



COMMISSIONERS COURT
SPECIAL SESSION
OF SOMERVELL COUNTY

TO WHOM IT MAY CONCERN:

PURSUANT TO THE TEXAS OPEN MEETINGS ACT, NOTICE IS HEREBY GIVEN THAT A SPECIAL SESSION OF THE COMMISSIONERS COURT OF SOMERVELL COUNTY, TEXAS WILL BE HELD AT:

9:30 AM 26TH DAY OF JULY 2017

IN THE COMMISSIONERS COURTROOM IN THE SOMERVELL COUNTY COURTHOUSE ANNEX,

107 N.E. VERNON, GLEN ROSE, TEXAS

**AT WHICH MEETING THE FOLLOWING SUBJECTS WILL BE DISCUSSED
AND THE FOLLOWING MATTERS ACTED UPON:**

AGENDA REQUESTS

- 1. COUNTY JUDGE: HR DIRECTOR/SAFETY:
DISCUSS/TAKE ACTION ON ADOPTING A NEW PAYROLL REVIEW DATE POLICY.**
Attachments:
 - PAYROLL REVIEW DATE (DOCX)
- 2. COUNTY JUDGE: HR DIRECTOR/SAFETY:
DISCUSS/TAKE ACTION ON ADOPTING A NEW 207(K) SICK LEAVE AND VACATION POLICY.**
Attachments:
 - SICK LEAVE 207(K) (DOCX)
 - VACATION LEAVE 207(K) (DOCX)
- 3. COUNTY JUDGE: HR DIRECTOR/SAFETY:
DISCUSS/TAKE ACTION ON ADOPTING A NEW STEP AND GRADE POLICY.**
Attachments:
 - STEP AND GRADE 2017-2018 (XLSX)
- 4. COUNTY JUDGE: SOMERVELL COUNTY JUDGE:
DISCUSS/TAKE ACTION ON ELECTED OFFICIAL'S SALARIES AND PUBLICATION OF SALARIES.**
- 5. COUNTY JUDGE: COUNTY AUDITOR:
DISCUSS/TAKE ACTION ON CAPITAL CREDITS.**
- 6. COUNTY JUDGE: COUNTY AUDITOR:
RECEIVE AND OPEN BIDS FOR GOLF COURSE ROOFING PROJECT.**
- 7. COUNTY JUDGE: COUNTY AUDITOR:
DISCUSS/TAKE ACTION ON EQUIPMENT FOR ROAD MAINTENANCE: 1.) A/C MACHINE AND 2.) POWER WASHER.**
Attachments:
 - QUOTES (PDF)

- 8. COUNTY JUDGE: SOMERVELL COUNTY JUDGE:
EXECUTIVE SESSION: DELIBERATION REGARDING CONTRACT BEING
NEGOTIATED. AFTER HAVING CONVENED IN OPEN SESSION, THE
COMMISSIONERS COURT WILL RETIRE INTO EXECUTIVE SESSION,
PURSUANT TO THE PROVISIONS OF SECTION 551.0725 OF THE TEXAS
GOVERNMENT CODE.**

- 9. COUNTY JUDGE: SOMERVELL COUNTY JUDGE:
TAKE ACTION ON EXECUTIVE SESSION.**

- 10. COUNTY JUDGE: SOMERVELL COUNTY JUDGE:
ADJOURN MEETING.**



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4021

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: HR DIRECTOR/SAFETY, PAULA STINSON

REQUEST:

Discuss/take action on adopting a new Payroll Review Date Policy.

X.XX PAYROLL REVIEW DATE	XXX
	Page 1 of 1

If you were hired prior to October 1, 1994, you will have a payroll review date of October 1.

If you were hired on or after October 1, 1994, your payroll review date will coincide with your anniversary hire date.

Your payroll review date, unlike hire date, may change as you receive promotions to higher pay grades, demotions to lower rank, or leave the County and return later. Standard scheduled merit increases, when granted within your grade do not affect this review date, but significant payroll changes within the classification plan may change your review date.

You should always be familiar with your payroll review date. Step increase reviews within your grade are scheduled on an annual basis. Any questions you may have should be directed to your supervisor or the Human Resource Director.

DRAFT

Attachment: Payroll Review Date (4021 : Payroll)



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4015

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: HR DIRECTOR/SAFETY, PAULA STINSON

REQUEST:

Discuss/take action on adopting a new 207(k) Sick Leave and Vacation Policy.

