755</b>	<b>\$5,520,289</b>	<b>\$1,597,038</b>	<b>29%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
<b>Salaries and Wages</b>	1,328,022	1,748,464	2,861,531	99,330	3%
<b>Benefits</b>	640,754	813,685	1,327,727	66,518	5%
<b>Supplies and Other Charges</b>	233,515	106,792	436,145	15,015	3%
<b>Repairs and Maintenance</b>	937,236	5,186	3,150	35	1%
<b>Contractual Services</b>	2,055,371	116,713	396,244	14,851	4%
<b>Professional Services</b>	3,840	-	200,000	2,500	1%
<b>Capital Outlay</b>	322,412	158,206	295,492	11,250	4%
<b>Total Expense</b>	<b>\$5,521,150</b>	<b>\$2,949,047</b>	<b>\$5,520,289</b>	<b>\$209,499</b>	<b>4%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 31000 American Rescue Plan Act

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	(1,392)	-	-	-
Intergovernmental	8,445,192	7,495,180	20,000,000	-
<b>Total Revenue</b>	<b>\$8,443,800</b>	<b>\$7,495,180</b>	<b>\$20,000,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Discretionary Spending	8,445,192	7,299,824	-	-
Contractual Services	-	132,000	1,800,000	-
Capital Outlay	-	63,356	18,200,000	-
<b>Total Expense</b>	<b>\$8,445,192</b>	<b>\$7,495,180</b>	<b>\$20,000,000</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 33000 Sheriff's Office Crime Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	267	1,599	500	0
Other Revenue	1,600	8,000	0	-
Reserves	-	-	113,000	-
Total Revenue	\$1,867	\$9,599	\$113,500	\$0

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	85	4,796	79,500	-
Repairs and Maintenance	-	1,369	4,000	-
Capital Outlay	-	7,608	30,000	-
Other Financing Uses	10,000	-	-	-
Total Expense	\$10,085	\$13,773	\$113,500	-

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 34000 District Attorney Crime  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	80,558	32,611	20,000	-
Interest Income	341	5,816	2,000	-
Reserves	-	-	249,000	-
<b>Total Revenue</b>	<b>\$80,899</b>	<b>\$38,427</b>	<b>\$271,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	14,390	20,383	80,376	1,082	1%
Benefits	7,935	9,588	14,686	661	5%
Supplies and Other Charges	24,089	11,007	155,938	352	0%
Contractual Services	314	360	20,000	90	0%
Capital Outlay	5,782	-	-	-	-
<b>Total Expense</b>	<b>\$52,509</b>	<b>\$41,339</b>	<b>\$271,000</b>	<b>\$2,184</b>	<b>1%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 35000 Primary Election Services  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	38,109	70,904	25,000	-
Interest Income	67	1,264	-	-
Reserves	-	-	65,000	-
<b>Total Revenue</b>	<b>\$38,176</b>	<b>\$72,167</b>	<b>\$90,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Supplies and Other Charges	8,563	5,479	79,100	-	-
Repairs and Maintenance	-	-	1,000	-	-
Contractual Services	65,448	13,414	9,900	201	2%
<b>Total Expense</b>	<b>\$74,011</b>	<b>\$18,893</b>	<b>\$90,000</b>	<b>\$201</b>	<b>0%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 39010 Brazos County Housing  
Finance Corporation

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
Charges for Services	-	402,125	5,000	5,334	107%
Interest Income	1,004	5,259	0	-	-
Reserves	-	-	104,000	-	-
<b>Total Revenue</b>	<b>\$1,004</b>	<b>\$407,384</b>	<b>\$109,000</b>	<b>\$5,334</b>	<b>5%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	323	-	4,735	-
Professional Services	-	-	104,265	-
<b>Total Expense</b>	<b>\$323</b>	<b>-</b>	<b>\$109,000</b>	<b>-</b>



