



MINUTES

NOVEMBER 14, 2023

BRAZOS COUNTY COMMISSIONERS COURT

REGULAR MEETING

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 14, 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 - Judge Peters

2. Call for Citizen input and/or concerns

Cynthia Wiley thanked the Court for hosting the Election Integrity Workshop and requested a follow-up workshop to further discuss the issues. She stated that she is particularly interested the accreditation of the voting machines and the consecutive numbering of ballots.

Kathy Viens also shared her concerns regarding election integrity and her belief that voting machines leave the County vulnerable to election tampering. She asked that the County be more transparent, preserve the hand count livestream and host another workshop on election integrity.

3. Presentations and/or Discussions

- Sexual Assault Response Center (SARC) presents an overview of the progress report of the Brazos County Sexual Assault Response Team by Lindsey LeBlanc, Executive Director.

Sexual Assault Resource Center (SARC) Executive Director Lindsey LeBlanc presented the Court with a progress report and noted an increase in drug related sexual assaults, assaults at North Gate and Hensel Park and an increase in substance abuse among survivors. SARC is working toward establishing best practices and protocols to address these increases. The Court thanked Ms. LeBlanc and SARC staff members for the work that they do in the community.

Consider and take action on agenda items: 4 - 20

4. Approval of reappointment and correction to reappointment of the following to the Brazos County Regional Mobility Authority:

- a. Reappointment - Jason Bienski - Term of appointment January 1, 2024 - December 31, 2027
- b. Correction to Term of Reappointment - Alan Munger - Term of appointment January 1, 2023 - December 31, 2026

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

5. Approval of the following mid-term appointments to the Brazos County Historical Commission. Term of appointment is January 1, 2024 - December 31, 2024.

- a. Philip Barnes
- b. Allison Kay
- c. Brandi Lampo

Historical Commission Director Henry Mayo stated that with one resignation and another that passed away, these appointments will fill those openings. He thanked the Court for the support.

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

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

At this time the County Judge stated we would address item number 7 and then come back to item number 6.

Judge Peters thanked Nina Payne for her 13 years of service as Budget Analyst to Brazos County and noted that she has done a great job.

Ms. Payne stated that she is grateful to the Court for recognizing her hard work and supporting her in her new role as Budget Officer. The Court congratulated Ms. Payne on

her promotion to Budget Officer.

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

7. Approval of the following Job Description:
 - a. Budget Office - B0212 - Budget 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.

8. Approval requested from Human Resources Department of Section 2.10.4 (e) & (f) Insurance Coverage for Retirees.

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

9. Approval requested from the Sheriff's Office for the Priority Access Card Application and to set a fee.

A copy is attached.

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

10. Approval requested from Human Resources Department to accept a monetary donation in the amount of \$100.00 from Insurors of Texas for the Benefits Fair on November 15, 2023.

A copy of the donation form is attached.

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

11. Request approval to wire transfer up to \$8,268,626.90 to HHSC funds for PGY3 Final Comprehensive Hospital Increase Reimburse Program (CHIRP) for qualifying hospitals.

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

12. Approval of Contract #24-083 for Stop Loss Insurance with Texas Association of Counties, via USI Insurance Brokerage Contract.

A copy of the contract 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 Agreement for Construction Materials Testing Services with Dudley Engineering, LLC for Macey Road.

A copy of the service contract is attached.

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

14. Approval of Change Order #1 CIP 23-576 Replacement of Various Roofs - Brazos County Expo Center for additional materials.

A copy of the change order with Jaco Roofing is attached.

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

15. Approval of Permission to Advertise Bid #24-072 Crack Seal.

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

16. Request permission to enter private property owned by Michael Nichols at 9266 Locke Road. County will remove dead trees and repair erosion that is protruding into County right of way before armoring creek bank to protect roadway. 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.

17. Tax Refund Applications for the following:

Overpayments

- a. Sterling Whitley - \$65.49
- b. University Title Company - \$146.02
- c. Marvin & Nancy Dippel - \$442.97
- d. Aggieland Title - \$31.32
- e. Maria Delores Paloma - \$71.13

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

18. Budget Amendments.

- FY 23/24 Budget Amendments 7.01

7.01 transfer contingency funds to exposition complex.

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

19. Personnel Change of Status.

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

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.

20. Payment of Claims.

Claims

8125741 – 8125886

9008990 – 9009040

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

21. Acknowledgements of FY 2023-2024 Budget to Actuals by Fund as of November 8, 2023.

Acknowledgements of FY 2023-2024 Contingency Budget to Actuals by Fund as of November 8, 2023.

The Court acknowledged receipt of the 2023-2024 Budget to Actuals by Fund and Contingency Fund Budget to Actuals as of November 8, 2023.

22. Juvenile director's report on detention population.

Juvenile Director Linda Ricketson reported there are 41 juveniles in the detention center, 30 are male and 11 are female, and 27 have electronic monitors.

23. Sheriff's report on inmate population.

Sheriff Wayne Dicky stated there were 726 inmates in jail, 617 inmates are male, 109 are female and 47 have electronic monitors.

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

Commissioner Aldrich announced that Judge Travis Bryan was awarded Citizen of the Year at the Chamber Banquet.

Elections Administrator Trudy Hancock stated that approval was granted by the Secretary of State to expand the partial manual count for the November election. The

count is livestreamed and will be preserved for 22 months.

Judge Peters announced the Employee Appreciation Luncheon on November 15th at the Brazos Center from 11:30 am - 1:30 pm.

25. Adjourn.



The foregoing minutes of the Commissioners Court Meeting held November 14, 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, written in a cursive style, positioned above a horizontal line.

Duane Peters
County Judge

A blue ink signature of Steve Aldrich, written in a cursive style, positioned above a horizontal line.

Steve Aldrich
Commissioner, Precinct 1

A blue ink signature of Chuck Konderla, written in a cursive style, positioned above a horizontal line.

Chuck Konderla
Commissioner, Precinct 2

A blue ink signature of Nancy Berry, written in a cursive style, positioned above a horizontal line.

Nancy Berry
Commissioner, Precinct 3

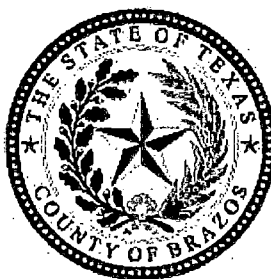
A blue ink signature of Wanda J. Watson, written in a cursive style, positioned above a horizontal line.

Wanda J. Watson
Commissioner, Precinct 4

Attest:

A blue ink signature of Karen McQueen, written in a cursive style, positioned above a horizontal line.

Karen McQueen
County Clerk



FILED

2023 NOV 10 P 1:46

Kristen McLucas

**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 14, 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**

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1. Invocation and Pledge of Allegiance
 - U.S. and Texas Flag - Judge Peters
 2. Call for Citizen input and/or concerns
 3. Presentations and/or Discussions
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9. Approval requested from the Sheriff's Office for the Priority Access Card Application and to set a fee.
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 20. Payment of Claims.
 21. Acknowledgements of FY 2023-2024 Budget to Actuals by Fund as of November 8, 2023.
Acknowledgements of FY 2023-2024 Contingency Budget to Actuals by Fund as of November 8, 2023.
 22. Juvenile director's report on detention population.

23. Sheriff's report on inmate population.
24. Announcement of interest items and possible future agenda topics.
25. Adjourn.

PUBLIC COMMENTS

Public Comment during the Commission Meeting may be for all matters, both on and off the agenda, and be limited to three 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.

BRAZOS COUNTY COMMISSIONER'S COURT

14 DAY OF November, 2023
10:00 (AM/PM, Regular)

Name

(PLEASE PRINT)

Cheryl Coffman
Aubrey Leggett
Flo Workman
Ashlie Peters-Bauman
Cynthia Wiley
Dee Dylam
Cheryl Sykes
LINDA Ricketson
B. ZERRATT
Ann Walton
Catherine W
Katie Conner
Allison Lindblade
Paul Markman
Chris Seales

Organization

(PLEASE PRINT)

Comm. Court
Comm. Court
Can'ty Clerk's Off
" "
self
Visitor
visitor
Juvenile
CJ
(see) Citizen
taxpayer
Auditor
County Judge
BCSO
BCSO

BRAZOS COUNTY COMMISSIONER'S COURT

14 DAY OF November, 20 23
10:00 (AM)/PM, Regular

Name

(PLEASE PRINT)

Nina PayneTheron PayneDonald LampoHENRY MAIOSpencer MaysAllison KayPhil BarnesAnn BoneyWayne DickeyHudie HancockBrandi LampoBen HolmesLinda StetzWm. Charles WendtKathryn Battles

Organization

(PLEASE PRINT)

Budg OfficePublicConstable Pct. 2BC History Comm.AuditorsBCMCPublicMAACSOEABLACVet Serv.(self) CitizenPurchasing↓

BRAZOS COUNTY COMMISSIONER'S COURT

14th DAY OF November, 2023
10:00 (AM)/PM, Regular

Name

(PLEASE PRINT)

Preston Nelson
Vonda Bobb

~~Spencer Washington~~
Kimberly Powell
TREVOR LANSBORN

Katie Mock

ERIC CALDWELL

Fred Medina

MIKE STREET

Jeff Reeves

Jennifer Salazar

Joe Allen

Lindsey Lobano

Caroline Adams

Ed Bull

Cristian Villarreal
Melissa Bliss

Organization

(PLEASE PRINT)

Purchasing
South Texas Aerobics

Scott
Co Judge
Co. JUDGE

BTID

BCIT

Citizen

Citizen

Coz table Ret 1

HR

BVCOG

SARC

SARC

Co Judge

Treas
Co Judge

Texas Constitution

**Includes Amendments Through
the November 5, 2019,
Constitutional Amendment Election**

Prepared by the Legal Division
of the
Texas Legislative Council

Published by the
Texas Legislative Council



Art. VI Sec. 3

have been a qualified voter in another state immediately prior to his removal to this State or would have been eligible to vote in such other state had he remained there until such election, to vote for electors for President and Vice President of the United States in that election.

(c) Notwithstanding any other provision of this Constitution, the Legislature may enact laws and provide for a method of registration, including the time for such registration, permitting absentee voting for electors for President and Vice President of the United States in this State by former residents of this State (1) who have removed to another state, and (2) who meet all qualifications, except residence requirements, for voting for electors for President and Vice President in this State at the time of the election, but the privileges of suffrage so granted shall be only for such period of time as would permit a former resident of this State to meet the residence requirements for voting in his new state of residence, and in no case for more than twenty-four (24) months. (Added Nov. 8, 1966; Subsecs. (a) and (b) amended Nov. 2, 1999.) (Temporary transition provisions for Sec. 2a: see Appendix, Note 1.)

Sec. 3. QUALIFICATIONS OF VOTERS IN MUNICIPAL ELECTIONS. All qualified voters of the State, as herein described, who reside within the limits of any city or corporate town, shall have the right to vote for Mayor and all other elective officers. (Amended Nov. 4, 1997, and Nov. 2, 1999.) (Temporary transition provisions for Sec. 3: see Appendix, Note 1.)

Sec. 3a. QUALIFICATIONS OF VOTERS IN LOCAL ELECTIONS REGARDING PUBLIC DEBTS OR EXPENDITURES. *When an election is held by any county, or any number of counties, or any political sub-division of the State, or any political sub-division of a county, or any defined district now or hereafter to be described and defined within the State and which may or may not include towns, villages or municipal corporations, or any city, town or village, for the purpose of issuing bonds or otherwise lending credit, or expending money or assuming any debt, only qualified voters of the State, county, political sub-division, district, city, town or village where such election is held shall be qualified to vote.* (Added Nov. 8, 1932; amended Nov. 2, 1999.) (Temporary transition provisions for Sec. 3a: see Appendix, Note 1.)

Sec. 4. ELECTIONS BY BALLOT; PURITY OF ELECTIONS; REGISTRATION OF VOTERS. In all elections by the people, the vote shall be by ballot, and the Legislature shall provide for the numbering of tickets and make such other regulations as may be necessary to detect and punish fraud and preserve the purity of the ballot box; and the Legislature shall provide by law for the registration of all voters. (Amended Aug. 11, 1891, and Nov. 8, 1966.)

Sec. 5. VOTERS PRIVILEGED FROM ARREST. Voters shall, in all cases, except treason, felony or breach of the peace, be privileged from arrest during their attendance at elections, and in going to and returning therefrom.

~~Sec. 52.062. NUMBERING OF BALLOTS.~~

The ballots prepared by each authority responsible for having the official ballot prepared shall be numbered consecutively beginning with the number "1."

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.

~~Sec. 276.019. UNLAWFUL ALTERING OF ELECTION PROCEDURES.~~ A public official or election official may not create, alter, modify, ~~waive~~, or suspend any election standard, practice, or procedure mandated by law or rule in a manner not expressly authorized by this code.

Added by Acts 2021, 87th Leg., 2nd C.S., Ch. 1 (S.B. 1), Sec. 7.04, eff. December 2, 2021.

Sec. 128.001. COMPUTERIZED VOTING SYSTEM STANDARDS. (a) The secretary of state shall prescribe procedures to allow for the use of a computerized voting system. The procedures must provide for the use of a computerized voting system with:

- (1) multiple voting terminals for the input of vote selections on the ballot presented by a main computer; and
- (2) a main computer to coordinate ballot presentation, vote selection, ballot image storage, and result tabulation.

(b) Notwithstanding Chapter 66, a system under this section may allow for the

storage of processed ballot materials in an ~~eelectronic~~ form on the main computer.

(c) The secretary of state may modify existing procedures as necessary to allow the use of a system authorized by this chapter.

Added by Acts 1997, 75th Leg., ch. 1349,
Sec. 50, eff. Sept. 1, 1997.

Sec. 31.129. CIVIL PENALTY. (a) In this section, "election official" has the meaning assigned by Section 31.128.

(b) An election official may be liable to this state for a civil penalty if the official:

(1) is employed by or is an officer of this state or a political subdivision of this state; and

(2) violates a provision of this code.

(c) A civil penalty imposed under this section may include termination of the person's employment and loss of the person's employment benefits.

Added by Acts 2021, 87th Leg., 2nd C.S.,
Ch. 1 (S.B. 1), Sec. 8.01, eff. December 2,
2021.

~~Sec. 51.006. PREPARING BALLOTS FOR~~
~~DISTRIBUTION.~~ The authority responsible for distributing election supplies shall package and seal each set of ballots before their distribution and shall mark the package with the number of ballots enclosed and the range of the ballot serial numbers.

If the authority is the early voting clerk, the ballots allocated for early voting need not be packaged and sealed.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986. Amended by Acts 1991, 72nd Leg., ch. 203, Sec. 2.47; Acts 1991, 72nd Leg., ch. 554, Sec. 18, eff. Sept. 1, 1991.

~~Sec. 51.007. RECORD OF BALLOT~~
DISTRIBUTION. (a) As soon as practicable after the ballots are packaged for distribution, the authority responsible for distributing election supplies shall prepare a ~~record of the number of ballots and the range of serial numbers on the ballots to be distributed to each presiding judge and the early voting clerk.~~

(b) The authority shall preserve the record for the period for preserving the precinct election records.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986. Amended by Acts 1991, 72nd Leg., ch. 203, Sec. 2.48; Acts 1991, 72nd Leg., ch. 554, Sec. 19, eff. Sept. 1, 1991.

~~Sec. 51.008. SUPPLEMENTING DISTRIBUTED~~
~~BALLOTS.~~ (a) The authority responsible for distributing election supplies shall retain a reserve of ballots to supplement the distributed ballots and on election day may reallocate previously distributed ballots among the polling places.

(b) The authority shall enter on the record of ballot distribution ~~the number of ballots reserved and the number of ballots distributed from the reserve to each polling place. The range of serial numbers on the ballots shall be included in the record.~~

(c) If distributed ballots are reallocated, the authority shall indicate the reallocation on the record of ballot

2
distribution and shall issue a receipt to each presiding election judge showing the number of ballots and the range of serial numbers on the ballots taken from the judge's polling place for redistribution.

Each presiding judge shall indicate on the ballot register any reallocation of ballots affecting that polling place.

(d) The authority shall retain the undistributed reserve for the period for preserving the precinct election records.

Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM:

- Sexual Assault Response Center (SARC) presents an overview of the progress report of the Brazos County Sexual Assault Response Team by Lindsey LeBlanc, Executive Director.

TO: Commissioners Court

DATE: 10/16/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

No Attachments Available

SEXUAL ASSAULT RESPONSE TEAM BIENNIAL REPORT- BRAZOS COUNTY

The Sexual Assault Resource Center is the presiding officer of the Sexual Assault Response Team and compiled the required data submitted by each agency and composed the following report for the Commissioner's Court. The Sexual Assault Response Team Biennial Report will consist of attendance data and response team members participating in meetings, the number of reports of sexual assault received by law enforcement, the number of investigations conducted as a result of those reports, the number of indictments connected with a report and the disposition of those cases, the number of reports of sexual assault with no indictments, an assessment of community trends, and the written protocols for the Sexual Assault Response Team.

ATTENDANCE

The following agencies are representatives on the Sexual Assault Response Team for Brazos County, asterisks indicate required agencies per SB476 Sec. 351.252.

- The Sexual Assault Resource Center*
- Baylor Scott & White Hospital Forensic Nurses- College Station*
- CHI St. Joseph's Hospital
- Brazos County District Attorney's Office*
- Bryan Police Department
- College Station Police Department*
- Brazos County Sheriff's Office*
- TAMU Police Department
- Blinn-Bryan Police Department
- Texas DPS
- MHMR Brazos Valley*

Although the minimum requirement for meetings per SB476 Sec. 351.254 is meeting at least quarterly per year, the Brazos County Sexual Assault Response Team meets monthly. Due to formalization and timing of SB476, meetings of the SARTs and attendance data formally began in January of 2022, meetings prior may have not had attendance data recorded.

The following percentages reflect quarterly attendance requirements for each agency and which members attend from each agency, per fiscal year:

October 2021- September 2022:

- Sexual Assault Resource Center- 100%
 - Lindsey LeBlanc, Debbie Okrina, Meagan Meekma, Christina Neugebauer
- Brazos County Sheriff's Office- 75%

- Star Lampkin, Paul Martinez, David Grissom, Trey Oldham
- Bryan Police Department- 100%
 - Stephen Fry, Stephen Davis, Daniel Amaya, Dave Slanker
- Brazos County District Attorney's Office- 100%
 - Jessica Escue, Melissa Carter, Brian Baker
- Texas A&M University Police Department- 100%
 - Todd Tumlinson, Kristen Brunson, Jessica Laney, Jennifer Enloe
- College Station Police Department- 75%
 - Annalee Hugo, Mariah Hayden
- Blinn University- Bryan Campus Police Department- 0%
 - Melissa Reyes
- Baylor Scott & White Hospital- Forensic Nurses- 100%
 - Niki Johnson, Crystal Conner
- MHMR Authority of the Brazos Valley- 75%
 - Karlee Anderson
- CHI St. Joseph's Hospital- 75%
 - Lisa Paramo
- Texas DPS- 25%
 - Brandi Riley, Eric Walters

October 2022- September 2023:

- Sexual Assault Resource Center- 100%
 - Lindsey LeBlanc, Debbie Okrina, Caroline Adams, Christina Neugebauer
- Brazos County Sheriff's Office- 100%
 - Star Lampkin, Paul Martinez, David Grissom, Trey Oldham
- Bryan Police Department- 100%
 - Stephen Fry, Stephen Davis, Daniel Amaya
- Brazos County District Attorney's Office- 100%
 - Jessica Escue, Melissa Carter, Brian Baker
- Texas A&M University Police Department- 75%
 - Todd Tumlinson, Kristen Brunson, Jessica Laney, Jennifer Enloe
- College Station Police Department- 100%
 - Annalee Hugo, Mariah Hayden
- Blinn University- Bryan Campus Police Department- 50%
 - Melissa Reyes
- Baylor Scott & White Hospital- Forensic Nurses- 100%
 - Niki Johnson, Crystal Conner
- MHMR Authority of the Brazos Valley- 75%
 - Karlee Anderson
- CHI St. Joseph's Hospital- 75%
 - Lisa Paramo
- Texas DPS- 50%
 - Brandi Riley, Eric Walters

REPORT DATA

District Attorney's Office Report Information:

	Number of Indictments Presented in Connection with a Report October 2021-September 2022	Disposition of Cases Indicted October 2021-September 2022	Number of Indictments Presented in Connection with a Report October 2022-September 2023	Disposition of Cases Indicted October 2022-September 2023	Number of Reports for Sexual Assault in Which No Indictment was Presented October 2021-September 2022	Number of Reports for Sexual Assault in Which No Indictment was Presented October 2022-September 2023
Brazos County District Attorney's Office	16	8 pled, 2 trials with convictions	25	14 pled	22	19

Dispositions of cases are not necessarily connected with the number of indictments presented during the indicated yearly time-period as cases are taking several years to go through the court system in Brazos County. The indictments and dispositions of cases may have been from reports made prior to the October 2021-September 2023 time frame.