X.XX SICK LEAVE 207(k)	XXX
	Page 1 of 2

Sick leave with pay is provided so that you will not suffer serious financial hardship if you are unable to work because of illness.

207(k) employees whose regular daily shift is a minimum of 12 hours per day.

If you have more than six months of continuous service as a full time employee, you are entitled to 60 hrs. accrued sick leave.

Sick leave will be computed on the basis of a work year beginning on the anniversary hire date for each employee. Sick leave cannot be used before it is accrued.

Full-time employees will accrue 10 hours of sick leave for each month of service to a maximum of 720 hours. These accrue at the rate of 5 hours per pay period.

Employees in this category whose regular daily shift is changed to a minimum of 8 hours per day will have their unused accrued sick leave, which was earned at this rate, reduced by approximately 1.5%.

207(k) employees whose regular daily shift is a minimum of 24 hours per day.

If you have more than six months of continuous service as a full time employee, you are entitled to 120 hrs. accrued sick leave.

Sick leave will be computed on the basis of a work year beginning on the anniversary hire date for each employee. Sick leave cannot be used before it is accrued.

Full-time employees will accrue 20 hours of sick leave for each month of service to a maximum of 1,440 hours. These accrue at the rate of 10 hours per pay period.

Employees in this category whose regular daily shift is changed to a minimum of 12 hours per day will have their unused accrued sick leave, which was earned at this rate, reduced by approximately 1.5%.

Employees in this category whose regular daily shift is changed to a minimum of 8 hours per day will have their unused accrued sick leave, which was earned at this rate, reduced by approximately 3%.

Full-time employees who work a 12-month period without using any sick leave or leave without pay earn twenty-four hours of bonus time per year. The twenty-four hours of bonus time must be used within the 12 months after they are awarded.

Sick leave can be used for your own health care needs or to care for your spouse, child, grandchild, grandparent or parent. Your department head may ask for a doctor's statement

Attachment: Sick Leave 207(k) (4015 : SL & Vacation)

certifying your reason for any sick leave absence. Any sickness resulting in an absence of at least three working days may require a doctor's statement to be paid for sick leave.

Maternity leave is considered to be sick leave and subject to the provisions of this policy.

Sick leave may not be used for:

- Disability arising from any sickness or injury purposely inflicted or caused by willful misconduct;
- inability to work because of intoxication; or
- disability acquired as a result of other employment.

Abuse of sick leave benefits may result in disciplinary action. Unused sick leave is not paid at termination.

It is the County's policy that if your leave qualifies for FMLA coverage and you have not requested coverage, the County will designate the leave as FMLA protected and will inform you of this in writing.

DRAFT

X.XX VACATION 207(k)

XXX

Page 1 of 2

After you have successfully completed your probation period and continue to meet one of the criteria below, you will be entitled to vacation benefits.

207(k) employees whose regular daily shift is a minimum of 12 hours per day.

Full-time employees with more than six (6) months of continuous service are entitled to 60 hours vacation. These accrue at the rate of 5 hours per pay period.

Full-time employees with more than one (1) year of continuous service are entitled to 120 hours of vacation after earning at the 5 hours per pay period rate over that year, with a maximum accrual of 180 hours.

Full-time employees with more than ten (10) years of continuous service are entitled to 180 hours vacation. The earning accrual rate is 7.5 hours vacation per pay period, with a maximum accrual of 270 hours.

Full-time employees with more than fifteen (15) years of continuous service are entitled to 240 hours vacation. The earning accrual rate is 40 hours vacation per pay period, with a maximum accrual of 360 hours.

Employees in this category whose regular daily shift is changed to a minimum of 8 hours per day will have their unused accrued vacation leave, which was earned at this rate, reduced by approximately 1.5%.

207(k) employees whose regular daily shift is a minimum of 24 hours per day.

Full-time employees with more than six (6) months of continuous service are entitled to 120 hours vacation. These accrue at the rate of 10 hours per pay period.

Full-time employees with more than one (1) year of continuous service are entitled to 240 hours of vacation after earning at the 10 hours per pay period rate over that year, with a maximum accrual of 360 hours.

Full-time employees with more than ten (10) years of continuous service are entitled to 360 hours vacation. The earning accrual rate is 15 hours vacation per pay period, with a maximum accrual of 540 hours.