**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 41000 General Obligation Debt  
Service Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Taxes	10,766,578	9,799,037	10,910,000	11,304
Interest Income	89,607	345,490	170,000	0
Reserves	-	-	500,000	-
Other Financing Sources	1,165,715	-	1,250,000	-
<b>Total Revenue</b>	<b>\$12,021,900</b>	<b>\$10,144,527</b>	<b>\$12,830,000</b>	<b>\$11,304</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Debt Service	17,009,447	9,028,173	12,830,000	300	0%
<b>Total Expense</b>	<b>\$17,009,447</b>	<b>\$9,028,173</b>	<b>\$12,830,000</b>	<b>\$300</b>	<b>0%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 43200 2020 Certificates of  
Obligation

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	105,757	515,615	120,000	-
Other Revenue	-	2,929	-	-
Reserves	-	-	8,400,000	-
Total Revenue	\$105,757	\$518,544	\$8,520,000	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	54,447	3,038,134	-
Contractual Services	1,130,456	2,656,302	487,000	-
Capital Outlay	1,940,552	1,891,648	4,994,866	-
Total Expense	\$3,071,008	\$4,602,397	\$8,520,000	-

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 43230 On System Road Bond -  
TXDOT

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	-	212,288	-	-
Reserves	-	-	19,800,000	-
Other Financing Sources	-	20,009,102	-	-
<b>Total Revenue</b>	-	<b>\$20,221,390</b>	<b>\$19,800,000</b>	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Contractual Services	-	-	19,800,000	-
Debt Service	-	203,216	-	-
<b>Total Expense</b>	-	<b>\$203,216</b>	<b>\$19,800,000</b>	-

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 43231 Off System Road Bond

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	-	109,492	-	-
Reserves	-	-	10,100,000	-
Other Financing Sources	-	10,307,719	-	-
<b>Total Revenue</b>	-	<b>\$10,417,211</b>	<b>\$10,100,000</b>	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Capital Outlay	-	81,700	10,100,000	-
Debt Service	-	102,830	-	-
<b>Total Expense</b>	-	<b>\$184,530</b>	<b>\$10,100,000</b>	-

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 43232 2023 Certificates of  
Obligation

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	-	106,296	-	-
Reserves	-	-	9,908,000	-
Other Financing Sources	-	10,165,860	-	-
<b>Total Revenue</b>	-	<b>\$10,272,156</b>	<b>\$9,908,000</b>	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Capital Outlay	-	293,093	9,908,000	-
Debt Service	-	163,164	-	-
<b>Total Expense</b>	-	<b>\$456,257</b>	<b>\$9,908,000</b>	-

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 45000 General Permanent  
Improvement Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Other Revenue	95,799	102,356	-	-
<b>Reserves</b>	-	-	23,839,123	-
<b>Other Financing Sources</b>	5,473,504	20,932,623	19,923,010	-
<b>Total Revenue</b>	<b>\$5,569,303</b>	<b>\$21,034,979</b>	<b>\$43,762,133</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
<b>Discretionary Spending</b>	-	-	6,162,654	-	-
<b>Supplies and Other Charges</b>	-	-	4,000,000	-	-
<b>Capital Outlay</b>	11,813,336	5,445,087	33,568,379	172,845	1%
<b>Debt Service</b>	-	-	31,100	-	-
<b>Other Financing Uses</b>	24,942	-	-	-	-
<b>Total Expense</b>	<b>\$11,838,278</b>	<b>\$5,445,087</b>	<b>\$43,762,133</b>	<b>\$172,845</b>	<b>0%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 50000 Health and Life Insurance  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
Interest Income	11,448	0	-	-	-
Other Revenue	20,909,742	22,846,374	20,841,700	1,774,649	9%
Reserves	-	-	4,500,000	-	-
Other Financing Sources	-	-	1,000,000	-	-
<b>Total Revenue</b>	<b>\$20,921,190</b>	<b>\$22,846,374</b>	<b>\$26,341,700</b>	<b>\$1,774,649</b>	<b>7%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	215,192	227,069	461,901	3,594	1%
Benefits	60,911	104,171	200,280	5,079	3%
Supplies and Other Charges	50,614	53,669	968,719	68	0%
Repairs and Maintenance	93	75	100	-	-
Contractual Services	17,991,568	21,230,825	24,276,500	951,995	4%
Professional Services	289,964	379,176	434,200	20,000	5%
<b>Total Expense</b>	<b>\$18,608,343</b>	<b>\$21,994,985</b>	<b>\$26,341,700</b>	<b>\$980,736</b>	<b>4%</b>