Law Enforcement Agencies Report Information:

	Number of Sexual Assault Reports Received from October 2021-September 2022	Number of Investigations Conducted October 2021-September 2022	Number of Sexual Assault Reports Received from October 2022-September 2023	Number of Investigations Conducted October 2022-September 2023
College Station Police Department	78	65	55	47
Bryan Police Department	81	81	81	81
Texas A&M University Police Department	6	6	13	12
Brazos County Sheriff's Office	11	7	19	12

COMMUNITY TRENDS

The Brazos County Sexual Assault Response Team has noted an increase of survivors that have reported being possible drugged, though DFSA kits received have not shown a presence of any known/tested for drug in these cases. There has also been a note of a trend in survivors meeting alleged offenders in the Northgate bar district, however, there has not been a consistent bar in the area that has been mentioned. Some of these cases from the Northgate area also tie into the potential DFSA cases, but there is no affirmative link to any evidence.

Other trends that the team has noted are reports of indecent assaults in Hensel Park by Hispanic males, survivors who also experienced sexual abuse as children, and survivors that have substance abuse issues. There has also been note of cases where survivors are first reporting their sexual assaults to fraternity boards, who are then conducting their own investigations leading to potential evidence being destroyed or compromised.

PROTOCOLS

The Legislature of the State of Texas established county adult sexual assault response teams to strengthen the collaborative response and enhance health and judicial outcomes for adult survivors of sexual assault.

The Brazos County Adult Sexual Assault Response Team (SART) is comprised of representatives of The Sexual Assault Resource Center (SARC), Brazos County District Attorney's Office, Brazos County Sheriff's Office, College Station Police Department, Bryan Police Department, Sexual Assault Nurse Examiners with Baylor Scott & White, St. Joseph's Hospital, MHMR Authority of Brazos Valley, and Texas A&M University Police Department.

Mission

The mission of the Brazos County Adult SART is to ensure a competent and informed interdisciplinary response from all agencies involved to adult victims of sexual assault.

We, the above-listed agencies, by and through our designated representatives, agree to support the stated mission of the Brazos County Adult SART.

We further agree:

To minimize the re-victimization of adult sexual assault survivors through the investigation, assessment, intervention, and prosecution processes;

To maintain a cooperative response team approach to facilitate successful outcomes in the criminal justice systems through shared fact-finding and collaborative case development;

To improve processes and work together and with our community to support adult survivors of sexual assault; and

That all State and Federal confidentiality laws will be followed in connection with this agreement.

This is a document that shall be reviewed and modified as deemed necessary by the SART to ensure compliance with all state and federal laws, as well as recognized best practices within the field. At minimum, this document will be reviewed bi-annually and updated for the Brazos County Commissioner's Court.

Vision

Brazos County Adult SART is committed to improving the treatment of adult sexual assault survivors with respect and compassion through trauma informed practices, including supporting each other to increase knowledge and resiliency as responders, and to promote the apprehension and prosecution of perpetrators.

Goals

The goals of the Brazos County Adult SART are the following:

- Minimize trauma for adult survivors of sexual assault;
- Hold sexual assault offenders accountable; and
- Provide advocacy and support to survivors of sexual assault.

Values

SURVIVOR-CENTERED APPROACH

This approach is defined as the systematic focus on the needs of the survivor and accounts for the survivor's history, experience, and perspective, as well as the impact of the criminal justice process on them and their family and community. In a survivor-centered approach, the survivor's safety and well-being take priority in all matters and procedures.

TRAUMA-INFORMED APPROACH

An understanding of trauma and its effects, as well as the principles of being trauma-informed, are key for service providers and criminal justice system professionals. We must understand trauma and its manifestations and approach interactions through a trauma-informed lens. Trauma-informed approach is a strengths-based framework that is responsive to the impact of trauma, emphasizing physical, psychological, and emotional safety for both Adult SART responders and survivors; and creates opportunities for survivors to rebuild a sense of control and empowerment. This approach also contributes to the reduction of blaming the survivor. Blaming refers to attitudes or beliefs that hold survivors partially or completely responsible for being sexually assaulted. Blaming typically utilizes the argument that if the survivor had not made a particular choice, engaged in a particular activity, or acted in a particular way, this person would not have been assaulted. Survivors usually engage in this type of

second guessing and hearing any variation of this theme from others adds to the trauma already being experienced.

RELATIONSHIP BUILDING BETWEEN AGENCIES

The relationships that we build with each other as members of the Adult SART are essential to achieve positive outcomes in sexual assault cases. Collaborative response provides a systematic response that allows survivors to feel supported, informed and involved. It is essential that this team make time to build and strengthen relationships and address issues that arise through a multi-disciplinary approach of its members, with the best interest of survivors in mind.

Agency Commitments

Brazos County District Attorney's Office

The role of the Brazos County District Attorney's Office (DA's office) is to file appropriate criminal charges and to seek justice.

The Brazos County DA's office has a staffing team that reviews all sexual assault cases prior to grand jury. This team is made up of our first assistant ADA, Chief ADA of the Sexual Assault and Family Violence Unit, a victim assistance coordinator, an investigator, and ADA's representing each criminal District Court. These are the prosecutors who handle all indicted sexual assault cases once they are assigned to a court.

The sexual assault staffing team is involved in all charging decisions. The team is coordinated by our victim assistance coordinator, and the VAC facilitates all communication with the detectives working the cases from LE as well as the victims. Once a case is staffed, the VAC will reach out and meet with the victim. All victims are contacted, and the VAC and prosecutor meet with them after indictment. The case process is explained and all questions are answered.

All members of our staffing team receive yearly training on sexual assault and family violence and they are the prosecutors who present these cases directly to the grand jury so that training can be used with all education of grand jurors on the dynamics of sexual assault. All evidence is reviewed before a charging decision is made. Often the team requests further investigation from the detective before a final charging decision is made. We use a sexual assault checklist to assist the LE detectives on what investigation is necessary to a complete presentation of a potential case. All charging decisions are approved by our first assistant ADA and/or the Chief ADA of the sexual assault and family violence division.

Prosecutors receive regular training in their field in order to properly present a case to a jury. This would include all aspects of a sexual assault case including lab reports and/or DNA information related to the case.

We have the ability to assist a victim with transportation to/from court for trial/hearings. We also can help the victim with interpretation services if they need that as well.

The DA's Office commits to:

- Ensure survivors are provided case information throughout the process in a timely manner. The detective is their main point of contact until the case is reviewed by our staffing team. Once the case is presented to the grand jury, the victim assistance coordinator provides all communication to the survivor. They are notified by mail, email and/or telephone. Our office proactively contacts survivors of anything happening on the case.
- Ensure referrals are made to local sexual assault resource centers, counseling agencies, case management and safety planning, crime victim compensation program. Anything the survivor requests, our victim assistance division works with them to provide assistance or help them find who can provide assistance related to the criminal case and offense.
- Participate in SART monthly meetings, share appropriate information among team members, provide case updates as needed and as allowed by law, and participate in SART training activities.

Brazos County Sheriff's Office

The role of Brazos County Sheriff's Office is to investigate reports of sexual assault in their jurisdiction. The decisions concerning the arrest of a perpetrator shall be based upon law and current department policy.

Brazos County Sheriff's Office commits to:

- Participate in SART monthly meetings, share appropriate information among team members, provide case updates as needed and as allowed by law, and participate in SART training activities.

Brazos County Sheriff's Office will follow sexual assault procedures outlined by the department as follows:

Responding Deputy Protocol:

1. Ensure that the immediate safety and security of the victim is met. Facilitate medical care if any level of injuries is noted or suspected.
2. Determine any special needs of victim, if any. E.g., is there a language barrier, does your victim have children that need care, or is there a disability that your victim may have that needs to be addressed?
3. Determine if the suspect is still present in your crime scene or with your victim. If not, obtain a description and/or identify the suspect through your victim or witnesses.
4. Locate and identify all witnesses.

5. Conduct a brief, preliminary interview of the victim in an appropriate private area to determine if and what crime(s) may have occurred and where any evidence may be located at. Provide victim with a case number corresponding to incident report.
6. Notify Criminal Investigation Division of the details of the sexual assault.
7. At the crime scene(s), secure all physical evidence that would normally be taken and the scene(s) of a crime; including, but not limited to, fingerprints, trace evidence, bedding material, photographs of the scene(s), the victim's clothing, and any evidence that may be immediately collected from the victim's person. If the victim changed clothing since the time of the assault, ask for any clothing that was worn at the time of the assault.
8. Explain to the victim the importance of preserving evidence which may be present on clothing worn during the assault and on bedding or other items and/or materials at the scene.
9. If the sexual assault occurred less than 120 hours prior:
10. Inform the victim of the importance of seeking an immediate medical/forensic examination (A specially trained health care provider should be utilized if available); advise the victim that he/she is not responsible for the cost of the forensic portion of the examination (CCP Art. 56.06).
11. Should the victim choose to seek medical treatment and/or undergo a medical/forensic examination, the deputy should:
12. Notify the appropriate facility that a sexual assault victim is coming to the medical facility for a medical/forensic examination.
13. Ensure that the victim has transportation to and from the appropriate facility.
14. Recommend that the victim bring a change of clothing to the forensic examination site if the victim's clothing is collected for evidentiary purposes.
15. Ensure that the Sexual Assault Resource Center is notified so that an advocate may be dispatched.
16. Attempt to facilitate with the appropriate facility a private waiting area for the sexual assault victim if one is not designated already.
17. The deputy should promote cooperative interaction between multidisciplinary team members to achieve best outcome for victim.
18. The deputy should take all measures to ensure the chain of custody for the sexual assault kit.
19. The deputy should be cognizant of signs and/or statements that imply a drug facilitated sexual assault. In the event of a suspected drug facilitated sexual assault, ensure that urine and blood samples are obtained and preserved.
20. Advise the victim of his/her rights as a crime victim (CCP Art 56.02), and the availability of and contact information for support services (sexual assault advocacy programs, Crime Victim Liaison, Crime Victim's Compensation, etc.). Provide the victim with (and review) the appropriate "Victim Information Brochure" (CCP 56.07).
21. Inform the victim of his/her right to choose a pseudonym (CCP 57.02) and assist the victim in completing the pseudonym form.

22. Obtain all information necessary to complete the initial offense report. This would include the preliminary interviews of all witnesses (including the victim and outcry witness(es)). The report should include primary and alternate phone numbers and physical addresses for follow-up victim contact. The elements of the offense(s) should be described in the initial report.
23. Explain each step of the investigation and what the victim should expect, especially the need to ask personal, detailed information relative to the assault.

Explicit details of the sexual assault are not normally needed for the initial report but the initial report should include all of the elements of the offense being reported.

A preliminary victim interview by the responding deputy is necessary to permit the deputy to relay accurate information that may be vital in the identification and subsequent arrest of the suspect(s). Services from the Victim's Assistance Division of the Brazos County Sheriff's Office can be offered to the victim at any point during deputy's initial report or during the follow investigation by the Criminal Investigation Division. This process should not delay emergency medical treatment of the victim.

Protocol for Investigator:

1. Review initial report by responding deputy.
2. Contact the victim; provide any support or resources they may need.
3. Interview the victim in an appropriate private setting and verify the information contained in the initial deputy's report.
4. Interview all witnesses.
5. Have physical evidence submitted to laboratory for appropriate testing.
6. Have a working knowledge of forensic and/or laboratory reports.
7. Respond to crime scene and obtain appropriate photographs, and physical evidence when appropriate.
8. If suspect is unknown, make efforts to identify suspect.
9. Conduct investigational analysis, if applicable, on the prior history of the suspect, including information available through the sex offender registry, prior incident reports involving the suspect, victim, or witnesses involved, current and/or prior Child or Adult Protective Services reports.
10. Disseminate crime intelligence to other area law enforcement agencies about the incident when appropriate.
11. Interview suspect(s), obtain arrest and or search warrants when appropriate.
12. When suspect(s) are identified and the elements of the offense exist, submit investigative report to the prosecutor's office for review and obtain arrest warrant(s).
13. Prepare and submit all case reports to the prosecutor's office.
14. Provide the victim with timely updates on the status of the investigation and the final disposition of the investigation as soon as possible.
15. Consult with the prosecutor's office, victim/witness assistance, Sexual Assault Resource Center, etc., to prepare the victim for court testimony.

16. Provide information to the victim about Victim Information & Notification Everyday (VINE).

College Station Police Department

The role of the College Station Police Department is to investigate reports of sexual assault in their jurisdiction. The decisions concerning the arrest of a perpetrator shall be based upon law and current department policy.

College Station Police Department commits to:

- Participate in SART monthly meetings, share appropriate information among team members, provide case updates as needed and as allowed by law, and participate in SART training activities.

College Station Police Department will follow sexual assault procedures outlined by the department as follows:

1. Patrol response to sexual offenses
 - a. After a patrol unit has arrived at the scene, a determination should be made about whether CID should be notified, and a detective sent to the scene.
 - i. If the reported sexual offense occurred at a prior date and time, the on duty supervisor may elect not to notify CID. He should consider how much time has passed since the assault occurred, the possibility of obtaining evidence, etc., before deciding if a detective response is necessary.
 - ii. The officer shall still advise the victim of all the options available to them, such as CSPD Victim Services, the Sexual Assault Resource Center, and the option to participate in the pseudonym program.
 - b. If able, Communications shall advise the victim not to bathe, change clothes, or disturb the crime scene.
 - c. The responding patrol officer shall advise the victim as in b. above, obtain suspect information and broadcast if appropriate, and complete an offense report. Questions directly related to the sexual offense itself shall be left to the detective assigned to the scene, if a detective is called out.
 - d. The victim shall be encouraged to report to an emergency room to complete a sexual assault exam and kit.
 - i. If the victim refuses to go to a hospital, they shall be advised of the availability of an advocate with the Sexual Assault Resource Center.
 - ii. If the victim wishes to speak with an advocate, the center shall be contacted by the hospital or by communications.

- iii. If the victim will be provided with a Victim Services and Assistance form that includes the phone number for the Sexual Assault Resource Center and information pertinent to their police report.
- e. Before the officer begins to take a formal statement from the victim, the officer will offer the option for an advocate with the sexual assault resource center to be present.
 - i. If the victim wishes to have an advocate present, the center will be contacted and will dispatch an advocate to the scene.
 - ii. If an advocate with the Sexual Assault Resource Center is unavailable at the time of the interview and the victim wishes to have an advocate present, the CSPD Victim Services Coordinator may act as an advocate.

2. Pseudonym Program

- a. Victims of sexual offenses have the option to participate in a pseudonym program whereby the victim can choose a set of initials or a fictitious name to designate the victim in all public files and records concerning the offense, including the police report, press releases and records of judicial proceedings. The request is made by the victim on a department form which is maintained in the records division separate from the original report.
 - i. If the victim is unsure whether or not they wish to participate in the program, the officer shall complete an offense report on a sexual offense in the normal fashion, using the correct name, address, and telephone number of the victim.
 - 1. The officer shall then give the victim a pseudonym form.
 - 2. The victim shall be advised that if they wish to participate in the program they should complete the form and bring it to the records division of the department.
 - 3. If the victim completes and returns the form the records section shall:
 - a. Remove the victim's name and substitute the pseudonym for the name on the reports, files, and records in the agency's possession.
 - b. Notify the attorney for the state of the pseudonym and that the victim has elected to be designated by the pseudonym.
 - c. Maintain the pseudonym form in a manner that protects the confidentiality of the information contained on the form.
- 3. Criminal Investigations Division response to sexual offenses
- 4. The following procedures do not direct investigative functions in each specific crime area, but rather addresses those elements common to every investigation, whether conducted by uniformed officers or officers assigned to an investigative component of the department. The investigative procedures

used will vary from case to case, depending on circumstance. However, certain basic procedures apply to all cases and if followed will help ensure a systematic and complete investigation. The basic steps in conducting a follow-up investigation are as follows:

- a. Information Development
- b. Read and analyze all reports prepared in the preliminary investigation, department records, and results from lab examinations. If statements were made or taken, review these for completeness
- c. Review departmental and other records available on the victim, witnesses, or suspects. If available, review previous reports involving these persons. Check intelligence files for information on persons or vehicles. Check with other surrounding law enforcement agencies on suspect information.
- d. Seek additional information from informants, associates or officers from this department or other agencies who may have knowledge of the case or suspects being investigated.
- e. Seek information or evidence that will help identify and apprehend suspects
- f. Contact Complainant
 - i. Employees, volunteers and interns assigned cases for follow-up investigation shall contact the complainant and notify them of such within 10 days of assignment.
 - ii. Contact with the complainant should be made as often as necessary to develop new information and keep the complainant informed of the status and progress of the investigation.
 - iii. Complainants shall be contacted and advised of the final status of their case.
- g. Conduct Interviews
 - i. All employees shall exercise caution to ensure that the constitutional rights of all persons arrested, detained, or interviewed will be protected. Supervisors shall remain current regarding this area and are responsible for keeping their subordinates updated on current requirements
 - ii. Conduct interviews with the victim and witnesses to determine if reported information is correct and if any other information is available.
 1. The detective will offer to contact an advocate with the Sexual Assault Resource Center before conducting an interview with the victim.
 - iii. Obtain a thorough knowledge of what occurred and what evidence was obtained prior to interviewing the suspect(s).
 - iv. Interview the suspect(s).

5. Victim Services

6. It is the policy of the College Station Police Department to treat victims and witnesses of crimes with fairness, compassion, and dignity, to provide them with information on the rights of crime victims and the assistance available to them through the College Station Police Department, the State of Texas, and other local agencies. This agency is also committed to the development, implementation, and continuation of appropriate victim and witness services, programs, and activities. The victim services program will:
 - a. Follow up
 - i. Based on the facts of each case, the Advocate will determine if follow-up contact regarding Victim/Witness Assistance is needed. If this is so, the Victim Services Coordinator will initiate or direct the initiation of that contact.
 - ii. The Victim Services Coordinator should explain to victims and witnesses their role in the prosecution of their cases.
 - iii. The Advocate and detectives will work together to keep the further hardship of the victim and witnesses at a minimum.
 1. Scheduling of line-ups, interviews, testing, and other appearances should be scheduled with the convenience of the victim or witness in mind.
 2. If necessary and feasible, transportation to appearances related to the
7. investigation should be provided.
 - a. Property of the victim or witness taken as evidence should be returned as quickly as possible without interfering in the prosecution of the case.
 - b. Informing the victim of case status updates in a timely manner
 - c. Specific Services
 - i. The department recognizes that citizens have the freedom of choice regarding services offered by the program. The citizen has the right to accept or refuse any portion of the assistance and persons involved should respect their decision.
 - ii. Services available to victims include, but are not limited to, crisis counseling, death notification assistance, and referrals for counseling services. Additional areas of service include crime scene clean-up information, referral to other community services, preparing the victim for participation in the criminal justice system, and location of emergency needs such as food, clothing and shelter.
 - iii. The criminal justice system can be difficult to navigate through and hard to understand. The Victim Services Coordinator should provide citizens with information regarding their case and explain the criminal justice process as it applies specifically to them. The Victim Services Coordinator should be available for citizens that need help beyond the assistance offered by other departmental employees.

- iv. Educational programs on topics such as victim advocacy and awareness of crimes can be offered by the Victim Services Coordinator to the general public and the department. The Victim Services Coordinator should practice within the boundaries of his or her competence and provide only those services for which they are qualified by training, education, or experience.
- v. The Victim Services Coordinator should maintain an office atmosphere that is conducive for families to meet in confidentiality. The office should have adequate room for several people to comfortably convene when dealing with a problem or emergency.

Bryan Police Department

The role of the Bryan Police Department is to investigate reports of sexual assault in their jurisdiction. The decisions concerning the arrest of a perpetrator shall be based upon law and current department policy.

The Bryan Police Department commits to the following:

- Participate in SART monthly meetings, share appropriate information among team members, provide case updates as needed and as allowed by law, and participate in SART training activities.

Bryan Police Department will follow sexual assault procedures outlined by the department as follows:

- The patrol officer will typically take the initial report.
- The victim is informed of their right to have an advocate present, their right to have a pseudonym used in place of their name, their right to a SANE exam if the crime occurred within 120 hours, and are provided a packet with information for crime victim's services. All relevant information the victim, witnesses, or reporting persons are willing to share is documented in a report and also captured on body camera.
- A detective is contacted immediately if there is a crime scene or other evidence which needs to be gathered other than the SANE exam. Otherwise, a report is taken and it is given to a detective the following business day for investigation.
- Bryan Police Department's VAC will be involved in sexual assault cases.
- If the victim is able to speak about the crime when the report is taken, then a patrol officer will conduct a basic interview at the time the report is made. If not, a detective will follow up at a later time by contacting the victim to schedule an interview. In all cases, a detective will conduct an in-depth interview with the victim if the victim is willing to speak to the detective.
- BPD will ensure that the victim understands they have the right to have a sexual assault advocate present during the interview and will coordinate with SARC to ensure that a victim has an advocate if they choose.

