



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 29TH DAY OF SEPTEMBER 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: COUNTY TREASURER:  
DISCUSS/TAKE ACTION ON CHANGING THE FLEXIBLE SPENDING ARRANGEMENT.
2. COUNTY JUDGE: SOMERVELL COUNTY JUDGE:  
DISCUSS/TAKE ACTION ON TWO REVISED CONTRACTS FOR JAIL INMATE SERVICES.
3. COUNTY JUDGE: COUNTY TAX ASSESSOR:  
DISCUSS/TAKE ACTION ON EXECUTION OF CONTRACT AMENDMENT FOR AN ADDITIONAL RTS TERMINAL IN THE TAX ASSESSOR'S OFFICE.  
Attachments:
  - AGREEMENT (DOC)
4. COUNTY JUDGE: COUNTY AUDITOR:  
APPROVE BUDGET TRANSFERS.
5. COUNTY JUDGE: COUNTY AUDITOR:  
PAY COUNTY BILLS.
6. COUNTY JUDGE: SOMERVELL COUNTY JUDGE:  
EXECUTIVE SESSION: PERSONNEL MATTERS. AFTER HAVING CONVENED IN OPEN SESSION, THE COMMISSIONERS COURT WILL RETIRE INTO EXECUTIVE SESSION, PURSUANT TO THE PROVISIONS OF SECTION 551.074 OF THE TEXAS GOVERNMENT CODE IN ORDER TO DISCUSS THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE.
7. COUNTY JUDGE: SOMERVELL COUNTY JUDGE:  
TAKE ACTION ON EXECUTIVE SESSION.
8. COUNTY JUDGE: SOMERVELL COUNTY JUDGE:  
ADJOURN MEETING.



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

DOC ID: 4113

---

**FOR THE AGENDA OF:** September 29, 2017

**DEPARTMENT:** COUNTY TREASURER, SUSANNE GRAVES

**REQUEST:**

Discuss/take action on changing the Flexible Spending Arrangement.



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

DOC ID: 4112

---

**FOR THE AGENDA OF:** September 29, 2017

**DEPARTMENT:** SOMERVELL COUNTY JUDGE, DANNY L CHAMBERS

**REQUEST:**

Discuss/take action on two revised contracts for Jail Inmate Services.



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

DOC ID: 4116

---

**FOR THE AGENDA OF:** September 29, 2017

**DEPARTMENT:** COUNTY TAX ASSESSOR, DARLENE CHAMBER

**REQUEST:**

Discuss/Take Action on Execution of Contract Amendment for an additional RTS terminal in the Tax Assessor's office.

## EXHIBIT "A" To Amendment One State of Texas, County of \_\_\_\_\_

1. If a county desires additional RTS information resources, i.e., workstations or peripheral equipment, beyond what is allocated by the state, the equipment and support may be leased **at county expense** from the state. Counties should contact their supporting Vehicle Titles and Registration Division Regional Center for information and the necessary form to amend their existing Agreement for the Use of State of Texas Automation Equipment, that is, their "County Agreement."
2. Submitting a signed amendment form to Jeremiah Kuntz, Director, Vehicle Titles and Registration Division, will constitute the county's formal request to lease RTS workstations and will signify that the county tax assessor-collector has the funds necessary to lease this equipment.
3. The cost of leasing a basic RTS workstation will be \$1,500 per year unless the installation is at a new site that is a site where RTS has not previously been installed. In this case, a "one time" additional fee of \$2,500 for the first workstation will be charged. The cost of leasing other RTS information resources and support is reflected below. Counties will identify the type and amount of the equipment desired by appropriately annotating this quantity below.
4. During the first year of installation, the county will be billed during the month immediately following the month in which the equipment is installed for the pro-rated portion of the state fiscal year that remains. Thereafter, billing will occur annually during the first month of the state's fiscal year (September).
5. The county may request the state remove the equipment at any time, and it will be removed within 30 days of the request being received by TxDMV. The county will forfeit any portion of the annual lease fee that remains.
6. Equipment leased by a county will remain in the county unless replaced by the state or until the county requests that it be removed.
7. Annual costs for the above equipment and services are subject to change annually. Counties will be notified at least 90 days in advance of proposed changes.
8. Counties will annotate below (by site and quantity) equipment requirements. Total annual costs can be projected using the table provided. TxDMV will compute final costs and the county will be billed in accordance with paragraph 4 above.