**Brazos County, Texas**  
**FY 2023-2024 Budget to Actuals -**  
**Revenue and Expenditure**  
**Categories Report by Fund**

**Fund:** 93000 Regional Mobility Authority

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	88	494	-	-
Reserves	-	-	13,992	-
<b>Total Revenue</b>	<b>\$88</b>	<b>\$494</b>	<b>\$13,992</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	10,755	12,120	-	-
Benefits	2,503	2,949	-	-
Supplies and Other Charges	1,362	557	0	-
Repairs and Maintenance	12	-	0	-
Contractual Services	42	25	0	-
Professional Services	7,500	7,875	13,992	-
<b>Total Expense</b>	<b>\$22,174</b>	<b>\$23,527</b>	<b>\$13,992</b>	<b>-</b>



**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 01000 General Fund - Contingency**

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Pre-Trial Bond Supervision Contingency - 10003000 *	10,000.00	-	10,000.00
Commissioner's Court Contingency - 11001500	6,000,000.00	(57,120.33)	5,942,879.67
Voter Registration - 13005000 *	3,152.00	-	3,152.00
District Attorney - Child Protective Services Contingency - 19010000 *	1,900.00	-	1,900.00
Vital Statistics/Preservation - 21010000 *	5,000.00	-	5,000.00
County Specialty Court Program Contingency - 22700100 *	20,000.00	-	20,000.00
Road and Bridge Contingency - 56001000 *	1,257,800.00	-	1,257,800.00
<b>Total General Fund Contingency</b>	<b>7,297,852.00</b>	<b>(57,120.33)</b>	<b>7,240,731.67</b>

\* Can only be used for that program or division

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 11000 HOT Fund Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
HOT Fund Contingency - 11002500	526,974.00	-	526,974.00
<b>Total HOT Fund Contingency</b>	<b>526,974.00</b>	<b>-</b>	<b>526,974.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 13000 Unclaimed Property Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingeny - 12005000	49,200.00	-	49,200.00
<b>Total Unclaimed Property Fund Contingency</b>	<b>49,200.00</b>	<b>-</b>	<b>49,200.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 20000 County Clerk Records Management Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 21005000	1,219,564.00	(119,000.00)	1,100,564.00
<b>Total Count Clerk Records Management Fund Contingency</b>	<b>1,219,564.00</b>	<b>(119,000.00)</b>	<b>1,100,564.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 20010 County Clerk Archival Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 21006000	1,118,000.00	(75,000.00)	1,043,000.00
<b>Total Count Clerk Archival Fund Contingency</b>	<b>1,118,000.00</b>	<b>(75,000.00)</b>	<b>1,043,000.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 22000 Courthouse Security Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 51000100	48,977.00	-	48,977.00
<b>Total Courthouse Security Fund Contingency</b>	<b>48,977.00</b>	<b>-</b>	<b>48,977.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 24000 Justice of the Peace Technology Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
JP Technology Administration - 24005000	22,161.00	-	22,161.00
JP Technology - JP #1 - 24005100	5,000.00	-	5,000.00
JP Technology - JP #2 - 24005200	5,000.00	-	5,000.00
JP Technology - JP #3 - 24005300	5,000.00	-	5,000.00
JP Technology - JP #4 - 24005400	5,000.00	-	5,000.00
<b>Total Justice of the Peace Technology Fund Contingency</b>	<b>42,161.00</b>	<b>-</b>	<b>42,161.00</b>