- Evidence collection: Any relevant items which could include DNA, SANE kit when done, victim's and suspect's DNA when available. Any other items which are relevant to the investigation, such as weapons, phones, etc. Either a patrol officer, a crime scene investigator, or a detective is responsible for gathering the evidence.
- The detective assigned the case will submit a lab submission form to the property and evidence clerk. The property and evidence clerk will then submit the evidence to the lab.
- Investigators are trained in how to read and interpret forensic exam reports and results.
- The victim will be given information on victim's rights including the Crime Victim's Compensation Act and a Victim Resource form including area law enforcement and social service resources.
- The main point of contact in the police department will be the detective assigned to the case.

Baylor Scott & White Medical Center - College Station

Forensic Nurse Examiner Response

The role of the Adult/Adolescent sexual assault forensic nurse examiner includes ensuring medical treatment and conducting medical forensic examinations for patients who report sexual assault.

The health and welfare of the patient is the primary concern, and emergent or urgent medical needs take priority over forensic assessment and evidence collection.

Baylor Scott & White Medical Center commits to

- Participate in SART monthly meetings, share appropriate information among team members, provide case updates as needed and as allowed by law, and participate in SART training activities.

SAFE Examination Site

Given the high risks carried by these specific cases (potential high-risk medical and mental health needs), it is advised that these patients receive a medical evaluation. It is recommended that these assessments be primarily conducted at Baylor Scott & White Medical Center – College Station as this is the designated SAFE-ready facility in the community, where FNEs are available 24/7.

- Upon arrival to the hospital emergency department, the patient will be triaged and will receive medical care for any identified emergent or serious medical conditions. The FNE will be called out during the initial triage.
- The Sexual Assault Resource Center (SARC) will be called to dispatch an advocate for medical accompaniment.

The FNE will perform a medical assessment/SAFE that includes:

- Medical history including, but not limited to:
 - past medical history, medications, allergies
 - history of presenting complaints
 - psycho-social evaluation, including query of substance use/abuse and suicidal or homicidal thoughts
 - Detailed head to toe assessment with photo-documentation as indicated
 - Detailed ano-genital assessment with photo-documentation as indicated
 - Laboratory testing including, but not limited to, sexually transmitted infection (STI) testing and pregnancy testing
 - Assessment of unmet healthcare needs
 - Photo-documentation of injuries (i.e. injuries, self-mutilation, tattoos, scarring, branding, etc.)
 - Collection of forensic evidence if the patient presents within 120 hours of the last sexual contact
 - Administration of appropriate medications to treat or prevent STIs and/or pregnancy
 - Options for follow-up care will be provided prior to discharge.

The purpose and mission of the medical assessment, as in all other cases of suspected sexual abuse/assault, is to ensure and safeguard the health and welfare of the patient. The urgent and emergent medical needs of the patient override forensic assessments and pursuit. The medical evaluation is conducted in a respectful, nonjudgmental manner by all medical personnel with the intent of giving dignity and power back to the patient. The patient has the ability to consent or decline any aspect of the medical assessment.

Any determination the patient is at risk of harm to themselves or others will result in further evaluation and/or treatment in the emergency department by mental health professionals. The need for transfer to a mental health facility will be made by the emergency department physician in conjunction with mental health professionals.

The FNE will follow all requirements for mandatory reporting.

FNEs will collect and maintain any evidence discovered in the course of providing the medical assessment and submit such evidence to the proper law enforcement agency as applicable. Baylor Scott & White shall maintain complete and accurate records of all care, treatment, and examination of the patient and shall prepare and release such reports as required by Baylor Scott & White policy.

Sexual assault cases involve multiple disciplines to ensure the continued safety and welfare of these imperiled patients. FNEs are an important part of a coordinated MDT and will be active participants in meetings that will take place for continuity of care.

St. Joseph's Hospital- Bryan and College Station

Applicable to:

St. Joseph Health – College Station

St. Joseph Health – Regional

St. Joseph Health – Madisonville

St. Joseph Health – Burleson

St. Joseph Health - Grimes

Department(s): Emergency Departments

POLICY

St. Joseph Hospital will provide compassionate and understanding medical care and forensic services for sexual assault cases. These policies and procedures will follow the recommendations of the Texas Department of State Health Services, and the Texas Evidence Collection Protocol manual from the Texas A&M Center of Excellence in Forensic Nursing. This policy is also in compliance with the current edition of the Ethical and Religious Directives for Catholic Health Care Services.

Sexual assault is a trauma, regardless of the presence of physical injuries. Healthcare providers can reduce the risk of further trauma by providing trauma informed care that recognizes the patient has recently experienced neurobiological trauma. Emergent medical conditions are treated before addressing forensic issues such as evidence collection. Non-fatal strangulation is a life-threatening event that requires specialized assessment and close patient monitoring.

Patients guide the assessment process and have the right to decline any part, or all, of the examination and evidence collection.

Offering access to a sexual assault advocate during the forensic medical assessment is mandated by Texas law. To prevent role confusion, this advocate is distinct and separate from health care, law enforcement and judicial personnel and can be present during the forensic medical assessment.

Patients have the right to have a sexual assault forensic medical assessment. Preauthorization by law enforcement is not required. Patients have the right to decline any part of the assessment even after they have signed informed consent and authorization forms. The sexual assault evidence collection kit (SAEK) does not have to be used for a sexual assault examination to occur. SAEKs should be used only when indicated. There are essential questions about the traumatic event the health care professional must ask to properly treat injuries and prevent further adverse health outcomes:

- Best practice is to start with less stress provoking general health information and explain the rationale for questions asked.

- Prior to obtaining the history of the incident (s), inform the patient that it is necessary to know what occurred in order to provide the best treatment options.
- Adult survivors of sexual assault have the option of reporting or not reporting the offense to law enforcement.
- Reporting includes:
 - Reporting the incident to law enforcement in the jurisdiction in which the sexual assault occurred,
- Patient has access to all support services, including:
 - Health care treatment,
 - Sexual assault forensic evidence collection
 - Access to a sexual assault advocate, and
 - Ability to track sexual assault evidence through various stages of criminal justice process
- If the offense is reported to law enforcement, the medical provider or facility may be eligible for reimbursement of the forensic component through Crime Victims' Compensation.
- Non-reporting includes:
- Does not include reporting the incident to law enforcement
- The sexual assault evidence will not be processed unless the patient (up to five years after the incident, or as mandated) reports the crime to law enforcement
- Patient has access to all support services, including
 - Health care treatment
 - Sexual assault forensic evidence collection
 - Access to a sexual assault advocate, and
 - Ability to track sexual assault evidence through stages of criminal justice process
- If the assault is not reported to law enforcement, responsibility for payment of the medical component of the assessment and examination may rest on the patients, and they are eligible for reimbursement through Crime Victims' compensation. The cost of the forensic component, including evidence collection, is billed to Department of Public Service (DPS)
- Texas DPS will store sexual assault evidence in cases where there is no law enforcement notification
- Instructions for submitting non-report sexual assault evidence collection kit are:
 - Packaged in a box that is completely sealed with heavy tape. The seal shall be initialed such that part of the initials is on the box and part on the tape. The box must be able to withstand standard shipping. Contents may include:
 - A patient reference sample in the form of a dried buccal swab in its own packaging

- Sealed paper bags containing survivor's clothing (should be limited to underwear unless there is compelling reason to believe that any other items contain biological evidence from the suspect)
- No liquid blood or urine samples shall be included.
- Do not include the patient's name on the external non-reports SAEK. Use unique identifier such as the medical record number.
- Once evidence is collected and appropriately sealed is shipped overnight per DPS protocol to:
 - Texas DPS Bio-warehouse, 12230 West Rd./ Building C; Houston, TX 77065

Mandatory reporting is required for suspected abuse of children, the elderly, or a person with a disability, regardless of the wishes of the patients, their families, or friends. Follow the Texas Family code statutes for consent to treatment.

Medical forensic exams are conducted if the assault occurred less than 120 hours.

All sexual assault survivors will be informed of the local community-wide designated facility.

The survivor is told of the SANE nurse availability at the community facility. If the survivor wishes, he/she may be transferred to the facility, once medically cleared by a provider at the facility the assault survivor presented to initially. The patient may also elect to stay at St. Joseph Hospital for forensic evidence collection. It is the survivor's right to refuse transfer to another facility.

PROCEDURE:

1. The sexual assault survivor will be triaged as a minimum of a Level II. The Level may be increased according to condition of the survivor; The survivor will be registered as a confidential patient.
2. Escort the patient and family, caregiver, or support person to a private waiting area:
 - a) Elicit information as privately as possible
 - b) Instruct the patient to not use restroom, wash, change clothes, smoke, eat or drink until evaluated by the forensic health care professional. If patients must use restroom, collect the urine, and advise that they do not wipe genitalia until after evidence has been collected.
 - c) Consider collecting urine if drug/substance-facilitated sexual assault is suspected.
 - d) Maintain chain of custody of specimens
3. Notify the Sexual Assault Resource Center for all adult sexual assault cases upon arrival and/or Scotty's house for all pediatric sexual assaults;
4. Receive permission from the adult survivor to report the assault to the police; notify the law enforcement agency in the jurisdiction in which the assault took

place. If it surpasses many counties, contact the local law enforcement cases to assist in the investigation;

5. The police, if on site, will interview the survivor and determine the need for an evidence collection exam, if able, obtain the case number from the police; if law enforcement request an exam, complete the law enforcement request form
 - a) This form is a request and does not determine whether or not criminal mischief has occurred
 - b) If police refuse an exam, the form must be completed
 - c) A copy of the form will remain with the provider, one given to the law enforcement agency, and one to the survivor
6. The survivor will be informed of our mission and options for emergency contraception. Plan B or other products of like kind are not offered within our healthcare system.
 - a) According to the Ethical and Religious Directives, a female who has been sexually assaulted should be able to defend herself against a potential conception from the sexual assault. If, after appropriate testing, there is no evidence that conception has occurred already, she may be treated with medications that would prevent ovulation, sperm capacitation, or fertilization. It is not permissible, however, to initiate or to recommend treatments that have as their purpose or direct effect the removal, destruction or interference with the implantation of a fertilized ovum.
7. If the survivor elects to stay, the charge nurse will delegate the evidence collection to an appropriate nurse or attempt to obtain a SANE nurse, if available, to come in (Adult Flowsheet and Pediatric Flowsheet as applicable);
8. The Texas Evidence Collection Protocol will be followed;
 - a) Consent from the survivor must be obtained to complete the forensic exam;
 - b) Consent from the survivor must be obtained prior to taking photographs
 - c) If taking photographs, take a picture of the patient labels before any exam photos are taken and at the completion of the photos to indicate a beginning and end and identification
 - d) Be considerate of patient privacy
 - e) Use a standard or ruler for size reference in photographs, in addition to those photographs that identify patients and anatomical locations being photographed
 - i) Take at least three shots at different distances from the body:
 - i. Take an overview image of the injury's location, including anatomical landmarks for orientation of the injury
 - ii. Take medium-range photographs of each injury, providing a wide enough view to identify the specific anatomical site being photographed
 - iii. Take close-up images of injuries, with and without the standard. The goal of the close-up images should be to capture subtleties in texture and color and any pattern injuries that may be observed.

- iv. These are recommendations, not all patients will tolerate or consent to the above process
- 9. The patient, if willing, will receive;
 - a) prophylactic treatment for sexually transmitted infections; The RN will administer
 - i. Rocephin (ceftriaxone) 250 mg IM x one dose, and;
 - ii. Azithromycin 1gm PO x 1 dose (please provide food to the survivor prior to the administration of this medication as it can cause gastric irritation)
 - iii. Metronidazole 2g orally (contraindicated if alcohol consumption – consider a prescription)
 - b) Pregnancy prophylaxis:
 - c) Emergency contraception, “the morning after pill” may be taken within five days (120 hours) after sexual assault to reduce the risk of pregnancy. This is not offered at our healthcare system. The patient may purchase over the counter.
 - i. Catholic patients have the right to protect themselves from an unwanted pregnancy related to sexual assault.
 - d) HIV Non-occupational post-exposure prophylaxis (nPEP)
 - i. Providers should offer prophylactic treatment to reduce the risk of seroconversion as appropriate within 72 hours of contact
- 10. The patient will receive discharge instructions that will include:
 - a) Public Health Department referral for HIV testing;
 - b) Physician referral, if indicated; and
 - c) Sexual Assault Resource Center for follow-up counseling
 - d) Information for Sexual Assault Survivors
- 11. Medical record management:
 - a) All kits must be locked up in a private area.
 - b) Do NOT scan the forensic exam documents into the Electronic medical record.
 - c) Turn them into the manager or designee for secured storage.
- 12. For reports, the law enforcement agency will pick up the kit and together with hospital personnel complete the chain of custody documentation.

Texas A&M University Police Department

The role of the Texas A&M University Police Department is to investigate reports of sexual assault in their jurisdiction. The decisions concerning the arrest of a perpetrator shall be based upon law and current department policy.

Texas A&M University Police Department commits to:

- Participate in SART monthly meetings, share appropriate information among team members, provide case updates as needed and as allowed by law, and participate in SART training activities.

Texas A&M University Police Department will follow sexual assault procedures outlined by the department as follows:

1. Patrol response to sexual offense incidents
 - a. Detective Callout.
 - i. After a patrol unit has arrived at the scene, a determination should be made about whether CID should be notified, and a detective sent to the scene. If a detective is contacted, they will take over the scene and investigate it.
 - ii. If the reported sexual offense occurred at a prior date and time, the on-duty supervisor may elect not to notify CID. They should consider how much time has passed since the assault occurred, the possibility of obtaining evidence, etc., before deciding not to call a detective.
 - iii. Once assigned to a detective they will conduct a thorough investigation with collecting evidence and follow up with interviews.
 - b. The officer shall still advise the victim of all the options available to them, such as: Victim Advocate Services, Sexual Assault Resource Center advocate help, and participation in the pseudonym program.
 - c. If able, Communications shall advise the victim not to bathe, change clothes, or disturb the crime scene.
 - d. The responding patrol officer shall:
 - i. Advise the victim not to bathe, change clothes, or disturb the crime scene.
 - ii. Obtain suspect information and broadcast if appropriate.
 - iii. Complete an offense report.
 - iv. Questions directly related to the sexual offense itself shall be left to the detective assigned to the scene, if a detective is called out.
 - e. The victim shall be encouraged to report to a hospital emergency room for an examination by a SANE nurse. The officer should inform the victim which hospital is appropriate for the examination.
 - i. If the victim refuses to go to a hospital, they shall be advised of the availability of a Sexual Assault Resource Center advocate.
 - ii. If the victim does not wish to speak with an advocate, they shall be given the telephone number of the Sexual Assault Resource Center.
 - f. Upon a request of the victim or at the direction of the investigating officer or supervisor, Communications shall contact the Brazos Sexual Assault Resource Center hot line (number available in Communications) and advise the hot line advocate to send an escort advocate to the emergency room where the victim is being taken. C.I.R.T. should also be notified, being mindful of the Pseudonym Program when releasing identifying information. If the victim has contacted the department too late for a rape kit to be performed, the victim shall be advised of the Sexual Assault Resource Center's services and hot line number.
 - g. When the victim is stable, the responding officer should only obtain the basic details required for the report. CID will obtain a formal statement from the victim when appropriate. Victims under 18 YOA shall be interviewed at Scotty's House. If the victim requests, the statement shall be taken in the presence of the staff.

- h. The detective investigating the case shall inform the victim when an arrest is made. The investigating detective shall keep the victim informed about the status of the case on a regular basis.
2. Pseudonym Program:
- a. Victims of sexual offenses (eligible for sex offender registration – CCP Chapter 62), stalking, family violence, or human trafficking, have the option to participate in a pseudonym program. The pseudonym will replace the victim's name in all public files and records concerning the offense, including police records, press releases, and records of judicial proceedings. The request is made by the victim on a form approved by the Department. Pseudonym forms shall be maintained in the Records Division separate from the original report.
 - b. In order to prevent duplication of names, and to make information retrievable from our files, the case number will be assigned as a suffix to the pseudonym. The name will be entered using the following format:
 - i. Last Name: Doe 1802001234 (space after "Doe" and no spaces or dashes in the case number)
 - ii. First Name: enter "Jane" or "John" as appropriate for the gender of the victim.
 - c. Address and Phone Numbers:
 - i. The victim's address and phone number, as well as location of offense, will always be that of the department.
 - ii. The officer shall explain the pseudonym program to the victim. If the victim indicates they wish to participate, the officer shall assist the victim in completing the form.
 - iii. If the victim is unsure of whether or not they wish to participate in the program, the officer shall complete an offense report in the normal fashion, using the correct name, address, and telephone number of the victim.
 - iv. The officer shall then give the victim a pseudonym form.
 - v. The victim shall be advised that if they wish to participate in the program, they should complete the form and bring it to the records section of the department.
 - vi. If the victim completes and returns the form the records section shall:
 - (1) Remove the victim's name and substitute the pseudonym for the name on all reports, files, and records in the agency's possession.
 - (2) Notify the attorney for the state of the pseudonym and that the victim has elected to be designated by the pseudonym.
 - (3) Maintain the pseudonym form in a manner that protects the confidentiality of the information contained on the form.
 - vii. Employees shall not make copies of a pseudonym form containing victim information

3. Victim Services

The Texas A&M University Police Department is committed to serving students, faculty, staff and citizens/visitors of this community with comprehensive victim services that go beyond the standard services required by state law, and to provide

them with information on the rights of crime victims and the assistance available to them through the Texas A&M University Police Department, the State of Texas, and other local agencies. This agency is also committed to the development, implementation, and continuation of appropriate victim and witness services, programs, and activities. The victim services program will:

- a. Follow up
 - i. Based on the facts of each case, the Advocate will determine if follow-up contact regarding Victim/Witness Assistance is needed. If this is so, the Victim Services Coordinator will initiate or direct the initiation of that contact.
 - ii. The Victim Services Coordinator should explain to victims and witnesses their role in the prosecution of their cases.
 - iii. The Advocate and detectives will work together to keep the further hardship of the victim and witnesses at a minimum.
 - (1) Scheduling of line-ups, interviews, testing, and other appearances should be scheduled with the convenience of the victim or witness in mind.
 - (2) If necessary and feasible, transportation to appearances related to the investigation should be provided.
 - iv. Property of the victim or witness taken as evidence should be returned as quickly as possible without interfering in the prosecution of the case.
 - v. Informing the victim of case status updates in a timely manner
- b. Specific Services
 - i. The department recognizes that citizens have the freedom of choice regarding services offered by the program. The citizen has the right to accept or refuse any portion of the assistance and persons involved should respect their decision.
 - ii. Services available to victims include, but are not limited to, crisis counseling, death notification assistance, and referrals for counseling services. Additional areas of service include crime scene clean-up information, referral to other community services, preparing the victim for participation in the criminal justice system, and location of emergency needs such as food, clothing, and shelter.
 - iii. The criminal justice system can be difficult to navigate through and hard to understand. The Victim Services Coordinator should provide citizens with information regarding their case and explain the criminal justice process as it applies specifically to them. The Victim Services Coordinator should be available for citizens that need help beyond the assistance offered by other departmental employees.
 - iv. Educational programs on topics such as victim advocacy and awareness of crimes can be offered by the Victim Services Coordinator to the general public and the department. The Victim Services Coordinator should practice within the boundaries of his or her competence and provide only those services for which they are qualified by training, education, or experience.

- i. The Victim Services Coordinator should maintain an office atmosphere that is conducive for families to meet in confidentiality. The office should have adequate room for several people to comfortably convene when dealing with a problem or emergency.

Sexual Assault Resource Center (SARC)

The role of the Sexual Assault Resource Center is to provide crisis intervention services, information, referrals, accompaniment, and support through the legal process and beyond. The sexual assault advocate will verify that the survivor has received information regarding victims' rights, options, and resources, the importance of seeking medical attention, and the value of immediate evidence collection and early police reporting. The role of the advocate is to provide services to survivors of sexual assault regardless of whether the survivor participates in the criminal justice process. All advocates dispatched by the Sexual Assault Resource Center are fully trained through the required training as outlined in the Office of the Attorney General's Sexual Assault Training Program and must meet minimum standards to act as an advocate for survivors of sexual assault.

SARC commits to:

- Participate in SART monthly meetings, share appropriate information among team members, provide case updates as needed and as allowed by law, and participate in SART training activities.

When working with hospitals, SARC commits to:

- Dispatch and advocate to the hospital for accompaniment within 30 minutes of the hospital calling the hotline.
- Provide information about victim's rights, CVC, community resources, SARC services, crisis intervention, and emotional support during exam with the survivor's consent.
- Be present at all aspects of the process that the survivor chooses.
- Provide the survivor a safe, neutral, and confidential avenue to explore and weigh options and support the survivor's choices and decisions.
- Maintain the confidentiality of all communications occurring solely between the advocate and the survivor.
- Provide the survivor with emergency clothing, toiletries, safety planning, information and referrals as needed.

When working with Law Enforcement, SARC commits to:

- Dispatch an advocate when requested by law enforcement or a survivor.
- Provide information and support during interviews.
- Explain next steps, available services, and resources.