	Item Type	County Site	Quantity	Individual Item Cost	Total Annual Cost
1.	Workstation, Basic <sup>1</sup>			\$1,500.00	
2.	Printer Laser, HP (high capacity)			\$1,100.00	
3.	Additional Printer			\$ 250.00	
4.	New Site Cost (one time fee)			\$2,500.00	
				Annual Leasing Fee	

Attachment: Agreement (4116 : RTS Terminal)

<sup>1</sup> The Basic Workstation includes all standard items for full functionality (monitor, CPU, keyboard, printer, software, support, and cash drawer, if necessary), in a normal environment.

COUNTY OF \_\_\_\_\_

**AMENDMENT ONE [LEASE OF STATE OF TEXAS REGISTRATION AND TITLE SYSTEM (RTS) INFORMATION RESOURCES AND SUPPORT] TO AGREEMENT FOR THE USE OF STATE OF TEXAS AUTOMATION EQUIPMENT**

THIS AMENDMENT is made between the "State" and the "County" pursuant to Texas Transportation Code, Section 520.0093, for the purposes of providing the County of \_\_\_\_\_, Texas an option to lease additional RTS workstations/items directly from the State. This amendment incorporates all the terms and provisions in the County's Agreement for the Use of State of Texas Automation Equipment ("County Agreement") dated \_\_\_\_\_, including but not limited to: equipment installation, RTS programming and hardware/software configuration, security, maintenance, equipment repair and replacement, equipment movement, unauthorized equipment use, building electrical requirements, accountability/inventory of equipment, training, and supplies.

In addition to the provisions of the original County Agreement, TxDMV's responsibility for equipment installed at non-county tax assessor-collector sites; i.e., privately owned, for profit enterprises performing registration and title functions for the county tax office; will be limited to ensuring the equipment remains operational. The county will be responsible for all training, user support, forms, supplies, user policy and procedures, etc., associated with this leased equipment. This amendment will remain in force for as long as the County Agreement remains effective.

This Amendment provides a new option for the County to obtain additional RTS Information Resources and Support not identified in the County Agreement. The process for requesting these resources and annual cost and billing information associated with this lease are included in Exhibit A to this Amendment.

RTS workstations identified below and/peripheral equipment identified on Exhibit A which are leased under the provisions of this amendment will be installed following approval of the County Commissioner's Court, and after signature by the County Judge, or a designee when supported by a certified copy of the Commissioner's Court Order or Resolution which must be attached, and co-signature by the Director of the Vehicle Titles and Registration Division of the Texas Department of Motor Vehicles.

\* \* \*

The County of \_\_\_\_\_, Texas will lease \_\_\_\_\_ additional RTS workstation(s)/items and requests that it/they be installed at the following County Tax Office manager or controlled site(s):

Site Name	New (N) or Existing (E) Site	Site Address	Number of Items

\_\_\_\_\_  
County Judge                      Date  
\_\_\_\_\_  
County

\_\_\_\_\_  
Jeremiah Kuntz, Director                      Date  
Vehicle Titles and Registration

Attachment: Agreement (4116 : RTS Terminal)



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

DOC ID: 4104

---

**FOR THE AGENDA OF:** September 29, 2017

**DEPARTMENT:** COUNTY AUDITOR, BRIAN WATTS

**REQUEST:**

Approve Budget Transfers.



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

DOC ID: 4105

---

**FOR THE AGENDA OF:** September 29, 2017

**DEPARTMENT:** COUNTY AUDITOR, BRIAN WATTS

**REQUEST:**

Pay County Bills.





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

DOC ID: 4114

---

**FOR THE AGENDA OF:** September 29, 2017

**DEPARTMENT:** SOMERVELL COUNTY JUDGE, DANNY L CHAMBERS

**REQUEST:**

Executive Session: Personnel Matters. After having convened in open session, the Commissioners Court will retire into Executive Session, pursuant to the provisions of Section 551.074 of the Texas Government Code in order to discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.



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

DOC ID: 4115

---

**FOR THE AGENDA OF:** September 29, 2017

**DEPARTMENT:** SOMERVELL COUNTY JUDGE, DANNY L CHAMBERS

**REQUEST:**

Take action on Executive Session.



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

DOC ID: 4106

---

**FOR THE AGENDA OF:** September 29, 2017

**DEPARTMENT:** SOMERVELL COUNTY JUDGE, DANNY L CHAMBERS

**REQUEST:**

Adjourn Meeting.