\* Can only be used for this fund and specific divisions

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 25000 Forfeiture Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Sheriff Forfeiture Fund - 2801000	17,502.00	-	17,502.00
<b>Total Forfeiture Fund Contingency</b>	<b>17,502.00</b>	<b>-</b>	<b>17,502.00</b>

\* Can only be used for this fund



**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 26000 District Attorney Hot Check Collections Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 19006000	4,950.00	-	4,950.00
<b>Total District Attorney Hot Check Collections Fund - Contingency</b>	<b>4,950.00</b>	<b>-</b>	<b>4,950.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 27000 Bail Bond Board Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 12006000	96,828.00	-	96,828.00
<b>Total Bail Bond Board Fund - Contingency</b>	<b>96,828.00</b>	<b>-</b>	<b>96,828.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 29000 Vehicle Inventory Interest Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 13006000	277,345.00	-	277,345.00
<b>Total Vehicle Inventory Interest Fund - Contingency</b>	<b>277,345.00</b>	<b>-</b>	<b>277,345.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 30000 Grant Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Texas Indigent Defense Commission - 272200	22,298.00	-	22,298.00
BV Human Trafficking Task Force Development - 288700	173,744.00	-	173,744.00
Metropolitan Planning - 424100	15,000.00	-	15,000.00
<b>Total Grant Fund Contingency</b>	<b>211,042.00</b>	<b>-</b>	<b>211,042.00</b>

\* Can only be used for this fund and specific divisions

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 33000 Sheriff's Office Crime Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 28050000	15,900.00	-	15,900.00
<b>Total Sheriff's Office Crime Fund Contingency</b>	<b>15,900.00</b>	<b>-</b>	<b>15,900.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 34000 District Attorney Crime Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 19200100	135,289.00	(9,000.00)	126,289.00
<b>Total District Attorney Crime Fund Contingency</b>	<b>135,289.00</b>	<b>(9,000.00)</b>	<b>126,289.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 35000 Primary Election Services Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 21130000	71,900.00	(30,300.00)	41,600.00
<b>Total Primary Election Services Fund Contingency</b>	<b>71,900.00</b>	<b>(30,300.00)</b>	<b>41,600.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 43200 2020 Certificates of Obligation - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Commissioner's Court Contingency - 11001500	3,038,134.00	(519,904.89)	2,518,229.11
<b>Total 43200 2020 Certificates of Obligation Contingency</b>	<b>3,038,134.00</b>	<b>(519,904.89)</b>	<b>2,518,229.11</b>

\* Can only be used for this fund



**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 45000 General Permanent Improvement Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Commissioner's Court Contingency - 63110001	3,988,000.00	(227.38)	3,987,772.62
<b>Total General Permanent Improvement Fund Contingency</b>	<b>3,988,000.00</b>	<b>(227.38)</b>	<b>3,987,772.62</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 50000 Health and Life Insurance Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Group Insurance - Admiration - 64005000	842,228.00	-	842,228.00
Health and Wellness Clinic - 64005100	3,157.00	-	3,157.00
<b>Total Health and Life Insurance Fund Contingency</b>	<b>845,385.00</b>	-	<b>845,385.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 55000 Jail Commissary Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Jail Commissary - 28006000	961,453.00	-	961,453.00
<b>Total Jail Commissary Fund Contingency</b>	<b>961,453.00</b>	<b>-</b>	<b>961,453.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 58000 County Attorney Operating Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 18006000	65,000.00	-	65,000.00
<b>Total County Attorney Operating Fund Contingency</b>	<b>65,000.00</b>	<b>-</b>	<b>65,000.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 23000 District Clerk Records Management - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 20005000	171,668.00	(149,231.20)	22,436.80
<b>Total District Clerk Records Management Fund Contingency</b>	<b>171,668.00</b>	<b>(149,231.20)</b>	<b>22,436.80</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund:28000 Voter Registration Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 13005000	54,645.00	(42,745.00)	11,900.00
<b>Total Voter Registration Fund - Contingency</b>	<b>54,645.00</b>	<b>(42,745.00)</b>	<b>11,900.00</b>

\* Can only be used for this fund