- Maintain the confidentiality of all communications occurring solely between the advocate and the survivor.

When working with Prosecutors, SARC commits to:

- Dispatching an advocate when requested by prosecutor's office or the survivor.
- Provide information and support during interviews and court proceedings.
- Explain next steps, available services, and resources.
- Maintain the confidentiality of all communications occurring solely between the advocate and the survivor.

What sexual assault advocates cannot do:

- Personally provide transportation for survivors.
- Respond in person to someone's house or scene of a crime.
- Participate in gathering of evidence, fact-finding or investigating the assault.
- Conduct or assist the medical exam or interviews.
- Act as a translator or interpreter.
- Give legal advice.

Brazos Valley MHMR

The role of BV MHMR is to provide crisis assessments and case management services in the Brazos Valley. The mission of Brazos Valley MHMR is to provide the highest quality of services, which promote dignity and independence, to individuals and their families who are challenged with issues related to mental health and intellectual disabilities.

Brazos Valley MHMR commits to:

- Participate in SART monthly meetings, share appropriate information among team members, provide case updates as needed and as allowed by law, and participate in SART training activities.
- Complete crisis assessment as requested to determine need for mental and behavioral health services.

Clients are eligible for services as long as they have a priority population diagnosis and there is an ongoing need for case management. The ultimate goal is to help clients gain independence in the community and attend to their own daily needs/responsibilities.

Eligibility:

Priority Population

*Major Depressive Disorder

*Bipolar Disorder

*Schizophrenia

*Schizoaffective Disorder

For those that do not fall under priority population, referrals are provided to appropriate community resources such as Health for All, TAMU Counseling Clinic, Counseling and Assessment Clinic, BVCASA/AA/NA, etc.

Emergency services are open to anyone in crisis regardless of diagnosis. Staff on call perform crisis assessments 24 hours/7 days a week, including holidays. Assessments may be completed in jails, hospitals, or MHMR clinics with law enforcement present. We have a 24-hour crisis helpline accredited by American Association of Suicidology, 1-888-522-8262.

Accessing Services

Brazos County: Open Access is on M/W/F from 8:30 am-11:00 a.m. located at 804 S Texas Ave, Bryan Tx 77803. Ph # 979-822-6467. These are assessed on a first come/first serve basis. Bring ID, proof of income, and any insurance information.

Data Gathering and Evaluation Commitment

The SART will gather information on the prevalence of adult sexual assault by identifying the number of incidents reported to law enforcement, reports then referred for prosecution and the disposition of cases handled by the District Attorney's office. This information will assist to identify gaps that may be contributing to attrition and analyze current policies that may be negatively impacting the county-wide response to adult sexual assault. Each agency will be responsible for reporting adult sexual assault information as follows:

Law Enforcement Agencies:

- Number of sexual assault reports received
- Number of investigations conducted as a result of those reports

District Attorneys:

- Number of indictments presented in connection with a report and the disposition of those cases
- Number of reports for sexual assault in which no indictment was presented

Information gathered from reporting will be reviewed bi-annually within the SART and presented to the Brazos County Commissioner's Court in the Biennial Report to be completed by December 1st of each odd-numbered year.

All agencies will gather relevant data on community trends including drug-facilitated sexual assault, predatory date rape, and sex trafficking.

Case Reviews

The SART commits to a biennial evaluation through adult sexual assault case reviews of the effectiveness of individual agency and interagency protocols and systems.

Training Commitment

All members of the SART commit to attending at least four hours of annual cross-agency training on the dynamics of adult sexual assault for response team members participating in the quarterly meetings as required by Section 351.254(c).

Confidentiality

When information is shared among Brazos County Adult SART members and affiliates, confidentiality will be maintained as required by law. Confidentiality of victim and survivor information will be preserved, and each individual agency will be responsible to maintain confidentiality of the victims they serve.

Procedure for Addressing Conflict

Establishing true collaboration requires team members and their agencies to build relationships of trust and respect.

We recognize that at times it may feel like personal or organizational goals or values are competing. We may face limited or unclear communication. We face time constraints and more demands than our personal or organizational resources can provide. Given these stressors, it is important to acknowledge that conflict may arise and it will be necessary to address it as a team.

When conflicts arise the SART will take the following steps:

1. Identify the issue which needs to be resolved.
2. Ask each person to describe their needs in relation to the issue.
3. Brainstorm ways of problem-solving.
4. Create a concrete action plan.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval of reappointment and correction to reappointment of the following to the Brazos County Regional Mobility Authority:

- a. Reappointment - Jason Bienski - Term of appointment January 1, 2024 - December 31, 2027
- b. Correction to Term of Reappointment - Alan Munger - Term of appointment January 1, 2023 - December 31, 2026

TO: Commissioners Court

DATE: 11/06/2023

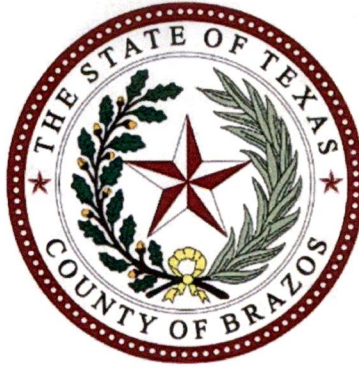
FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Jason Bienski - Reappointment Certificate - Brazos County RMA.pdf	Reappointment Certificate - Brazos County RMA - Jason Bienski	Backup Material
Alan Munger - Reappointment Certificate - Brazos County RMA.pdf	Reappointment Certificate - Brazos County RMA - Alan Munger	Backup Material



BRAZOS COUNTY
BRYAN, TEXAS

REAPPOINTMENT

The Commissioners Court of Brazos County does hereby approve the reappointment of

Jason Bienski

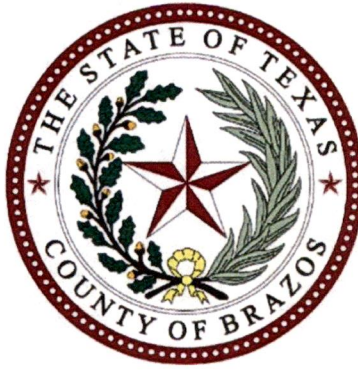
to the

Brazos County Regional Mobility Authority

The term of this appointment is January 1, 2024 – December 31, 2027.

Duane Peters
County Judge

11/14/23
Date



BRAZOS COUNTY
BRYAN, TEXAS

REAPPOINTMENT

The Commissioners Court of Brazos County does hereby approve the reappointment of

Alan Munger

to the

Brazos County Regional Mobility Authority

The term of this appointment is January 1, 2023 – December 31, 2026.

A handwritten signature in blue ink, appearing to read "Duane Peters", followed by a date "11/14/23" written in blue ink.

Duane Peters
County Judge

Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval of the following mid-term appointments to the Brazos County Historical Commission. Term of appointment is January 1, 2024 - December 31, 2024.

- a. Philip Barnes
- b. Allison Kay
- c. Brandi Lampo

TO: Commissioners Court

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Philip Barnes - Appointment Certificate - Brazos County Historical Commission.pdf	Appointment Certificate - Brazos County Historical Commission - Philip Barnes	Backup Material
Allison Kay - Appointment Certificate - Brazos County Historical Commission.pdf	Appointment Certificate - Brazos County Historical Commission - Allison Kay	Backup Material
Brandi Lampo - Appointment Certificate - Brazos County Historical Commission.pdf	Appointment Certificate - Brazos County Historical Commission - Brandi Lampo	Backup Material



BRAZOS COUNTY
BRYAN, TEXAS

APPOINTMENT

The Commissioners Court of Brazos County does hereby approve the appointment of

Philip Barnes

to the

Brazos County Historical Commission

The term of this appointment is January 1, 2024 through December 31, 2024.

Duane Peters
County Judge

11/14/23
Date



BRAZOS COUNTY
BRYAN, TEXAS

APPOINTMENT

The Commissioners Court of Brazos County does hereby approve the appointment of

Allison Kay

to the

Brazos County Historical Commission

The term of this appointment is January 1, 2024 through December 31, 2024.

Duane Peters
County Judge

11/14/23
Date



BRAZOS COUNTY
BRYAN, TEXAS

APPOINTMENT

The Commissioners Court of Brazos County does hereby approve the appointment of

Brandi Lampo

to the

Brazos County Historical Commission

The term of this appointment is January 1, 2024 through December 31, 2024.

Duane Peters
County Judge

Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:

DATE OF COURT MEETING: 11/14/2023

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

TO: Commissioners Court

DATE: 11/08/2023

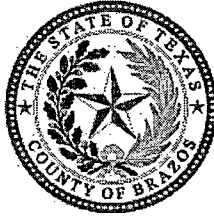
FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

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



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 11/14/2023
ITEM: Consider and approve the appointment of Nina Payne as Brazos County Budget Officer effective November 11, 2023.
TO: Commissioners Court
DATE: 11/08/2023
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00


ATTACHMENTS:

File Name

No Attachments Available

Description

Type

APPROVED

Duane Peters
County Judge
11/14/23
Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval of the following Job Description:
• a. Budget Office - B0212 - Budget Officer

TO: Commissioners Court

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[Budget Office - B0212 - Budget Officer.docx](#)

Approval of the following Job Description: Budget Office -
B0212 - Budget Officer

Backup Material



Brazos County Job Description

Last Updated: November 2023

Template Revision 1.2 08/15/2012

Class Number:	B0212	Title:	Budget Officer
Pay Group:	B0212	Department:	Budget Office
FLSA Status:	Exempt	Reports To:	Commissioners Court
Approved Date:	11/14/2023	EEOC Category:	Professionals

General Summary:

Manages and assists with planning, organizing, development, implementation & monitoring of the County's annual budget. Performs financial & statistical analysis needed to support decision making by elected officials and department heads.

Essential Duties:

Preparation of the annual County Budget: distributing Budget information to all County departments; holding departmental budget workshops; gathering and processing budget requests from all County departments; preparing a Proposed Budget to present to Commissioners Court; holding departmental budget hearings to discuss funding levels and other policy issues; monitoring the implementation of the adopted budget.

Maintenance of the Adopted Budget throughout the fiscal year processing of Budget Amendments; processing of Intra-Departmental Operating Transfers.

Preparation and distribution of Budget Documents: Adopted Budget, Operating Budget, Capital Improvement Program

Providing financial analysis and advising the County Judge and Commissioners Court.

Other duties as assigned.

Supervision

Received: From Commissioners Court

Given: To Budget Office staff

Education

Required: Bachelor's degree or any equivalent combination of education and/or experience

Preferred: Bachelor's degree in finance, accounting, public administration, or related field equivalent.

Experience

Required: 3 Year of accounting, auditing, finance, or budget preparation and analysis, and data trends reporting or any equivalent combination of education and/or experience. Governmental experience.

Preferred: 5 Year of accounting, auditing, finance, or budget preparation and analysis, and data trends reporting. Governmental experience.

Certificates, Licenses, Registrations

Required: None

Preferred:

Physical Demands

APPROVED

Duane Peters
County Judge

11/14/23
Date

	<p>Typical: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.</p>
<p><i>Knowledge, Skills, & Abilities</i></p>	
	<p>Typical: Generally Accepted Accounting Principles (GAAP); state statutes governing the operations of county offices; internal auditing techniques; governmental accounting, acceptable reporting practices and techniques for governments; principles of financial management; budgetary techniques; personnel policies and procedures; and standard office practices.</p> <p>Establish and maintain effective working relationships with county employees, representatives of governmental agencies, vendors, and the general public; communicate effectively, both orally and in writing; operate standard work processing and spreadsheet software; read and interpret standard policies and procedures; mathematical aptitude; analyze and interpret data; deal with the public. Good verbal and math aptitude including analytical skills; good communication skills required; PC & Windows experience.</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.</p>
<p><i>Work Environment</i></p>	
	<p>Typical: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.</p> <p>The noise level in the work environment is usually moderate. The employee must frequently perform multiple tasks simultaneously, change tasks, perform tedious exacting work, and work closely with others as part of a team.</p>

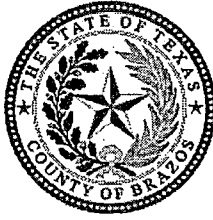


**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	11/14/2023
ITEM:	Approval requested from Human Resources Department of Section 2.10.4 (e) & (f) Insurance Coverage for Retirees.
TO:	Commissioners Court
DATE:	11/09/2023
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
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**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 11/14/2023
ITEM: Approval requested from Human Resources Department of Section 2.10.4 (e) & (f)
Insurance Coverage for Retirees.
TO: Commissioners Court
DATE: 11/09/2023
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Section_2.10.4_(e)__(f)_Insurance_Coverage_for_Retirees_-_11.9.23.pdf	Section 2.10.4 (e) & (f) Insurance Coverage for Retirees	Backup Material

APPROVED



11/14/23

Duane Peters
County Judge

Date

Section 2.10.4 Insurance Coverage for Retirees

- (e) Grace Period for Retiree Insurance Payments Premiums will still be considered timely if received within 30 days after the due date. Coverage may be cancelled by the County after three (3) months of non-payment of premiums. In the event that a retiree becomes three (3) months behind on their premium payments, they must submit the premium for the current month as well as all outstanding premiums owed within five (5) business days or coverage may be cancelled by the County. This payment must be submitted utilizing certified funds (ex. Money Order or Cashier's Check).

In the event of a retiree's insurance payment being returned during any fiscal year due to non-sufficient funds (NSF), or any other reason not at the fault of the County, the retiree will be required to submit their premium payment as well as any fees utilizing certified funds (ex. Money Order or Cashier's Check) for the remainder of the fiscal year.

In the event a retiree's coverage is cancelled for the above reasons, coverage will be cancelled as of the last month in which the full premium payment was received.

- (f) In the event medical insurance coverage and/or dental insurance coverage is discontinued, cancelled for any reason, or declined on a Retiree, and/or Retiree's spouse or dependent, the Retiree, Retiree's spouse or dependent is prohibited from adding medical insurance coverage and/or dental insurance coverage at a subsequent date. This prohibition is required by the Texas Local Government Code, Sec. 175.002(c).



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Brazos County Sheriff's Office NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval requested from the Sheriff's Office for the Priority Access Card Application and to set a fee.

TO: Commissioners Court

FROM: Regina Guzman

DATE: 10/26/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[letter for Application fee.docx](#)

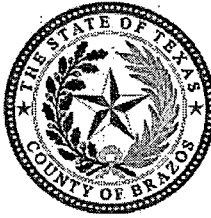
Fee proposal

Cover Memo

[Fee_Application.docx](#)

Application

Cover Memo



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Brazos County Sheriff's Office NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval requested from the Sheriff's Office for the Priority Access Card Application and to set a fee.

TO: Commissioners Court

FROM: Regina Guzman

DATE: 10/26/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

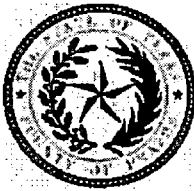
<u>File Name</u>	<u>Description</u>	<u>Type</u>
letter_for_Application_fee.docx	Fee proposal	Cover Memo
Fee_Application.docx	Application	Cover Memo

APPROVED

 11/14/23

Duane Peters
County Judge

Date



Brazos County Courthouse Priority Access Application



INITIAL APPLICATION or RENEWAL

A Non-refundable Annual Fee of \$100.00 and \$25.00 Replacement Fee to be set by the Brazos County Commissioner's Court. The fee is waived for County Employees that apply.

Date: _____

Last Name

First Name

Middle Initial

Date of Birth

Address

City

Zip

SSN#

Phone Number

Alt Phone

E-Mail Address

Driver's license number

DL State

Company/Department Name

Work Phone

Elected Official or court officer expressly granted permission to carry a firearm by Statute: YES NO

(County Employee; Yes or No

Licensed Attorney; Yes or No

Bar Association Number:

Department Head / Elected Official Signature approval Required for County employee:

Applicants must pass a background check, that includes no violent, assaultive, threatening or weapons convictions. Priority Access can be revoked by the Sheriff's Office at any time for behavior that threatens the security of the Courthouse. These behaviors include but are not limited to verbal or physical threats, possession of illegal substances, or unauthorized possession of weapons inside the secure perimeter.

Waiver and Consent to process a Criminal History Check

In consideration of volunteer eligibility for Priority Access into the Brazos County Courthouse, a secure facility, and with the knowledge that any information required will be kept confidential, I hereby authorize and give consent for Brazos County to obtain information pertaining to possible criminal history on myself. This includes the following: Criminal Background Records/Information; Sex Offender Registry Information; and Addresses and Social Security Number Verification. I hereby release from liability and promise to hold harmless under all possible claims or causes of action (i) any and all persons or entities who shall furnish such information to Brazos County, its officers, agents or employees, and (ii) Brazos County, its officers, agents or employees for any statements, acts or omissions in the course of obtaining said information. Furthermore, I understand that this release is signed, free from duress, and with the full knowledge and understanding that any information obtained will be used in assessing my eligibility to participate in this program, and that such information will be held in confidence in accordance with the organization's guidelines. By my signature below, I hereby authorize Brazos County to obtain such records.

Signature of Applicant: _____

Receipt# _____ • " Courthouse Security Use Only •"

APPROVED

DECLINED

BY: _____

Brazos County Sheriff's Office Official

Date: _____



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval requested from Human Resources Department to accept a monetary donation in the amount of \$100.00 from Insurors of Texas for the Benefits Fair on November 15, 2023.

TO: Commissioners Court

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type



BRAZOS COUNTY, TEXAS
ACCEPTANCE OF DONATED/AWARDED PROPERTY
DONATION OF COUNTY PROPERTY

Date: 11/9/23

☒ Acceptance of Donated/Awarded Property
(Awarded property requires signed court documentation)

☐ Donation of County Property

☐ Acceptance of Donated Inmate Property
(Requires signed inmate documentation – NO VALUE ASSESSED)

Item Description: \$100 for Benefits Fair

Please provide all information requested below as applicable to the property being accepted or donated. Forms containing any blank fields will be returned for completion.

Make: _____ Model: _____ Year: _____ SN/VIN #: _____

☐ Functional ☐ Non-Functional. Explain if Non-Functional _____

Additional Description/Information: _____

Estimated Value: _____

Check box for Capital Asset (value/initial cost is over \$5000)

Acceptance of Donated Property	Donation of County Property
<p>Check the appropriate account based on estimated value of property being accepted:</p> <p><input checked="" type="checkbox"/> 61235000 (Donation - Other)*</p> <p><input type="checkbox"/> 60010000 (No Asset Tag - Under \$500)</p> <p><input type="checkbox"/> 67010000 (Minor Property - \$500 - \$4999)</p> <p><input type="checkbox"/> 80010000 (Capital Property - Over \$5000)</p>	<p>Check the appropriate entity property being donated to:</p> <p>Government Entity: _____</p> <p style="text-align: right;">Organization Name</p> <p>Other (Due to Statutory requirements prior approval is required by Purchasing: _____</p> <p style="text-align: right;">Organization Name</p>

*Donation – Other to be used for funds donated to Brazos County for use of a non-county expenditure.

I certify that the above mentioned item has been donated or awarded to Brazos County. This item has been received in good faith and upon approval by Commissioner's Court will become a part of the General Fixed Asset Account of Brazos County. The determination to accept or reject the donation will be made at the sole discretions of Commissioners Court based upon such things as usefulness, projected operating, maintenance and insurance costs.

Requesting Department: _____

Human Resources
Department Name

Authorized Signature

Organization Receiving Donated Property: _____
Authorized Signature

Approved by Commissioners Court on this 14 day of NOVEMBER 2023

Commissioners Court Approval



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Request approval to wire transfer up to \$8,268,626.90 to HHSC funds for PGY3 Final Comprehensive Hospital Increase Reimburse Program (CHIRP) for qualifying hospitals.

TO: Commissioners Court

FROM: Nina Payne

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

SOURCE OF FUNDS: Brazos County LPPF (Fund 16000)

REQUIREMENTS: Funds must be set up using the TexNet system as required by HHSC. Last day to submit IGT on TexNet is Thursday, November 16, 2023 with settlement date as of Friday, November 17, 2023.

NOTES/EXCEPTIONS: The Health and Human Services Commission (HHSC) directs a managed care organization (MCO) to provide a uniform reimbursement increase to hospitals in the MCO's network in a designated service delivery area (SDA) for the provision of inpatient services., outpatient services, or both. HHSC uses a methodology to calculate and administer such reimbursement increases. CHIRP is designed to incentivize hospitals to improve assess, quality, and innovation in the provision of hospital services to Medicaid recipients through the use of metrics that are expected to advance at least one of the goals and objectives of the state's managed care quality strategy.

ACTION REQUESTED OR
ALTERNATIVES: Request approval.