Full-time employees with more than fifteen (15) years of continuous service are entitled to 480 hours vacation. The earning accrual rate is 20 hours vacation per pay period, with a maximum accrual of 720 hours.

Employees in this category whose regular daily shift is changed to a minimum of 12 hours per day will have their unused accrued vacation leave, which was earned at this rate, reduced by approximately 3%.

Employees in this category whose regular daily shift is changed to a minimum of 8 hours per day will have their unused accrued vacation leave, which was earned at this rate, reduced by approximately 1.5%.

Vacation time will be computed on the basis of a work year beginning on the anniversary hire date for each employee. Vacation time cannot be used before it is accrued. Official holidays will not count against vacation time.

You must schedule vacation in advance. Your request for vacation leave must be made to and approved by your supervisor. Vacation time will not be approved for a period of less than 30 minutes and must be used in quarter hour increments. Your Supervisor, Department Head or Elected Official will attempt to accommodate your vacation request; however, workloads will take precedence.

You will not be paid for unused vacation upon work separation due to termination, reduction in force, or resignation. You may not use accrued vacation time during the two weeks immediately before your effective date of retirement or resignation. You are expected to be physically present at your work site the last two weeks of employment. This does not apply to leave attributed to Workers' Compensation or Family Medical Leave.

This policy does not affect payment of unused vacation time that was accrued before January 18, 2012, however; use of accrued vacation after January 7, 2015 will be charged against vacation time accrued prior to January 18, 2012 first, until exhausted.

It is the County's policy that if your leave qualifies for FMLA coverage and you have not requested coverage, the County will designate the leave as FMLA protected and will inform you of this in writing.



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4022

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: HR DIRECTOR/SAFETY, PAULA STINSON

REQUEST:

Discuss/take action on adopting a new Step and Grade Policy.

FY2017 / 2018
STEP & GRADE

	A	B	C	D	E	F	G	H	I
1	27000	27760	28520	29280	30040	30800	31560	32320	33080
2	28200	28950	29700	30450	31200	31950	32700	33450	34200
3	29900	30680	31460	32240	33020	33800	34580	35360	36140
4	31500	32240	32980	33720	34460	35200	35940	36680	37420
5	32000	32800	33600	34400	35200	36000	36800	37600	38400
6	32300	33210	34120	35030	35940	36850	37760	38670	39580
7	33400	34290	35180	36070	36960	37850	38740	39630	40520
8	34600	35530	36460	37390	38320	39250	40180	41110	42040
9	35700	36630	37560	38490	39420	40350	41280	42210	43140
10	36800	37830	38860	39890	40920	41950	42980	44010	45040
11	39000	39960	40920	41880	42840	43800	44760	45720	46680
12	40900	41830	42760	43690	44620	45550	46480	47410	48340
13	43900	44870	45840	46810	47780	48750	49720	50690	51660
14	44300	45580	46860	48140	49420	50700	51980	53260	54540
15	48400	49510	50620	51730	52840	53950	55060	56170	57280

Attachment: Step and Grade 2017-2018 (4022 : Step and Grade)

J	K
33840	34600
34950	35700
36920	37700
38160	38900
39200	40000
40490	41400
41410	42300
42970	43900
44070	45000
46070	47100
47640	48600
49270	50200
52630	53600
55820	57100
58390	59500



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4018

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: SOMERVELL COUNTY JUDGE, DANNY L CHAMBERS

REQUEST:

Discuss/take action on Elected Official's Salaries and publication of salaries.



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4019

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: COUNTY AUDITOR, BRIAN WATTS

REQUEST:

Discuss/take action on Capital Credits.



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4012

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: COUNTY AUDITOR, BRIAN WATTS

REQUEST:

Receive and open bids for Golf Course Roofing Project.



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4020

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: COUNTY AUDITOR, BRIAN WATTS

REQUEST:

Discuss/take action on equipment for Road Maintenance: 1.) A/C Machine and 2.) Power Washer.