ATTACHMENTS:

File Name

Description

Type

[PGY3_CHIRP_Final_-_Brazos_County_LPPF_Email.pdf](#)

CHIRP PGY3 Final IGT Notification

Cover Memo

[AGENDA_-_PGY3_CHIRP_Allocation_Summary_-_Brazos_LPPF.pdf](#)

CHIRP PGY3 Final IGT

Backup Material



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 11/14/2023
ITEM: Request approval to wire transfer up to \$8,268,626.90 to HHSC funds for PGY3 Final Comprehensive Hospital Increase Reimburse Program (CHIRP) for qualifying hospitals.
TO: Commissioners Court
FROM: Nina Payne
DATE: 11/09/2023
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00
SOURCE OF FUNDS: Brazos County LPPF (Fund 16000)
REQUIREMENTS: Funds must be set up using the TexNet system as required by HHSC. Last day to submit IGT on TexNet is Thursday, November 16, 2023 with settlement date as of Friday, November 17, 2023.
NOTES/EXCEPTIONS: The Health and Human Services Commission (HHSC) directs a managed care organization (MCO) to provide a uniform reimbursement increase to hospitals in the MCO's network in a designated service delivery area (SDA) for the provision of inpatient services, outpatient services, or both. HHSC uses a methodology to calculate and administer such reimbursement increases. CHIRP is designed to incentivize hospitals to improve assess, quality, and innovation in the provision of hospital services to Medicaid recipients through the use of metrics that are expected to advance at least one of the goals and objectives of the state's managed care quality strategy.
ACTION REQUESTED OR ALTERNATIVES: Request approval.

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
PGY3_CHIRP_Final_-_Brazos_County_LPPF_Email.pdf	CHIRP PGY3 Final IGT Notification	Cover Memo
AGENDA_-_PGY3_CHIRP_Allocation_Summary_-_Brazos_LPPF.pdf	CHIRP PGY3 Final IGT	Backup Material

APPROVED

Duane Peters
County Judge

11/14/23
Date

**Brazos County LPPF
PGY3 CHIRP Final IGT**

Agenda Date: November 14,2023

TexNet: Thursday, November 16, 2023

Settlement Date: Friday, November 17, 2023

Bucket: CHIRP Bucket

SDA	Government Entity	IGT Total
MRSA Central	Brazos County LPPF	\$7,773,392.34
MRSA Northeast	Brazos County LPPF	\$150,480.70
Travis	Brazos County LPPF	\$344,753.86
Total PGY3 CHIRP Final IGT		\$8,268,626.90

From: Kelly O'Brien
To: Edward C. Bull; Nina Payne; Jamie L. Cartwright; Cristian T. Villarreal
Cc: Justin Flores; Colt Sullivan; Corbin Pefanis
Subject: PGY3 CHIRP Final - Brazos County LPPF
Date: Wednesday, November 8, 2023 5:05:06 PM
Attachments: PGY3 CHIRP Fin MRSA Central Allocation Summary - Brazos LPPF.xlsx
PGY3 CHIRP Fin MRSA Northeast Allocation Summar - Brazos LPPF.xlsx
PGY3 CHIRP Fin Travis Allocation Summary - Brazos LPPF.xlsx

Brazos County Disclaimer

***** This is an email from an EXTERNAL source. DO NOT click links or open attachments unless you recognize the sender and have verified that the content is safe. Never enter USERNAME, PASSWORD or sensitive information on pages linked from this email.*****

Good afternoon, Brazos County Team.

As you know, the upcoming CHIRP PGY3 Final IGT is taking place on **Thursday, November 16th**. Accordingly, the hospitals participating within the **Brazos County LPPF** would like to request the following IGT amounts noted below. (Please review the accompanying allocation.)

CHIRP PGY3 Final – total requested IGT amount \$8,268,626.90

- **MRSA Central SDA: \$7,773,392.34**
- **MRSA Northeast SDA: \$150,480.70**
- **Travis SDA: \$344,753.86**

Brazos County should submit **3** separate TexNets and allocation forms (attached) for the specific amounts noted above, attributable to each SDA. It is not sufficient to provide one TexNet.

HHSC requires these amounts to be entered into TexNet no later than the close of business **11/16/2023 with a settlement date of 11/17/2023**. These funds will need to be placed in the "CHIRP" Bucket. Upon successful completion of the IGT, please submit the PDF of the TexNet Trace Sheets and allocation forms to HHSCPFDCHIRPPayments@hhs.texas.gov.

AHCV also kindly requests to be copied on the TexNet submission to HHSC on or before the deadline noted above.

Please do not hesitate to contact us with any questions.

Thank you,
Kelly

Kelly O'Brien

Adelanto HealthCare Ventures L.L.C.

401 W. 15th Street, Suite 840 | Austin, TX 78701

Main Office: (512) 322-9413

Direct: (802) 825-2466

<http://www.ahcv.com>



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval of Contract #24-083 for Stop Loss Insurance with Texas Association of Counties, via USI Insurance Brokerage Contract.

TO: Commissioners Court

DATE: 11/08/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[SL_Spread.pdf](#)

SL Spread

Backup Material

[Recommendation_Letter_from_USI.pdf](#)

Recommendation Letter from USI

Backup Material



**TEXAS ASSOCIATION *of* COUNTIES
HEALTH AND EMPLOYEE BENEFITS POOL**

**STOP-LOSS AGREEMENT
(the Agreement)**

between

**TEXAS ASSOCIATION OF COUNTIES
HEALTH AND EMPLOYEE BENEFITS POOL
(HEBP)**

and

**BRAZOS COUNTY
(Member)**

**Group Number: 217725
Effective Date: January 1, 2024**

STOP-LOSS AGREEMENT
Table of Contents

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Exhibit Number One

THIS STOP-LOSS AGREEMENT (the Agreement) is made and entered into as of the Effective Date indicated on the cover page of this Agreement and is by and between **The Texas Association of Counties Health and Employee Benefits Pool** (referred to as HEBP) and **Brazos County** (referred to as Member).

RECITALS

WHEREAS, the Member is a governmental entity that has established a self-funded employee health and welfare benefit plan (the "Plan") for certain of its officials, employees, retirees and their dependents; and

WHEREAS, the Member has previously executed an Interlocal Agreement, whereby it joined HEBP for the purpose of obtaining stop-loss coverage and administrative services in support of its self-insured Plan;

WHEREAS, the Member desires to obtain stop-loss coverage from HEBP in support of the Plan, as described below,

NOW THEREFORE, the parties agree as follows:

SECTION I. DEFINITIONS

- 1.1 **Claim Liability** means the total amount of Paid Claims that the Member is responsible for paying each Coverage Period. Claim Liability will be calculated for each Coverage Period in accordance with the formula indicated in Item Three-A of Exhibit Number One to this Agreement.
- 1.2 **Coverage Period** means the period of time beginning and ending on the dates shown in Item One of Exhibit Number One.
- 1.3 **Effective Date** means the date shown on the cover page of this Agreement.
- 1.4 **Exhibit Number One** means the attached specifications setting out certain particulars of this Agreement or any other subsequent set of specifications supplied by HEBP as a replacement Exhibit Number One. The specifications or Items of the Exhibit Number One shall be applicable for the Coverage Period indicated in Exhibit Number One, except that any item of Exhibit Number One may be changed in accordance with the provisions described in SECTION I - DEFINITIONS, Section 1.17 of this Agreement.

- 1.5 **Final Coverage Period** means the period of time beginning on the date shown in Item One of Exhibit Number One and ending on the date the Agreement is terminated.
- 1.6 **Member**, as used in this Agreement, is Brazos County, a self-insured governmental entity and Member of the Texas Association of Counties Health and Employee Benefits Pool.
- 1.7 **Month** means each succeeding calendar month period beginning on the Effective Date of this Agreement.
- 1.8 **Paid Claims** means the total of all benefits payable under the benefit provisions indicated in Items Four-A. 1 and Four-B.I of the most current Exhibit Number One to this Agreement which were paid (meaning checks issued and covering funds deposited into the Member's Plan's claims payment banking account) under the terms of this Agreement during the Coverage Period involved.

Paid Claims may also include payments made under Valid Claims, as the term is defined in the Administrative Services Agreement between Member and HEBP.

Paid Claims shall not include:

- a. Claims incurred prior to the incurral period reflected in Exhibit Number One; or
 - b. Claims paid prior to the Effective Date of this Agreement; or
 - c. Claims incurred after the termination date of this Agreement; or
 - d. Extra contractual damages of any nature, compensatory damages, or any similar damages however assessed, or any payments made as an exception to the Plan or as settlement of a lawsuit; or
 - e. Any payments made at the specific written request of the Member when not provided for as benefits under the Plan or which are limited or excluded under such document; or
 - f. Any payments of benefits which are interpreted by the Member as coming within the terms of the Plan if HEBP notifies the Member that it does not agree with that interpretation.
- 1.9 **Participant** means an individual official or employee, dependent(s) of an official or employee, a retired official or employee, dependent(s) of a retired official or employee, and certain continued persons and their dependents covered under a continuation of coverage provision, whose coverage has become effective in accordance with the terms of the Member's Plan.

- 1.10 **Plan** means a program of health and welfare benefits established by Member for its Participants.
- 1.11 **Point of Attachment** means the dollar amount above which stop-loss coverage will apply as indicated in Item Four-A.2, Item Four-A.3, and/or Item Four-B.2 of Exhibit Number One to this Agreement.
- 1.12 **Records** means a Participant's medical, financial, or personal data (including patient-specific diagnoses) or data that enables one to derive such Participant's medical, financial, or personal data.
- 1.13 **Run-Off Paid Claims** means those claims incurred on or after the Effective Date of this Agreement but prior to termination, which are processed/paid (paid meaning checks issued and covering funds deposited into the Plan's claims payment banking account) during the Run-Off Period.
- 1.14 **Run-Off Claims Liability** means the amount to fund anticipated Run-Off Paid Claims. Settlements for Run-Off Paid Claims will be in accordance with SECTION II-SETTLEMENTS, Run-Off Period Settlement subsection of this Agreement.
- 1.15 **Run-Off Period** means the twelve-Month period immediately following the termination of this Agreement.
- 1.16 **Stop-Loss Claims** means the amount of Paid Claims for which HEBP assumes responsibility and has the duty to reimburse.
- a. If during any calendar Month occurring within a Coverage Period or during the period set forth in the first paragraph of the Special Provisions section of Exhibit Number One, Paid Claims for any Participant exceed the amount indicated in Item Four-A.2 and/or Item Four-A.3 of the most current Exhibit Number One to this Agreement, such excess, up to the maximum amounts indicated, if any, shall be referred to in this Agreement as Individual (Specific) Stop-Loss Claims.
 - b. Individual (Specific) Stop-Loss Coverage does not extend beyond the termination date of this Agreement except as maybe provided by Special Provisions Section of Exhibit Number One.
 - c. If during any Coverage Period or any period set forth in the first paragraph of the Special Provisions section of Exhibit Number One, Paid Claims, less Individual (Specific) Stop-loss, if any, exceed the Point of Attachment indicated in Item Four-B.2 of Exhibit Number One to this Agreement, such excess, if any, shall be referred to in this Agreement as Aggregate Stop-Loss Claims.
 - d. If the Plan, the Administrative Services Agreement, or this Agreement is terminated on a date other than the end of a Coverage Period, no Aggregate Stop-Loss benefit will exist for the Final Coverage Period, unless the termination is for cause.

1.17 Stop-Loss Contribution means the Monthly consideration, calculated in accordance with the formulas indicated in Item Two-A and Item Two-B of Exhibit Number One to this Agreement, that is required by HEBP for the risk assumed for the Stop-Loss Coverage indicated in Item Four-A and Item Four-B of Exhibit Number One to this Agreement. The Member shall pay to HEBP the Stop-Loss Contribution within ten (10) days of the first of the Month.

The Stop-Loss Contribution amount shall be subject to change by HEBP as follows:

- a. If a substantial change occurs in the number or composition of employees covered, which results from:
 - 1). The addition of an alternative health benefit plan such as medical or dental health maintenance organization or medical preferred organization plan other than HEBP;
 - 2). A change in the benefit specifications provided under the Member's Plan;
 - 3). A change in the contribution level or other consideration paid by the Member if it results in a decrease in participation; or
 - 4). A substantial change in the number of Participants covered under the Plan.

For the purposes of this provision, a substantial change would be deemed to have occurred when the number of employees covered changes by:

- i) 10% or more over a 30 day period; or
- ii) 25% or more over a 90 day period.

In such event, HEBP reserves the right to adjust the contribution amount on any due date occurring between the date such substantial change is identified and the next fee schedule period contract anniversary date.

- b. If the Stop-Loss Contribution becomes subject to a tax or fee imposed by state or federal law, any rates shall automatically be increased by the amount of any taxes or fees imposed, increased, or adjudged due by any lawful authority on or after the contract date, which HEBP is required to pay or remit, whether relating to fees, services, benefits, payments, or any other aspect of this contract.
- c. Rates may be adjusted for any future mandated legislative changes if such mandates result in additional cost to HEBP.

- 1.18 **Subscriber** means an individual official or employee, retired official or employee, or continued person, whose coverage has become effective under this Agreement.
- 1.19 **Subscriber Unit** means the specific coverage issued for a Subscriber and his or her covered dependent(s), if any, under the Plan whose coverage is identified by a unique Subscriber identification (ID) number.
- 1.20 **Timely** means within ten (10) calendar days following the occurrence of an event, the receipt billing statement or the creation of any legal or contractual obligation, unless an alternative standard is specified and agreed to in writing by the Member and HEBP. A charge, equal to the amount specified in SECTION IX - GENERAL PROVISIONS, **Daily Charge** subsection, may be assessed for late remittances.

SECTION II. SETTLEMENTS

- 2.1 **Remittance.** HEBP shall bill the Member in advance for the Stop-Loss Contribution amount due each Month and the Member shall remit payment within thirty (30) days the first of each Month. A charge, equal to the amount specified in SECTION VIII, GENERAL PROVISIONS, **Daily Charge** subsection, may be assessed for late remittances. A remittance will be considered received when actually delivered into the possession or control of HEBP.
- 2.2 **Individual (Specific) Stop-Loss Settlement.** HEBP will furnish Member an Individual (Specific) Stop-Loss Claim report after the end of each full Month occurring within a Coverage Period in which Individual Stop-Loss Claims were paid. Within 30 days after issuance of said report, HEBP will settle with the Member for any Individual (Specific) Stop-Loss Claims involved; provided, however, if the Plan, the Administrative Services Agreement between the Member and HEBP, or this Agreement are terminated on a date other than the end of a Coverage Period, reports will be furnished and settlements will be made, as described herein, for only those full Months occurring within that portion of any Coverage Period immediately preceding termination. Individual (Specific) Stop-Loss benefits shall not extend beyond the termination date of this Agreement except as provided in the Special Provisions listed in Exhibit Number One
- 2.3 **Aggregate Stop-Loss Settlement or Accounting:**
- a. HEBP will furnish the Member an Aggregate Stop-Loss settlement report or accounting of claims within 60 days following the end of each Coverage Period during which this Agreement was in effect.

If a settlement is required to be made under subsection 2.02, above, Aggregate Stop-Loss Claims under this subsection 2.03 shall not include any such Individual (Specific) Stop-Loss Claims. Aggregate Stop-Loss benefits shall not exceed the

maximum indicated in Item Four-B.2 of Exhibit Number One to this Agreement in any Coverage Period or any Final Coverage Period.

- b. If the Plan, the Administrative Services Agreement, or this Agreement are terminated on a date other than the end of a Coverage Period, no Aggregate Stop-Loss benefits will exist for the Final Coverage Period or the **Run-Off Period**. No settlement report or accounting will be provided and any Aggregate Stop-Loss Contribution already paid will not be refunded. HEBP will be required to fund all claims during the Final Coverage Period and the **Run-Off Period**. The provisions indicated in Section 2.04 will not apply.
- c. If the settlement report reflects that Paid Claims for the Coverage Period involved exceed the Point of Attachment, then Aggregate Stop-Loss benefits shall be payable to the Member to the extent funded by the Member. If the Point of Attachment exceeds the Paid Claims, then no Aggregate Stop-Loss benefit shall be payable to the Member.

2.04 Run-Off Period Settlement. In the event of termination of this Agreement at the end of a Coverage Period, the Run-Off Period immediately following termination will be combined with the Final Coverage Period and this shall be termed a **Final Settlement Period**. Within sixty (60) days following the end of the Run-Off Period, a final settlement report will reflect the following:

a. Final Settlement Paid Claims:

- 1). The sum of the Paid Claims during the Final Coverage Period and the Run-Off Paid Claims, minus
- 2). Any Individual (Specific) Stop-Loss Claims during the Final Coverage Period.

b. Final Settlement Point of Attachment:

- 1). The sum of the Claims Liability for the Final Coverage Period, plus
- 2). The Run-Off Claim Liability

- c. If the Final Settlement Paid Claims exceed the Final Settlement Point of Attachment, then Aggregate Stop-loss benefits shall be payable to the Member to the extent funded by the Member. Remittance to the Member will be made within ten (10) days following issuance of the Final Settlement Report.
- d. If the Final Settlement Point of Attachment exceeds the Final Settlement Paid Claims, then no Aggregate Stop-Loss benefits shall be payable to the Member.

SECTION III. BANKING ARRANGEMENT

The banking arrangement and other financial responsibilities to apply under this Agreement are described in Addendum A of the Administrative Services Agreement to which this Agreement is attached and which is hereby incorporated and made a part hereto.

SECTION IV. ACCESS TO INFORMATION

- 4.1 **Access to Information.** HEBP and Member will allow each other reasonable access to administrative information concerning this Agreement. However, access to information that is a Record shall be under the terms of SECTION V CONFIDENTIALITY of this Agreement. Plan administrator will allow HEBP prompt access to claims reporting systems.
- 4.2 **Compliance with Laws and Regulations.** HEBP and Member will comply with applicable state and federal laws and regulations regarding confidentiality or privacy of Records and other information, and will cooperate to ensure such compliance. The Parties have executed a business associate agreement to govern compliance with confidentiality and privacy regulations pursuant to Health Insurance Portability and Accountability Act (HIPAA).
- 4.3 **Duration.** These rights of access and examination continue for three (3) years following the termination of this Agreement. HEBP will disclose information only in accordance with the business associate agreement or as required by other law.

SECTION V. CONFIDENTIALITY

Subject to the terms of the business associate agreement entered into by the Parties:

- 5.1 HEBP and Member agree that Records are valuable and confidential information.
- 5.2 HEBP agrees to protect as confidential and not disclose Records and the information they contain to any person or entity and to use these Records solely to perform services for the Member under this Agreement.
- 5.3 Should the Member request Records or the information contained in Records from HEBP, the Member agrees to indemnify and hold harmless HEBP and its directors, officers, and employees against any and all loss, liability, damage, penalty, and expense resulting from or arising out of any allegation or claim based upon the disclosure by HEBP of any Record, or any information contained within a Record to Member.

Nothing contained herein shall be construed to require HEBP to provide copies of individual claim information to a specific Participant unless HEBP secures a valid written authorization from the Participant specifically related to the claim information.

5.4 HEBP and Member agree that HEBP's obligations in 5.02, above, do not apply to information that:

- a. Is, or becomes, in the public domain;
- b. Is independently developed by Member;
- c. Is previously known by Member;
- d. Is legally acquired from a third party not under an obligation of confidentiality;
- e. Is disclosed pursuant to subpoena or similar process of a court or governmental agency; or
- f. Is disclosed pursuant to a written release executed by a Participant.

SECTION VI. TERM AND TERMINATION

6.1 This Agreement shall continue in full force and effect from year to year unless terminated as provided herein.

6.2 This Agreement may be terminated as follows:

- a. By either party at the end of any Coverage Period following written notice to the other party at least sixty (60) days prior to the end of the Coverage Period;
- b. By Member for cause, upon ten (10) days prior written notice (pursuant to SECTION VIII GENERAL PROVISIONS, Notices and Satisfaction subsection in the Agreement) to HEBP, if HEBP fails to correct any deficiency in the performance of its duties or obligations within thirty (30) days after notice of such deficiency is given to HEBP by Member in writing; or
- c. By both parties on any date mutually agreed to in writing.

6.3 HEBP will have the right to terminate immediately:

- a. Upon failure of the Member to pay Stop-Loss Contributions in accordance with the provisions of SECTION I- DEFINITIONS 1.17 of this Agreement;

- b. When Member's Plan terminates; or
- c. When the Administrative Services Agreement terminates.

SECTION VII. INDEMNIFICATION AND HOLD HARMLESS

- 7.1 To the extent permitted by applicable law, the Member shall indemnify, hold harmless and defend HEBP, its officers, directors, employees, and agents, against any and all liability, obligations, risks, expenses, costs, damages, losses, or judgments (including reasonable attorney's fees) and against any and all claims or actions based upon, arising out of, or in any way connected with the duties and responsibilities of HEBP under this Agreement unless due solely to HEBP's willful misconduct or gross negligence in the performance of such duties and responsibilities.
- 7.2 To the extent permitted by applicable law, HEBP, its officers, employees, and agents shall not be liable for any indirect, special, consequential, or incidental damages in connection with or arising out of the duties and responsibilities of HEBP under this Agreement. Except as otherwise provided in **Limitation of Liability**, Section 8.11 of this Agreement, HEBP shall not be liable to the Member, or anyone else claiming a right by way of any relationship with the Member, for any acts or omissions in the performance of the duties and responsibilities of HEBP, except when such acts or omissions are due to HEBP's willful misconduct or gross negligence.
- 7.3 The Member agrees to immediately notify HEBP of any cause or action brought against the Member or the Plan for which HEBP could ultimately be required to accept liability (subject to **SECTION VIII GENERAL PROVISIONS, Limitation of Liability** subsection 8.11 in the Agreement) for performance of its duties and responsibilities under this Agreement. The Member also agrees not to compromise or settle any such cause or action without the express written consent of HEBP, and that HEBP may, at its discretion, choose to defend any such cause or action.

SECTION VIII. GENERAL PROVISIONS

- 8.1 **Arbitration:** In the event the parties fail to agree with respect to any matter covered herein, wherein the amount in contest does not exceed two hundred fifty thousand dollars (\$250,000.00), the question in dispute shall be submitted for arbitration in Austin, Texas. Upon declaration by one of the parties hereto that a deadlock exists, the parties shall select an arbitrator. If the parties fail to agree on an arbitrator within thirty (30) days, the American Arbitration Association shall select an arbitrator.

The arbitrator will submit a decision within thirty (30) days after appointment or as soon as reasonably feasible and such decision shall be binding on the parties hereto. Arbitration expenses will be shared equally by the parties. All other expenses (legal, incidental, etc.)

shall be borne by the losing party or, if both parties prevail, be apportioned by the arbitrator to each party. Arbitration proceedings will be governed by the Rules of the American Arbitration Association then in effect.

This arbitration provision does not preclude arbitration for a matter in controversy that exceeds two hundred fifty thousand dollars (\$250,000.00). If either HEBP or Member is named as a defendant in litigation filed by a third party concerning this Agreement, this section does not apply to such litigation, and the parties agree that Section VII may be applicable to such litigation.

Nothing contained herein shall be construed to prohibit the parties from a written mutual agreement to submit a dispute in excess of two hundred fifty thousand dollars (\$250,000.00) to binding arbitration.

- 8.2 **Assignment.** Member may not assign any of its rights, duties, or obligations under this Agreement without the prior express written consent of HEBP. Any such attempted assignment shall be null and void.
- 8.3 **Captions.** Captions appearing in this Agreement and its attachments are provided for convenience only and in no way define, limit, construe, or describe the scope of sections or paragraphs to which they are inserted.
- 8.4 **Daily Charge.** A daily charge shall be assessed for the late remittance of any amount(s) due and payable to HEBP by the Member. This charge shall be the amount resulting from multiplying the amount due times the lesser of:
- a. The rate of .0219 % per day (which equates to an amount of 8.0% per annum);
or
 - b. The maximum rate permitted by state law.
- 8.5 **Enforcement.** Any delay or inconsistency in the enforcement of any part of this Agreement shall not constitute a waiver of any rights with respect to the enforcement of this Agreement at any future date nor shall it limit any remedies which may be sought in any action to enforce any provision of this Agreement
- 8.6 **Entirety.** This Agreement and any attachments shall constitute the entire Agreement between the parties for the purposes of this Agreement and shall supersede any and all prior or contemporaneous agreements or understandings, either oral or in writing, between the parties respecting the subject matter herein.
- 8.7 **Forces Majeure and Majesture.** Neither party shall be liable for failure to Timely perform its obligations under this Agreement if prevented from doing so by a cause or causes beyond its commercially reasonable control including, but not limited to, acts of God or nature, fires, floods, storms, earthquakes, riots, strikes, wars, or restraints of government.

- 8.8 **Gender and Mode.** The use herein of a personal pronoun in the masculine or feminine gender or in the singular or plural mode, shall be deemed to include the opposite gender or mode unless the context clearly indicates the contrary.
- 8.9 **Governing Law.** This Agreement shall be governed by, and shall be construed in accordance with, the laws of the State of Texas without regard to any state choice-of-law statutes, and any applicable federal law. All obligations created hereunder are performable in Travis County, Texas and all disputes arising out of this Agreement will be resolved in Travis County, Texas.
- 8.10 **Legal Construction.** Should any provision(s) contained in this Agreement be held to be invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall be construed in their entirety as if separate and apart from the invalid, illegal, or unenforceable provision(s) unless such construction were to materially change the terms and conditions of the Agreement.
- 8.11 **Limitation of Liability.** Liability for any errors or omissions by HEBP (or its officers, directors, employees, agents, or independent contractors) in the administration of this Agreement, or in the performance of any duty of responsibility contemplated by this Agreement, shall be limited to the maximum benefits which should have been paid under the Agreement had the errors or omissions not occurred (including HEBP's share of any arbitration expenses incurred under the Agreement), unless any such errors or omissions are adjudged to be the result of intentional misconduct, gross negligence, or intentional breach of a duty under this Agreement by HEBP.
- 8.12 **Modification.** Except for Exhibit Number One to this Agreement, which may be changed at any time in accordance with the provisions described in SECTION I -DEFINITIONS, 1.14 of this Agreement by notifying the Member in writing of such change, no modification, amendment, change, or waiver of any provision of this Agreement shall be valid unless agreed to by an officer of HEBP and an authorized representative of the Member.
- 8.13 **Notices.** All notices given under this Agreement must be in writing and shall be deemed to have been given for all purposes when personally delivered and received or when deposited in the United States mail, first-class postage prepaid and addressed to the parties at their respective addresses shown below, or when transmitted by facsimile.

Notices to the Member shall be sent to the Contracting Authority or County Judge in accordance with procedures established by HEBP.

Notices to HEBP shall be sent to:

Quincy Quinlan
Director of Health and Benefits Services
Texas Association of Counties
Health and Employee Benefits Pool

P.O. Box 2131 Austin,
Texas 78768-2131 FAX:
(512)481-8481

- 8.14 **Notice and Satisfaction.** The Member agrees to give HEBP specific notice (pursuant to SECTION VIII GENERAL PROVISIONS, Notices subsection) of any complaint or concern the Member may have about the performance of this Agreement and to allow HEBP thirty (30) days in which to make necessary adjustments or corrections to satisfy any such complaint or concern prior to the Member taking any further action with regard to the complaint or concern.
- 8.15 **Taxes.** Any Contribution amounts due under this Agreement will automatically be increased by the amount of any taxes imposed, increased, or adjudged due by any lawful authority on or after the Effective Date of this Agreement, which directly pertain to this Agreement and which HEBP is required to pay or remit, whether relating to fees, services, benefits, payments, or any other aspect of this Agreement or the Plan.

SECTION IX. ATTACHMENTS TO THIS AGREEMENT

- 9.1 The following Exhibit(s) are attached to and are made a part of this Agreement:
- ☐ **Exhibit One — Schedule of Specifications to the Stop-Loss Agreement**
- 9.2 The following Addenda to the Administrative Services Agreement are attached to and are made a part of this Agreement:
- ☐ **Addendum A: Transfer Payment and Other Financial Responsibilities**
 - ☐ **Addendum B: Required Notices**

****Must be approved by Commissioners Court****

**Texas Association of Counties
Health and Employee Benefits Pool**

By: DocuSigned by:
Susan Redford
08E96170577049E...
Susan Redford
TAC Executive Director

Date: 01/03/2024 | 9:05 AM PST

Member:

Signature:

Printed Name: DUANE PETERS

Title: COUNTY JUDGE

Date: 11/14/2023



TEXAS ASSOCIATION *of* COUNTIES
HEALTH AND EMPLOYEE BENEFITS POOL

Exhibit Number One – 1

Schedule of Specifications for the

STOP-LOSS AGREEMENT

(the Agreement)

Between

TEXAS ASSOCIATION OF COUNTIES
HEALTH AND EMPLOYEE BENEFITS POOL
(HEBP)

And

BRAZOS COUNTY
(Member)

Group Number: 217725

Effective Date: January 1, 2024

These specifications shall apply for the period of time indicated herein and shall continue in force and effect until the end of the Coverage Period, the Agreement is terminated, or this Exhibit is superseded in whole or in part by a later executed Exhibit.

Item One Policy Period

These specifications are for the **Coverage Period** commencing on January 1, 2024 and ending on December 31, 2024.

Item Two Stop-Loss Contribution

The Stop-Loss Contribution is the sum of the Individual Stop-Loss Contribution and Aggregate Stop-Loss Contribution amounts calculated as follows:

- A. Individual Stop-Loss Contribution shall be calculated Monthly and shall be equal to the sum of the amounts obtained by multiplying the number of Subscriber Units covered for a particular Month by:

Medical

\$ 217.20

For each Composite Subscriber Unit

- B. Aggregate Stop-Loss Contribution shall be calculated Monthly and shall be equal to the sum of the amounts obtained by multiplying the number of Subscriber Units covered for a particular Month by:

Medical

\$ 1.98

For each Composite Subscriber Unit

Item Three Claim Liability & Run-Off Claim Liability

- A. Claim Liability for each Coverage Period shall be the sum of the Monthly amounts obtained by multiplying the number of Subscriber Units covered for each Month by the following factors:

Medical

\$ 1,655.74

For each Composite Subscriber Unit

- B. Run-Off Claim Liability shall be calculated by multiplying the sum of the total of all covered Subscriber Units during each of the three calendar Months immediately preceding termination by the factors shown below. Settlement for the Final Accounting Period will be as described in Section II—SETTLEMENTS, **Run-Off Period Settlement** subsection of the Policy.

Medical

\$ 431.99

For each Composite Subscriber Unit

**Item Four
Stop-Loss Coverage**

A. Individual (Specific) Stop-Loss Coverage

1. The portion(s) of the Member's health benefit Plan (the Plan) that describes the benefits applicable to Individual (Specific) Stop-Loss Coverage:
 - PPO Managed Health Care coverage
 - Traditional (Out-of-Area) Indemnity Benefit coverage
 - Prescription Drug Program
2. For N/A, who is identified by the Subscriber identification number N/A, the amount of Paid Claims during the current Policy Period in excess of the Point of Attachment of \$ N/A, but not to exceed a maximum Point of Attachment of \$ N/A. Such amounts shall apply for the Policy Period.
3. For each Participant, the amount of Paid Claims during the current Policy Period in excess of \$200,000 per Participant. Such amounts shall apply for the Policy Period.

B. Aggregate Stop-Loss Insurance

1. The portion(s) of the Member's Plan that describes the benefits applicable to Aggregate Stop-Loss Coverage;
 - PPO Managed Health Care coverage

- Traditional (Out-of-Area) Indemnity Benefit coverage
 - Prescription Drug Program
2. The Point of Attachment shall equal the sum of the Claim Liability amounts calculated Monthly as described in Item Three-A above for the indicated Coverage Period. In the event of termination at the end of a Coverage Period, the Final Settlement Point of Attachment shall equal the sum of the Claim Liability amount for the Final Coverage Period and the Run-Off Claim Liability calculated as described in Item Three-B, but in no event shall the Point of Attachment be less than \$18,988,689.

Aggregate Stop-Loss benefit payments shall not exceed a maximum of unlimited for the indicated Coverage Period.

Item Five Special Provisions

For purposes of this Coverage Period, Individual (Specific) Stop-Loss Claims and Aggregate Stop-Loss Claims shall include those claims incurred on or after January 1, 2023 but on or before December 31, 2024, and paid between January 1, 2024 and December 31, 2024 paid under the terms of Member's Plan. For Aggregate Stop-Loss settlement purposes, the maximum medical claims for each participant that will apply to the Aggregate Stop-Loss is \$200,000.

A. HEBP will be the only entity providing Stop-Loss protection.

B. The Stop-Loss Contribution shall be subject to change by HEBP as follows:

1. If a substantial change occurs in the number or composition of employees covered which results from:
 - a. The addition of alternative health benefit plan such as medical or dental health maintenance organization or medical preferred provider organization plan other than HEBP; or
 - b. A change in the benefit specification provided under the contract; or
 - c. A change in Member's contribution level or other consideration paid by the Member if it results in a decrease in participation; or

- d. A substantial change in the number of employees covered under this contract. A substantial change would be deemed to have occurred when the number of employees covered changes by:
- i. 10% or more over a 30-day period; or
 - ii. 35% or more over a 90-day period.

In such event, HEBP reserves the right to adjust the rates on any due date occurring between the date such substantial change is identified and the next Fee Schedule period or contract anniversary date.

2. If either HEBP or Member files for bankruptcy or reorganization under state or federal law.
3. If the Stop-Loss Contribution becomes subject to premium tax any rates shall automatically be increased by the amount of any taxes imposed, increase, or adjudged due by any lawful authority on or after the contract date, which HEBP is required to pay or remit, whether relating to fees, services, benefits, payments or any other aspect of this contract.
4. Rates are based on the health program's requirement to be a total replacement product.
5. Rate may be adjusted for any future mandated legislative changes.

**Texas Association of Counties
Health and Employee Benefits Pool**

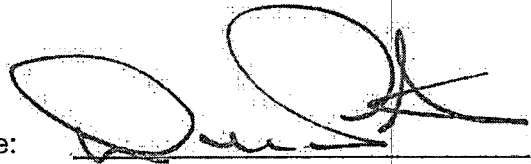
Member

By:

DocuSigned by:
Susan Redford
02E38178377049E

Susan Redford
TAC Executive Director

Signature:



Printed Name: DUANE PETERS

Title:

COUNTY JUDGE

Date:

01/03/2024 | 9:05 AM PST

Date:

11/14/2023



USI Insurance Services
9811 Katy Freeway, Suite 500
Houston, TX 77024
www.usi.com
Tel: 713.490.4600

11/08/2023

Dear Ed,

As the designated broker we have secured stop loss quotes.

Recommendation is to go with Texas Association of Counties with approximately \$526K in savings.

Sincerely,

Brenda K. Cos

Brenda K. Cos
Producing Account Executive (PAE)
Brenda.cos@usi.com
713.490.4611 | c: 281.782.0745 | f: 484.652.5260

Brazos County		AmWINS*				AmWINS*	
Effective 01/1/2024	Current 2023 SunLife	Renewal SunLife	Revised Renewal SunLife FIRM	TAC	HCC	US Fire	PartnerRe
1,006	1,006	1,006	1,006	1,006	1,006	1,006	1,006
Contract	Paid	Paid	Paid	24/12	24/12	24/12	24/12
Specific Deductible	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Aggregating Specific	\$60,000	\$60,000			\$60,000	\$60,000	\$60,000
Administration Fee	\$49.31	\$48.17	\$48.17	\$43.17	\$48.17	\$48.17	\$48.17
Prescription Drug Rebates Credit	(\$39.40)	(\$61.21)	(\$61.21)	(\$91.82)	(\$61.21)	(\$61.21)	(\$61.21)
Net Administration Fee	\$9.91	(\$13.04)	(\$13.04)	(\$48.65)	(\$13.04)	(\$13.04)	(\$13.04)
Composite ISL Fee	\$201.71	\$208.94	\$208.00	\$217.20	\$222.66	\$252.15	\$344.28
Aggregate Stop Loss Premium	\$2.50	\$2.50	\$2.50	\$1.98	\$4.76	\$2.93	\$2.50
Fixed Cost PEPM (ASO Fee + SL - RX Rebates)	\$214.12	\$198.40	\$197.46	\$170.53	\$214.38	\$242.04	\$333.74
Annual Premium Fixed Cost	\$2,584,857	\$2,395,085	\$2,383,737	\$2,058,638	\$2,587,995	\$2,921,907	\$4,028,909
Premium Difference from Current		(\$189,772)	(\$201,120)	(\$526,218)	\$3,139	\$337,050	\$1,444,053
% Increase vs Current		-7%	-8%	-20%	0%	13%	56%
Max Claims Factor	\$1,528	\$1,831	\$1,681	\$1,656	\$1,687	\$1,772	\$1,228
Annual Max Claims	\$18,442,636	\$22,098,520	\$20,289,048	\$19,988,093	\$20,367,758	\$21,390,498	\$14,828,158
Max Claims + Fixed	\$1,742	\$2,029	\$1,878	\$1,826	\$1,902	\$2,014	\$1,562
Annual Max Claims + Fixed	\$21,027,492	\$24,493,605	\$22,672,785	\$22,046,731	\$22,955,753	\$24,312,404	\$18,857,068
% Increase/Decrease		16.48%	7.82%	4.85%	9.17%	15.62%	-10.32%
			FIRM	FIRM			

TAC

No aggregating specific.

Automatic reimbursement.

Rx Rebate increase from 50% to 75%.

ASO goes down \$5.00 PEPM.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval of Agreement for Construction Materials Testing Services with Dudley Engineering, LLC for Macey Road.

TO: Commissioners Court

FROM: Presley Nelson

DATE: 11/07/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Construction_Materials_Testing_Services_Agreement_Macey_Road_Reconstruction.pdf	Agreement	Backup Material

AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES DUDLEY ENGINEERING LLC



DUDLEY Engineering LLC (dba DUDLEY) is pleased to propose the following Agreement for providing construction materials testing services for Macey Road Reconstruction.

PROJECT SUMMARY

Project Name:	Macey Road Reconstruction Phases 1 and 2	Agreement Date:	11/6/2023
Project Location:	Macey Road: Brazos County, TX	Agreement Coordinator:	Tom Anderson, EIT
Client Name:	Brazos County, TX	Proposed Services:	CMT services
Client Representative:	Mr. Fred Paine	DUDLEY Project No.:	23-50039
Client Email:	FPaine@brazoscountytexas.gov	Estimated Fee to Complete Project:	\$110,279

SCOPE OF SERVICES

DUDLEY has been requested to provide a cost estimate for construction materials testing services along Macey Road. The CMT services will be concentrated towards fill/subgrade testing, asphalt testing, and concrete testing for the project. Each of these services is outlined in more detail in Table 1 on the following page.

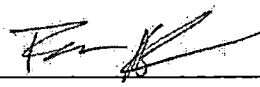

COMPENSATION

Our work will be performed on a time and materials basis invoiced at the rates indicated in the attached fee schedule and Master Agreement. Based on the project information available for our review and the construction materials testing services described, we will perform the proposed scope of CMT services for an estimated cost of **\$110,279**. We understand that there may be some redundancies and overlap of services. In these cases, we would expect the fees to be combined, thus reducing the overall cost of our services.

All labor, equipment and transportation charges are billed on a portal-to-portal basis from our office. There is a two-hour minimum trip charge for all services, excluding sample pickups. Sample pickups will have a one-hour minimum trip charge. The services provided will be based on the unit rates included on the following page in Table 1. Please note that this is only a budget estimate and not a reflection of the maximum price that may be incurred. Many factors beyond our control, such as weather and the contractor's schedule, will dictate the final fee for our CMT services.

ADDITIONAL PROVISIONS

An electronic copy of the Agreement has been provided to you. Please retain a copy of this document for your records. Lastly, we appreciate the opportunity to work with you on this project and if you have any questions or need further information, please feel free to contact us at (979) 777-0702.