MIDWAY AUTO SUPPLY

bryan@midwayautosupply.com

ROBINAIR



Robinair

Premier R-134A Refrigerant Recovery, Recycling, and Recharging Machine

part#: ROB-34788NI

- Fully-Automatic Function: Program to recover, vacuum, leak test and charge without operating panel valves
- Automatic Oil Drain: A display reminds you to empty the graduated container to replace oil
- Oil Inject: Automatically inject oil back into the vehicle's A/C systems
- Save & print before and after service data (optional add-on feature)
- Visual & Audible Alarm: Notifies when service is complete or if a problem has occurred
- Vacuum Leak Test: Monitors level after evacuation, informs of possible leak
- Automatic Air Purge: Eliminates system-damaging air without monitoring gauges or opening valves
- Automatic Refrigerant Refill: Maintains user-selectable amount of refrigerant in an internal vessel & signals when to change supply tank
- Vacuum Feature: Defaults to 15 minutes, programmable up to 99 minutes
- Refrigerant Charging: Select charge mode from high or low side, or use both sides
- Refrigerant Management System: Displays refrigerant use & monitors remaining filter life

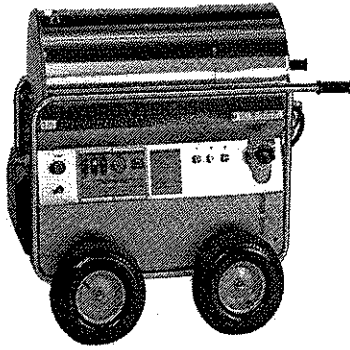
Weight: 206.00 lbs.

Case quantity: 1

Sale Price: \$3,780.00

Expiration Date: 9/30/2017

Attachment: Quotes (4020 : Road Maintenance)



North Texas Sales and Distribution, LLC

10205 Walton Walker Blvd
 Dallas, Tx 75220
 Phone: (214) 630-7310
 Fax: (214) 630-7334
 Website: www.hotsy.com

QUOTATION

Prepared For:

Customer Name: Wade Busch
 Business: Sumervell County
 Street Address:
 City:
 Phone: 254-396-7731
 Email: somroad@co.somervell.tx.us

Date: 7/13/2017
 Hotsy Sales Consultant: Randy Hewitt
 Phone: (817) 368-0036
 Email: smoss@ntxsd.net
 Estimated Ship Date: 10-15 Business Days

Qty	Part Number	Description	Price	Extended
1	Hot Water Pressure	Hydro-Tek Stainless Steel Hot Water Pressure Washer. 2000PSI @ 3.8 GPM. 5hp 208/230 Volt 1PH 37 AMP Motor. Diesel Fired Burner with Belt Drive	\$5,967.00	\$5,967.00
1	Soap Injector	Down Stream Soap Injector, 1/4" Tubing and 36" Dual Lance Wand.	\$168.00	\$168.00
1	Discount	BuyBoard Number - 418-13 15% Discount	(\$895.05)	(\$895.05)
		Our Customers Depend on Quick On-site Service, Quality Equipment that can hold up to Heavy Industrial Use, their business depends on it.		

Sub-Total **\$5,239.95**

Shipping & Handling **\$200.00**

Taxes-Tax Exempt

TOTAL \$5,439.95

Lease Option

\$128.93 /Month
60 /Months

THIS QUOTE IS VALID FOR 3 DAYS FROM QUOTE DATE

Terms & Conditions: All orders are subject to approval and acceptance by said Hotsy dealer and shall be subject to the terms and conditions herein contained, and to no others whatsoever unless altered or modified by said Hotsy dealer in writing. Said Hotsy dealer shall be excused for any delay due to strikes, accidents, war, fires, Acts of God, or any other causes beyond our control. Promises of delivery are based on our expectations, and does not guarantee to accomplish shipment on the dates or estimated time period mentioned. Orders cannot be canceled, specifications changed, or good returned without written permission. Goods permitted to be returned are subject to restocking and freight charges.

Office Use Only:

Nothing Cleans Like a Hotsy!

Attachment: Quotes (4020 : Road Maintenance)



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4023

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: SOMERVELL COUNTY JUDGE, DANNY L CHAMBERS

REQUEST:

EXECUTIVE SESSION: Deliberation regarding contract being negotiated. After having convened in open session, the Commissioners Court will retire into Executive Session, pursuant to the provisions of Section 551.0725 of the Texas Government Code.



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4024

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: SOMERVELL COUNTY JUDGE, DANNY L CHAMBERS

REQUEST:

Take action on Executive Session.



**AGENDA REQUEST FORM
COMMISSIONERS COURT
SOMERVELL COUNTY, TEXAS**

DOC ID: 4013

FOR THE AGENDA OF: July 26, 2017

DEPARTMENT: SOMERVELL COUNTY JUDGE, DANNY L CHAMBERS

REQUEST:

Adjourn meeting.