G. Taylor Stinson, P.E., M.S., Licensed Texas Engineer No. 127726
Tom Anderson, E.I.T.


11/14/23

Dudley Engineering LLC d/b/a DUDLEY
Texas Engineering Firm Registration 18677

AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES

DUDLEY ENGINEERING, LLC



Table 1. CMT Service Cost Estimate Summary

TASK 1A – Cement Stabilized Sand Testing for Driveways (57 total)			
Notes: Cement stabilized sand testing for driveways has been assumed to take approximately 5 weeks. The estimated costs have assumed that three (3) trips per week will be required during this timeframe.			
Description of Work (Units)	Quantity	Unit Rate	Total
Support Truck (trips)	15	\$46.30	\$694.50
Engineering Technician (hours)	60	\$60.00	\$3,600.00
Standard Proctor Sample Preparation (hours)	5	\$75.00	\$375.00
Standard Proctor (ASTM D698, 4-inch mold)	5	\$135.00	\$675.00
Molding Soil-Cement Compression Test Cylinders (6 per set)	5	\$187.50	\$937.50
Compression Soil-Cement Cylinders (6 per set)	5	\$120.00	\$600.00
Project Manager (hours)	12	\$90.00	\$1,080.00
Task 1A Subtotal			\$7,962.00
TASK 1B – Cement Stabilized Sand Testing for Culvert Crossings (1 total)			
Notes: Cement stabilized sand testing for culvert crossings has been assumed to take approximately 1 week. The estimated costs have assumed that the technician will remain on site during backfill placement.			
Support Truck (trips)	3	\$46.30	\$138.90
Engineering Technician (hours)	15	\$60.00	\$900.00
Standard Proctor Sample Preparation (hours)	2	\$75.00	\$150.00
Standard Proctor (ASTM D698, 4-inch mold)	2	\$135.00	\$270.00
In-Place Density/Moisture (tests)	20	\$25.00	\$500.00
Molding Soil-Cement Compression Test Cylinders (6 per set)	2	\$187.50	\$375.00
Compression Soil-Cement Cylinders (6 per set)	2	\$120.00	\$240.00
Project Manager (hours)	4	\$90.00	\$360.00
Task 1B Subtotal			\$2,933.90
TASK 1C – Subgrade Testing for Proposed Road Section (Sta. 2+14.04 to 4+00 and Sta. 134+50 to 139+00)			
Notes: Proofrolling observations and stabilized subgrade testing has been assumed to take approximately 1 week.			
Support Truck (trips)	2	\$46.30	\$92.60
Engineering Technician (hours)	8	\$60.00	\$480.00
Standard Proctor Sample Preparation (hours)	2	\$75.00	\$150.00
Standard Proctor (ASTM D698, 4-inch mold)	2	\$135.00	\$270.00

AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES
DUDLEY ENGINEERING, LLC



TASK 1C (Continued)			
Description of Work (Units)	Quantity	Unit Rate	Total
In-Place Density/Moisture (tests)	10	\$25.00	\$250.00
Optimum Lime/Cement Content (tests)	2	\$180.00	\$360.00
Lime-soil gradation (tests)	4	\$25.00	\$100.00
Project Manager (hours)	2	\$90.00	\$180.00
Task 1C Subtotal			\$1,882.60
TASK 1D - Concrete Testing for Culvert Headwalls & Slope Paving			
Notes: Three concrete pours assumed. Pre-pour observations have been assumed to be performed by others.			
Description of Work (Units)	Quantity	Unit Rate	Total
Support Truck (trips)	10	\$46.30	\$463.00
Senior Engineering Technician/Concrete Pours (hours)	40	\$75.00	\$3,000.00
Engineering Technician/Cylinder Pick-Up (hours)	20	\$60.00	\$1,200.00
Casting Cylinders (5 per set)	10	\$75.00	\$750.00
Air Content & Slump (tests)	10	\$40.00	\$400.00
Compression of Cylinders (5 per set)	10	\$75.00	\$750.00
Project Manager (hours)	12	\$90.00	\$1,080.00
Task 1D Subtotal			\$7,643.00
TASK 2 - Embankment Fill Testing			
Notes: Fifteen (15) trips assumed.			
Support Truck (trips)	15	\$46.30	\$694.50
Senior Engineering Technician (hours)	45	\$75.00	\$3,375.00
Sample Preparation (hours)	15	\$75.00	\$1,125.00
Proctor (Tex-114-E, Part I)	15	\$170.00	\$2,550.00
In-Place Density/Moisture (tests)	45	\$25.00	\$1,125.00
Project Manager (hours)	12	\$90.00	\$1,080.00
Task 2 Subtotal			\$9,949.50

AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES **DUDLEY ENGINEERING, LLC**



TASK 3 – Reclaimed Asphaltic Concrete and Crushed Rock Base Cement Stabilized Subgrade Testing			
Notes: Assumed testing will be performed every 500 linear feet of roadway. Two weeks assumed from start to finish.			
Description of Work (Units)	Quantity	Unit Rate	Total
Support Truck/Initial Depth Checks (trips)	3	\$46.30	\$138.90
Engineering Technician (Initial Depth Checks)	12 (4 hr/trip)	\$60.00	\$720.00
Initial Depth Checks (LS)	30	\$10.00	\$300.00
Sample Preparation (hours)	12	\$75.00	\$900.00
Tex-120-E, Part II (tests)	3	\$425.00	\$1,275.00
Tex-113-E (tests)	3	\$210.00	\$630.00
Support Truck In-Place Moisture/Density Testing (trips)	15	\$46.30	\$694.50
In-Place Density/Moisture (tests)	28	\$25.00	\$700.00
Final Depth Checks	28	\$10.00	\$280.00
Engineering Technician/In-Place Moisture/Density Testing (hours)	60 (4 hr/trip)	\$60.00	\$3,600.00
Molding cement treated base (LS)	14	\$150.00	\$2,100.00
Compression cement treated base (LS)	14	\$80.00	\$1,120.00
Project Manager (hours)	15	\$90.00	\$1,350.00
Task 3 Subtotal			\$13,808.40
TASK 4A – HMAC Specialized Testing			
Notes: Assumed one (1) Hamburg test will be performed for Type B HMAC and Type C HMAC (each).			
Support Truck (trips)	2	\$46.30	\$92.60
Engineering Technician (hours)	8	\$60.00	\$480.00
Hamburg Wheel Tracking (tests)	2	\$600.00	\$1,200.00
Project Manager (hours)	2	\$90.00	\$180.00
Task 4A Subtotal			\$1,952.60
TASK 4B – HMAC Plant Trips			
Notes: Assumed one (1) trip will be required for Type B HMAC and Type C HMAC.			
Support Truck (trips)	2	\$50.00	\$100.00
Engineering Technician (hours)	8	\$60.00	\$480.00
Aggregate Correction Factor (tests)	2	\$690.00	\$1,380.00
Task 4B Subtotal			\$1,960.00

AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES **DUDLEY ENGINEERING, LLC**



TASK 4C – HMAC Testing During Placement			
Notes: The estimated costs have assumed that HMAC placement will take approximately 6 weeks to complete and that one (1) trip per day will be required.			
Description of Work (Units)	Quantity	Unit Rate	Total
Support Truck (trips)	30	\$46.30	\$1,389.00
Senior Engineering Technician (hours)	210 (7 hrs/trip)	\$75.00	\$15,750.00
HMAC Field Density (tests)	120	\$25.00	\$3,000.00
Sieve Analysis (tests)	50	\$50.00	\$2,500.00
Bulk Specific Gravity (tests)	50	\$50.00	\$2,500.00
Asphalt Content (tests)	50	\$125.00	\$6,250.00
Theoretical Max Specific Gravity (tests)	100	\$70.00	\$7,000.00
Laboratory Manager (hours)	42	\$90.00	\$3,780.00
Task 4C Subtotal			\$42,169.00
TASK 4D – HMAC Coring			
Notes: Assumes two (2) cores will be collected every 500 linear feet of roadway.			
Support Truck (trips)	25	\$46.30	\$1,157.50
Engineering Technician (hours)	100	\$60.00	\$6,000.00
Asphalt Coring Equipment (hours)	100	\$45.00	\$4,500.00
Air Voids (tests)	50	\$50.00	\$2,500.00
Core Thickness (LS)	116	\$25.00	\$2,900.00
Backfilling Core Holes (LS)	116	\$10.00	\$1,160.00
Laboratory Manager (hours)	20	\$90.00	\$1,800.00
Task 4D Subtotal			\$20,017.50
ESTIMATED PROJECT TOTAL			\$110,279



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval of Change Order #1 CIP 23-576 Replacement of Various Roofs - Brazos County Expo Center for additional materials.

TO: Commissioners Court

FROM: Presley Nelson

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Change_Order_1_Brazos_Expo_Downspout_Relocate.pdf	Change Order	Backup Material

Jaco Roofing

& Construction, Inc.

Change Order

1725 S. Velasco
Angleton, Texas 77515
979-265-6101

C.O. No: 01

Date: November 8, 2023

Job No.: 23-576

Job Location: **Brazos County Expo Center**
Relocate/reroute downspouts

To: **Brazos County**
300 E. 26th St.
Bryan TX. 77803

Attn: **William C. Wendt**

Tax Exempt: Yes x No

Description:

1. **Provide an additional offset per downspout and reroute moving the downspout elbow upward and toward the existing beams; to minimize future damage from truck/trailer entry.**
2. **This applies to the lower roof areas at both sides of the interior arena drive only.**
3. **Sales tax is not included.**

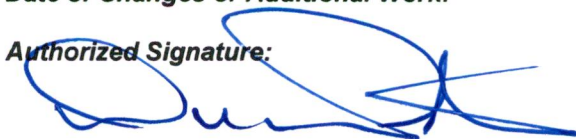
TOTAL ADD TO CONTRACT AMOUNT \$ 3,200.00

We agree to make all the designated changes or additional work. The price of this contract:

☒ **Increases** ☐ Decreases and will be ☐ Lump sum as specified ☐ Lump sum to be estimated or
☐ Cost Plus 18%

Date of Changes or Additional Work:

Authorized Signature:



Printed Name/Title:

DUANE PETERS, County Judge

Date:

11/14/2023

ACCEPTED-The above prices and specifications of this order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in the original contract unless otherwise specified. Payment shall be made upon completion in accordance with above specifications, payable to Jaco Roofing & Construction, Inc., P.O. Box 937, Clute, Texas, Brazoria County.







**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Approval of Permission to Advertise Bid #24-072 Crack Seal.

TO: Commissioners Court

FROM: Celina Nava

DATE: 11/07/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
-------------------------	---------------------------	--------------------



Brazos County Purchasing Department

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

BRAZOS COUNTY BID/RFP/RFQ DOCUMENTATION SHEET

The Purchasing Department would like to request Commissioner's Court approval to advertise and go out for Bid on the following:

DATE: November 14, 2023

BID NUMBER: 24-072

TITLE: Crack Seal

REQUESTING DEPARTMENT: Road and Bridge

APPROVAL SIGNATURE: _____

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

✓ Duane Peters, County Judge

DATE APPROVED: _____

NOVEMBER 14, 2023



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road & Bridge NUMBER: CC-2023-PPA-Locke Road-Nichols

DATE OF COURT MEETING: 11/14/2023

ITEM: Request permission to enter private property owned by Michael Nichols at 9266 Locke Road. County will remove dead trees and repair erosion that is protruding into County right of way before armoring creek bank to protect roadway. Site is located in Precinct 2.

TO: Commissioners Court

FROM: Joe Salvato

DATE: 11/07/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

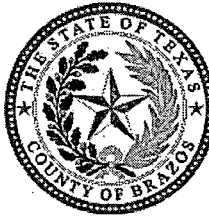
Description

Type

[PPA-Locke_Road-Nichols.pdf](#)

PPA-Locke-Nichols

Backup Material



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road & Bridge NUMBER: CC-2023-PPA-Locke Road-Nichols

DATE OF COURT MEETING: 11/14/2023

ITEM: Request permission to enter private property owned by Michael Nichols at 9266 Locke Road. County will remove dead trees and repair erosion that is protruding into County right of way before armoring creek bank to protect roadway. Site is located in Precinct 2.

TO: Commissioners Court

FROM: Joe Salvato

DATE: 11/07/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

PPA-Locke_Road-Nichols.pdf

Description

PPA-Locke-Nichols

Type

Backup Material

APPROVED



Duane Peters
County Judge

Date

11/14/23



BRAZOS COUNTY PRIVATE PROPERTY ACCESS PERMISSION FORM

E. Duane Peters
Brazos County Judge

Steve Aldrich
Commissioner Pct. 1

Chuck Kondert
Commissioner Pct. 2

Nancy Berry
Commissioner Pct. 3

Wanda Watson
Commissioner Pct. 4

Prathana Banerji, P.E., CFM
County Engineer
Brazos County Road & Bridge Dept.
2617 SH 21, West
Bryan, Texas 77803
Office: 878-822-2127
Fax: 878-776-0453

- I. OWNER(S): Michael Nichols
- II. ADDRESS: 1506 E. Fayle Street
Baytown, Texas 77520
- III. LOCATION OF WORK: 9266 Locke Road, Bryan, Texas
R10267, TH Barron Survey, A-500, 19.541 acres
- IV. DESCRIPTION OF WORK TO BE DONE: Permission to enter private property to remove dead trees and reshape drainage channel. Project will also armor creek bank by installing rock rip-rap on roadway back slope to reduce erosion along Locke Road. This work is being done for the health, safety and welfare of the general public. Site located in Precinct 2.

Additional Comments: _____

V. MAINTENANCE: Yes _____ No X

IF YES, ESTIMATED FREQUENCY OF MAINTENANCE: _____ NA

I (we) the undersigned owner(s) grant permission to Brazos County the ability to access the above-mentioned private property for roadway maintenance purposes.

Owner's Signature: Michael W. Nichols

Date: OCT. 26, 2023

Prathana Banerji, P.E.
County Engineer

Joe V. Salvato
Right of Way Agent



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM:

Overpayments

- a. Sterling Whitley - \$65.49
- b. University Title Company - \$146.02
- c. Marvin & Nancy Dippel - \$442.97
- d. Aggieland Title - \$31.32
- e. Maria Delores Paloma - \$71.13

TO: Commissioners Court

DATE: 11/08/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[11_07_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 11/14/2023

REQUESTOR	STERLING WHITLEY
ADDRESS	500 HOLLEMAN DR COLLEGE STATION TX 77840
OWNER NAME	STERLING WHITLEY
PROP ID#	32217
REFUND AMOUNT	\$ 65.49

REQUESTOR	UNIVERSITY TITLE COMPANY
ADDRESS	PO BOX DT, COLLEGE STATION, TX 77841
OWNER NAME	PACHALL LOCKE
PROP ID#	434157
REFUND AMOUNT	\$146.02

REQUESTOR	MARVIN & NANCY DIPPEL
ADDRESS	PO BOX 170 WELLBORN TX 77881
OWNER NAME	MARVIN & NANCY DIPPEL
PROP ID#	375201
REFUND AMOUNT	\$ 442.97

REQUESTOR	AGGIELAND TITLE
ADDRESS	3740 COPPERFIELD DR STE 100 BRYAN TX 77802
OWNER NAME	BENNETT CLAYTON
PROP ID#	108445
REFUND AMOUNT	\$ 31.32

REQUESTOR	MARIA DELORES PALOMA
ADDRESS	3031 TEXAS AVE # 15 COLLEGE STATION TX 77845
OWNER NAME	ALBERT RODRIGUEZ
PROP ID#	94731
REFUND AMOUNT	\$ 71.13

REQUESTOR	
ADDRESS	
OWNER NAME	
PROP ID#	
REFUND AMOUNT	

REQUESTOR	
ADDRESS	
OWNER NAME	
PROP ID#	
REFUND AMOUNT	

REQUESTOR	
ADDRESS	
OWNER NAME	
PROP ID#	
REFUND AMOUNT	

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

WHITLEY STERLING SR

500 HOLLEMAN DR

COLLEGE STATION TX 77840-4242

PROPERTY DESCRIPTION

Legal: MCCULLOCH'S (CS), BLOCK 1, LOT 18

Address: 1210 ARIZONA ST ,

Account # 32217

TAX PAYMENT INFORMATION

Name of Taxing Unit

Tax Year of Refund

Payment Date

Amount Paid

Refund Amount Requested

ZREFUND

-2022

10/02/2023

\$1400.00

\$65.49

Taxpayer's reason for refund: OP-Overpayment

REFUND TO:


WHITLEY STERLING L

500 HOLLEMAN DR

COLLEGE STATION TX 77840-4242

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

10.25.2023
Date

979-739-7703
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

11/14/23
Date

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

Authorized Officer Signature

Date

TAX RECEIPT

10/02/2023 11:08AM

** DUPLICATE **

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

Receipt Number

3266036

Date Posted 09/30/2023
Payment Type P
Payment Code Over/Refund
Total Paid \$1,400.00

PAID BY:

WHITLEY STERLING L
PO BOX 9441
COLLEGE STATION, TX 77842

Property ID 32217		Geo 403500-0001-0180		Legal Acres 0.0000		Owner Name and Address WHITLEY STERLING SR 500 HOLLEMAN DR COLLEGE STATION, TX 77840-4242					
MCCULLOCH'S (CS), BLOCK 1, LOT 18				Legal Description							
Situs 1210 ARIZONA ST		DBA Name									
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2022	0.00000	0	146626	N	65.49	0.00	0.00	0.00	0.00	65.49
BRAZOS COUNTY CITY OF COLL.	2022	0.42941	200,430	139748	N	203.23	0.00	30.49	35.06	0.00	268.78
STAT. COLLEGE STATION	2022	0.52461	200,430	139748	N	248.28	0.00	37.25	42.83	0.00	328.36
ISD	2022	1.17810	200,430	139748	N	557.56	0.00	83.63	96.18	0.00	737.37
											1,400.00
Balance Due As Of 09/30/2023: -65.49											
Tender Check		Details 538		Description						Amount.	
										1400.00	
										1400.00	

Operator Batch
Iemerson 47862 (10022023_LE)

Total Paid
1,400.00

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

PACHALL LOCKE

11222 BEELER LN

COLLEGE STATION TX 77845-6269

PROPERTY DESCRIPTION

Legal: SER# ATH001690TX, HUD# NTA1870785, A012200, W F FRAZIER, TRACT 14, 4.2213 ACRES

Address: 11222 BEELER (PVT) LN ,

Account # 434157

TAX PAYMENT INFORMATION

Name of Taxing Unit

Tax Year of Refund

Payment Date

Amount Paid

Refund Amount Requested

ZREFUND

2023

10/27/2023

\$985.00

\$146.02

Taxpayer's reason for refund: OP-Overpayment

REFUND TO:

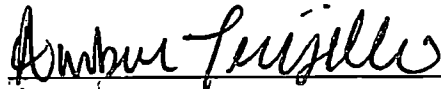
UNIVERSITY TITLE COMPANY

PO BOX DT

COLLEGE STATION TX 77841

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

(979) 260-9818

Phone #

11/2/23

Date

atrwill110@utitle.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

11/14/23
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 08:50AM

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

Receipt Number

3266584

Date Posted 10/27/2023
 Payment Type P
 Payment Code Over/Refund
 Total Paid \$985.00

PAID BY:

UNIVERSITY TITLE COMPANY
 PO BOX DT
 COLLEGE STATION, TX 77841-5079

Property ID 434157		Geo 702021-0000-0041		Legal Acres 0.0000		Owner Name and Address PACHALL LOCKE 11222 BEELE LN COLLEGE STATION, TX 77845-6269						
Legal Description SER#ATH001890TX, HUD# NTA1870785, A012200, W F FRAZIER, TRACT 14, 4.2213 ACRES												
Situs 11222 BEELE (PVT) LN			DBA Name									
Entity	Year	Rate	Taxable Value	Strnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd	
Z REFUND ENTITY	2023	0.00000	0	148382	N	146.02	0.00	0.00	0.00	0.00	146.02	
EMG SVCS DIST #1	2023	0.02071	60,245	98526	N	12.48	0.00	0.00	0.00	0.00	12.48	
COLLEGE STATION												
ISD	2023	0.96220	60,245	98526	N	579.67	0.00	0.00	0.00	0.00	579.67	
BRAZOS COUNTY	2023	0.40970	60,245	98526	N	246.83	0.00	0.00	0.00	0.00	246.83	
											985.00	
												Balance Due As Of 10/27/2023: -146.02
Tender Check			Details REPOST			Description 2023 ESCROW					Amount 985.00 985.00	

Operator Batch
 lemerson 48107 (2023 MH Escrow Payments)

Total Paid
 985.00

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

DIPPEL MARVIN H & NANCY

PO BOX 170

WELLBORN TX 77881-0170

PROPERTY DESCRIPTION

Legal: OAK CREEK MHC, SPACE 122 OAK CREST, SER# EMHTX18239, HUD# NTA1601507

Address: 122 OAK CREST (PVT) ,

Account # 375201

TAX PAYMENT INFORMATION

Name of Taxing Unit

ZREFUND

Tax Year of Refund

2023

Payment Date

10/26/2023

Amount Paid

\$455.93

Refund Amount Requested

\$442.97

Taxpayer's reason for refund: OP-Overpayment

REFUND TO:

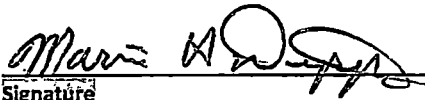
DIPPEL MARVIN H & NANCY

PO BOX 170

WELLBORN TX 77881-0170

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

11-6-23
Date

979-255-2076
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

11/14/23
Date

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

Authorized Officer Signature

Date

TAX RECEIPT

10/26/2023 03:10PM

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

Receipt Number

3266524

Date Posted 10/26/2023
Payment Type P
Payment Code Over/Refund
Total Paid \$455.93

PAID BY:

DIPPEL MARVIN H & NANCY
PO BOX 170
WELLBORN, TX 77881-0170

Property ID	Geo	Legal Acres	Owner Name and Address									
375201	700000-0526-1220	0.0000	DIPPEL MARVIN H & NANCY PO BOX 170 WELLBORN, TX 77881-0170									
Legal Description												
OAK CREEK MHC, SPACE 122 OAK CREST, SER# EMHTX18239, HUD# NTA1601507												
Situs	DBA Name											
122 OAK CREST (PVT)												
Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd	
Z REFUND ENTITY	2023	0.00000	0	148380	N	442.97	0.00	0.00	0.00	0.00	442.97	
EMG SVCS DIST #1	2023	0.02071	62,567	36769	N	12.96	0.00	0.00	0.00	0.00	12.96	
											455.93	

Balance Due As Of 10/26/2023: -442.97

Tender	Details	Description	Amount
Check	REPOST	2023 SCROW	455.93
			455.93

Operator Batch
Imoore 48107 (2023 MH Escrow Payments) Total Paid
455.93

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

CLAYTON BENNETT

420 HIGGS DR

BRYAN TX 77807-9062

PROPERTY DESCRIPTION

Legal: MOBILE HOME SERIAL # 12332821, LABEL # PFS0671550, C J PORTERFIELD'S LINDA LAKES, LT-5

Address: 420 HIGGS DR ,

Account # 108445

TAX PAYMENT INFORMATION

Name of Taxing Unit	Tax Year of Refund	Payment Date	Amount Paid	Refund Amount Requested
ZREFUND	2023	10/26/2023	\$327.04	\$31.32

Taxpayer's reason for refund: OP-Overpayment

REFUND TO:

AGGIELAND TITLE CO

3740 COPPERFIELD DR STE 100

BRYAN, TX 77802

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

Daniel Grobar

929 731 8400

Phone #

Date

11-2-23

Daniel@aggiclandtitle.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

Date

11/14/23

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 04:15PM

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

Receipt Number

3266549

Date Posted	10/26/2023
Payment Type	P
Payment Code	Over/Refund
Total Paid	\$327.04

PAID BY:

AGGIELAND TITLE CO
3740 COPPERFIELD DR
STE 100
BRYAN, TX 77802

Property ID	Geo	Legal Acres	Owner Name and Address								
108445	738800-0000-0053	0.0000	CLAYTON BENNETT 420 HIGGS DR BRYAN, TX 77807-9062								
Legal Description											
MOBILE HOME SERIAL # 12332821, LABEL # PFS0671550, C J PORTERFIELD'S LINDA LAKES, LT-5											
Situs	DBA Name										
420 HIGGS DR ,											

Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2023	0.00000	0	148372	N	31.32	0.00	0.00	0.00	0.00	31.32
BRAZOS COUNTY	2023	0.40970	14,913	27337	N	61.10	0.00	0.00	0.00	0.00	61.10
CITY OF BRYAN	2023	0.62400	14,913	27337	N	93.06	0.00	0.00	0.00	0.00	93.06
BRYAN ISD	2023	0.94920	14,913	27337	N	141.56	0.00	0.00	0.00	0.00	141.56
											327.04

Balance Due As Of 10/26/2023: -31.32

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	327.04
			327.04

Operator Batch
Iemerson 48107 (2023 MH Escrow Payments)

Total Paid.
327.04

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

RODRIGUEZ ALBERT

% MARIA DOLORES URESTY PALOMO

3031 TEXAS AVE S

TRLR 15

COLLEGE STATION TX 77845-5004

PROPERTY DESCRIPTION

Legal: WOODWAY, SPACE 15, SERIAL # 970603743, LABEL # TXS0535633

Address: 3031 TEXAS AVE S 15,

Account # 94731

TAX PAYMENT INFORMATION

Name of Taxing Unit

ZREFUND

Tax Year of Refund

2023

Payment Date

10/26/2023

Amount Paid

\$71.13

Refund Amount Requested

\$71.13

Taxpayer's reason for refund: OP-Overpayment

REFUND TO:

PALOMA MARIA DELORES

3031 TEXAS AVE S

TRLR 15

COLLEGE STATION TX 77845-5004

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

11/7/23

Date

281-468-7517

Phone #

Uresty83@gmail.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

Date

11/14/23

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 02:27PM

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

Receipt Number

3266492

Date Posted	10/26/2023
Payment Type	P
Payment Code	Over/Refund
Total Paid	\$71.13

PAID BY:

PALOMO MARIA DELORES
3031 TEXAS AVE
TRL 15
COLLEGE STATION, TX 77845

Property ID		Geo		Legal Acres		Owner Name and Address					
94731		702023-0000-0191		0.0000		RODRIGUEZ ALBERT % MARIA DOLORES URESTY PALOMO 3031 TEXAS AVE S TRLR 15 COLLEGE STATION, TX 77845-5004					
Legal Description											
WOODWAY, SPACE 15, SERIAL # 970603743, LABEL # TXS0535633											
Situs				DBA Name							
3031 TEXAS AVE S 15 ,											
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage Amount Pd	
Z REFUND ENTITY	2023	0.00000	0	148369	N	71.13	0.00	0.00	0.00	0.00	71.13
											71.13
Balance Due As Of 10/26/2023: -71.13											

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	71.13
			71.13

Operator Batch
lemerson 48107 (2023 MH Escrow Payments)

Total Paid
71.13



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: • FY 23/24 Budget Amendments 7.01

TO: Commissioners Court

FROM: Nina Payne

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR
ALTERNATIVES: Request approval.

ATTACHMENTS:

File Name

Description

Type

[7_cover_sheet.pdf](#)

FY 2024 - 7 Coversheet

Cover Memo

[7.01.pdf](#)

FY 2024 Budget Amendments 7.01

Budget Amendment

BRAZOS COUNTY, TEXAS

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

NO. 23/24 7.01

On this the 14th 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

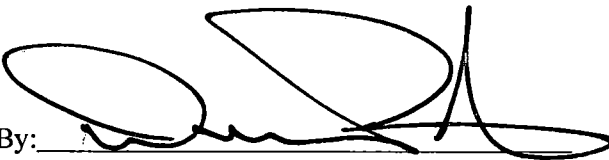
The following proceedings were held:

THAT WHEREAS, on 14th 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 14th 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 - 7.01
11/14/2023

2020 Certificates of Obligation

roof repair due to hail damage

 11/14/23

County Judge Approval Date

	11/14/20
County Judge Approval	Date

[illegible]



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: • a. Employment & Separations

TO: Commissioners Court

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[Employment Separations - Public - 11-14-2023.pdf](#)

Employment & Separations Cover Sheet

Cover Memo

Personnel Change of Status

(Nov 9, 2023)

Commissioners' Court Date: 11-14-2023
Department Submitting Information: Human Resources
Purpose of Submissions: Consider and Take Action on Change

Employment

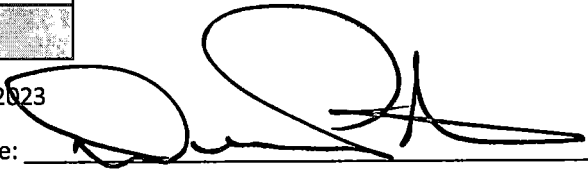
Department Name	Employee Name
Misdemeanor Associate Court - Administration	Cantu, Miguel
Commissioners Court - Administration	Jimenez Baeza, Katia
Sheriff Office - Jail Administration	Zolli, Jared

Separations

Department Name	Employee Name
County Treasurer - Administration	Cowley, Melissa
Sheriff Office - Jail Administration	Wells, Dayana

Approved in Commissioners' Court: 11-14-2023

County Judge's or Commissioner's Signature: _____



(This Copy to be attached to minutes)



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: • b. Personnel Action Forms

TO: Commissioners Court

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[PAF_11-14-2023.docx](#)

Description

Cover Sheet

Type

Cover Memo

**PERSONNEL
CHANGE OF STATUS REQUESTS**

Commissioner Court Date: 11-14-2023 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
Budget Office	Payne, Nina	Change of Status
County Records Management	Hartfield, Joshua	Correction
Juvenile Services – Detention	Elliott III, Lester Randle, Derrion	Change of Status Change of Status
Sheriff Office – Admin	Reddick, Mary	Change of Status

Approved in Commissioners' Court: 11-14-2023:

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

A handwritten signature in black ink, appearing to be a stylized 'D' or 'J' followed by a horizontal line.



BRAZOS COUNTY
BRYAN, TEXAS

CLAIMS

COMMISSIONERS COURT MEETING: **November 14, 2023**

CLAIMS TO BE PAID BY BRAZOS COUNTY:

CLAIM # 8125741 Thru CLAIM # 8125886
CLAIM # 9008990 Thru CLAIM # 9009040

The Court voted unanimously to approve these Claims as submitted.

Duane Peters
County Judge

Karen McQueen
County Clerk



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/14/2023

ITEM: Acknowledgements of FY 2023-2024 Budget to Actuals by Fund as of November 8, 2023.
Acknowledgements of FY 2023-2024 Contingency Budget to Actuals by Fund as of November 8, 2023.

TO: Commissioners Court

FROM: Nina Payne

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
FY_24_Actuals.pdf	FY 2023-2024 Budget to Actuals as of 11/8/2023	Backup Material
FY_24_Contingency_Budget_to_Actuals_Fund.pdf	FY 2023-2024 Contingency Budget to Actuals as of 11/8/2023	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
Taxes	116,116,899	119,608,263	134,330,000	1,185,725	1%
Charges for Services	14,007,731	14,455,623	11,221,037	537,475	5%
Interest Income	1,233,588	8,311,341	5,780,000	0	0%
Other Revenue	2,105,454	1,266,152	961,750	19,894	2%
Reserves	-	-	44,859,588	-	-
Intergovernmental	9,344,605	8,229,523	836,002	384,170	46%
Other Financing Sources	1,565,379	215,777	210,000	-	-
Total Revenue	\$144,373,655	\$152,086,679	\$198,198,377	\$2,127,265	1%

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	44,652,228	49,486,058	59,656,913	4,445,411	7%
Outside Labor Costs	186,676	104,348	163,000	125	0%
Benefits	27,150,252	27,183,091	35,508,750	4,112,130	12%
Discretionary Spending	-	-	1,821,590	-	-
Supplies and Other Charges	7,681,618	9,061,111	19,318,410	1,127,295	6%
Repairs and Maintenance	2,354,842	4,532,190	7,477,493	169,766	2%
Contractual Services	8,721,285	9,108,914	12,151,132	1,080,235	9%
Professional Services	4,303,755	6,371,377	13,050,445	269,146	2%
Community Contracts	4,615,488	4,716,979	6,382,870	812,762	13%
Capital Outlay	5,302,428	7,287,607	21,033,500	321,250	2%
Other Financing Uses	4,709,639	20,581,242	21,634,274	-	-
Total Expense	\$109,678,212	\$138,432,916	\$198,198,377	\$12,338,121	6%

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	-	-
Total Revenue	\$102,730	\$0	-	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Other Financing Uses	1,010,633	-	-	-
Total Expense	\$1,010,633	-	-	-

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	3,689,821	3,250,000	1,081
Interest Income	12,820	119,177	50,000	-
Other Revenue	454	1,500	-	-
Reserves	-	-	1,000,000	-
Other Financing Sources	-	269,433	-	-
Total Revenue	\$3,374,031	\$4,079,932	\$4,300,000	\$1,081

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	5,729	3%
Benefits	45,799	41,481	75,055	4,416	6%
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	612,403	638,013	-	-
Other Financing Uses	1,165,715	-	1,250,000	-	-
Total Expense	\$2,577,941	\$2,211,791	\$4,300,000	\$76,535	2%

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%
Total Revenue	\$30,693	\$35,403	\$251,000	\$29,508	12%

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Capital Outlay	-	-	251,000	-
Total Expense	-	-	\$251,000	-

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	Percent Received
Charges for Services	28,463	164,116	67,500	10,745	16%
Interest Income	48	1,942	0	-	-
Reserves	-	-	10,000	-	-
Total Revenue	\$28,511	\$166,057	\$77,500	\$10,745	14%

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	4,452	6%
Total Expense	\$59,063	\$62,593	\$77,500	\$4,452	6%

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	-	-
Total Revenue	\$37,304,461	\$32,559,083	\$58,864,372	\$39,664,372	67%

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Supplies and Other Charges	-	134,246	-	-	-
Community Contracts	26,568,700	26,044,743	58,844,372	2,779,452	5%
Other Financing Uses	20,000	20,000	20,000	-	-
Total Expense	\$26,588,700	\$26,198,989	\$58,864,372	\$2,779,452	5%

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
Reserves	-	-	69,360	-
Intergovernmental	14,928	14,872	14,500	-
Total Revenue	\$14,928	\$14,872	\$83,860	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Supplies and Other Charges	11,984	12,741	83,860	500	1%
Total Expense	\$11,984	\$12,741	\$83,860	\$500	1%

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	Percent Received
Charges for Services	23,569	623	500	10	2%
Interest Income	935	15,192	0	-	-
Reserves	-	-	300,000	-	-
Other Financing Sources	42,545	-	-	-	-
Total Revenue	\$67,049	\$15,815	\$300,500	\$10	0%

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	-	-	-
Total Expense	\$57,194	-	\$300,500	-

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	-
Total Revenue	\$460,067	\$395,347	\$1,600,000	-

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	8,652	7%
Benefits	72,410	56,889	83,311	4,920	6%
Supplies and Other Charges	21,476	725	1,263,064	660	0%
Contractual Services	103,091	327,291	125,340	-	-
Total Expense	\$302,836	\$488,964	\$1,600,000	\$14,232	1%

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	-
Total Revenue	\$393,069	\$321,336	\$1,618,000	-

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	-
Total Expense	\$299,991	\$253,734	\$1,618,000	-

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	Percent Received
Charges for Services	105,826	115,046	106,050	6,228	6%
Interest Income	180	5,325	0	-	-
Reserves	-	-	64,000	-	-
Other Financing Sources	442,325	294,951	0	-	-
Total Revenue	\$548,331	\$415,322	\$170,050	\$6,228	4%

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	-	-	-	-
Total Expense	\$480,194	\$549,334	\$170,050	\$7,471	4%

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	3,247	10%
Interest Income	236	4,523	2,500	-	-
Reserves	-	-	208,000	-	-
Total Revenue	\$33,527	\$37,947	\$242,000	\$3,247	1%

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	-
Total Expense	\$15,950	-	\$242,000	-

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	Percent Received
Charges for Services	61,726	84,461	60,000	9,565	16%
Interest Income	334	5,326	4,000	-	-
Reserves	-	-	200,000	-	-
Total Revenue	\$62,060	\$89,788	\$264,000	\$9,565	4%

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	4,813	7%
Benefits	-	1,553	5,764	374	6%
Contractual Services	-	149,231	173,000	-	-
Professional Services	-	-	11,636	-	-
Total Expense	-	\$170,763	\$264,000	\$5,187	2%

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	-	10
Interest Income	69	131	-	-
Total Revenue	\$5,739	\$726	-	\$10

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	-	-	-
Total Expense	\$34,324	\$19,771	-	-

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	2,724	10%
Interest Income	276	4,324	2,000	-	-
Reserves	-	-	193,000	-	-
Total Revenue	\$28,717	\$32,534	\$221,000	\$2,724	1%

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	-
Total Expense	\$40,743	\$11,055	\$221,000	-

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	-
Total Revenue	\$9,896	\$12,706	\$129,000	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	129,000	-
Total Expense	-	-	\$129,000	-

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	-
Total Revenue	\$7,879	\$6,247	\$33,000	-

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	-	-	-
Total Expense	-	\$7,696	\$33,000	\$235	1%

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	-	-
Total Revenue	\$33,473	\$16,804	-	-

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	-	-	-
Total Expense	\$42,162	\$16,804	-	-

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	-
Total Revenue	\$7,767	\$32,009	\$348,500	\$0

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	-
Total Expense	\$5,438	\$5,357	\$348,500	-

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
Public Health Revenue	-	0	60,000	40,000	67%
Other Revenue	-	32	-	-	-
Reserves	-	-	6	-	-
Intergovernmental	5,175,775	2,603,723	4,749,019	1,557,038	33%
Other Financing Sources	300,769	-	711,264	-	-
Total Revenue	\$5,476,543	\$2,603,755	\$5,520,289	\$1,597,038	29%

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	1,328,022	1,748,464	2,861,531	208,588	7%
Benefits	640,754	813,685	1,327,727	114,289	9%
Supplies and Other Charges	233,515	106,792	436,145	16,131	4%
Repairs and Maintenance	937,236	5,186	3,150	35	1%
Contractual Services	2,055,371	116,713	396,244	14,851	4%
Professional Services	3,840	-	200,000	2,500	1%
Capital Outlay	322,412	158,206	295,492	11,250	4%
Total Expense	\$5,521,150	\$2,949,047	\$5,520,289	\$367,644	7%

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	-
Total Revenue	\$8,443,800	\$7,495,180	\$20,000,000	-

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	-
Total Expense	\$8,445,192	\$7,495,180	\$20,000,000	-

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	-
Total Revenue	\$80,899	\$38,427	\$271,000	-

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	1,911	2%
Benefits	7,935	9,588	14,686	1,061	7%
Supplies and Other Charges	24,089	11,007	155,938	3,912	3%
Contractual Services	314	360	20,000	90	0%
Capital Outlay	5,782	-	-	-	-
Total Expense	\$52,509	\$41,339	\$271,000	\$6,974	3%

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	-
Total Revenue	\$38,176	\$72,167	\$90,000	-

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%
Total Expense	\$74,011	\$18,893	\$90,000	\$201	0%

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	-	-
Total Revenue	\$1,004	\$407,384	\$109,000	\$5,334	5%

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	-
Total Expense	\$323	-	\$109,000	-

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	Percent Received
Taxes	10,766,578	9,799,037	10,910,000	130,541	1%
Interest Income	89,607	345,490	170,000	0	0%
Reserves	-	-	500,000	-	-
Other Financing Sources	1,165,715	-	1,250,000	-	-
Total Revenue	\$12,021,900	\$10,144,527	\$12,830,000	\$130,541	1%

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%
Total Expense	\$17,009,447	\$9,028,173	\$12,830,000	\$300	0%

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	-	-
Total Revenue	-	\$20,221,390	\$19,800,000	-

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	-	-
Total Expense	-	\$203,216	\$19,800,000	-

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	-	-
Total Revenue	-	\$10,417,211	\$10,100,000	-

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	-	-
Total Expense	-	\$184,530	\$10,100,000	-

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	-	-
Total Revenue	-	\$10,272,156	\$9,908,000	-

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	-	-
Total Expense	-	\$456,257	\$9,908,000	-

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	-	-
Reserves	-	-	23,839,123	-
Other Financing Sources	5,473,504	20,908,580	19,923,010	-
Total Revenue	\$5,569,303	\$21,010,936	\$43,762,133	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Discretionary Spending	-	-	6,162,654	-	-
Supplies and Other Charges	-	-	4,000,000	-	-
Capital Outlay	11,813,336	5,409,004	33,568,379	172,845	1%
Debt Service	-	-	31,100	-	-
Other Financing Uses	24,942	-	-	-	-
Total Expense	\$11,838,278	\$5,409,004	\$43,762,133	\$172,845	0%

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	23,006,476	20,841,700	2,614,540	13%
Reserves	-	-	4,500,000	-	-
Other Financing Sources	-	-	1,000,000	-	-
Total Revenue	\$20,921,190	\$23,006,476	\$26,341,700	\$2,614,540	10%

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	19,291	4%
Benefits	60,911	132,061	200,280	11,005	5%
Supplies and Other Charges	50,614	53,669	968,719	688	0%
Repairs and Maintenance	93	75	100	-	-
Contractual Services	17,991,568	21,230,825	24,276,500	1,849,243	8%
Professional Services	289,964	379,176	434,200	39,979	9%
Total Expense	\$18,608,343	\$22,022,875	\$26,341,700	\$1,920,206	7%

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	-
Total Revenue	\$88	\$494	\$13,992	-

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	-
Total Expense	\$22,174	\$23,527	\$13,992	-

**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	(62,148.33)	5,937,851.67
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
Total General Fund Contingency	7,297,852.00	(62,148.33)	7,235,703.67

* 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
Total HOT Fund Contingency	526,974.00	-	526,974.00

* 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
Contingency - 12005000	49,200.00	-	49,200.00
Total Unclaimed Property Fund Contingency	49,200.00	-	49,200.00

* 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
Total Count Clerk Records Management Fund Contingency	1,219,564.00	(119,000.00)	1,100,564.00

* 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
Total Count Clerk Archival Fund Contingency	1,118,000.00	(75,000.00)	1,043,000.00

* 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
Total Courthouse Security Fund Contingency	48,977.00	-	48,977.00

* 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
Total Justice of the Peace Technology Fund Contingency	42,161.00	-	42,161.00

* 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
Total Forfeiture Fund Contingency	17,502.00	-	17,502.00

* 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
Total District Attorney Hot Check Collections Fund - Contingency	4,950.00	-	4,950.00

* 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
Total Bail Bond Board Fund - Contingency	96,828.00	-	96,828.00

* 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
Total Vehicle Inventory Interest Fund - Contingency	277,345.00	-	277,345.00

* 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
Total Grant Fund Contingency	211,042.00	-	211,042.00

* 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
Total Sheriff's Office Crime Fund Contingency	15,900.00	-	15,900.00

* 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
Total District Attorney Crime Fund Contingency	135,289.00	(9,000.00)	126,289.00

* 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
Total Primary Election Services Fund Contingency	71,900.00	(30,300.00)	41,600.00

* 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
Total 43200 2020 Certificates of Obligation Contingency	3,038,134.00	(519,904.89)	2,518,229.11

* 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	(875,227.38)	3,112,772.62
Total General Permanent Improvement Fund Contingency	3,988,000.00	(875,227.38)	3,112,772.62

* 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
Total Health and Life Insurance Fund Contingency	845,385.00	-	845,385.00

* 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
Total Jail Commissary Fund Contingency	961,453.00	-	961,453.00

* 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
Total County Attorney Operating Fund Contingency	65,000.00	-	65,000.00

* 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
Total District Clerk Records Management Fund Contingency	171,668.00	(149,231.20)	22,436.80

* 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
Total Voter Registration Fund - Contingency	54,645.00	(42,745.00)	11,900.00

* Can only be used for this fund